



AGENDA

Meeting of the Board of Directors

January 11, 2023, at 10:00 AM EST

PUBLIC ARE ENCOURAGED TO ATTEND REMOTELY USING THE BELOW LINKS

- Webinar: <https://us02web.zoom.us/j/82077207859>
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I. **Call to Order** – Bill Wuensch, President

II. **Roll Call** – Christine Appert, Secretary

III. **Introductions** – Bill Wuensch, President

IV. **Public Comments** – Bill Wuensch, President

The public may address the board by first contacting Nancy Hunt before the start of the meeting. Comments are limited to three minutes at the discretion of the board president. Contact Nancy Hunt at nancyh@ridejaunt.org or (434) 296-3184, extension 114.

V. **Action Items**

- December 14, 2022, Board of Directors Meeting Minutes– Christine Appert, Secretary **Page 2 of 122**
- Approval of Transit Development Plan--Ted Rieck, CEO **Page 6 of 122**
- Resolution Authorizing Application for FY2024 Operating and Capital Grants --Ted Rieck, CEO **Page 95 of 122**
- Board of Director Meeting Procedures--Ted Rieck, CEO, and Jordan Bowman, Legal Counsel **Page 98 of 122**

VI. **Standing Committee Reports**

- Finance Committee--Jacob Sumner, Treasurer & Robin Munson, CFO **Page 103 of 122**
- Operations and Safety Reports--Kyle Trissel, Safety Manager, and Brooke Solderich, GIS Data Analyst **Page 109 of 122 & Page 111 of 122**
- Regional Transit Partnership Update-- Christine Jacobs/Hal Morgan/Lucas Ames
- Executive Director Report--Ted Rieck, CEO **Page 122 of 122**

VII. **New Business**

VIII. **Announcements and Board Member comments**

Adjourn to next meeting: February 8, 2023, at 10:00 AM EST



MINUTES

Meeting of the Board of Directors

December 14, 2022, at 10:00 AM EST

Voting Member	Present In person	Present virtual	Absent
William Wuensch, [President], Albemarle	X		
Hal Morgan [Vice President], Fluvanna	X		
Christine Appert [Secretary], Charlottesville	X (left about 11:30am)		
Jacob Sumner [Treasurer], Albemarle	X		
Mike Murphy, Albemarle		X (left 12noon)	
Caetano de Campos Lopes, Albemarle			X
Lucas Ames, Charlottesville	X		
Erik Larson, Charlottesville	X		
Ray Heron, Charlottesville	X		
Randy Parker [Immediate Past President], Louisa	X		
Willie Gentry, Louisa	X		
Brad Burdette, Nelson	X		
Dian McNaught, Nelson	X		
Leslie Woodfolk, Fluvanna			X
Ex Officio Members			
Sandy Shackleford for Christine Jacobs, TJPDC		X (left 12:06pm)	
Kevin Hickman, Buckingham			X
Garland Williams, CAT			X
Michael Mucha, DRPT		X	
Steve Bowman, Greene			X
Staff			
Ted Rieck, CEO	X		
Robin Munson, CFO	X		
Mike Mills, Procurement Specialist		X	
Kyle Trissel, Transportation Safety Manager		X	
Brooke Solderich, GIS Data Analyst		X	
Cassy Kelly, Marketing & Comm Coordinator	X		
Zadie Lacy, Transit Planner	X		
Jordan Bowman, Legal Counsel	X		
Public			
Diantha McKeel, Supervisor, Albemarle Board of Supervisors		X	

I. Call to Order – Bill Wuensch, President

Called to order at 10:01 AM

II. Roll Call – Christine Appert, Secretary

Ted read the roster.

III. Introductions – Bill Wuensch, President

Ted introduced Cassy Kelly, Jaunt's new marketing and communication coordinator.

IV. Public Comments – Bill Wuensch, President

None.

V. Action Items

A. November 9, 2022, Board of Directors Meeting Minutes– Christine Appert, Secretary
Motion: Dian Second: Brad. Passed unanimously

B. Past Board Director Recognition--Bill Wuensch, President

Bill read bios of the former members (Fran Hooper, Ray East, Juandiego Wade). Ray thanked the Board for giving him the opportunity to serve. Fran said she enjoyed the experience. Juan also expressed similar sentiments.

VI. Standing Committee Reports

A. Finance Committee--Jacob Sumner, Treasurer & Robin Munson, CFO
Robin reviewed the financial statements. Jaunt so far running a \$450,000 surplus year to date due to below budget fuel prices and open positions. Robin said Jaunt will be investing \$2 million of its cash into a local government investment account.

FY2024 Budget Update

Ted presented an overview of the FY2024 Budget. Lucas asked if the projection for agency revenue is realistic given the drop off in that business. Ted said staff will revisit the projection before the board is asked to adopt the budget in May 2023. Randy asked if there were "winners and losers" in the budget. Ted said most of the communities are experiencing significant increases in their local contributions. Erik commented that federal funding is hard to estimate and asked how ridership was forecasted. Ted said ridership was based on a straight-line linear projection in FY2022 and carried to FY2023 and FY2024. Staff tweaked some of those projections. Hal asked how UVA contributions are noted. Ted said they are not in the budget as we did not need the funding (the funding was intended to offset fares paid by UVA employees but since Jaunt is fare-free, this is not needed). Ted noted that UVA still wants to contribute to service and Jaunt will ask for contributions to assist Buckingham and other high need areas.

B. Operations and Safety Reports--Kyle Trissel, Safety Manager and Brooke Solderich, GIS Data Analyst

Kyle noted an unfavorable trend in accidents. He outlined a training and review plan to improve skills of drivers in areas that seem to be the root of the increase (backing situations). Bill asked Kyle's breakdown in his job devoted to safety. Kyle said 25% to safety, another 25% to admin tasks, and the other half of his time in drug and alcohol testing.

Lucas asked how the accident goal was determined. Kyle said it was based on industry norms. Willie suggested how we might avoid situations where backing is needed. It is hard to avoid that in the rural areas which have limited access points to residential areas.

Brooke reviewed ADA data and ridership trends. Ridership is trending higher. ADA saw an increase in "no shows." Erik asked if there was a way to quickly see if ridership metrics were "favorable or unfavorable" like the green/yellow/red color scale in the financials.

- C. Regional Transit Partnership Update-- Sandy for Christine Jacobs/Hal Morgan/Lucas Ames

Sandy said that the RTP discussed an update to the governance study as well as the PDC's effort to do a mobility manager needs assessment.

- D. Executive Director Report--Ted Rieck, CEO

Ted reviewed the report in the agenda and then introduced Joel Eisenfeld of KFH Group to present the Transit Development Plan (TDP). Ted said the board will be asked to approve of the TDP in January. Board approval is a requirement of the DRPT "cure letter" issued in October 2021.

TDP presentation

Joel Eisenfeld and Will Sutton of KFH Group presented the TDP. A copy of the draft plan was included in the Board packet.

Alternative Fuels presentation

Mike Shindledecker of Kimley-Horn summarized the work and recommendations an "alternative fuels" study conducted for Jaunt over the last few months. A copy of the study was included in the Board packet.

VII. New Business

Erik asked about the status of the non-profit "Friends of Jaunt." Ted said the group was on hiatus due to competition of staff time with other priorities. Robin indicated that the paperwork required of the nonprofit is up to date. It was also stated that the group needed a new mission as the original mission was to help people pay for fares. Since Jaunt is fare free for now, its original purpose was rendered obsolete.

VIII. Announcements and Board Member comments

None.

Motion to Adjourn to next meeting:

January 11, 2022, at 10:00 AM EST

by Randy, second by Hal. Adjourned at 12:18pm.

Approval of Transit Development Plan

A Transit Development Plan (TDP) is a multi-year planning document that is intended to provide direction for a transit system and its community partners. The planning process identifies transit needs, develops potential improvements to meet the needs, prioritizes these potential improvements, and identifies the resources needed to implement the chosen improvements. The planning process for a TDP is typically guided by transit program staff, with input from an advisory committee made up of transit program stakeholders and community partners. Public and rider input is also sought during the process to ensure the plan reflects the needs of the community.

In Virginia, the Virginia Department of Rail and Public Transportation (DRPT) requires that each local transit program complete a TDP once every six years. DRPT uses the information compiled within the TDPs for programming, planning, and budget activities. DRPT provides financial resources so that local transit programs can access consultant assistance to complete the plans. Once completed, the Jaunt TDP will provide a basis for the inclusion of Jaunt's operating and capital program in the commonwealth's Six-Year Improvement Plan (SYIP) and Statewide Transportation Improvement Program (STIP). The TDP planning process follows a set of requirements and a report format outlined by DRPT. The current planning horizon for TDPs in Virginia is 10 years.

A draft of Jaunt's TDP was presented to the Board in December 2022. To be compliant with DRPT requirements, staff is seeking Board approval of the final version of the TDP. The finalized document is attached.

The draft TDP was sent to the Thomas Jefferson Planning District Commission and to the Charlottesville Area Transit. Further, the draft document has been posted on Jaunt's website since December 16th.

Some of the top takeaways from the TDP are:

- Based on a survey of riders and stakeholders, Jaunt services are well regarded.
- A new cost allocation model/procedure has been developed to provide more transparency and equity in sharing costs among Jaunt's funding partners.
- Transit needs exist throughout Jaunt's service area.
- Several service improvement suggestions including:
 - Acquisition of an app-based demand response booking and tracking system
 - Pursuit of microtransit as an alternative service delivery model
 - Modification of services in Nelson, Buckingham, Albemarle, and Greene Counties among other areas.

- Implement Greene/Albemarle/Charlottesville Link service.
- Implement App-Based Demand Response Microtransit in Greene County.
- Monitor ridership for Crozet CONNECT, Buckingham CONNECT, and Lovingston and Stoney Creek/Wintergreen Circulators.
- Pilot electric battery vehicles per *Feasibility Study of Alternative-Fuel Vehicles*.

FY2026

- Expand Lovingston Circulator service to cover all of Nelson County.
- Monitor ridership for the Monticello Microtransit, Greene/Albemarle/Charlottesville Link, and Greene County microtransit services.

FY2027

- Monitor ridership for expanded Lovingston Circulator service.

FY2028

- Implement Louisa-Zion Crossroads Circulator flex route service.

FY2029

- Monitor ridership for Louisa-Zion Crossroads Circulator service.
- Prepare for a full TDP update.

FY2030

- Conduct for a full TDP update.

FY2031 – FY2033

- Begin implementing projects recommended within the FY2030 TDP.

Capital Needs

Vehicle Replacement and Expansion Plan

This section presents the details of the vehicle replacement and expansion plan, including vehicle useful life standards and estimated costs. A vehicle replacement and expansion plan is necessary to maintain a high quality fleet and to dispose of vehicles that have reached their useful life. The capital program for vehicles was developed by applying FTA/DRPT vehicle replacement standards to the current vehicle fleet which was presented in Chapter 1.

Useful Life Standards

The useful life standards used by the FTA were developed based on the manufacturer’s designated vehicle life-cycle and the results of independent FTA testing. The standards indicate the expected lifespans for different vehicle types. If vehicles are allowed to exceed their useful life they become much more susceptible to break-downs, which may increase operating costs and decrease the reliability of scheduled service. With some exceptions for defective vehicles, DRPT/FTA funds are not typically available to replace vehicles that have not yet met the useful life criteria. The FTA’s vehicle useful life policy for a number of different vehicle types is shown in Table 5-1. DRPT’s useful life policy mirrors the FTA’s useful life policy.

Table 5-1: FTA’s Rolling Stock Useful Life Policy

Vehicle Type	Useful Life
Light Duty Vans, Sedans, Light Duty Buses and All Bus Models Exempt from Testing Under 49 CFR, part 665	Minimum of 4 Years or 100,000 Miles
Medium, Light Duty Transit Bus	Minimum of 5 Years or 150,000 Miles
Medium, Medium Duty Bus	Minimum of 7 Years or 200,000 Miles
Small, Heavy Duty Transit Bus	Minimum of 10 Years or 350,000 Miles
Large, Heavy Duty Transit Bus, including over the road coaches	Minimum of 12 Years or 500,000 Miles

Source: FTA Circular 5100.1: Bus and Bus Facilities Formula Program Guidance

Vehicle Replacement Plan – Baseline Estimate

The useful life standards used by the FTA were developed based on the manufacturer’s designated vehicle life-cycle and the results of independent FTA testing. The standards indicate the expected lifespans for different vehicle types. If vehicles are allowed to exceed their useful life they become much

more susceptible to break-downs, which may increase operating costs and decrease the reliability of scheduled service. With some exceptions for defective vehicles, DRPT/FTA funds are not typically available to replace vehicles that have not yet met the useful life criteria. The FTA's vehicle useful life policy for a number of different vehicle types is shown in Table 5-1. DRPT's useful life policy mirrors the FTA's useful life policy.

A noticeable challenge to this section, especially for Jaunt, is determining if the current fleet size is appropriate for the services it provides. Key to this is the current fleet size. JAUNT reported they have 108 revenue vehicles, 80 of which are vehicles operated in maximum service. Each vehicle was procured using Section 5311 funding. Since services are commingled where one vehicle may provide rural transit trips, contracted human service trips, and ADA trips all in one day, knowing the exact requirement for each service is unworkable. However, by calculating the hours for each service the number of vehicles presumably needed are broken down as follows:



- 12 for rural commuter routes (per NTD data)
- 25 for rural demand response routes (per JAUNT's planning manager)
- 20 for ADA routes (per JAUNT's planning manager)
- Leaving 23 for human service agency contracted service

Based on this, it appears Jaunt has excessive vehicles for the services they provide. To "rightsize" the fleet, the TDP will begin looking to only replace vehicles that are eligible beginning in FY2024.

All of Jaunt's revenue service vehicles are vans or cutaway vehicles, with a minimum useful life of four to five years. These vehicles have gasoline engines. Table 5-2 provides the existing fleet inventory with the estimated calendar year that each vehicle is eligible for replacement. The operating condition of the vehicles and the availability of funding will dictate the actual replacement year.

In addition to helping Jaunt and DRPT plan future fleet needs, this vehicle replacement plan will also feed DRPT's transit asset management plan (TAM), which is an FTA-required plan that must include an asset inventory; condition assessments of inventoried assets; and a prioritized list of investments to improve the state of good repair of its capital assets.¹ The TAM requirements establish state of good repair standards and four state of good repair performance measures.

¹ Federal Register, Volume 81, No. 143, Tuesday July 26, 2016, Rules and Regulations, DOT, FTA, 49 CFR Parts 625 and 630, Transit Asset Management; National Transit Database.

Table 5-2: Jaunt Transit Vehicle Inventory and Estimated Replacement Schedule

Vehicle ID	Vehicle Description	Year	Make/Model	Type	Miles	Estimated Replacement Year
178	Bus Chevy 14 pass BOC	2019	Chevrolet Express Cutaway	Van	105,099	2024
179	Bus Chevy 14 pass BOC	2019	Chevrolet Express Cutaway	Van	78,820	2024
180	Bus Chevy 14 pass BOC	2019	Chevrolet Express Cutaway	Van	58,560	2025
181	Bus Chevy 14 pass BOC	2019	Chevrolet Express Cutaway	Van	70,087	2024
182	Bus Chevy 14 pass BOC	2019	Chevrolet Express Cutaway	Van	72,889	2024
183	Bus Chevy 14 pass BOC	2019	Chevrolet Express Cutaway	Van	51,498	2025
184	Bus Chevy 18 pass BOC	2019	Chevrolet Express Cutaway	Van	70,664	2024
185	Bus Chevy 18 pass BOC	2019	Chevrolet Express Cutaway	Van	58,003	2025
186	Bus Chevy 18 pass BOC	2019	Chevrolet Express Cutaway	Van	59,415	2025
187	Bus Chevy 18 pass BOC	2019	Chevrolet Express Cutaway	Van	57,581	2025
188	Bus Chevy 18 pass BOC	2019	Chevrolet Express Cutaway	Van	60,600	2025
189	Bus Chevy 18 pass BOC	2019	Chevrolet Express Cutaway	Van	51,043	2025
190	Bus Chevy 23 pass ARBOC BOC	2019	Chevrolet Express Cutaway	Bus	79,112	2024
191	Bus Chevy 23 pass ARBOC BOC	2019	Chevrolet Express Cutaway	Bus	46,991	2025
176	Bus Ford 28 pass BOC POS	2019	Ford F-550 Super Duty	Truck	68,620	2025
177	Bus Ford 28 pass BOC POS	2019	Ford F-550 Super Duty	Truck	70,570	2024
192	Bus Ford 28 pass BOC POS	2019	Ford F-550 Super Duty	Bus	29,820	2026
501	Bus	2019	Ford Transit Cargo	Van	1,192	2026
503	Bus	2019	Ford Transit Cargo	Van	11,508	2026
718	GCT	2019	Ford E-Series Chassis	Van	50,081	2025
719	GCT	2019	Ford E-Series Chassis	Van	42,713	2025
502E	Bus	2019	Ford Transit Cargo	Van	5,165	2027
504	Bus	2020	Ford Transit Cargo	Van	68	2027
505	Bus	2020	Ford Transit Cargo	Bus	7,428	2027
506	Bus	2020	Ford Transit Cargo	Van	952	2027
507	Bus	2020	Ford Transit Cargo	Van	594	2027

Vehicle ID	Vehicle Description	Year	Make/Model	Type	Miles	Estimated Replacement Year
508	Bus	2020	Ford Transit Cargo	Van	168	2027
509	Bus	2020	Ford Transit Cargo	Van	335	2027
510	Bus	2020	Ford Transit Cargo	Van	2,183	2027
511	Bus	2020	Ford Transit Cargo	Van	2,188	2027
512	Bus	2020	Ford Transit Cargo	Van	61	2027
720	GCT	2020	Ford Transit Cargo	Van	24,943	2026
721	GCT	2021	Ford E-Series Chassis	Van	25,305	2028

Vehicle Replacement and Expansion Plan

The annual schedule for vehicle replacement and expansion, based on the implementation schedule provided in this chapter and the FTA's vehicle useful life standards, is shown in Table 5-3. Based on Jaunt's surplus of vehicles no expansion vehicles are expected.

This vehicle replacement and expansion schedule is based on estimates; actual vehicle purchases may vary depending upon service changes, funding availability, and unexpected economic shifts. Jaunt's capital improvement plan looks to "even out" the number of vehicles replaced on any given year. To support this process the chart below follows their replacement schedule. Changes to this vehicle replacement and expansion schedule can be made by Jaunt within its annual TDP update letter to DRPT, if needed. As shown in the table, the number of vehicles vary greatly by year. If it is not feasible to purchase this many vehicles in one year, some replacements may shift to the next fiscal year, if the vehicles are still in acceptable condition.

Table 5-3: Vehicle Replacement and Expansion Schedule

Number of Vehicles	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Replacement	11	11	11	11	11	TBD	TBD	TBD	TBD	TBD
Expansion										
Non-Revenue	1	2	2							
Total Vehicles	19	13	13	0	17	TBD	TBD	TBD	TBD	TBD

Estimated Vehicle Costs

The estimated vehicle replacement costs are presented in Table 5-4. These costs are based Jaunt's *Submitted Five Year Capital Budget 2023-2027* to DRPT. For FY2025 to FY2033 a 4% inflationary factor was applied each year. These cost estimates were used to develop the capital budget, which is included with the Financial Plan in Chapter 6. The plan includes the replacement of 34 revenue vehicles. Potential funding programs for the replacement vehicles include: FTA Section 5311 Program; DRPT's Capital Assistance Program; and local funds. All service vehicles purchased will be lift- or ramp-equipped.

Table 5-4: Estimated Costs of New Vehicles

Fiscal Year	Connect Body-On-Chassis	Standard Body-On-Chassis
2024	\$212,800	\$160,000
2025	\$221,312	\$166,400
2026	\$230,164	\$173,056
2027	\$239,371	\$179,978
2028	\$248,946	\$187,177
2029	\$258,904	\$194,664
2030	\$269,260	\$202,451
2031	\$280,030	\$210,549
2032	\$291,231	\$218,971
2033	\$302,881	\$227,730

Major System Maintenance and Operations Facilities

In 2022 Jaunt completed a *Feasibility Study of Alternative-Fuel Vehicles*. The key recommendation is that Jaunt go with battery electric vehicles, at least on a pilot basis. This would occur in FY2025. The capital funding would address implementation planning to include fast charging stations as well as battery electric vehicle purchases. Implementation planning is estimated at \$150,000. The actual cost for fast charging at the Keystone location as well as one rural location to be determined in this plan.

Another major project that is being considered is the construction of an administration/maintenance facility. Key components for this to move forward are a facility feasibility study, real estate acquisition, and construction costs.

Passenger Amenities

The plan includes the addition of bus stop signs at key time points where they currently are missing (unknown at this time but budgeted for 30), as well as 20 shelters for stops that either have high usage, or could potentially have high usage.

Technology and Equipment

The routine replacement of computer hardware and software is included in the plan, as are shop equipment and spare parts. The TDP recommends that Jaunt develop a technology plan to better identify industry growth and internal needs, utilizing DRPT's technical assistance grant program. This would necessitate a feasible Jaunt is also exploring expanding existing demand response services through a smartphone app-based booking system or microtransit. The intent is for Jaunt to partner with a software vendor to further explore the applicability of microtransit within the service area. The technology required for this project still needs to be determined. Startup costs and monthly fees for 12 vehicles are modeled for the TDP.

Chapter 6

Financial Plan

Introduction

This chapter provides a financial plan for funding existing and proposed Jaunt services for the TDP's ten-year planning period. The projects indicated in Years 1-3 should be considered short-term, those in Years 4-7 are considered mid-term, and those planned for years 8 through 10 should be considered long-term projects. The financial plan addresses both operations and capital budgets, focusing on the project and capital recommendations that were highlighted in Chapter 4 and the implementation schedule and capital needs highlighted in Chapter 5.

It should be noted that over the course of the ten-year period there are a number of unknown factors that could affect transit finance, including: the future economic condition of local jurisdictions and the region; the availability of funding from the Federal Transit Administration; and the availability of funding from the Commonwealth Transportation Fund.

Operating Expenses and Funding Sources

Tables 6-1 provides the financial plan for the operation of Jaunt's services under the ten-year plan. The table summarizes the annual operating expenses for the existing transit program; provides operating cost estimates for the service projects that are recommended; and identifies the funding sources associated with these service projects.

A number of assumptions used in developing the operating cost estimates:

- The projected cost per revenue hour and the operating costs to maintain the current level of service assume a 4% annual inflation rate. Note the fiscal year that the proposed service improvement is planned utilizes current dollar projections.
- For FY2024, the first year of the plan, the expenses and revenues are based on Jaunt's FY2024 budget and then the 4% annual inflation increase the subsequent years.
- It is understood that none of the funding partners are committing to these funding levels, but that they are planning estimates. Specific funding amounts for each year will be determined during the annual SYIP adoption and budget cycle for the Commonwealth and the local funding partners.

Table 6-1: Jaunt Transit TDP Financial Plan for Operations

Projects (1)	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Projected Operating Expenses (1)										
Current Level of Service	\$12,001,029	\$12,566,123	\$13,159,775	\$13,783,543	\$14,334,884	\$14,908,280	\$15,504,611	\$16,124,795	\$16,769,787	\$17,440,579
TDP Improvements (2)										
Expanded Fluvanna Circulator - Daily	\$36,860	\$38,334	\$39,868	\$41,462	\$43,121	\$44,846	\$46,640	\$48,505	\$50,445	\$52,463
Expanded Fluvanna Midday Link - Daily	\$63,900	\$66,456	\$69,114	\$71,879	\$74,754	\$77,744	\$80,854	\$84,088	\$87,452	\$90,950
Streamlined Crozet CONNECT										
Streamlined Buckingham CONNECT										
Expanded Lovington Circulator - Daily	\$126,860	\$131,934	\$137,212	\$142,700	\$148,408	\$154,345	\$160,518	\$166,939	\$173,617	\$180,561
Stoney Creek/ Wintergreen Circulator	\$211,435	\$219,892	\$228,688	\$237,836	\$247,349	\$257,243	\$267,533	\$278,234	\$289,363	\$300,938
Monticello Microtransit		\$850,000	\$878,900	\$908,783	\$939,681	\$971,630	\$1,004,666	\$1,038,824	\$1,074,144	\$1,110,665
Greene/Albemarle/ Charlottesville Link Service										
App-Based Demand Response – Microtransit		\$72,000	\$74,880	\$77,875	\$80,990	\$84,230	\$87,599	\$91,103	\$94,747	\$98,537
Nelson Countywide Demand Response			\$211,435	\$219,892	\$228,688	\$237,836	\$247,349	\$257,243	\$267,533	\$278,234
Louisa-Zion Crossroads Circulator					\$237,860	\$247,374	\$257,269	\$267,560	\$278,263	\$289,393

Projects (1)	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Total Projected Operating Expenses	\$12,440,084	\$13,944,740	\$14,799,872	\$15,483,970	\$16,335,736	\$16,983,527	\$17,657,039	\$18,357,292	\$19,085,351	\$19,842,320
% Change Year by Year		12%	6%	5%	6%	4%	4%	4%	4%	4%
Anticipated Revenue and Subsidies (3)	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Contract Revenue (4)	\$396,476	\$297,357	\$309,251	\$321,621	\$334,486	\$347,866	\$361,780	\$376,251	\$391,302	\$406,954
Subtotal, Revenue	\$396,476	\$297,357	\$309,251	\$321,621	\$334,486	\$347,866	\$361,780	\$376,251	\$391,302	\$406,954
Net Deficit	\$12,043,608	\$13,647,383	\$14,490,620	\$15,162,349	\$16,001,250	\$16,635,662	\$17,295,258	\$17,981,041	\$18,694,050	\$19,435,367
Federal Funds (5)	\$3,592,631	\$3,628,558	\$3,664,843	\$3,701,492	\$3,738,506	\$3,775,892	\$3,813,650	\$3,851,787	\$3,890,305	\$3,929,208
State Funds (6)	\$1,162,190	\$1,173,812	\$1,185,550	\$1,197,406	\$1,209,380	\$1,221,473	\$1,233,688	\$1,246,025	\$1,258,485	\$1,271,070
Local Funds	\$6,275,886	\$6,526,922	\$6,787,999	\$7,059,519	\$7,341,899	\$7,635,575	\$7,940,998	\$8,258,638	\$8,588,984	\$8,932,543
Subtotal, Subsidies	\$11,030,708	\$11,329,291	\$11,638,392	\$11,958,416	\$12,289,785	\$12,632,940	\$12,988,337	\$13,356,450	\$13,737,774	\$14,132,821
Total Projected Operating Revenue and Subsidies	\$11,427,184	\$11,626,648	\$11,947,643	\$12,280,037	\$12,624,272	\$12,980,806	\$13,350,117	\$13,732,702	\$14,129,075	\$14,539,775
Net Deficit	-\$1,012,901	-\$2,318,092	-\$2,852,228	-\$3,203,933	-\$3,711,464	-\$4,002,721	-\$4,306,922	-\$4,624,591	-\$4,956,276	-\$5,302,545

(1) FY2024-FY2028 based on Jaunt's Five-Year Budget Projection; FY2028-FY2033 based on previous year's budget times inflation rate.

(2) Planned improvement expense uses current dollars and subsequent years times inflation rate.

(3) FTA's Section 5311 program (50% of the net deficit); DRPT's state assistance program (25%), with the remaining 25% coming from local funds.

(4) Jaunt's 5-Year Operations Projections (FY22-FY28) factors in a 25% reduction in contract revenue in FY2025 and then applies inflation rate in succeeding years.

(5) Federal grants assume a 1% inflation rate per year.

(6) DRPT grants assume a 1% inflation rate per year.

Capital Expenses and Funding Sources

DRPT has implemented a capital assistance prioritization process that allows DRPT to allocate and assign limited resources for projects that are deemed the most critical.¹ DRPT's capital program now classifies, scores, and prioritizes projects into the following categories:

- **State of Good Repair (SGR).** This category includes projects and programs that replace or rehabilitate existing assets.
- **Minor Enhancement (MIN).** This category includes projects and programs to add capacity, new technology, or a customer facility, and meet the following criteria:
 - Total project cost of less than \$3 million; or
 - Vehicle expansion of not more than 5 vehicles or 5% of the existing fleet size, whichever is greater.
- **Major Expansion (MAJ).** This category includes projects or programs that add, expand, or improve service with a cost exceeding \$3 million or, for expansion vehicles, and increase of greater than 5 vehicles or 5% of fleet size, whichever is greater.

The following three types of projects are exempt from the prioritization scoring process:

- Capital projects that do not receive any state transit capital funding contribution.
- Debt service agreements approved in previous fiscal years.
- Track lease payments and capital cost of contracting requests.

The TDP for Jaunt includes projects in the SGR and MIN categories, as described below.

State of Good Repair

Eligible activities for funding under State of Good Repair Include²:

Replacement/Rehabilitation of:

- Vehicles/rolling stock (buses, vans, rail cars, support vehicles, etc.)
- Administrative/maintenance facilities
- Customer amenities (parking facilities, bus shelters, benches, signage)
- Any other specific existing pieces of equipment and/or technology that **do not** fall into the Special Asset Categories**

¹ DRPT, Making Efficient Responsible Investments in Transit (MERIT), Capital Assistance – Program Prioritization, FY 21 Technical Documentation.

² DRPT, Making Efficient Responsible Investments in Transit (MERIT), Capital Assistance – Program Prioritization, FY 21 Technical Documentation.

**** Special Asset Categories:**

- Tools: all tools needed to provide maintenance services (i.e., new/replacement tools, tool cabinets, etc.).
- Maintenance Equipment: all equipment needs to maintain vehicles, infrastructure, and/ or other assets (i.e., bus lift, tire mounting device, forklifts, etc.).
- Spare Vehicle/Rail Parts: all spare vehicle and rail parts that will be used to maintain assets in working order that are not part of a larger rehabilitation project (i.e. alternators, transmissions, engines, seats, windows, gas tanks, etc.).
- Building/Facility Items and Fixtures: all individual, small facility parts and fixtures that are being replaced outside of a larger rehabilitation project (i.e., concrete floors, stairs, escalators, hand dryers, fans, lighting systems, etc.).
- Grouped Assets/Programs of Projects (less than \$2 million): includes large groups of assets that cannot be broken down into subcomponents (i.e., general SGR purchase of parks or track). Does not include grouped or program of projects for vehicle rehab or replacement.
- Other Financial Tools: includes funds for needed capital investments that cannot be scored as a replacement/rehabilitation (i.e., capital cost of contracting, track lease payments, debt service on previously approved projects).

Federal and state matching ratios for SGR projects, based on Jaunt's Cost Allocation Plan are currently as follows: federal – 48%; state – 16%. The estimated expenses and funding sources for the SGR projects for the TDP period are provided in Table 6-2. Technical assistance grants are 50% state and 50% local.

Minor Enhancements

Eligible investments under the Minor Enhancement (MIN) category include:

- Fleet expansion (fewer than 5 vehicles or 5% of fleet)
- New customer amenities (parking facilities, bus shelters, benches, accessibility improvements, signage)
- New equipment and technology
- New small real estate acquisition
- Capital project development less than \$2 million (engineering and design, construction management)
- All assets that fall in the Special Assets Categories (listed above)

Table 6-2: Jaunt - State of Good Repair Projected Capital Expenses and Funding

	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Vehicle Replacements										
Connect Body-on-Chassis	4	1								
Standard Body-on-Chassis	7	10	11	11	11					
Non-Revenue Vehicles	1	2	2							
Sub-Total Replacement Vehicles	12	13	13	11	11	TBD	TBD	TBD	TBD	TBD
Replacement Vehicles Costs	\$2,001,200	\$1,970,312	\$1,993,616	\$1,979,761	\$2,058,951	TBD	TBD	TBD	TBD	TBD
Other Replacement/Rehabilitation										
Alternative Fuels Program -Implementation Planning	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Administration/Maintenance Facility Study	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Improvements	\$121,000	\$122,050	\$123,153	\$24,310	\$25,000	\$0	\$0	\$0	\$0	\$0
Computer/Technology Replacements	\$863,566	\$1,174,500	\$143,200	\$100,800	\$50,000	\$0	\$0	\$0	\$0	\$0
Total SGR Expenses	\$2,985,766	\$3,616,862	\$2,259,969	\$2,104,871	\$2,133,951	TBD	TBD	TBD	TBD	TBD
Anticipated Funding Sources - Current Federal/State/Local Matching Ratios										
Federal	\$1,433,168	\$1,509,510	\$1,084,785	\$1,010,338	\$1,024,297	\$0	\$0	\$0	\$0	\$0
State	\$477,723	\$678,170	\$361,595	\$336,779	\$341,432	\$0	\$0	\$0	\$0	\$0
Local	\$1,074,876	\$1,307,132	\$813,589	\$757,753	\$768,222	\$0	\$0	\$0	\$0	\$0
Total Funding	\$2,985,766	\$3,494,812	\$2,259,969	\$2,104,871	\$2,133,951	TBD	TBD	TBD	TBD	TBD

Notes:

- Future vehicle replacement purchases are assumed to be funded as follows: 48% federal; 16% state; and 36% local.
- Vehicle prices include inflation, and are based on the vehicles described in Chapter 5.
- Technical assistance grants funded as follows: 50% state, and 50% local.

Table 6-3: Jaunt - Minor Enhancements Projected Capital Expenses and Funding

Capital Need	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Bus Stop Signs		\$4,500								
Bus Shelters and Benches		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000			
Maintenance Equipment/Tools	\$28,350	\$62,843	\$65,985	\$69,284	\$70,000					
Real-Time Schedule Information		\$20,000				\$69,550				
Total MIN Expenses	\$28,350	\$137,343	\$115,985	\$119,284	\$120,000	\$119,550	\$50,000	TBD	TBD	TBD
Anticipated Funding Sources- Current Federal/State/Local Matching Ratios (1)										
Federal	\$22,680	\$109,874	\$92,788	\$95,427	\$96,000	\$95,640	\$40,000			
State	\$4,536	\$21,975	\$18,558	\$19,085	\$19,200	\$19,128	\$8,000			
Local	\$1,134	\$5,494	\$4,639	\$4,771	\$4,800	\$4,782	\$2,000			
Total Funding	\$28,350	\$137,343	\$115,985	\$119,284	\$120,000	\$119,550	\$50,000	TBD	TBD	TBD

(1) Funding split assumed to remain 48% federal; 16% state; and 36% local.

Total Capital Expenses over TDP Timeframe

The combined SGR and MIN budgets for the TDP period are provided in Table 6-4.

Table 6-4: Jaunt Capital Budget – FY2024-FY2033

SGR	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Replacement Vehicles	\$2,001,200	\$1,970,312	\$1,993,616	\$1,979,761	\$2,058,951					
Alternative Fuels Program - Implementation Planning	\$0	\$150,000	\$0	\$0	\$0					
Administration/Maintenance Facility Study	\$0	\$200,000	\$0	\$0	\$0					
Computer/Technology Replacements	\$121,000	\$122,050	\$123,153	\$24,310	\$25,000					
Computer/Technology Replacements	\$863,566	\$1,174,500	\$143,200	\$100,800	\$50,000					
Total SGR Expenses	\$2,985,766	\$3,616,862	\$2,259,969	\$2,104,871	\$2,133,951	TBD	TBD	TBD	TBD	TBD
MIN										
Bus Stop Signs	\$0	\$4,500	\$0	\$0	\$0	\$0	\$0			
Bus Shelters and Benches	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000			
Maintenance Equipment/Tools	\$28,350	\$62,843	\$65,985	\$69,284	\$70,000	\$0	\$0			
Real-Time Schedule Information	\$0	\$20,000	\$0	\$0	\$0	\$69,550	\$0			
Total MIN Expenses	\$28,350	\$137,343	\$115,985	\$119,284	\$120,000	\$119,550	\$50,000	TBD	TBD	TBD
TOTAL CAPITAL EXPENSES	\$3,014,116	\$3,754,205	\$2,375,954	\$2,224,155	\$2,253,951	\$119,550	\$50,000	TBD	TBD	TBD
Anticipated Funding Sources- Current Federal/State/Local Matching Ratios (1)										
Federal	\$1,455,848	\$1,619,384	\$1,177,573	\$1,105,765	\$1,120,297	\$95,640	\$40,000			
State	\$482,259	\$700,145	\$380,153	\$355,865	\$360,632	\$19,128	\$8,000			
Local	\$1,076,010	\$1,312,626	\$818,228	\$762,525	\$773,022	\$4,782	\$2,000			
Total Funding	\$3,014,116	\$3,632,155	\$2,375,954	\$2,224,155	\$2,253,951	\$119,550	\$50,000	TBD	TBD	TBD

(1) Funding split assumed to remain 48% federal; 16% state; and 36% local for all capital except for technical assistance grants - 50% state and 50% local.

