# **Board Box**

# December 2023

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#### December 27, 2023

TO: BOARD OF DIRECTORS

FROM: VY VU, SYSTEM ADMINISTRATOR - DATA

RE: KEY PERFORMANCE INDICATORS

#### ISSUE:

The following pages provide a summary of the Key Performance Indicators for:

- Operations and Safety
- Eligibility and Appeals
- Customer Service

# System

## Trip Performance

	Goal	Sep-23	Oct-23	Nov-23	YTD
Vehicle Trips		278,001	297,847	273,947	1,397,031
Passenger Trips		342,969	367,466	338,992	1,731,745
Backup Trips		16	37	15	159
No Shows		2.1%	2.1%	2.1%	2.1%
On Time Performance (Next Day Trips)	≥ 91%	92.1%	91.7%	91.9%	92.4%
Excessively Late Trips (45+ min late)	≤ 0.10%	0.01%	0.01%	0.02%	0.02%
Excessively Long Trips	≤ 5%	3.6%	3.8%	3.8%	3.4%
Missed Trips	≤ 0.75%	0.39%	0.37%	0.36%	0.35%
Denials	≤ 0	0	1	0	2
On Time Performance (Access to Work)	≥ 94%	95.6%	95.9%	96.5%	96.7%

## Call Performance

	Goal	Sep-23	Oct-23	Nov-23	YTD
Reservations					
Answered Calls		200,781	211,540	201,779	1,015,055
Average Initial Hold Time	≤ 120 sec	60	50	48	57
Calls On Hold > 5 Minutes	≤ 5%	2.2%	1.6%	1.7%	2.3%
Estimated Time of Arrival (ETAs)					
Answered Calls		40,205	49,353	48,578	236,481
Average Initial Hold Time		45	37	34	36
Calls On Hold > 5 Minutes	≤ 10%	2.7%	2.3%	2.0%	2.2%

Complaints/Commendations

	Goal	Sep-23	Oct-23	Nov-23	YTD
Complaints Per 1,000 Trips	≤ 4.0	2.5	2.2	1.8	2.2
Commendations Per 1,000 Trips		0.7	0.6	0.7	0.8

Safety

	Goal	Sep-23	Oct-23	Nov-23	YTD
Preventable Incidents Per 100,000 Miles	≤ 0.25	0.17	0.19	0.09	0.16
Preventable Collisions Per 100,000 Miles	≤ 0.75	0.76	0.75	0.73	0.85
Miles Between Road Calls	≥ 25,000	38,643	41,112	49,597	41,731

## **Antelope Valley Region**

Trip Performance

	Goal	Sep-23	Oct-23	Nov-23	YTD
Vehicle Trips		12,192	12,975	11,823	61,750
Passenger Trips		14,695	15,742	14,303	74,557
No Shows		2.8%	2.6%	2.9%	2.9%
On Time Performance (Next Day Trips)	≥ 91%	94.0%	94.8%	94.7%	94.9%
Excessively Late Trips (45+ min late)	≤ 0.10%	0.00%	0.00%	0.00%	0.00%
Excessively Long Trips	≤ 5%	2.0%	2.1%	2.2%	2.0%
Missed Trips	≤ 0.75%	0.25%	0.23%	0.31%	0.22%
Denials	≤ 0	0	0	0	0
On Time Performance (Access to Work)	≥ 94%	97.4%	100.0%	100.0%	99.5%

#### Call Performance

	Goal	Sep-23	Oct-23	Nov-23	YTD
Reservations					
Answered Calls		7,461	7,962	7,246	38,722
Average Initial Hold Time	≤ 120 sec	45	46	47	45
Calls On Hold > 5 Minutes	≤ 5%	1.7%	1.8%	1.5%	1.5%

Estimated Time of Arrival (ETAs)					
Answered Calls		2,149	2,302	2,168	11,076
Average Initial Hold Time		34	30	37	33
Calls On Hold > 5 Minutes	≤ 10%	1.2%	0.9%	1.1%	1.0%

Complaints/Commendations

	Goal	Sep-23	Oct-23	Nov-23	YTD		
Complaints Per 1,000 Trips	≤ 4.0	2.2	1.4	1.1	2.0		
Commendations Per 1,000 Trips		0.4	0.5	1.1	0.8		

