

AGENDA
Green Mountain Transit Board of Commissioners
December 20, 2016, 7:30 a.m.
15 Industrial Pkwy, Burlington, VT 05401

The mission of GMT is to promote and operate safe, convenient, accessible, innovative, and sustainable public transportation services in northwest and central Vermont that reduce congestion and pollution, encourage transit oriented development, and enhance the quality of life for all.

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:36 a.m. 3. Public Comment
- 7:40 a.m. 4. Consent Agenda*
- November 15, 2016 Board Meeting Minutes (pages 3-6)
 - Check Register (pages 7-9)
 - Finance Report (pages 10-14)
 - Maintenance Report (page 15)
 - Operations Report (pages 16-17)
 - Performance Report (page 18)
 - Planning Report (pages 19-20)
 - Marketing, IT Support, & Human Resources Report (page 21)
 - Project Development Report (pages 22-23)
 - Ridership Reports (pages 24-26)
 - ADA
 - CCTA
 - GMTA
- 7:45 a.m. 5. Vice Chair Nomination and Vote
- 7:55 a.m. 6. DTC Update (Goal 2)
- 8:05 a.m. 7. FGI Shopping Shuttle Route change** (Goal 3) (page 27)
- 8:10 a.m. 8. FY18 Draft Operations and Capital Budget** (Goal 1) (pages 28-38)
- 8:30 a.m. 9. Tilly Drive Shuttle extension (Goal 6) (pages 39-40)
- 8:45 a.m. 10. Medicaid update (Strategic Goal 1)
- 8:55 a.m. 11. Jeffersonville Commuter update
- 9:15 a.m. 12. 1 Industrial Pkwy Rehab (Goal 3) (page 41)

9:25 a.m. 13. MTicketing update (Goal 3)

9:35 a.m. 14. GM & Committee reports

- *Leadership Committee: Next scheduled meeting Thursday, January 12 @9am*
- *Strategy Committee: Monday, January 9 @8am*
- *Operations Committee: Tuesday, January 10 @9:00*
- *Finance Committee: Tuesday, January 10 @8:30*

9:50 a.m. 15. Adjourn

NOTES:

- * Indicates an action agenda item.
 - Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact John Robinson at 802-540-1746 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
 - Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-864-CCTA or 802-864-2282.
 - Municipal Clerks: Please post this public meeting notice pursuant to Act 78 of the Acts of the 1979 Vermont Legislature. Thank you.

GMT Board Minutes

Date: November 15, 2016

Time: 7:30 AM

Place: GMT

15 Industrial Parkway

Burlington, VT 05401

Present:

Chapin Kaynor, Chair, Williston

Rob Moore, Vice Chair, Lamoille County

Denis Barton, Secretary, Shelburne

Marti Powers, Treasurer, Essex

Catherine Dimitruk, Commissioner, Franklin County

Chapin Spencer, Commissioner, Burlington

Tom Chittenden, Commissioner, South Burlington

Bob Buermann, Commissioner, Grand Isle County

Harold Garabedian, Commissioner, Washington County

Katherine Miles, Commissioner, Burlington

Karen Walton, General Manager

Mark Sousa, Assistant General Manager

Jon Moore, Director of Urban Operations

Michelle Daley, Director of Finance

Trish Redalieu, Director of Administrative & Support Services

Bill McCarty, Director of Maintenance

David Armstrong, Planning Manager

John Robinson, Human Resources Coordinator

Members of the Public:

Ross McDonald, VTrans

Infinite Culcleasure

Not Present:

John Sharrow, Commissioner, Milton

Raghu Acharya, Commissioner, Winooski

1. Open Meeting

Chair Kaynor opened the meeting at 7:33 AM. A quorum of the Board was present.

2. Adjustment of the Agenda

Chair Kaynor informed the Board that item number five will be an action item. He also informed the Board that item number seven will be a two-part action item.

3. Public Comment

Infinite Culcleasure, Organizer with Parents in Need of a Change, explained that over the past two years they have been reviewing student transportation in Winooski school district due to parents' concerns. There currently is no direct route to school for young students or school buses for students within the city of Winooski. In their study they have seen absenteeism and tardiness rise from school year 2014-2015 to 2015-2016. This information has been brought to the attention of Winooski City and Winooski's school district. Mr. Culcleasure wanted to bring it to GMT's attention as well. Karen Walton, General Manager, informed Mr. Culcleasure and the Board that she was working with the previous City Manager of Winooski and will gladly begin those conversations once the new City Manager has been selected.

Commissioner Dimitruk also informed Mr. Culceasure that GMT will be undergoing a system-wide analysis and all routes and schedules will be reviewed.

4. Consent Agenda

A motion to approve the Consent Agenda was made by Secretary Barton and seconded by Commissioner Chittenden. All were in favor and the Consent Agenda was approved.

5. FGI Shopping Shuttle Route Change (Strategic Goal 3)

David Armstrong, Planning Manager, presented a change to two stops currently on the FGI Shopping Shuttle, Lake Street Housing and Willard Mills Apartments. The current stops have minimal ridership. With removal of those two stops it would allow for the route to stop in another housing complex, Brookside Apartments. This is a cost neutral change and the two stops being removed would still have service through the Downtown Shuttle. The new route would serve a new area. GMT held a public hearing with the proposed route change and no member of the public attended, however, Chris Loyer, Rural Planner, has spoken with the property managers and they support the change. Chair Kaynor asked that Mr. Armstrong email the Board the details of the route change for their review.

A motion to approve the change of the route was made by Commissioner Dimitruk and seconded by Commissioner Buermann. Commissioner Spencer brought up a concern on voting for an item not listed as an action item on the agenda due to Vermont open meeting law. Secretary Barton amended the motion to approve the concept on changing the route for the upcoming bus map and guide with final approval for the change to the route at next month's Board meeting. Commissioner Dimitruk accepted the amendment and was seconded by Commissioner Buermann. All were in favor of the amendment, and support the change to the bus map and guide, with the final approval for the route change coming at December's Board meeting.

6. Assistance Dog Policy Change (Strategic Goal 2)

Karen Walton, General Manager, spoke on the updated proposed policy change to the Assistance Animal policy. She stated that Operations just recently received an email from UVM regarding the current policy. She is requesting that the Board approve a change to the current policy to ask just the one question "Is that a service animal". This removes the drivers from a position where they feel they may need to evaluate the situation further. It also allows for easier conversation for both the passenger and driver.

A motion to accept the new policy was made by Commissioner Chittenden and was seconded by Commissioner Dimitruk. All were in favor and the new Assistance Animal Policy was approved.

7. System Analysis Vendor Approval (Strategic Goal 3)

Mark Sousa, Assistant General Manager, reviewed the need for a system analysis and the current proposed contract. The system has not been reviewed since the start of the business in the 1970's and only new routes and counties have been added to the system since. At this time CCRPC is willing to help fund the much needed system analysis along with help from VTrans. GMT's staff felt that a fare analysis would be the most practical analysis to run at the same time. It can be reviewed with the current system operations and allows for more information to be gathered on the system's operating procedures. The process started with the RFP and the bids that came in were reviewed in detail. Once GMT staff had narrowed it down to two vendors, Nelson Nygaard and AECOM, they met with members of the Board and conducted interviews with both vendors. Both vendors came in higher than expected but after further review GMT staff chose Nelson Nygaard based on reference checks and their known track record among state agencies. GMT will use staff to help reduce hours Nelson Nygaard proposed in areas such as marketing and public outreach. These are both areas that GMT staff currently oversees and feels confident in their abilities. The contract will span over two fiscal years. If accepted by the Board the system analysis could start January 1st, 2017 and would wrap up approximately December 2017.

Michelle Daley, Director of Finance, spoke on the securement of funds for the system analysis. The current funds needed for the system analysis contract is \$240,000. This would be spread out over fiscal year 2017 and 2018. Ms. Daley explained, after reviewing the chart shown on page 29 of the Board packet, the miles driven in Urban and Rural areas were very similar and that led to the 50/50 break down of the funding. On the urban side, the funding has been secured

through CCRPC grants in the amount of \$54,000 for both fiscal year 2017 and 2018. The difference of the \$12,000 will be broken down to a local contribution match of \$6,000 over the course of the two years. The rural side will not receive the CCRPC funds, however, the rural side will receive a SOVT planning grant in the amount of \$15,000 for fiscal year 2017. This leaves a gap of \$45,000 for fiscal year 2017 and a \$60,000 gap for fiscal year 2018. Currently, there are enough funds in the unrestricted funds balance that could be used to cover the difference. Ms. Daley explained what the unrestricted fund balance is used for things such as unforeseen catastrophic events. Best practice is to keep 17% in the unrestricted funds balance to ensure at least two months of operational funding is available. Even with the use of \$105,000 in unrestricted funds there will still be roughly 30% available in the funds. This surplus of unrestricted funds is a result of increased efficiency through Medicaid transportation. Mr. Sousa explained that this is a two-part action item and the securement of these funds are needed before any approval for the contract can be voted on.

A motion to approve the usage of the unrestricted rural fund balance in the amount of \$105,000 over fiscal year 2017 and fiscal year 2018 was made by Commissioner Chittenden and seconded by Secretary Barton. All were in favor and the motion was approved.

Following the approval of the funds Mr. Sousa answered more questions regarding the contract. Commissioner Spencer asked that the Board have a chance to review in writing, through a memo, the findings of the contract before voting going forward. Secretary Barton attended the interviews and felt confident leaving the decision up to management to negotiate. Commissioner Dimitruk wanted to confirm the RFP process was followed and Ms Walton assured the Board that Matt Kimball, Purchasing Officer, has all the correct documentation for the RFP process.

A motion to accept the contract with Nelson Nygaard up to \$240,000 over twelve months was made by Commissioner Chittenden and was seconded by Secretary Barton. All were in favor and the motion was approved.

8. Medicaid update (Strategic Goal 1)

Mr. Sousa reviewed the status of the current Medicaid contract. VPTA was selected as the provider and will hold a meeting later this week. At this time Mr. Sousa does not believe it will have an impact on the operations of GMT. Both Ms. Walton and Mr. Sousa have been in constant communication with VPTA but currently do not have any other information to provide at this time.

9. Board Survey Results (Strategic Goal 1)

Chair Kaynor thanked the Board for completing the survey. The questions were consistent with the survey from last year. It has allowed for better comparison from year to year. The majority of the Board was similar in their answer, however, there was one outlier. Chair Kaynor wishes to address those concerns. Leadership Committee was able to review the survey result and adjust the Strategic goals to better reflect the findings of the surveys. After the suggestion by Secretary Barton, Leadership committee will discuss the option of senior staff completing a survey of management's perspective on the Board's effectiveness.

10. 2017 Strategic Goals Final Draft

The Strategic goals were presented to the Board for review. They were based on the brainstorming activities performed at the Annual Board retreat and the committee's input over the last two months. Chair Kaynor explained to the Board that he proposes this document be a living document and that document is updated throughout the year.

A motion to accept the Strategic goals for fiscal year 2017 as a living document was made by Commissioner Buermann and was seconded by Commissioner Chittenden. All were in favor and the Strategic goals for fiscal year 2017 was accepted.

Commissioner Chittenden and Commissioner Spencer exited the meeting at 8:45 AM.

11. GM & Committee Reports

Ms. Walton gave the GM update by starting with the recent success of RouteShout. It has been a smooth execution of the software and the staff is looking forward to the rollout in the rural operations.

The bids for M-Ticketing are in and now they have begun to review the different options. They will continue to narrow it down and will ask that the Board create an Ad Hoc Committee to help with the process.

ADA fixes have begun for the DTC. Mr Carlson will give a final report of the progress will come at next month's Board meeting.

Leadership Committee gave an update on the Board Members and their current standings. Commissioner Parker resigned earlier in the month. Hinesburg officials believe it will be filled by December's Board meeting. Vice Chair Moore addressed the Board and informed them he will need to step down as Vice Chair at next month's meeting. Due to a restriction within his current position he will only be able to stay on as a Commissioner. Those interested in the seat of Vice Chair should contact either Chair Kaynor or any other member of the Leadership Committee by December 15th. This will allow for a January vote.

Strategy Committee has not met since last Board meeting but has a scheduled meeting on December 12th.

Operations Committee has not met since last Board meeting but has a scheduled meeting on November 28th.

Finance Committee will meet again this month for a special meeting to review the budget that was balanced by GMT staff earlier this month.

12. Adjourn

Commissioner Buermann made a motion to adjourn and was seconded by Commissioner Dimitruk. All were in favor and the meeting adjourned at 9 AM.