Appendix A

Cost Allocation Plan

JAUNT

Cost Allocation Plan

Draft Final Report

September 2022

Prepared for
JAUNT



Under Contract To:



Virginia Department of Transportation

Prepared by
KFH Group, Inc.



Supplemental Technical Report

Cost Allocation Plan

Table of Contents

Introduction.....	1
Cost Allocation Plans	2
Basic Cost Allocation Principles	3
Existing JAUNT Cost Allocation Plan.....	3
Cost Allocation Alternatives	3
Cost Allocation to Various Funding Programs.....	4
JAUNT’s Operating Cost Allocation.....	4
Allocation Based on Cost “Model”	4
JAUNT’s Vehicle Capital Requirements	11
Capital for General Public S.5311 Rural Services.....	12
Capital for ADA Urban Service.....	12
Capital for Human Service Agency Contract Services.....	12
JAUNT’s Capital Cost Allocation Model	13
Allocation Based on Cost “Model”	13
Capital Cost Allocation Exercise	14
Capital Cost Allocation Using FY2021	14
Summary of Recommendations	15

Appendix A: Trial Balance Summary

Appendix B: Chart of Accounts

Appendix C: FY2021 Service Metrics - Revenue Hours and Miles

Appendix D: FY2021 Revenue Miles

Introduction

JAUNT provides transportation services to the general public as well as to human service agency clients under contract to those agencies. Public transit is funded under two separate FTA and DRPT funding programs – Section 5307 urban funding is used to provide ADA paratransit service for Charlottesville Area Transit (CAT), and Section 5311 funding is used to provide general public transit in rural areas.

This cost allocation plan provides a method of allocating transportation costs to these various funding programs and services. Each of the four service/funding programs (5311 Rural/5307 Urban ADA/Agency Services/Urban Non-ADA) are clearly defined in the cost allocation plan.

Given the services and funding at JAUNT, a critical consideration in this plan is the requirement that Section 5311 operating and capital assistance is intended to serve residents of rural areas. FTA recognizes that often there are situations where a subrecipient receives both Section 5307 and 5311 funding to provide public transportation to urbanized and surrounding rural areas. However, subrecipients should use Section 5311 funds only to assist the rural portion of those localities. Because of the wide range of circumstances under which an operator may provide services in both urbanized and rural areas, FTA expects the subrecipient to develop a reasonable basis related to the service provided, for allocating operating costs between the two FTA funding sources.

Cost Allocation Plans

Defined for the purposes of this report, a cost allocation plan identifies, accumulates, and allocates operating and capital costs among various services or funding programs. It is important to note that cost allocation and overhead are different (though related) concepts.

As authorized by 2 CFR § 200.27, FTA uses the term “cost allocation plan” (CAP) to mean central service cost allocation plan. Central service cost allocation plan means the allocating the cost of centralized agency functions provided by a state or local government or Indian tribe to its departments and agencies, per 2 CFR § 200.9.

JAUNT does not have indirect costs, nor does it have overarching central services that need to be allocated. JAUNT has one purpose and one cost center/objective which is supplying transportation. There are no “central services” like a local government and or human service agencies (such as CAT’s HR services are centralized with the city as a whole). Therefore, JAUNT does not have a CAP per what is outlined by FTA. Thus, the JAUNT cost allocation is intended to allocate ALL operating and capital costs to its funding programs.

Basic Cost Allocation Principles

The overall objectives for most cost allocation plans are to:

- Include all costs that need to be recovered or represented.
- Fairly represent the actual cost of providing the service.
- Be relatively easy to apply and understand.
- Be based on data that management has available or could collect (practically).

Agencies often use a combination of directly charging some costs and “allocating” other costs. Which method is appropriate (and practical) can depend on whether the services/routes are distinct or divisible (so costs can be tracked easily). Generally, the estimated cost of a particular route or service should include all costs associated with that service, including capital and operating expenses. For example, the Federal Transit Administration (FTA) guidelines require that public transit systems providing service under contract must collect in fees the “fully allocated cost” of that service. Fully allocated costs include vehicle and all capital costs; however, an agency cannot include depreciation of federally/state-funded vehicles in costs charged against federal/state grants.

Existing JAUNT Cost Allocation Plan

JAUNT has historically used service hours as the basis for how it divides up its operating expenses among funding programs/services. Month to month they use a methodology that assigns costs for those that month based on proportionate shares of overall service hours. The proportionate share of the total allowable expenses for each service is assigned based on a percentage derived from the proportionate share of the total service hours. For example, for FY2018, 70,135 hours were needed to deliver the Section 5307 services. This equates to roughly 56% of the total services hours of 125,564. In turn, 56% of the expenses, or \$3,403,006, are assigned to paratransit services. Please note the annual example is for illustration and fluctuations in costs and hours can vary each month.

JAUNT currently does not allocate the cost of capital to different programs – all capital costs are borne by Section 5311.

Cost Allocation Alternatives

Our approach to testing different cost allocation models for JAUNT included a number of steps. The task began with the collection of data on operating, maintenance, and administrative costs for JAUNT, along with the amount and type of services provided by the funding program (vehicle miles, vehicle hours, trips). This data was then applied to a simple fully allocated cost model (based on miles, hours, and an indirect cost rate for fixed costs).

Cost Allocation to Various Funding Programs

Since JAUNT provides transportation services to both the general public via the Section 5307 (ADA service) and Section 5311 (rural general public) programs, as well as human service transportation, a method of allocating transportation costs to various funding programs and services is recommended.

As outlined below, separate methods are recommended for allocating operating¹ and capital costs.

JAUNT's Operating Cost Allocation

The cost allocation model employed uses the actual JAUNT operating expenses for FY2021 (inputs) along with the operating statistics for the same period (output in terms of miles, hours and trips). JAUNT provided their Trial Balance Summary (Appendix A) and Chart of Accounts (Appendix B) – to determine fixed costs, hourly-related costs, and mileage-related costs. The model classifies expenses based on whether they are fixed or variable. Fixed costs are constant over large increments of service (such as most administrative costs, and facility rent). Variable costs vary with the level of service provided (such as driver wages, gas, and maintenance). Variable costs are allocated based on whether they vary with the number of miles or hours. Fixed costs are allocated based on the total variable cost (as a percentage). Lastly, FY2021 Service Metrics - Revenue Hours and Miles (Appendix C) were provided by JAUNT for operating statistics requirements needed for the model.

Allocation Based on Cost “Model”

Costs allocated based on the two-variable cost model (using hours and miles) are presented in Table 1. This approach was employed since it is more accurate than a one variable model. The process entailed grouping costs into three categories:

- Fixed Costs – constant over large increments of service (such as most administrative costs).
- Hourly-Related Costs – vary with the hours of service provided (such as driver wages).
- Mileage-Related Costs – vary with the miles of service provided (such as fuel and maintenance).

As shown, JAUNT central fixed costs were \$4,717,883. Variable costs were \$4,684,948, including \$3,990,325 for expenses dependent on the hours of service and \$694,624 for expenses dependent on the miles of service.

¹ Operating expenses are those costs necessary to operate, maintain, and manage a public transportation system.

Table 1: JAUNT Operating Expenses by Costs Category

Cost Allocation Worksheet - Expenses				
Organization Name:	JAUNT			
Fiscal Year:	2021			
Cost Component	Total Program	Fixed Costs	Hourly-Related Costs	Mileage-Related Costs
EXPENSES				
011-50010-000-00Salaries & Wages - Cat 1	\$ 670,964	\$ 670,964		
011-50011-000-00Salaries & Wages - Cat 2	\$ 302,533	\$ 302,533		
011-51010-000-00FICA Contrib - Cat 1	\$ 47,306	\$ 47,306		
011-51011-000-00FICA Contrib - Cat 2	\$ 21,643	\$ 21,643		
011-51020-000-00SUTA - Cat 1	\$ 993	\$ 993		
011-51021-000-00SUTA - Cat 2	\$ 505	\$ 505		
011-51030-000-00EAP - Cat 1	\$ 194	\$ 194		
011-51031-000-00EAP - Cat 2	\$ 86	\$ 86		
011-51040-000-00Health Ins Exp - Cat	\$ 62,324	\$ 62,324		
011-51041-000-00Health Ins Exp - Cat 2	\$ 43,412	\$ 43,412		
011-51050-000-00Dental Ins Exp - Cat 1	\$ 904	\$ 904		
011-51051-000-00Dental Ins Exp - Cat 2	\$ 614	\$ 614		
011-51060-000-00Life Ins Exp - Cat 1	\$ 2,441	\$ 2,441		
011-51061-000-00Life Ins Exp - Cat 2	\$ 1,495	\$ 1,495		
011-51070-000-00Disability Ins Exp - Cat 1	\$ 2,326	\$ 2,326		
011-51071-000-00Disability Ins Exp - Cat 2	\$ 1,291	\$ 1,291		
011-51080-000-00Workers Comp Ins - Cat 1	\$ 755	\$ 755		
011-51081-000-00Workers Comp Ins - Cat 2	\$ 248	\$ 248		
011-51090-000-00Thrift Plan - Cat 1	\$ 40,428	\$ 40,428		
011-51091-000-00Thrift Plan - Cat 2	\$ 24,519	\$ 24,519		
011-51100-000-00Gym Fees - Cat 1	\$ 273	\$ 273		
011-51101-000-00Gym Fees - Cat 2	\$ 136	\$ 136		
011-51120-000-00AFLAC Flex One Fees	\$ 1,900	\$ 1,900		
011-51130-000-00Staff Development	\$ -	\$ -		
011-51130-000-01Staff Development	\$ 867	\$ 867		
011-51130-000-02Staff Development	\$ 11,104	\$ 11,104		
011-51130-000-03Staff Development	\$ 4,123	\$ 4,123		
011-51130-000-04Staff Development	\$ 704	\$ 704		
011-52010-000-01Travel/Meetings	\$ 33	\$ 33		
011-52010-000-02Travel/Meetings	\$ 27	\$ 27		
011-52010-000-04Travel/Meetings	\$ 1	\$ 1		
011-52015-000-00Business Meals (Team Meetings)	\$ -	\$ -		
011-53010-000-02Telephone/Communications	\$ 80,852	\$ 80,852		
011-53010-000-06Telephone/Communications COVID	\$ 6,452	\$ 6,452		
011-53020-000-00Postage	\$ 1,715	\$ 1,715		
011-53030-000-00Electricity	\$ 20,052	\$ 20,052		
011-53040-000-00Natural Gas	\$ 515	\$ 515		
011-53050-000-00Water, Sewer, Refuse	\$ 4,876	\$ 4,876		
011-53060-000-00Facility Equipment Supplies	\$ -	\$ -		
011-53060-000-01Facility Equipment Supplies	\$ 81	\$ 81		
011-53060-000-02Facility Equipment Supplies	\$ 14,497	\$ 14,497		
011-53060-000-03Facility Equipment Supplies	\$ 1,671	\$ 1,671		
011-53060-000-06Facility Equipment Suupp COVID	\$ 8,345	\$ 8,345		
011-54010-000-00Office Supplies & Materials	\$ 88	\$ 88		
011-54010-000-01Office Supplies & Materials	\$ 3,321	\$ 3,321		
011-54010-000-02Office Supplies & Materials	\$ 31,067	\$ 31,067		
011-54010-000-03Office Supplies & Materials	\$ 5,653	\$ 5,653		
011-54010-000-06Office Supplies & Materials - COVID	\$ 40,496	\$ 40,496		
011-54020-000-00First Aid & Training Supplies	\$ 2,385	\$ 2,385		
011-54030-000-00 Uniforms Operators	\$ 16,411	\$ 16,411		
011-54031-000-00 Uniforms Mechanics	\$ 1,433	\$ 1,433		
011-54032-000-00 Uniformss Facility	\$ 529	\$ 529		

Cost Component	Total Program	Fixed Costs	Hourly-Related Costs	Mileage-Related Costs
EXPENSES				
011-55010-000-00Marketing	\$ 500	\$ 500		
011-55010-000-01Marketing	\$ 63,403	\$ 63,403		
011-56010-000-03Insurance & Bonding	\$ 329,267	\$ 329,267		
011-57010-000-00Drug Testing & Pre-Employment Physicals	\$ 16,075	\$ 16,075		
011-57020-000-00Professional Services: Accounting	\$ 66,383	\$ 66,383		
011-57030-000-00Professional Services: Legal	\$ 2,594	\$ 2,594		
011-57031-000-00Legal Settlement	\$ -	\$ -		
011-57040-000-00Professional Services: Equipment	\$ 2,127	\$ 2,127		
011-57040-000-02Professional Services: Equipment	\$ 88,933	\$ 88,933		
011-57040-000-04Professional Services: Equipment	\$ 1,391	\$ 1,391		
011-57050-000-00Professional Services: Other	\$ -	\$ -		
011-57050-000-01Professional Services: Other	\$ 27,196	\$ 27,196		
011-57050-000-02Professional Services: Other	\$ 871	\$ 871		
011-57050-000-03Professional Services: Other	\$ 15,612	\$ 15,612		
011-57050-000-04Professional Services: Other	\$ 21,943	\$ 21,943		
011-57050-000-06Prof. Services: Other-COVID	\$ 9,997	\$ 9,997		
011-57060-000-00Building Maintenance	\$ 350	\$ 350		
011-57060-000-02Building Maintenance	\$ 42,789	\$ 42,789		
011-57060-000-03Building Maintenance	\$ 795	\$ 795		
011-57060-000-06Building Maintenance-COVID	\$ 23,342	\$ 23,342		
011-59010-000-00Membership Dues & Subscriptions	\$ -	\$ -		
011-59010-000-03Membership Dues & Subscriptions	\$ 9,110	\$ 9,110		
011-59010-000-04Membersheip Dues & Subscriptions	\$ 349	\$ 349		
011-59020-000-00Tags, Licenses & Fees	\$ (50)	\$ (50)		
011-59020-000-03Tags, Licenses & Fees	\$ 423	\$ 423		
011-59020-000-04Tags, Licenses & Fees	\$ 228	\$ 228		
011-59030-000-00Help Wanted	\$ 2,702	\$ 2,702		
011-59040-000-00Bank Service Charges	\$ -	\$ -		
011-59040-000-03Bank Service Charges	\$ 3,545	\$ 3,545		
012-50010-000-00Salaries & Wages - Cat 1	\$ 1,068,947	\$ 1,068,947		
012-50011-000-00Salaries & Wages - Cat 2	\$ 2,446,494		\$ 2,446,494	
012-50012-000-00Salaries & Wages - Cat 3	\$ 177,017			\$ 177,017
012-51010-000-00FICA Contrib - Cat 1	\$ 77,261	\$ 77,261		
012-51011-000-00FICA Contrib - Cat 2	\$ 179,655		\$ 179,655	
012-51012-000-00FICA Contrib - Cat 3	\$ 13,220			\$ 13,220
012-51020-000-00SUTA - Cat 1	\$ 2,148	\$ 2,148		
012-51021-000-00SUTA - Cat 2	\$ 6,737		\$ 6,737	
012-51022-000-00SUTA - Cat 3	\$ 307			\$ 307
012-51030-000-00EAP - Cat 1	\$ 432	\$ 432		
012-51031-000-00EAP - Cat 2	\$ 1,771		\$ 1,771	
012-51032-000-00EAP - Cat 3	\$ 65			\$ 65
012-51040-000-00Health Ins Exp Cat 1	\$ 191,114	\$ 191,114		
012-51041-000-00Health Ins Exp - Cat 2	\$ 409,518		\$ 409,518	
012-51042-000-00Health Ins Exp - Cat 3	\$ 18,692			\$ 18,692
012-51050-000-00Dental Ins Exp - Cat 1	\$ 2,782	\$ 2,782		
012-51051-000-00Dental Ins Exp - Cat 2	\$ 6,424		\$ 6,424	
012-51052-000-00Dental Ins Exp - Cat 3	\$ 284			\$ 284
012-51060-000-00Life Ins Exp - Cat 1	\$ 5,102	\$ 5,102		
012-51061-000-00Life Ins Exp - Cat 2	\$ 12,866		\$ 12,866	
012-51062-000-00Life Ins Exp - Cat 3	\$ 963			\$ 963

Cost Component	Total Program	Fixed Costs	Hourly-Related Costs	Mileage-Related Costs
EXPENSES				
012-51070-000-00Disability Ins Exp - Cat 1	\$ 3,801	\$ 3,801		
012-51071-000-00Disability Ins Exp - Cat 2	\$ 9,655		\$ 9,655	
012-51072-000-00Disability Ins Exp - Cat 3	\$ 693			\$ 693
012-51080-000-00Workers Comp Ins - Cat 1	\$ 1,078	\$ 1,078		
012-51081-000-00Workers Comp Ins - Cat 2	\$ 128,347		\$ 128,347	
012-51082-000-00Workers Comp Ins - Cat 3	\$ 3,810			\$ 3,810
012-51090-000-00Thrift Plan - Cat 1	\$ 89,020	\$ 89,020		
012-51091-000-00Thrift Plan - Cat 2	\$ 172,273		\$ 172,273	
012-51092-000-00Thrift Plan - Cat 3	\$ 13,825			\$ 13,825
012-51100-000-00Gym Fees - Cat 1	\$ 50	\$ 50		
012-51101-000-00Gym Fees - Cat 2	\$ 10		\$ 10	
012-51130-000-00Staff Development	\$ -	\$ -		
012-53010-000-00Telephone/Communications	\$ 15,152	\$ 15,152		
012-54010-000-00Office Supplies & Materials	\$ 191	\$ 191		
012-54010-000-06Office Supplies & Materials COVID	\$ 26,816	\$ 26,816		
012-54050-000-00Motor Fuels & Lubricants Revenue	\$ 328,287			\$ 328,287
012-54051-000-00Motor Fuels & Lubricants	\$ 10,295			\$ 10,295
012-54060-000-00Tires & Tubes Revenue	\$ 17,284			\$ 17,284
012-54061-000-00Tires & Tubes Service	\$ -			\$ -
012-54070-000-00Vehicle Parts	\$ 30,647			\$ 30,647
012-54070-000-06Vehicle Parts - COVID	\$ 1,109			\$ 1,109
012-57070-000-00Cleaning Vans	\$ -		\$ -	
012-57070-000-02Cleaning Vans	\$ 2,246		\$ 2,246	
012-57070-000-04Cleaning Vans	\$ 6,098		\$ 6,098	
012-57070-000-06Cleaning Vans - COVID	\$ 167,813		\$ 167,813	
012-57080-000-00Tools & Machinery	\$ 1,161			\$ 1,161
012-57090-000-00Contract Vehicle Maint (Labor)	\$ 27,806			\$ 27,806
015-50010-000-00Salaries & Wages	\$ 61,608	\$ 61,608		
015-51010-000-00FICA Contrib	\$ 4,486	\$ 4,486		
015-51020-000-00SUTA	\$ 102	\$ 102		
015-51030-000-00EAP	\$ 22	\$ 22		
015-51040-000-00Health Ins Exp	\$ 13,015	\$ 13,015		
015-51050-000-00Dental Ins Exp	\$ 134	\$ 134		
015-51060-000-00Life Ins Exp	\$ 338	\$ 338		
015-51070-000-00Disability Ins Exp	\$ 238	\$ 238		
015-51080-000-00Workers Comp Ins	\$ 69	\$ 69		
015-51090-000-00Thrift Plan	\$ 5,237	\$ 5,237		
017-50010-000-00Salaries & Wages	\$ 7,520	\$ 7,520		
017-51010-000-00FICA Contrib	\$ 575	\$ 575		
017-51020-000-00SUTA	\$ 22	\$ 22		
030-59040-000-00SMI-Bank Service Charges	\$ 275	\$ 275		
030-59050-000-00SMI Misc Exp	\$ 7,393	\$ 7,393		
040-51130-000-00Staff Development	\$ 60	\$ 60		
040-51130-000-01Staff Development	\$ 2,118	\$ 2,118		
040-51130-000-02Staff Development	\$ 10,136	\$ 10,136		
040-51130-000-03Staff Development	\$ 834	\$ 834		
040-51130-000-04Staff Development	\$ 3,158	\$ 3,158		
040-52010-000-00Travel/Meetings	\$ -	\$ -		
040-52010-000-01Travel/Meetings	\$ 3,212	\$ 3,212		

Cost Component	Total Program	Fixed Costs	Hourly-Related Costs	Mileage-Related Costs
EXPENSES				
040-52010-000-02Travel/Meetings	\$ 442	\$ 442		
040-52015-000-00Business Meals	\$ 350	\$ 350		
040-53060-000-01 Facility Equipment Supplies	\$ 1,959	\$ 1,959		
040-54010-000-00Supplies & Materials	\$ 5,556	\$ 5,556		
040-54070-000-01Vehicle Parts	\$ 108	\$ 108		
040-55010-000-00Marketing	\$ -	\$ -		
040-56010-000-03COVID Insurance Refund	\$ 1,692	\$ 1,692		
040-57030-000-00Professional Services: Legal	\$ 150,563	\$ 150,563		
040-57031-000-00Legal Settlement- -	\$ 4,000	\$ 4,000		
040-57040-000-02Professional Services: Equipment	\$ 5,906	\$ 5,906		
040-57050-000-00Professional Services: Other	\$ -	\$ -		
040-57050-000-01Professional Services: Other	\$ 89,182	\$ 89,182		
040-57050-000-02Professional Services: Other	\$ 1,980	\$ 1,980		
040-57050-000-04Professional Services: Other	\$ 19,081	\$ 19,081		
040-57060-000-00Building Maintenance	\$ -	\$ -		
040-59050-000-00Misc Exp	\$ 217	\$ 217		
040-59050-000-01Miscellaneous	\$ 1,062	\$ 1,062		
040-59050-000-02Miscellaneous	\$ 381	\$ 381		
040-59050-000-03Miscellaneous	\$ 1,628	\$ 1,628		
040-59050-000-04Miscellaneous	\$ 143	\$ 143		
041-54070-000-00Vehicle Parts (Accident)	\$ 83			\$ 83
041-54090-000-00Contract Vehicle Maint(Accident)	\$ -			\$ -
050-50010-000-00GCT - Salary & Wages CAT 1	\$ 280,088	\$ 280,088		
050-50011-000-00GCT - Salary & Wages CAT 2	\$ 312,151		\$ 312,151	
050-51010-000-00GCT - FICA Contrib CAT1	\$ 21,432	\$ 21,432		
050-51011-000-00GCT - FICA Contrib CAT 2	\$ 23,408		\$ 23,408	
050-51020-000-00GCT - SUTA CAT 1	\$ 867	\$ 867		
050-51021-000-00GCT - SUTA CAT 2	\$ 1,244		\$ 1,244	
050-51030-000-00GCT - EAP CAT 1	\$ 108	\$ 108		
050-51031-000-00GCT - EAP CAT 2	\$ 173		\$ 173	
050-51040-000-00GCT - Health Ins Exp CAT 1	\$ 63,876	\$ 63,876		
050-51041-000-00GCT - Health Ins Exp CAT 2	\$ 60,823		\$ 60,823	
050-51050-000-00GCT - Dental Ins Exp CAT 1	\$ 966	\$ 966		
050-51051-000-00GCT - Dental Ins Exp CAT 2	\$ 868		\$ 868	
050-51060-000-00GCT - Life Ins Exp CAT 1	\$ 1,402	\$ 1,402		
050-51061-000-00GCT - Life Ins Exp CAT 2	\$ 1,030		\$ 1,030	
050-51070-000-00GCT - Disability Ins Exp CAT 1	\$ 996	\$ 996		
050-51071-000-00GCT - Disability Ins Exp CAT 2	\$ 843		\$ 843	
050-51080-000-00GCT Workers Comp CAT 1	\$ 994	\$ 994		
050-51081-000-00GCT - Workers Comp CAT 2	\$ 11,509		\$ 11,509	
050-51090-000-00GCT - Thrift Plan CAT 1	\$ 26,452	\$ 26,452		
050-51091-000-00GCT - Thrift Plan CAT 2	\$ 28,368		\$ 28,368	
050-51130-000-00Staff Development-GCT	\$ 4,075	\$ 4,075		
050-53010-000-00GCT - Telephone	\$ 12,365	\$ 12,365		
050-53020-000-00GCT - Postage	\$ 130	\$ 130		

Cost Component	Total Program	Fixed Costs	Hourly-Related Costs	Mileage-Related Costs
EXPENSES				
050-53030-000-00GCT - Electricity	\$ 3,015	\$ 3,015		
050-53040-000-00GCT - Natural Gas	\$ 1,391	\$ 1,391		
050-53060-000-00GCT-Facility Equip Supplies	\$ 8	\$ 8		
050-53070-000-00GCT - Rent Exp	\$ 33,000	\$ 33,000		
050-54010-000-00GCT - Office Supplies & Materials	\$ 4,537	\$ 4,537		
050-54010-000-06GCT-Supplies & Materials COVID	\$ 8,473	\$ 8,473		
050-54020-000-00First Aid & Training Supplies-GCT	\$ 3,525	\$ 3,525		
050-54030-000-00GCT - Uniforms	\$ 2,941	\$ 2,941		
050-54050-000-00GCT - Motor Fuels & Lubricates	\$ 41,185			\$ 41,185
050-54060-000-00GCT - Tires & Tubes	\$ 254			\$ 254
050-54070-000-00GCT - Vehicle Parts	\$ 1,777			\$ 1,777
050-55010-000-00GCT - Marketing	\$ 2,116	\$ 2,116		
050-56010-000-00Insurance & Bonding	\$ 46,173	\$ 46,173		
050-57010-000-00Drug Test & Pre-Employ Physical-GCT	\$ 897	\$ 897		
050-57040-000-00Prof Serv: Equipment - GCT	\$ 2,470	\$ 2,470		
050-57050-000-00GCT-Prof. Services: Other	\$ 7,855	\$ 7,855		
050-57050-000-06Professional Service: Other COVID GCT	\$ 53,460	\$ 53,460		
050-57060-000-00Building Maintenance-GCT	\$ 423	\$ 423		
050-57070-000-06GTC-Cleaning Vans COVID	\$ 30,691	\$ 30,691		
050-57090-000-00GCT - Contract Vehicle Maintenance	\$ 5,860			\$ 5,860
TOTAL EXPENSES	\$ 9,402,831	\$ 4,717,883	\$ 3,990,325	\$ 694,624
(1) Based on JAUNT's Chart of Accounts Operator inputs in yellow Model outputs in blue				

Table 2 presents the operating statistics required – revenue miles and revenue hours (performance data) for FY2021². JAUNT's performance numbers were captured from a financial audit performed by DRPT. The data drew from Trapeze and RouteMatch software programs by "service mode":

- **Agency (Rural and Urban)** – contracted human service operations
- **Demand Response Rural** – Section 5311 funded service
- **Demand Response Urban** – Outside the Section 5311 funded service area
- **Paratransit (Rural and Urban)** – ADA service under contract with Charlottesville Area Transit (CAT)
- **Fixed Route Rural** – Section 5311 funded service
- **Fixed Route Urban** – Urbanized service within the JAUNT service area

Table 3 presents the allocation separating costs by variable costs and fixed costs to further detail how expenses affect the model's results. Table 4 presents the allocation of operating costs to services based on the model. The FY2021 operating cost per hour for JAUNT services was \$130.71 and \$8.54 per mile.

² Data source – JAUNT FY2021 service metrics from Trapeze. Costs and operating variables are based on a COVID fiscal year and not necessarily representative of "normal" costs. Note though that the methodology does not change.

Table 2: JAUNT Operating Statistics

Cost Allocation Worksheet - Operating Statistics

Organization Name: JAUNT

Fiscal Year: 2021

Annual Vehicle Hours

Total Vehicle Hours 0

or

Revenue Hours 71,936

Vehicle Miles

Total Vehicle Miles

or

Revenue Miles 1,100,486

COST ALLOCATION COMPONENTS

Fixed Cost Percentage 100.70%

Hourly-Related Cost Factor \$55.47

Mileage-Related Cost Factor \$0.63

Operator inputs in yellow

Model outputs in blue

Table 3: JAUNT Allocated Costs Separated by Variable Costs and Fixed Costs

Cost Allocation Worksheet - Allocated Costs										
Organization Name:		JAUNT								
Fiscal Year		2021								
Service Name	Variable Costs							Fixed Costs		Allocated Costs
	Total or Revenue Hours	Hourly Related Cost Factor	Hourly Related Costs	Total or Revenue Miles	Mileage Related Cost Factor	Mileage Related Costs	Total Allocated Variable Cost	Fixed Cost Factor	Allocated Portion of Fixed Cost	
Demand Response Section 5311	24,448	\$55.47	\$1,356,142	481,133	\$0.63	\$303,690	\$1,659,831	100.70%	\$1,671,500	\$3,331,331
Demand Response Urban	3,288	\$55.47	\$182,404	57,397	\$0.63	\$36,229	\$218,633	100.70%	\$220,170	\$438,803
Fixed Route Section 5311	4,921	\$55.47	\$272,947	154,433	\$0.63	\$97,478	\$370,425	100.70%	\$373,029	\$743,454
Fixed Route Urban	1,595	\$55.47	\$88,471	29,210	\$0.63	\$18,437	\$106,909	100.70%	\$107,660	\$214,569
Agency Service Rural	3,415	\$55.47	\$189,426	38,889	\$0.63	\$24,547	\$213,973	100.70%	\$215,477	\$429,450
Agency Service Urban	5,619	\$55.47	\$311,675	26,357	\$0.63	\$16,636	\$328,312	100.70%	\$330,620	\$658,931
ADA Rural	281	\$55.47	\$15,563	3,337	\$0.63	\$2,107	\$17,670	100.70%	\$17,794	\$35,464
ADA Urban	28,370	\$55.47	\$1,573,695	309,730	\$0.63	\$195,501	\$1,769,196	100.70%	\$1,781,633	\$3,550,829
TOTAL	71,936		\$3,990,325	1,100,486		\$694,624	4,684,948		\$4,717,883	\$9,402,831

Table 4: JAUNT Allocated Costs

Cost Allocation Worksheet - Allocated Costs			
Organization Name:	JAUNT		
Fiscal Year	2021		

JAUNT's Vehicle Capital Requirements

JAUNT operates a fleet of 77 vehicles, each vehicle travels an average of 32,000 miles a year. Historically after five years, a vehicle exceeds both its useful life expectancy for miles and age. As noted in a recent Capital Application to DRPT "replacement of aging service vehicles is critical to any transit system, and for JAUNT it is the backbone of our reliable service":

"Without replacement of aging vehicles, JAUNT would be faced with a greater potential of mechanical failures while on the road. Given that JAUNT serves a 2,500 square mile area, a road call for service means significant delays and more importantly, passengers stranded in the rural areas. From an expense of maintenance aspect aging vehicles beyond their useful life equate to a rise in operating expenses to replace major components and extensive preventive repairs."

Capital for General Public S.5311 Rural Services

The key issue becomes how to fund new vehicles. JAUNT's existing transit bus capital is funded 80% through FTA Section 5311 funding, with both state and local matches. Local match appears to be ad hoc from the jurisdictions receiving service. Two key issues are inherent with the current process.

1. No dedicated local contribution
2. Dependent solely upon FTA Section 5311 funding

Capital for ADA Urban Service

JAUNT provides the paratransit service under "contract" for CAT's fixed-route service (Section 5307 Program). Although no Section 5311 funds are used for the operation of that service, all vehicles were purchased using Section 5311 funds. Key to this is the federal guidance for eligibility clarification. According to the Section 5311 FTA Circular 9040.1G:

"Joint Urbanized and Rural Projects. In some localities, a subrecipient receives both Section 5307 and 5311 funding to provide public transportation to urbanized and surrounding rural areas. These subrecipients should use Section 5311 funds only to assist the rural portion of those localities.

Because of the wide range of circumstances under which an operator may provide services in both urbanized and rural areas, FTA expects the subrecipient to develop a reasonable basis related to the service provided, for allocating operating costs between the two FTA funding sources. The subrecipient should also apply this procedure to "joint" capital projects. **Similarly, a subrecipient that purchases vehicles under either the Section 5307 or 5311 program for use in any part of a combined urbanized and rural service area should ensure that it has capital replacement policies in place to ensure that it is using program funds according to federal eligibility requirements.** When there is a question as to the reasonableness of the subrecipient's cost allocation methodology, FTA looks to the state to make a determination."

Capital for Human Service Agency Contract Services

This section of the report reviews JAUNT's human service contract service. JAUNT works to coordinate its service with numerous human service agencies throughout the region. As noted in their 2019 Transit Development Plan (TDP), human service agency transportation is a "contract-based service provided in partnership with local human service agencies. Schedule coordination with public services allows for increased utilization of vehicles and supplementary revenue with minimum impact to public service."

The TDP also states that “JAUNT can provide service only to approved agencies. These include agencies funded through certain federal agencies or agencies registered as a qualified human service organization for the purpose of serving persons with mobility limitations related to advanced age, with disabilities, or with low income.”

There is no clear FTA dictated level of service for Section 5311 funded operations. In Virginia, like most other states, to be eligible for Section 5311, the service must be offered to the general public and be advertised as such. The intent of this definition is to ensure that the systems are designed and function as a public service rather than for the benefit of any one group. In addition, this standard is intended to discourage the substitution of Section 5311 funding for social service/human service program funding. **Services which do not meet the standard are generally handled on a contract basis with a sponsoring agency paying the full cost (usually through other federal and state funding sources) of transporting its clients.** Service areas are generally determined by the geographic boundaries of the locality applying for funding. Based on this approach, human service transportation miles will be broken out into rural and urban, and utilized as such for the model.

JAUNT’s Capital Cost Allocation Model

The underlying principle of the capital cost allocation framework is to encourage transit investment that enhances the performance of JAUNT’s transit network. The central feature of the capital model is a formula-based approach. The recommended model embodies JAUNT’s goal – one vehicle, multiple services. This would continue to allow JAUNT to mix urban and rural trips on a single vehicle, thus increasing efficiencies.

Allocation Based on Cost “Model”

The analysis of JAUNT’s operations was the key determinant in crafting their capital cost allocation. The model’s importance stems from a service area with multiple jurisdictions that lie in both urban and rural designated areas. Therefore, the ability to fund capital with the appropriate federal grant program is paramount – the right mix of urban and rural funding. A one-variable model based on vehicle revenue miles captures both the appropriate funding apparatus and local funding source.

For Fiscal Year 2021, the revenue miles for the rural and urban services are presented in Table 5. See Appendix D for the supporting data which is provided in greater detail.

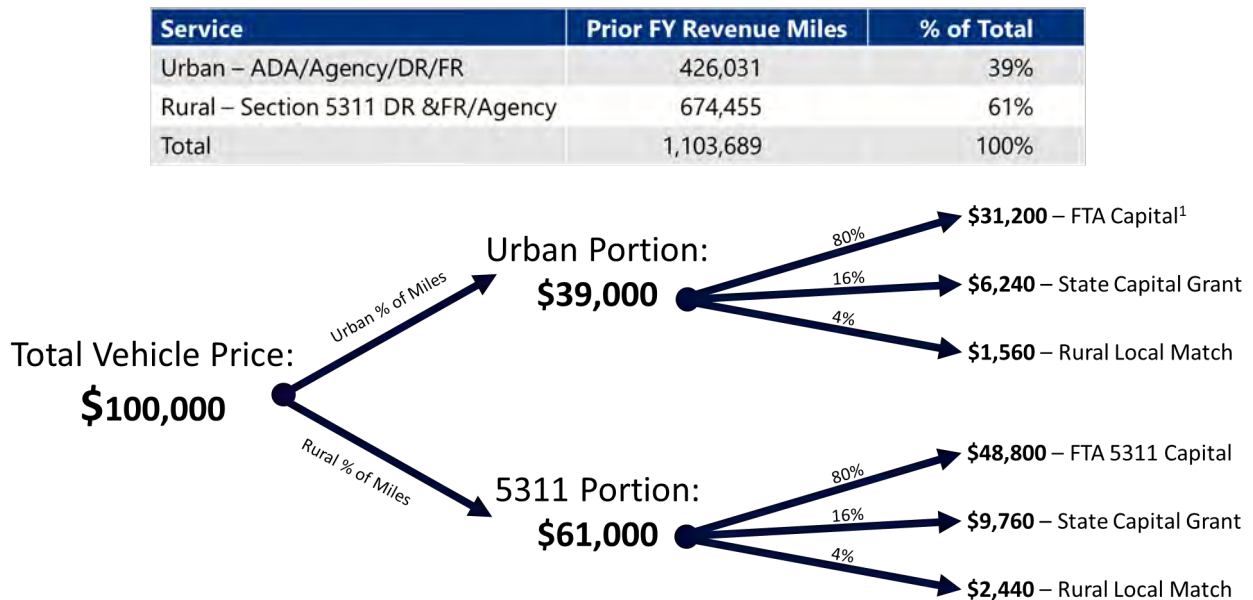
Table 5: JAUNT Revenue Miles by Service

Rural Service Revenue Miles					Urban Service Revenue Miles						
DR S.5311	FR S.5311	Agency	Subtotal	Percent	ADA	DR	Agency	FR	Subtotal	Percent	Total
481,133	154,433	38,889	674,455	61%	313,067	57,397	26,357	29,210	426,031	39%	1,100,486

Capital Cost Allocation Exercise

As an example, JAUNT is planning to procure a \$100,000 bus from the upcoming DRPT capital application. First, the calculation of JAUNT's most recent fiscal year(s) is required to determine the breakdown of rural and urban revenue miles. Data for service revenue miles by rural and urban classifications from Table 5 are assumed for this exercise. Figure 1. Sample Capital Purchase Using Allocation illustrates the funding sources to purchase the bus.

