

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 (pages 3-6)
 - Check Register (pages 7-10)
 - Finance and Project Development Report (pages 11-19)
 - Maintenance and Planning Report (pages 20-21)
 - Operations Report (page 22)
 - Marketing (page 23)
 - IT Support, & Human Resources Report (page 24)
 - Ridership Reports
 - ADA (page 25)
 - GMT (pages 26-28)
- 7:43 a.m. 5. NextGen Update
- 8:00 a.m. 6. Strategic Goals
- 8:15 a.m. 7. FY18 Operating and Capital Adjustment* (pages 29-35)
- 8:35 a.m. 8. FY19 Operating and Capital Budget*
- 8:55 a.m. 9. VW Settlement Process

9:10 a.m. 10. GM & Committee reports

- *General Manager Update*
- *Finance Committee: Next scheduled meeting is January 9th @ 9 am.*
- *Leadership Committee: Next scheduled meeting is January 11th @ 9am.*
- *Operations Committee: Next scheduled meeting is February 12th, @ 8:30 am.*
- *Strategy Committee: Next schedules meeting is January 8th @ 8 am.*
- *Commissioner Comments*

9:30 a.m. 11. Adjourn

Next GMT Board meeting date: January 16th, 2018 @ 7:30 am.

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 Alma Heib at 802-540-2537 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 CCTA Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-864-GMT 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.

Green Mountain Transit Board Minutes

Date: November 21st, 2017

Time: 7:30 am

Place: GMT Board Room

15 Industrial Parkway, Burlington, VT 05401

Present:

Chapin Kaynor, Chair, Williston

Tom Chittenden, Vice Chair, South Burlington

Denis Barton, Secretary, Shelburne

Catherine Dimitruk, Treasurer, Franklin County

Katherine Miles, Commissioner, Burlington

John Sharrow, Commissioner, Milton

Robert Moore, Commissioner, Lamoille County (via phone)

Bob Buermann, Commissioner, Grand Isle County

Phil Pouech, Commissioner, Hinesburg (via phone)

Paul Bohne, Commissioner, Essex

Dan Currier, Commissioner, Washington

Mark A. Sousa, General Manager

Bob Young, Director of Operations

Jon Moore, Director of Maintenance and Planning

Michelle Daley, Director of Finance

Jamie Smith, Marketing and Public Affairs Manager

Jordan Nelle, Controller

John Robinson, HR Coordinator

Kimberly Wall, Grants Manager

Alma Hebib, Executive Assistant

Members of the Public:

Ross McDonald, VTrans

Not Present:

Raghu Acharya, Commissioner, Winooski

Chapin Spencer, Commissioner, Burlington

Bonnie Waninger, Commissioner, Washington County

1. Open Meeting

Chair Kaynor opened the meeting at 7:32 am. A quorum of the Board was present.

2. Adjustment on the Agenda

The Board requested to add an additional item reviewing the financials before reviewing item 7 on the agenda. This will be added as item 6.5.

3. Public Comment

No public comment.

4. Consent Agenda

Chair Kaynor made a motion to hold the minutes from the Consent Agenda and was seconded by Commissioner Bohne. All were in favor and the minutes were held from the Consent Agenda. The Board discussed errors in the minutes and with those changes, a motion to approve the Consent Agenda was made by Commissioner Bohne and seconded by Commissioner Buermann. All were in favor and the Consent Agenda was approved.

5. NextGen Update

Jon Moore, Director of Maintenance, discussed the NextGen updates and the progress with the Nelson Nygaard consultants. Mr. Moore is working with the consultants to finalize the service scenarios. The capital district scenarios will be finalized this week or early next week and will be incorporated with the service scenarios. This will be presented to the Board in December.

The next step of the NextGen project is the stakeholder and public outreach. The staff is working to get stakeholder and public feedback. The next steps include working on cost neutral scenarios, fare analysis and ridership estimates with the Nelson Nygaard consultants. In January, there will be modifications to service scenarios between stakeholders and the public. In February the service scenario will be brought to the Board for review and approval.

6. Strategic Goals

Secretary Barton discussed the new draft of the Strategic Goals with the Board. He requested feedback from the Board on the goals and objectives and any possible modifications. Chair Kaynor assigned 4 out of 9 committees to work on specific goals which will be proposed for future committee and board meetings.

Commissioner Dimitruk mentioned that on goal #1, there was a discussion about the Montpelier Transit Center as well as other changes. Mr. Sousa stated they would look at the notes from the Finance Committee meeting and add that in. There was also a discussion about adding more information to goal #9.

6.5 Review of FY17 Audit Report

Michelle Daley, Director of Finance, reviewed the FY17 draft financial statements with the focus of the conversation on Statement B which is the Statement of Activities for the year ending June 30, 2017. The focus of the conversation was the operating loss for the rural system of \$361,288.13. Mrs. Daley explained to the Board that there was a Medicaid overpayment of \$200,000 which took staff by surprise when they were notified of this by the Department of VT Health Access in July 2017. Mrs. Daley went on to explain that the July packet contained the May financials that showed an operating loss of \$103,522. She pointed out that had the overpayment had been known about much earlier in the year the May statements would've shown a deficit of \$357,590. The Medicaid overpayment issue was masking the true operating cost of our rural system. Ms. Daley further explained the complexity of the closing process for the agency that it really does take the staff 3 months to finalize the financials. Mrs. Daley explained that after this incident she has put some processes in place to avoid this happening in the future.

7. FY18 Operating and Capital Adjustment*

Mrs. Daley, reviewed the FY18 Operating and Capital Adjustments for Urban and Rural. Mrs. Daley also briefly discussed outlook of the funding for FY18 and into FY19, grants and Urban and Rural Budgets. The Board wishes to discuss possible options within FY18 to reduce the deficit. Commissioner Buermann made a motion to defer this item until the next meeting and this was seconded by Katherine Miles. All were in favor and we have deferred #7 for the next meeting.