Safety

	Goal	Sep-23	Oct-23	Nov-23	YTD
Preventable Incidents Per 100,000 Miles	≤ 0.25	0.00	0.00	0.00	0.00
Preventable Collisions Per 100,000 Miles	≤ 0.75	0.31	0.00	0.63	0.24
Miles Between Road Calls	≥ 25,000	80,461	87,327	157,939	103,212

## Eastern Region Trip Performance

	Goal	Sep-23	Oct-23	Nov-23	YTD
Vehicle Trips		82,607	90,703	83,586	419,897
Passenger Trips		103,388	113,758	105,285	528,036
No Shows		1.8%	1.9%	1.8%	1.9%
On Time Performance (Next Day Trips)	≥ 91%	92.5%	92.0%	92.4%	92.8%
Excessively Late Trips (45+ min late)	≤ 0.10%	0.00%	0.01%	0.01%	0.01%
Excessively Long Trips	≤ 5%	1.3%	1.5%	1.4%	1.3%
Missed Trips	≤ 0.75%	0.22%	0.22%	0.19%	0.20%
Denials	≤ 0	0	1	0	1
On Time Performance (Access to Work)	≥ 94%	96.2%	95.3%	96.9%	96.8%

## Call Performance

	Goal	Sep-23	Oct-23	Nov-23	YTD
Reservations					
Answered Calls		56,780	58,259	55,525	282,975
Average Initial Hold Time	≤ 120 sec	18	15	18	24
Calls On Hold > 5 Minutes	≤ 5%	0.2%	0.4%	0.4%	1.0%

Estimated Time of Arrival (ETA)					
Answered Calls		12,235	12,333	12,071	59,931
Average Initial Hold Time		12	12	16	14
Calls On Hold > 5 Minutes	≤ 10%	0.1%	0.2%	0.2%	0.2%

## Complaints/Commendations

	Goal	Sep-23	Oct-23	Nov-23	YTD
Complaints Per 1,000 Trips	≤ 4.0	1.6	1.6	1.3	1.6
Commendations Per 1,000 Trips		0.6	0.7	0.9	0.9

#### Safety

	Goal	Sep-23	Oct-23	Nov-23	YTD
Preventable Incidents Per 100,000 Miles	≤ 0.25	0.10	0.46	0.20	0.18
Preventable Collisions Per 100,000 Miles	≤ 0.75	0.97	0.71	0.73	1.06
Miles Between Road Calls	≥ 25,000	43,612	45,216	45,361	43,747

## Santa Clarita Region

Trip Performance

	Goal	Sep-23	Oct-23	Nov-23	YTD
Vehicle Trips		2,707	732	153	9,022
Passenger Trips		2,913	807	165	9,812
No Shows		1.3%	0.4%	0.3%	1.1%
On Time Performance (Next Day Trips)	≥ 91%	90.5%	92.3%	97.8%	91.8%
Excessively Late Trips (45+ min late)	≤ 0.10%	0.00%	0.00%	0.00%	0.03%
Excessively Long Trips	≤ 5%	5.7%	4.4%	0.0%	4.1%
Missed Trips	≤ 0.75%	0.72%	0.68%	0.00%	0.65%
Denials	≤ 0	0	0	0	1
On Time Performance (Access to Work)	≥ 94%	-	-	-	-

## Call Performance

	Goal	Sep-23	Oct-23	Nov-23	YTD
Reservations					
Answered Calls		2,229	1,067	508	8,165
Average Initial Hold Time	≤ 120 sec	73	44	58	81
Calls On Hold > 5 Minutes	≤ 5%	4.2%	2.4%	3.0%	4.9%

Estimated Time of Arrival (ETA)					
Answered Calls		447	157	53	1,302
Average Initial Hold Time		69	64	74	69
Calls On Hold > 5 Minutes	≤ 10%	3.6%	3.8%	7.5%	3.9%

Complaints/Commendations

	Goal	Sep-23	Oct-23	Nov-23	YTD
Complaints Per 1,000 Trips	≤ 4.0	1.1	0.0	0.0	0.8
Commendations Per 1,000 Trips		0.0	0.0	0.0	0.0

Safety

	Goal	Sep-23	Oct-23	Nov-23	YTD
Preventable Incidents Per 100,000 Miles	≤ 0.25	0.00	0.00	0.00	0.00
Preventable Collisions Per 100,000 Miles	≤ 0.75	0.00	0.00	0.00	0.00
Miles Between Road Calls	≥ 25,000	*	*	*	42,651

<sup>\*</sup>Notes: There were zero (0) road calls for these months.

