



AGENDA
Green Mountain Transit Board of Commissioners
December 19th 2017, 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 21st, 2017 Board Meeting Minutes
 - Check Register
 - Finance and Project Development Report
 - Maintenance and Planning Report
 - Operations Report
 - Marketing
 - IT Support, & Human Resources Report
 - Ridership Reports
 - ADA
 - GMT
- 7:43 a.m. 5. NextGen Update
- 8:00 a.m. 6. Strategic Goals
- 8:15 a.m. 7. FY18 Operating and Capital Adjustment*
- 8:35 a.m. 8. FY19 Operating and Capital Budget*
- 8:55 a.m. 9. VW Settlement Process

Chittenden County Transportation Authority
and CCTA dba Green Mountain Transit
Urban Rural Budget Vs. Actuals
For the Four Months Ending Tuesday, October 31, 2017

	Urban	Rural	Combined	Urban	Rural	Combined	Urban	Rural	Combined	Prior Yr Actuals Total
	Current Fiscal Year To Date			FY18 Budget Approved December 2016			Budget Variance			
Capital Revenue										
Federal Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	3,154,183.69
State Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	460,196.29
Paratransit Lease Revenue	0.00	3,735.60	3,735.60	0.00	0.00	0.00	0.00%	0.00%	0.00%	55,056.77
Local Match Revenue	151,310.00	31,866.67	183,176.67	0.00	0.00	0.00	0.00%	0.00%	0.00%	340,871.00
Total Capital Revenue	151,310.00	35,602.27	186,912.27	0.00	0.00	0.00	0.00%	0.00%	0.00%	4,010,307.75
Capital Expenses										
Vehicles	58,892.00	37,356.00	96,248.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	890,164.41
Maintenance Parts and Equipment	108,936.58	0.00	108,936.58	0.00	0.00	0.00	0.00%	0.00%	0.00%	347,679.83
Passenger Amenities	16,933.55	300.00	17,233.55	0.00	0.00	0.00	0.00%	0.00%	0.00%	373,703.52
Facility Repairs and Improvements	18,496.90	26,883.91	45,380.81	0.00	0.00	0.00	0.00%	0.00%	0.00%	1,678,378.39
Total Capital Expenses	203,259.03	64,539.91	267,798.94	0.00	0.00	0.00	0.00%	0.00%	0.00%	3,289,926.15
Balance of Capital Budget	(51,949.03)	(28,937.64)	(80,886.67)	0.00	0.00	0.00	0.00%	0.00%	0.00%	720,381.60
Transfer of Purchases to Fixed Assets	59,490.00	64,096.52	123,586.52	0.00	0.00	0.00	0.00%	0.00%	0.00%	1,795,589.03
Deferred Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	883.00
Depreciation Expense	(823,777.99)	(209,548.52)	(1,033,326.51)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(3,329,828.04)
Subtotal	(764,287.99)	(145,452.00)	(909,739.99)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(1,533,356.01)
Current Change in Net Assets	(816,237.02)	(528,706.92)	(1,344,943.94)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(1,221,788.69)

To: Board Chair Chapin Kaynor and the CCTA Board of Commissioners
From: Jon Moore, Director of Maintenance & Planning
Justin Town, Maintenance Supervisor
David Armstrong, Planning Manager
Date: December 19, 2017
Re: GMT Maintenance & Planning Report

Maintenance Report:

- Burlington location provided 107 hours in rural maintenance services for the month of November
- Burlington location performed 56 urban Preventative Maintenance “B” inspections in the month of November
- Burlington location performed 11 rural and 33 urban Preventive Maintenance “C” inspections in the month of November
- Burlington location performed 3 Preventive Maintenance “D” inspections in the month of November
- Berlin location performed 9 “C” inspections and 2 “D” inspections in the month of November
- Burlington location performed 12 road calls in the month of November
- Burlington location in in-fleeting twelve new Gillig buses in December for revenue service
- Jon Moore attended the National Transit Institute (NTI) Transit Maintenance Leadership Workshop the week of December 4th in New Orleans. The workshop focused on strategic planning, leadership development and workforce management amongst other industry topics. It was a great course attend by transit maintenance management from throughout the country.