Figure 1: Sample Capital Purchase Using Allocation



¹FTA capital is discretionary and not guaranteed, thus the non-state capital match of \$32,760 might be required locally.

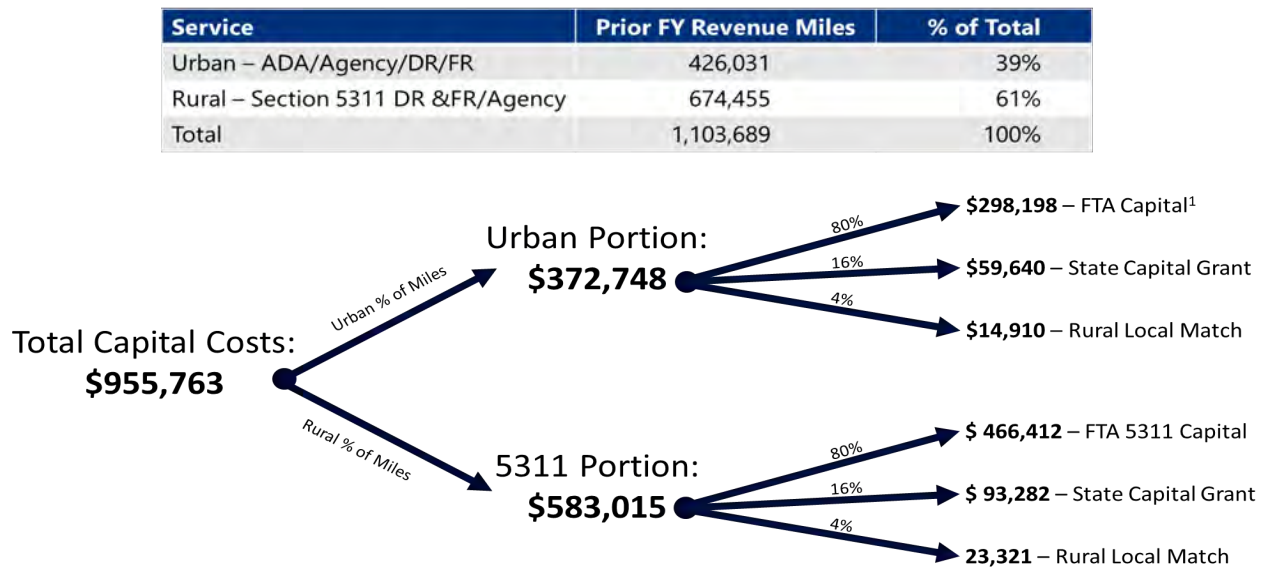
Capital Cost Allocation Using FY2021

Using this process we can apply it to JAUNT's FY2021 capital expenses. The following capital costs totaling \$955,763 were incurred in FY2021:

- Phone System - \$7,935
- Revenue Vehicle - Electric/Other - \$92,508
- Capital - Revenue Vehicles - \$128,324
- Revenue Vehicles (9) - \$726,995

Figure 2 provides the federal/state/local funding shares based on the FY2021 allocation model.

Figure 2: FY2021 Capital Expenses Using Allocation



¹FTA capital is discretionary and not guaranteed, thus the non-state capital match of \$313,108 might be required locally.

Summary of Recommendations

KFH Group examined JAUNT's existing cost allocation procedures, chart of accounts, balance summary, and service metrics in order to make recommendations concerning JAUNT's allocation of costs for service and capital purchases. These recommendations are specific to the Section 5311 rural program, CAT ADA complementary transit, and human service transportation contract work. The data analyzed and employed was from Fiscal Year 2021 and serve as a model that can be replicated going forward.

- FY2021 fully allocated cost by service:³
 - Demand Response Section 5311 – \$136.26
 - Demand Response Urban – \$133.44
 - Fixed Route Section 5311 – \$151.09
 - Fixed Route Urban – \$134.53
 - Agency Service Rural – \$125.76
 - Agency Service Urban – \$117.27
 - ADA Rural – \$126.40
 - ADA Urban – \$125.16
 - All Services Combined – \$130.71
- FY2021 capital purchase allocation percentage:
 - Urban – 39%
 - Rural – 61 %

³ FY2021 fully allocated cost by services are derived from a COVID fiscal year and not necessarily representative of "normal" allocated cost by service.

Appendix A

Trial Balance Summary

FY21 (12 Months) Jul20-Jun21

Account Descript		Ending Balance 6/30/22	Current Roll Up	Current Roll Up Description	Account Description	Expense Type	NTD Reporting Column
011-50010-000-00	Salaries & Wages - Cat 1	\$670,964.27	011-50010-000	Sal & Wages - CAT 1 (Admin)	Salaries & Wages - Cat 1	Fixed Cost	General Administration (GA)
011-50011-000-00	Salaries & Wages - Cat 2	\$302,532.63	011-50011-000	Sal & Wages - CAT 2 (Admin as Ops)	Salaries & Wages - Cat 2	Fixed Cost	General Administration (GA)
011-51010-000-00	FICA Contrib - Cat 1	\$47,305.54	011-510x0-000	Fringe Benefits - CAT 1 (Admin)	FICA Contrib - Cat 1	Fixed Cost	General Administration (GA)
011-51011-000-00	FICA Contrib - Cat 2	\$21,643.34	011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	FICA Contrib - Cat 2	Fixed Cost	General Administration (GA)
011-51020-000-00	SUTA - Cat 1	\$992.94	011-510x0-000	Fringe Benefits - CAT 1 (Admin)	SUTA - Cat 1	Fixed Cost	General Administration (GA)
011-51021-000-00	SUTA - Cat 2	\$505.38	011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	SUTA - Cat 2	Fixed Cost	General Administration (GA)
011-51030-000-00	EAP - Cat 1	\$194.40	011-510x0-000	Fringe Benefits - CAT 1 (Admin)	EAP - Cat 1	Fixed Cost	General Administration (GA)
011-51031-000-00	EAP - Cat 2	\$86.40	011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	EAP - Cat 2	Fixed Cost	General Administration (GA)
011-51040-000-00	Health Ins Exp - Cat	\$62,324.21	011-510x0-000	Fringe Benefits - CAT 1 (Admin)	Health Ins Exp - Cat 1	Fixed Cost	General Administration (GA)
011-51041-000-00	Health Ins Exp - Cat 2	\$43,412.36	011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	Health Ins Exp - Cat 2	Fixed Cost	General Administration (GA)
011-51050-000-00	Dental Ins Exp - Cat 1	\$904.32	011-510x0-000	Fringe Benefits - CAT 1 (Admin)	Dental Ins Exp - Cat 1	Fixed Cost	General Administration (GA)
011-51051-000-00	Dental Ins Exp - Cat 2	\$614.37	011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	Dental Ins Exp - Cat 2	Fixed Cost	General Administration (GA)
011-51060-000-00	Life Ins Exp - Cat 1	\$2,440.95	011-510x0-000	Fringe Benefits - CAT 1 (Admin)	Life Ins Exp - Cat 1	Fixed Cost	General Administration (GA)
011-51061-000-00	Life Ins Exp - Cat 2	\$1,495.23	011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	Life Ins Exp - Cat 2	Fixed Cost	General Administration (GA)
011-51070-000-00	Disability Ins Exp - Cat 1	\$2,326.44	011-510x0-000	Fringe Benefits - CAT 1 (Admin)	Disability Ins Exp - Cat 1	Fixed Cost	General Administration (GA)
011-51071-000-00	Disability Ins Exp - Cat 2	\$1,291.39	011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	Disability Ins Exp - Cat 2	Fixed Cost	General Administration (GA)
011-51080-000-00	Workers Comp Ins - Cat 1	\$754.97	011-510x0-000	Fringe Benefits - CAT 1 (Admin)	Workers Comp Ins - Cat 1	Fixed Cost	General Administration (GA)
011-51081-000-00	Workers Comp Ins - Cat 2	\$248.26	011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	Workers Comp Ins - Cat 2	Fixed Cost	General Administration (GA)
011-51090-000-00	Thrift Plan - Cat 1	\$40,427.74	011-510x0-000	Fringe Benefits - CAT 1 (Admin)	Thrift Plan - Cat 1	Fixed Cost	General Administration (GA)
011-51091-000-00	Thrift Plan - Cat 2	\$24,518.50	011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	Thrift Plan - Cat 2	Fixed Cost	General Administration (GA)
011-51100-000-00	Gym Fees - Cat 1	\$272.66	011-510x0-000	Fringe Benefits - CAT 1 (Admin)	Gym Fees - Cat 1	Fixed Cost	General Administration (GA)
011-51101-000-00	Gym Fees - Cat 2	\$136.12	011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	Gym Fees - Cat 2	Fixed Cost	General Administration (GA)
011-51120-000-00	AFLAC Flex One Fees	\$1,900.00	011-510x0-000	Fringe Benefits - CAT 1 (Admin)	AFLAC Flex One Fees	Fixed Cost	General Administration (GA)
011-51130-000-00	Staff Development	\$0.00	011-510x0-000	Fringe Benefits - CAT 1 (Admin)	Staff Development	Fixed Cost	General Administration (GA)
011-51130-000-01	Staff Development	\$866.52	011-52010-000	Travel/Business Meals/Meetings/Training	Travel/Meetings	Fixed Cost	General Administration (GA)
011-51130-000-02	Staff Development	\$11,104.31	011-52010-000	Travel/Business Meals/Meetings/Training	Business Meals (Team Meetings)	Fixed Cost	General Administration (GA)
011-51130-000-03	Staff Development	\$4,122.65	011-530x0-000	Facility/Equipment Maintenance/Utilities	Telephone/Communications	Fixed Cost	General Administration (GA)
011-51130-000-04	Staff Development	\$703.95	011-530x0-000	Facility/Equipment Maintenance/Utilities	Telephone/Communications COVID	Fixed Cost	General Administration (GA)
011-52010-000-01	Travel/Meetings	\$33.00	011-530x0-000	Facility/Equipment Maintenance/Utilities	Postage	Fixed Cost	General Administration (GA)
011-52010-000-02	Travel/Meetings	\$27.00	011-530x0-000	Facility/Equipment Maintenance/Utilities	Electricity	Fixed Cost	General Administration (GA)

011-52010-000-04	Travel/Meetings	\$1.00	011-530x0-000	Facility/Equipment Maintenance/Utilities	Natural Gas	Fixed Cost	General Administration (GA)
011-52015-000-00	Business Meals (Team Meetings)	\$0.00	011-530x0-000	Facility/Equipment Maintenance/Utilities	Water, Sewer, Refuse	Fixed Cost	General Administration (GA)
011-53010-000-02	Telephone/Communications	\$80,851.93	011-530x0-000	Facility/Equipment Maintenance/Utilities	Facility Equipment Supplies	Fixed Cost	Facility Maintenance (FM)
011-53010-000-06	Telephone/Communications COVID	\$6,452.00	011-530x0-000	Facility/Equipment Maintenance/Utilities	Facility Equipment Supp COVID	Fixed Cost	Facility Maintenance (FM)
011-53020-000-00	Postage	\$1,715.06	011-530x0-000	Facility/Equipment Maintenance/Utilities	Legal/Help Wanted Advertising	Fixed Cost	General Administration (GA)
011-53030-000-00	Electricity	\$20,052.04	011-540x0-000	Supplies & Materials	Office Supplies & Materials	Fixed Cost	General Administration (GA)
011-53040-000-00	Natural Gas	\$515.30	011-540x0-000	Supplies & Materials	Office Supplies & Materials - COVID	Fixed Cost	General Administration (GA)
011-53050-000-00	Water, Sewer, Refuse	\$4,875.82	011-540x0-000	Supplies & Materials	First Aid & Training Supplies	Fixed Cost	General Administration (GA)
011-53060-000-00	Facility Equipment Supplies	\$0.00	011-540x0-000	Supplies & Materials	Uniforms - Operators	Fixed Cost	Vehicle Operations (VO)
011-53060-000-01	Facility Equipment Supplies	\$80.95	011-540x0-000	Supplies & Materials	Uniforms - Mechanics	Fixed Cost	Vehicle Maintenance (VM)
011-53060-000-02	Facility Equipment Supplies	\$14,497.47	011-540x0-000	Supplies & Materials	Uniforms - Facility	Fixed Cost	Facility Maintenance (FM)
011-53060-000-03	Facility Equipment Supplies	\$1,670.59	011-55010-000	Marketing & Advertising	Marketing	Fixed Cost	General Administration (GA)
011-53060-000-06	Facility Equipment Suupp COVID	\$8,344.62	011-56010-000	Insurance & Bonding	Insurance & Bonding	Fixed Cost	General Administration (GA)
011-54010-000-00	Office Supplies & Materials	\$87.80	011-570x0-000	Professional Services	Drug Testing & Pre-Employment Physicals	Fixed Cost	Vehicle Operations (VO)
011-54010-000-01	Office Supplies & Materials	\$3,320.52	011-570x0-000	Professional Services	Professional Services: Accounting	Fixed Cost	General Administration (GA)
011-54010-000-02	Office Supplies & Materials	\$31,066.65	011-570x0-000	Professional Services	Professional Services: Legal	Fixed Cost	General Administration (GA)
011-54010-000-03	Office Supplies & Materials	\$5,652.72	011-570x0-000	Professional Services	Legal Settlement	Fixed Cost	General Administration (GA)
011-54010-000-06	Office Supplies & Materials - COVID	\$40,495.57	011-570x0-000	Professional Services	Professional Services: Equipment	Fixed Cost	Facility Maintenance (FM)
011-54020-000-00	First Aid & Training Supplies	\$2,385.21	011-570x0-000	Professional Services	Professional Services: Other	Fixed Cost	General Administration (GA)
011-54030-000-00	Uniforms Operators	\$16,411.40	011-570x0-000	Professional Services	Prof. Services: Other-COVID	Fixed Cost	General Administration (GA)
011-54031-000-00	Uniforms Mechanics	\$1,433.36	011-570x0-000	Professional Services	Building Maintenance	Fixed Cost	Facility Maintenance (FM)
011-54032-000-00	Uniformss Facility	\$528.95	011-570x0-000	Professional Services	Building Maintenance-COVID	Fixed Cost	Facility Maintenance (FM)
011-55010-000-00	Marketing	\$500.00	011-590x0-000	Miscellaneous	Membership Dues & Subscriptions	Fixed Cost	General Administration (GA)
011-55010-000-01	Marketing	\$63,402.77	011-590x0-000	Miscellaneous	Tags, Licenses & Fees	Fixed Cost	Vehicle Operations (VO)
011-56010-000-03	Insurance & Bonding	\$329,266.73	011-590x0-000	Miscellaneous	Help Wanted	Fixed Cost	General Administration (GA)
011-57010-000-00	Drug Testing & Pre-Employment Physicals	\$16,074.62	011-590x0-000	Miscellaneous	Bank Service Charges	Fixed Cost	General Administration (GA)
011-57020-000-00	Professional Services: Accounting	\$66,382.66		#N/A	VDRPT Repayment	Fixed Cost	
011-57030-000-00	Professional Services: Legal	\$2,594.00	012-50010-000	Sal & Wages - CAT 1 (Res/Dis/Sups)	Salaries & Wages - Cat 1	Fixed Cost	Vehicle Operations (VO)
011-57031-000-00	Legal Settlement	\$0.00	012-50011-002	Sal & Wages - CAT 2 (Drivers)	Salaries & Wages - Cat 2	Hour Cost	Vehicle Operations (VO)
011-57040-000-00	Professional Services: Equipment	\$2,127.08	012-50012-000	Sal & Wages - CAT 3 (Mechanics)	Salaries & Wages - Cat 3	Mile Cost	Vehicle Maintenance (VM)
011-57040-000-02	Professional Services: Equipment	\$88,932.56	012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	FICA Contrib - Cat 1	Fixed Cost	Vehicle Operations (VO)
011-57040-000-04	Professional Services: Equipment	\$1,390.85	012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	FICA Contrib - Cat 2	Hour Cost	Vehicle Operations (VO)
011-57050-000-00	Professional Services: Other	\$0.00	012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	FICA Contrib - Cat 3	Mile Cost	Vehicle Maintenance (VM)

011-57050-000-01	Professional Services: Other	\$27,196.00	012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	SUTA - Cat 1	Fixed Cost	Vehicle Operations (VO)
011-57050-000-02	Professional Services: Other	\$870.81	012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	SUTA - Cat 2	Hour Cost	Vehicle Operations (VO)
011-57050-000-03	Professional Services: Other	\$15,612.44	012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	SUTA - Cat 3	Mile Cost	Vehicle Maintenance (VM)
011-57050-000-04	Professional Services: Other	\$21,942.58	012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	EAP - Cat 1	Fixed Cost	Vehicle Operations (VO)
011-57050-000-06	Prof. Services: Other-COVID	\$9,997.48	012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	EAP - Cat 2	Hour Cost	Vehicle Operations (VO)
011-57060-000-00	Building Maintenance	\$349.93	012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	EAP - Cat 3	Mile Cost	Vehicle Maintenance (VM)
011-57060-000-02	Building Maintenance	\$42,789.38	012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	Health Ins Exp - Cat 1	Fixed Cost	Vehicle Operations (VO)
011-57060-000-03	Building Maintenance	\$795.32	012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	Health Ins Exp - Cat 2	Hour Cost	Vehicle Operations (VO)
011-57060-000-06	Building Maintenance-COVID	\$23,342.00	012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	Health Ins Exp - Cat 3	Mile Cost	Vehicle Maintenance (VM)
011-59010-000-00	Membership Dues & Subscriptions	\$0.00	012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	Dental Ins Exp - Cat 1	Fixed Cost	Vehicle Operations (VO)
011-59010-000-03	Membership Dues & Subscriptions	\$9,110.48	012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	Dental Ins Exp - Cat 2	Hour Cost	Vehicle Operations (VO)
011-59010-000-04	Membersheip Dues & Subscriptions	\$349.00	012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	Dental Ins Exp - Cat 3	Mile Cost	Vehicle Maintenance (VM)
011-59020-000-00	Tags, Licenses & Fees	-\$50.00	012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	Life Ins Exp - Cat 1	Fixed Cost	Vehicle Operations (VO)
011-59020-000-03	Tags, Licenses & Fees	\$422.75	012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	Life Ins Exp - Cat 2	Hour Cost	Vehicle Operations (VO)
011-59020-000-04	Tags, Licenses & Fees	\$228.49	012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	Life Ins Exp - Cat 3	Mile Cost	Vehicle Maintenance (VM)
011-59030-000-00	Help Wanted	\$2,702.00	012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	Disability Ins Exp - Cat 1	Fixed Cost	Vehicle Operations (VO)
011-59040-000-00	Bank Service Charges	\$0.00	012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	Disability Ins Exp - Cat 2	Hour Cost	Vehicle Operations (VO)
011-59040-000-03	Bank Service Charges	\$3,544.97	012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	Disability Ins Exp - Cat 3	Mile Cost	Vehicle Maintenance (VM)
012-50010-000-00	Salaries & Wages - Cat 1	\$1,068,946.76	012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	Workers Comp Ins - Cat 1	Fixed Cost	Vehicle Operations (VO)
012-50011-000-00	Salaries & Wages - Cat 2	\$2,446,494.14	012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	Workers Comp Ins - Cat 2	Hour Cost	Vehicle Operations (VO)
012-50012-000-00	Salaries & Wages - Cat 3	\$177,016.64	012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	Workers Comp Ins - Cat 3	Mile Cost	Vehicle Maintenance (VM)
012-51010-000-00	FICA Contrib - Cat 1	\$77,261.45	012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	Thrift Plan - Cat 1	Fixed Cost	Vehicle Operations (VO)
012-51011-000-00	FICA Contrib - Cat 2	\$179,655.18	012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	Thrift Plan - Cat 2	Hour Cost	Vehicle Operations (VO)
012-51012-000-00	FICA Contrib - Cat 3	\$13,219.92	012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	Thrift Plan - Cat 3	Mile Cost	Vehicle Maintenance (VM)
012-51020-000-00	SUTA - Cat 1	\$2,147.76	012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	Gym Fees - Cat 1	Fixed Cost	Vehicle Operations (VO)
012-51021-000-00	SUTA - Cat 2	\$6,737.09	012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	Gym Fees - Cat 2	Hour Cost	Vehicle Operations (VO)
012-51022-000-00	SUTA - Cat 3	\$307.20	012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	Gym Fees - Cat 3	Mile Cost	Vehicle Maintenance (VM)
012-51030-000-00	EAP - Cat 1	\$432.00	012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	Staff Development	Fixed Cost	Vehicle Operations (VO)
012-51031-000-00	EAP - Cat 2	\$1,771.20	012-53010-000	Facility/Equipment Maintenance/Utilities	Telephone/Communications	Fixed Cost	General Administration (GA)
012-51032-000-00	EAP - Cat 3	\$64.80	012-540x0-000	Supplies & Materials	Office Supplies & Materials	Fixed Cost	Facility Maintenance (FM)
012-51040-000-00	Health Ins Exp Cat 1	\$191,114.44	012-540x0-000	Supplies & Materials	Office Supplies & Materials COVID	Fixed Cost	Facility Maintenance (FM)
012-51041-000-00	Health Ins Exp - Cat 2	\$409,518.32	012-540x0-000	Supplies & Materials	Motor Fuels & Lubricants - Revenue	Mile Cost	Vehicle Operations (VO)
012-51042-000-00	Health Ins Exp - Cat 3	\$18,691.92	012-540x0-000	Supplies & Materials	Motor Fuels & Lubricants - Service	Mile Cost	Vehicle Maintenance (VM)

012-51050-000-00	Dental Ins Exp - Cat 1	\$2,781.67	012-540x0-000	Supplies & Materials	Tires & Tubes - Revenue	Mile Cost	Vehicle Operations (VO)
012-51051-000-00	Dental Ins Exp - Cat 2	\$6,423.58	012-540x0-000	Supplies & Materials	Tires & Tubes - Service	Mile Cost	Vehicle Maintenance (VM)
012-51052-000-00	Dental Ins Exp - Cat 3	\$284.49	012-540x0-000	Supplies & Materials	Vehicle Parts	Mile Cost	Vehicle Maintenance (VM)
012-51060-000-00	Life Ins Exp - Cat 1	\$5,101.89	012-540x0-000	Supplies & Materials	Vehicle Parts - COVID	Mile Cost	Vehicle Maintenance (VM)
012-51061-000-00	Life Ins Exp - Cat 2	\$12,866.05	012-570x0-000	Professional Services	Cleaning Vans	Hour Cost	Vehicle Operations (VO)
012-51062-000-00	Life Ins Exp - Cat 3	\$963.46	012-570x0-000	Professional Services	Cleaning Vans - COVID	Hour Cost	Vehicle Operations (VO)
012-51070-000-00	Disability Ins Exp - Cat 1	\$3,801.09	012-570x0-000	Professional Services	Tools & Machinery	Mile Cost	Vehicle Maintenance (VM)
012-51071-000-00	Disability Ins Exp - Cat 2	\$9,654.91	012-570x0-000	Professional Services	Contract Vehicle Maint (Labor)	Mile Cost	Vehicle Maintenance (VM)
012-51072-000-00	Disability Ins Exp - Cat 3	\$692.99	011-590x0-000	Miscellaneous	Tags, Licenses & Fees	Fixed Cost	Vehicle Operations (VO)
012-51080-000-00	Workers Comp Ins - Cat 1	\$1,077.75	015-50010-000	Salaries and Wages	Salaries & Wages	Fixed Cost	Vehicle Operations (VO)
012-51081-000-00	Workers Comp Ins - Cat 2	\$128,347.40	015-510x0-000	Fringe Benefits	FICA Contrib	Fixed Cost	Vehicle Operations (VO)
012-51082-000-00	Workers Comp Ins - Cat 3	\$3,809.63	015-510x0-000	Fringe Benefits	SUTA	Fixed Cost	Vehicle Operations (VO)
012-51090-000-00	Thrift Plan - Cat 1	\$89,019.74	015-510x0-000	Fringe Benefits	EAP	Fixed Cost	Vehicle Operations (VO)
012-51091-000-00	Thrift Plan - Cat 2	\$172,273.12	015-510x0-000	Fringe Benefits	Health Ins Exp	Fixed Cost	Vehicle Operations (VO)
012-51092-000-00	Thrift Plan - Cat 3	\$13,825.12	015-510x0-000	Fringe Benefits	Dental Ins Exp	Fixed Cost	Vehicle Operations (VO)
012-51100-000-00	Gym Fees - Cat 1	\$49.65	015-510x0-000	Fringe Benefits	Life Ins Exp	Fixed Cost	Vehicle Operations (VO)
012-51101-000-00	Gym Fees - Cat 2	\$10.00	015-510x0-000	Fringe Benefits	Disability Ins Exp	Fixed Cost	Vehicle Operations (VO)
012-51130-000-00	Staff Development	\$0.00	015-510x0-000	Fringe Benefits	Workers Comp Ins	Fixed Cost	Vehicle Operations (VO)
012-53010-000-00	Telephone/Communications	\$15,151.53	015-510x0-000	Fringe Benefits	Thrift Plan	Fixed Cost	Vehicle Operations (VO)
012-54010-000-00	Office Supplies & Materials	\$191.23	015-510x0-000	Fringe Benefits	Gym Fees	Fixed Cost	Vehicle Operations (VO)
012-54010-000-06	Office Supplies & Materials COVID	\$26,816.40	015-52010-000	Travel/Business Meals/Meetings	Travel/Meetings	Fixed Cost	Vehicle Operations (VO)
012-54050-000-00	Motor Fuels & Lubricants Revenue	\$328,287.13	015-54010-000	Supplies/Transp/Shelters	Office Supplies & Materials	Fixed Cost	Vehicle Operations (VO)
012-54051-000-00	Motor Fuels & Lubricants	\$10,294.93	015-59010-000	Miscellaneous	Membership Dues & Subscriptions	Fixed Cost	Vehicle Operations (VO)
012-54060-000-00	Tires & Tubes Revenue	\$17,283.91	017-50010-000	Salaries and Wages	Salaries & Wages	Fixed Cost	Vehicle Operations (VO)
012-54061-000-00	Tires & Tubes Service	\$0.00	017-510x0-000	Fringe Benefits	FICA Contrib	Fixed Cost	Vehicle Operations (VO)
012-54070-000-00	Vehicle Parts	\$30,646.57	017-510x0-000	Fringe Benefits	SUTA	Fixed Cost	Vehicle Operations (VO)
012-54070-000-06	Vehicle Parts - COVID	\$1,109.00	019-51130-000	Staff Development (RTAP)	Staff Development (RTAP)	Fixed Cost	General Administration (GA)
012-57070-000-00	Cleaning Vans	\$0.00	040-51130-000	Fringe Benefits/Staff Development	Staff Development	Fixed Cost	General Administration (GA)
012-57070-000-02	Cleaning Vans	\$2,245.87	040-5201x-000	Travel/Business Meals/Meetings/Training	Travel/Meetings	Fixed Cost	General Administration (GA)
012-57070-000-04	Cleaning Vans	\$6,098.19	040-5201x-000	Travel/Business Meals/Meetings/Training	Business Meals	Fixed Cost	General Administration (GA)
012-57070-000-06	Cleaning Vans - COVID	\$167,812.81	040-53060-000	Facility/Equipment Maintenance	Facility Equipment Supplies	Fixed Cost	General Administration (GA)
012-57080-000-00	Tools & Machinery	\$1,161.30	040-540x0-000	Supplies & Materials	Office Supplies & Materials	Fixed Cost	General Administration (GA)
012-57090-000-00	Contract Vehicle Maint (Labor)	\$27,806.15	040-540x0-000	Supplies & Materials	Office Supplies & Materials-COVID	Fixed Cost	General Administration (GA)

015-50010-000-00	Salaries & Wages	\$61,607.96	040-540x0-000	Supplies & Materials	Uniforms	Fixed Cost	Vehicle Operations (VO)
015-51010-000-00	FICA Contrib	\$4,486.03	040-540x0-000	Supplies & Materials	Vehicle Parts	Fixed Cost	Vehicle Maintenance (VM)
015-51020-000-00	SUTA	\$102.40	040-55000-000	Marketing & Advertising	Marketing	Fixed Cost	General Administration (GA)
015-51030-000-00	EAP	\$21.60	040-570x0-000	Professional Services	Professional Services: Legal	Fixed Cost	General Administration (GA)
015-51040-000-00	Health Ins Exp	\$13,014.66	040-570x0-000	Professional Services	Legal Settlement- -	Fixed Cost	General Administration (GA)
015-51050-000-00	Dental Ins Exp	\$134.40	040-570x0-000	Professional Services	Professional Services: Equipment	Fixed Cost	Facility Maintenance (FM)
015-51060-000-00	Life Ins Exp	\$337.56	040-570x0-000	Professional Services	Professional Services: Other	Fixed Cost	General Administration (GA)
015-51070-000-00	Disability Ins Exp	\$237.60	040-570x0-000	Professional Services	Professional Services: Other-COVID	Fixed Cost	General Administration (GA)
015-51080-000-00	Workers Comp Ins	\$68.55	040-570x0-000	Professional Services	Building Maintenance	Fixed Cost	Facility Maintenance (FM)
015-51090-000-00	Thrift Plan	\$5,236.50	040-570x0-000	Professional Services	Van Cleaning - COVID	Fixed Cost	Vehicle Operations (VO)
017-50010-000-00	Salaries & Wages	\$7,520.00	040-59050-000	Miscellaneous	Misc Exp	Fixed Cost	General Administration (GA)
017-51010-000-00	FICA Contrib	\$575.29		#N/A	VDRPT Repayment- -	Fixed Cost	
017-51020-000-00	SUTA	\$22.30	041-54070-000	Vehicle Parts (Accident)	Vehicle Parts (Accident)	Mile Cost	Vehicle Maintenance (VM)
019-51130-000-00	Staff Development (RTAP)	\$7,500.00	041-57090-000	Contract Vehicle Maint (Accidents)	Contract Vehicle Maint (Accidents)	Mile Cost	Vehicle Maintenance (VM)
020-72000-211-00	Phone System - 42021-15	\$7,935.48					
020-74000-000-00	Revenue Vehicle - Electric/Other	\$92,508.00					
020-74000-192-00	Capital - Revenue Vehicles 42019-12	\$128,324.00					
020-74000-201-00	Revenue Vehicles (9) 42020-15	\$726,995.02					
020-74500-211-00	Transmissions - 42021-16	\$0.00					
030-59040-000-00	SMI-Bank Service Charges	\$274.58					
030-59050-000-00	SMI Misc Exp	\$7,392.89					
040-51130-000-00	Staff Development	\$60.00					
040-51130-000-01	Staff Development	\$2,117.55					
040-51130-000-02	Staff Development	\$10,135.85					
040-51130-000-03	Staff Development	\$833.66					
040-51130-000-04	Staff Development	\$3,157.92					
040-52010-000-00	Travel/Meetings	\$0.00					
040-52010-000-01	Travel/Meetings	\$3,212.10					
040-52010-000-02	Travel/Meetings	\$441.99					
040-52015-000-00	Business Meals	\$349.83					
040-53060-000-01	Facility Equipment Supplies	\$1,958.65					
040-54010-000-00	Supplies & Materials	\$5,556.26					
040-54070-000-01	Vehicle Parts	\$108.45					

040-55010-000-00	Marketing	\$0.00					
040-56010-000-03	COVID Insurance Refund	\$1,692.20					
040-57030-000-00	Professional Services: Legal	\$150,563.36					
040-57031-000-00	Legal Settlement- -	\$4,000.00					
040-57040-000-02	Professional Services: Equipment	\$5,906.43					
040-57050-000-00	Professional Services: Other	\$0.00					
040-57050-000-01	Professional Services: Other	\$89,182.41					
040-57050-000-02	Professional Services: Other	\$1,980.00					
040-57050-000-04	Professional Services: Other	\$19,081.00					
040-57060-000-00	Building Maintenance	\$0.00					
040-59050-000-00	Misc Exp	\$216.91					
040-59050-000-01	Miscellaneous	\$1,062.38					
040-59050-000-02	Miscellaneous	\$381.42					
040-59050-000-03	Miscellaneous	\$1,628.22					
040-59050-000-04	Miscellaneous	\$143.01					
041-54070-000-00	Vehicle Parts (Accident)	\$82.66					
041-54090-000-00	Contract Vehicle Maint(Accident)	\$0.00					
050-50010-000-00	GCT - Salary & Wages CAT 1	\$280,087.75					
050-50011-000-00	GCT - Salary & Wages CAT 2	\$312,151.25					
050-51010-000-00	GCT - FICA Contrib CAT1	\$21,431.83					
050-51011-000-00	GCT - FICA Contrib CAT 2	\$23,407.55					
050-51020-000-00	GCT - SUTA CAT 1	\$867.22					
050-51021-000-00	GCT - SUTA CAT 2	\$1,243.75					
050-51030-000-00	GCT - EAP CAT 1	\$108.00					
050-51031-000-00	GCT - EAP CAT 2	\$172.80					
050-51040-000-00	GCT - Health Ins Exp CAT 1	\$63,875.70					
050-51041-000-00	GCT - Health Ins Exp CAT 2	\$60,823.10					
050-51050-000-00	GCT - Dental Ins Exp CAT 1	\$966.19					
050-51051-000-00	GCT - Dental Ins Exp CAT 2	\$867.92					
050-51060-000-00	GCT - Life Ins Exp CAT 1	\$1,402.43					
050-51061-000-00	GCT - Life Ins Exp CAT 2	\$1,030.45					
050-51070-000-00	GCT - Disability Ins Exp CAT 1	\$995.77					
050-51071-000-00	GCT - Disability Ins Exp CAT 2	\$843.29					

050-51080-000-00	GCT Workers Comp CAT 1	\$993.53					
050-51081-000-00	GCT - Workers Comp CAT 2	\$11,508.91					
050-51090-000-00	GCT - Thrift Plan CAT 1	\$26,451.62					
050-51091-000-00	GCT - Thrift Plan CAT 2	\$28,367.63					
050-51130-000-00	Staff Development-GCT	\$4,075.00					
050-53010-000-00	GCT - Telephone	\$12,364.60					
050-53020-000-00	GCT - Postage	\$130.00					
050-53030-000-00	GCT - Electricity	\$3,014.87					
050-53040-000-00	GCT - Natural Gas	\$1,390.82					
050-53060-000-00	GCT-Facility Equip Supplies	\$7.97					
050-53070-000-00	GCT - Rent Exp	\$33,000.00					
050-54010-000-00	GCT - Office Supplies & Materials	\$4,536.90					
050-54010-000-06	GCT-Supplies & Materials COVID	\$8,472.85					
050-54020-000-00	First Aid & Training Supplies-GCT	\$3,524.80					
050-54030-000-00	GCT - Uniforms	\$2,941.01					
050-54050-000-00	GCT - Motor Fuels & Lubricates	\$41,185.27					
050-54060-000-00	GCT - Tires & Tubes	\$253.78					
050-54070-000-00	GCT - Vehicle Parts	\$1,776.70					
050-55010-000-00	GCT - Marketing	\$2,116.47					
050-56010-000-00	Insurance & Bonding	\$46,172.75					
050-57010-000-00	Drug Test & Pre-Employ Physical-GCT	\$896.52					
050-57040-000-00	Prof Serv: Equipment - GCT	\$2,470.43					
050-57050-000-00	GCT-Prof. Services: Other	\$7,855.00					
050-57050-000-06	Professional Service: Other COVID GCT	\$53,460.00					
050-57060-000-00	Building Maintenance-GCT	\$423.00					
050-57070-000-06	GTC-Cleaning Vans COVID	\$30,690.58					
050-57090-000-00	GCT - Contract Vehicle Maintenance	\$5,860.16					
Grand Totals:		\$10,366,093.34					