8. FY19 Operating and Capital First Review

Mrs. Daley, reviewed the FY19 Operating and Capital first draft budget which included a brief discussion on the Urban and Rural Capital Plan/Budget. Mrs. Daley was given the go ahead to hold the public meeting on the budget with the board voting to adopt after that process.

9. Board Survey

Chair Kaynor reviewed the survey with the Board. Participation increased from the year before with 15 out of 20 Board members responding to the survey. Chair Kaynor stated that the overall findings of this year's showed improvement from last year's results. Results showed more consistency among the responses this year as well. Members of GMT's staff also participated in the survey and their results tracked in line with the Boards.

10. GM & Committee Reports

Chair Kaynor requested that "Commissioner comments" be changed to "Commissioner comment and announcements" for future Board meetings.

General Manager Update: Mark Sousa, General Manager, discussed RouteMatch with the Board. Route Shout is up and running in both Urban and Rural locations. There was an issue on the Urban side regarding the ETA, which they have found the solution.

Mr. Sousa discussed the four electric buses and they will not be available until after July due to VTrans funding.

Mr. Sousa discussed the winter clothing drive stating it was very successful. The union, Teamsters, donated \$500 worth of clothing.

Mr. Sousa also discussed that the updates with Medicaid are going well and that GMT is working with SSTA to schedule a time to discuss issues.

The finance committee met and discussed FY17 actuals, FY18 Adjusted Capital and Operating budget, FY19 Draft, fund balance and Medicaid updates.

The Leadership committee met and discussed the GM Evaluation. Chair Kaynor discussed that this process will start in January and will be finished in the beginning of March. The GM evaluation will be a 360 review.

The Operations committee has not met this month. They will be meeting December 4th in Berlin at 9:00 am. All Board staff are encouraged to visit the Berlin Facility.

The Strategy Committee met and discussed the capital project timeline, funding model and working on GMT's mission statement. The Strategy Committee is set to meet every month.

11. Adjourn

Commissioner Chittenden made a motion to adjourn and was seconded by Commissioner Sharrow. All were in favor and the meeting adjourned at 9:43 am.

Respectfully Submitted,

Denis Barton, Secretary

Document Date	Vendor ID	Vendor Name	Document #	Doc Amount	
11/20/2017	V1467	Charles Schwab	V1467 2017 1120	15,177.49	Payroll deferral and loan repayment
11/20/2017	V265	ICMA	V265 2017 1120	1,490.85	retirement
11/20/2017	V266	IRS - EFTPS	V266 2017 1120	91,930.72	Federal Taxes
11/20/2017	V364	Vermont Dept of Taxes	V364 2017 1120	11,020.52	State Taxes
11/21/2017	V581	Costco	83514	101.65	
11/24/2017	V1025	Alter, Charles	83494	280.92	Volunteer
11/24/2017	V1480	Andrews-Ford, Sheri	83495	164.81	Volunteer
11/24/2017	V156	Anthony, Peter	83496	652.27	Volunteer
11/24/2017	V1135	Blanchard, Thomas	83497	171.22	Volunteer
11/24/2017	V1482	Cady, Duane	83498	84.02	
11/24/2017	V1436	Cameron, Darwin	83499	380.42	Volunteer
11/24/2017	V471	Constantine, Julia	83500	363.34	Volunteer
11/24/2017	V554	Desarno, David	83501	29.96	
11/24/2017	V555	Ernst, Richard	83502	59.92	
11/24/2017	V1573	Fairbanks, Dori	83503	61.54	
11/24/2017	V168	Fay, Carol	83504	16.05	
11/24/2017	V1581	Hubbard, Lisa	83505	19.26	
11/24/2017	V203	Ladd, Joyce	83506	6.96	
11/24/2017	V175	LeBlanc, Richard	83507	86.70	
11/24/2017	V1397	McGinnis, Devan	83508	820.30	Volunteer
11/24/2017	V181	Owen, Helen	83509	500.30	Volunteer
11/24/2017	V209	Pelkey, Linda	83510	40.13	
11/24/2017	V1588	Provost, Meaghan	83511	38.16	
11/24/2017	V1496	Rainville, Jamie	83512	1,024.31	Volunteer
11/24/2017	V1561	Webber, Rebecca	83513	85.60	
11/24/2017	V1487	Chamberlin, Justin	83515	312.32	Dcap and Fsa
11/24/2017	V355	Fleming, Ronald	83516	173.28	Insurance Reibursement
11/24/2017	V578	Gilbert, Cynthia	83517	375.57	Mileage reimbursement
11/24/2017	V436	Mabee, Jonathan	83518	84.17	
11/24/2017	V1337	McDougal, Rick	83519	84.97	
11/24/2017	V127	Omanovic, Nezim	83520	10.00	
11/24/2017	V1584	Priest, Marie	83521	55.64	
11/24/2017	V1304	Sorrell, Ed	83522	125.00	Shoe reimbursement