Respectfully Submitted,

Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document Number	Document Amount	
10/31/2016	V1313	Amey, Wayne	79954	125.00	Shoe Reimbursement
10/31/2016	V1383	Bouvier, Ryan	79955	271.00	FSA Reimbursement
10/31/2016	V41	Bridges, Thomas	79956	50.00	
10/31/2016	V107	Costes, Chris	79957	125.00	Shoe Reimbursement
10/31/2016	V1352	Decatur, Donna Rae	79958	95.23	
10/31/2016	V857	Driver, Sandra	79959	101.87	FSA Reimbursement
10/31/2016	V115	Gallagher, Donna	79960	1604.56	VOID
10/31/2016	V1433	Lamm, Dave	79961	77.00	
10/31/2016	V1311	Maurice, Marc	79962	107.50	Shoe Reimbursement
10/31/2016	V127	Omanovic, Nezim	79963	196.00	Vision Reimbursement
10/31/2016	V147	Sumner, Mary	79964	89.86	
10/31/2016	V410	Vermont Gas Systems, Inc.	80024	661.75	
10/31/2016	V311	Teamsters Local 597	80025	7057.86	Union Dues
10/31/2016	V59	Armstrong, David	EFT000000011382	3998.14	Mileage/FSA/DCAP Reimbursement
10/31/2016	V11	Asper, Sheryl	EFT000000011383	300.00	FSA Reimbursement
10/31/2016	V1182	Charissakis, John	EFT000000011384	69.89	
10/31/2016	V111	Driver, Toney	EFT000000011385	142.00	FSA Reimbursement
10/31/2016	V28	Hewes, Ashley	EFT000000011386	350.00	VOID
10/31/2016	V29	Hirsch, Alain	EFT000000011387	158.96	FSA Reimbursement
10/31/2016	V49	Lyford, Frank	EFT000000011388	89.99	
10/31/2016	V34	Maple, Walter	EFT000000011389	40.00	
10/31/2016	V35	McDonald, Pam	EFT000000011390	40.00	
10/31/2016	V36	McLaughlin, Timothy	EFT000000011391	53.10	
10/31/2016	V38	Moore, Jon	EFT000000011392	192.31	DCAP Reimbursement
10/31/2016	V17	Smith, Jamie L	EFT000000011393	192.31	DCAP Reimbursement
11/4/2016	V415	Amazon	80026	1820.55	Credit Card
11/4/2016	V301	Sovernet	80027	1086.29	Wi-Fi
11/4/2016	V10	Vermont Office of Child Support	EFT000000011394	853.10	
11/4/2016	V215	American Funds	V215 2016 1104	13374.30	Retirement
11/4/2016	V265	ICMA	V265 2016 1104	1136.84	Retirement
11/4/2016	V266	IRS - EFTPS	V266 2016 1104	82574.61	Federal Tax
11/4/2016	V364	Vermont Dept of Taxes	V364 2016 1104	10015.66	State Tax
11/10/2016	V1423	Alling, Andrew	80028	29.16	
11/10/2016	V1025	Alter, Charles	80029	71.28	
11/10/2016	V156	Anthony, Peter	80030	518.40	Volunteer
11/10/2016	V1135	Blanchard, Thomas	80031	139.32	Volunteer
11/10/2016	V1448	Buckley, Barbara	80032	20.00	
11/10/2016	V1436	Cameron, Darwin	80033	95.04	
11/10/2016	V1426	Cameron, Karen	80034	50.76	
11/10/2016	V471	Constantine, Julia	80035	548.10	Volunteer
11/10/2016	V554	Desarno, David	80036	45.36	
11/10/2016	V1048	Eldred, Ruthanne	80037	36.18	
11/10/2016	V1450	English, Leslie	80038	39.42	
11/10/2016	V168	Fay, Carol	80039	9.72	
11/10/2016	V1292	Fleming, Karen	80040	662.58	Volunteer
11/10/2016	V1325	Fonda, Leah	80041	158.40	Volunteer
11/10/2016	V1390	Garrison, Casey	80042	117.00	Volunteer
11/10/2016	V1156	Gove, Gail	80043	179.28	Volunteer
11/10/2016	V175	LeBlanc, Richard	80044	185.22	Volunteer
11/10/2016	V1397	McGinnis, Devan	80045	489.78	Volunteer
11/10/2016	V211	Michaels, Carol	80046	16.20	
11/10/2016	V178	Mulheron, Nelson	80047	274.86	Volunteer
11/10/2016	V585	Nunes, Johenry	80048	21.60	
11/10/2016	V181	Owen, Helen	80049	1843.54	Volunteer
11/10/2016	V922	Waring, Russel	80050	23.76	
11/10/2016	V962	Williams, Kenneth	80051	146.16	Volunteer
11/10/2016	V853	Wilson, Thomas	80052	17.28	
11/10/2016	V944	Woodward, Patricia	80053	537.84	Volunteer
11/10/2016	V59	Armstrong, David	EFT000000011434	135.00	DCAP Reimbursement
11/10/2016	V11	Asper, Sheryl	EFT000000011435	12.00	
11/10/2016	V103	Carlson, Stephen	EFT000000011436	66.80	
11/10/2016	V108	Daley, Michelle	EFT000000011437	229.80	DCAP Reimbursement

11/10/2016 V61	Gaudette, Timothy	EFT000000011438	36.25	
11/10/2016 V29	Hirsch, Alain	EFT000000011439	5.68	
11/10/2016 V34	Maple, Walter	EFT000000011440	54.19	
11/10/2016 V38	Moore, Jon	EFT000000011441	192.31	DCAP Reimbursement
11/10/2016 V137	Plante, Karen	EFT000000011442	62.26	
11/10/2016 V17	Smith, Jamie L	EFT000000011443	54.75	
11/10/2016 V215	American Funds	V215 2016 1110	555.20	
11/10/2016 V265	ICMA	V265 2016 1110	637.72	
11/10/2016 V266	IRS - EFTPS	V266 2016 1110	4933.44	Federal Tax
11/10/2016 V364	Vermont Dept of Taxes	V364 2016 1110	613.00	
11/11/2016 V41	Bridges, Thomas	80135	100.00	Shoe Reimbursement
11/11/2016 V1352	Decatur, Donna Rae	80136	21.82	
11/11/2016 V857	Driver, Sandra	80137	43.17	
11/11/2016 V28	Hewes, Ashley	80138	350.00	Program Research
11/11/2016 V122	Kerrigan, James	80139	592.46	Shoes/FSA Reimbursement
11/11/2016 V1285	Loyer, Chris	80140	47.25	
11/11/2016 V1155	Perkins, Douglas	80141	49.99	
11/11/2016 V100	Raymond, Kerry	80142	9.14	
11/11/2016 V1449	Robinson, Alec	80143	139.00	Shoe Reimbursement
11/11/2016 V1146	Sousa, Mark	80144	389.79	Mileage Reimbursement
11/11/2016 V868	Town, Justin	80145	230.00	Shoe Reimbursement
11/11/2016 V1296	Young, Matthew	80146	19.16	
11/25/2016 V1073	Villanti & Sons, Printers Inc.	80262	2000.00	2 Invoices
11/25/2016 V336	W.B Mason Co., Inc.	80263	240.59	
11/25/2016 V938	Wurth USA Inc.	80264	347.38	
11/25/2016 V153	Alburgh Taxi	EFT000000011445	990.85	Volunteer
11/25/2016 V55	Boudreau, James	EFT000000011446	910.44	Volunteer
11/25/2016 V1007	Bova, Wendy	EFT000000011447	674.46	Volunteer
11/25/2016 V1448	Buckley, Barbara	EFT000000011448	150.66	Volunteer
11/25/2016 V548	Burnor, David	EFT000000011449	690.66	Volunteer
11/25/2016 V1291	Callan, Linda	EFT000000011450	437.40	Volunteer
11/25/2016 V196	Cheney, Lori	EFT000000011451	332.64	Volunteer
11/25/2016 V1377	Cleary, Diane	EFT000000011452	45.36	
11/25/2016 V60	Farr, Delores	EFT000000011453	441.72	Volunteer
11/25/2016 V1160	Fox, Therrien	EFT000000011454	42.84	
11/25/2016 V1434	Giuffre, Martin	EFT000000011455	113.40	Volunteer
11/25/2016 V1097	Graham JR., Lewis	EFT000000011456	40.50	
11/25/2016 V1278	Gray, Richard	EFT000000011457	1399.14	Volunteer
11/25/2016 V1117	Hall, John	EFT000000011458	468.18	Volunteer
11/25/2016 V170	Hertz, Kenneth	EFT000000011459	271.08	Volunteer
11/25/2016 V67	Jewett, Sheryl	EFT000000011460	172.26	Volunteer
11/25/2016 V174	Langlois, Paulette	EFT000000011461	383.40	Volunteer
11/25/2016 V1420	Lawyer, Ronald	EFT000000011462	383.40	Volunteer
11/25/2016 V70	LeClair, Raymond	EFT000000011463	455.76	Volunteer
11/25/2016 V71	Lightholder, Stephen	EFT000000011464	98.28	
11/25/2016 V74	Markham, Laurel	EFT000000011465	217.62	Volunteer
11/25/2016 V75	Martin, Ronald	EFT000000011466	589.14	Volunteer
11/25/2016 V1440	Menard, Leighanne	EFT000000011467	155.52	Volunteer
11/25/2016 V1018	Metivier, Shelli	EFT000000011468	712.80	Volunteer
11/25/2016 V82	Parah, Donna	EFT000000011469	422.82	Volunteer
11/25/2016 V83	Parah, Maurice	EFT000000011470	636.12	Volunteer
11/25/2016 V86	Pike, Gail	EFT000000011471	926.64	Volunteer
11/25/2016 V1371	Riendeau, Donald	EFT000000011472	72.72	
11/25/2016 V771	Sammons, Chandra	EFT000000011473	572.40	Volunteer
11/25/2016 V89	Sayers, Gail	EFT000000011474	661.50	Volunteer
11/25/2016 V1236	Sayers, James	EFT000000011475	133.92	Volunteer
11/25/2016 V1253	Sprano, Sheila	EFT000000011476	158.76	Volunteer
11/25/2016 V1414	Thompson, Jennie	EFT000000011477	745.20	Volunteer
11/25/2016 V93	Timm, Marta	EFT000000011478	572.94	Volunteer
11/25/2016 V522	Turcotte, S Jeanette	EFT000000011479	105.84	Volunteer
11/25/2016 V397	White, Brian	EFT000000011480	729.54	Volunteer
11/25/2016 V97	Yandow, Dennis	EFT000000011481	474.12	Volunteer
11/25/2016 V1197	Young, Sylvia	EFT000000011482	86.40	

11/25/2016 V59	Armstrong, David	EFT000000011483	135.00	DCAP Reimbursement
11/25/2016 V1182	Charissakis, John	EFT000000011484	59.19	
11/25/2016 V34	Maple, Walter	EFT000000011485	65.00	
11/25/2016 V1332	McCarty, William	EFT000000011486	45.36	
11/25/2016 V35	McDonald, Pam	EFT000000011487	80.00	
11/25/2016 V38	Moore, Jon	EFT000000011488	192.31	DCAP Reimbursement
11/25/2016 V17	Smith, Jamie L	EFT000000011489	225.00	FSA Reimbursement

To: CCTA Board of Commissioners
From: Michelle Daley, Director of Finance and Jordan Nellé, Controller
Cc: Karen Walton, General Manager
Date: December 15, 2016
RE: Financial Monthly Report



A draft of the audit report has been received and reviewed. Necessary changes to the financial reports and the notes to the financial statements have been given to the auditors. We expect to see a corrected draft in the next week that will be approved and used to calculate GMT's FY18 indirect cost rate, which needs to be submitted to the FTA for approval by December 31st. Our approved indirect cost rate for FY17 is 9.55%. For comparison, in FY16 the rate was 9.29%.

We have wrapped up the final review of the FY17 State Grant midyear amendment and are expecting to have the final copy soon. Staff has completed the first quarter billing for Urban CMAQ and PM and we are calculating the first quarter 5307 drawdown. State and Federal Capital expenses have been invoiced to the State and the Federal portion has been drawn down through October 31, 2016.

Staff has submitted data for the National Transit Database (NTD) report and the semiannual Disadvantaged Business Enterprise (DBE) report. Additionally staff has been reviewing proposals for the mobile ticketing project, reviewing materials for the Comprehensive Service Analysis procurement to determine a final recommendation for award, working with the Maintenance Department on the transfer of new vehicles to lessees and preparing the order for new Paratransit vehicles. A bi-annual assessment of our Fixed Asset Inventory is also being completed based on FTA requirements.

The urban operating budget is adjusted at the end of each month to reflect a net of zero, which is due to one of our federal operating grants which, at best, allow us to breakeven. The rural operating budget does not have a similar grant, and since the rural grants are prepaid, each month we recognize the revenue as it is earned based on the earnings percentages from the previous year, "catching up" when the actual billing is reported.

We continue to benchmark how well we are following our budget by calculating the percentage of the budget that we'd expect to be earned/spent if all revenues and expenses were spent/earned equally over twelve months, therefore we would expect to see budgets at 33% for the Fiscal Year to date, October 31, 2016.

Sale of equipment revenue on the urban side is well over the anticipated budget for the year. GMT has disposed of two service vehicles so far in FY17. One of the bids came in much higher than anticipated and higher than any of the other bids on that vehicle.

For the operating expenses, most of the variances are timing issues since expenses are not evenly spent throughout the year. The benchmark of 33% assumes that expenses will be spent evenly over the course of twelve months therefor we can only use this as a tool to evaluate any particular line item.

Upon review of the attached financial statements, the only expense categories that are wildly out of line with our benchmark assumption that appear to need further explanation are Dues and Subscriptions, Travel and Meetings and Debt Service, which were discussed last month. In addition to this, Audit Fees appear to be high, but this is entirely due to the timing of the audit and when our auditor bills. These expenses will not be as high in the second half of the year and this line item will fall back in line with the benchmark.

Chittenden County Transportation Authority
Statement of Net Assets
As of 10/31/2016

11

	As Of 2016	As Of 2015
ASSETS		
Current Assets:		
Cash and Investments	3,224,765.96	3,032,186.12
Receivables:		
Grant	3,879,612.28	3,645,692.18
Other	2,531,894.78	2,757,996.55
Deferred Cost Pool	(91,657.88)	21,321.89
Inventories	638,917.83	669,931.38
Prepaid Expenses	438,680.38	345,125.02
Total Current Assets	<u>10,622,213.35</u>	<u>10,472,253.14</u>
Noncurrent Assets:		
Land, Structures And		
Equipment - net of accumulated depreciation	<u>28,748,311.91</u>	<u>25,033,173.17</u>
TOTAL ASSETS	<u><u>39,370,525.26</u></u>	<u><u>35,505,426.31</u></u>
LIABILITIES AND FUND EQUITY		
Current Liabilities:		
Accounts Payable	488,560.41	953,358.19
Accrued Payroll Expenses	335,499.91	286,398.35
Other Accrued Expenses	122,076.21	121,642.13
Deferred Revenue	5,832,070.84	5,416,533.84
Total Current Liabilities	<u>6,778,207.37</u>	<u>6,777,932.51</u>
Long-Term Liabilities:		
Accrued Compensated Absences	705,803.21	600,532.64
Retirement Benefits Accrued		6,359.87
Total Long-Term Liabilities	<u>705,803.21</u>	<u>606,892.51</u>
Total Liabilities	<u>7,484,010.58</u>	<u>7,384,825.02</u>
Fund Equity:		
Invested in capital assets, net of related debt	29,537,091.88	22,520,044.34
Restricted	1,484,414.58	1,979,110.43
Unrestricted	1,999,581.05	4,804,684.08
Current Year Change in Net Assets	(1,134,572.83)	(1,183,237.56)
Total Fund Equity	<u>31,886,514.68</u>	<u>28,120,601.29</u>
TOTAL LIABILITIES AND FUND EQUITY	<u><u>39,370,525.26</u></u>	<u><u>35,505,426.31</u></u>

Chittenden County Transportation Authority
and CCTA dba Green Mountain Transit
Urban Rural Budget Vs. Actuals
For the Four Months Ending Monday, October 31, 2016