# Northern Region

Trip Performance

	Goal	Sep-23	Oct-23	Nov-23	YTD
Vehicle Trips		39,980	42,662	39,939	199,682
Passenger Trips		49,948	52,834	49,766	251,849
No Shows		1.7%	1.6%	1.8%	1.7%
On Time Performance (Next Day Trips)	≥ 91%	92.5%	92.6%	92.0%	92.8%
Excessively Late Trips (45+ min late)	≤ 0.10%	0.02%	0.03%	0.06%	0.04%
Excessively Long Trips	≤ 5%	4.2%	4.2%	4.6%	4.1%
Missed Trips	≤ 0.75%	0.81%	0.66%	0.64%	0.65%
Denials	≤ 0	0	0	0	0
On Time Performance (Access to Work)	≥ 94%	98.2%	97.4%	97.6%	98.1%

## Call Performance

	Goal	Sep-23	Oct-23	Nov-23	YTD
Reservations					
Answered Calls		22,918	32,870	31,731	133,083
Average Initial Hold Time	≤ 120 sec	98	67	73	89
Calls On Hold > 5 Minutes	≤ 5%	3.2%	1.9%	3.0%	3.5%
Estimated Time of Arrival (ETA)					
Answered Calls		618	8,391	8,878	36,313
Average Initial Hold Time		91	7	8	10
Calls On Hold > 5 Minutes	≤ 10%	4.9%	2.6%	3.9%	4.5%

Complaints/Commendations

	Goal	Sep-23	Oct-23	Nov-23	YTD
Complaints Per 1,000 Trips	≤ 4.0	3.1	2.6	2.3	2.7
Commendations Per 1,000 Trips		0.9	0.8	1.0	1.1

Safety

	Goal	Sep-23	Oct-23	Nov-23	YTD
Preventable Incidents Per 100,000 Miles	≤ 0.25	0.16	0.00	0.00	0.13
Preventable Collisions Per 100,000 Miles	≤ 0.75	0.25	0.75	0.53	0.67
Miles Between Road Calls	≥ 25,000	40,595	63,496	43,707	50,308

# Southern Region

Trip Performance

	Goal	Sep-23	Oct-23	Nov-23	YTD
Vehicle Trips		95,631	102,468	93,366	477,508
Passenger Trips		115,206	123,276	112,477	577,272
No Shows		2.0%	2.0%	2.0%	2.0%
On Time Performance (Next Day Trips)	≥ 91%	92.0%	91.3%	91.9%	92.2%
Excessively Late Trips (45+ min late)	≤ 0.10%	0.01%	0.02%	0.01%	0.01%
Excessively Long Trips	≤ 5%	5.6%	6.1%	6.0%	5.5%
Missed Trips	≤ 0.75%	0.35%	0.37%	0.37%	0.34%
Denials	≤ 0	0	0	0	0
On Time Performance (Access to Work)	≥ 94%	93.6%	95.3%	95.7%	95.6%

## Call Performance

	Goal	Sep-23	Oct-23	Nov-23	YTD
Reservations					
Answered Calls		72,310	72,610	68,821	357,356
Average Initial Hold Time	≤ 120 sec	104	91	77	88
Calls On Hold > 5 Minutes	≤ 5%	4.4%	3.1%	3.0%	3.6%
Estimated Time of Arrival (ETA)					
Answered Calls		16,295	17,530	16,739	85,282
Average Initial Hold Time		87	83	70	73
Calls On Hold > 5 Minutes	≤ 10%	5.3%	4.8%	3.2%	3.7%

Complaints/Commendations

	Goal	Sep-23	Oct-23	Nov-23	YTD
Complaints Per 1,000 Trips	≤ 4.0	2.7	2.5	1.8	2.4
Commendations Per 1,000 Trips		0.5	0.6	0.5	0.6

Safety

•	Goal	Sep-23	Oct-23	Nov-23	YTD
Preventable Incidents Per 100,000 Miles	≤ 0.25	0.34	0.08	0.09	0.20
Preventable Collisions Per 100,000 Miles	≤ 0.75	0.94	0.86	0.73	0.86
Miles Between Road Calls	≥ 25,000	34,513	33,032	57,959	35,911