Appendix B

Chart of Accounts

Current Roll Up	Current Roll Up Description	Account Number	Account Description	Posting Type	Account Category Number	Expense Type	NTD Reporting Column	NTD Reporting Row
011-50010-000	Sal & Wages - CAT 1 (Admin)	011-50010-000-00	Salaries & Wages - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Other Salaries and Wages (5013)
011-50011-000	Sal & Wages - CAT 2 (Admin as Ops)	011-50011-000-00	Salaries & Wages - Cat 2	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Other Salaries and Wages (5013)
011-510x0-000	Fringe Benefits - CAT 1 (Admin)	011-51010-000-00	FICA Contrib - Cat 1	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	011-51011-000-00	FICA Contrib - Cat 2	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x0-000	Fringe Benefits - CAT 1 (Admin)	011-51020-000-00	SUTA - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	011-51021-000-00	SUTA - Cat 2	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x0-000	Fringe Benefits - CAT 1 (Admin)	011-51030-000-00	EAP - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	011-51031-000-00	EAP - Cat 2	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x0-000	Fringe Benefits - CAT 1 (Admin)	011-51040-000-00	Health Ins Exp - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	011-51041-000-00	Health Ins Exp - Cat 2	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x0-000	Fringe Benefits - CAT 1 (Admin)	011-51050-000-00	Dental Ins Exp - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	011-51051-000-00	Dental Ins Exp - Cat 2	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x0-000	Fringe Benefits - CAT 1 (Admin)	011-51060-000-00	Life Ins Exp - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	011-51061-000-00	Life Ins Exp - Cat 2	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x0-000	Fringe Benefits - CAT 1 (Admin)	011-51070-000-00	Disability Ins Exp - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	011-51071-000-00	Disability Ins Exp - Cat 2	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x0-000	Fringe Benefits - CAT 1 (Admin)	011-51080-000-00	Workers Comp Ins - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	011-51081-000-00	Workers Comp Ins - Cat 2	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x0-000	Fringe Benefits - CAT 1 (Admin)	011-51090-000-00	Thrift Plan - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	011-51091-000-00	Thrift Plan - Cat 2	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x0-000	Fringe Benefits - CAT 1 (Admin)	011-51100-000-00	Gym Fees - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x1-000	Fringe Benefits - CAT 2 (Admin as Ops)	011-51101-000-00	Gym Fees - Cat 2	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x0-000	Fringe Benefits - CAT 1 (Admin)	011-51120-000-00	AFLAC Flex One Fees	Profit and Loss	Other Employee Expenses	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-510x0-000	Fringe Benefits - CAT 1 (Admin)	011-51130-000-00	Staff Development	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
011-52010-000	Travel/Business Meals/Meetings/Training	011-52010-000-00	Travel/Meetings	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Miscellaneous Expenses (5090)
011-52010-000	Travel/Business Meals/Meetings/Training	011-52015-000-00	Business Meals (Team Meetings)	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Miscellaneous Expenses (5090)
011-530x0-000	Facility/Equipment Maintenance/Utilities	011-53010-000-00	Telephone/Communications	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Utilities (5040)
011-530x0-000	Facility/Equipment Maintenance/Utilities	011-53010-000-06	Telephone/Communications COVID	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Utilities (5040)
011-530x0-000	Facility/Equipment Maintenance/Utilities	011-53020-000-00	Postage	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Utilities (5040)
011-530x0-000	Facility/Equipment Maintenance/Utilities	011-53030-000-00	Electricity	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Utilities (5040)
011-530x0-000	Facility/Equipment Maintenance/Utilities	011-53040-000-00	Natural Gas	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Utilities (5040)
011-530x0-000	Facility/Equipment Maintenance/Utilities	011-53050-000-00	Water, Sewer, Refuse	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Utilities (5040)
011-530x0-000	Facility/Equipment Maintenance/Utilities	011-53060-000-00	Facility Equipment Supplies	Profit and Loss	Administrative Expense	Fixed Cost	Facility Maintenance (FM)	Other Materials and Supplies (5039)
011-530x0-000	Facility/Equipment Maintenance/Utilities	011-53060-000-06	Facility Equipment Supp COVID	Profit and Loss	Administrative Expense	Fixed Cost	Facility Maintenance (FM)	Other Materials and Supplies (5039)
011-530x0-000	Facility/Equipment Maintenance/Utilities	011-53500-000-00	Legal/Help Wanted Advertising	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Miscellaneous Expenses (5090)
011-540x0-000	Supplies & Materials	011-54010-000-00	Office Supplies & Materials	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Other Materials and Supplies (5039)
011-540x0-000	Supplies & Materials	011-54010-000-06	Office Supplies & Materials - COVID	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Other Materials and Supplies (5039)
011-540x0-000	Supplies & Materials	011-54020-000-00	First Aid & Training Supplies	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Other Materials and Supplies (5039)
011-540x0-000	Supplies & Materials	011-54030-000-00	Uniforms - Operators	Profit and Loss	Administrative Expense	Fixed Cost	Vehicle Operations (VO)	Services (5020)
011-540x0-000	Supplies & Materials	011-54031-000-00	Uniforms - Mechanics	Profit and Loss	Administrative Expense	Fixed Cost	Vehicle Maintenance (VM)	Services (5020)
011-540x0-000	Supplies & Materials	011-54032-000-00	Uniforms - Facility	Profit and Loss	Administrative Expense	Fixed Cost	Facility Maintenance (FM)	Services (5020)
011-55010-000	Marketing & Advertising	011-55010-000-00	Marketing	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Miscellaneous Expenses (5090)

011-56010-000	Insurance & Bonding	011-56010-000-00	Insurance & Bonding	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Casualty and Liability Costs (5050)
011-570x0-000	Professional Services	011-57010-000-00	Drug Testing & Pre-Employment Physicals	Profit and Loss	Administrative Expense	Fixed Cost	Vehicle Operations (VO)	Services (5020)
011-570x0-000	Professional Services	011-57020-000-00	Professional Services: Accounting	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Services (5020)
011-570x0-000	Professional Services	011-57030-000-00	Professional Services: Legal	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Services (5020)
011-570x0-000	Professional Services	011-57031-000-00	Legal Settlement	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Services (5020)
011-570x0-000	Professional Services	011-57040-000-00	Professional Services: Equipment	Profit and Loss	Administrative Expense	Fixed Cost	Facility Maintenance (FM)	Services (5020)
011-570x0-000	Professional Services	011-57050-000-00	Professional Services: Other	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Services (5020)
011-570x0-000	Professional Services	011-57050-000-06	Prof. Services: Other-COVID	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Services (5020)
011-570x0-000	Professional Services	011-57060-000-00	Building Maintenance	Profit and Loss	Administrative Expense	Fixed Cost	Facility Maintenance (FM)	Services (5020)
011-570x0-000	Professional Services	011-57060-000-06	Building Maintenance-COVID	Profit and Loss	Administrative Expense	Fixed Cost	Facility Maintenance (FM)	Services (5020)
011-590x0-000	Miscellaneous	011-59010-000-00	Membership Dues & Subscriptions	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Miscellaneous Expenses (5090)
011-590x0-000	Miscellaneous	011-59020-000-00	Tags, Licenses & Fees	Profit and Loss	Administrative Expense	Fixed Cost	Vehicle Operations (VO)	Taxes (5060)
011-590x0-000	Miscellaneous	011-59030-000-00	Help Wanted	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Miscellaneous Expenses (5090)
011-590x0-000	Miscellaneous	011-59040-000-00	Bank Service Charges	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Miscellaneous Expenses (5090)
	#N/A	011-81000-000-00	VDRPT Repayment	Profit and Loss	Administrative Expense	Fixed Cost		
012-50010-000	Sal & Wages - CAT 1 (Res/Dis/Sups)	012-50010-000-00	Salaries & Wages - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Other Salaries and Wages (5013)
012-50011-002	Sal & Wages - CAT 2 (Drivers)	012-50011-000-00	Salaries & Wages - Cat 2	Profit and Loss	Other Employee Expenses	Hour Cost	Vehicle Operations (VO)	Operators' Salaries and Wages (5011)
012-50012-000	Sal & Wages - CAT 3 (Mechanics)	012-50012-000-00	Salaries & Wages - Cat 3	Profit and Loss	Other Employee Expenses	Mile Cost	Vehicle Maintenance (VM)	Other Salaries and Wages (5013)
012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	012-51010-000-00	FICA Contrib - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	012-51011-000-00	FICA Contrib - Cat 2	Profit and Loss	Other Employee Expenses	Hour Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	012-51012-000-00	FICA Contrib - Cat 3	Profit and Loss	Other Employee Expenses	Mile Cost	Vehicle Maintenance (VM)	Fringe Benefits (5015)
012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	012-51020-000-00	SUTA - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	012-51021-000-00	SUTA - Cat 2	Profit and Loss	Other Employee Expenses	Hour Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	012-51022-000-00	SUTA - Cat 3	Profit and Loss	Other Employee Expenses	Mile Cost	Vehicle Maintenance (VM)	Fringe Benefits (5015)
012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	012-51030-000-00	EAP - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	012-51031-000-00	EAP - Cat 2	Profit and Loss	Other Employee Expenses	Hour Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	012-51032-000-00	EAP - Cat 3	Profit and Loss	Other Employee Expenses	Mile Cost	Vehicle Maintenance (VM)	Fringe Benefits (5015)
012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	012-51040-000-00	Health Ins Exp - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	012-51041-000-00	Health Ins Exp - Cat 2	Profit and Loss	Other Employee Expenses	Hour Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	012-51042-000-00	Health Ins Exp - Cat 3	Profit and Loss	Other Employee Expenses	Mile Cost	Vehicle Maintenance (VM)	Fringe Benefits (5015)
012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	012-51050-000-00	Dental Ins Exp - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	012-51051-000-00	Dental Ins Exp - Cat 2	Profit and Loss	Other Employee Expenses	Hour Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	012-51052-000-00	Dental Ins Exp - Cat 3	Profit and Loss	Other Employee Expenses	Mile Cost	Vehicle Maintenance (VM)	Fringe Benefits (5015)
012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	012-51060-000-00	Life Ins Exp - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	012-51061-000-00	Life Ins Exp - Cat 2	Profit and Loss	Other Employee Expenses	Hour Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	012-51062-000-00	Life Ins Exp - Cat 3	Profit and Loss	Other Employee Expenses	Mile Cost	Vehicle Maintenance (VM)	Fringe Benefits (5015)
012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	012-51070-000-00	Disability Ins Exp - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	012-51071-000-00	Disability Ins Exp - Cat 2	Profit and Loss	Other Employee Expenses	Hour Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	012-51072-000-00	Disability Ins Exp - Cat 3	Profit and Loss	Other Employee Expenses	Mile Cost	Vehicle Maintenance (VM)	Fringe Benefits (5015)
012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	012-51080-000-00	Workers Comp Ins - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	012-51081-000-00	Workers Comp Ins - Cat 2	Profit and Loss	Other Employee Expenses	Hour Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	012-51082-000-00	Workers Comp Ins - Cat 3	Profit and Loss	Other Employee Expenses	Mile Cost	Vehicle Maintenance (VM)	Fringe Benefits (5015)
012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	012-51090-000-00	Thrift Plan - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)

012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	012-51091-000-00	Thrift Plan - Cat 2	Profit and Loss	Other Employee Expenses	Hour Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	012-51092-000-00	Thrift Plan - Cat 3	Profit and Loss	Other Employee Expenses	Mile Cost	Vehicle Maintenance (VM)	Fringe Benefits (5015)
012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	012-51100-000-00	Gym Fees - Cat 1	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x1-000	Fringe Benefits - CAT 2 (Drivers)	012-51101-000-00	Gym Fees - Cat 2	Profit and Loss	Other Employee Expenses	Hour Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-510x2-000	Fringe Benefits - CAT 3 (Mechanics)	012-51102-000-00	Gym Fees - Cat 3	Profit and Loss	Other Employee Expenses	Mile Cost	Vehicle Maintenance (VM)	Fringe Benefits (5015)
012-510x0-000	Fringe Benefits - CAT 1 (Res/Dis/Sups)	012-51130-000-00	Staff Development	Profit and Loss	Administrative Expense	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
012-53010-000	Facility/Equipment Maintenance/Utilities	012-53010-000-00	Telephone/Communications	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Utilities (5040)
012-540x0-000	Supplies & Materials	012-54010-000-00	Office Supplies & Materials	Profit and Loss	Administrative Expense	Fixed Cost	Facility Maintenance (FM)	Other Materials and Supplies (5039)
012-540x0-000	Supplies & Materials	012-54010-000-06	Office Supplies & Materials COVID	Profit and Loss	Administrative Expense	Fixed Cost	Facility Maintenance (FM)	Other Materials and Supplies (5039)
012-540x0-000	Supplies & Materials	012-54050-000-00	Motor Fuels & Lubricants - Revenue	Profit and Loss	Administrative Expense	Mile Cost	Vehicle Operations (VO)	Other Materials and Supplies (5039)
012-540x0-000	Supplies & Materials	012-54051-000-00	Motor Fuels & Lubricants - Service	Profit and Loss	Administrative Expense	Mile Cost	Vehicle Maintenance (VM)	Other Materials and Supplies (5039)
012-540x0-000	Supplies & Materials	012-54060-000-00	Tires & Tubes - Revenue	Profit and Loss	Administrative Expense	Mile Cost	Vehicle Operations (VO)	Other Materials and Supplies (5039)
012-540x0-000	Supplies & Materials	012-54061-000-00	Tires & Tubes - Service	Profit and Loss	Administrative Expense	Mile Cost	Vehicle Maintenance (VM)	Other Materials and Supplies (5039)
012-540x0-000	Supplies & Materials	012-54070-000-00	Vehicle Parts	Profit and Loss	Administrative Expense	Mile Cost	Vehicle Maintenance (VM)	Other Materials and Supplies (5039)
012-540x0-000	Supplies & Materials	012-54070-000-06	Vehicle Parts - COVID	Profit and Loss	Administrative Expense	Mile Cost	Vehicle Maintenance (VM)	Other Materials and Supplies (5039)
012-570x0-000	Professional Services	012-57070-000-00	Cleaning Vans	Profit and Loss	Other Expenses	Hour Cost	Vehicle Operations (VO)	Other Materials and Supplies (5039)
012-570x0-000	Professional Services	012-57070-000-06	Cleaning Vans - COVID	Profit and Loss	Administrative Expense	Hour Cost	Vehicle Operations (VO)	Other Materials and Supplies (5039)
012-570x0-000	Professional Services	012-57080-000-00	Tools & Machinery	Profit and Loss	Other Expenses	Mile Cost	Vehicle Maintenance (VM)	Other Materials and Supplies (5039)
012-570x0-000	Professional Services	012-57090-000-00	Contract Vehicle Maint (Labor)	Profit and Loss	Other Expenses	Mile Cost	Vehicle Maintenance (VM)	Services (5020)
011-590x0-000	Miscellaneous	012-59020-000-00	Tags, Licenses & Fees	Profit and Loss	Administrative Expense	Fixed Cost	Vehicle Operations (VO)	Taxes (5060)
015-50010-000	Salaries and Wages	015-50010-000-00	Salaries & Wages	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Other Salaries and Wages (5013)
015-510x0-000	Fringe Benefits	015-51010-000-00	FICA Contrib	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
015-510x0-000	Fringe Benefits	015-51020-000-00	SUTA	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
015-510x0-000	Fringe Benefits	015-51030-000-00	EAP	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
015-510x0-000	Fringe Benefits	015-51040-000-00	Health Ins Exp	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
015-510x0-000	Fringe Benefits	015-51050-000-00	Dental Ins Exp	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
015-510x0-000	Fringe Benefits	015-51060-000-00	Life Ins Exp	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
015-510x0-000	Fringe Benefits	015-51070-000-00	Disability Ins Exp	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
015-510x0-000	Fringe Benefits	015-51080-000-00	Workers Comp Ins	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
015-510x0-000	Fringe Benefits	015-51090-000-00	Thrift Plan	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
015-510x0-000	Fringe Benefits	015-51100-000-00	Gym Fees	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
015-52010-000	Travel/Business Meals/Meetings	015-52010-000-00	Travel/Meetings	Profit and Loss	Administrative Expense	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
015-54010-000	Supplies/Transp/Shelters	015-54010-000-00	Office Supplies & Materials	Profit and Loss	Administrative Expense	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
015-59010-000	Miscellaneous	015-59010-000-00	Membership Dues & Subscriptions	Profit and Loss	Administrative Expense	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
017-50010-000	Salaries and Wages	017-50010-000-00	Salaries & Wages	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Other Salaries and Wages (5013)
017-510x0-000	Fringe Benefits	017-51010-000-00	FICA Contrib	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
017-510x0-000	Fringe Benefits	017-51020-000-00	SUTA	Profit and Loss	Other Employee Expenses	Fixed Cost	Vehicle Operations (VO)	Fringe Benefits (5015)
019-51130-000	Staff Development (RTAP)	019-51130-000-00	Staff Development (RTAP)	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
040-51130-000	Fringe Benefits/Staff Development	040-51130-000-00	Staff Development	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Fringe Benefits (5015)
040-5201x-000	Travel/Business Meals/Meetings/Training	040-52010-000-00	Travel/Meetings	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Miscellaneous Expenses (5090)
040-5201x-000	Travel/Business Meals/Meetings/Training	040-52015-000-00	Business Meals	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Miscellaneous Expenses (5090)
040-53060-000	Facility/Equipment Maintenance	040-53060-000-00	Facility Equipment Supplies	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Other Materials and Supplies (5039)
040-540x0-000	Supplies & Materials	040-54010-000-00	Office Supplies & Materials	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Other Materials and Supplies (5039)

040-540x0-000	Supplies & Materials	040-54010-000-06	Office Supplies & Materials-COVID	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Other Materials and Supplies (5039)
040-540x0-000	Supplies & Materials	040-54030-000-00	Uniforms	Profit and Loss	Administrative Expense	Fixed Cost	Vehicle Operations (VO)	Services (5020)
040-540x0-000	Supplies & Materials	040-54070-000-00	Vehicle Parts	Profit and Loss	Administrative Expense	Fixed Cost	Vehicle Maintenance (VM)	Other Materials and Supplies (5039)
040-55000-000	Marketing & Advertising	040-55010-000-00	Marketing	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Miscellaneous Expenses (5090)
040-570x0-000	Professional Services	040-57030-000-00	Professional Services: Legal	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Services (5020)
040-570x0-000	Professional Services	040-57031-000-00	Legal Settlement- -	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Services (5020)
040-570x0-000	Professional Services	040-57040-000-00	Professional Services: Equipment	Profit and Loss	Administrative Expense	Fixed Cost	Facility Maintenance (FM)	Services (5020)
040-570x0-000	Professional Services	040-57050-000-00	Professional Services: Other	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Services (5020)
040-570x0-000	Professional Services	040-57050-000-06	Professional Services: Other-COVID	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Services (5020)
040-570x0-000	Professional Services	040-57060-000-00	Building Maintenance	Profit and Loss	Administrative Expense	Fixed Cost	Facility Maintenance (FM)	Services (5020)
040-570x0-000	Professional Services	040-57070-000-06	Van Cleaning - COVID	Profit and Loss	Administrative Expense	Fixed Cost	Vehicle Operations (VO)	Other Materials and Supplies (5039)
040-59050-000	Miscellaneous	040-59050-000-00	Misc Exp	Profit and Loss	Administrative Expense	Fixed Cost	General Administration (GA)	Miscellaneous Expenses (5090)
	#N/A	040-81000-000-00	VDRPT Repayment- -	Profit and Loss	Administrative Expense	Fixed Cost		
041-54070-000	Vehicle Parts (Accident)	041-54070-000-00	Vehicle Parts (Accident)	Profit and Loss	Other Expenses	Mile Cost	Vehicle Maintenance (VM)	Other Materials and Supplies (5039)
041-57090-000	Contract Vehicle Maint (Accidents)	041-57090-000-00	Contract Vehicle Maint (Accidents)	Profit and Loss	Other Expenses	Mile Cost	Vehicle Maintenance (VM)	Services (5020)

Appendix C

FY2021 Service Metrics - Revenue Hours and Miles

Funding Source	Service/Jurisdiction	Total Sum of Revenue Hours	Total Sum of Revenue Miles	DR Rural S. 5311		DR Urban		Agency Rural		Agency Urban		ADA Rural		ADA Urban		Fixed Route Rural S. 5311		Fixed Route Urban		Total		
				Hours	Miles	Hours	Miles	Hours	Miles	Hours	Miles	Hours	Miles	Hours	Miles	Hours	Miles	Hours	Miles	Hours	Miles	
All Agencies	LOGISTICARE	1,308	5,427							1,308	5,427									1,308	5,427	
	LOGISTICARE	838	4,533					838	4,533											838	4,533	
	MISC AGENCY	803	4,282							803	4,282									803	4,282	
	MISC AGENCY	400	4,286					400	4,286											400	4,286	
	PACE	2,440	13,657							2,440	13,657									2,440	13,657	
	PACE	1,699	29,892					1,699	29,892											1,699	29,892	
	Virginia Premier	5	3							5	3									5	3	
VTA WORKING FAMILIES GRANT	348	717							348	717									348	717		
CO_ALBEMARLE	20 NORTH LINK	3	30			3	30													3	30	
	20 NORTH LINK	170	3,404	170	3,404															170	3,404	
	29 NORTH LINK	24	458			24	458													24	458	
	29 North AM	644	14,173															644	14,173	644	14,173	
	29 North PM1	672	10,364															672	10,364	672	10,364	
	29 North PM2	279	4,673															279	4,673	279	4,673	
	CROZET AM	945	27,762													945	27,762			945	27,762	
	CROZET PM	885	25,887													885	25,887			885	25,887	
	ADA SERVICE	14,691	170,337											14,691	170,337					14,691	170,337	
	ADA SERVICE	270	3,190									270	3,190							270	3,190	
	ALBEMARLE DEMAND RESPONSE	1,151	18,805			1,151	18,805													1,151	18,805	
	ALBEMARLE DEMAND RESPONSE	2,198	42,029	2,198	42,029															2,198	42,029	
	ALBEMARLE PRIORITY SERVICE	263	2,928			263	2,928													263	2,928	
	ALBEMARLE PRIORITY SERVICE	5	85	5	85															5	85	
	COVID-19 VACCINATION	54	683			54	683													54	683	
	COVID-19 VACCINATION	19	253	19	253															19	253	
	CROZET CIRCULATOR	1	17			1	17													1	17	
	CROZET CIRCULATOR	94	1,627	94	1,627															94	1,627	
	CROZET LINK	534	9,255			534	9,255													534	9,255	
	CROZET LINK	470	9,887	470	9,887															470	9,887	
	EARLYSVILLE CHO LINK	175	3,082			175	3,082													175	3,082	
	EARLYSVILLE CHO LINK	8	149	8	149															8	149	
	ESMONT SCOTTSVILLE CIRCULATOR	180	1,866	180	1,866															180	1,866	
	ESMONT SCOTTSVILLE LINK	58	1,326			58	1,326													58	1,326	
	ESMONT SCOTTSVILLE LINK	1,649	40,664	1,649	40,664															1,649	40,664	
	KESWICK LINK	0	5			0	5													0	5	
	KESWICK LINK	16	266	16	266															16	266	
	Agency Gap Time	153	-								153	-								153	-	
	Agency Gap Time	165	-						165	-										165	-	
	CO_BUCKINGHAM	Buckingham 1 AM	490	16,345													490	16,345			490	16,345
		Buckingham 1 AM2	344	11,508													344	11,508			344	11,508
		Buckingham 1 PM	489	16,813													489	16,813			489	16,813
		Buckingham 1 PM2	341	11,545													341	11,545			341	11,545
Buckingham 2 AM		420	13,283													420	13,283			420	13,283	
Buckingham 2 PM		405	12,139													405	12,139			405	12,139	
CI_CHRLTSVILLE	ADA SERVICE	13,679	139,393											13,679	139,393					13,679	139,393	
	ADA SERVICE	11	147									11	147							11	147	
	ALBEMARLE DEMAND RESPONSE	307	5,708			307	5,708													307	5,708	
	ALBEMARLE DEMAND RESPONSE	5	130	5	130															5	130	
	ALBEMARLE PRIORITY SERVICE	32	398			32	398													32	398	
	COVID-19 VACCINATION	64	669			64	669													64	669	
	CROZET LINK	16	263			16	263													16	263	
	CROZET LINK	1	11	1	11															1	11	
	EARLYSVILLE CHO LINK	22	445			22	445													22	445	
	ESMONT SCOTTSVILLE LINK	1	22	1	22															1	22	
Agency Gap Time	372								372	-									372	-		
CO_FLUVANNA	COVID-19 VACCINATION	10	141	10	141															10	141	
	FLUVANNA COMMUTER LINK	7	174			7	174													7	174	
	FLUVANNA COMMUTER LINK	608	13,254	608	13,254															608	13,254	
	FLUVANNA INTRA CIRCULATOR	528	7,642	528	7,642															528	7,642	
	FLUVANNA MIDDAY LINK	77	1,715			77	1,715													77	1,715	
	FLUVANNA MIDDAY LINK	392	9,057	392	9,057															392	9,057	
CO_GREENE	Agency Gap Time	13	-					13	-											13	-	
	GREENE COUNTY CIRCULATOR	3	62			3	62													3	62	
	GREENE COUNTY CIRCULATOR	6,630	102,538	6,630	102,538															6,630	102,538	
	GREENE COUNTY LINK 1	146	3,052			146	3,052													146	3,052	
	GREENE COUNTY LINK 1	362	7,943	362	7,943															362	7,943	
	GREENE COUNTY LINK 2	96	2,299			96	2,299													96	2,299	
	GREENE COUNTY LINK 2	418	8,493	418	8,493															418	8,493	
	GREENE COUNTY LINK 3	91	1,606			91	1,606													91	1,606	
	GREENE COUNTY LINK 3	581	11,049	581	11,049															581	11,049	
	Agency Gap Time	33	-					33	-											33	-	
CO_GREENE Supplement (July & August 2020)	GREENE COUNTY CIRCULATOR	1,476	24,473	1,476	24,473															1,476	24,473	
	GREENE COUNTY LINK 1	97	2,645	97	2,645															97	2,645	
	GREENE COUNTY LINK 2	94	2,299	94	2,299															94	2,299	
	GREENE COUNTY LINK 3	136	2,851	136	2,851															136	2,851	
	COVID-19 VACCINATION	29	364	29	364															29	364	
	LOUISA INTRA CIRCULATOR	7,105	157,172	7,105	157,172															7,105	157,172	

CO_LOUISA	LOUISA LINK	64	1,695			64	1,695												64	1,695	
	LOUISA LINK	578	16,384	578	16,384														578	16,384	
	Agency Gap Time	120	-					120	-										120	-	
CO_NELSON	COVID-19 VACCINATION	10	136	10	136														10	136	
	LOVINGSTON CIRCULATOR	142	3,003	142	3,003														142	3,003	
	Lovingston AM	279	8,448													279	8,448		279	8,448	
	Lovingston PM	322	10,702													322	10,702		322	10,702	
	NELSON MIDDAY LINK	101	2,721			101	2,721												101	2,721	
	NELSON MIDDAY LINK	435	11,295	435	11,295														435	11,295	
	Agency Gap Time	137	-					137	-										137	-	
	JAUNT	189	2,271							189	2,271								189	2,271	
JAUNT BUSINESS TRIPS	8	178					8	178										8	178		
Grand Total		71,936	1,100,486	24,448	481,133	3,288	57,397	3,415	38,889	5,619	26,357	281	3,337	28,370	309,730	4,921	154,433	1,595	29,210	71,936	1,100,486

- Agency Rural
- Agency Urban
- Demand Response Rural S. 5311
- Demand Response Urban
- Fixed Route Rural S. 5311
- Fixed Route Urban
- ADA Rural
- ADA Urban
- Agency Gap Rural
- Agency Gap Urban

Appendix D

FY2021 Revenue Miles

Funding Source	Service/Jurisdiction	Total Sum of Revenue Miles	Miles By Service Category								
			DR Rural S. 5311	DR Urban	Agency Rural	Agency Urban	ADA Rural	ADA Urban	Fixed Route Rural S. 5311	Fixed Route Urban	Total
All Agencies	LOGISTICARE	5,427				5,427					5,427
	LOGISTICARE	4,533			4,533						4,533
	MISC AGENCY	4,282				4,282					4,282
	MISC AGENCY	4,286			4,286						4,286
	PACE	13,657				13,657					13,657
	PACE	29,892			29,892						29,892
	Virginia Premier	3				3					3
	VTA WORKING FAMILIES GRANT	717				717					717
CO_ALBEMARLE	20 NORTH LINK	30		30							30
	20 NORTH LINK	3,404	3,404								3,404
	29 NORTH LINK	458		458							458
	29 North AM	14,173								14,173	14,173
	29 North PM1	10,364								10,364	10,364
	29 North PM2	4,673								4,673	4,673
	CROZET AM	27,762							27,762		27,762
	CROZET PM	25,887							25,887		25,887
	ADA SERVICE	170,337						170,337			170,337
	ADA SERVICE	3,190					3,190				3,190
	ALBEMARLE DEMAND RESPONSE	18,805		18,805							18,805
	ALBEMARLE DEMAND RESPONSE	42,029	42,029								42,029
	ALBEMARLE PRIORITY SERVICE	2,928		2,928							2,928
	ALBEMARLE PRIORITY SERVICE	85	85								85
	COVID-19 VACCINATION	683		683							683
	COVID-19 VACCINATION	253	253								253
	CROZET CIRCULATOR	17		17							17
	CROZET CIRCULATOR	1,627	1,627								1,627
	CROZET LINK	9,255		9,255							9,255
	CROZET LINK	9,887	9,887								9,887
	EARLYSVILLE CHO LINK	3,082		3,082							3,082
	EARLYSVILLE CHO LINK	149	149								149
	ESMONT SCOTTSVILLE CIRCULATOR	1,866	1,866								1,866
	ESMONT SCOTTSVILLE LINK	1,326		1,326							1,326
	ESMONT SCOTTSVILLE LINK	40,664	40,664								40,664
	KESWICK LINK	5		5							5
	KESWICK LINK	266	266								266
	Agency Gap Time	-				-					-
	Agency Gap Time	-			-						-
CO_BUCKINGHAM	Buckingham 1 AM	16,345							16,345		16,345
	Buckingham 1 AM2	11,508							11,508		11,508
	Buckingham 1 PM	16,813							16,813		16,813
	Buckingham 1 PM2	11,545							11,545		11,545
	Buckingham 2 AM	13,283							13,283		13,283
	Buckingham 2 PM	12,139							12,139		12,139
CI_CHRLTSVILLE	ADA SERVICE	139,393						139,393			139,393
	ADA SERVICE	147					147				147
	ALBEMARLE DEMAND RESPONSE	5,708		5,708							5,708
	ALBEMARLE DEMAND RESPONSE	130	130								130
	ALBEMARLE PRIORITY SERVICE	398		398							398
	COVID-19 VACCINATION	669		669							669
	CROZET LINK	263		263							263
	CROZET LINK	11	11								11
	EARLYSVILLE CHO LINK	445		445							445
	ESMONT SCOTTSVILLE LINK	22	22								22
	Agency Gap Time					-					-
CO_FLUVANNA	COVID-19 VACCINATION	141	141								141
	FLUVANNA COMMUTER LINK	174		174							174
	FLUVANNA COMMUTER LINK	13,254	13,254								13,254
	FLUVANNA INTRA CIRCULATOR	7,642	7,642								7,642

	FLUVANNA MIDDAY LINK	1,715		1,715							1,715
	FLUVANNA MIDDAY LINK	9,057	9,057								9,057
	Agency Gap Time	-			-						-
CO_GREENE	GREENE COUNTY CIRCULATOR	62		62							62
	GREENE COUNTY CIRCULATOR	102,538	102,538								102,538
	GREENE COUNTY LINK 1	3,052		3,052							3,052
	GREENE COUNTY LINK 1	7,943	7,943								7,943
	GREENE COUNTY LINK 2	2,299		2,299							2,299
	GREENE COUNTY LINK 2	8,493	8,493								8,493
	GREENE COUNTY LINK 3	1,606		1,606							1,606
	GREENE COUNTY LINK 3	11,049	11,049								11,049
	Agency Gap Time	-			-						-
CO_GREENE Supplment (July & August 2020)	GREENE COUNTY CIRCULATOR	24,473	24,473								24,473
	GREENE COUNTY LINK 1	2,645	2,645								2,645
	GREENE COUNTY LINK 2	2,299	2,299								2,299
	GREENE COUNTY LINK 3	2,851	2,851								2,851
CO_LOUISA	COVID-19 VACCINATION	364	364								364
	LOUISA INTRA CIRCULATOR	157,172	157,172								157,172
	LOUISA LINK	1,695		1,695							1,695
	LOUISA LINK	16,384	16,384								16,384
CO_NELSON	Agency Gap Time	-			-						-
	COVID-19 VACCINATION	136	136								136
	LOVINGSTON CIRCULATOR	3,003	3,003								3,003
	Lovingston AM	8,448						8,448			8,448
	Lovingston PM	10,702						10,702			10,702
	NELSON MIDDAY LINK	2,721		2,721							2,721
	NELSON MIDDAY LINK	11,295	11,295								11,295
JAUNT	Agency Gap Time	-			-						-
	JAUNT BUSINESS TRIPS	2,271				2,271					2,271
	JAUNT BUSINESS TRIPS	178			178						178
Grand Total		1,100,486	481,133	57,397	38,889	26,357	3,337	309,730	154,433	29,210	1,100,486

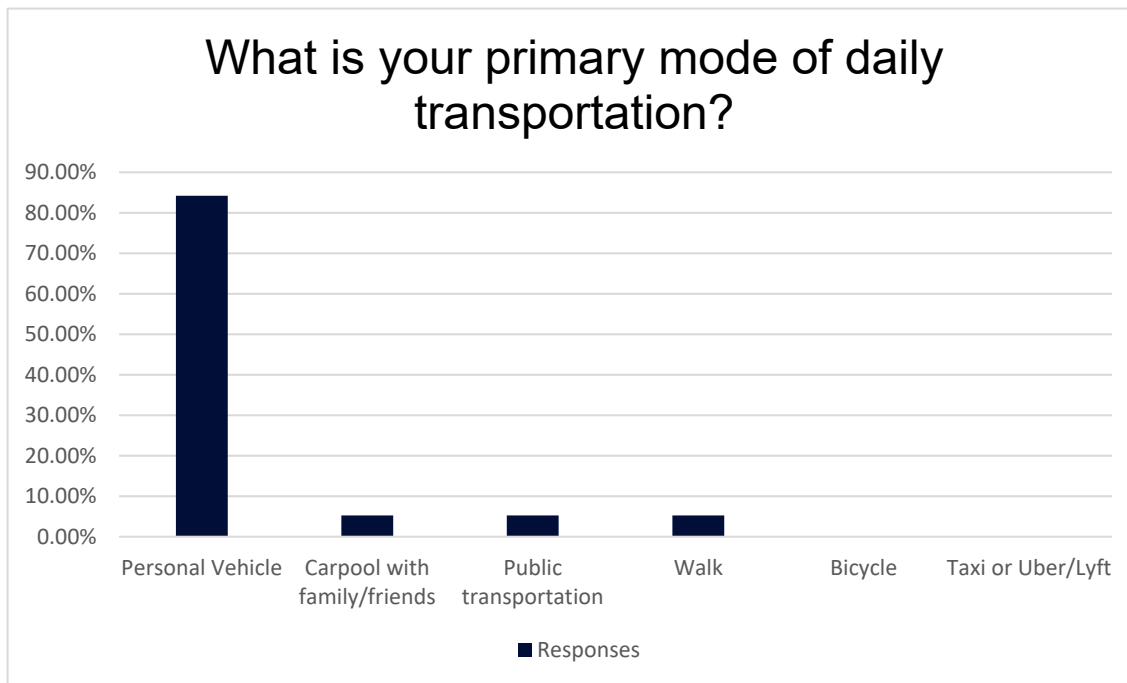
	Agency Rural
	Agency Urban
	Demand Response Rural S. 5311
	Demand Response Urban
	Fixed Route Rural S. 5311
	Fixed Route Urban
	ADA Rural
	ADA Urban
	Agency Gap Rural
	Agency Gap Urban

Appendix B

Community Survey Results

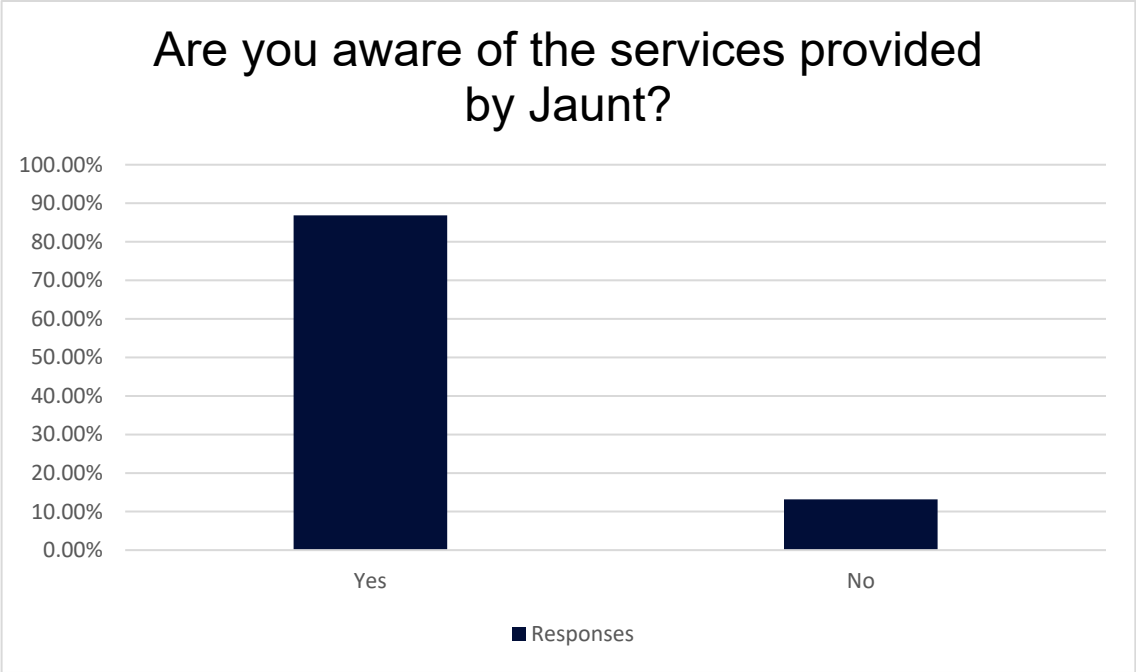
Question 1: What is your primary mode of daily transportation?