11/24/2017 V906	Wright, Eugene	83523	1,012.90	fsa and shoe reimbursement
11/24/2017 V279	ABC Bus Companies-Mun	83524	1,056.69	4 Part Invoices
11/24/2017 V1558	Aella Consulting Group, In	83525	6,995.00	2 Consulting Invoices
11/24/2017 V1305	Allegiant Care	83526	216,623.00	Health Insurance
11/24/2017 V415	Amazon	83527	296.52	
11/24/2017 V223	Bond Auto Parts	83528	34.00	
11/24/2017 V225	Burlington Electric Depart	83529	1,040.84	1 Electric Bill
11/24/2017 V227	Burlington Telecom	83530	2,029.35	1 Utility Bill
11/24/2017 V851	Champlain Medical	83531	200.00	
11/24/2017 V235	Clark's Truck Center	83532	55.88	
11/24/2017 V220	Class C Solutions Group	83533	938.46	
11/24/2017 V1240	ClearChoiceMD	83534	1,033.00	5 physical Invoices
11/24/2017 V600	Cody Chevrolet	83535	1,104.28	4 Part Invoices
11/24/2017 V238	Crystal Rock Bottled Wate	83536	208.02	
11/24/2017 V239	Cummins Northeast LLC	83537	11,430.79	11 Part Invoices
11/24/2017 V241	D & W Diesel, Inc.	83538	1,583.17	1 Part Invoice
11/24/2017 V417	Dion Security, Inc.	83539	182.10	
11/24/2017 V245	DRIVE	83540	42.00	
11/24/2017 V250	Fisher Auto Parts	83541	1,377.85	12 Part Invoices
11/24/2017 V252	FleetPride, Inc	83542	1,368.45	3 Part Invoices
11/24/2017 V394	Formula Ford Inc.	83543	21,772.00	1 Vehicle Invoice
11/24/2017 V257	Gillig Corp.	83544	27.00	
11/24/2017 V259	Grainger	83545	43.12	
11/24/2017 V260	Green Mountain Kenworth	83546	7,306.07	5 Part Invoices
11/24/2017 V1589	Hospitality Homees, Inc.	83547	275.00	
11/24/2017 V264	IBF Solutions, Inc.	83548	409.74	
11/24/2017 V472	Irving Energy Distribution	83549	419.49	
11/24/2017 V328	Kirk's Automotive Inc.	83550	47.51	
11/24/2017 V1509	Lawson Products, Inc	83551	480.76	
11/24/2017 V473	Limoge & Sons Garage Dr	83552	95.00	
11/24/2017 V267	Lincoln Financial Group	83553	10.21	
11/24/2017 V268	Loomis	83554	194.62	
11/24/2017 V273	MCI	83555	162.10	
11/24/2017 V275	McNeil Leddy & Sheahan	83556	999.66	

11/24/2017 V278	Mohawk Mfg. & Supply Co	83557	373.10	
11/24/2017 V280	Mutual of Omaha Insurance	83558	118.77	
11/24/2017 V283	Neopart LLC	83559	405.40	
11/24/2017 V284	New G.H. Berlin Oil Company	83560	702.82	
11/24/2017 V289	People's United Businesscard	83561	7,393.65	5 credit cards bills travel hotel Meals
11/24/2017 V291	Prevost Parts	83562	391.54	
11/24/2017 V296	Rouse Tire Sales	83563	941.00	
11/24/2017 V297	Safety-Kleen Systems, Inc.	83564	144.31	
11/24/2017 V298	Sanel Auto Parts Co.	83565	278.00	
11/24/2017 V303	SSTA	83566	94,778.52	ADA for oct
11/24/2017 V306	Staples Credit Plan	83567	40.16	
11/24/2017 V186	Tech Group, The	83568	55.00	
11/24/2017 V734	Thermo King Northeast/D	83569	568.92	
11/24/2017 V1030	UniFirst Corporation	83570	459.72	
11/24/2017 V315	United Parcel Service	83571	15.24	
11/24/2017 V535	VAS Tools, LLC	83572	2,769.96	Tool Invoice
11/24/2017 V391	Verizon Wireless	83573	3,448.86	4 Utility Bills Ipads on the Buses
11/24/2017 V1459	Vermont Information Center	83574	2,361.00	1 Background check Invoice
11/24/2017 V1564	Vt Back & Body Care dba	83575	760.00	
11/24/2017 V336	W.B Mason Co., Inc.	83576	214.99	
11/24/2017 V352	Wiemann-Lamphere Architects	83577	20,407.34	3 Professional Service Invoices
11/24/2017 V153	Alburgh Taxi	EFT000000012643	1,545.00	Volunteer
11/24/2017 V55	Boudreau, James	EFT000000012644	818.69	Volunteer
11/24/2017 V1007	Bova, Wendy	EFT000000012645	415.76	Volunteer
11/24/2017 V1150	Bruley SR, Mark	EFT000000012646	845.48	Volunteer
11/24/2017 V1448	Buckley, Barbara	EFT000000012647	217.22	Volunteer
11/24/2017 V548	Burnor, David	EFT000000012648	1,044.42	Volunteer
11/24/2017 V1291	Callan, Linda	EFT000000012649	592.85	Volunteer
11/24/2017 V1377	Cleary, Diane	EFT000000012650	128.40	Volunteer
11/24/2017 V1575	Dudley, Myron	EFT000000012651	432.88	Volunteer
11/24/2017 V60	Farr, Delores	EFT000000012652	743.78	Volunteer
11/24/2017 V1434	Giuffre, Martin	EFT000000012653	35.85	
11/24/2017 V1097	Graham JR., Lewis	EFT000000012654	907.05	Volunteer
11/24/2017 V1586	Gross, Robert	EFT000000012655	436.04	Volunteer