# West Central Region

Trip Performance

	Goal	Sep-23	Oct-23	Nov-23	YTD
Vehicle Trips		44,868	48,270	45,065	229,013
Passenger Trips		56,803	61,012	56,981	290,060
No Shows		2.8%	2.8%	2.9%	2.9%
On Time Performance (Next Day Trips)	≥ 91%	90.7%	90.2%	90.1%	90.9%
Excessively Late Trips (45+ min late)	≤ 0.10%	0.01%	0.02%	0.04%	0.02%
Excessively Long Trips	≤ 5%	2.9%	3.3%	3.2%	2.9%
Missed Trips	≤ 0.75%	0.38%	0.41%	0.42%	0.37%
Denials	≤ 0	0	0	0	0
On Time Performance (Access to Work)	≥ 91%	95.9%	96.5%	96.2%	97.1%

## Call Performance

	Goal	Sep-23	Oct-23	Nov-23	YTD
Reservations					
Answered Calls		39,083	38,772	37,948	194,754
Average Initial Hold Time	≤ 120 sec	18	14	19	26
Calls On Hold > 5 Minutes	≤ 5%	0.3%	0.1%	0.4%	1.0%
Estimated Time of Arrival (ETA)					
Answered Calls		8,461	8,640	8,669	42,577
Average Initial Hold Time		13	11	16	15
Calls On Hold > 5 Minutes	≤ 5%	0.1%	0.1%	0.3%	0.2%

Complaints/Commendations

	Goal	Sep-23	Oct-23	Nov-23	YTD
Complaints Per 1,000 Trips	≤ 4.0	3.4	2.8	2.3	2.8
Commendations Per 1,000 Trips		1.1	0.6	0.7	0.9

Safety

	Goal	Sep-23	Oct-23	Nov-23	YTD
Preventable Incidents Per 100,000 Miles	≤ 0.25	0.00	0.17	0.00	0.14
Preventable Collisions Per 100,000 Miles	≤ 0.75	0.73	0.81	1.01	0.81
Miles Between Road Calls	≥ 25,000	32,044	34,384	41,848	37,809

# Eligibility and Appeals Eligibility

	Goal	Sep-23	Oct-23	Nov-23	YTD
Eligible Customers		109,338	110,429	111,132	111,132
Total ADA Evaluations Performed		3,228	3,637	2,720	15,963
Days From Application to Decision (avg)	≤ 21	9	10	10	10

## In Person Evaluations

	Goal	Sep-23	Oct-23	Nov-23	YTD
Unrestricted		1,224	1,559	1,220	6,769
Restricted		193	259	203	1,116
Temporary		69	73	78	357
Not Eligible		20	32	18	121
Total		1,506	1,923	1,519	8,363

Paper Evaluations

	Goal	Sep-23	Oct-23	Nov-23	YTD
Unrestricted		1,445	1,437	946	6,173
Restricted		218	218	196	1,109
Temporary		59	59	57	316
Not Eligible		0	0	0	0
Total		1,722	1,714	1,199	7,598

Appeals

	Goal	Sep-23	Oct-23	Nov-23	YTD
Appeals Performed		15	13	13	71
Days From Appeal to Decision (avg)	≤ 30	7	7	11	7

## **Customer Service**

## **Phone Statistics**

#### **Customer Service**

	Goal	Sep-23	Oct-23	Nov-23	YTD
Customer Service Calls		23,719	26,682	13,904	113,023
Average Initial Hold Time	≤ 180 sec	116	124	124	115
Calls On Hold > 5 Minutes	≤ 10%	12.6%	14.6%	13.7%	12.9%
Calls Abandoned	≤ 10%	4.5%	4.6%	4.9%	4.3%

Operations Monitoring Center

	Goal	Sep-23	Oct-23	Nov-23	YTD
Customer Service Calls		8,395	9,557	5,167	39,377
Average Initial Hold Time	≤ 180 sec	73	92	82	81
Calls On Hold > 5 Minutes	≤ 10%	6.3%	9.6%	7.2%	7.6%
Calls Abandoned	≤ 10%	7.4%	8.7%	8.3%	8.0%

#### December 27, 2023

TO: BOARD OF DIRECTORS

FROM: HECTOR RODRIGUEZ, DEPUTY EXECUTIVE DIRECTOR

RE: FINANCIAL REPORT FOR NOVEMBER 2023 - DRAFT

Attached for your review are the draft financial reports for NOVEMBER 2023.