Answer Choices	Responses	
Personal Vehicle	84.21%	32
Carpool with family/friends	5.26%	2
Public transportation	5.26%	2
Walk	5.26%	2
Bicycle	0.00%	0
Taxi or Uber/Lyft	0.00%	0
Other (please specify)		1



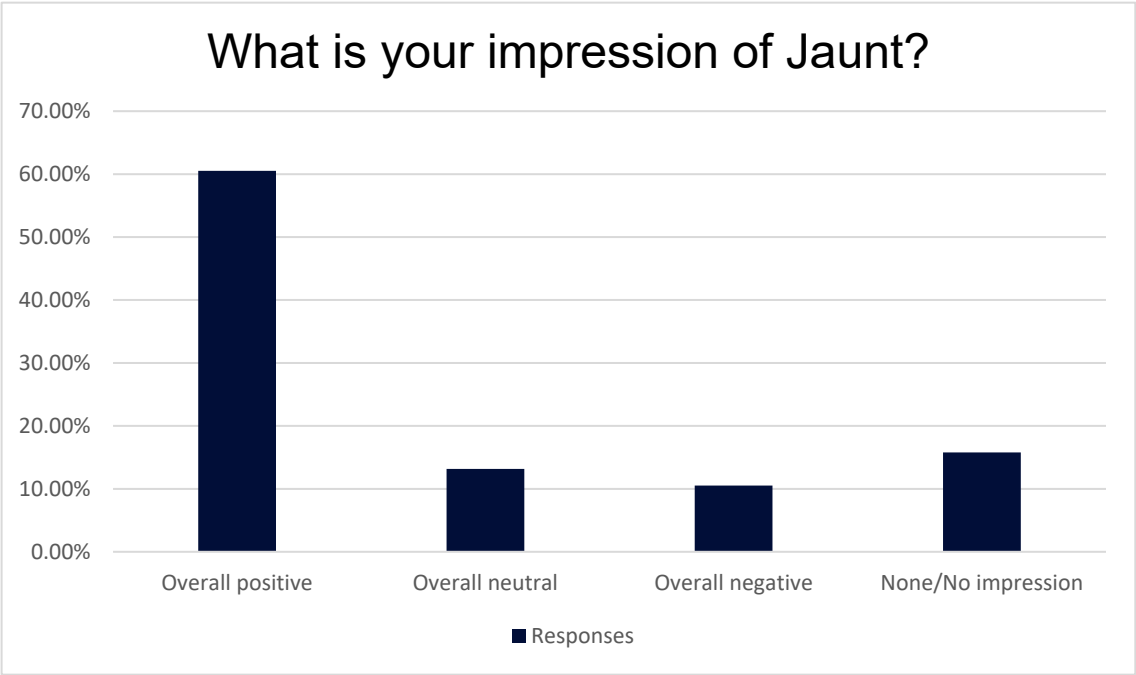
Question 2: Are you aware of the services provided by Jaunt?

Answer Choices	Responses	
Yes	86.84%	33
No	13.16%	5



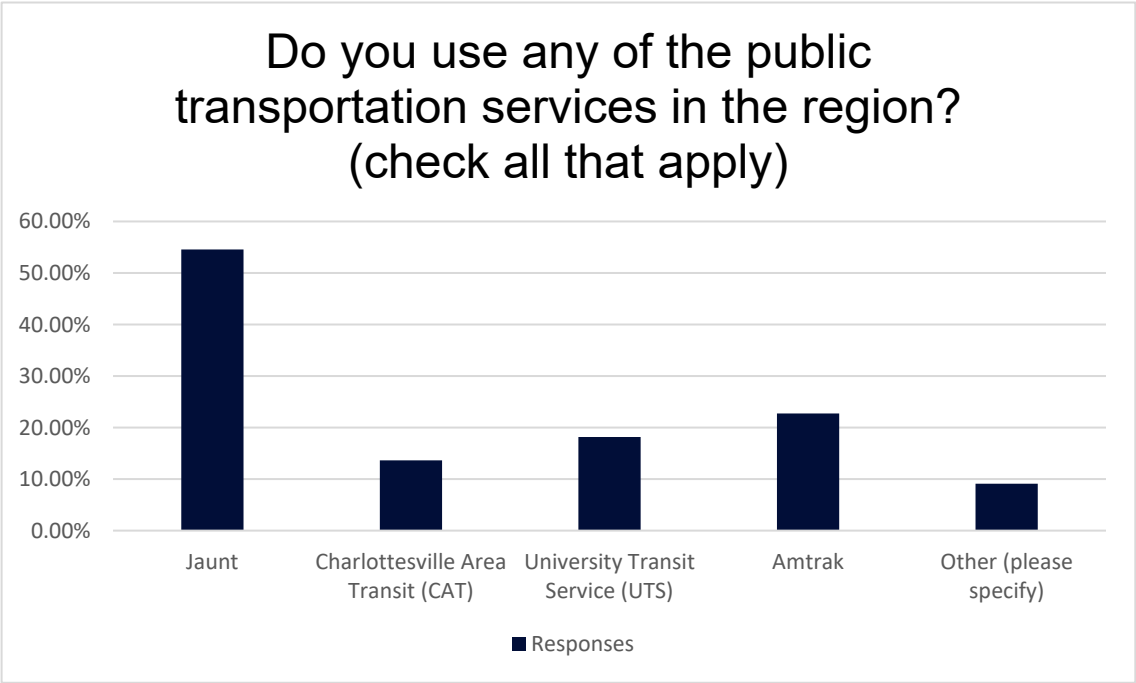
Question 3: What is your impression of Jaunt?

Answer Choices	Responses	
Overall positive	60.53%	23
Overall neutral	13.16%	5
Overall negative	10.53%	4
None/No impression	15.79%	6



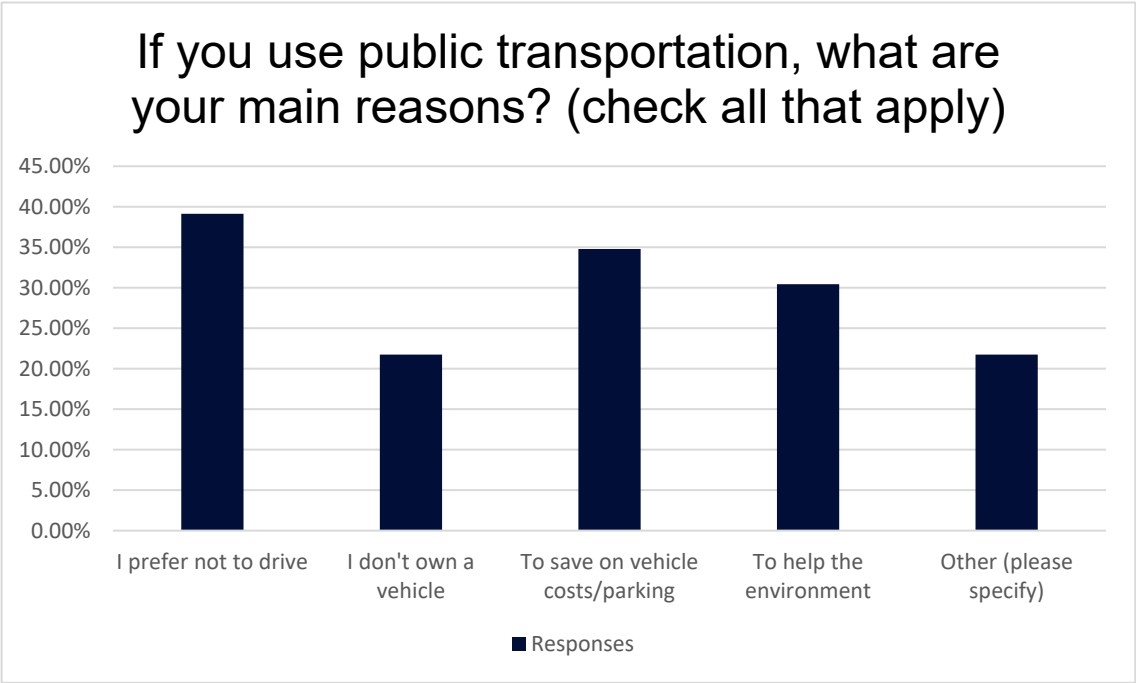
Question 4: Do you use any of the public transportation services in the region? (check all that apply)

Answer Choices	Responses	
Jaunt	54.55%	12
Charlottesville Area Transit (CAT)	13.64%	3
University Transit Service (UTS)	18.18%	4
Amtrak	22.73%	5
Other (please specify)	9.09%	2



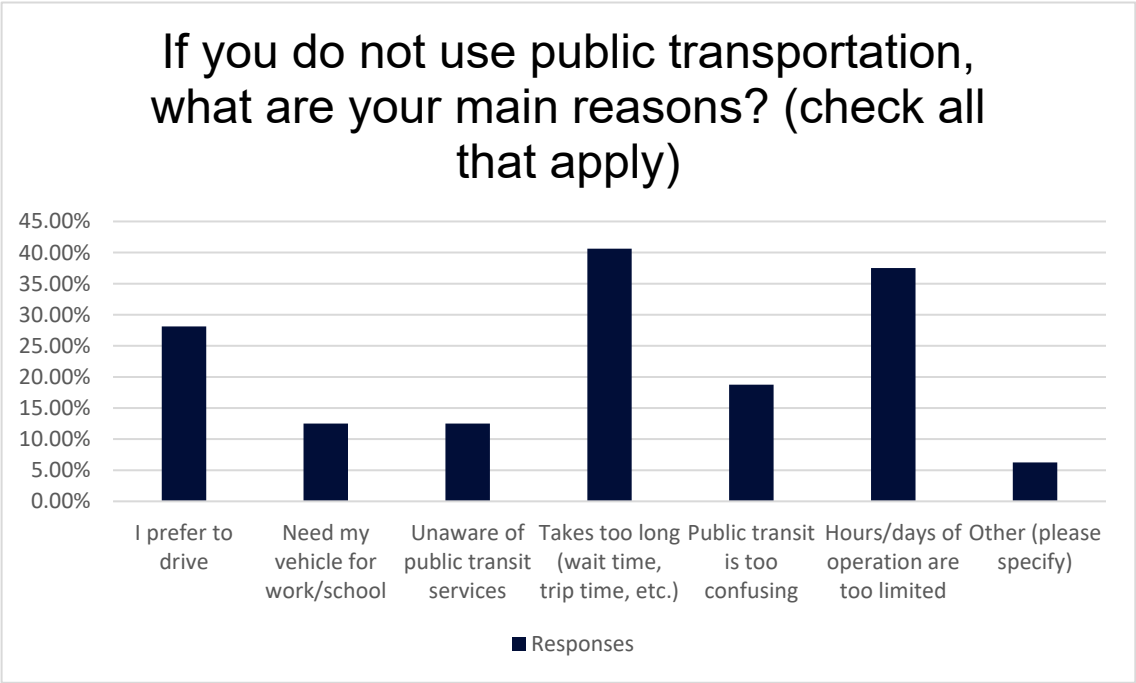
Question 5: If you use public transportation, what are your main reasons? (check all that apply)

Answer Choices	Responses	
I prefer not to drive	39.13%	9
I don't own a vehicle	21.74%	5
To save on vehicle costs/parking	34.78%	8
To help the environment	30.43%	7
Other (please specify)	21.74%	5



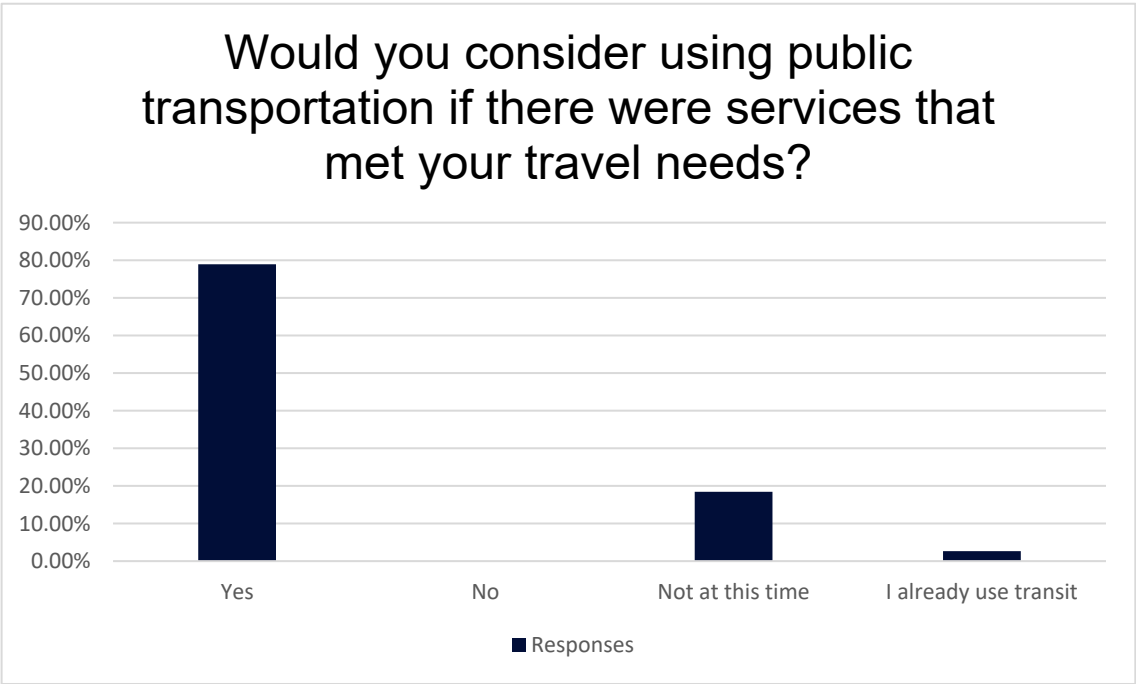
Question 6: If you do not use public transportation, what are your main reasons? (check all that apply)

Answer Choices	Responses	
I prefer to drive	28.13%	9
Need my vehicle for work/school	12.50%	4
Unaware of public transit services	12.50%	4
Takes too long (wait time, trip time, etc.)	40.63%	13
Public transit is too confusing	18.75%	6
Hours/days of operation are too limited	37.50%	12
Other (please specify)	6.25%	2



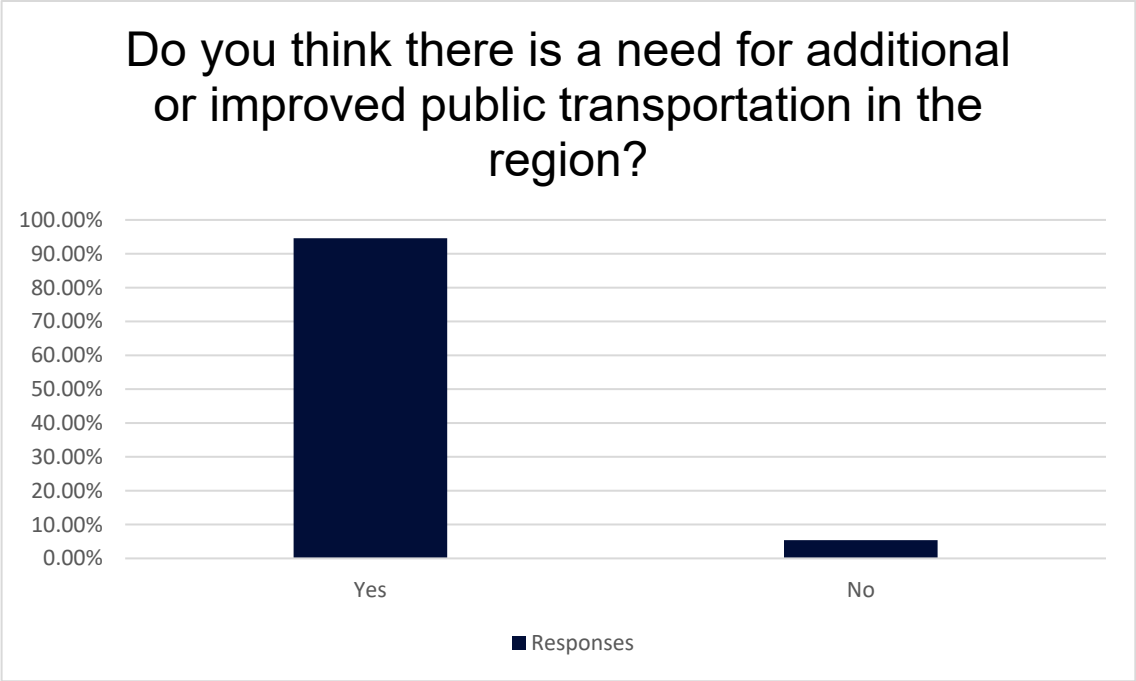
Question 7: Would you consider using public transportation if there were services that met your travel needs?

Answer Choices	Responses	
Yes	78.95%	30
No	0.00%	0
Not at this time	18.42%	7
I already use transit	2.63%	1



Question 8: Do you think there is a need for additional or improved public transportation in the region?

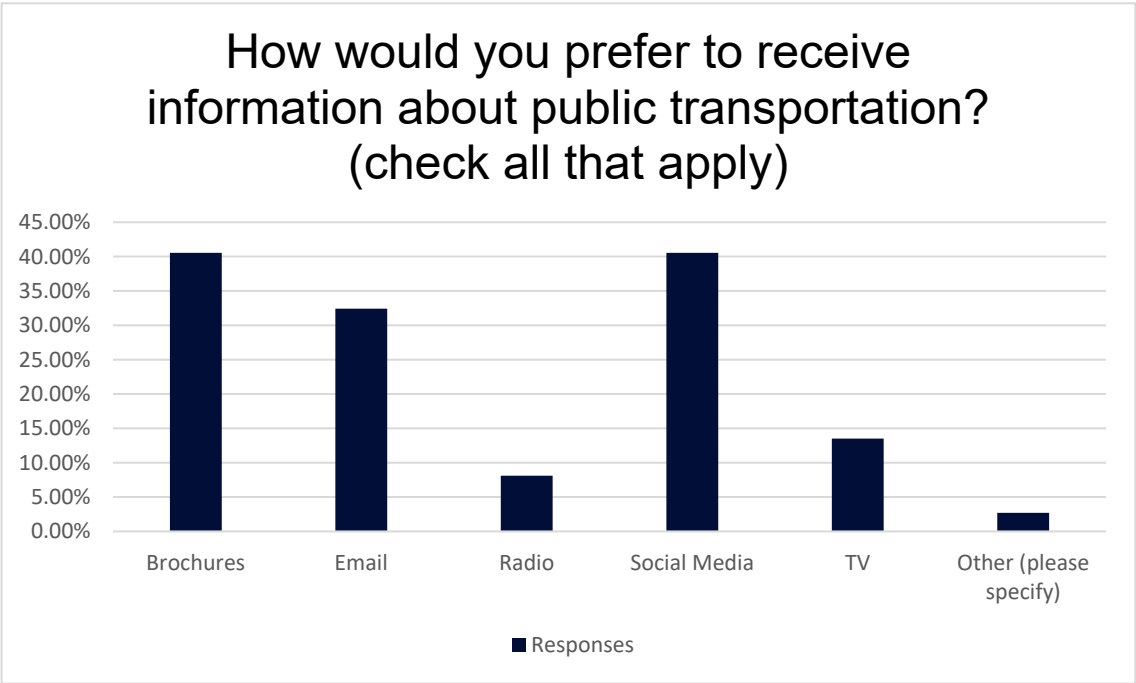
Answer Choices	Responses	
Yes	94.59%	35
No	5.41%	2



Question 9: Please indicate the locations or areas that need additional or improved public transportation service. Provide both the origin and destination (e.g. Crozet to Charlottesville)

Question 10: How would you prefer to receive information about public transportation? (check all that apply)

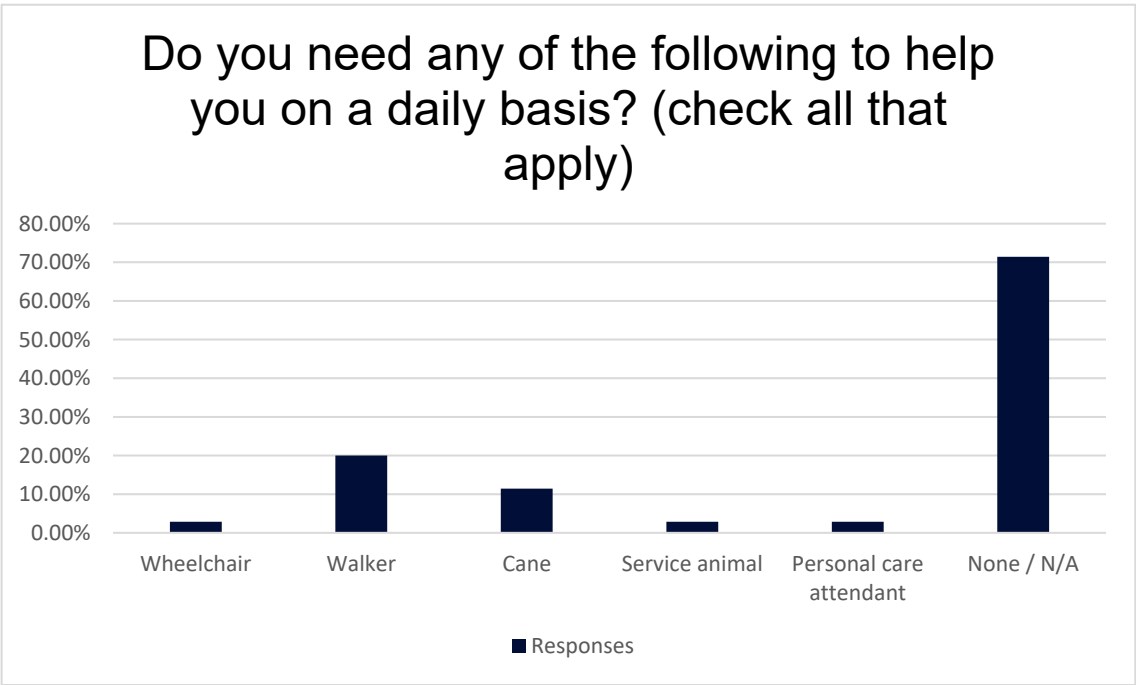
Answer Choices	Responses	
Brochures	40.54%	15
Email	32.43%	12
Radio	8.11%	3
Social Media	40.54%	15
TV	13.51%	5
Other (please specify)	2.70%	1



Question 11: What is your home zip code?

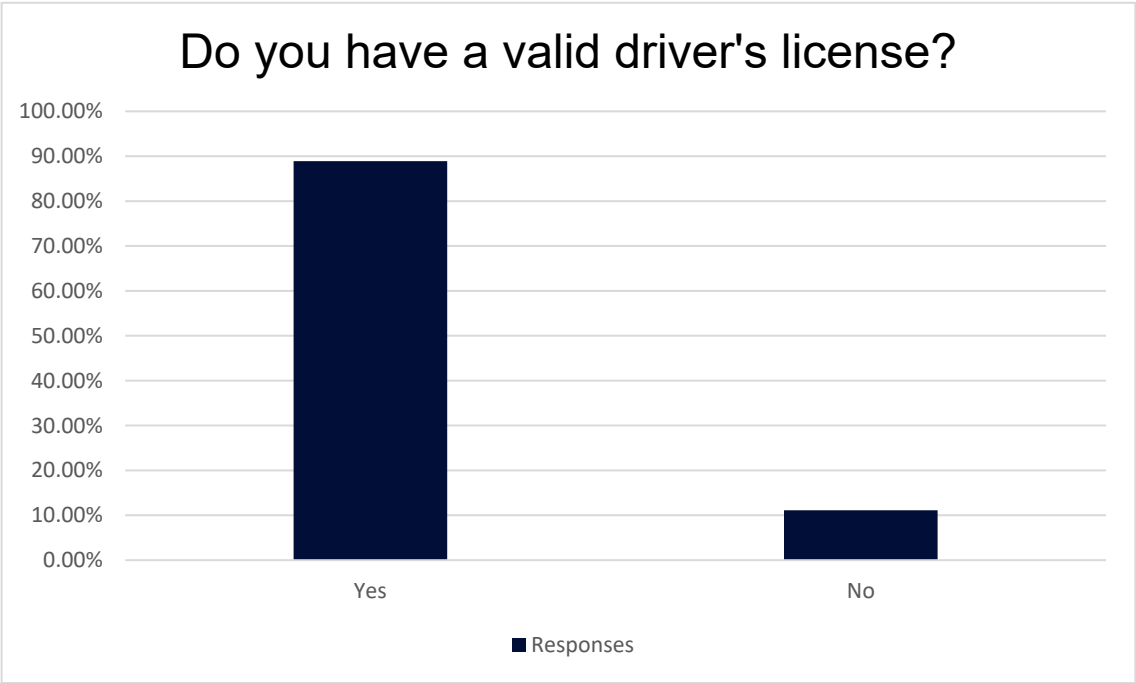
Question 12: Do you need any of the following to help you on a daily basis? (check all that apply)

Answer Choices	Responses	
Wheelchair	2.86%	1
Walker	20.00%	7
Cane	11.43%	4
Service animal	2.86%	1
Personal care attendant	2.86%	1
None / N/A	71.43%	25



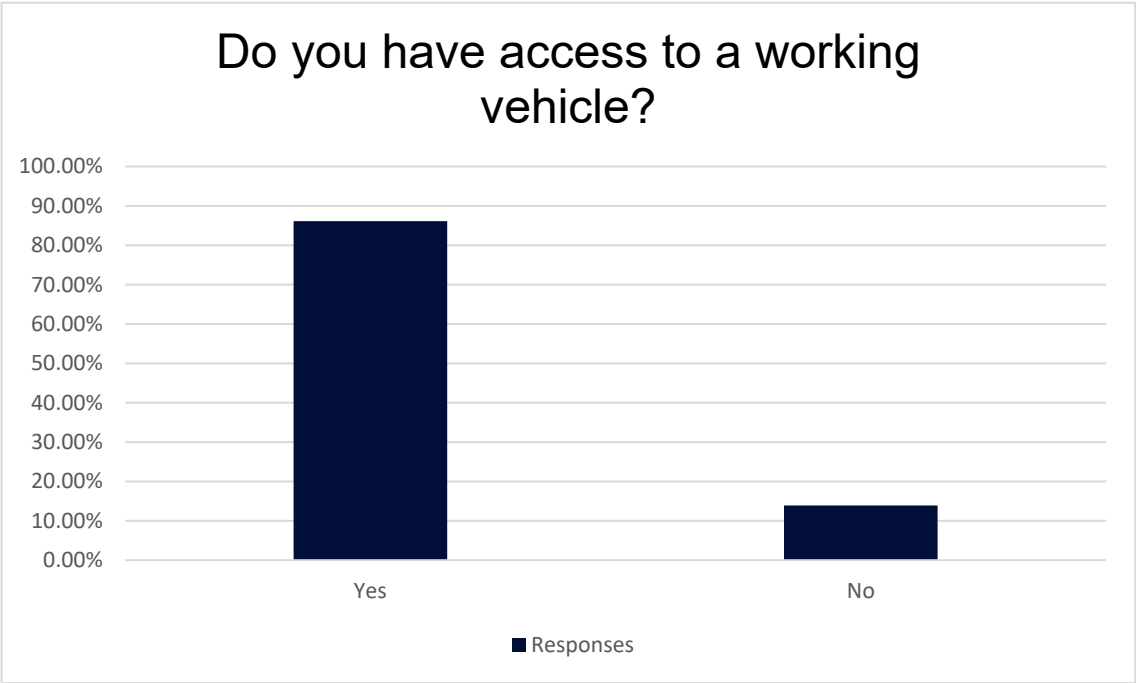
Question 13: Do you have a valid driver's license?

Answer Choices	Responses	
Yes	88.89%	32
No	11.11%	4



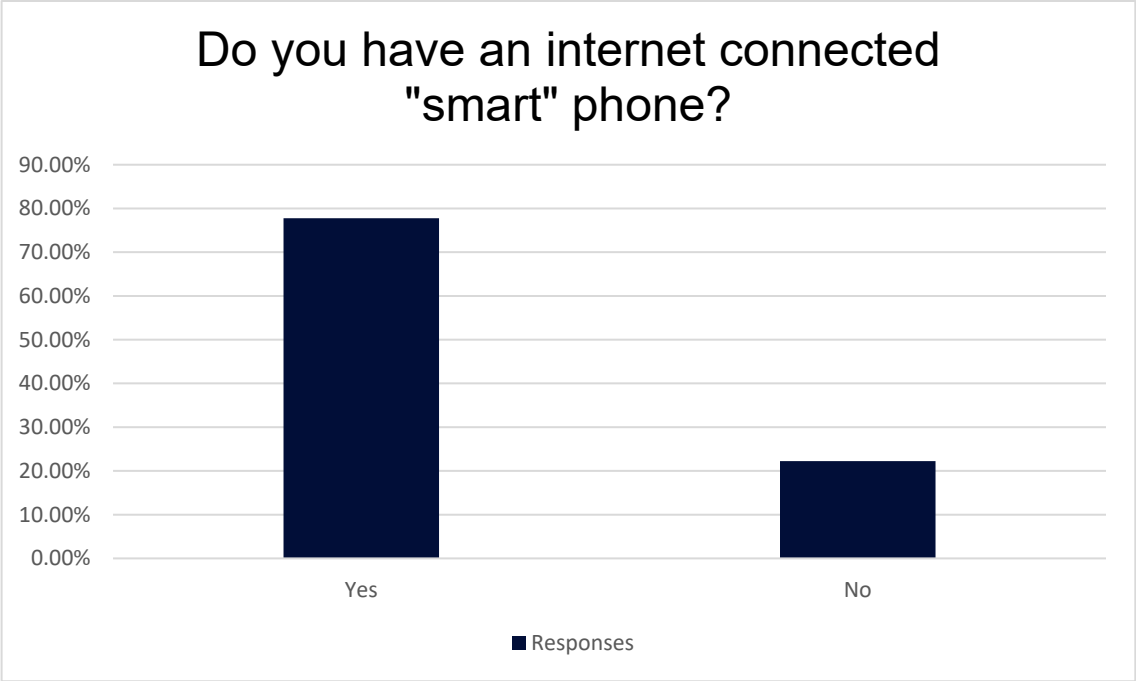
Question 14: Do you have access to a working vehicle?

Answer Choices	Responses	
Yes	86.11%	31
No	13.89%	5



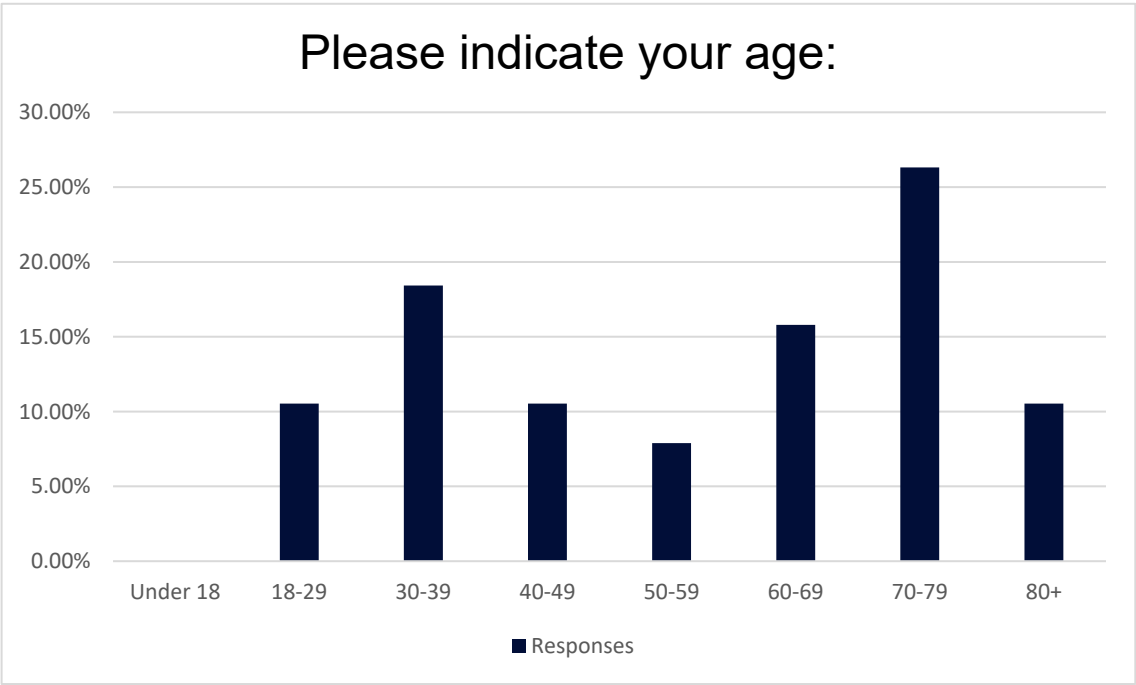
Question 15: Do you have an internet connected "smart" phone?