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	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY17#2			Budget Variance			
REVENUES										
FEDERAL, STATE AND LOCAL REVENUE										
Municipal Member Assessments	727,393.40	0.00	\$727,393.40	2,182,180.00	0.00	\$2,182,180.00	33.33%	0.00%	33.33%	\$709,364.96
Municipal Paratransit Assessments	230,410.36	0.00	230,410.36	691,229.00	0.00	691,229.00	33.33%	0.00%	33.33%	226,249.32
Local Operating Assistance	35,599.68	76,117.28	111,716.96	74,799.00	408,038.00	482,837.00	47.59%	18.65%	23.14%	93,270.46
Federal Urban Formula Grant	1,057,895.82	0.00	1,057,895.82	2,565,822.00	0.00	2,565,822.00	41.23%	0.00%	41.23%	932,252.54
Federal Rural Operating Grant	0.00	358,620.00	358,620.00	0.00	1,326,000.00	1,326,000.00	0.00%	27.05%	27.05%	304,500.00
State Regular Subsidy Operating Grant	779,060.00	243,000.00	1,022,060.00	2,337,179.00	900,000.00	3,237,179.00	33.33%	27.00%	31.57%	902,428.00
E&D Grants and Local Match	0.00	6,453.31	6,453.31	0.00	1,237,022.00	1,237,022.00	0.00%	0.52%	0.52%	277,414.15
Other State Grants	29,099.63	47.75	29,147.38	89,050.00	18,000.00	107,050.00	32.68%	0.27%	27.23%	32,513.18
Other Federal Grants	749,630.63	105,680.38	855,311.01	2,629,330.00	389,994.00	3,019,324.00	28.51%	27.10%	28.33%	937,185.16
Capital Reserve Revenue	0.00	0.00	0.00	310,671.00	0.00	310,671.00	0.00%	0.00%	0.00%	0.00
Total Federal, State and Local Revenues	3,609,089.52	789,918.72	4,399,008.24	10,880,260.00	4,279,054.00	15,159,314.00	33.17%	18.46%	29.02%	4,415,177.77
OPERATING REVENUE										
Passenger Revenue	738,239.32	40,538.40	778,777.72	2,632,049.00	178,352.00	2,810,401.00	28.05%	22.73%	27.71%	898,383.02
Paratransit Passenger Fares	33,452.50	0.00	33,452.50	115,000.00	0.00	115,000.00	29.09%	0.00%	29.09%	39,094.75
Advertising Revenue	48,649.00	10,750.00	59,399.00	200,000.00	50,000.00	250,000.00	24.32%	21.50%	23.76%	51,781.60
Planning Revenue	102,174.90	0.00	102,174.90	362,106.00	0.00	362,106.00	28.22%	0.00%	28.22%	95,839.18
Interest Earnings	744.70	1,035.76	1,780.46	1,600.00	4,000.00	5,600.00	46.54%	25.89%	31.79%	1,960.81
Miscellaneous Revenue	4,909.93	38.00	4,947.93	19,000.00	0.00	19,000.00	25.84%	0.00%	26.04%	5,586.32
Sales Of Equipment	5,778.00	0.00	5,778.00	5,000.00	3,000.00	8,000.00	115.56%	0.00%	72.23%	6,703.00
Medicaid Purchase Of Svc	0.00	270,154.48	270,154.48	0.00	1,827,061.00	1,827,061.00	0.00%	14.79%	14.79%	593,552.72
Purchase of Service	18,527.60	62,980.90	81,508.50	43,844.00	209,000.00	252,844.00	42.26%	30.13%	32.24%	103,317.02
Warranty Revenue	1,911.39	0.00	1,911.39	2,500.00	11,000.00	13,500.00	76.46%	0.00%	14.16%	4,458.86
Operating Revenue	954,387.34	385,497.54	1,339,884.88	3,381,099.00	2,282,413.00	5,663,512.00	28.23%	16.89%	23.66%	1,800,677.28
Total Revenue	4,563,476.86	1,175,416.26	5,738,893.12	14,261,359.00	6,561,467.00	20,822,826.00	32.00%	17.91%	27.56%	6,215,855.05
EXPENSES										
SALARIES AND WAGES										
Other Wages	611,457.36	273,320.56	884,777.92	1,731,101.00	917,119.00	2,648,220.00	35.32%	29.80%	33.41%	788,464.98
Driver/Operator Wages	1,313,664.63	410,636.35	1,724,300.98	4,109,898.00	1,354,162.00	5,464,060.00	31.96%	30.32%	31.56%	1,864,906.84
Vehicle Repair Wages	302,245.85	40,156.67	342,402.52	918,692.00	130,171.00	1,048,863.00	32.90%	30.85%	32.65%	352,247.17
Salaries and Wages	2,227,367.84	724,113.58	2,951,481.42	6,759,691.00	2,401,452.00	9,161,143.00	32.95%	30.15%	32.22%	3,005,618.99
PERSONNEL TAXES AND BENEFITS										
Payroll Taxes (FICA/MC)	170,272.24	55,623.20	225,895.44	517,116.00	183,711.00	700,827.00	32.93%	30.28%	32.23%	218,871.83
Unemployment Tax Exp	4,940.49	14,706.75	19,647.24	33,336.00	57,000.00	90,336.00	14.82%	25.80%	21.75%	7,689.71
Medical Insurance/HRA	485,618.27	171,349.51	656,967.78	1,430,436.00	516,762.00	1,947,198.00	33.95%	33.16%	33.74%	635,705.64
Pension Plan Expenses	94,373.44	18,665.28	113,038.72	274,714.00	72,044.00	346,758.00	34.35%	25.91%	32.60%	108,986.36
Other Employee Benefits	103,830.15	45,141.26	148,971.41	302,925.00	114,256.00	417,181.00	34.28%	39.51%	35.71%	129,103.75
Personnel Taxes and Benefits	859,034.59	305,486.00	1,164,520.59	2,558,527.00	943,773.00	3,502,300.00	33.58%	32.37%	33.25%	1,100,357.29
GENERAL AND ADMIN EXPENSES										
Admin Supplies and Expenses	11,609.21	3,590.76	15,199.97	42,240.00	16,800.00	59,040.00	27.48%	21.37%	25.75%	21,857.91
Recruiting Expenses	2,298.75	4,131.87	6,430.62	18,400.00	8,500.00	26,900.00	12.49%	48.61%	23.91%	7,271.48
Dues and Subscriptions	22,067.41	371.25	22,438.66	27,788.00	8,928.00	36,716.00	79.41%	4.16%	61.11%	24,770.37
Travel and Meetings	7,495.03	1,704.21	9,199.24	3,500.00	3,500.00	7,000.00	214.14%	48.69%	131.42%	882.64
Communications	16,002.66	10,097.48	26,100.14	44,721.00	29,868.00	74,589.00	35.78%	33.81%	34.99%	20,872.55
Computer Service Exp	13,452.43	8,649.44	22,101.87	58,552.00	18,592.00	77,144.00	22.98%	46.52%	28.65%	57,851.13
Legal Fees	206.18	0.00	206.18	20,000.00	3,000.00	23,000.00	1.03%	0.00%	0.90%	9,352.79
Insurance	306,566.16	121,160.90	427,727.06	1,020,937.00	426,471.00	1,447,408.00	30.03%	28.41%	29.55%	340,482.59
Audit Fees	9,380.00	4,020.00	13,400.00	17,850.00	7,650.00	25,500.00	52.55%	52.55%	52.55%	14,000.00
Consulting Fees	350.00	0.00	350.00	3,000.00	3,000.00	6,000.00	11.67%	0.00%	5.83%	0.00
General and Admin Expenses	389,427.83	153,725.91	543,153.74	1,256,988.00	526,309.00	1,783,297.00	30.98%	29.21%	30.46%	497,341.46

Chittenden County Transportation Authority
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Urban Rural Budget Vs. Actuals
For the Four Months Ending Monday, October 31, 2016

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	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY17#2			Budget Variance			
<u>OPERATIONS EXPENSES</u>										
Background Checks	409.50	2,770.80	3,180.30	1,900.00	8,325.00	10,225.00	21.55%	33.28%	31.10%	3,220.69
Drug & Alcohol Testing	4,877.80	1,443.50	6,321.30	13,755.00	7,898.00	21,653.00	35.46%	18.28%	29.19%	6,298.60
DOT Testing	1,481.53	1,920.00	3,401.53	5,850.00	5,120.00	10,970.00	25.33%	37.50%	31.01%	2,312.00
Employment Recruitment Program	400.00	0.00	400.00	2,000.00	2,000.00	4,000.00	20.00%	0.00%	10.00%	200.00
Driver's Uniforms	5,520.02	4,420.49	9,940.51	58,960.00	37,206.00	96,166.00	9.36%	11.88%	10.34%	18,668.54
Safety Expense	0.00	0.00	0.00	4,900.00	3,700.00	8,600.00	0.00%	0.00%	0.00%	405.36
Misc. Operating Exp	1,031.68	259.25	1,290.93	6,775.00	2,675.00	9,450.00	15.23%	9.69%	13.66%	5,600.70
Operations Expenses	13,720.53	10,814.04	24,534.57	94,140.00	66,924.00	161,064.00	14.57%	16.16%	15.23%	36,705.89
<u>PLANNING EXPENSES</u>										
Other Planning Expenses	0.00	158.00	158.00	0.00	25,000.00	25,000.00	0.00%	0.63%	0.63%	301.00
MPO Planning Expenses	1,667.00	0.00	1,667.00	100,000.00	0.00	100,000.00	1.67%	0.00%	1.67%	2,968.00
Planning Expenses	1,667.00	158.00	1,825.00	100,000.00	25,000.00	125,000.00	1.67%	0.63%	1.46%	3,269.00
<u>VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)</u>										
Parts Expense - Non-Revenue Vehicles	0.00	0.00	0.00	11,000.00	9,500.00	20,500.00	0.00%	0.00%	0.00%	97.00
Parts Expense - Revenue Vehicles	177,903.10	89,043.98	266,947.08	424,064.00	185,844.00	609,908.00	41.95%	47.91%	43.77%	199,237.52
Tires	29,432.53	8,978.85	38,411.38	76,646.00	39,718.00	116,364.00	38.40%	22.61%	33.01%	41,909.16
Facility Maintenance	25,577.06	33,101.12	58,678.18	114,500.00	50,350.00	164,850.00	22.34%	65.74%	35.59%	48,079.72
Passenger Facility Expenses	10,169.28	0.00	10,169.28	50,988.00	2,000.00	52,988.00	19.94%	0.00%	19.19%	11,941.44
Cleaning Expense	2,666.66	3,832.92	6,499.58	13,100.00	15,137.00	28,237.00	20.36%	25.32%	23.02%	11,700.61
Repeater Fees	6,930.00	5,400.00	12,330.00	20,736.00	15,552.00	36,288.00	33.42%	34.72%	33.98%	11,736.00
Light, Heat and Water	32,036.71	6,064.65	38,101.36	115,000.00	55,000.00	170,000.00	27.86%	11.03%	22.41%	37,318.06
Fuel - Vehicles	221,198.16	62,080.36	283,278.52	803,414.00	399,636.00	1,203,050.00	27.53%	15.53%	23.55%	356,386.68
Maintenance Tools/Supplies/Uniforms	33,080.09	1,878.66	34,958.75	61,283.00	12,600.00	73,883.00	53.98%	14.91%	47.32%	33,901.72
Misc Maint Expenses and fees	1,999.00	0.00	1,999.00	3,876.00	3,500.00	7,376.00	51.57%	0.00%	27.10%	4,669.30
Vehicle/Building Maintenance Exp	540,992.59	210,380.54	751,373.13	1,694,607.00	788,837.00	2,483,444.00	31.92%	26.67%	30.26%	756,977.21
<u>CONTRACTOR EXPENSES</u>										
ADA/SSTA Paratransit	377,317.04	0.00	377,317.04	1,312,021.00	0.00	1,312,021.00	28.76%	0.00%	28.76%	446,046.93
Partner Local Share	0.00	0.00	0.00	19,833.00	0.00	19,833.00	0.00%	0.00%	0.00%	0.00
Functional Assessment Costs	3,487.06	0.00	3,487.06	25,000.00	0.00	25,000.00	13.95%	0.00%	13.95%	12,625.17
Volunteer Drivers	0.00	209,237.90	209,237.90	0.00	621,500.00	621,500.00	0.00%	33.67%	33.67%	236,931.55
Other Transportation (incl Cabs)	4,515.00	129,499.52	134,014.52	21,331.00	735,150.00	756,481.00	21.17%	17.62%	17.72%	130,485.99
Contractor Expenses	385,319.10	338,737.42	724,056.52	1,378,185.00	1,356,650.00	2,734,835.00	27.96%	24.97%	26.48%	826,089.64
<u>MARKETING EXPENSE</u>										
Bus Tickets/Fare Media	5,952.27	(413.34)	5,538.93	20,000.00	2,400.00	22,400.00	29.76%	-17.22%	24.73%	9,094.93
Marketing Expense	16,526.05	12,417.04	28,943.09	52,000.00	40,840.00	92,840.00	31.78%	30.40%	31.18%	28,757.35
Public Information	14,090.21	7,343.69	21,433.90	40,000.00	32,000.00	72,000.00	35.23%	22.95%	29.77%	13,246.08
Marketing Expense	36,568.53	19,347.39	55,915.92	112,000.00	75,240.00	187,240.00	32.65%	25.71%	29.86%	51,098.36
<u>OTHER EXPENSES</u>										
Allowance for Doubtful Accounts	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	530.00
Debt Service/Capital Reserve	46,442.51	0.00	46,442.51	50,000.00	0.00	50,000.00	92.89%	0.00%	92.89%	46,442.51
Capital Match	202,406.67	9,094.00	211,500.67	607,220.00	27,282.00	634,502.00	33.33%	33.33%	33.33%	93,396.67
Other Expenses	248,849.18	9,094.00	257,943.18	657,220.00	27,282.00	684,502.00	37.86%	33.33%	37.68%	140,369.18
TOTAL EXPENSES	4,702,947.19	1,771,856.88	6,474,804.07	14,611,358.00	6,211,467.00	20,822,825.00	32.19%	28.53%	31.09%	6,417,827.02
Current Year Deferred Costs	27,806.43	0.00	27,806.43	0.00	0.00	0.00	0.00%	0.00%	0.00%	66,757.82
ALLOCATIONS BETWEEN PROGRAMS	111,663.90	(111,663.90)	0.00	350,000.00	(350,000.00)	0.00	31.90%	31.90%	0.00%	0.00
Balance Of Operating Budget	0.00	(708,104.52)	(708,104.52)	1.00	0.00	1.00				(135,214.15)