Planning Report:

- **Ridership:** Urban ridership is down 2.5%. YTD and rural ridership is up 4.6% YTD.
- **Customer Service Survey:** The Urban on-board customer service survey will be completed by mid-December. Results will be written up and included in the January GMT Board packet.
- **Meetings:**
 - Long-range VT Transportation Plan

- CCRPC TAC
 - CVMC Health Shuttle meeting to discuss the CVMC route, ridership, operational issues, and funding from CVMC.
 - Spaulding High School (Barre) school tripper discussion with school officials
- **Stowe Mountain Road Bus Stops:** Staff obtained a Vtrans ROW permit and installed roughly twelve new bus stops along the Mountain Road in Stowe. Effective this season the Mountain Road Shuttle (#108) will only stop as designated bus stops which to date in conjunction with the reduction of off-route deviations has greatly improved the on-time performance of the route.



To: GMT Board of Commissioners
From: Bob Young, Director of Operations
Date: 12/12/17
RE: GMT Operations Report

We have implemented and started using RouteMatch on our Fixed Route runs in the rural locations. We are working diligently on our end to solve any complication that we can fix. However, still finding numerous issues on their end which is keeping us from achieving quality results.

The Stowe Mountain Road Shuttle and Sugarbush / Mad River Valley seasonal routes have started up successfully. Stowe is now at full operations and with peak runs. Sugarbush is running on partial weekend times until later in the month.

We are continuously meeting with Pizzagalli Construction (PC) in reference to the downtown construction area next to the Transit Center. They are working closely with us in reference to changes that may affect parking and routing of our buses. The City of Burlington Department of Public Works is making sure PC doesn't cause any serious issues with our ability to service the public.

Again this year we are meeting with the City of Burlington of providing service for "First Night." Our service helps to alleviate parking issues for downtown area. We see it not only as working closely with the City of Burlington, but as a marketing for the possibility of more people learning the purpose of the transit system and how it can make their lives easier in numerous ways.

To: GMT Board of Commissioners
From: Jamie L. Smith, Marketing and Public Affairs Manager
Date: December 13, 2017
Re: Marketing and Public Affairs Report

- A quick update on the Franklin County event: GMT ended up collecting over 375 pounds of winter clothing for Franklin County Community Action!



- The Mad River Valley Bus Map and Guide went into effect on December 9, 2017.

Marketing/Public Affairs staff distributed guides and Marketing materials on December 1, 2017.

- Marketing and Public Affairs staff has completed the FY19 Rural Funding letters.
- Marketing staff has begun a big push for a Volunteer Driver recruitment campaign. Over the course of the next month, we plan to have bus signs running on rural buses featuring current volunteer drivers; a template presentation about becoming a volunteer driver that can be used at events and meetings; and we recently signed up to participate in the 50+ Expo at the Sheridan Hotel. Neighbor Rides had agreed to share a table with us. This will be a great opportunity to meet many potential volunteer drivers.
- As the first round of NextGen public meetings draws to an end, Marketing staff will work with the Planning Department on next steps. The NextGen Advisory committee was in agreement that a second round of public outreach would be helpful.
- Marketing staff attended the 2017 VT Web Marketing Summit. Each year, this event proves to be a tremendous resource. It's always exciting to hear from other local marketing teams about new ideas and marketing innovations.
- Marketing staff has been asked to participate on an Art Synergy council to help select an art installation at the Montpelier Transit Center. Site visits to the facility start on the week of December 18. It's exciting to be a part of such a fun and lasting project!



To: GMT Board of Commissioners

From: Trish Redalieu, Director of Human Resources

Date: December 19, 2017

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

Human Resources and Training

Burlington welcomed four new employees, three Operators and one Custodian. Peter Pauley, Parsu Gurung, and Birkha Gurung are new operator trainees. Birkha is a current employee, who worked for GMT as a custodian before moving into the operator position. Congratulations Birkha! Charles Catchings was hired to fill the open custodian position.

Seasonal bus service underway, and the five seasonal operators who required a Passenger Endorsement passed their skills test. Well done Maeghan Farnham, Steven Cerri, Mickey Howe, Carolyne McKibbin, and William Herrmann!

Dale Carnegie Customer Service training has been completed. The training was well received and well attended. A big Thank You to VTrans for paying the majority of the cost. We look forward to future development opportunities with our VPTA partners and VTrans.