11/24/2017 V1117	Hall, John	EFT000000012656	367.05	Volunteer
11/24/2017 V170	Hertz, Kenneth	EFT000000012657	357.47	Volunteer
11/24/2017 V67	Jewett, Sheryl	EFT000000012658	97.92	
11/24/2017 V174	Langlois, Paulette	EFT000000012659	752.81	Volunteer
11/24/2017 V1420	Lawyer, Ronald	EFT000000012660	198.54	Volunteer
11/24/2017 V70	LeClair, Raymond	EFT000000012661	420.05	Volunteer
11/24/2017 V71	Lightholder, Stephen	EFT000000012662	158.38	Volunteer
11/24/2017 V74	Markham, Laurel	EFT000000012663	125.75	Volunteer
11/24/2017 V75	Martin, Ronald	EFT000000012664	596.04	Volunteer
11/24/2017 V1440	Menard, Leighanne	EFT000000012665	206.55	Volunteer
11/24/2017 V1018	Metivier, Shelli	EFT000000012666	706.20	Volunteer
11/24/2017 V1570	Murphy Sandra	EFT000000012667	86.15	
11/24/2017 V82	Parah, Donna	EFT000000012668	474.08	Volunteer
11/24/2017 V83	Parah, Maurice	EFT000000012669	1,054.61	Volunteer
11/24/2017 V86	Pike, Gail	EFT000000012670	797.28	Volunteer
11/24/2017 V771	Sammons, Chandra	EFT000000012671	78.11	
11/24/2017 V89	Sayers, Gail	EFT000000012672	580.52	Volunteer
11/24/2017 V1236	Sayers, James	EFT000000012673	620.71	Volunteer
11/24/2017 V1523	Smith, Erika	EFT000000012674	231.64	Volunteer
11/24/2017 V93	Timm, Marta	EFT000000012675	585.37	Volunteer
11/24/2017 V522	Turcotte, S Jeanette	EFT000000012676	31.03	
11/24/2017 V97	Yandow, Dennis	EFT000000012677	511.00	Volunteer
11/24/2017 V14	Bruce, Judith	EFT000000012678	1,470.30	FSA
11/24/2017 V1182	Charissakis, John	EFT000000012679	40.00	
11/24/2017 V29	Hirsch, Alain	EFT000000012680	343.00	FSA
11/24/2017 V49	Lyford, Frank	EFT000000012681	109.99	Shoe reimbursement
11/24/2017 V38	Moore, Jon	EFT000000012682	234.58	Dcap and Mileage
11/24/2017 V137	Plante, Karen	EFT000000012683	94.73	
11/24/2017 V17	Smith, Jamie L	EFT000000012684	192.30	Dcap
11/24/2017 V827	Stanforth, Adam	EFT000000012685	79.99	

To: GMT Board of Commissioners
 From: Michelle Daley, Director of Finance
 Date: December 14, 2017
 RE: Finance/Grants/Capital Projects/ADA/Broker Services



Michelle Daley, Jordan Nellé, Cheryl Whitaker, and Kim Wall went to workshops on the Triennial Review and the Procurement System Review. The Triennial Review has a new format this year that will involve more contact with reviewers between the initial information request and the site visit. Staff is working on preparing the documents for the initial information request. The next stage of the review will involve follow-up questions and requests for more information followed by the site visit in July.

The urban and rural National Transit Database (NTD) reports have been submitted.

We received an executed state grant amendment with the capital awards included. Staff can now work on the capital, mobility management, and rural CMAQ billing for the first quarter of FY18. Staff can also finalize the capital budget and adjusted operating budget for Fiscal Year 2018 for board approval now that this information has been received.

We have received the draft financial statements from the auditors and we are working on reviewing them against our records to ensure accuracy before finalizing them. We are still expecting to have a clean audit with no audit findings. The final audit report needs to be completed by mid-December in order to calculate GMT's FY19 indirect cost rate, which needs to be submitted to the FTA for approval by December 31st. Our approved indirect cost rate for FY18 is 9.865%. For comparison, in FY17 the rate was 9.55%.

Attached are the October 31, 2017 financials for your review. The total reconciled balance of the operating cash balance for the month ended October 31, 2017 is \$3,290,600. A large portion of this cash balance is directly attributable to several drawdowns and deposits from the State of Vermont for grant funding, as well as payments received from Member Communities Assessments.

The aged trade Accounts Receivable balance for October 31, 2017 was \$2,609,177. This balance is broken out as \$2,170,228 attributable to the Urban Program and \$438,949 attributable to the Rural Program. (For comparison, the aged trade Accounts Receivable balance on 9/30/17 was \$2,716,513.) The combined aging details are as follows:

	Current Month	As of 9/30/17
Current	\$2,571,723	2,565,038
30-60 Days	23,605	142,803
61-90 Days	7,196	837
91 and Over	6,653	7,835

As of the date of this memo, we have collected 15.40% in subsequent payments on the aged receivables in the 61 days and over categories. We are in communication with the Villa Rehab in St. Albans and currently we are not expecting any collection issues. The Villa Rehab receivable is currently the only outstanding balance older than 61 days as of the date of this memo:

Villa Rehab
 VTrans

6,652.72
 6,288.45



<p>Total due as of the date of this memo \$12,941.17</p>

As we review the revenues and expenses for the month ended October 31, 2017, we use a benchmark to determine how well we are following our budget. We calculate this benchmark as 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 33.33% for the Fiscal Year to date October 31, 2017. It is important to note that the budget used in this comparison is not the final budget for FY18. An adjusted budget is being presented to the board for this month's meeting now that the grant has been finalized, as mentioned above. Once the adjusted budget has been approved, this information will be updated in the accounting software and the next report will reflect the approved adjusted budget for FY18.

The Federal, State and Local Revenues for the Urban system are tracking within the budgeted revenues. Other State grants for the Urban system appear low because we have just now executed the grant with the State and therefore have not had a chance to bill much so far in FY18. The urban operating budget is adjusted at the end of each month to reflect a net of zero, which is due to our Federal Urban Formula Grant (5307) which, at best allow us to breakeven.

The rural operating budget does not have a similar grant to break even, 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. The trend for Rural grants has typically been lower earnings at the beginning of the fiscal year, with higher earnings in the winter months, which is perfectly aligned with what these statements are reflecting. We expect these revenues to come in line with the benchmark the closer we get to the end of the fiscal year. The Rural system is currently showing deficit spending of \$354K, part of the issue here is that some of the revenues are behind in billing such as the E&D program, however that being said we will be making reasonable estimates going forward to recognize this revenue to better reflect how the Rural system is performing financially. Additionally, we have completed the analysis of the Medicaid PMPW Unduplicated counts through December 8, and are anticipating being made whole by VPTA by the end of December for payments that were withheld because of a billing mess up in early August.