Answer Choices	Responses	
Yes	77.78%	28
No	22.22%	8



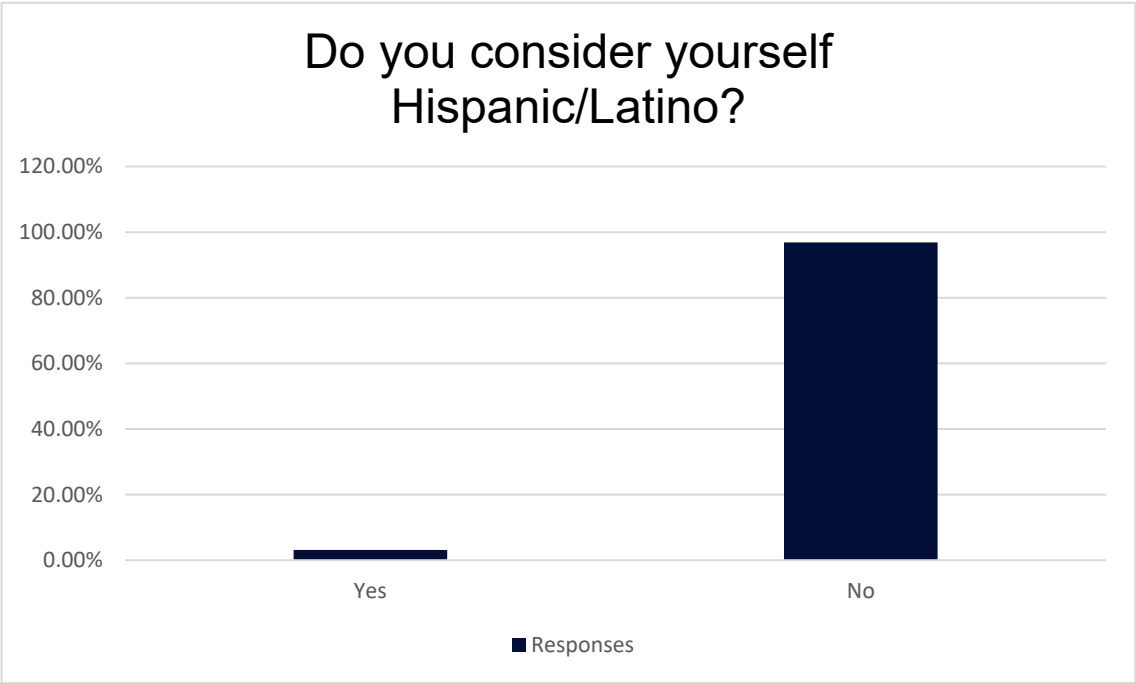
Question 16: Please indicate your age:

Answer Choices	Responses	
Under 18	0.00%	0
18-29	10.53%	4
30-39	18.42%	7
40-49	10.53%	4
50-59	7.89%	3
60-69	15.79%	6
70-79	26.32%	10
80+	10.53%	4



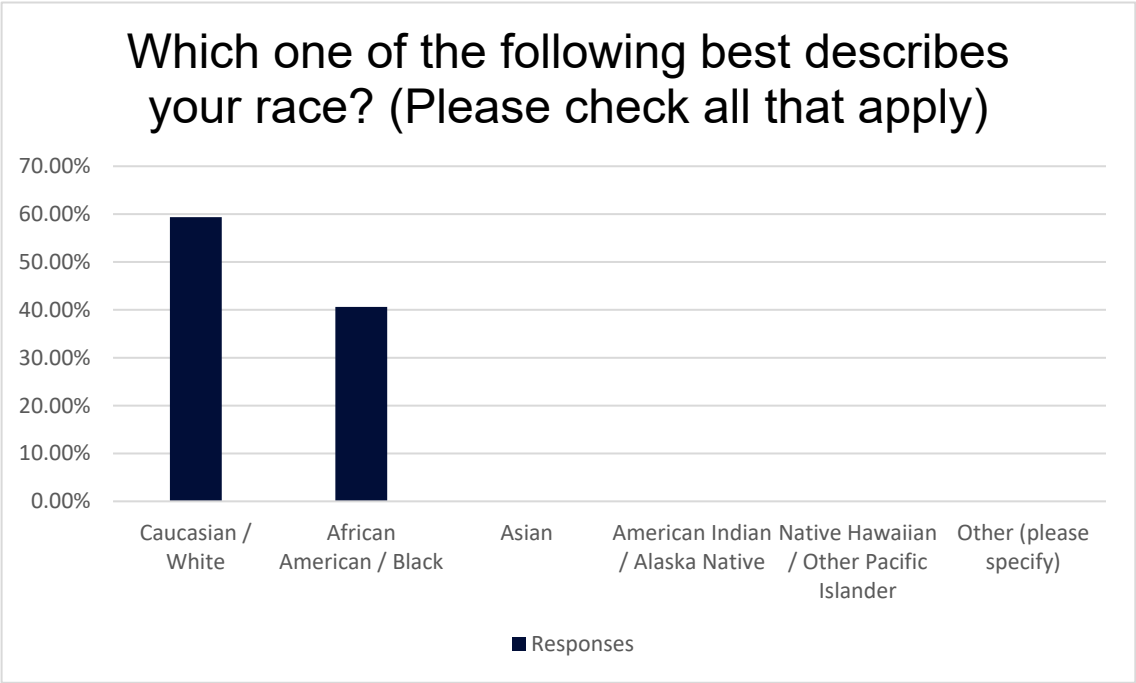
Question 17: Do you consider yourself Hispanic/Latino?

Answer Choices	Responses	
Yes	3.13%	1
No	96.88%	31



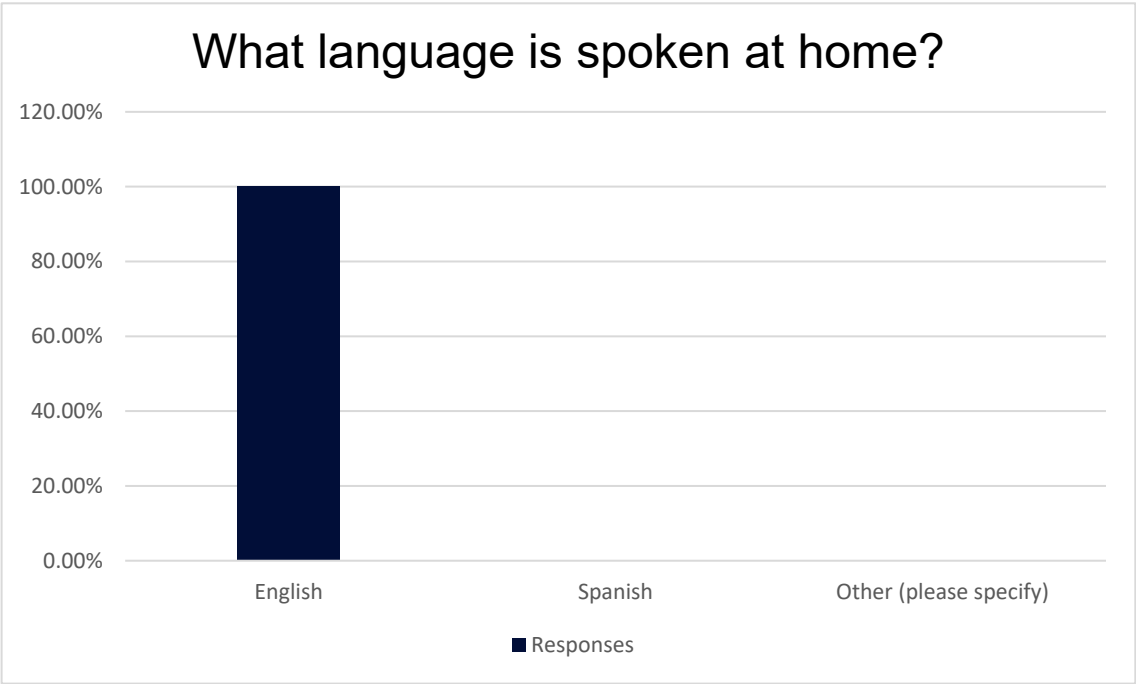
Question 18: Which one of the following best describes your race? (Please check all that apply)

Answer Choices	Responses	
Caucasian / White	59.38%	19
African American / Black	40.63%	13
Asian	0.00%	0
American Indian / Alaska Native	0.00%	0
Native Hawaiian / Other Pacific Islander	0.00%	0
Other (please specify)	0.00%	0



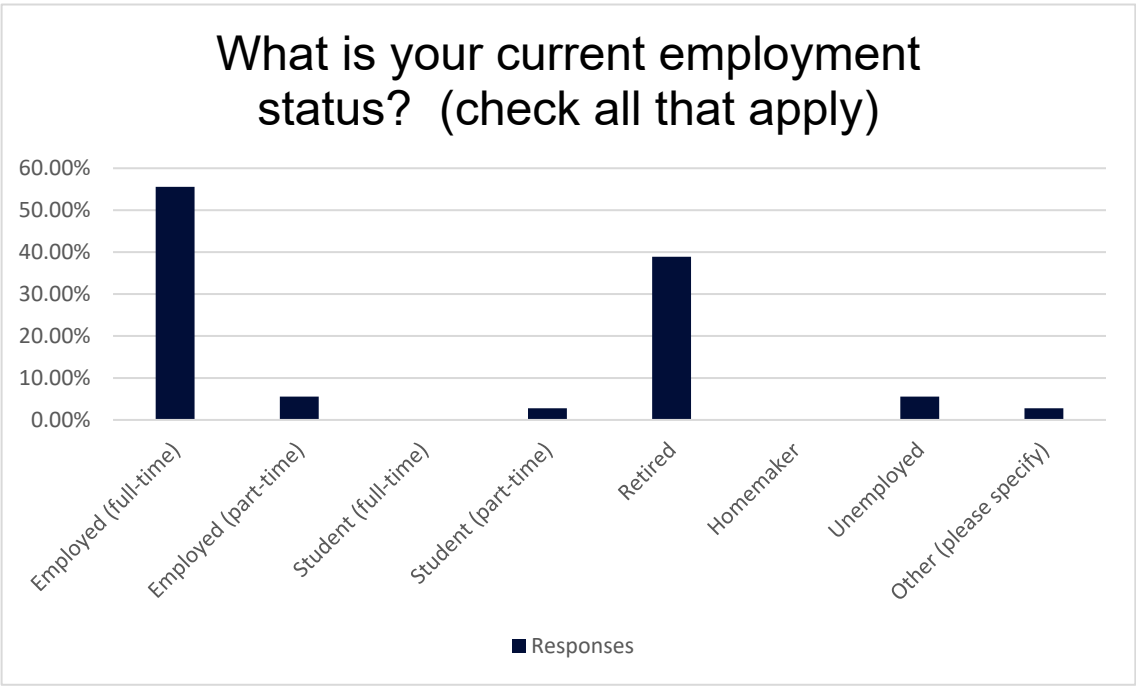
Question 19: What language is spoken at home?

Answer Choices	Responses	
English	100.00%	36
Spanish	0.00%	0
Other (please specify)	0.00%	0



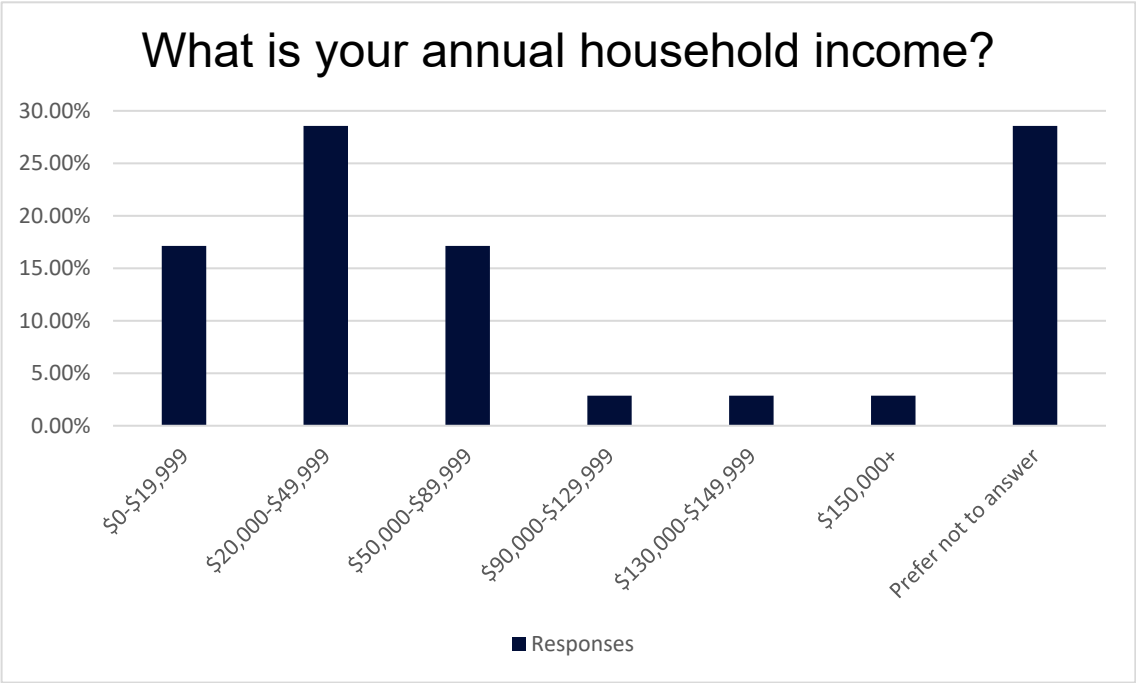
Question 20: What is your current employment status? (check all that apply)

Answer Choices	Responses	
Employed (full-time)	55.56%	20
Employed (part-time)	5.56%	2
Student (full-time)	0.00%	0
Student (part-time)	2.78%	1
Retired	38.89%	14
Homemaker	0.00%	0
Unemployed	5.56%	2
Other (please specify)	2.78%	1



Question 21: What is your annual household income?

Answer Choices	Responses	
\$0-\$19,999	17.14%	6
\$20,000-\$49,999	28.57%	10
\$50,000-\$89,999	17.14%	6
\$90,000-\$129,999	2.86%	1
\$130,000-\$149,999	2.86%	1
\$150,000+	2.86%	1
Prefer not to answer	28.57%	10



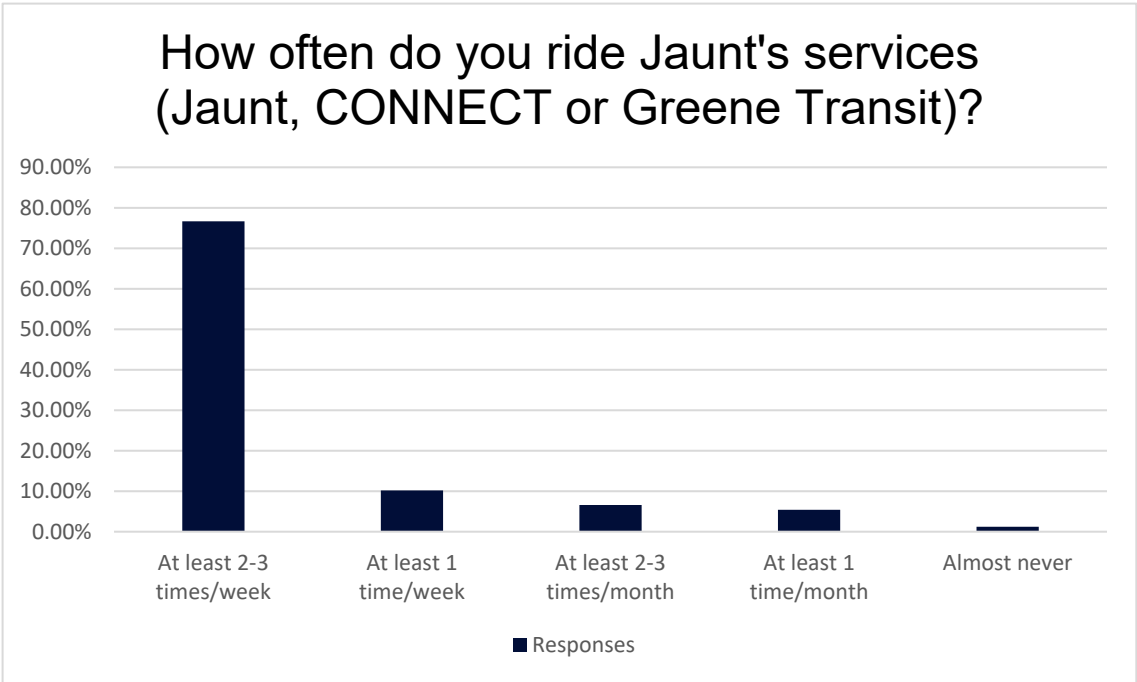
Question 22: Do you have other comments, suggestions or concerns?

Appendix C

Customer/Rider Survey Results

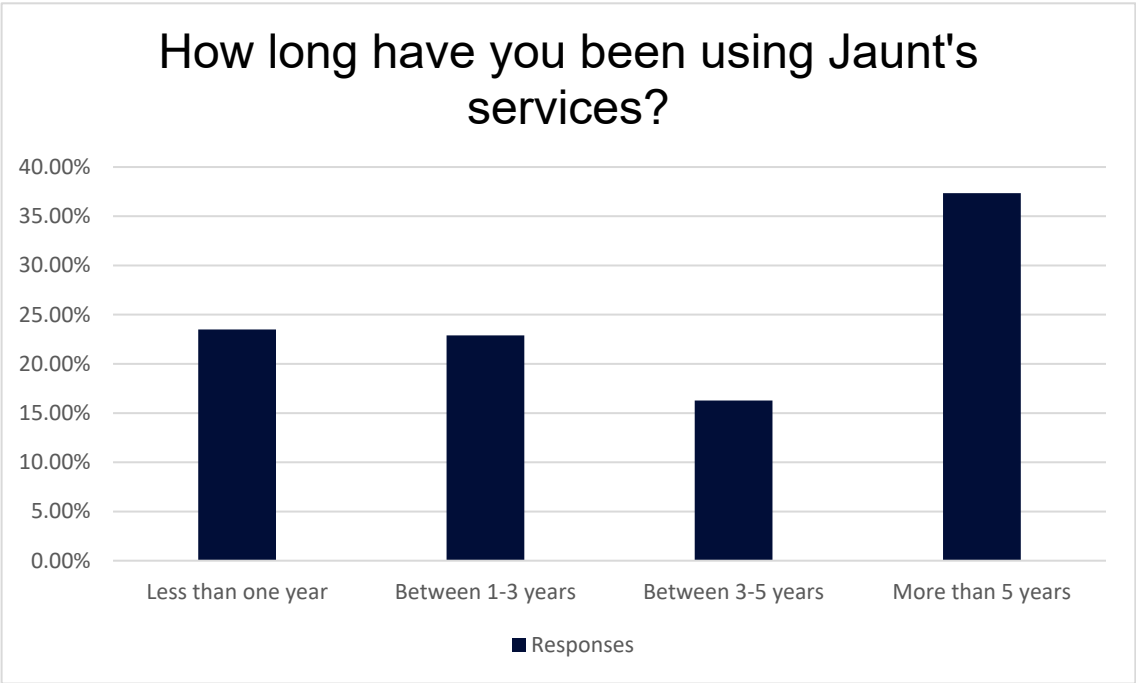
Question 1: How often do you ride Jaunt's services (Jaunt, CONNECT or Greene Transit)?

Answer Choices	Responses	
At least 2-3 times/week	76.65%	128
At least 1 time/week	10.18%	17
At least 2-3 times/month	6.59%	11
At least 1 time/month	5.39%	9
Almost never	1.20%	2



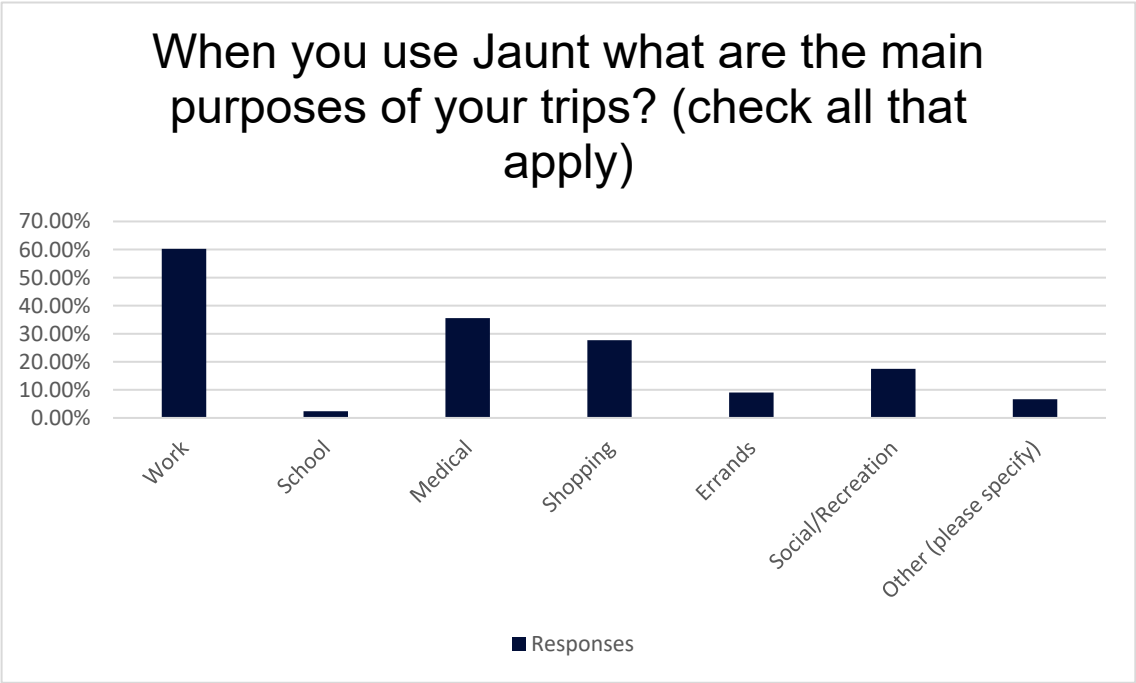
Question 2: How long have you been using Jaunt's services?

Answer Choices	Responses	
Less than one year	23.49%	39
Between 1-3 years	22.89%	38
Between 3-5 years	16.27%	27
More than 5 years	37.35%	62



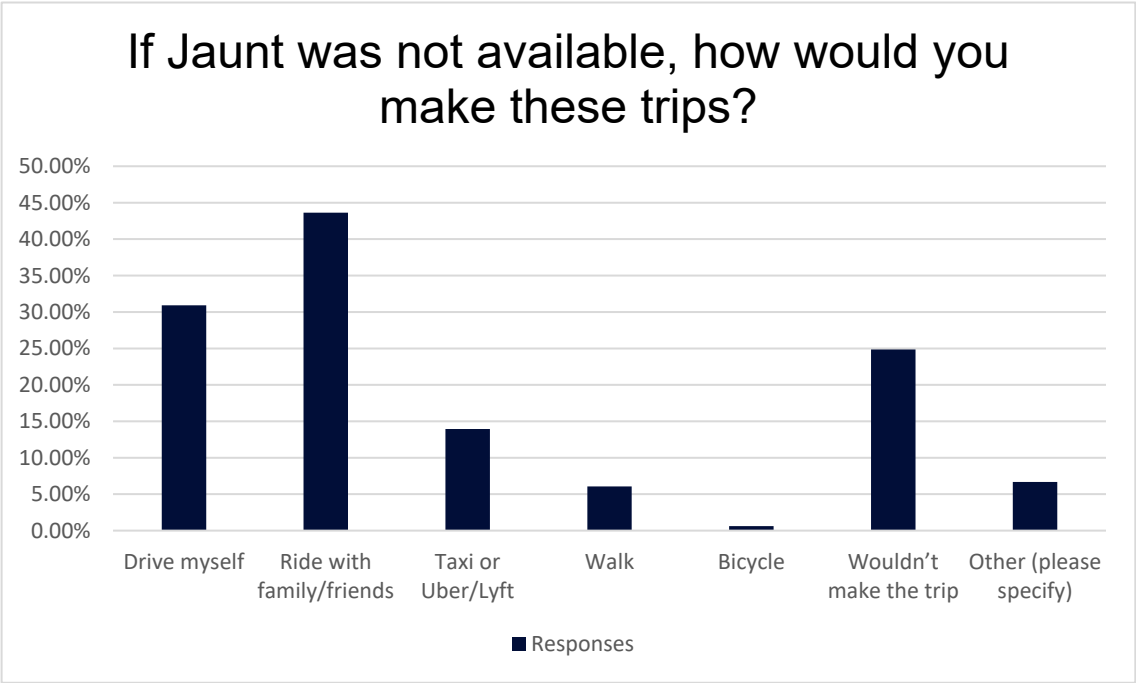
Question 3: When you use Jaunt what are the main purposes of your trips? (check all that apply)

Answer Choices	Responses	
Work	60.24%	100
School	2.41%	4
Medical	35.54%	59
Shopping	27.71%	46
Errands	9.04%	15
Social/Recreation	17.47%	29
Other (please specify)	6.63%	11



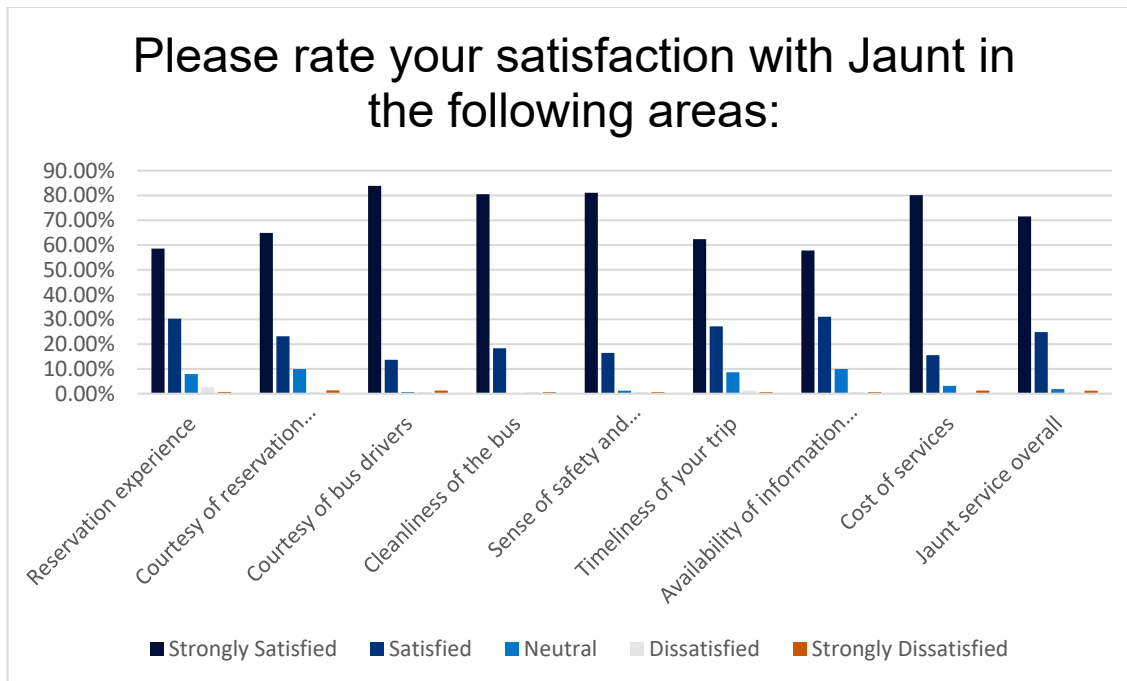
Question 4: If Jaunt was not available, how would you make these trips?

Answer Choices	Responses	
Drive myself	30.91%	51
Ride with family/friends	43.64%	72
Taxi or Uber/Lyft	13.94%	23
Walk	6.06%	10
Bicycle	0.61%	1
Wouldn't make the trip	24.85%	41
Other (please specify)	6.67%	11



Question 5: Please rate your satisfaction with Jaunt in the following areas:

	Strongly Satisfied		Satisfied		Neutral		Dissatisfied		Strongly Dissatisfied		Total
Reservation experience	58.55%	89	30.26%	46	7.89%	12	2.63%	4	0.66%	1	152
Courtesy of reservation staff	64.90%	98	23.18%	35	9.93%	15	0.66%	1	1.32%	2	151
Courtesy of bus drivers	83.85%	135	13.66%	22	0.62%	1	0.62%	1	1.24%	2	161
Cleanliness of the bus	80.49%	132	18.29%	30	0.00%	0	0.61%	1	0.61%	1	164
Sense of safety and security on the bus	81.10%	133	16.46%	27	1.22%	2	0.61%	1	0.61%	1	164
Timeliness of your trip	62.35%	101	27.16%	44	8.64%	14	1.23%	2	0.62%	1	162
Availability of information on services	57.76%	93	31.06%	50	9.94%	16	0.62%	1	0.62%	1	161
Cost of services	80.12%	129	15.53%	25	3.11%	5	0.00%	0	1.24%	2	161
Jaunt service overall	71.52%	118	24.85%	41	1.82%	3	0.61%	1	1.21%	2	165



Question 6: What do you like the most about Jaunt?

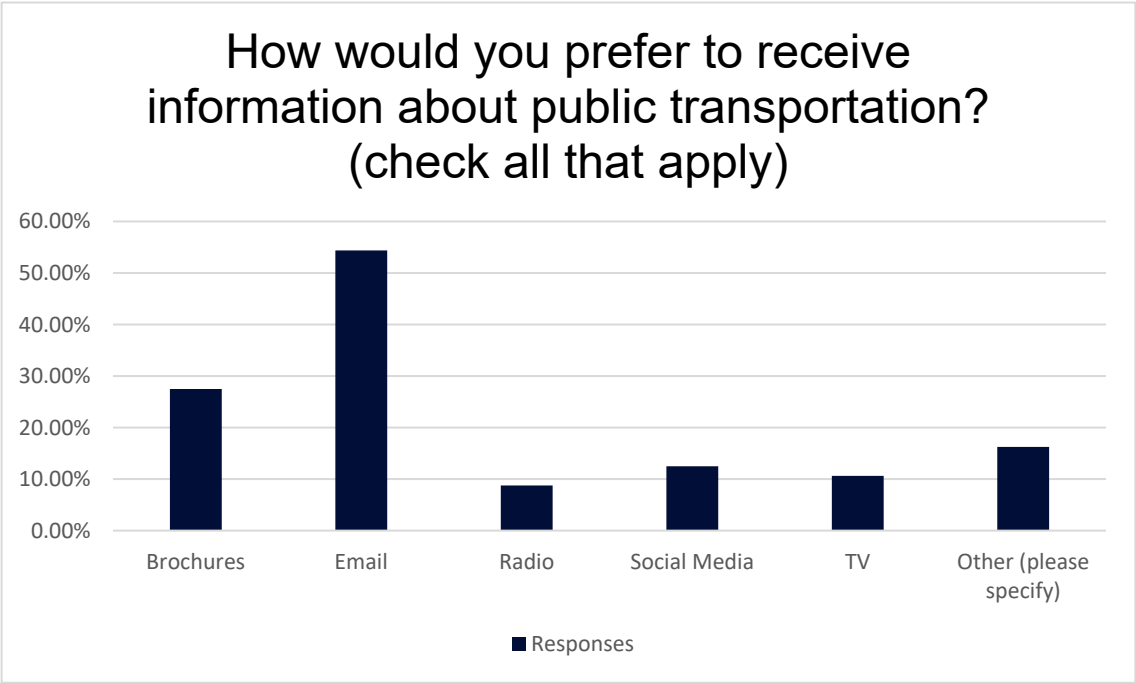


Question 7: What do you like the least about Jaunt?



Question 8: How would you prefer to receive information about public transportation? (check all that apply)

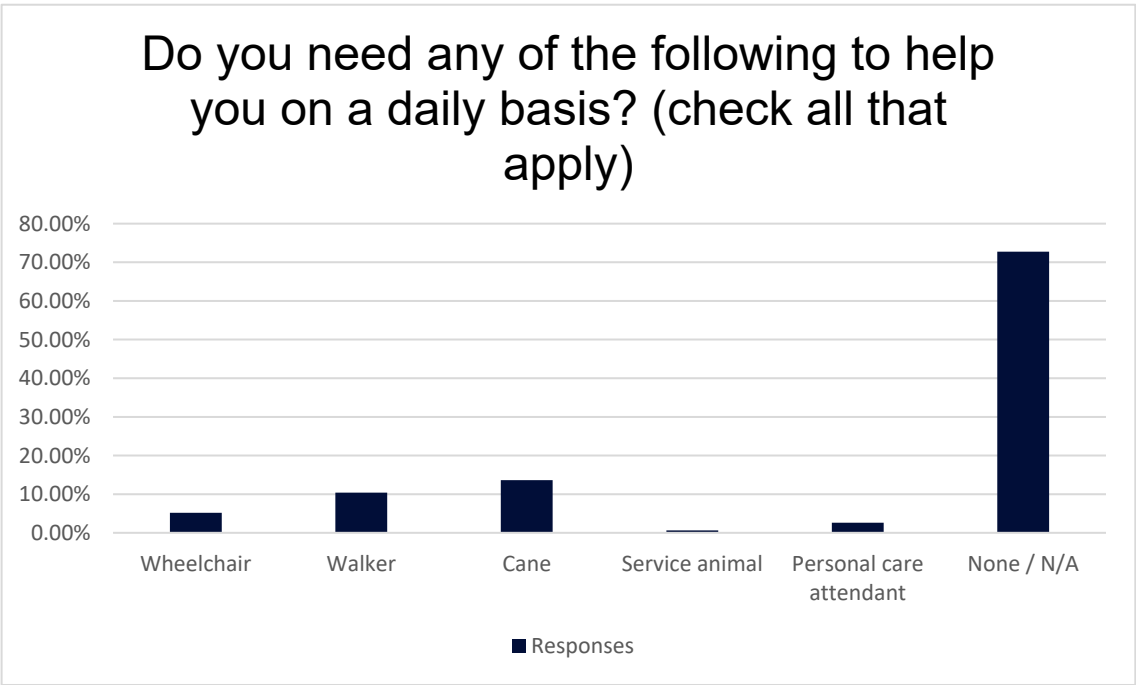
Answer Choices	Responses	
Brochures	27.50%	44
Email	54.38%	87
Radio	8.75%	14
Social Media	12.50%	20
TV	10.63%	17
Other (please specify)	16.25%	26



Question 9: What is your home zip code?

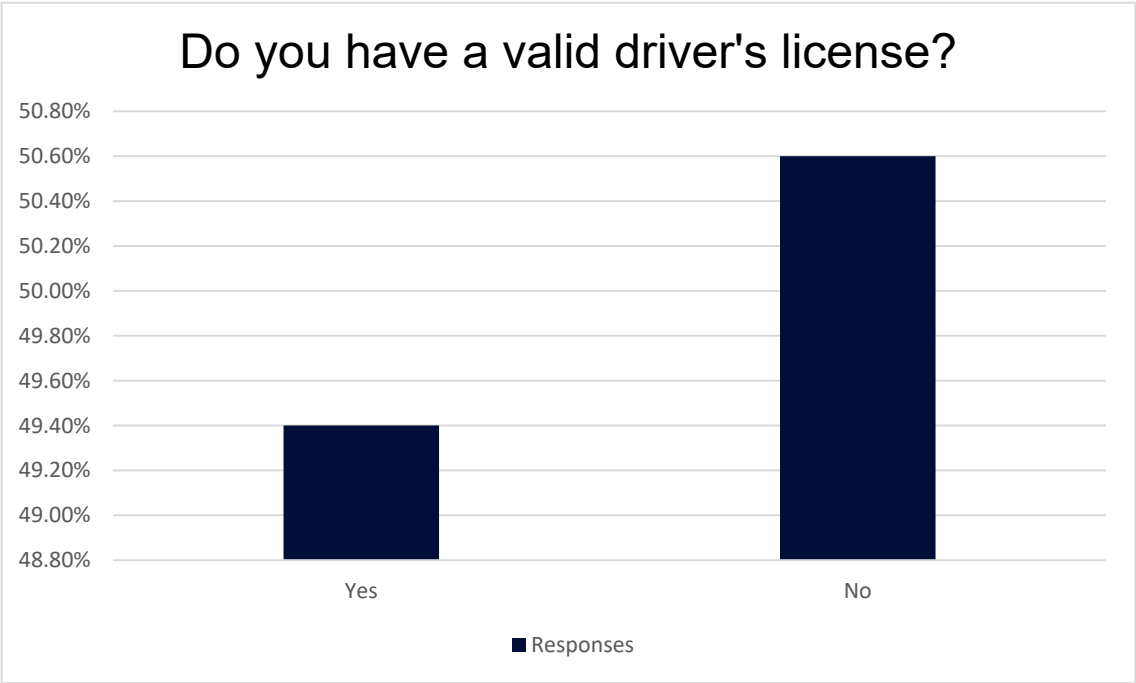
Question 10: Do you need any of the following to help you on a daily basis? (check all that apply)

Answer Choices	Responses	
Wheelchair	5.19%	8
Walker	10.39%	16
Cane	13.64%	21
Service animal	0.65%	1
Personal care attendant	2.60%	4
None / N/A	72.73%	112



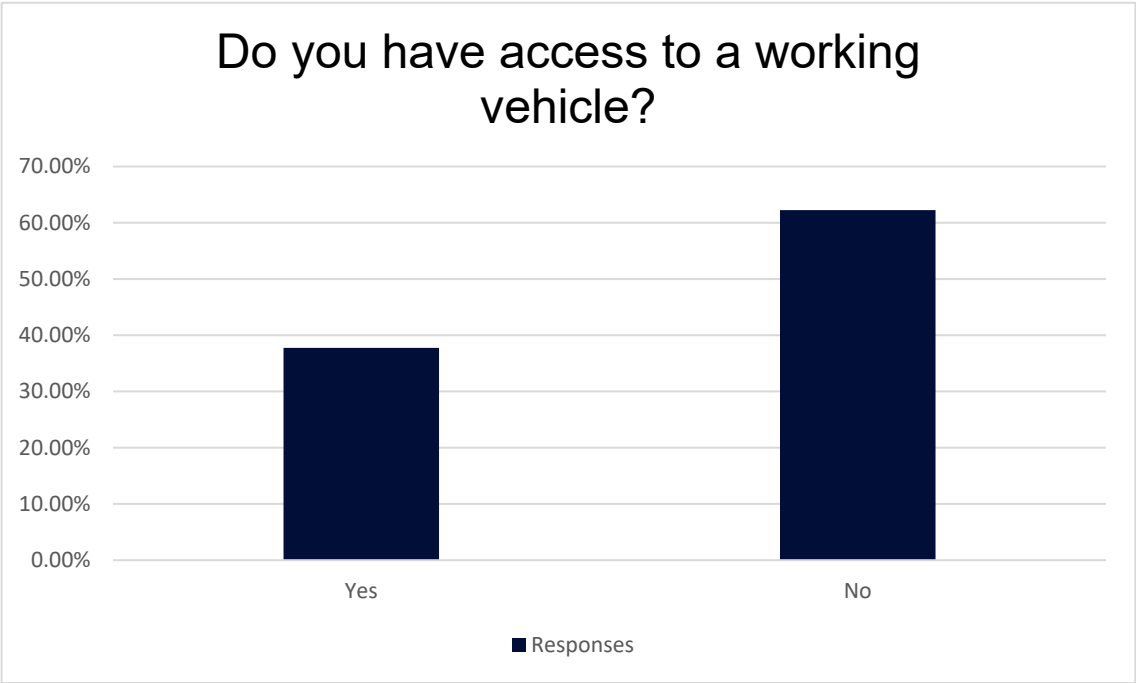
Question 11: Do you have a valid driver's license?