Chittenden County Transportation Authority
and CCTA dba Green Mountain Transit
Urban Rural Budget Vs. Actuals
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	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY17#2			Budget Variance			
Capital Revenue										
Federal Revenue	547,976.00	39,396.28	587,372.28	0.00	0.00	0.00	0.00%	0.00%	0.00%	132,033.61
State Revenue	8,517.82	5,009.38	13,527.20	0.00	0.00	0.00	0.00%	0.00%	0.00%	88,331.58
Paratransit Lease Revenue	3,048.00	0.00	3,048.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	12,862.94
Local Match Revenue	202,406.67	9,094.00	211,500.67	0.00	0.00	0.00	0.00%	0.00%	0.00%	93,396.67
Total Capital Revenue	761,948.49	53,499.66	815,448.15	0.00	0.00	0.00	0.00%	0.00%	0.00%	326,624.80
Capital Expenses										
Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	128,629.56
Maintenance Parts and Equipment	65,806.80	463.52	66,270.32	0.00	0.00	0.00	0.00%	0.00%	0.00%	162,493.61
Passenger Amenities	82,910.15	4,713.38	87,623.53	0.00	0.00	0.00	0.00%	0.00%	0.00%	25,806.54
Facility Repairs and Improvements	258,278.00	44,531.97	302,809.97	0.00	0.00	0.00	0.00%	0.00%	0.00%	992,303.54
Total Capital Expenses	406,994.95	49,708.87	456,703.82	0.00	0.00	0.00	0.00%	0.00%	0.00%	1,309,233.25
Balance of Capital Budget	354,953.54	3,790.79	358,744.33	0.00	0.00	0.00	0.00%	0.00%	0.00%	(982,608.45)
1 Industrial Activity										
Rental Income	5,075.00	0.00	5,075.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	36,800.00
Utilities	(1,507.67)	0.00	(1,507.67)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(537.11)
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	(1,719.50)
Facility Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	(240.00)
Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	(14,545.56)
Total 1 Industrial Activity	3,567.33	0.00	3,567.33	0.00	0.00	0.00	0.00%	0.00%	0.00%	19,757.83
Transfer of Purchases to Fixed Assets	276,223.65	37,778.36	314,002.01	0.00	0.00	0.00	0.00%	0.00%	0.00%	1,102,660.03
Depreciation Expense	(798,731.54)	(304,050.44)	(1,102,781.98)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(1,187,832.82)
Subtotal	(522,507.89)	(266,272.08)	(788,779.97)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(85,172.79)
Current Change in Net Assets	(163,987.02)	(970,585.81)	(1,134,572.83)	1.00	0.00	1.00				(1,183,237.56)

To: Chapin Kaynor, Board Chair and GMT Board of Commissioners

From: Bill McCarty, Director of Maintenance

RE: Green Mountain Transit Maintenance Report

Date: December 20, 2016

- Burlington location provided 176.5 hours in Rural maintenance services for the month of November
- November Rural Preventative Maintenance B brake inspection performance: 15 were done, for a 47% ontime completion rate; Urban Preventative Maintenance B brake inspection performance: 51 were done, for a 98% ontime completion rate.
- November Rural Preventive Maintenance C inspection performance: 20 were done, for a 75% ontime completion rate; Urban Preventive Maintenance C inspection performance: 23 were done, for an ontime completion rate of 96% ontime completion rate.
- November Rural Preventive Maintenance D inspection performance: 9 were done, for a 78% ontime completion rate; Urban Preventive Maintenance D inspection performance: 4 were done, for an ontime completion rate of 100% ontime completion rate.
- One of the Berlin facility vehicle lifts was taken out of service; it was already scheduled for replacement in this year's capital budget. This project will be performed in conjunction with the Berlin facility remodel.
- There were no preventable or non-preventable accidents for the month of November.

ROAD CALLS		URBAN		RURAL	
TYPE	MAJOR	OTHER		MAJOR	OTHER
TRANSIT	9	13		1	0
LINK	0	2			
TOTAL	9	15		1	0

Date: December 20th, 2016
 To: Board Chair Chapin Kaynor and the GMT Board of Commissioners
 From: Jon Moore, Director of Operations
 Re: GMT Urban Operations Report

- A representative from CSched was on-site the week of December 5th to provide assistance and training as Urban Operations implements a newer version of HASTUS driver scheduling software.

CSched provides HASTUS sub-licensing to smaller transit agencies and customizes the software functions based on agency needs. While on site CSched provided training of the new software features, cleaned up old data and set new rules and parameters for improved optimization features for automated schedule and roster creation.

The first Scheduling Committee for the February bid will be held on Wednesday December 21st and schedules from the newer version of the software will be presented. The hope is that through increased scheduling efficiencies cost savings will be realized while drivers see improved shifts and bids. The February bid will take effect on Monday February 27th.

- GMT will be providing five buses for the annual Senator Sanders Holiday Dinner at the Hilton Hotel on Sunday December 18th. The buses provide free service to and from local senior housing complexes to the holiday dinner.
- GMT will also be providing free shuttle service for Burlington's First Night Celebration on New Year's Eve between UVM's Patrick Gym and the Waterfront. Buses will operate every 15 minutes from 10 AM until after the midnight firework display.
- The Burlington garage has two full time drivers in revenue training and we continue to actively recruit for new drivers to ensure that we are fully staffed.
- Hunter Eddy, an urban Operations Supervisor, attended and completed the Transit Supervisor Certification training through the Transportation Safety Institute (TSI) in conjunction with the US Department of Transportation. Mev Bahunjic will be attending the same training in January and the goal is to have all urban supervisors complete the certification within the next calendar year.



DATE: December 14, 2016

TO: GMT Board of Directors

FROM: Donna Rae Decatur, Director of Rural Operations

RE: GMT Rural November 2016 Operations Report

GMTA Franklin Grand Isle

- FGI has now achieved 59 days accident free. Even with all the bad weather over the last few weeks, the only accident was caused by ice and other vehicles/drivers.
- The new Operations Supervisor Rich Gorton will be completing his primary training the end of this week. He is being welcomed with open arms by our Drivers. He is already making an impact and he learns fast!
- The Shopping Shuttle is being revised. There was a public hearing on November 10 but no one from the public attended. Planning will be bringing this revision to the Board meeting for approval.
- The ability to park six buses inside every night has been well managed. The Drivers all assist with getting the right buses parked in appropriate slots so the morning pull out is smooth. It's nice for them to get in a warm bus at 4:30 or 5:00am!
- Met with BAART's new Regional Director and the BAART Newport clinic's manager on November 9. They are very supportive of our transportation services and have assisted with some of the behavior issues that have arisen. They will be keeping us posted on the forthcoming opening of the St. Albans clinic. Right now the earliest date will be some time in February as they are going through hearings with St. Albans City and St. Albans Town. There is a public hearing on December 15 in St. Albans.

GMTA Berlin / Sugarbush / Stowe

- Berlin and Stowe have now achieved 33 days accident free. Bad weather has not led to any of our drivers being involved in at-fault accidents.
- Stowe Mountain Road service is now at full-season. The occupancy reports I am receiving from the Stowe Area Association show a definite up-tick compared to last season's booking levels. We will begin operating the 35' Gilligs next week (starting Thursday, December 22). We still need 2 full-time Drivers.
- We are still hiring part-time Drivers for Berlin. With the start-up of the Mountain services, we are short-staffed.
- Mad River TAC meeting in November was attended by Planning and Marketing.

FY17 Monthly Performance Report

CCTA - November 2016

	November-to-November Comparison			Year-to-Date Comparison		
Category/Measure	FY 2017	FY 2016	% Change	FY 2017	FY 2016	% Change
SERVICE PROVIDED						
Local Bus Trips	8,291	8,145	2%	43,311	43,844	-1%
Local Commuter Bus Trips	252	240	5%	1,272	1,284	-1%
LINK Bus Trips (incl. GMTA)	399	380	5%	2,142	2,033	5%
Total Bus Trips	8,942	8,765	2%	46,725	47,161	-1%
MEASURES OF EFFECTIVENESS						
Ridership						
Local Boardings	177,992	192,140	-7%	914,035	999,642	-9%
Local Commuter Boardings	2,521	2,797	-10%	12,434	13,939	-11%
LINK Boardings (incl. GMTA)	12,931	12,550	3%	63,748	67,060	-5%
Total Transit Boardings	193,444	207,487	-7%	990,217	1,080,641	-8%
Total ADA Boardings	3,382	3,936	-14%	17,918	21,473	-17%
College Street Shuttle Boardings	8,999	12,411	-27%	78,302	85,472	-8%
Wheelchair Boardings	2,300	2,491	-8%	12,594	12,155	4%
Unlimited Access		40,926	-100%	153,180	212,814	-28%
Bicycle Boardings	2,190	2,619	-16%	16,952	18,927	-10%

Date: December 20, 2016

To: Board Chair Chapin Kaynor and the GMT Board of Commissioners

From: David Armstrong, Planning Manager

Re: Planning Report

Urban Planning:

- **Ridership:** Urban ridership continues to lag behind FY16 YTD. The largest losses are to the #1 Williston/Walmart (-9%) and the #2 Essex Junction (-6%). Combined, these two routes account for 33% of the system's YTD ridership loss (-8.4%). The #6 Shelburne Rd (-9%) and #7 North Ave (-6%) then account for another 18% of the system's YTD losses. While the local commuters and link routes are also down, these local route losses account for more than 90% of the urban system's losses. Staff continues to work on small improvements to these routes, and is looking forward to the CSA and its findings.
- **GMT System Redesign RFP:** As alluded to in November, Nelson Nygaard has been selected to complete the Comprehensive Service Analysis (CSA). Work is tentatively scheduled to begin on January 11, 2017.
- **Route updates:** Staff continues to work on "smaller" route changes and tweaks, including potential changes to the Montpelier Link. While timepoint changes do not typically call for a public hearing per se, staff will hold informational meetings in Montpelier and Burlington to present and discuss potential changes: These could include eliminating the "looping" of Montpelier between 5:15 and 5:30 PM, providing more sensible Montpelier departure spacing (~4:00, ~4:30, ~5:15, ~6:00 PM trips), and a potentially more user friendly Waterbury Link trip. This is still in the conceptual phase, but could potentially be implemented in February with new bus map & guides. Planning has attached a Milton Commuter memo outlining rationale for eliminating service to Husky in Milton. As alluded to in November, staff will present proposed changes to the UMall/Airport route to the Board at the January meeting, (seeking approval to eliminate five of eight trips between the UMall and DTC, as these timepoints mirror current Williston trips (duplicate service)).

Staff has been meeting with Selectboards and/or officials of Jericho, Underhill and Cambridge to discuss the future local funding, by these towns, of the Jeffersonville Commuter. As 100% funding for the route expired in October 2016, these towns will be expected to fund the 20% local match for operating the route in the future. GMT and the towns are planning an extensive marketing push in the next few months in preparation for Town Meeting Day 2017.

Community and/or RPC Involvement:

- VT AoT On-Road Bike Plan
- ADA Committee
- VT AoT Rail Feasibility Study

Rural Planning:

- **Ridership:** Rural ridership is down 10% YTD. The #81 Barre Hospital Hill route accounts for 35% of the system's losses, and the next largest loss is to the #100 Route 100 Commuter, (13% of system losses). The BHH ridership is being examined closely during the month of December for any abnormalities, and may be discussed in January's planning report.

- **GMT System Redesign RFP:** The system redesign will examine Rural routes as well as Urban, (see above).
- **Route updates:** Staff seeks Board approval to make service changes to the FGI Price Chopper Shopping Shuttle, and has attached a memo outlining that proposal. Seasonal routes have begun operating: Sugarbush is well-staffed, though some trips have been cancelled on the Stowe Mountain Road Shuttle for lack of drivers. Stowe Mountain Resort has been kept apprised of these cancellations, and the GMT website has been displaying this information as it presents itself.

Community Involvement:

- Mad River Valley TAC
- BAART St Albans

To: Chapin Kaynor, Board Chair, and CCTA Board of Commissioners

From: Trish Redalieu, Director of Administrative and Support Services

RE: Marketing, IT Support, Administrative Support, and HR

Date: December 20, 2016

Human Resources

The open enrollment for the health insurance is complete. Drivers in the urban area received de-escalation training in November. We are planning to conduct the same training in 2017. The training was conducted by Lt Brian Miller of the VSP, retired. We have recruited an Operations Supervisor in St Albans, a new CSR for the DTC, 1 FT driver in Burlington, and 1 PT driver in Berlin.

Marketing

GMT and Dealer.com (DDC) are partnering on a special media release highlighting the success of the DDC Employee Bus Pass Program. As of October 31, DDC employees have taken over 17,000 rides in 2016, practically twice as many rides as last year. The media piece will release before the end of December and will include social media video interviews. To date, Jamie has interviewed 8 individuals from DDC and have heard lots of interesting stories, and the common theme among them is the positive impact that public transportation has made!

Five new bus wraps have been installed for Jay Peak for the months of December and January. Keep an eye out for them, they're hard to miss.

The annual report is being finalized and will be released to member towns this week for inclusion in the individual towns' annual reports.

Marketing for the Mad River Valley is in full swing. A press release was issued December 6th, in partnership with MRV Planning District. We've promoted the service via social media, and have continued outreach to local businesses and area schools to promote the Snow Cap pass.

GMT partnered with the following organizations to promote Small Business Saturday and fare-free service on November 26th: Church St Marketplace, Franklin County Chamber of Commerce, Central VT Chamber of Commerce, LCRCC, BBA, City of South Burlington, BT, and BTC. We promoted "Free Ride Day" on our website calendar, Facebook, Stowe Reporter Calendar and Front Porch Forum Calendar, among other digital platforms.

A press release issued on November 21st on Small Business Saturday received a lot of great press: Williston Observer, My Champlain Valley, VPR, and VT Digger.

MY NBC5 did a great piece on the new DTC Driver breakroom.

Date: December 13, 2016
 To: Board Chair Chapin Kaynor and GMT Board of Commissioners
 From: Stephen Carlson, Project Development Manager
 Re: November Project Development/Management Report

Passenger Shelters:

Urban:

Solar Shelter Lighting: Lighting systems from five manufacturers have been evaluated for ease of installation, ability to meet our performance specifications, durability and other essential characteristics. As a result of that review, we have selected Enseicom as the preferred supplier. Over the past few years CCTA has installed solar lighting in approximately 45 bus passenger shelters. Solar lighting will be installed in additional passenger shelters beginning this winter/spring, including Circ. Alternative Shelters.

Maple Street Shelter: In 2007, CCTA installed a shelter in the public ROW along Maple Street adjacent to the property at 216 South Willard (side of property fronts on Maple). About a year ago, the property owner indicated she wanted to develop the back half of her property and asked the City to have the shelter removed as it was blocking access to where she wanted to install a new driveway. DPW asked that we remove that shelter, which was done in November of 2015. Having removed the shelter a year ago, it appears that the redevelopment work proposed by the adjacent property owner has not moved forward. Working with DPW, a new location was identified further west on Maple Street and an Encumbrance Permit was obtained from the City Council. A new shelter pad was poured and we were ready to replace the shelter when the same homeowner raised new objections. The City Engineer has now asked that we hold off relocating the shelter from Pearl Street to Maple Street until this is resolved.