Areas of note for the Operating Revenues include:

- Fares are trending slightly below the benchmark in both the Urban and Rural System. This is not considered unusual as warmer weather in the summer months mean more people going out on foot or using other recreational modes of transportations (bikes, etc.). Additionally, the national trend is lower ridership currently.
- Advertising – Per conversation with the Marketing Department, this revenue is trending low due to lower interest in bus advertising this year. This is not a political year, and political signs are a large advertising revenue generator. Marketing is working on a mailer and some hand out information to give out at mixers, as well as expanding advertising opportunities to include spaces at the DTC to bolster more interest.
- Planning Revenue – For the Rural system this revenue is exceeding the benchmark due to requesting reimbursement for expenses related to the Comprehensive Service Analysis. We were anticipating the costs associated with this project to be incurred early in the fiscal year, so it is not surprising that the associated revenue is high as well.
- Interest and Miscellaneous revenue are all trending below the benchmark for the urban system. This is due to timing issues and the unpredictability of these types of revenues.
- Sales of Equipment – This is due to an error in the date entered as the date in service for this vehicle. It was a 2006 vehicle but the placed in service date was

erroneously entered as 5/17/12. This error was not discovered until the asset was disposed of. It had well exceeded its useful life physically, however this was not reflected in the accounting system, as it was showing a remaining life at disposal and was therefore not fully depreciated and generated a loss on the sale.

- Medicaid Purchase of Service – This rural revenue is below our budgeted benchmark due to a change in the way we are reimbursed for Medicaid rides. This change occurred subsequent to the creation of this budget. The budgeted amount will be changed in the adjusted budget to reflect this.
- Warranty Revenue is well exceeding its budget. This is due to losses sustained on Bus #282 and the insurance proceeds received.

For the operating expenses, most of the variances are timing issues since many expenses are not evenly spent throughout the year. Additionally, the budget being used to compare to at this point is not the adjusted budget, so some variances are likely related to bad budget numbers. While we recognize that there are several variances from the benchmark of 33.33% in the expense categories of the attached report, our focus for explanations below will be those of note, rather than those solely due to timing or budget issues:

- Salaries and Wages – All of the expenses in this category are trending slightly below the benchmark. This is due to nearly full staffing in the operators and mechanics, causing less need for overtime. The Rural Drivers/Operators are the lowest below budget, but this is expected to catch up with the Mountain driving season kicking and increased routes and driver hours.
- Admin Supplies and Expenses – This is high for the Urban system due to purchases of ergonomic office equipment for several staff members. Without the Capital funding from the state being in place, these purchases were coded here. Now that we have secured Capital funding for these types of purchases and other office equipment, we expect this to come more in line with budget expectations in the second half of the year.
- Recruiting Expenses – This is low for the Urban system and high for the Rural system. Urban drivers are fully staffed currently so our recruiting needs have been low. For the Rural system we are actively recruiting for the Mountain season currently. Once this season begins we expect to see this expense align more closely with the benchmark.
- Dues and Subscriptions – While these are timing issues we wanted to draw attention to them as the variances from the benchmark are so high. In the Urban system we generally incur the majority of the dues expense at the beginning of the fiscal year, including our annual APTA dues of \$20,304 which make up the vast majority of the budget. For the Rural system our dues are typically invoiced more heavily toward the end of the fiscal year, so we expect this expense to trend below the benchmark for the majority of the fiscal year.
- Travel and Meetings, Computer Services Expense and Legal Fees – These are as needed expenses and due to the nature of them they are difficult to budget and anticipate spending throughout the fiscal year.
- Consulting Fees – This line item will be removed in the adjusted budget. We did not use this line item in FY17 and we do not anticipate using it in FY18 either, so we will be reallocating those funds to cover our needs elsewhere.
- Background checks are tied to hiring, and with the seasonal hiring and the annual back ground checks needing to occur for the Medicaid contract, checks are higher in the beginning of the fiscal year.
- Drug & Alcohol Testing – Subsequent to setting the initial budget for this expense category we determined that there would be cost savings in joining the State of Vermont's Drug & Alcohol Program. Our drivers are now tested as part of the larger State Driver Pool and the State incurs the expense. We were the only Transit Agency in the State of Vermont that was funding our own Drug & Alcohol Program. The budget will be adjusted to reflect this change.

- Employee Recruitment Program – This is a variable expense incurred as current employees recommend new employees who are hired and subsequently are retained for certain lengths of time. We are at a pretty full level of staffing currently so there has not been as much need for this program so far in FY18. Timing of expenses incurred is variable based on recruitment needs and the length of time the employees stay on. This has proven to be a valuable recruitment tool for GMT.
- Driver's Uniforms – A large order for uniforms has been placed and payment for these will be reflected in the November or December financials.
- Other Planning Expenses and MPO Planning Expenses are high compared to their budgets due to the Comprehensive Service Analysis (CSA) discussed in the revenue section above. This project is carrying over from FY17 and is anticipated to be completed in FY18.
- Maintenance Expenses – The budget for maintenance accounts was heavily scrutinized for accuracy and represents the area of the adjusted budget with the most changes. Due to this, it is not surprising that there are wide budget variances in this category. It makes sense to wait to scrutinize them until after the adjusted budget is entered. However of particular interest:
 - Parts Expense – These expenses are due to timing and need for parts, as well as mid-life engine overhauls required on aging buses. Since we have finally worked out our Capital grant award with the State and there are funds awarded to maintenance for parts we were able to reclassify approximately \$98,000 of these expenses to Capital parts in October. That being said, parts is still over 90% of its budget for the Urban system four months into the year, which is a testament to just how off base the initial FY18 budget was.
- Marketing Expenses are below the budget benchmark due to the focus of the marketing department at the end of FY17 and the beginning of FY18 being on our rebrand. We had capital funds set aside for the projects associated with the rebrand, so operating marketing expenses have not been the focus of their spending. These will come in line with the benchmark as new bus map & guides are issued and focus shifts to other marketing campaigns.
- Debt Service – This expense is complete for the year. We make a yearly payment on 7/1 for the 12 year capital lease. The FY18 payment is the fifth payment on this lease. This expense is a component of the Member Assessment formula.