ADA Ridership Report (by Town) : FY18

Update 12/12/17

CITY/TOWN	July	August	September	October	November	Totals
BURLINGTON	116	1,229.00	1,170	1,275	1,186	6,142
COLCHESTER	288	103.00	97	107	100	523
ESSEX	9	288.00	278	317	300	1,471
OTHER	252	9.00	4	6	12	40
SHELBURNE	963	276.00	229	261	250	1,268
SO. BURLINGTON	96	1,092.00	1,091	1,204	1,132	5,482
WILLISTON	392	101.00	75	62	76	410
WINOOSKI		456.00	449	439	448	2,184
TOTAL	3,398	3,554.00	3,393	3,671	3,504	17,520
Cost to Members	84,904.23	89,416.24	\$ 86,067.45	\$ 93,902.23	\$ 89,303.77	\$ 443,593.93
Cost/Trip	\$ 24.99	25.16	\$ 25.36617978	\$ 25.57946886	\$ 25.48623587	\$ 25.32

ADA Ridership Report (by Town) : change from FY 17 to date to FY18 to date

	July	August	Sept.	Oct.	Nov	Totals
BURLINGTON	(12)	(161)	(61)	10	109	(115)
	-0.93%	-11.58%	-4.96%	0.79%	10.12%	-1.84%
COLCHESTER	54	15	29	34	18	(0)
	87.10%	17.05%	42.65%	46.58%	21.95%	-0.02%
ESSEX	46	(21)	(84)	(40)	9	(90)
	19.01%	-6.80%	-23.20%	-11.20%	3.09%	-5.77%
OTHER	(15)	(22)	(9)	(10)	3	(0)
	-62.50%	-70.97%	-69.23%	-62.50%	33.33%	-0.21%
SHELBURNE	(5)	10	13	14	(9)	23
	-1.95%	3.76%	6.02%	5.67%	-3.47%	1.85%
SO. BURLINGTON	14	65	(42)	(62)	28	3
	1.48%	6.33%	-3.71%	-4.90%	2.54%	0.05%
WILLISTON	(26)	(9)	(54)	(30)	(19)	(138)
	-21.31%	-8.18%	-41.86%	-32.61%	-20.00%	-25.18%
WINOOSKI	(54)	(58)	(57)	8	(28)	(189)
	-12.1%	-11.3%	-11.3%	1.9%	-5.9%	-7.96%
TOTAL	2	(181)	(265)	(76)	111	(409)
	0.06%	-4.85%	-7.24%	-2.03%	3.27%	-2.28%

ADA Ridership Report (by Town): FY17

CITY/TOWN	July	August	Sept.	Oct.	Nov.	Totals
BURLINGTON	1,294	1,390	1,231	1,265	1,077	14,398
COLCHESTER	62	88	68	73	82	1,037
ESSEX	242	309	362	357	291	3,751
OTHER	24	31	13	16	9	207
SHELBURNE	257	266	216	247	259	3,271
SO. BURLINGTON	949	1,027	1,133	1,266	1,104	13,829
WILLISTON	122	110	129	92	95	1,126
WINOOSKI	446	514	506	431	476	5,761
TOTAL	3,396	3,735	3,658	3,747	3,393	43,380