North Avenue Shelter Pad: The shelter pad has been completed and the shelter relocated from north of Northgate Road to the new location.

Rural FY14/15:

As time and resources permit, we will install solar lighting at both the Plainfield and the Marshfield shelters. A shelter is also being considered for the Walmart in St. Albans, however, discussions with Walmart are moving very slowly. Approval has already been received from the property developer, JL Davis Realty. Once approval is received from Walmart, it is likely that we will have to get approval from the Town of St. Albans and from the Act 250 Commission, further extending the process.

Downtown Transit Center:

Since the Grand Opening, we have been working with PC Construction to complete a number of follow up issues, including: a sub-floor waste line; two leaks in the canopy roof; door hardware problems; and other minor start-up issues. The most significant of these issues is a dip in the sub-floor waste line. That repair will necessitate opening the concrete floor, replacing the damaged pipe, and then restoring the floor and finishes. That work is expected to proceed shortly. Bus operations continue to work well with both our customers and drivers enjoying this new facility, especially on cold days.

GMTA Rehabilitation of three-bay storage garage:

Currently, it appears that VTrans will provide additional funding and manage the upgrade project on its own.

Call Center (1 Industrial Parkway) and Dispatch Center (15 Industrial Parkway):

An Invitation for Bids (IFB) was issued on September 22 and a pre-bid meeting took place on September 30. Bids were received on October 21st. We are now working with the low bidder to move the project forward.

Decommissioning of Cherry Street Terminal:

Work has begun for the decommissioning of the former Cherry Street Terminal. Some work, however, has already been completed: benches have been removed and water lines have been disconnected. A Request for Quotes is now being prepared, which should be issued in early 2017. It is anticipated that the structure will be removed and fully decommissioned this winter/spring.

ADA Ridership Report (by Town) : FY17

Update12/

CITY/TOWN	July	August	September	October	November	Totals
BURLINGTON	1,294	1,390	1,231	1,265	1,077	6,257
COLCHESTER	62	88	68	73	82	373
ESSEX	242	309	362	357	291	1,561
OTHER	24	31	13	16	9	93
SHELBURNE	257	266	216	247	259	1,245
SO. BURLINGTON	949	1,027	1,133	1,266	1,104	5,479
WILLISTON	122	110	129	92	95	548
WINOOSKI	446	514	506	431	476	2,373
TOTAL	3,396	3,735	3,658	3,747	3,393	17,929
Cost to Members	\$ 80,299.80	\$ 88,904.37	\$ 86,344.40	\$ 88,315.98	\$ 79,669.88	\$ 423,534.43
Cost/Trip	\$ 23.65	\$ 23.80	\$ 23.60	\$ 23.56978383	\$ 23.48066018	\$ 23.62

ADA Ridership Report (by Town) : change from FY 15 to date to FY16 to date

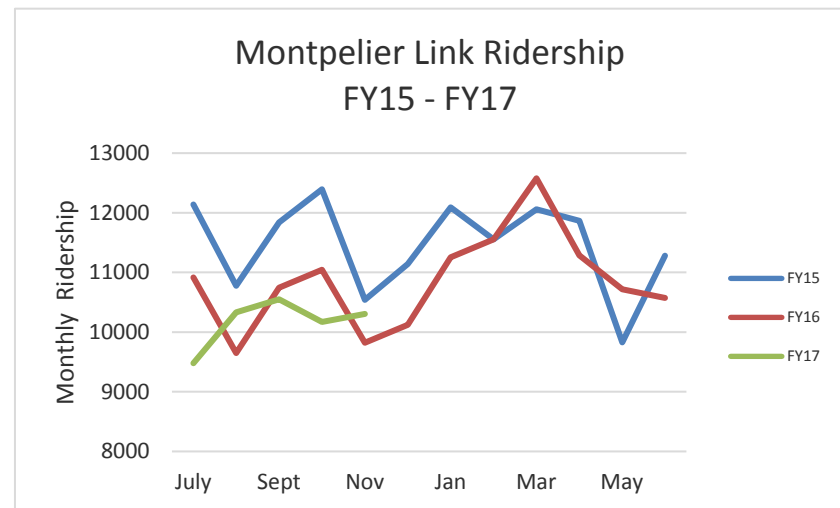
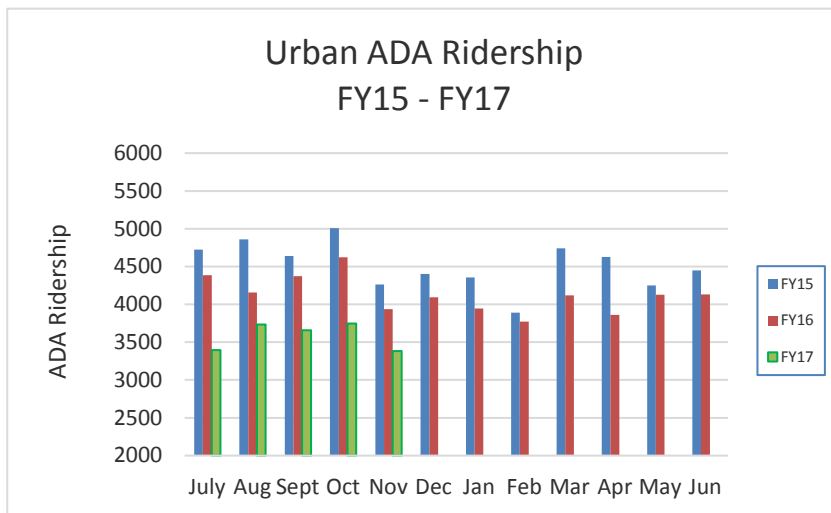
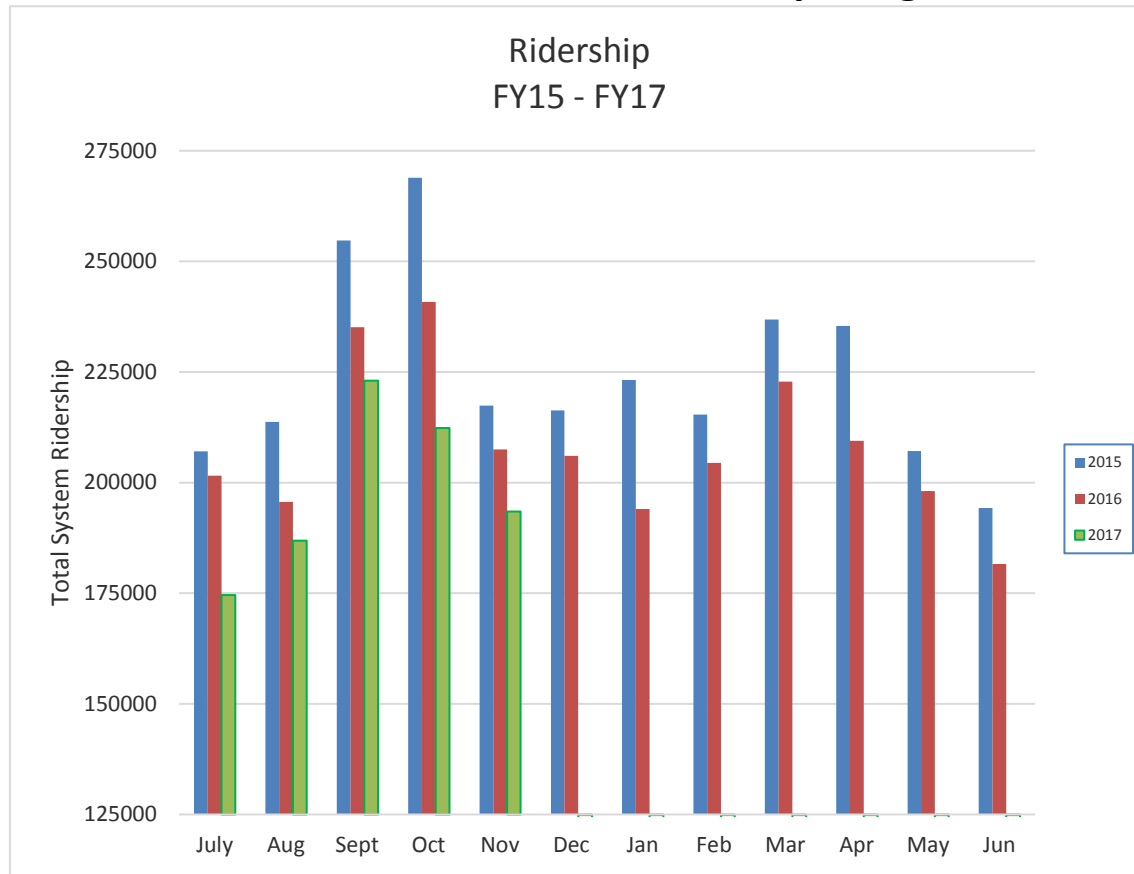
	July	August	Sept.	Oct.	Nov.	Totals
BURLINGTON	(362)	(222)	(444)	(463)	(337)	(1,828)
	-21.86%	-13.77%	-26.51%	-26.79%	-23.83%	-22.61%
COLCHESTER	(21)	(4)	(35)	(56)	(1)	(117)
	-25.30%	-4.35%	-33.98%	-43.41%	-1.20%	-23.88%
ESSEX	(212)	(122)	(134)	(146)	(97)	(711)
	-46.70%	-28.31%	-27.02%	-29.03%	-25.00%	-31.29%
OTHER	12	16	(19)	(9)	(16)	(16)
	100.00%	106.67%	-59.38%	-36.00%	-64.00%	-14.68%
SHELBURNE	(22)	(30)	(49)	(79)	(38)	(218)
	-7.89%	-10.14%	-18.49%	-24.23%	-12.79%	-14.90%
SO. BURLINGTON	(135)	23	106	132	40	166
	-12.45%	2.29%	10.32%	11.64%	3.76%	3.12%
WILLISTON	(65)	(80)	(49)	(104)	(105)	(403)
	-34.76%	-42.11%	-27.53%	-53.06%	-52.50%	-42.38%
WINOOSKI	(185)	(3)	(96)	(150)	11	(423)
	-29.3%	-0.6%	-15.9%	-25.8%	2.4%	-15.13%
TOTAL	(990)	(422)	(720)	(875)	(543)	(3,550)
	-22.57%	-10.15%	-16.45%	-18.93%	-13.80%	-16.53%

ADA Ridership Report (by Town): FY16

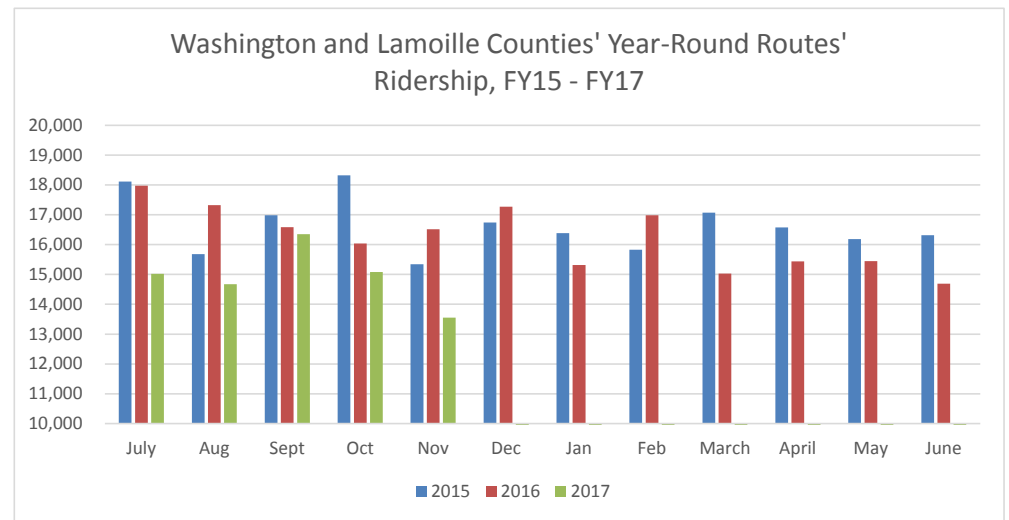
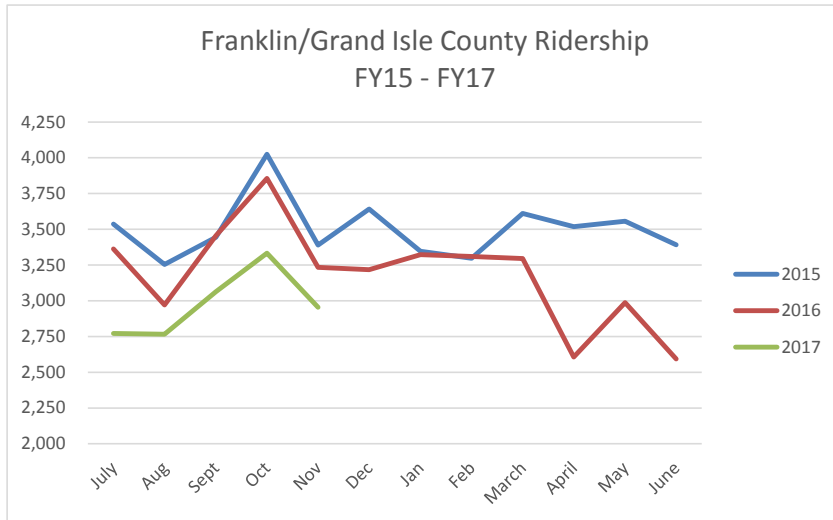
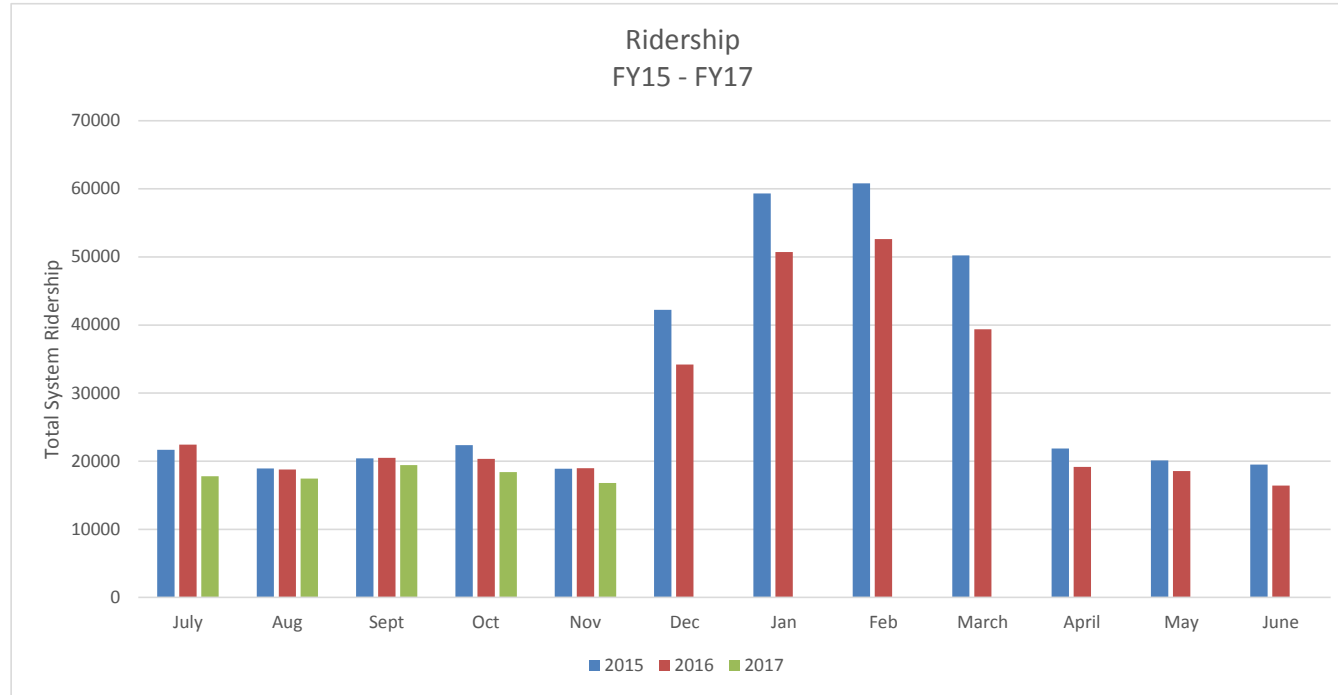
CITY/TOWN	July	August	Sept.	Oct.	Nov.	Totals
BURLINGTON	1,656	1,612	1,675	1,728	1,414	17,922
COLCHESTER	83	92	103	129	83	1,060
ESSEX	454	431	496	503	388	4,904
OTHER	12	15	32	25	25	313
SHELBURNE	279	296	265	326	297	3,390
SO. BURLINGTON	1,084	1,004	1,027	1,134	1,064	12,791
WILLISTON	187	190	178	196	200	1,999
WINOOSKI	631	517	602	581	465	6,369
TOTAL	4,386	4,157	4,378	4,622	3,936	48,748