The following is an update of the ongoing capital projects staff continue to work on:

- ☆ **Passenger Shelters:** The solar lighting project has been completed. Working with the Town of Jericho to install a post and beam shelter adjacent to the post office. Monitoring the status of construction of the Larkin Terrace project in preparation of permitting and installing a glass shelter at the new property. Identifying additional locations for the shelters that are currently in storage.
- ☆ **Downtown Transit Center:**
 - Still working with electrical contractor to get quotes for installing two higher BTU heating units to test on the platform over the winter and we are still working with Enseicom to update the bike storage shelter design. Will also look into making some modifications to the data closet to improve functionality and climate control.
 - Working with VHB and Casella to coordinate final removal of soil to Clinton County. Waiting on contract document from Casella to finalize and get on the schedule for transport of about 300 cubic yards of soil.
- ☆ **Industrial Parkway Driveway Ramp:**
 - Staff has reviewed the draft design from VHB and have communicated and questions or comments to VHB. VHB is updating the design and proceeding to

the next stage of completion. Working with VHB and VT Department of Environmental Conservation in the preparation of a storm water permit for the project as well as coordination of existing storm water permits at 15 Industrial Pkwy. Project is on track for construction in spring 2018.

o

☆ **GMTA Facility Renovation:**

- o Results of the hazardous materials testing has been received and communicated to the Architects for incorporation into construction documents. Structural and Mechanical, Electrical, and Plumbing (MEP) design subcontractors have completed all design work for incorporation into final design by the Architects. The Architects are now working with their cost estimator to prepare budget estimates for the renovations. Budget estimates are expected to be completed by Christmas. Working with the security design contractor to finalize the security portion of the renovations and complete budget estimates for that portion of work. Budget estimates will be reviewed with staff and VTrans to determine how well they line up with available funding and to prioritize renovation areas if necessary. Working toward a construction start date in July 2018.

☆ **Decommissioning of Former Cherry Street Terminal:**

- o Continuing to work with Peterson Consulting to secure a firm to complete the lead-safe prep work in the spring.

☆ **Facility Security Upgrades:**

- o Procurement and construction documents are nearly complete and should be ready to be issued this week. Because of the upcoming holidays, procurement is likely to move into January with commencement of the installation occurring in late January. Installation will likely take 60 days to complete.

☆ **Big Bus Buy:**

- o We have received seven of the twelve buses at this time. The bus build remains on schedule and we expect that the remaining five buses will be delivered by next week. A third party inspector has been retained for the entire build and a staff member was at the factory during the first week of December for on-site inspection.

Chittenden County Transportation Authority
Statement of Net Assets
As of 10/31/2017

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	As Of 2017	As Of 2016
ASSETS		
Current Assets:		
Cash and Investments	3,789,499.74	3,224,765.96
Receivables:		
Grant	2,925,414.33	3,879,612.28
Other	2,712,134.95	2,818,092.46
Deferred Cost Pool	(237,722.17)	(91,657.88)
Inventories	638,142.07	638,917.83
Prepaid Expenses	453,277.03	438,680.38
Total Current Assets	<u>10,280,745.95</u>	<u>10,908,411.03</u>
Noncurrent Assets:		
Land, Structures And		
Equipment - net of accumulated depreciation	<u>27,119,767.21</u>	<u>28,748,311.91</u>
TOTAL ASSETS	<u><u>37,400,513.16</u></u>	<u><u>39,656,722.94</u></u>

LIABILITIES AND FUND EQUITY

Current Liabilities:		
Accounts Payable	559,356.45	488,560.41
Accrued Payroll Expenses	152,669.57	335,499.91
Other Accrued Expenses	49,966.50	122,076.21
Deferred Revenue	5,381,776.53	5,832,070.84
Total Current Liabilities	<u>6,143,769.05</u>	<u>6,778,207.37</u>
Long-Term Liabilities:		
Accrued Compensated Absences	802,389.23	705,803.21
Total Long-Term Liabilities	<u>802,389.23</u>	<u>705,803.21</u>
Total Liabilities	<u>6,946,158.28</u>	<u>7,484,010.58</u>
Fund Equity:		
Invested in capital assets, net of related debt	28,031,330.04	29,537,091.88
Restricted	1,547,481.95	1,484,414.58
Unrestricted	2,220,486.83	1,999,581.05
Current Year Change in Net Assets	(1,344,943.94)	(848,375.15)
Total Fund Equity	<u>30,454,354.88</u>	<u>32,172,712.36</u>
TOTAL LIABILITIES AND FUND EQUITY	<u><u>37,400,513.16</u></u>	<u><u>39,656,722.94</u></u>

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

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REVENUES

FEDERAL, STATE AND LOCAL REVENUE

	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			
Municipal Member Assessments	784,225.60	0.00	\$784,225.60	2,243,235.00	0.00	\$2,243,235.00	34.96%	0.00%	34.96%	2,182,179.99
Municipal Paratransit Assessments	209,302.64	0.00	209,302.64	627,908.00	0.00	627,908.00	33.33%	0.00%	33.33%	691,231.00
Local Operating Assistance	27,683.36	75,043.72	102,727.08	85,050.00	402,656.00	487,706.00	32.55%	18.64%	21.06%	469,209.40
Federal Urban Formula Grant	908,422.79	0.00	908,422.79	2,579,902.00	0.00	2,579,902.00	35.21%	0.00%	35.21%	2,298,273.00
Federal Rural Operating Grant	0.00	306,800.00	306,800.00	0.00	1,326,000.00	1,326,000.00	0.00%	23.14%	23.14%	1,220,850.57
State Regular Subsidy Operating Grant	812,537.00	234,000.00	1,046,537.00	2,337,179.00	900,000.00	3,237,179.00	34.77%	26.00%	32.33%	3,237,179.00
E&D Grants and Local Match	0.00	231,244.55	231,244.55	0.00	1,237,022.00	1,237,022.00	0.00%	18.69%	18.69%	1,192,836.10
Other State Grants	8,141.77	0.00	8,141.77	89,050.00	18,000.00	107,050.00	9.14%	0.00%	7.61%	121,649.71
Other Federal Grants	1,030,073.00	181,009.67	1,211,082.67	2,629,330.00	389,994.00	3,019,324.00	39.18%	46.41%	40.11%	3,479,637.07
Fund Balance Reserves	0.00	0.00	0.00	0.00	30,000.00	30,000.00	0.00%	0.00%	0.00%	0.00
Capital Reserve Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%	0.00%	310,671.00
Total Federal, State and Local Revenues	3,780,386.16	1,028,097.94	4,808,484.10	10,591,654.00	4,303,672.00	14,895,326.00	35.69%	23.89%	32.28%	15,203,716.84