FY18 GMT Rural Ridership by Month

Number of Service Days													FY18 YTD	FY17 YTD	FY16 YTD					
Saturday	5	4	5	4	5								23	22	21					
Sunday	5	4	4	5	5								23	22	22					
Weekday	20	23	20	22	20								105	106	107					
School Days	0	2	20	21	17								60	62	61					
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY18 YTD	FY17 YTD	Difference (FY18-FY17)		FY16 YTD	Difference (FY18-FY16)	
																Riders	%		Riders	%
79	CVMC Barre Health Shuttle	182	193	132	145	147								799	870	(71)	-8.2%	951	(152)	-16.0%
80	City Route Mid-day	2,105	2,366	2,249	2,167	2,127								11,014	11,213	(199)	-1.8%	11,661	(647)	-5.5%
81	Barre Hospital Hill	2,337	2,579	2,536	2,470	2,136								12,058	10,619	1,439	13.6%	13,977	(1,919)	-13.7%
82	Montpelier Hospital Hill	1,725	1,930	1,853	1,962	1,570								9,040	8,890	150	1.7%	9,592	(552)	-5.8%
83	Waterbury Commuter	945	924	884	940	975								4,668	4,494	174	3.9%	4,125	543	13.2%
84	US 2 Commuter	617	712	616	670	593								3,208	3,261	(53)	-1.6%	3,833	(625)	-16.3%
85	Hannaford Shopping Special	207	255	228	245	200								1,135	1,199	(64)	-5.3%	1,174	(39)	-3.3%
87	Northfield Shuttle	81	122	65	113	120								501	408	93	22.8%	558	(57)	-10.2%
88	Capital Shuttle	0	0	150	290	231								671	0	671	0.0%	0	671	0.0%
89	City Commuter	2,886	3,439	3,089	3,507	3,173								16,094	16,410	(316)	-1.9%	16,136	(42)	-0.3%
90	Plainfield Shuttle	35	104	47	50	67								303	307	(4)	-1.3%	382	(79)	-20.7%
91	Hospital Hill Demand Response	106	146	89	117	63								521	279	242	86.7%	674	(153)	-22.7%
92	Montpelier Circulator	1,392	1,320	1,279	1,750	1,622								7,363	6,719	644	9.6%	7,571	(208)	-2.7%
93	Northfield Commuter	529	591	721	655	582								3,078	2,568	510	19.9%	2,556	522	20.4%
100	Route 100 Commuter	568	590	650	745	882								3,435	3,759	(324)	-8.6%	4,990	(1,555)	-31.2%
108	Mountain Road Shuttle	0	0	0	0	637								637	310	327	105.5%	70	567	810.0%
102	Morrisville Loop	340	392	339	413	415								1,899	1,905	(6)	-0.3%	2,190	(291)	-13.3%
103	Morrisville Shopping Shuttle	218	209	324	412	401								1,564	1,662	(98)	-5.9%	1,829	(265)	-14.5%
109	Tuesday Shopping Shuttle (FGI)	52	65	59	73	54								303	332	(29)	-8.7%	410	(107)	-26.1%
110	St.Albans DT Shuttle	1,838	1,989	1,917	1,759	1,719								9,222	8,924	298	3.3%	8,969	253	2.8%
115	Alburg-Georgia Commuter	467	606	446	431	401								2,351	2,744	(393)	-14.3%	3,741	(1,390)	-37.2%
116	Richford-St.Albans Commuter	488	742	642	673	547								3,092	2,889	203	7.0%	3,758	(666)	-17.7%
120	Valley Floor	0	0	0	0	0								0	0	0	0.0%	0	0	0.0%
121	Valley Evening Service	0	0	0	0	0								0	0	0	0.0%	0	0	0.0%
122	Mount Ellen	0	0	0	0	0								0	0	0	0.0%	0	0	0.0%
124	Mountain Condos	0	0	0	0	0								0	0	0	0.0%	0	0	0.0%
125	Access Road	0	0	0	0	0								0	0	0	0.0%	0	0	0.0%
126	SnowCap Commuter	0	0	0	0	0								0	0	0	0.0%	0	0	0.0%
99	Special Services	2,384	0	0	0	0								2,384	1,392	992	71.3%	2,242	142	6.3%
	SUBTOTAL	19,320	19,081	18,183	19,442	18,515	0	0	0	0	0	0	0	95,340	91,154	4,186	4.6%	101,389	(6,049)	-6.0%
	Other Program Trips:	19,502	19,274	18,315	19,587	18,025	0	0	0	0	0	0	0	94,703	91,437	3,266	0.0%	41,174	53,529	130.0%