Answer Choices	Responses	
Yes	49.40%	82
No	50.60%	84



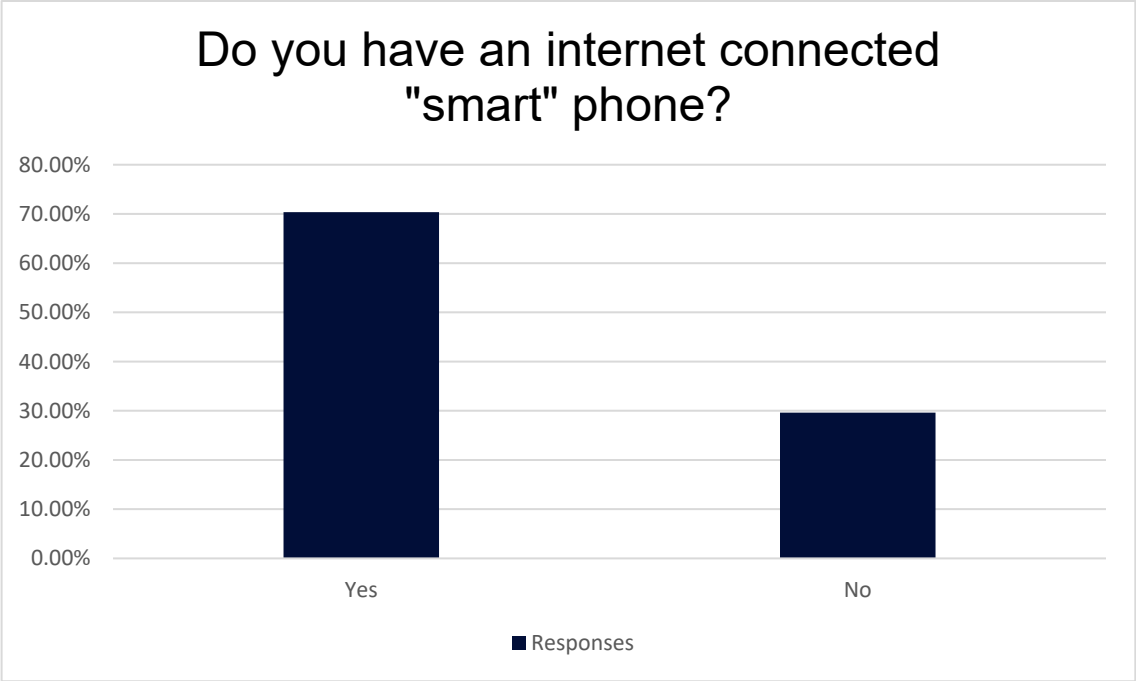
Question 12: Do you have access to a working vehicle?

Answer Choices	Responses	
Yes	37.74%	60
No	62.26%	99



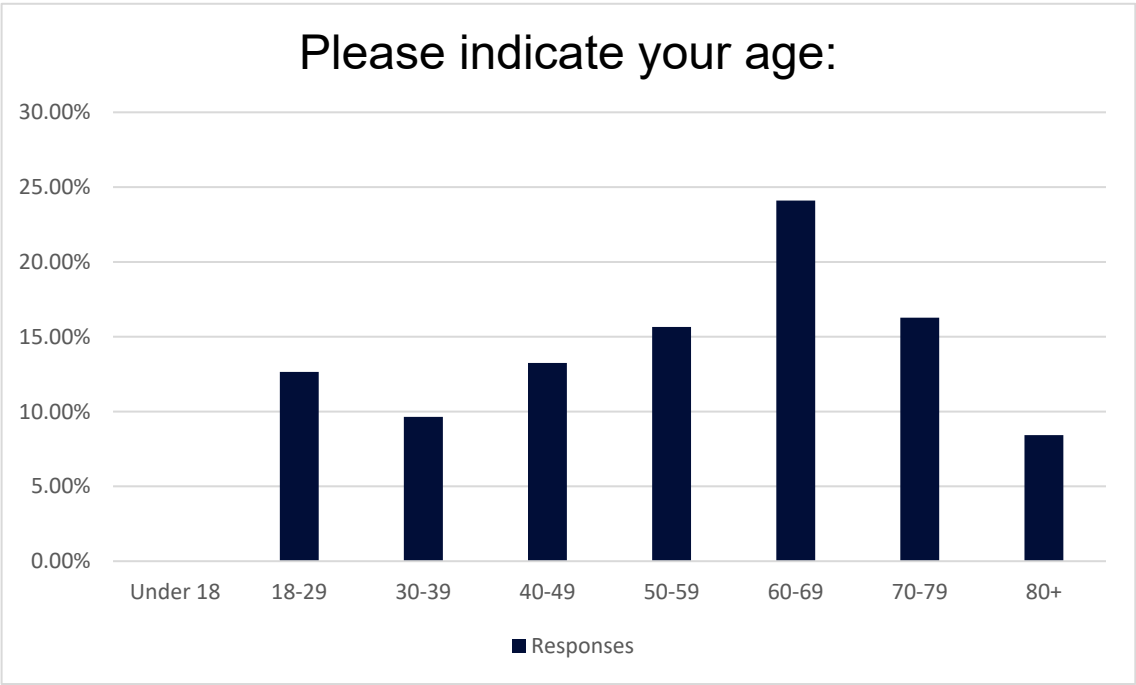
Question 13: Do you have an internet connected "smart" phone?

Answer Choices	Responses	
Yes	70.37%	114
No	29.63%	48



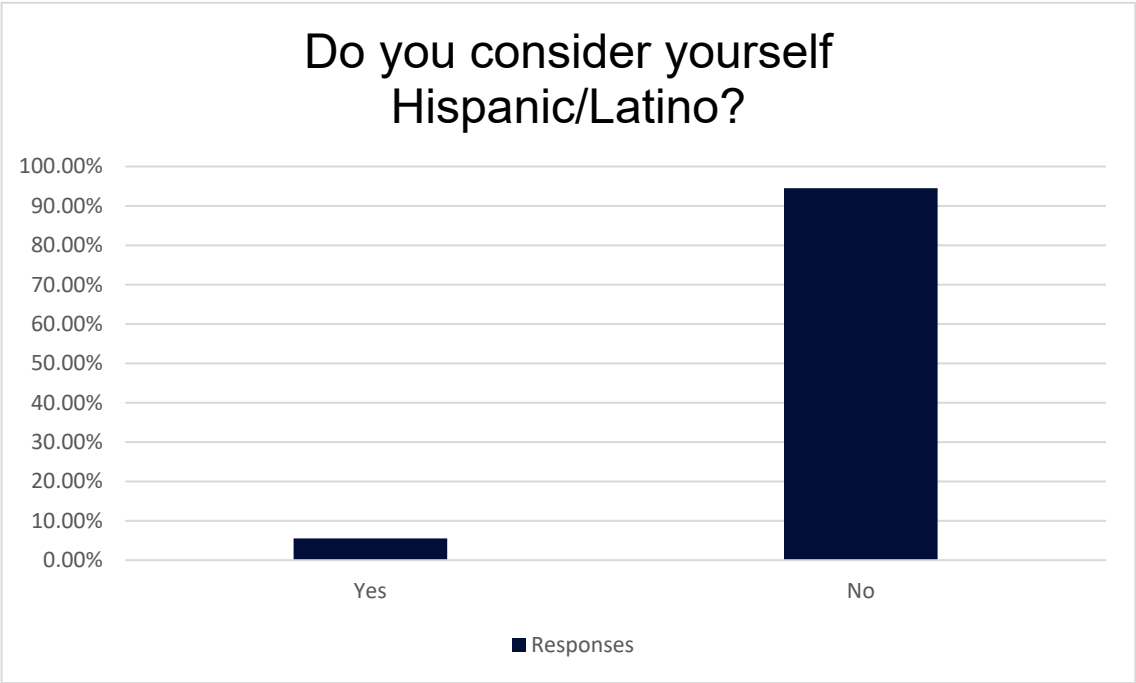
Question 14: Please indicate your age:

Answer Choices	Responses	
Under 18	0.00%	0
18-29	12.65%	21
30-39	9.64%	16
40-49	13.25%	22
50-59	15.66%	26
60-69	24.10%	40
70-79	16.27%	27
80+	8.43%	14



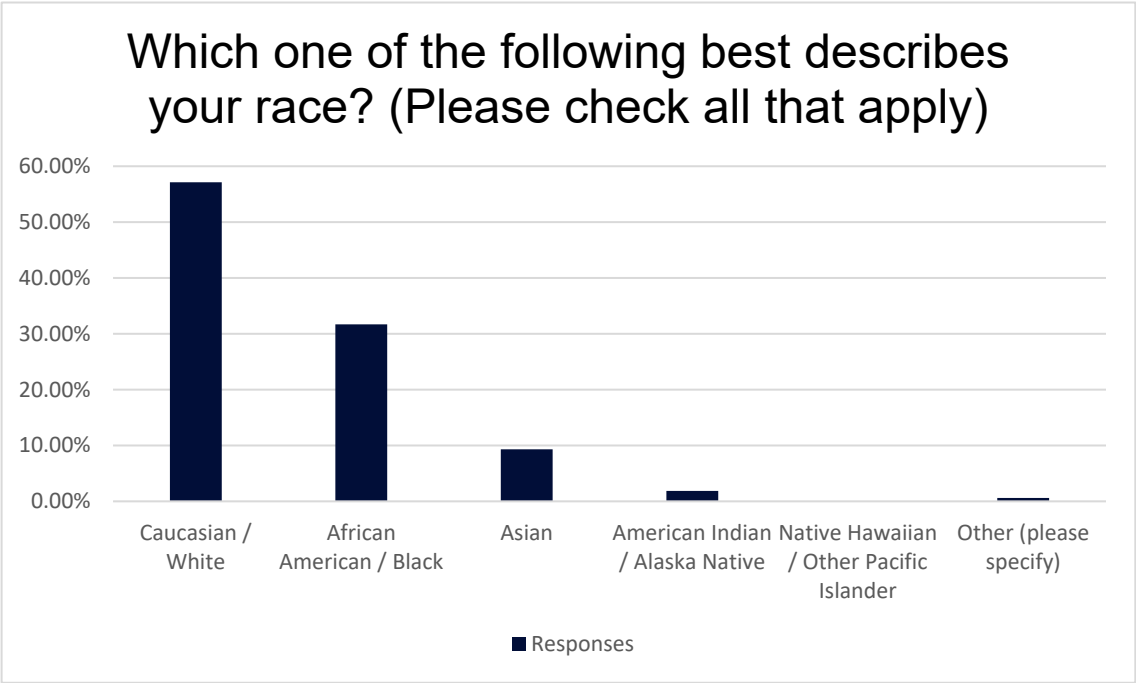
Question 15: Do you consider yourself Hispanic/Latino?

Answer Choices	Responses	
Yes	5.52%	9
No	94.48%	154



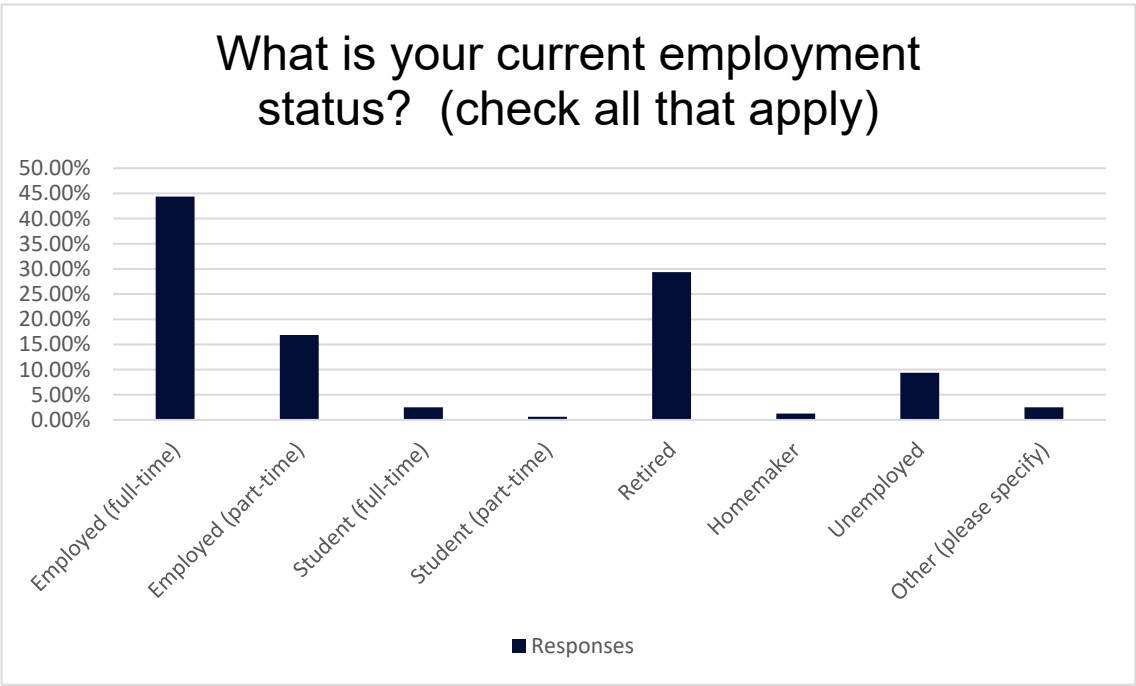
Question 16: Which one of the following best describes your race? (Please check all that apply)

Answer Choices	Responses	
Caucasian / White	57.14%	92
African American / Black	31.68%	51
Asian	9.32%	15
American Indian / Alaska Native	1.86%	3
Native Hawaiian / Other Pacific Islander	0.00%	0
Other (please specify)	0.62%	1



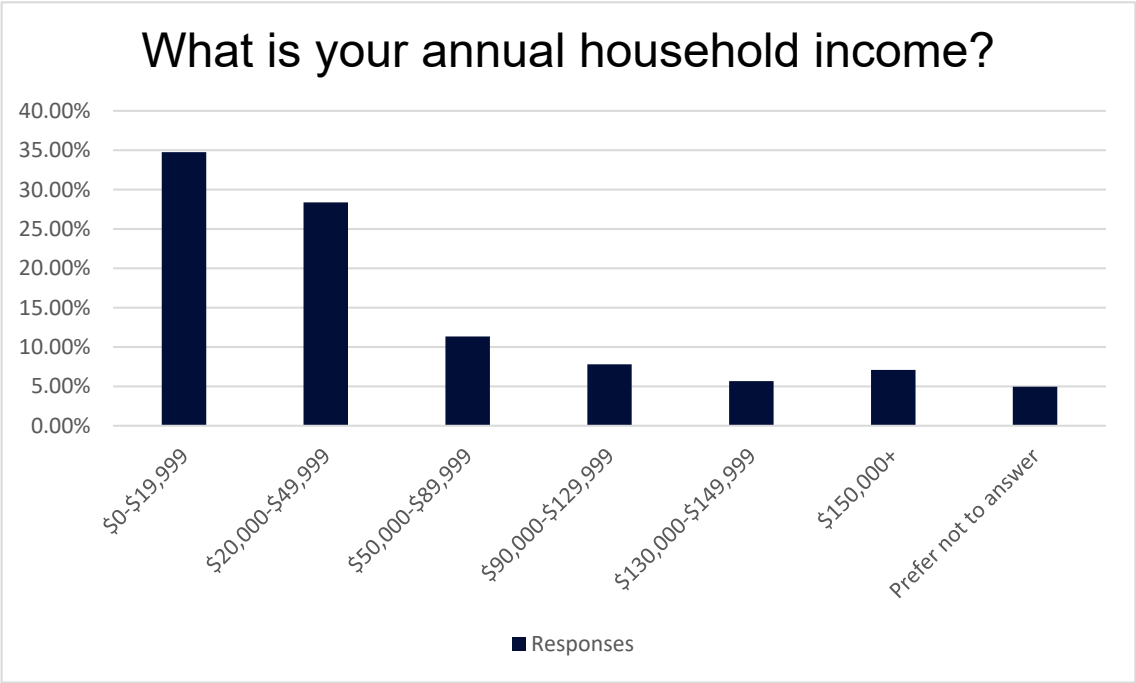
Question 17: What is your current employment status? (check all that apply)

Answer Choices	Responses	
Employed (full-time)	44.38%	71
Employed (part-time)	16.88%	27
Student (full-time)	2.50%	4
Student (part-time)	0.63%	1
Retired	29.38%	47
Homemaker	1.25%	2
Unemployed	9.38%	15
Other (please specify)	2.50%	4



Question 18: What is your annual household income?

Answer Choices	Responses	
\$0-\$19,999	34.75%	49
\$20,000-\$49,999	28.37%	40
\$50,000-\$89,999	11.35%	16
\$90,000-\$129,999	7.80%	11
\$130,000-\$149,999	5.67%	8
\$150,000+	7.09%	10
Prefer not to answer	4.96%	7



Question 19: Do you have other comments, suggestions or concerns?

- A+
- After appointments wait time for pickup can be long. Sometimes up to an hour or more. Most times drivers are very polite and courteous.
- All bus drivers - good work.
- Better alerts if a bus is late. It would be nice to know if other commuting plans should be arranged.
- Big windshield so I can tell where I am in the route.
- Bus 510 driver is great
- Bus drivers are very helpful and pleasant. Early morning riders have long wait to return on 12 noon bus. Mid morning pickup is not convenient for making appointments. Extended rides difficult for diabetic, dialysis and other conditions that need food/drink regularly.
- Convenient schedule. Great service! Great thanks to all :)
- Crozet Connect to UVA Specialty Pharmacy would be great!!
- Driver 510
- Drivers are not given enough credit for the work that they do
- Every one is very nice - I worked on a job myself. There are some that depend on this bus for buying groceries - a whole bunch - I don't see why some drivers get very upset and show their real feelings - "Tell them in a pleasant way they will get older" Teach their "Rider"
- Haily is the Happy Bus - Sandra is the Love Bus - Earnest is the Buckle Up and Ride Bus - Levi is the Tour Bus - Calvin is the Cruisin' with Calvin Bus ...they are all great drivers. Very helpful. Thank you.
- Have drivers names on inside of bus, visible to passengers to see
- Helpful and convenient service overall. Some bus stops are exposed and require more shelter and seating
- I am just happy to this kind of service. The bus drivers are all polite and helpful.
- I am losing vision and cannot provide financial data.
- I am very grateful to have a service like JAUNT available to me. Thanks for the driver they are all so kind and helpful to do so much for my travel. Thanks to Earnest for picking me up in the morning.
- I appreciate my driver.
- I feel that the bus used on our route could use new shock absorbers. Route 20 from C-Ville through Buckingham is not maintained the way that 64 or 29 is better maintained. My bus is the 6:40 AM bus driven by Donna and Malcom. Thank you.
- I have enjoyed riding the JAUNT bus. Everyone is kind on the phone and drivers are courteous and helpful. Thank you.
- I have marked the "Strongly Satisfied" column comparing the services (may be other riders too) received from some of the staff at dispatch and reservations were unpleasant. I could say that it was some form of harassment. But gradually this situation faded away as some of the old staff is not there. This has given me peace of mind and may be to the others too. Thank you for making this change.
- I know that JAUNT is losing employees in large numbers - need to look at why that is - It goes from management on down - leaving in large numbers - need to really take a look at internal workings

- I like the improved service to Charlottesville from Greene County and also Saturday service.
- I love the JAUNT bus
- I love you guys! You all treat me with respect and dignity!
- I moved here from NYC. I don't know how I would have survived without JAUNT. Getting to concerts, films, restaurants, as well as medical offices has saved my sanity. Thank you for this service. You are my angels.
- I put a reservation in one week and by the second week it gets changed. Not by me, but by the reservation.
- I reach out to coworkers at UVa and try to encourage them to use this service.
- I really like most of the people who do reservations but there was one woman who was quite nasty to me when I called to change a reservation.
- I think there is a lack of awareness of Crozet Connect and other JAUNT routes, both among long-time residents and those new to the area. Maybe the bus stop signage could be made more visible with a QR code that takes you to current schedule. Or work with real estate agents to educate homebuyers on available routes.
- I wanted to say thank you for all the people in dispatch and in reservations who always do their best to work with me on days and times to suite all my needs
- If you could, people in my area would like to see people who live on 53 or in that area, not ride at 12:00 + 4:00 / run to Esmont, Scottsville VA area on but for 2 to 3 hours people who are elderly have to hold them wait 2 to 3 hours long.
- It would be helpful to have Saturdays available and increase service area
- It would be nice if the bus would get closer to the building that I work at so that I don't have to worry about walking in the weather or snow and safety.
- It would be nice if there was a midday loop like the evening loop to allow a half day of work, or a half day of shopping if not working.
- "It would be nice to add bike racks at the bus stops to allow more people
- even those who live further away to take the bus every day. Thank you for providing this service!"
- It's nice that we can rely on JAUNT when needed.
- JAUNT transit has been real blessing for me!
- Jerome was excellent on Crozet Connect West. Some drivers drive fast and turn corners tight. Some drivers play music loud. Most are friendly. I did report a driver who hit a deer, drove unsafe and did not report the accident last fall. Some staff work 0700 to 7pm. Would it be possible for this bus schedule?
- John is a great asset for your company. He is friendly, very professional, helpful, and is a very caring person. You are fortunate to have him as part of the team. My sister, Kathy, looks forward to John getting her to Innovage safely with light hearted conversation and a smile.
- Just would like to thank you for not shutting down during Covid-19. And John Bus 187 is one of the best. Always on time, always respectful.
- Love Crozet Connect!
- Maintain free fare operations for as long as possible.
- More timely than the CTS buses (until they can get more drivers). Really helpful in getting to and from doctor appointments.
- My car was totaled in accident and I am working to get to normal. I had a person in reservations who talked to me as if I was a teenager, or not intelligent. I gave her to understand how rude she

was. She just sent me to her supervisor, she was much better. This was Wednesday afternoon (9-2-22) around 2:30 pm.

- N/A
- no.
- Pick ups on Sat. nights are always late. There needs to be another driver to help out.
- Please poll riders to see whether others, like myself, could benefit from another bus loop in the 9 o'clock am hour.
- Priority service for working people
- Sandra is so pleasant. She cares about her riders. She is always helping us in so many ways. I call her bus the Love Bus. Thank you for your service.
- Some buses are not comfortable and do not have an arm rest. I feel like I might fall to the floor.
- Thank GOD for JAUNT
- Thank you all! You rock and your kindness and support is truly appreciated....more than you can know!
- Thank you for running this service!
- Thank you for this service. I greatly appreciate it.
- Thanks for all you do!
- Thanks for the kind people
- The drivers and office staff are very nice and helpful always!
- The drivers are always nice. Always on time. Arlene is my favorite :)
- The last bus for a day is 7:40 pm. But often it is empty or only one passenger. To make the bus more helpful, could 7:40 pm be changed to 7:00 pm so that more people can take it? Thanks.
- This survey should cover the detailed time for taking bus shuttle. Then adjust the cycles for different times.
- trip to Skyline/Shenandoah
- Very satisfied with the service overall. Bus drivers are warm-hearted. Special thanks to one of the drivers who helped me find my wallet within 1 day.
- We like to compliment John Allen bus driver. He is kind, knowledgeable, attentive. We all enjoy seeing him in the morning and afternoon for pickup and drop off. He is friendly and pleasant. He is awesome! We give him A++ + +
- Your drivers on the Crozet East route are all fantastic! They deserve a raise!

Resolution Authorizing Application for FY2024 Operating and Capital Grants

Every year, Jaunt applies for operating and capital grants from the Department of Rail and Public Transit (DRPT). The application requires a resolution authorizing the submission. Attached is a resolution to support Jaunt's grant requests for FY2024.



Resolution #20230111

Resolution Authorizing

The Application for FY2024 Operating and Capital Grants

Resolution authorizing the submission of state and federal funding grant applications to the Virginia Department of Rail and Public Transportation and, under an anticipated sub-recipient agreement with the Virginia Department of Rail and Public Transportation and the City of Charlottesville, to the United States Department of Transportation, for assistance to purchase capital assets and operate public transportation services under Section 5311 of the federal transit laws, Chapter 53 of Title 49 U.S.C.

WHEREAS, the Federal Transit Administration and the Virginia Department of Rail and Public Transportation are authorized to make grants to non-urbanized (rural) areas for mass transportation projects; and

WHEREAS, the Federal Transit Administration authorizes the City of Charlottesville to make grants to sub-recipients for mass transportation projects; and

WHEREAS, the agreements for financial assistance will impose certain obligations upon Jaunt, Inc., including the provision of the local share of project costs; and

WHEREAS, it is required by the United States Department of Transportation, the Virginia Department of Rail and Public Transportation and the City of Charlottesville in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Federal Transit Act, the applicant gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and under the United States Department of Transportation requirements thereunder; and

NOW THEREFORE, BE IT RESOLVED BY THE JAUNT BOARD OF DIRECTORS
(Hereinafter referred to as the "Applicant"),

1. That Ted Rieck, Chief Executive Officer, hereinafter referred to as the "Official" is authorized to execute and file an application on the behalf of the Applicant, a public transportation agency, with the Virginia Department of Rail and Public Transportation and the City of Charlottesville to aid in the financing of public transportation assistance pursuant to Section 5311 and Section 5307 of the Federal Transit Act.
2. That the Official is authorized to execute and file such application and assurances, or any other document required by the U.S. Department of Transportation, the Virginia Department of Rail and Public Transportation and the City of Charlottesville effectuating the purpose of Title VI of the Civil Rights Act of 1964
3. That the Official is authorized to furnish such additional information as the U.S. Department of Transportation, the Virginia Department of Rail and Public Transportation and the City of Charlottesville may require in connection with the application of the project.

4. That the Official is authorized to execute grant contract agreements on behalf of the Applicant with the Virginia Department of Rail and Public Transportation and the City, of Charlottesville in connection with the application for public transportation assistance.
5. That the applicant while making application to or receiving grants, directly or indirectly, from the Federal Transit Administration will comply with FTA Circular 9040.IG, FTA Certifications and Assurances for Federal Assistance as listed in this grant application.
6. That the applicant has available in the General Fund the required non- Federal funds to meet local share requirements, and certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia.

APPROVED AND ADOPTED this 11th day of January 2023

Signature of Authorized Official

Bill Wuensch, Board President

Type Name and Title

CERTIFICATION is provided by the undersigned that, in their presence, this resolution was signed, sealed, and delivered this 11th day of January 2023

Signature of Certifying/ Attesting Officer

Hal Morgan, Board Vice President

Type Name and Title of Certifying/Attesting Officer

THE NOTARY PUBLIC undersigned, duly qualified and acting Notary Public of JAUNT, Inc., certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting held on January 11, 2023.

Board of Director Meeting Procedures

The Executive Committee has indicated a need to more formalize how board meetings are conducted. There are a couple of approaches the Board can adopt that creates a range of formality in meetings. Attached is a proposed resolution to formalize the Board's meeting procedures.



Resolution
#2023011102

**RESOLUTION ADOPTING RULES OF PROCEDURE FOR THE MEETINGS OF THE BOARD OF
DIRECTORS OF JAUNT, INC.**

WHEREAS, the Board of Directors of Jaunt, Inc. (the “Board”) holds regular meetings throughout each calendar year, typically on a monthly basis; and

WHEREAS, the Board desires to adopt rules of procedure to govern and facilitate the conduct of business at its meetings; and

WHEREAS, Robert’s Rules of Order are adopted and followed by many entities within the Commonwealth of Virginia, including many of Jaunt’s shareholders; and

WHEREAS, the Board desires to adopt Robert’s Rules of Order, together with some but not all of the alternate procedures therein that apply to “small boards”, as the rules of procedure to govern meetings of the Board.

NOW, THEREFORE, the Board resolves and adopts the following rules of procedure:

**Rules of Procedure for Meetings
of the Board of Directors of Jaunt, Inc.**

1. Robert’s Rules of Order (“Robert’s Rules”) will apply to all business conducted at meetings of the Board unless (i) suspended or modified as provided in Robert’s Rules or (ii) there is a conflicting provision within Jaunt’s Articles of Incorporation, Bylaws, or Virginia law, in which instance such conflicting provision shall take precedence over Robert’s Rules.
2. The Board elects to follow the following procedures described in Robert’s Rules as applying to “small boards”:
 - a. Members may remain seated when making motions or speaking, and may seek the floor by raising a hand.
 - b. Informal discussion of a subject is permitted when no motion is pending.
 - c. There is no limit to the number of times a member can speak to a debatable question.¹

¹ However, motions to close or limit debate, including motions to limit the number of times a member can speak to a question, are in order.

- d. The president (i) need not rise while putting questions to a vote, (ii) is permitted to speak in informal discussions and in debate, and (iii) is permitted to vote on all questions.

3. The following will be the general order of business of the Board:

- I. Call to Order
- II. Roll Call
- III. Introductions
- IV. Public Comments
- V. Approval of Minutes
- VI. Reports of Officers and Standing Committees
- VII. New Business
- VIII. Unfinished Business
- IX. Announcements and Board Member Comments
- X. Closed Session (if any)

4. Unless specifically so directed by the Board, these rules do not apply to the conduct of committees or subcommittees.

Signed this __ day of _____, 2023

SIGNED:

ATTEST:

William Wuensch, President

Christine Appert, Secretary

Roberts Rules of Order – A Basic Summary of Applicable Rules for the Board of Directors of Jaunt, Inc

I. General Principles of Parliamentary Procedure

- a. To enable an assembly to arrive at the “general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion”.
- b. To provide for “full and free” discussion.
- c. To balance the rights of the majority, subgroups, and individual members.

II. Order of Business (a/k/a the Agenda)

Unless an exception applies, business will follow the “general order” adopted by the assembly. Although Robert’s Rules contains a default order, the general order proposed for Jaunt is slightly different so as to reflect Jaunt’s existing practices.

Robert’s Rules uses the term “class” for each category in the order of business. When each class of business has concluded, the President will announce the next class.

Business that is out of order is not appropriate to discuss or act upon unless action has been taken to deviate from the general order. The most common methods of deviating from the general order are (i) by unanimous consent, or (ii) a motion to suspend the general order.

III. Conduct of Business

a. Role of the President.

The President, or the Vice-President if the President is absent, presides over the meeting. The President will begin the meeting by calling it to order and proceed to call the different classes of business.

The President moderates discussion by recognizing members who wish to speak on a particular topic, assigning the floor to members who want to speak, and ensuring that applicable rules are being followed.

b. Discussion and Debate of Items.

For each item in the order of business, the President may assign the floor to an officer, member, or employee for a presentation or introduction of a topic. The President may allow an opportunity for questions, but may limit the scope or amount of time spent on questions.

During discussion, every member, including the President, has a right to speak on a topic. Members may speak more than once, but if there is a member who has not yet spoken who wants to speak, the member who has not yet spoken shall first be assigned the floor. Informal discussion or debate is permitted to take place prior to a motion.

The following guidelines apply to discussion and debate:

- i. Remarks should be confined only to the pending question or topic;*
- ii. Personal attacks (attacks on a member’s motives) should be avoided;*
- iii. Members who do not have the floor should refrain from interrupting;*

The President may enforce or remind members of these rules. Similarly, a member who believes a rule is not being followed may ask the President for a “point of order”.

c. Making a Main Motion.

Following informal discussion on a topic, if any, a member may make a motion. A motion that brings business before the assembly (e.g. a motion to adopt or approve a particular item) is called a “main motion”. Only one main motion may be considered at a time. The procedures for a main motion are as follows:

- i. Preliminary discussion, if any.*

- ii. *A main motion is made.*
- iii. *Each main motion requires a second. If there is no second, the motion fails.*
- iv. *If the motion is unclear or confusing, the President or another member may suggest alternate wording. This may occur before or after a second, but if the wording is changed after a motion is seconded, the second may be withdrawn.*
- v. *The President states the question and calls for discussion ("A motion has been made and seconded that _____. Is there any discussion?")*
- vi. *The movant has the right to speak first if they want to.*
- vii. *Each member then has the opportunity to speak.*
- viii. *Following conclusion of discussion, the President puts the motion to a vote ("Is there any further debate? There being none, all those in favor say aye...")*
- ix. *The President will then state the results (whether the motion passed or failed).*

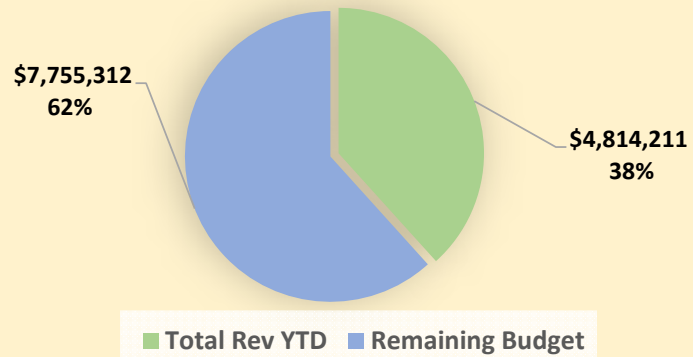
d. **Secondary Motions.**

Secondary motions are, for the most part, motions that are procedural or deal with the treatment of the main motion. A secondary motion may be made while a main motion is pending and, once made, must be acted upon before the main motion is disposed of. A few examples of common secondary motions are:

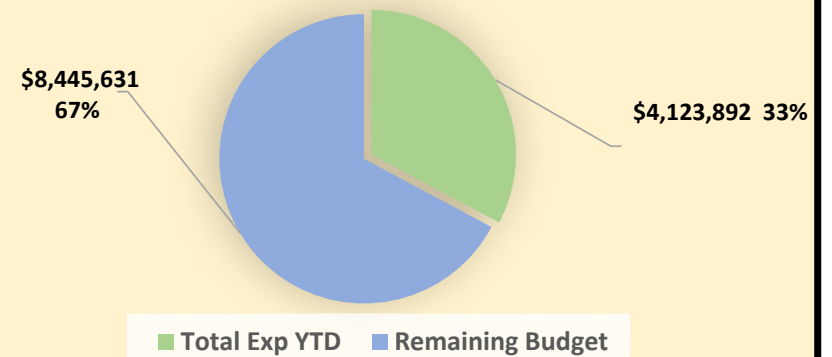
To:	You say:	Debatable	Amendable	Vote needed
Adjourn	I move that we adjourn	No	No	Majority
Recess	I move that we recess until....	No	Yes	Majority
End Debate	I move the previous question (a/k/a "calling the question")	No	No	2/3
Limit Debate	I move that we limit debate on this question to ___ minutes per person	No	Yes	2/3
Postpone consideration	I move that we postpone this matter until....	Yes	Yes	Majority
Suspend further consideration	I move that we table this item	No	No	Majority
Amend a motion	I move that the motion be amended by...	Yes	Yes	Majority
Suspend the rules	I move to suspend the rules of procedure and _____ (some action that the rules typically would not allow)	Yes	Yes	2/3
Refer to committee	I move that we refer this matter to [state the name of the committee]	Yes	Yes	Majority
Reconsider ²	I move that we reconsider	Yes	No	Majority

² The person making the motion must have voted on the prevailing side of the previously decided matter.