OPERATING REVENUE

Passenger Revenue	720,384.19	31,543.24	751,927.43	2,501,300.00	148,500.00	2,649,800.00	28.80%	21.24%	28.38%	2,340,516.14
Paratransit Passenger Fares	32,327.50	0.00	32,327.50	115,000.00	0.00	115,000.00	28.11%	0.00%	28.11%	99,511.25
Advertising Revenue	20,059.00	0.00	20,059.00	200,000.00	50,000.00	250,000.00	10.03%	0.00%	8.02%	158,671.35
Planning Revenue	138,542.32	22,463.42	161,005.74	362,106.00	30,000.00	392,106.00	38.26%	74.88%	41.06%	371,918.18
Interest Earnings	282.21	1,207.23	1,489.44	3,000.00	4,000.00	7,000.00	9.41%	30.18%	21.28%	5,326.42
Miscellaneous Revenue	1,766.01	(26.00)	1,740.01	19,000.00	0.00	19,000.00	9.29%	0.00%	9.16%	14,886.24
Sales Of Equipment	481.00	(1,812.84)	(1,331.84)	11,000.00	3,000.00	14,000.00	4.37%	-60.43%	-9.51%	16,165.15
Medicaid Purchase Of Svc	0.00	400,931.99	400,931.99	0.00	1,770,000.00	1,770,000.00	0.00%	22.65%	22.65%	1,564,826.44
Purchase of Service	17,327.90	83,876.97	101,204.87	43,844.00	273,000.00	316,844.00	39.52%	30.72%	31.94%	252,992.12
Warranty Revenue	5,310.00	0.00	5,310.00	2,000.00	2,000.00	4,000.00	265.50%	0.00%	132.75%	1,911.39
Operating Revenue	936,480.13	538,184.01	1,474,664.14	3,257,250.00	2,280,500.00	5,537,750.00	28.75%	23.60%	26.63%	4,826,724.68

Total Revenue	4,716,866.29	1,566,281.95	6,283,148.24	13,848,904.00	6,584,172.00	20,433,076.00	34.06%	23.79%	30.75%	20,030,441.52
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EXPENSES

SALARIES AND WAGES

Other Wages	510,674.21	292,112.49	802,786.70	1,716,313.00	942,741.00	2,659,054.00	29.75%	30.99%	30.19%	2,633,587.32
Driver/Operator Wages	1,345,453.51	385,153.67	1,730,607.18	4,245,469.00	1,411,165.00	5,656,634.00	31.69%	27.29%	30.59%	5,503,191.45
Vehicle Repair Wages	272,875.39	43,465.79	316,341.18	929,067.00	137,544.00	1,066,611.00	29.37%	31.60%	29.66%	998,243.36
Salaries and Wages	2,129,003.11	720,731.95	2,849,735.06	6,890,849.00	2,491,450.00	9,382,299.00	30.90%	28.93%	30.37%	9,135,022.13

PERSONNEL TAXES AND BENEFITS

Payroll Taxes (FICA/MC)	163,228.17	55,148.70	218,376.87	527,150.00	190,596.00	717,746.00	30.96%	28.93%	30.43%	688,868.02
Unemployment Tax Exp	5,779.89	3,208.42	8,988.31	22,000.00	20,000.00	42,000.00	26.27%	16.04%	21.40%	38,274.06
Medical Insurance/HRA	536,336.74	214,028.26	750,365.00	1,509,708.00	547,509.00	2,057,217.00	35.53%	39.09%	36.47%	2,050,012.08
Pension Plan Expenses	86,865.28	19,741.18	106,606.46	280,044.00	74,744.00	354,788.00	31.02%	26.41%	30.05%	334,839.35
Other Employee Benefits	114,625.46	44,532.80	159,158.26	312,670.00	122,390.00	435,060.00	36.66%	36.39%	36.58%	399,784.52
Personnel Taxes and Benefits	906,835.54	336,659.36	1,243,494.90	2,651,572.00	955,239.00	3,606,811.00	34.20%	35.24%	34.48%	3,511,778.03