FY18 GMT Urban Ridership by Month

Number of Service Days													FY18 YTD	FY17 YTD	FY16 YTD					
Saturday	5	4	5	4	5								23	22	21					
Sunday	5	4	4	5	5								23	22	22					
Weekday	20	23	20	22	20								105	106	107					
School Days	0	2	20	21	17								60	58	61					
#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY18 YTD	Difference (FY18-FY17)		FY16 YTD	Difference (FY18-FY16)		
														FY17 YTD	riders	%		riders	%	
1	Williston-Wal-Mart	29,831	35,096	39,027	40,942	38,236								183,132	184,099	-967	-0.53%	201,903	-18,771	-9.30%
1V	Williston Village	1,365	1,506	1,482	1,588	1,414								7,355	6,336	1,019	16.08%	7,296	59	0.81%
10	Williston-Amtrak	1,618	1,734	1,387	1,474	1,441								7,654	7,457	197	2.64%	12,574	-4,920	-39.13%
2	Essex Junction	34,294	38,164	40,729	43,229	38,433								194,849	202,112	-7,263	-3.59%	214,570	-19,721	-9.19%
3	Lakeside Commuter	127	150	164	208	114								763	782	-19	-2.43%	719	44	6.12%
4	Essex Center	1,207	1,464	1,537	1,666	1,722								7,596	8,006	-410	-5.12%	9,722	-2,126	-21.87%
5	Pine Street	8,708	8,992	8,914	10,184	8,509								45,307	46,215	-908	-1.96%	52,109	-6,802	-13.05%
6	Shelburne Rd.	19,641	20,337	19,741	20,749	19,339								99,807	98,724	1,083	1.10%	107,988	-8,181	-7.58%
7	North Avenue	17,665	18,518	21,141	24,047	22,424								103,795	103,508	287	0.28%	110,107	-6,312	-5.73%
8	City Loop	4,638	5,149	5,841	6,454	6,536								28,618	26,534	2,084	7.85%	28,143	475	1.69%
9	Riverside/Winooski	8,808	10,004	10,335	10,984	10,211								50,342	52,043	-1,701	-3.27%	59,010	-8,668	-14.69%
11	College Street Shuttle	16,832	18,605	16,120	13,289	10,443								75,289	78,302	-3,013	-3.85%	86,462	-11,173	-12.92%
12	UMall/Airport	4,466	4,351	5,477	6,287	6,017								26,598	31,937	-5,339	-16.72%	37,022	-10,424	-28.16%
16	Hannaford's	108	258	80	242	172								860	1,026	-166	-16.18%	1,002	-142	-14.17%
19	Price Chopper #1	200	288	248	310	310								1,356	1,244	112	9.00%	1,378	-22	-1.60%
20	Price Chopper #2	98	80	90	136	186								590	860	-270	-31.40%	674	-84	-12.46%
21	School Trippers	0	1,111	15,964	19,364	16,539								52,978	58,724	-5,746	-9.78%	63,471	-10,493	0.00%
18	Sunday Service	495	332	376	479	461								2,143	2,539	-396	-15.60%	2,565	-422	-16.45%
26	Other	7,856	0	0	0	0								7,856	7,674	182	2.37%	5,818	2,038	35.03%
56	Milton Commuter	1,120	1,466	1,361	1,438	1,385								6,770	7,021	-251	-3.57%	7,473	-703	-9.41%
76	Middlebury Link	1,010	1,183	1,148	1,136	1,107								5,584	6,079	-495	-8.14%	7,670	-2,086	-27.20%
86	Montpelier Link	8,545	10,024	9,444	10,671	10,216								48,900	50,837	-1,937	-3.81%	52,176	-3,276	-6.28%
96	St. Albans Link	1,172	1,302	1,284	1,397	1,281								6,436	6,832	-396	-5.80%	7,214	-778	-10.78%
46	116 Commuter	277	337	359	321	300								1,594	1,679	-85	-5.06%	1,736	-142	-8.18%
36	Jeffersonville Commuter	716	770	708	818	737								3,749	3,684	65	1.76%	4,730	-981	-20.74%
SUBTOTAL		170,797	181,221	202,957	217,413	197,533	0	0	0	0	0	0	0	969,921	994,254	-24,333	-2.45%	1,083,532	-113,611	-10.49%
ADA Paratransit		3,444	3,571	3,393	3,671									14,079	14,536	-457	-3.14%	17,537	-3,458	-19.72%
TOTAL		174,241	184,792	206,350	221,084	197,533	0	0	0	0	0	0	0	984,000	1,008,790	-24,790	-2.46%	1,101,069	-117,069	-10.63%



FY18 Adjusted Capital and Operating Budget Explanation of Changes

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 had put forth a plan for capital. Unfortunately from the time we did our budget planning until the time we received our grant agreements the leadership for the State needed to balance a budget and as a result they took back approximately 1.2 million in State funds previously awarded that were unspent at the close of FY17 virtually eliminating most carryover projects.

For the urban and rural capital budgets, there was no funding for vehicles and for us to receive federal funds we had to commit to matching the full 20% instead of the traditional 10% from prior years.

Urban Capital Plan/budget	Originally approved	Proposed Adjusted	
7 - Replacement 35' Buses (\$470,000/each) <i>PPI waived if order placed by 12/31/17</i>	3,290,000	-	We were not awarded ANY vehicle funds in FY18
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	500,000	No State Matching funds
2 - Replacement Lifts	329,600	-	After a second opinion we were assured the lifts didn't need to be replaced
Engine, Transmission, Facility PM	160,000	160,000	No State Matching funds
Spare parts, miscellaneous support equipment	160,000	160,000	No State Matching funds
Bucket Truck for Maintenance	100,000	-	Not needed
Office Equipment & furnishings (copier, cash vault, computer equip, etc)	-	60,000	No State Matching funds
Tablets for SSTA	-	3,000	For the SSTA volunteer base that serves the E&D program
	4,941,900	883,000	