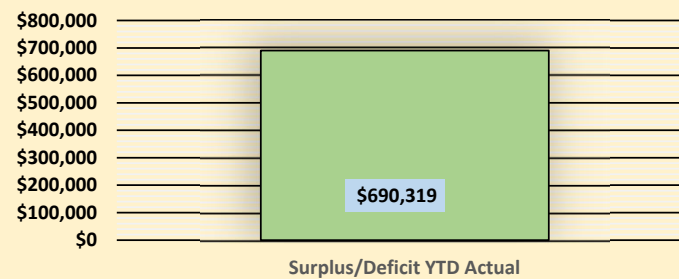
**FY23 YTD Budget v Actual Revenue
November 30, 2022**



**FY23 YTD Budget v Actual Expenses
November 30, 2022**



**FY23 YTD Surplus/Deficit
November 30, 2022**



Jaunt, Inc. FY2023 Monthly Financial Summary

November 2022										
Sources of Financial Resources	Total Budgeted	Total Actual	Budget Variance	Admin (011)	Operations (012, 050)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)	
Fee Revenue:										
Farebox Fee	\$ -	\$ -	\$ -	\$ -	\$ -					
Contract Revenue	\$ 49,132	\$ 14,909	\$ (34,223)	\$ -	\$ -	\$ -	\$ 14,659	\$ 250	\$ -	
Governmental Revenue:										
Federal Operating Grants	\$ 339,925	\$ 404,478	\$ 64,553	\$ 105,867	\$ 298,611	\$ -				
Federal Capital Grants	\$ 53,668	\$ 29,808	\$ (23,860)							\$ 29,808
Virginia DRPT Operating	\$ 212,655	\$ 211,529	\$ (1,126)	\$ 55,365	\$ 156,164	\$ -				
Virginia DRPT Capital	\$ 4,689	\$ 3,137	\$ (1,552)							\$ 3,137
Local Government	\$ 387,391	\$ 385,745	\$ (1,646)	\$ 91,583	\$ 258,324	\$ 155				\$ 35,683
In Lieu of Local	\$ -	\$ -	\$ -	\$ -	\$ -					
Other Revenue	\$ -	\$ 1,909	\$ 1,909				\$ 1,909	\$ -		
Total Revenue	\$ 1,047,460	\$ 1,051,515	\$ 4,054	\$ 252,815	\$ 713,099	\$ 155	\$ 16,568	\$ 250	\$ 68,628	
Uses of Financial Resources	Total Budgeted	Total Actual	Budget Variance	Admin (011)	Operations (012)	Special Grants (015, 017, 019)	Agency Program (040)	Accident Fund (041)	Capital (020)	
Salaries & Wages	\$ 509,823	\$ 435,279	\$ (74,544)	\$ 69,474	\$ 365,804	\$ -	\$ -	\$ -	\$ -	
Fringe Benefits/Staff Development	\$ 218,035	\$ 135,560	\$ (82,475)	\$ 15,066	\$ 120,232	\$ 155	\$ 107	\$ -	\$ -	
Travel/Business Meals/Meetings	\$ 1,608	\$ 550	\$ (1,058)	\$ 230	\$ -	\$ -	\$ 320	\$ -	\$ -	
Facility/Equipment Maintenance/Utilities	\$ 13,359	\$ 11,983	\$ (1,376)	\$ 10,608	\$ 1,375	\$ -	\$ -	\$ -	\$ -	
Supplies & Materials	\$ 140,590	\$ 70,927	\$ (69,663)	\$ 10,252	\$ 60,675	\$ -	\$ -	\$ -	\$ -	
Marketing & Advertising	\$ 9,167	\$ 15,670	\$ 6,504	\$ 15,670	\$ -	\$ -	\$ -	\$ -	\$ -	
Insurance & Bonding	\$ 32,375	\$ 32,769	\$ 394	\$ 32,769	\$ -	\$ -	\$ -	\$ -	\$ -	
Professional Services	\$ 60,741	\$ 41,146	\$ (19,595)	\$ 37,559	\$ 2,680	\$ -	\$ 657	\$ 250	\$ -	
Miscellaneous	\$ 2,233	\$ 2,055	\$ (178)	\$ 1,859	\$ -	\$ -	\$ 197	\$ -	\$ -	
Equipment (Capital)	\$ 59,530	\$ 65,491	\$ 5,962	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,491	
Reconciliation - Agency Transit Operating				\$ (9,760)	\$ (32,539)	\$ -	\$ 42,300	\$ -	\$ -	
Total Expenditure	\$ 1,047,460	\$ 811,430	\$ (236,030)	\$ 183,727	\$ 518,227	\$ 155	\$ 43,581	\$ 250	\$ 65,491	
Net change in fund balance	\$ (0)	\$ 240,084	\$ 240,084	\$ 69,088	\$ 194,872	\$ -	\$ (27,013)	\$ -	\$ 3,137	

Negative Variance Positive Variance

Jaunt, Inc. FY2023 Monthly Financial Summary

November 2022 Year To Date						
Sources of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Realized	Comments
Fee Revenue:						
Farebox Fee	\$ -	\$ -	\$ -	\$ -		
Contract Revenue	\$ 245,661	\$ 107,290	\$ (138,371)	\$ 589,587	18%	Ridership lower than expected
Governmental Revenue:						
Federal Operating Grants	\$ 1,699,625	\$ 1,622,351	\$ (77,274)	\$ 4,079,100	40%	
Federal Capital Grants	\$ 268,342	\$ 57,641	\$ (210,701)	\$ 644,021	9%	Reimbursable: capital expenses lower
Virginia DRPT Operating	\$ 1,063,274	\$ 1,057,645	\$ (5,629)	\$ 2,551,858	41%	
Virginia DRPT Capital	\$ 23,445	\$ 8,704	\$ (14,741)	\$ 56,268	15%	Reimbursable: capital expenses lower
Local Government	\$ 1,936,954	\$ 1,928,724	\$ (8,230)	\$ 4,648,689	41%	
In Lieu of Local	\$ -	\$ -	\$ -	\$ -		
Other Revenue	\$ -	\$ 31,857	\$ 31,857	\$ -		
Total Revenue	\$ 5,237,301	\$ 4,814,211	\$ (423,090)	\$ 12,569,523	38%	
Uses of Financial Resources	YTD Budgeted	YTD Actual	Budget Variance	Total Budget	Budget Used	Comments
Salaries & Wages	\$ 2,549,117	\$ 2,292,398	\$ (256,719)	\$ 6,117,880	37%	Not at full staffing level
Fringe Benefits/Staff Development	\$ 1,090,174	\$ 747,940	\$ (342,233)	\$ 2,616,417	29%	Not at full staffing level/Health premiums lower
Travel/Business Meals/Meetings	\$ 8,042	\$ 12,626	\$ 4,585	\$ 19,300	65%	Employee Banquet/New Hire Onboarding
Facility/Equipment Maintenance/Utilities	\$ 66,796	\$ 64,001	\$ (2,795)	\$ 160,310	40%	
Supplies & Materials	\$ 702,949	\$ 396,543	\$ (306,406)	\$ 1,687,077	24%	Fuel prices dropping, actual 53% of budgeted amount
Marketing & Advertising	\$ 45,833	\$ 75,203	\$ 29,370	\$ 110,000	68%	Market research and TV ads front loaded, consultant
Insurance & Bonding	\$ 161,875	\$ 164,592	\$ 2,717	\$ 388,500	42%	
Professional Services	\$ 303,704	\$ 240,242	\$ (63,462)	\$ 728,889	33%	Bus wraps and other projects not started yet
Miscellaneous	\$ 11,164	\$ 10,064	\$ (1,100)	\$ 26,794	38%	
Equipment (Capital)	\$ 297,648	\$ 120,282	\$ (177,366)	\$ 714,356	17%	Supply chain delays, other projects in planning stage
Total Expenditure	\$ 5,237,301	\$ 4,123,892	\$ (1,113,409)	\$ 12,569,523	33%	
Net change in fund balance	\$ (0)	\$ 690,319	\$ 690,319	\$ (0)		

JAUNT, Inc.
Balance
Sheet
Summary

12/21/2022

12:33 PM

	<u>11/30/2022</u>	<u>11/30/2021</u>
Assets		
Cash and Cash Equivalents	\$ 5,710,008.23	\$ 4,225,117.59
Receivables, Net of Allowances	38,566.84	110,545.42
Due From Other Governmental Units	3,062,087.43	2,463,024.61
Prepaid Items	117,043.61	175,201.25
Capital Assets	6,018,838.05	7,237,496.74
Total Assets	<u>\$ 14,946,544.16</u>	<u>\$ 14,211,385.61</u>
Accounts Payable	227,530.66	132,381.42
Accrued Payroll & Related Liabilities	396,884.48	500,246.45
Lease Liability	100,745.08	-
Deferred Revenue	208,405.75	203,749.80
Total Liabilities	<u>\$ 933,565.97</u>	<u>\$ 836,377.67</u>
Fund Balance/Net Position		
JAUNT Inc. Stock	\$ 16.00	\$ 16.00
Fund Balance:		
Nonspendable:		
Prepaid Items	117,043.61	175,201.25
Committed:		
Rainy Day	3,000,000.00	531,000.00
Capital Reserve	1,000,000.00	450,600.00
Unassigned	4,132,669.62	5,137,696.20
Total Fund Balance	<u>8,249,713.23</u>	<u>6,294,497.45</u>
Total Equity	<u>8,249,729.23</u>	<u>6,294,513.45</u>
Total Liabilities and Equity	<u>\$ 9,183,295.20</u>	<u>\$ 7,130,891.12</u>
Net Position:		
Investment in Capital Assets	5,918,092.97	7,237,496.74
Unrestricted	8,094,853.22	6,137,479.20
Total Net Position	<u>14,012,946.19</u>	<u>13,374,975.94</u>
Total Net Position and Equity	<u>14,012,946.19</u>	<u>13,374,975.94</u>
Total Liabilities and Net Position	<u>\$ 14,946,544.16</u>	<u>\$ 14,211,385.61</u>

Jaunt, Inc.

Statement of Cash Flows for month ended November 30, 2022

Cash flows from Operations for November 2022

Local Match	\$ 41,922
DRPT/CAT	211,529
Agency	61,008
Other	1,729
Payroll	(438,269)
Capital Payments	-
Other Payments	(378,087)
Total cash flows from Operations	(500,167)

Cash flows from Investing for November 2022

Interest	1,887
Total cash flows from Investing	1,887

Net change in cash (498,280)

Beginning cash balance 11/1/2022 6,196,655

Ending cash balance 11/30/2022 \$ 5,698,375

Days of cash on hand 235.46

Months of cash on hand 7.85

Ted Rieck Monthly Expenses
Paid between 11/1/22 - 11/30/22

Direct Reimbursement

Date	Check #	Amount	Purpose
11/10/2022	52084	\$ 30.00	Gym Fee Reimbursement - Oct 2022
		\$ 30.00	Total Reimbursement

Credit Card Charges

Date	Check #		Purpose
11/10/2022	52811	\$ 4.35	Lanier Parking - TDP meeting
		3.35	Lanier Parking - MPO meeting
		2.35	Lanier Parking - Charlottesville City Manager meeting
		54.85	Beer Run - Lunch - Texas A&M consultants
		\$ 64.90	Total Monthly Charges
		\$ 94.90	Total Expenses

Safety Report November 2022:

Preventable vehicle accident(s): 1

- An accident occurred where a Jaunt bus made contact with a sedan while in service at a four-way intersection. No injuries.

Non-preventable vehicle accident(s): 0

Customer related incident(s): 0

Staff related incident(s): 0

Jaunt traveled 113,851 revenue miles and had 1 preventable accident from 11/1/22 to 11/30/22. Jaunt has a goal of less than 1 preventable accident every 100,000 revenue miles driven. Jaunt has had 15 preventable accidents since 7/1/21 and recorded 601,722 revenue miles travelled. We are currently trailing the goal.

Safety Concerns Shared and Investigated

Jaunt is responsive to safety concerns brought forth by staff and members of the community.

During the month of November 2022, Jaunt responded to the following concerns:

- A residence was visited in Charlottesville due to a surface concern. It was deemed serviceable.
- An address in Louisa was visited and a plan was created to continue service.

National Transit Database Reporting

Jaunt had 0 NTD reportable safety events for the month of November 2022.

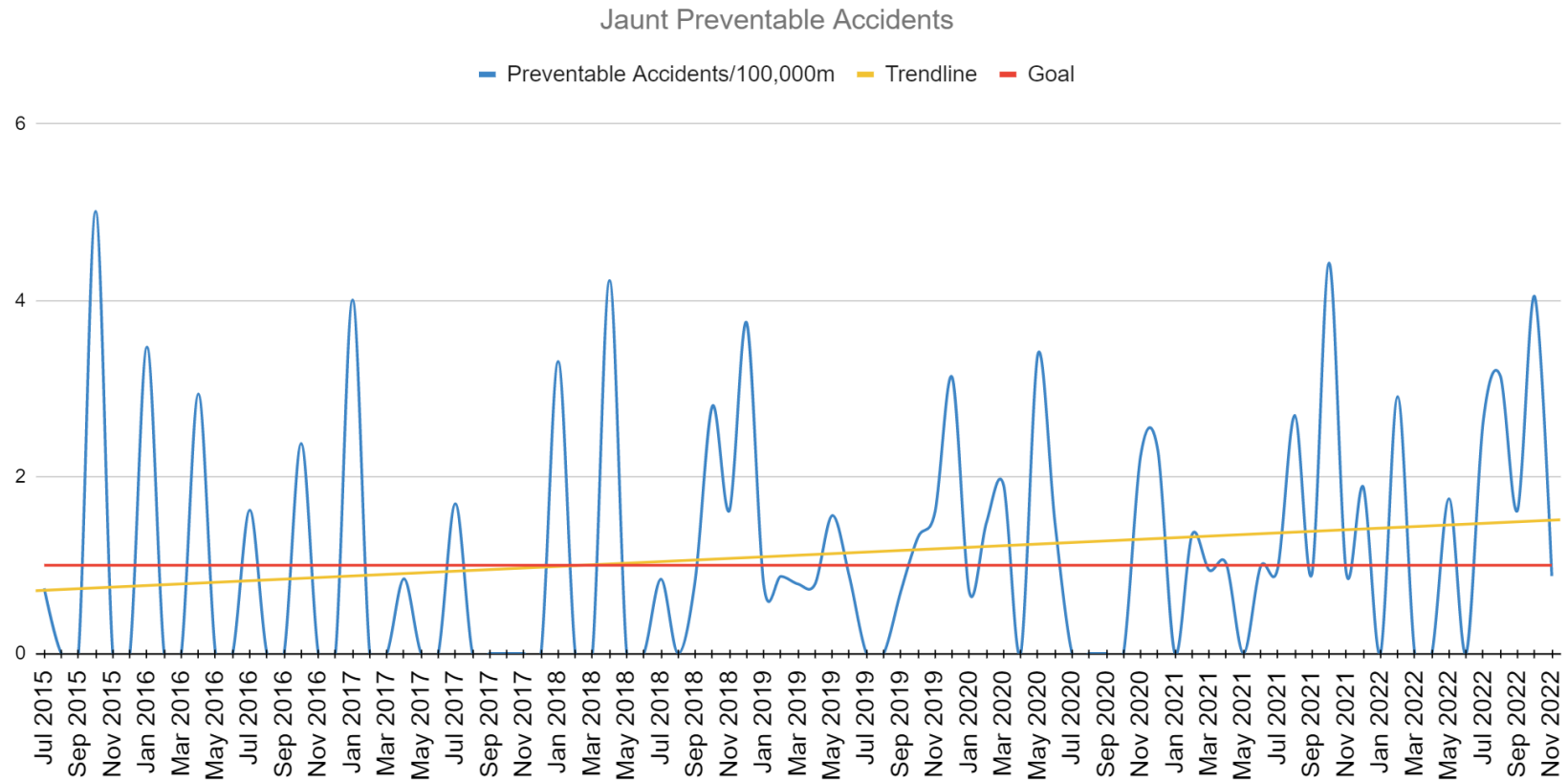
Jaunt Safety Plan Progress

Jaunt has successfully implemented mandatory re-training after all preventable accidents.

Jaunt has conducted Inclement Weather trainings which provided operators with our new policies, procedures, and tips for driving in inclement weather. New 'snow kits' are also being provided. Inside are a flashlight, emergency thermal blanket, safety vest, non-perishable food, etc.. These will be available for operators moving forward during inclement weather.

Currently, we are producing map visuals for our service areas and where safety events occur. This will help us identify or rule out possible trends.

A demo for AngelTrax new MotoTrax system is being installed.



Meeting of the Board of Directors

January 11, 2023 at 10:00 A.M. EST

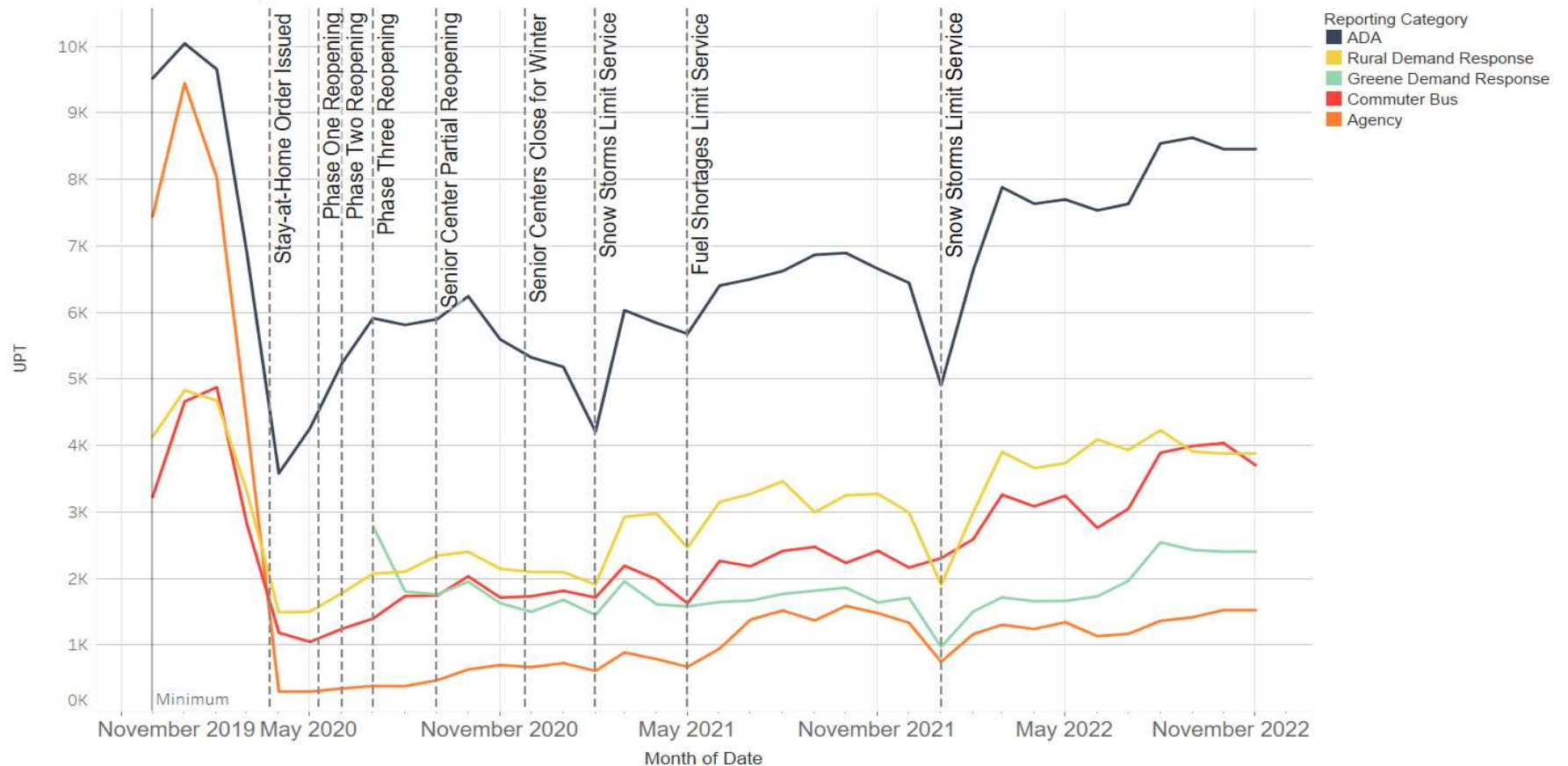
November 2022 ADA Report

	FY 2022									FY 2023					
	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	FY22 Year End	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	FY23 YTD
ADA Unlinked Passenger Trips	6,655	6,444	4,904	6,631	7,880	7,633	7,698	7,533	82,258	7,631	8,535	8,627	8,455	7,735	40,983
All Demand Response UPT	13,040	12,550	8,522	12,283	14,798	14,187	14,431	14,482	166,692	14,846	16,794	16,616	16,450	14,806	79,512
ADA Revenue Miles	30,667	29,629	24,319	31,265	35,473	34,022	33,667	33,395	377,149	33,425	37,494	37,976	41,780	35,052	185,727
All Demand Response Revenue Miles	90,135	87,437	62,284	85,658	101,433	96,176	95,270	95,787	1,156,398	96,096	107,542	105,216	115,795	95,933	520,582
ADA Revenue Hours	2,755	2,627	2,287	2,827	3,223	3,084	3,172	3,232	34,836	3,102	3,388	3,339	3,373	3,253	16,455
All Demand Response Revenue Hours	5,953	5,666	4,390	5,782	6,801	6,435	6,545	6,483	75,397	6,602	7,213	6,984	6,947	6,633	34,379
ADA No Shows	166	188	152	166	189	202	202	186	2,082	197	210	231	273	216	1,127
All Demand Responses No Shows	361	397	314	347	385	381	435	427	4,522	461	460	478	552	532	2,483
ADA Missed Trips	0	0	0	0	0	1	0	1	2	0	0	2	0	0	2
All Demand Responses Missed Trips	0	0	0	0	0	0	1	3	4	1	5	5	1	0	12
ADA Denials	29	71	26	0	1	0	0	0	247	0	1	5	2	1	9
All Demand Responses Denials	92	121	67	29	70	39	102	168	1,216	30	88	63	59	23	263
ADA On Time Performance	93%	92%	94%	95%	96%	95%	93%	94%	93%	95%	94%	91%	89%	91%	92%
All Demand Responses OTP	93%	92%	95%	95%	96%	95%	92%	93%	93%	94%	94%	91%	89%	91%	92%
ADA Passenger Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADA Lifts Determined Inoperable	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
ADA Passenger Incidents/Accidents	0	0	0	0	0	0	1	0	1	0	1	0	1	0	2
ADA Vehicle Accidents	0	0	0	1	0	3	1	1	6	1	1	1	2	1	6
Excessively Long ADA Trips	5	9	6	3	8	5	14	6	92	7	17	20	13	15	72
Demand Response Reservations Hold Times	2:23	2:12	2:40	2:37	2:12	2:32	1:57	2:04	2:17	2:15	2:09	2:15	3:40	3:36	2:47



COVID-19 hit Central Virginia in March 2020, resulting in the closure of many human service agencies and businesses which in turn caused a dramatic decrease in public transit ridership. Jaunt's agency services were hardest hit by this impact, with a 90-95% reduction in service. Public services fared better, with only a 50-75% reduction in service.

Jaunt Covid Recovery Timeline



The trend of sum of UPT for Date Month. Color shows details about Reporting Category. The data is filtered on Date, which includes dates on or after 12/1/2019. The view is filtered on Reporting Category and Exclusions (MONTH(Date),Reporting Category). The Reporting Category filter keeps ADA, Agency, Commuter Bus, Greene Demand Response and Rural Demand Response. The Exclusions (MONTH(Date),Reporting Category) filter keeps 244 members.



ACRONYMS AND DEFINITIONS

- **ACFR:** Albemarle County Fire Rescue
- **ADA:** Americans with Disabilities Act
- **AE:** Accountable Executive
- **AED:** Automated External Defibrillator
- **AHS:** Albemarle High School
- **APTA:** American Public Transportation Association
- **APC:** Automated Passenger Counter
- **ARC:** Arc of the Piedmont
- **AV:** Autonomous vehicle
- **BMP:** Best Management Practice
- **BOC:** Body-on-Chassis
- **BOS:** Board of Supervisors
- **BRT:** Bus Rapid Transit
- **BRHD:** Blue Ridge Health District
- **CARS:** Charlottesville-Albemarle Rescue Squad
- **CAT:** Charlottesville Area Transit
- **CB:** Commuter Bus
- **CCTV:** Closed-Circuit Television
- **CDL:** Commercial Driver's License

- **CEO:** Chief Executive Officer
- **CFD:** Charlottesville Fire Department
- **CHO:** Charlottesville-Albemarle Airport
- **CHS:** Charlottesville High School
- **CIP:** Capital Improvement Program
- **CFR:** Code of Federal Regulations
- **CLRP:** Constrained Long-Range Plan
- **CMAQ:** Congestion Mitigation and Air Quality
- **COOP:** Continuity of Operations Plan
- **CPR:** Cardio-Pulmonary Resuscitation
- **CSO:** Chief Safety Officer
- **CTAA:** Community Transportation Association of America
- **CTAC:** Citizen's Transportation Advisory Committee
- **CTAV:** Community Transportation Association of Virginia
- **CTB:** Commonwealth Transportation Board
- **CTF:** Commonwealth Transportation Fund
- **D&A:** Drug and Alcohol
- **DDI:** Diverging Diamond Interchange
- **DMV:** Department of Motor Vehicles
- **DO:** Directly Operated
- **DOT:** Department of Transportation
- **DR:** Demand Response
- **DRPT:** Virginia Department of Rail and Public Transit

- **DVIR:** Daily Vehicle Inspection Report
- **DVR:** Digital Video Recorder
- **EOP:** Emergency Operations Plan
- **EPA:** Environmental Protection Agency
- **ESF:** Emergency Support Function
- **ETA:** Estimated Time of Arrival
- **EV:** Electric Vehicle
- **FEMA:** Federal Emergency Management Agency
- **FHWA:** Federal Highway Administration
- **FMCSA:** Federal Motor Carrier Administration
- **FR:** Fixed Route Service
- **FTA:** Federal Transit Administration
- **FY:** Fiscal Year
- **HOS:** Hours of Service
- **HUD:** Housing and Urban Development, U.S. Department of
- **ICS:** Incident Command System
- **ISR:** Internal Safety Review
- **IT:** Information Technology
- **JARC:** FTA Job Access and Reverse Commute Program
- **Jaunt:** not an acronym, just Jaunt
- **JPA:** Jefferson Park Avenue
- **LEPC:** Local Emergency Planning Committee
- **LMS:** Learning Management System

- **LRTP:** Long Range Transportation Plan
- **LR:** Light Rail Transit
- **MAACA:** Monticello Area Community Action Agency
- **MAP-21:** Moving Ahead for Progress in the 21st Century
- **MDC:** Mobile Data Computer
- **MDT:** Mobile Data Terminal
- **MJH:** Martha Jefferson Hospital
- **MMIS:** Maintenance Management Information System
- **MPO:** Metropolitan Planning Organization
- **NGIC:** National Ground Intelligence Center
- **NIMS:** National Incident Management System
- **NS:** No Show
- **NTD:** National Transit Database
- **OE:** Operating Expense
- **OJT:** On-the-Job Training
- **OSHA:** Occupational Safety and Health Administration
- **OTP:** On-time Performance
- **PACE:** Program of All-Inclusive Care for the Elderly
- **PASS:** Passenger Service and Safety; for fire extinguisher use – point-aim-squeeze-sweep
- **PASS:** Passenger Assistance, Safety and Sensitivity
- **PCA:** Personal Care Attendant
- **PM:** Preventative Maintenance
- **PMT:** Passenger Miles Traveled
- **POV:** Personally Owned/Operated Vehicle

- **PT:** Purchased Transportation
- **PTASP:** Public Transportation Agency Safety Plan
- **PTSCTP:** Public Transportation Safety Certification Training Program
- **RideShare:** Free carpool matching service for the City of Charlottesville and Albemarle, Fluvanna, Louisa, Nelson, and Greene counties
- **RLRP:** Rural Long Range Transportation Plan
- **RTA:** Regional Transit Authority; also Rail Transit Agency
- **RTP:** Regional Transit Partnership
- **SA:** Safety Assurance
- **SAFETEA-LU:** Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation governing the metropolitan planning process)
- **Section 5307:** FTA Urbanized Area Formula Grants
- **Section 5310:** FTA Enhanced Mobility of Seniors and Individuals with Disabilities Grants
- **Section 5311:** FTA Formula Grants for Rural Areas
- **Section 5337:** FTA State of Good Repair Program
- **SGR:** State of Good Repair
- **SMP:** Safety Management Policy
- **SMS:** Safety Management System
- **SP:** Safety Promotion
- **SRM:** Safety Risk Management
- **SOV:** Single Occupant Vehicle
- **STIC:** FTA Small Transit Intensive Cities Formula (Section 5307)
- **STIP:** Statewide Transportation Improvement Plan
- **SYIP:** Six-Year Improvement Plan

- **TAM:** Transit Asset Management
- **TCRP:** Transit Cooperative Research Program
- **TDP** – Transportation Development Plan
- **TIP:** Transportation Improvement Plan
- **TJPDC:** Thomas Jefferson Planning District
- **TRB:** Transportation Research Board
- **TSA:** Transportation Security Administration
- **TSSP:** Transportation Safety and Security Professional
- **TWG:** Technical Working Group
- **UPT:** Unlinked Passenger Trips
- **UTS:** University Transit System
- **UVA:** University of Virginia
- **UZA:** Urbanized Area
- **VAMS** - Vehicles Available for Maximum Service
- **VEC:** Virginia Employment Commission
- **VGA:** Virginia General Assembly
- **VIB:** Virginia Industries for the Blind
- **VMT** – Vehicle Miles Traveled
- **VP:** Vanpool
- **VRH:** Vehicle Revenue Hours
- **VRM:** Vehicle Revenue Miles
- **VOMS:** Vehicles Operated in Annual Maximum Service
- **VTa:** Virginia Transit Association
- **WC:** Wheelchair

Glossary for Jaunt's ADA Monthly Performance Summary

The Americans with Disabilities Act (ADA) The [Americans with Disabilities Act \(ADA\)](#) prohibits discrimination against people with disabilities in several areas, including employment, transportation, public accommodations, communications and access to state and local government' programs and services. Source: US Department of Labor

Jaunt's ADA Monthly Performance Summary report includes metrics for both Jaunt's ADA Service and the sum of all Demand Response service Jaunt performs (including ADA). Rows labeled as "ADA" are those pertinent to Jaunt's ADA Service.

Unlinked Passenger Trip – Passenger travels one-way; picked up from one destination, transported, and dropped off at a different destination. If a passenger books round-trip transportation to a destination and back home, that is two unlinked passenger trips. If the passenger transfers as part of their trip, each time they transfer marks the beginning of a new unlinked trip (this is more common for fixed-route transit). Source: National Transit Database

Revenue Miles – The miles that a vehicle is available to the general public and there is an expectation of carrying passengers (NTD Glossary). Vehicle revenue miles are calculated as the miles traveled between the first pickup after leaving the depot and the last drop-off before returning to the depot, excluding breaks and travel to/from breaks. Vehicle revenue miles are allocated to individual demand response trips in proportion to passenger ride distance. Source: Jaunt

Revenue Hours – The hours that a vehicle travels while in revenue service. Source: NTD Glossary

Vehicle revenue hours are calculated as the time between the first pickup after leaving the depot, or starting location, and the last drop-off before returning to the depot, excluding breaks and travel to/from breaks. Vehicle revenue hours are allocated to individual demand response trips in proportion to passenger ride time. Source: Jaunt

No-Show: A no-show occurs when a Jaunt vehicle arrives at the scheduled location, per GPS/AVL, within the 25-minute pickup window (15 minutes before the scheduled time to 10 minutes after the scheduled time) and the rider fails to appear to board the vehicle within a five-minute wait time. Source: Jaunt

Missed Trips – A missed trip occurs when a Jaunt bus arrives outside of the 25-minute pick up window (15 minutes before the scheduled time to 10 minutes after the scheduled time) and the passenger chooses not to ride. A missed trip is not counted against a passenger because it was Jaunt's error. If the passenger is unavailable or no longer wishes to ride, a "Missed Trip No-Show" is recorded. If the passenger rides with Jaunt regardless of the arrival time, or finds alternative transportation, a "Missed Trip but Transported" is recorded. When a passenger has additional trips scheduled after a missed trip, Jaunt will work with the customer to see if they still plan to take those trips. Jaunt strives to minimize Missed Trips to the greatest extent possible.

Missed trips, which are caused by agencies and not by riders, result from trips that are requested, confirmed, and scheduled, but do not take place

because:

- The vehicle arrives and leaves before the beginning of the pickup window without picking up the rider and without any indication from the rider that he or she no longer wants to make the trip. Note that a rider is not obligated to board until the beginning of the pickup window or—for transit agencies that have a 5-minute wait-time policy—from the start of the pickup window until 5 minutes have elapsed.
- The vehicle does not wait the required time within the pickup window, there is no contact with the rider, and the vehicle departs without the rider. Note that if during the wait time the rider indicates he or she no longer wants to take the trip, this is typically recorded as a “cancel at the door.”
- The vehicle arrives after the end of the pickup window and departs without picking up the rider (either because the rider is not there or declines to take the trip because it is now late).
- The vehicle does not arrive at the pickup location.

Source: FTA C 4710.1

A transit agency cannot have substantial numbers of trip denials and missed trips, as they are also considered capacity constraints and are not permitted under FTA ADA Circular § 37.131(f)(3)(i)(B).

Denials—Trip denials result when agencies do not accept trip requests.

Examples of trip denials include:

- A rider requests a next-day trip and the transit agency says it cannot provide that trip.
- A rider requests a next-day trip and the transit agency can only offer a trip that is outside of the 1-hour negotiating window. This represents a denial regardless of whether the rider accepts such an offer.
- A rider requests a round-trip and the agency can only provide one leg of the trip. If the rider does not take the offered one-way trip, both portions of the trip are denials. Source: 8.5.4 of the FTA ADA Circular C_4710.1:

Per § 37.131(b)(2), while a transit agency may negotiate pickup times with the individual, it may not require an ADA paratransit eligible individual to schedule a trip to begin more than 1 hour before or after the individual’s desired departure time.

If Jaunt is unable to provide an ADA trip at the requested time, an alternative time will be offered 60 minutes before or after the requested time. Source: Jaunt

On-Time Performance – The percentage of passenger events performed where a rider arrived within the customer’s established time window(s). For most trips, this just refers to the 25-minute pickup window, but some trips also have a specified drop-off window, such as to reach a medical appointment on-time. In those cases, the pickup and drop-off are counted as two separate events for calculating on-time performance.

Note: FTA considers pickups as on time when a driver arrives at the pickup location within the established pickup window.

- Early – FTA considers pickups early if a driver arrives and departs with the rider before the established pickup window begins.
- Late – FTA considers pickups late if a driver arrives after the end of the established pickup window and the rider boards the

vehicle. Source: 8.5.4 of the FTA ADA Circular C_4710.1:

ADA Passenger Complaints – An ADA complaint is when an individual (verbal or written) who has been certified as an ADA rider, indicates that the service provided is inaccessible to someone with a disability or someone with a disability has been denied service due to discrimination of the disability. This measures Jaunt’s adherence to the ADA regulations. Source: Jaunt

Lifts Determined Inoperable – The number of times a vehicle was put into service with a lift that was inoperable that prevented Jaunt from providing service to the rider that required the lift for transport. Source: Jaunt

ADA Passenger Incidents/Accidents – Accidents or incidents that result in an injury to a passenger who is ADA certified. Source: Jaunt

ADA Vehicle Accidents – Accidents that resulted in monetary damage of any size or a service disruption to a vehicle being used for ADA service. Source: Jaunt

Excessively Long ADA Trips – It is important to understand that “excessive” is in comparison to the time required to make a similar trip using the fixed route system; while a 1-hour travel time for a 5-mile complementary paratransit trip may seem excessive in the abstract, if the same trip takes an hour using the fixed route system, it is comparable, not excessive. Complementary paratransit service is by nature a shared-ride service. The standard of service is not intended to reflect that of a taxi service, which typically transports passengers directly to their destination. Source: Section 8.5.5 of ADA circular C_4710.1:

Call Hold Times – Average length of time a caller is placed on hold while scheduling a demand response trip. Source: Jaunt

Executive Director Report

1. Jaunt staff is meeting with jurisdictional staff regarding its FY2024 budget. At this writing, a meeting with Louisa staff was held on January 5th. Meetings with Nelson and Buckingham staffs were held in December 2022. Presentations to the Fluvanna Board of Supervisors was made also in December with a Nelson presentation scheduled for January 10th.
2. We are continuing to work on chronic phone system issues. We expect to be acquiring a new phone system by sometime in March 2023.
3. Jaunt is continuing to review responses to our Request for Proposals (RFP), soliciting teaming partners for microtransit. We expect to shortlist potential partners by January 6th.
4. We met virtually with Faith in Action and DRPT on December 14 regarding starting new transit service in rural Rockingham County.
5. On December 13th, the Greene County Board of Supervisors approved of fully funding Jaunt for the remainder of FY2023, ending in June 2023.
6. Staff had a virtual presentation on the work of Texas A&M Transportation Institute on their recommendation to improve Jaunt's operations. Top takeaways include the need for more training on Jaunt's schedule/reservation software and updating of service parameters ("solution sets") that governed the scheduling and operation of the service. We think there are opportunities to better utilize our bus operators.
7. We are currently still recruiting for a Call Center Manager, IT Systems Administrator, and Planning Manager. We recently hired a new Chief Operations Officer, Randy Cantor, who will be starting January 30, 2023.