Green Mountain Transit Urban Ridership, August 2016

25



Green Mountain Rural Ridership, August 2016



Date: December 13, 2016

To: Chapin Kaynor and the GMT Board of Commissioners

From: Chris Loyer, Rural Planner

Re: Approval to change stops along the Price Chopper Shopping Shuttle

Service Reduction:

The planning department has been exploring potential changes to the Price Chopper Shopping Shuttle, which operates in the St. Albans and Swanton areas of Franklin County. This proposal suggests elimination of locations from the Shopper: Lake Street Housing (0 total riders in FY16) and Willard Mill Apartments (3 total riders in FY16).

Planning contacted the respective property managers for each property as they are both income sensitive, managed, housing facilities. Champlain Housing, the property manager for Willard Mill Apartments was fully supportive of our proposal to eliminate dedicated service to Willard Mill Apartments. Representing Lake Street Housing, EP Management's property manager, Stacy Wiley, supports the elimination of Lake Street housing on this route as well.

On November 10, 2016 GMT held a public hearing in the Lake Street office of Champlain Housing, in St Albans. There were no attendees from the general public, nor from either of the proposed housing locations. Notices were hung on all entrances to each of the respective facilities, at Champlain Housing's office, and on our buses in FGI for two weeks. GMT also published the public hearing notice in the St Albans Messenger two weeks prior to the public hearing. Direct contact information to the Rural Planner was given on the notices at each location for those unavailable to attend the public hearing; as of December 13, 2016 there have been no comments submitted to the planning department.

Service Addition:

Ms. Wiley also manages Brookside property complex, which has been identified as a location for replacement service on the Price Chopper Shopping Shuttle. There are three buildings on the property consisting of roughly 80 rental units as well as mixed use purposes. EP Management supports the addition of Brookside Apartments on the Price Chopper Shopping Shuttle and has expressed interest from tenants through their property manager. This addition, coupled with the above reductions, is cost neutral.

Action:

Will the GMT Board of Commissioners approve the elimination of Willard Mill Housing and Lake St Housing, and the addition of the Brookside complex to the Price Shopping Shuttle, effective winter '16-'17, with the next FGI Bus Map & Guide.

Date: December 20, 2016
 To: CCTA dba Green Mountain Transit Board of Commissioners
 From: Michelle Daley, Director of Finance
 CC: Karen Walton, General Manager
 Mark Sousa, Assistant General Manager



FY18 Adjusted Capital and Operating Budget

CCTA's mission is to promote and operate safe, convenient, accessible, innovative and sustainable public transportation services in the northwest and central Vermont region that reduce congestion and pollution, encourage transit oriented development and enhance the quality of life for all.

Each budget cycle, the staff sit down together to discuss the projects that we would need to consider for that fiscal year. These discussions help shape the conversations with VTRANS during the application process in late spring for the upcoming fiscal year. For FY18, staff has put forth the following plan for the capital budgeting process. The decisions to shape this plan, combine the board goals with our capital replacement needs. Capital funds are 80% Federal funds, and 20% local funds.

Urban Capital Plan/budget	1	
7 - Replacement 35' Buses (\$470,000/each) <i>PPI waived if order placed by 12/31/17</i>	3,290,000	The vehicle replacements requested follow our vehicle inventory replacement schedule. We recently extend the replacement schedule on the cutaways from 5 years to 7 years.
2 - Replacement SSTA** ADA*** Cutaway	167,000	
2 - Replacement SSTA** E&D*** Cutaway	167,000	
1 - Replacement E&D Cutaway for Essex Van	68,300	
One Industrial Renovations/Equipment/Design	500,000	Initial funds to renovate next door for bus
2 - Replacement Lifts	329,600	Last 2 in ground lift replacements. FY17 we rec'd funds for 2 replacement lifts in the mid year amendment
Engine, Transmission, Facility PM	160,000	Both of these capital lines are budget lines we regularly request to help offset the operating funds in the Operating budget which are 50/50 funds.
Spare parts, miscellaneous support equipment	160,000	
Bucket Truck for Maintenance	100,000	This vehicle is needed for all our urban bldg locations

Rural Capital Plan/budget	1	
10 - Replacement Cutaway Buses @ Capitol District @ \$80,000 each	800,000	Based on the replacement schedule
Misc Support Equipment: Pressure Washers, Battery Chargers, etc.	11,000	Regularly requested each year to help alleviate the burden on the operating budget
Facility PM for Stowe and Berlin (Garage Doors, Lifts, HVAC)	15,000	
Replacement Office Equipment at Berlin (computers, copier, coin counter, cash vault, etc)	70,000	Berlin needs a new coin machine that will sort out canadian coin, as well as a new copier and cash vault system.
2 - Service Vehicle Replacement (SUV)	60,000	Requesting (2) 4WD supervisor vehicles, based on replacement cycle of the current prius' in the fleet.

The following Chittenden County Transportation Authority dba Green Mountain Transit (GMT) Fiscal Year 2018 projected Operating budget was prepared using the following set of assumptions.

- Level funding from federal and state sources
- 3% increases for the member operating assessments
- Overall decreases in the paratransit assessments based on ridership
- Level funding from local municipalities contributions for the rural system
- No overall increases in our fare prices
- No new service to be added
- Workers compensation insurance decreases
- Downtown Transit Center opened in October 2016
- 1 Industrial building will be utilized in FY18
- Fuel at \$2.00/gallon for delivery to our tanks & \$2.25 at the pump

Over the past couple of years, we provided summary explanations, however with the number of new members on the board of commissioners we decided to do a more in depth description of the budget line by line to help with a better understanding of how staff builds the budget.

	PROPOSED FY18		\$ Changes between FY17 Approved & Proposed FY18		
	URBAN	RURAL	URBAN	RURAL	
FEDERAL, STATE AND LOCAL REVENUES					
Municipal Member Assessments	2,243,235	-	61,055	-	Current budget assumes a 3% increase in the operating fixed route
Municipal Paratransit Assessments	627,908	-	(63,321)	-	Paratransit Assessments are based on ridership data from FY16, and estimated costs for FY18 are down for just about everyone. See the attached Assessment spreadsheet
Local Operating Assistance	85,050	402,656	10,251	(5,382)	Assumed level funding from towns without restrictive policies on petitioning for contributions.
Federal Urban Formula Grant	2,579,902	-	14,080	-	Budgeted the FY16 Allocation for 5307
Federal Rural Operating Grant	-	1,326,000	-	-	Level funding based on conversations with Vtrans
State Reg Subsidy Operating Grant	2,337,179	900,000	-	-	Level funding based on conversations with Vtrans
E&D Grants and Cash Match	-	1,237,022	-	-	Level funding for the E&D program, in recent years we have struggled to expend all the funds.
Other Federal/State Grants	2,718,380	437,994	-	30,000	Level funded all grants. After the November Board meeting where our Vtrans coordinator attended I was told to budget and request \$30K for the CSA project.
Fund Balance Reserves	-	30,000	-	30,000	Approved at recent board meeting to utilize unrestricted fund balance to fund the rural side of the CSA

OPERATING REVENUE

Passenger Revenue	2,501,300	148,500	(130,749)	(29,852)	Budgeted 3% increase over the FY16 actual passenger fares
Paratransit Fare	115,000	-	-	-	These are the pass thru fares from SSTA paratransit services, based on actuals
Advertising Revenue	200,000	50,000	-	-	These are aggressive goals, no increases budgeted until we see if we can meet these goals in FY17
Planning Revenue	362,106	-	-	-	CCRPC grant for planning services, this pays for staff time and outside consultants. In FY18, this will be the source to fund the Urban CSA
Interest Earnings	3,000	4,000	1,400	-	Based on Actuals
Miscellaneous Revenue	19,000	-	-	-	Our urban shop does all the PM work on the Essex vans, we charge them cost for parts \$65 for labor.
Sales of Equipment	11,000	3,000	6,000	-	In FY18, we plan to replace 11-12 buses and expect revenue from disposition of those vehicles

	PROPOSED FY18		\$ Changes between FY17 Approved & Proposed FY18		
	URBAN	RURAL	URBAN	RURAL	
Medicaid Purchase of Service	-	1,770,000	-	(57,061)	Based on the decreases membership in medicaid, our PMPW has been decreasing
Misc. Purchase of Service	43,844	273,000	-	64,000	For the urban budget thi is for Tilly Drive contributions, price chopper shuttle and St. Mike's late night additional services. No increases expected. For the rural service this is the special trips we provide and contributions for specific services like the plainfield health shuttle and the CVMC shuttle.
Warranty Revenue	2,000	2,000	(500)	(9,000)	When we perform warranty work or insurance work, the revenue for the labor hours is recorded here. If its to cover parts, this is netted with the parts expense.

SALARIES AND WAGES

Other Wages	1,716,313	942,741	(14,788)	25,622	budgeted 1.5% increase
Driver Wages	4,245,469	1,411,165	135,571	57,002	Hourly wage increases per the CBA
Mechanic Wages	929,067	137,544	10,375	7,374	Expected increases per CBA req.

PERSONNEL TAXES AND BENEFITS

Payroll Taxes FICA/MC	527,150	190,596	10,034	6,885	7.65% calculation of total salary and wages
Unemployment Tax Exp	22,000	20,000	(11,336)	(37,000)	Based on recent actuals, we are a reimbursement employer and as unemployment decreases so do our costs.
Medical Insurance	1,509,708	547,509	79,272	30,747	Based projections with moderate premium increases of 5%. This year we had an average increase of 8%.
Retirement ER Contributions	280,044	74,744	5,330	2,700	4% of calculation of total salary and wages
Employee Benefits	312,670	122,390	9,745	8,134	Other benefits offered vision, dental, life, std, ltd and employee development. Again projected moderate increases.

GENERAL AND ADMIN EXPENSES

Admin Supplies and Expenses	43,740	21,600	1,500	4,800	Office Supplies, postage, bank fees and cash count expenses. Increases based on actuals
Recruiting Expenses	18,400	12,000	-	3,500	Additional expense needed to recruit for seasonal, part-time and full-time drivers
Dues and Subscriptions	27,788	8,928	-	-	professional dues for APTA and CTAA as well as other smaller dues with
Travel and meetings	3,500	3,500	-	-	Employee travel reimbursements for meetings other than employee development
Communications	45,344	29,536	623	(332)	WIFI, telephone services and cell phone stipends

	PROPOSED FY18		\$ Changes between FY17 Approved & Proposed FY18		
	URBAN	RURAL	URBAN	RURAL	
Computer Services	111,440	51,644	52,888	33,052	Increased costs here for the licensing fees for the AVL software
Legal Fees	20,000	3,000	-	-	based on actuals and anticipated needs, there are no CBA's to be negotiated in FY18
Insurance	785,817	353,998	(234,120)	(72,473)	This is all our insurances for bldgs, vehcles & Workers Comp. We are expecting decreases in WC. Our experience rating is decreasing
Audit Fees	17,850	7,650	-	-	Annual Audit services
Consulting Fees	3,000	3,000	-	-	Miscellaneous, unobligated expenses for special projects.

OPERATIONS EXPENSES

Employee New Hire/Background Check	1,900	8,325	-	-	Employees when hired must have a full background check. For Drivers and Maintenance the DOT Physical must be complete and an initial drug test. We have randoms done throughout the year based on our pool. We also run full background checks including DMV checks on all the rural employees and volunteers per the Medicaid contract requirements.
Drug & Alcohol Testing	13,755	7,898	-	-	
DOT Testing	5,850	7,920	-	2,800	
Recruitment Referral Prog.	2,000	2,000	-	-	Benefit for current employees to help with recruitment for new staff.
Drivers' Uniforms	24,996	20,170	(33,964)	(17,036)	Budgeted for uniform allowance for each driver, expect savings. This does need to be discussed with the union membership
Safety Expense	2,450	2,000	(2,450)	(1,700)	Expenses for promoting safety, such as safety vests and pizza when drivers go 30 days without an accident
Misc. Operating Expenses	6,700	2,375	(75)	(300)	Miscellaneous operating expense includes the printing of the driver bids 4 times per year, printing of the pre-trip sheets utilized by maintenance and text alert minutes for the link services.