#### DRAFT FY 2023/2024 Budget to Actual Fiscal Year-to-Date Comparison:

♦ Passengers: 7.4% over budget

- ♦ Contract Revenue Miles: 3.3% under budget
- ♦ Trips: 7.6% over budget
- ♦ Total Eligibility Evaluations: 44.5% under budget
- ♦ Average Trip Distance: under budget by 0.96 miles at 8.52 miles
- ◆ Total cost per Passenger (before depreciation): 5.3% under budget at \$58.63
- Administration Function is 13.6% under budget
- Eligibility Determination Function is 19.3% under budget
- ◆ Purchased Transportation Function is 4.2% over budget
- Paratransit Operations Function is 3.0% under budget

#### Attached are the following reports for your review:

- Statistical Comparison: NOVEMBER 2022 to NOVEMBER 2023
- Expenses by Functional Area
- Budget to Actual Comparison of Statistics
- YTD Budget Results
- Graph: YTD PAX Cost Comparison

# Expenses by Functional Area For the YTD Period Ending November 2023

					% Over /	% Over /
	% of	YTD	YTD		(Under)	(Under)
	Cost	Actual	Budget	Variance	Budget	Prior Yr
Purchased Transportation	84.6%	\$85,884,057	\$82,455,710	\$3,428,347	4.2%	23%
Paratransit Operations	7.8%	\$7,934,337	\$8,176,606	(\$242,269)	-3.0%	11%
Eligibility Determination	3.1%	\$3,134,005	\$3,885,558	(\$751,553)	-19.3%	-8%
CTSA/Ride Information	0.2%	\$185,767	\$157,595	\$28,172	17.9%	43%
Administration	4.3%	\$4,397,552	\$5,090,533	(\$692,981)	-13.6%	10%
Total Exp before Depreciation		\$101,535,718	\$99,766,002	\$1,769,716	1.8%	20%

## Statistics - For the YTD Period Ended November 2023

				% Over /	% Over /
	YTD	YTD		(Under)	(Under)
_	Actual	Budget	Variance	Budget	Prior Yr
Total Eligibility Evaluations	15,963	28,778	(12,815)	-44.5%	-41%
Number of PAX	1,731,745	1,611,726	120,019	7.4%	21%
Number of Contract Revenue Miles	11,909,075	12,314,592	(405,517)	-3.3%	16%
Number of Trips	1,397,031	1,298,793	98,238	7.6%	22%
Average Trip Distance	8.52	9.48	(0.96)	-10.1%	-4%
Purchased Transportation Cost					
Cost per Contract Rev Mile	\$7.21	\$6.70	\$0.51	7.6%	6%
Total Cost per Trip before Depreciation	\$72.68	\$76.81	(\$4.13)	-5.4%	-1%
Total Cost per Pax before Depreciation	\$58.63	\$61.90	(\$3.27)	-5.3%	-1%

## Budget Results for FY 2023/2024 For YTD Period Ending November 2023

				% Over /	% Over /
	YTD	YTD		(Under)	(Under)
	Actual	Budget	Variance	Budget	Prior Yr
Revenue					
Passenger Fares	\$4,074,055	\$3,701,263	\$372,792		
Other Revenue	\$1,768,300	\$152,466	\$1,615,834		
Total Revenue	\$5,842,355	\$3,853,729	\$1,988,626	52%	24%
Total Exp before Capital	\$101,535,718	\$99,766,002	\$1,769,716	2%	20%
Capital Expenditures					
Vehicles	\$2,902,469	\$15,303,345	(\$12,400,875)		
Other Capital Expenditures	\$81,337	\$1,250,000	(\$1,168,663)		
Total Capital Expenditures	\$67,478	\$0	\$67,478		
	\$3,051,285	\$16,553,345	(\$13,502,060)	-82%	2710%
Over/(Under) Budget November 2023					
			(\$11,732,344)		

## YTD Cost Per Passenger before Depreciation and Capital Cost