Rural Capital Plan/budget	Originally approved	Proposed Adjusted	
10 - Replacement Cutaway Buses @ Capitol District @ \$80,000 each	800,000	-	We were not awarded ANY vehicle funds in FY18
Misc Support Equipment: Pressure Washers, Battery Chargers, etc.	11,000	11,000	No State Matching funds
Facility PM for Stowe and Berlin (Garage Doors, Lifts, HVAC)	15,000	15,000	No State Matching funds
Replacement Office Equipment at Berlin (computers, copier, coin counter, cash vault, etc)	70,000	70,000	We were not awarded ANY vehicle funds in FY18
2 - Service Vehicle Replacement (SUV)	60,000	-	
Additional Tablets	-	8,000	Tablets will be distributed to our volunteer base to facilitate a better form of communication of cancellations and reporting for those that want to move to the technology.
	956,000	104,000	

The fiscal year 2018 grant agreement left our grants level funded with the exceptions of the additional funds for the increased service in Stowe for the upcoming season. We also received additional funding to operate the capital shuttle year round to help with the parking issues in downtown Montpelier. While we set a budget in December, this well before we know what our grant awards will be for that fiscal year. We then adjust the budgeted expenses based on the prior year actuals as well as current year needs. The following budget has done that.

For FY18, in order to balance the lack of funding we are finding ourselves in the position of needing to use both unrestricted fund balance as well as the funds from the local captial match fund balance to cover the match for capital this fiscal year. We recognize this is not a sustainable model, however this will provide us the time to review our service costs to develop a list for service cuts in FY19 if the funding climate continues to remain level or reduced funding.

	PROPOSED FY18		\$ Changes between FY18		
	URBAN	RURAL	Adjusted URBAN	Approved RURAL	
FEDERAL, STATE AND LOCAL REVENUES					
Municipal Member Assessments	2,279,715	-	36,480	-	Increase is due to an increase in service on the neighborhood special trips.

	PROPOSED FY18		\$ Changes between FY18		
	URBAN	RURAL	Adjusted URBAN	Approved RURAL	
Local Operating Assistance	78,050	421,725	(7,000)	19,069	decrease on the urban side from National Life questioning whether or not they will contribute. Increase on the rural side from Stowe Mountain for the increased service.
Federal Urban Formula Grant	2,706,098	-	126,196	-	The grant adjustments are based on the finalized grant agreement with VTRANS, the total increases in grant funds are urban 116,798 and rural 167,700. On the urban side this is the increase in the federal 5307 allocations and on the rural side this is increase in funds for the stowe service and increase in service for the capital commuter route to a year round service.
Federal Rural Operating Grant	-	1,180,000	-	(146,000)	
State Reg Subsidy Operating Grant	2,437,612	900,000	100,433	-	
E&D Grants and Cash Match	-	1,117,698	-	(119,324)	
Other Federal/State Grants	2,608,549	871,118	(109,831)	433,124	
Fund Balance Reserves	-	148,614	-	118,614	Expected expense deficit at year end to be funding by unrestricted fund balance reserves.
Capital Reserve Revenue	176,300	20,000	176,300	20,000	To fund the capital budget for FY18 we will need to utilize the local capital fund balance reserves.

OPERATING REVENUE

Passenger Revenue	2,320,000	123,000	(181,300)	(25,500)	Based on trending actuals
Planning Revenue	362,106	30,000	-	30,000	In the grant agreement, we received funds from Vtrans for the CSA study.
Medicaid Purchase of Service	-	1,540,000	-	(230,000)	Revenues based on the VPTA contract and funding model which is on a cost sharing basis rather than the PMPW.
Misc. Purchase of Service	43,844	225,716	-	(47,284)	Based on trending actuals

SALARIES AND WAGES

Other Wages	1,714,621	984,255	(1,693)	41,514	Based on trending actuals.
Driver Wages	4,226,302	1,499,979	(19,167)	88,814	
Mechanic Wages	960,901	163,784	31,834	26,240	

PERSONNEL TAXES AND BENEFITS

Payroll Taxes FICA/MC (7.65% of Wage)	527,990	202,573	840	11,977	7.65% calculation of total salary and wages
Medical Insurance	1,519,767	557,226	10,059	9,717	Based on projections and current trends. We received notification on the premium increase for calendar year 2018 and it is an overall increase of only 3%.
Retirement ER Contributions	287,116	60,904	7,072	(13,840)	4% of calculation of total salary and wages