PLANNING EXPENSES

Other Planning Expense (CVRPC)	-	60,000	-	35,000	Comprehensive Service Analysis (CSA) expense
CCTA Planning	100,000	-	-	-	CSA expense is budgeted here as well as other regular expenses.

VEHICLE/BUILDING MAINTENANCE EXP

Parts Expense - Non-Revenue Vehicle	11,000	9,500	-	-	Based on actuals and the capital plan expectations for the fiscal year
Parts Expense - Revenue Vehicles	276,740	185,844	(147,324)	-	
Tires	68,504	39,718	(8,142)	-	facility maintenance for 6 facilities shelter upkeep
Facility Maintenance	90,000	62,200	(24,500)	11,850	
Passenger Facility Expense	47,988	2,000	(3,000)	-	

	PROPOSED FY18		\$ Changes between FY17 Approved & Proposed FY18		
	URBAN	RURAL	URBAN	RURAL	
Cleaning Expense	10,100	15,137	(3,000)	-	while we are no longer outsourcing the general cleaning, we do participate in the VT Offender work program and we contract out the carpet and strip wax done twice per year
Repeater Fees	20,736	15,552	-	-	fees for the digital radio frequencies
Light, Heat and Water	140,000	55,000	25,000	-	utilities for 6 facilities
Fuel -Vehicles	802,160	314,991	(1,254)	(84,645)	\$2/gallon and \$2.25/gallon for fueling at the pump
Maintenance Tools/Supplies/Uniforms	79,660	12,600	18,377	-	small tools, uniform allowance and maintenance supplies
Misc. Maintenance Expenses and fees	3,876	3,500	-	-	misc maint exp and dmv registrations

CONTRACTED EXPENSES

ADA/SSTA PARATRANSIT	1,192,093	-	(119,928)	-	External contract for our paratransit services
Partner Local Share (ACTR)	19,833	-	-	-	Local funding share from Hinesburg sent to ACTR for 116 service
Functional Assessment Expenses	25,000	-	-	-	Costs to transport ADA community for functional assessment at the main office
Volunteer Drivers	-	621,500	-	-	Medicaid & E&D costs for transportation, we reimburse mileage only
Other Transportation Svcs	21,331	677,556	-	(57,594)	Medicaid CIDER/taxi/lodging & meals Costs for transportation services and E&D

MARKETING EXPENSE

Bus Tickets/Fare Media	20,000	2,400	-	-	cost of producing the fare media
Marketing Exp	52,000	45,840	-	5,000	marketing budget to market the agency and its routes as needed
Public Information	37,000	23,000	(3,000)	(9,000)	bus map & guides, as well as the public notices

OTHER EXPENSES

Debt Service/Capital Reserve	50,000	-	-	-	This budget line, pays the lease payment and the rest goes to local capital match fund
Capital Match Fund	453,930	95,600	(153,290)	68,318	Local match for the years capital plan/budget

The following pages are the full spreadsheets showing the details of the member assessments, including how the ADA assessments have been calculated this year. As well as the Full Operating and Capital budget details.

3.00% Fixed Route Increase (change this to adjust fixed route assessment)

FIXED ROUTE FORMULA ASSESSMENT	Total	Burlington	So. Burl.	Essex	Winooski	Shelburne	Williston	Milton	Hinesburg	Colchester
FY18 Fixed Route Formula Assessment	\$ 1,955,318	\$ 1,032,693	\$ 279,745	\$ 191,764	\$ 98,034	\$ 55,414	\$ 180,858	\$ 30,743	\$ 41,017	\$ 45,050
FY17 Fixed Route Formula Assessment	\$ 1,898,429	\$ 1,002,615	\$ 271,597	\$ 186,179	\$ 95,179	\$ 53,800	\$ 175,590	\$ 29,848	\$ 39,822	\$ 43,799
FY16 Fixed Route Formula Assessment	\$ 1,843,136	\$ 973,413	\$ 263,686	\$ 180,756	\$ 92,407	\$ 52,233	\$ 170,476	\$ 28,979	\$ 38,662	\$ 42,524
FY15 Fixed Route Formula Assessment	\$ 1,780,879	\$ 944,211	\$ 253,544	\$ 173,804	\$ 88,853	\$ 50,224	\$ 163,919	\$ 27,864	\$ 37,175	\$ 41,285
FY14 Fixed Route Formula Assessment	\$ 1,710,557	\$ 916,710	\$ 246,159	\$ 168,742	\$ 86,265	\$ 48,761	\$ 159,145	\$ 48,683	\$ 36,092	
FY18/FY17 Change \$	\$ 56,889	\$ 30,078	\$ 8,148	\$ 5,585	\$ 2,855	\$ 1,614	\$ 5,268	\$ 895	\$ 1,195	\$ 1,251
FY18/FY17 Change %	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	2.86%
% of Fixed Route Excluding Colchester	100.00%	54.06%	14.64%	10.04%	5.13%	2.90%	9.47%	1.61%	2.15%	0.00%
% of Fixed Route Including Colchester	100.00%	52.81%	14.31%	9.81%	5.01%	2.83%	9.25%	1.57%	2.10%	2.30%

Capital Match/Debt Reserve	Total	Burlington	So. Burl.	Essex	Winooski	Shelburne	Williston	Milton	Hinesburg	Colchester
FY18 Capital Match/Debt Reserve repayment	\$ 50,000	\$ 27,030	\$ 7,322	\$ 5,019	\$ 2,566	\$ 1,450	\$ 4,734	\$ 805	\$ 1,074	\$ -
FY17 Capital Match/Debt Reserve repayment	\$ 50,000	\$ 27,030	\$ 7,322	\$ 5,019	\$ 2,566	\$ 1,450	\$ 4,734	\$ 805	\$ 1,074	\$ -
FY16 Capital Match/Debt Reserve repayment	\$ 50,000	\$ 27,030	\$ 7,322	\$ 5,019	\$ 2,566	\$ 1,450	\$ 4,734	\$ 805	\$ 1,074	\$ -
FY15 Capital Match/Debt Reserve repayment	\$ 50,000	\$ 27,139	\$ 7,287	\$ 4,996	\$ 2,554	\$ 1,444	\$ 4,711	\$ 801	\$ 1,068	\$ -
FY14 Capital Match/Debt Reserve repayment	\$ 50,000	\$ 27,373	\$ 7,350	\$ 5,039	\$ 2,576	\$ 1,456	\$ 4,752	\$ 1,454	\$ -	\$ -
FY18/FY17 Change \$	\$ -	\$ (0)	\$ 0	\$ (0)	\$ (0)	\$ 0	\$ 0	\$ (0)	\$ 0	\$ -
FY18/FY17 Change %	0%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

PARATRANSIT ASSESSMENT	Total	Burlington	So. Burl.	Essex	Winooski	Shelburne	Williston	Milton	Hinesburg	Colchester
FY18 Paratransit Assessment	\$ 627,908	\$ 234,578	\$ 158,001	\$ 60,577	\$ 78,673	\$ 41,875	\$ 26,830	\$ -	\$ -	\$ 27,374
FY17 Paratransit Assessment	\$ 691,229	\$ 274,304	\$ 183,977	\$ 58,133	\$ 77,626	\$ 46,823	\$ 26,848	\$ -	\$ -	\$ 23,520
FY16 Paratransit Assessment	\$ 678,748	\$ 278,589	\$ 179,754	\$ 54,859	\$ 62,697	\$ 50,374	\$ 24,812	\$ -	\$ -	\$ 27,663
FY15 Paratransit Assessment	\$ 669,585	\$ 274,962	\$ 177,750	\$ 64,430	\$ 58,505	\$ 41,077	\$ 28,623	\$ -	\$ -	\$ 24,238
FY14 Paratransit Assessment	\$ 714,326	\$ 290,300	\$ 173,213	\$ 80,400	\$ 58,569	\$ 51,366	\$ 34,664	\$ -	\$ -	\$ 25,815
FY18/FY17 Change \$	\$ (63,321)	\$ (39,726)	\$ (25,976)	\$ 2,444	\$ 1,048	\$ (4,947)	\$ (18)	\$ -	\$ -	\$ 3,854
FY18/FY17 Change %	-9%	-14%	-14%	4%	1%	-11%	0%	#DIV/0!	#DIV/0!	16%

CCTA Paratransit Worksheet
FY18 budget

11/8/2016

Month	Burlington	So. Burl	Winooski	Shelburne	Colchester	Essex	Williston	Total	Other	total rdshp increase/(decrease)
Total Rides FY16 (do not include UVM rides)	17,922	12,791	6,369	3,390	1,060	4,904	2,172	48,921	313	97,842
Total Rides FY15	21,124	14,884	6,280	3,788	919	4,703	2,172	53,991	121	107,982
difference	-15%	-14%	1%	-11%	15%	4%	0%	-9%	159%	-9%
Actual % Share FY16	36.63%	26.15%	13.02%	6.93%	2.17%	10.02%	4.44%	99.36%	0.64%	
Actual % Share FY15	39.13%	27.57%	11.63%	7.02%	1.70%	8.71%	4.02%	99.78%	0.22%	
Budgeted % Share FY18	36.63%	26.15%	13.02%	6.93%	2.17%	10.02%	4.44%	99.36%	0.64%	

FY16 Budget	Burlington	So. Burl	Winooski	Shelburne	Colchester	Essex	Williston	Total	Other
% Share by Town based on FY16 Rides	36.63%	26.15%	13.02%	6.93%	2.17%	10.02%	4.44%	99%	
Local Subsidy Paratransit @ 100%	\$462,821	\$330,317	\$164,474	\$87,544	\$27,374	\$126,642	\$56,090	\$ 1,263,345	\$8,083.00
Member Discount rate @ 50%	\$231,411	\$165,159	\$82,237	\$43,772		\$63,321	\$28,045	\$613,944	
Total Paratransit Assessment	\$231,411	\$165,159	\$82,237	\$43,772	\$27,374	\$63,321	\$28,045	\$641,318	
Share by Town	36.08%	25.75%	12.82%	6.83%	4.27%	9.87%	4.37%	100.00%	
Member Towns' FY16 rides	17,922	12,791	6,369	3,390	1,060	4,904	2,172	48,921	
% rebate by Town based on FY16 Rides of member towns	36.63%	26.15%	13.02%	6.93%	2.17%	10.02%	4.44%	100.00%	
Colchester Rebate divided up amongst rest of Members	\$10,028	\$7,157	\$3,564	\$1,897		\$2,744	\$1,215	\$26,605	
Total FY18 Paratransit Assessment after rebate	\$221,382	\$158,001	\$78,673	\$41,875	\$27,374	\$60,577	\$26,830	\$614,713	
College St Fare Free Zone FY15	\$ 13,195								
Total Paratransit Assessment (after rebate and w/CSS)	\$234,578	\$158,001	\$78,673	\$41,875	\$27,374	\$60,577	\$26,830	\$ 627,908	

Awarded Urban Capital									
Prio	Item	Description	100%	80% Federal	10% State	10% Local	From Local Capital Match	Federal Funds Awarded by Vtrans	Federal Funds Awarded by FTA
1	A	7 - Replacement 35' Buses (\$470,000/each) <i>PPI waived if order placed by 12/31/17</i>	\$ 3,290,000	\$2,632,000	\$329,000	\$329,000	\$329,000	\$2,632,000	
1	B	One Industrial Renovations/Equipment/Design	\$ 500,000	\$400,000	\$50,000	\$50,000	\$50,000		\$400,000
1	C	2 - Replacement SSTA** ADA*** Cutaway	\$ 167,000	\$133,600	\$16,700	\$16,700		\$133,600	
1	D	2 - Replacement SSTA** E&D*** Cutaway	\$ 167,000	\$133,600	\$16,700	\$16,700		\$133,600	
1	D	1 - Replacement E&D Cutaway for Essex Van	\$ 68,300	\$54,640	\$6,830	\$6,830		\$54,640	
1	E	2 - Replacement Lifts	\$ 329,600	\$263,680	\$32,960	\$32,960	\$32,960	\$263,680	
1	F	Engine, Transmission, Facility PM	\$ 160,000	\$128,000	\$16,000	\$16,000	\$16,000	\$128,000	
1	G	Spare parts, miscellaneous support equipment	\$ 160,000	\$128,000	\$16,000	\$16,000	\$16,000	\$128,000	
2	H	Bucket Truck for Maintenance	\$ 100,000	\$80,000	\$10,000	\$10,000	\$10,000	\$80,000	
		Total	\$ 4,941,900	\$ 3,953,520	\$ 494,190	\$ 494,190	\$ 453,960	\$ 3,553,520	\$ 400,000
** Special Services Transportation Agency *** Elders and Persons With Disabilities Program.									

Rural Capital								
Prio rity	Item	Description	100%	80% Federal	10% State	10% Local	From Local Capital Match	Federal Funds Awarded by Vtrans
1	AA	10 - Replacement Cutaway Buses @ Capitol District @ \$80,000 each	\$ 800,000	\$640,000	\$80,000	\$80,000	\$80,000	\$640,000
1	AB	Misc Support Equipment: Pressure Washers, Battery Chargers, etc.	\$ 11,000	\$8,800	\$1,100	\$1,100	\$1,100	\$8,800
1	AC	Facility PM for Stowe and Berlin (Garage Doors, Lifts, HVAC)	\$ 15,000	\$12,000	\$1,500	\$1,500	\$1,500	\$12,000
2	AE	Replacement Office Equipment at Berlin (computers, copier, coin counter, cash vault, etc.)	\$ 70,000	\$56,000	\$7,000	\$7,000	\$7,000	\$56,000
2	AF	2 - Service Vehicle Replacement (SUV)	\$ 60,000	\$48,000	\$6,000	\$6,000	\$6,000	\$48,000
Total			\$ 956,000	\$ 764,800	\$ 95,600	\$ 95,600	\$ 95,600	\$ 764,800
* Cut Away Bus = Truck/Van Front/Bus Body ** Champlain Islanders Developing Essential Resources. CIDER pays a one time lease fee that helps us meet our the local match obligation.								