	PROPOSED FY18		\$ Changes between FY18		
	URBAN	RURAL	Adjusted URBAN	Approved RURAL	
Employee Development	31,000	28,000	(4,000)	2,000	Moved out the GM training to a separate line and the board development to a separate line.
Leadership Training (GM)	4,500	4,500	4,500	4,500	This is the training designated for the GM as recommended by the board.
Employee Benefits	250,406	92,030	(27,264)	(4,360)	Same as the medical insurance explanation. This is where the dental, vision, life and disability benefits are combined.

GENERAL AND ADMIN EXPENSES

Dues and Subscriptions	27,838	10,033	50	1,105	Based on trending actuals
Communications	58,880	28,336	13,536	(1,200)	Increased costs for the DTC phone system and wifi systems.
Computer Services	124,320	57,164	12,880	5,520	Increased costs here for the licensing fees for the maintenance fleet management system left out of the original budget.
Board Development	2,000	2,000	2,000	2,000	Board Training costs budget for board development.
Legal Fees	10,000	3,000	(10,000)	-	Based on trending actuals
Insurance	758,412	305,132	(27,405)	(48,867)	Based on recent insurance binder and expected savings for workers compensation. The staff has done a great job reducing the number of worker compensation claims and has reduced our experience rating from 1.35 in 2017 down to .97. This drop should impact the premiums.
Audit Fees	19,425	8,325	1,575	675	The original budget did not tie with the current contract, so was adjusted.
Consulting Fees	-	-	(3,000)	(3,000)	We have not spent this in the past couple of years, so we zeroed out to align the budget for FY18.

OPERATIONS EXPENSES

Recruitment Referral Prog.	800	400	(1,200)	(1,600)	Adjusted based on FY17 actuals
Safety Expense	2,050	1,700	(400)	(300)	
Misc. Operating Expenses	7,100	2,675	400	300	

PLANNING EXPENSES

CCTA Planning	150,000	-	50,000	-	Additional costs allocated for the study for the ADA services provided in Chittenden County.
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VEHICLE/BUILDING MAINTENANCE EXP

Parts Expense - Non-Revenue Vehicle	7,000	4,800	(4,000)	(4,700)	The original budget was insufficient and our new Maintenance Director has gone through each category in full detail and made the appropriate adjustments based on prior year actuals and current year needs.
Parts Expense - Revenue Vehicles	408,394	191,000	131,654	5,156	
Tires	90,000	30,000	21,496	(9,718)	
Facility Maintenance	70,000	79,200	(20,000)	17,000	
Passenger Facility Expense	42,988	1,000	(5,000)	(1,000)	
Cleaning Expense	58,000	7,200	47,900	(7,937)	
Repeater Fees	21,600	16,200	864	648	
Light, Heat and Water	115,000	55,000	(25,000)	-	

	PROPOSED FY18		\$ Changes between FY18		
	URBAN	RURAL	Adjusted URBAN	Approved RURAL	
Fuel -Vehicles	971,584	313,408	169,423	(1,583)	
Maintenance Tools/Supplies/Uniforms	91,075	12,544	11,415	(56)	
Misc. Maintenance Expenses and fees	5,000	1,350	1,124	(2,150)	

CONTRACTED EXPENSES

ADA/SSTA PARATRANSIT	1,266,006	-	73,913	-	Increase based on current year trends including the increase in the seat charge approved for SSTA.
Functional Assessment Expenses	10,000	-	(15,000)	-	Based on trending actuals.
Volunteer Drivers	-	600,000	-	(21,500)	Alignment of the external expenses by type for the E&D and Medicaid programs
Other Transportation Svcs	21,331	700,000	-	22,444	

OTHER EXPENSES

Capital Match Fund	176,300	20,000	(277,630)	(75,600)	Local match for the years capital plan/budget
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FY18 Proposed Capital Budget

Awarded Urban Capital									
Priority	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 (\$450K/each)	\$ -	\$0	\$0	\$0	\$0	\$0	
1	B	One Industrial Renovations/Equipment/Design	\$ 500,000	\$400,000	\$0	\$100,000	\$100,000		\$400,000
1	C	2 - Replacement SSTA** ADA*** Cutaway	\$ -	\$0	\$0	\$0		\$0	
1	D	2 - Replacement SSTA** E&D*** Cutaway	\$ -	\$0	\$0	\$0		\$0	
1	E	1 - Replacement E&D Cutaway for Essex Van	\$ -	\$0	\$0	\$0		\$0	
2	F	Office Equipment and Furnishings (including copier, cash vault and ergonomic office furniture)	\$ 60,000	\$48,000	\$0	\$12,000	\$12,000	\$48,000	
1	G	Facility PM (such as front steps/Handicap entrance, replace tile flooring, etc)	\$ 160,000	\$128,000	\$0	\$32,000	\$32,000	\$128,000	
1	H	Spare parts, miscellaneous support equipment	\$ 160,000	\$128,000	\$0	\$32,000	\$32,000	\$128,000	
2	I	Routematch Tablets for SSTA	\$ 3,000	\$2,400	\$300	\$300	\$300	\$2,400	
Total			\$ 883,000	\$ 706,400	\$ 300	\$ 176,300	\$ 176,300	\$ 306,400	\$ 400,000

** Special Services Transportation Agency
 *** Elders and Persons With Disabilities Program.

Rural Capital								
Priority	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 @ \$83,500 each	\$ -	\$0	\$0	\$0	\$0	\$0
1	AB	Spare Parts, Misc. Support Equipt, etc	\$ 11,000	\$8,800	\$0	\$2,200	\$2,200	\$8,800
1	AC	Facility PM for Stowe and Berlin (Garage Doors, Lifts, HVAC)	\$ 15,000	\$12,000	\$0	\$3,000	\$3,000	\$12,000
2	AE	Replacement Office Equipment at Berlin (computers, copier, coin counter, cash vault, etc.)	\$ 70,000	\$56,000	\$0	\$14,000	\$14,000	\$56,000
2	AF	Additional Tablets	\$ 8,000	\$6,400	\$800	\$800	\$800	\$6,400
Total			\$ 104,000	\$ 83,200	\$ 800	\$ 20,000	\$ 20,000	\$ 83,200

* Cut Away Bus = Truck/Van Front/Bus Body

Fiscal Year Ending June 30,

	A			B			C			D			E			F			G			H			I			J			K			L		
	PROPOSED			Adjusted FY18			Approved FY18 (Dec2016)												\$ Changes between FY18 Approved & FY18 proposed adjustments						% Changes											
	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total	URBAN	RURAL	Total						
103	Public Information	37,000	23,000	60,000	37,000	23,000	60,000	37,000	23,000	60,000	37,000	23,000	60,000	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%						
104	MARKETING EXPENSE	109,000	71,240	180,240	109,000	71,240	180,240	109,000	71,240	180,240	109,000	71,240	180,240	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%							
105																																				
106	OTHER EXPENSES																																			
107	Debt Service/Capital Reserve	50,000	0	50,000	50,000	0	50,000	50,000	0	50,000	50,000	0	50,000	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%	0%	0%	0%							
108	Capital Match Fund	176,300	20,000	196,300	453,930	95,600	549,530	453,930	95,600	549,530	453,930	95,600	549,530	(277,630)	(75,600)	(353,230)	(277,630)	(75,600)	(353,230)	(277,630)	(75,600)	(353,230)	-61%	-79%	-64%	-61%	-79%	-64%								
109	OTHER EXPENSES	226,300	20,000	246,300	503,930	95,600	599,530	503,930	95,600	599,530	503,930	95,600	599,530	(277,630)	(75,600)	(353,230)	(277,630)	(75,600)	(353,230)	(277,630)	(75,600)	(353,230)	-55%	-79%	-59%	-55%	-79%	-59%								
110																																				
111	Total Expenses	14,350,681	6,276,371	20,627,053	14,198,905	6,234,172	20,433,077	14,198,905	6,234,172	20,433,077	14,198,905	6,234,172	20,433,077	192,394	163,395	1,001	192,394	163,395	1,001	192,394	163,395	1,001	1%	3%	0%	1%	3%	0%								
112																																				
113	Cost Allocations	360,500	(360,500)	0	350,000	(350,000)	0	350,000	(350,000)	0	350,000	(350,000)	0	(10,500)	10,500	0	(10,500)	10,500	0	(10,500)	10,500	0														
114																																				
115	Balance	0	0	1	(0)	0	(0)	(0)	0	(0)	(0)	0	(0)	(61,617)	(100,196)	192,976	(61,617)	(100,196)	192,976	(61,617)	(100,196)	192,976														