Fiscal Year Ending June 30,

	A	B	C	D	E	F	G	H	I	J	K	L
	PROPOSED FY18			Approved FY17 Budget (SEPT2016)			\$ Changes between FY17 Approved & Proposed FY18			% Changes between FY 17 Approved & Proposed		
	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total
1 Revenues												
2												
3 <u>FEDERAL, STATE AND LOCAL REVENUES</u>												
4 Municipal Member Assessments	2,243,235	0	2,243,235	2,182,180	0	2,182,180	61,055	0	61,055	3%		3%
5 Municipal Paratransit Assessments	627,908	0	627,908	691,229	0	691,229	(63,321)	0	(63,321)	-9%		-9%
6 Local Operating Assistance	85,050	402,656	487,706	74,799	408,038	482,837	10,251	(5,382)	4,869	14%		1%
7 Federal Urban Formula Grant	2,579,902	0	2,579,902	2,565,822	0	2,565,822	14,080	0	14,080	1%		1%
8 Federal Rural Operating Grant	0	1,326,000	1,326,000	0	1,326,000	1,326,000	0	0	0		0%	0%
9 State Regular Subsidy Operating Grant	2,337,179	900,000	3,237,179	2,337,179	900,000	3,237,179	0	0	0	0%	0%	0%
10 E&D Grants and Cash Match	0	1,237,022	1,237,022	0	1,237,022	1,237,022	0	0	0		0%	0%
11 Other Federal/State Grants	2,718,380	437,994	3,156,374	2,718,380	407,994	3,126,374	0	30,000	30,000	0%	7%	1%
12 Fund Balance Reserves	0	30,000	30,000	0	0	0	0	30,000	30,000			
13 Capital Reserve Revenue	0	0	0	310,671	0	310,671	(310,671)	0	(310,671)			
14 Total Federal, State and Local Revenues	10,591,654	4,333,672	14,925,327	10,880,260	4,279,054	15,159,315	(288,606)	54,618	(233,988)	-3%	1%	-2%
15												
16 <u>OPERATING REVENUE</u>												
17 Passenger Revenue	2,501,300	148,500	2,649,800	2,632,049	178,352	2,810,401	(130,749)	(29,852)	(160,601)	-5%	-17%	-6%
18 Paratransit Fare (pass thru from SSTA)	115,000	0	115,000	115,000	0	115,000	0	0	0	0%		0%
19 Advertising Revenue	200,000	50,000	250,000	200,000	50,000	250,000	0	0	0	0%	0%	0%
20 Planning Revenue	362,106	0	362,106	362,106	0	362,106	0	0	0	0%		0%
21 Interest Earnings	3,000	4,000	7,000	1,600	4,000	5,600	1,400	0	1,400	88%	0%	25%
22 Miscellaneous Revenue	19,000	0	19,000	19,000	0	19,000	0	0	0	0%		0%
23 Sales of Equipment	11,000	3,000	14,000	5,000	3,000	8,000	6,000	0	6,000	120%	0%	75%
24 Medicaid Purchase of Service Revenue	0	1,770,000	1,770,000	0	1,827,061	1,827,061	0	(57,061)	(57,061)		-3%	-3%
25 Misc. Purchase of Service	43,844	273,000	316,844	43,844	209,000	252,844	0	64,000	64,000	0%	31%	25%
26 Warranty Revenue	2,000	2,000	4,000	2,500	11,000	13,500	(500)	(9,000)	(9,500)	-20%	-82%	-70%
27 Operating Revenues	3,257,250	2,250,500	5,507,750	3,381,099	2,282,413	5,663,512	(123,849)	(31,913)	(155,762)	-4%	-1%	-3%
28												
29 TOTAL REVENUES	13,848,904	6,584,172	20,433,077	14,261,359	6,561,467	20,822,827	(412,455)	22,705	(389,750)	-3%	0%	-2%
30	68%	32%		68%	32%							
31 Expenses												
32 <u>SALARIES AND WAGES</u>												
33 Other Wages	1,716,313	942,741	2,659,054	1,731,101	917,119	2,648,219	(14,788)	25,622	10,835	-1%	3%	0%
34 Driver Wages	4,245,469	1,411,165	5,656,634	4,109,898	1,354,162	5,464,060	135,571	57,002	192,573	8%	6%	7%
35 Mechanic Wages	929,067	137,544	1,066,611	918,692	130,171	1,048,863	10,375	7,374	17,748	0%	1%	0%
36 SALARIES AND WAGES	6,890,849	2,491,450	9,382,299	6,759,691	2,401,452	9,161,143	131,158	89,998	221,157	14%	69%	21%
37												
38 <u>PERSONNEL TAXES AND BENEFITS</u>												
39 Payroll Taxes FICA/MC (7.65% of Wages)	527,150	190,596	717,746	517,116	183,711	700,827	10,034	6,885	16,919	2%	4%	2%
40 Unemployment Tax Exp	22,000	20,000	42,000	33,336	57,000	90,336	(11,336)	(37,000)	(48,336)	-34%	-65%	-54%
41 Medical Insurance/HRA	1,509,708	547,509	2,057,217	1,430,436	516,762	1,947,198	79,272	30,747	110,019	6%	6%	6%
42 Retirement ER Contributions	280,044	74,744	354,788	274,714	72,044	346,758	5,330	2,700	8,030	2%	4%	2%
43 Employee Benefits	312,670	122,390	435,060	302,925	114,256	417,181	9,745	8,134	17,879	3%	7%	4%
44 PERSONNEL TAXES AND BENEFITS	2,651,572	955,239	3,606,811	2,558,527	943,773	3,502,300	93,045	11,466	104,511	4%	1%	3%
45												
46 <u>GENERAL AND ADMIN EXPENSES</u>												
47 Admin Supplies and Expenses	43,740	21,600	65,340	42,240	16,800	59,040	1,500	4,800	6,300	4%	29%	11%
48 Recruiting Expenses	18,400	12,000	30,400	18,400	8,500	26,900	0	3,500	3,500	0%	41%	13%
49 Dues and Subscriptions	27,788	8,928	36,716	27,788	8,928	36,716	0	0	0	0%	0%	0%

A	B	C	D	E	F	G	H	I	J	K	L
PROPOSED FY18			Approved FY17 Budget (SEPT2016)			\$ Changes between FY17 Approved & Proposed FY18			% Changes between FY 17 Approved & Proposed		
URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total
3,500	3,500	7,000	3,500	3,500	7,000	0	0	0	0%	0%	0%
45,344	29,536	74,880	44,721	29,868	74,589	623	(332)	291	1%	-1%	0%
111,440	51,644	163,084	58,552	18,593	77,145	52,888	33,052	85,940	90%	178%	111%
20,000	3,000	23,000	20,000	3,000	23,000	0	0	0	0%	0%	0%
785,817	353,998	1,139,815	1,020,937	426,471	1,447,408	(235,120)	(72,473)	(307,593)	-23%	-17%	-21%
17,850	7,650	25,500	17,850	7,650	25,500	0	0	0	0%	0%	0%
3,000	3,000	6,000	3,000	3,000	6,000	0	0	0	0%	0%	0%
1,076,879	494,857	1,571,736	1,256,988	526,310	1,783,298	(180,109)	(31,453)	(211,562)	-14%	-6%	-12%
1,900	8,325	10,225	1,900	8,325	10,225	0	0	0	0%	0%	0%
13,755	7,898	21,653	13,755	7,898	21,653	0	0	0	0%	0%	0%
5,850	7,920	13,770	5,850	5,120	10,970	0	2,800	2,800	0%	55%	26%
2,000	2,000	4,000	2,000	2,000	4,000	0	0	0	0%	0%	0%
24,996	20,170	45,166	58,960	37,206	96,166	(33,964)	(17,036)	(51,000)	-58%	-46%	-53%
2,450	2,000	4,450	4,900	3,700	8,600	(2,450)	(1,700)	(4,150)	-50%	-46%	-48%
6,700	2,375	9,075	6,775	2,675	9,450	(75)	(300)	(375)	-1%	-11%	-4%
57,651	50,688	108,339	94,140	66,924	161,064	(36,489)	(16,236)	(52,725)	-39%	-24%	-33%
0	60,000	60,000	0	25,000	25,000	0	35,000	35,000	0%	140%	140%
100,000	0	100,000	100,000	0	100,000	0	0	0	0%	0%	0%
100,000	60,000	160,000	100,000	25,000	125,000	0	35,000	35,000	0%	140%	28%
11,000	9,500	20,500	11,000	9,500	20,500	0	0	0	0%	0%	0%
276,740	185,844	462,585	424,064	185,844	609,909	(147,324)	0	(147,324)	-35%	0%	-24%
68,504	39,718	108,222	76,646	39,718	116,364	(8,142)	0	(8,142)	-11%	0%	-7%
90,000	62,200	152,200	114,500	50,350	164,850	(24,500)	11,850	(12,650)	-21%	24%	-8%
47,988	2,000	49,988	50,988	2,000	52,988	(3,000)	0	(3,000)	-6%	0%	-6%
10,100	15,137	25,237	13,100	15,137	28,237	(3,000)	0	(3,000)	-23%	0%	-11%
20,736	15,552	36,288	20,736	15,552	36,288	0	0	0	0%	0%	0%
140,000	55,000	195,000	115,000	55,000	170,000	25,000	0	25,000	22%	0%	15%
802,160	314,991	1,117,151	803,414	399,636	1,203,050	(1,254)	(84,645)	(85,898)	0%	-21%	-7%
79,660	12,600	92,260	61,283	12,600	73,883	18,377	0	18,377	30%	0%	25%
3,876	3,500	7,376	3,876	3,500	7,376	0	0	0	0%	0%	0%
1,550,765	716,043	2,266,808	1,694,607	788,837	2,483,444	(143,842)	(72,795)	(216,637)	-8%	-9%	-9%
1,192,093	0	1,192,093	1,312,021	0	1,312,021	(119,928)	0	(119,928)	-9%		

Fiscal Year Ending June 30,

	A			D			G			J		
	B			E			H			K		
	C			F			I			L		
	PROPOSED FY18			Approved FY17 Budget (SEPT2016)			\$ Changes between FY17 Approved & Proposed FY18			% Changes between FY 17 Approved & Proposed		
	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total
100 Public Information	37,000	23,000	60,000	40,000	32,000	72,000	(3,000)	(9,000)	(12,000)	-8%	-28%	-17%
101 MARKETING EXPENSE	109,000	71,240	180,240	112,000	75,240	187,240	(3,000)	(4,000)	(7,000)	-3%	-5%	-4%
102												
103 <u>OTHER EXPENSES</u>												
104 Debt Service/Capital Reserve	50,000	0	50,000	50,000	0	50,000	0	0	0	0%	0%	0%
106 Capital Match Fund	453,930	95,600	549,530	607,220	27,282	634,502	(153,290)	68,318	(84,972)	-25%	250%	-13%
107 OTHER EXPENSES	503,930	95,600	599,530	657,220	27,282	684,502	(153,290)	68,318	(84,972)	-23%	250%	-12%
108												
109 Total Expenses	14,198,905	6,234,172	20,433,077	14,611,359	6,211,468	20,822,827	(404,849)	111,479	(293,370)	-3%	2%	-1%
110												
111 Cost Allocations	350,000	(350,000)	0	350,000	(350,000)	0	(350,000)	350,000	0			
112												
113 Balance	(0)	0	(0)				(357,606)	261,226	(96,380)			

December 20, 2016

To: Board Chair Chapin Kaynor and the GMT Board of Commissioners

From: Karen Walton, General Manager

Re: Tilley Drive Extension

The Tilley Drive Shuttle is a demand response service that runs Monday thru Friday at specific times. This service is provided by SSTA on our behalf. A person who needs to use this shuttle must reserve with SSTA 24 hours in advance to book a ride at one of the 6 runs that day. The shuttle only picks up and drops off at the University Mall and the Tilley Drive medical buildings (Vermont Eye laser, dental clinic building and the Sphinx Building).

The Tilley Drive Shuttle is currently funded:

- UVMHC - \$14,000 max
- CCTA - \$4,000 or 20%, whichever is less
- Maitri - \$500
- Pizzagalli - \$1,000
- Community Health Center of Burlington - \$500

The ridership is not outstanding, averaging 50-70 rides per month since its start in 2011. Largely because, besides having to schedule the route 24 hours in advance, most people would have to take a bus to the DTC, then transfer to one of the routes that goes to the University Mall, then jump on the shuttle. Taking 3 buses, in both directions, I postulate is turning off most people.

Making this shuttle more robust is probably the number one request that I have heard since I've been here. I have met with the City of S. Burlington, UVM Medical, and numerous developers about this shuttle and transportation in general for this area.

David Armstrong and I have put our heads together to see if we could make any easy changes to the route immediately, keeping in mind that the Comprehensive System Analysis (CSA) would be a better choice to make more impactful recommendations.

Some of the ideas that we came up with were:

- 1) Extend Route 12 to pick up this area as part of this regular route. The cost would be minimal, but it would make the route longer;
- 2) Have SSTA run this as a regular loop on a schedule without the demand response requirement. The con for this is that it would cost significantly more;
- 3) Extend out the demand response loop to include the DTC.

In discussing this with the Tilley Drive Principals group that meets quarterly, and presenting the options at the South Burlington City Council, most agree that the third option would be a good half way measure until the CSA is completed. SSTA is willing to extend this service, and the UVM Medical will work with us to cover any additional costs due to this extension. This should be cost neutral for GMT. This was presented at the Strategy Committee Meeting on Monday, December 12 and they were wholeheartedly behind this option.

I am requesting that the Board approve us extending this shuttle to the DTC, while working with SSTA and UVM Medical to keep our costs neutral.

December 9th, 2016

To: Board Chair Chapin Kaynor and the GMT Board of Commissioners

From: Mark A. Sousa
Assistant General Manager

A handwritten signature in black ink, appearing to be 'Mark A. Sousa', is written over the printed name and title.

Cc. Karen Walton
General Manager

Re: 1 Industrial Parkway

As you know, GMT bought the 1 Industrial Parkway building in July of 2015. After allowing the occupant businesses to stay for a year, all moved out by the end of August 2016. After several months of internal discussions with staff, it was agreed to consolidate the GMT rural customer service staff to the 1 Industrial Parkway building and design a call center.

After a couple of design meetings, drawings were done for both 1 Industrial Parkway as well as designing a location to move our dispatching area at 15 Industrial Parkway within the building. The designs were done separately and each would have their own budget.

On September 22nd, 2016 a Request For Proposal (RFP) was sent out to 15 construction firms. On September 30th, 2016 GMT held a mandatory pre-construction meeting here at 15 Industrial Parkway with a site visit to 1 Industrial Parkway at the end of the meeting. 12 construction firms showed up at this meeting.

The bids were due on October 21st, 2016. Only one firm, Breadloaf Construction out of Middlebury VT entered a bid. The bid came in higher than what was identified by our architects, Wiemann, Lamphere so a meeting was scheduled to negotiate a best and final contract price.

As of today, we just finished our second meeting with Breadloaf and our architects to go over the possibility of changing the design and to get their best and final offer. The timeline is to have a contract agreed upon and ready for Board approval at the January board meeting.