GENERAL AND ADMIN EXPENSES

Admin Supplies and Expenses	19,144.08	4,309.15	23,453.23	43,740.00	21,600.00	65,340.00	43.77%	19.95%	35.89%	62,382.75
Recruiting Expenses	2,183.67	5,273.33	7,457.00	18,400.00	12,000.00	30,400.00	11.87%	43.94%	24.53%	33,990.27
Dues and Subscriptions	21,178.00	636.00	21,814.00	27,788.00	8,928.00	36,716.00	76.21%	7.12%	59.41%	33,714.72
Travel and Meetings	799.90	301.10	1,101.00	3,500.00	3,500.00	7,000.00	22.85%	8.60%	15.73%	7,386.53
Communications	16,256.86	9,714.77	25,971.63	45,344.00	29,536.00	74,880.00	35.85%	32.89%	34.68%	77,450.70
Computer Service Exp	10,012.71	3,369.04	13,381.75	111,440.00	51,644.00	163,084.00	8.98%	6.52%	8.21%	72,851.40
Legal Fees	873.50	0.00	873.50	20,000.00	3,000.00	23,000.00	4.37%	0.00%	3.80%	7,987.44
Insurance	279,078.86	116,297.07	395,375.93	785,817.00	353,998.00	1,139,815.00	35.51%	32.85%	34.69%	1,221,595.65
Audit Fees	6,195.00	2,655.00	8,850.00	17,850.00	7,650.00	25,500.00	34.71%	34.71%	34.71%	27,750.00
Consulting Fees	0.00	0.00	0.00	3,000.00	3,000.00	6,000.00	0.00%	0.00%	0.00%	2,109.75
General and Admin Expenses	355,722.58	142,555.46	498,278.04	1,076,879.00	494,856.00	1,571,735.00	33.03%	28.81%	31.70%	1,547,219.21

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

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	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			
<u>OPERATIONS EXPENSES</u>										
Background Checks	984.00	3,824.00	4,808.00	1,900.00	8,325.00	10,225.00	51.79%	45.93%	47.02%	11,028.60
Drug & Alcohol Testing	248.00	31.00	279.00	13,755.00	7,898.00	21,653.00	1.80%	0.39%	1.29%	19,884.25
DOT Testing	3,020.00	1,650.00	4,670.00	5,850.00	7,920.00	13,770.00	51.62%	20.83%	33.91%	12,454.70
Employment Recruitment Program	0.00	0.00	0.00	2,000.00	2,000.00	4,000.00	0.00%	0.00%	0.00%	600.00
Driver's Uniforms	4,034.55	1,286.03	5,320.58	24,996.00	20,170.00	45,166.00	16.14%	6.38%	11.78%	77,788.32
Safety Expense	936.53	0.00	936.53	2,450.00	2,000.00	4,450.00	38.23%	0.00%	21.05%	3,636.21
Misc. Operating Exp	1,118.61	56.17	1,174.78	6,700.00	2,375.00	9,075.00	16.70%	2.37%	12.95%	8,128.47
Operations Expenses	10,341.69	6,847.20	17,188.89	57,651.00	50,688.00	108,339.00	17.94%	13.51%	15.87%	133,520.55
<u>PLANNING EXPENSES</u>										
Other Planning Expenses	0.00	59,414.32	59,414.32	0.00	60,000.00	60,000.00	0.00%	99.02%	99.02%	53,666.06
MPO Planning Expenses	69,201.46	0.00	69,201.46	100,000.00	0.00	100,000.00	69.20%	0.00%	69.20%	96,577.94
Planning Expenses	69,201.46	59,414.32	128,615.78	100,000.00	60,000.00	160,000.00	69.20%	99.02%	80.38%	150,244.00
<u>VEHICLE/BUILDING MAINTENANCE EXP (15 Industrial)</u>										
Parts Expense - Non-Revenue Vehicles	2,403.99	51.37	2,455.36	11,000.00	9,500.00	20,500.00	21.85%	0.54%	11.98%	11,738.07
Parts Expense - Revenue Vehicles	252,949.20	108,032.26	360,981.46	276,740.00	185,844.00	462,584.00	91.40%	58.13%	78.04%	807,595.18
Tires	37,837.42	8,609.00	46,446.42	68,504.00	39,718.00	108,222.00	55.23%	21.68%	42.92%	117,176.85
Facility Maintenance	14,540.43	19,582.19	34,122.62	90,000.00	62,200.00	152,200.00	16.16%	31.48%	22.42%	151,435.35
Passenger Facility Expenses	8,324.36	0.00	8,324.36	47,988.00	2,000.00	49,988.00	17.35%	0.00%	16.65%	38,182.23
Cleaning Expense	5,000.00	2,536.88	7,536.88	10,100.00	15,137.00	25,237.00	49.50%	16.76%	29.86%	35,568.49
Repeater Fees	8,946.00	6,750.00	15,696.00	20,736.00	15,552.00	36,288.00	43.14%	43.40%	43.25%	34,074.00
Light, Heat and Water	37,713.25	6,550.73	44,263.98	140,000.00	55,000.00	195,000.00	26.94%	11.91%	22.70%	184,036.52
Fuel - Vehicles	248,409.43	77,509.73	325,919.16	802,162.00	314,992.00	1,117,154.00	30.97%	24.61%	29.17%	1,011,873.97
Maintenance Tools/Supplies/Uniforms	37,187.09	6,558.31	43,745.40	79,660.00	12,600.00	92,260.00	46.68%	52.05%	47.42%	90,163.85
Misc Maint Expenses and fees	2,040.10	685.28	2,725.38	3,876.00	3,500.00	7,376.00	52.63%	19.58%	36.95%	5,221.27
Vehicle/Building Maintenance Exp	655,351.27	236,865.75	892,217.02	1,550,766.00	716,043.00	2,266,809.00	42.26%	33.08%	39.36%	2,487,065.78
<u>CONTRACTOR EXPENSES</u>										
ADA/SSTA Paratransit	387,510.07	0.00	387,510.07	1,192,093.00	0.00	1,192,093.00	32.51%	0.00%	32.51%	1,156,939.31
Partner Local Share	0.00	0.00	0.00	19,833.00	0.00	19,833.00	0.00%	0.00%	0.00%	19,833.00
Functional Assessment Costs	3,127.70	0.00	3,127.70	25,000.00	0.00	25,000.00	12.51%	0.00%	12.51%	9,274.56
Volunteer Drivers	0.00	174,390.97	174,390.97	0.00	621,500.00	621,500.00	0.00%	28.06%	28.06%	575,416.34
Other Transportation (incl Cabs)	3,483.00	121,928.27	125,411.27	21,331.00	677,556.00	698,887.00	16.33%	18.00%	17.94%	824,032.68
Contractor Expenses	394,120.77	296,319.24	690,440.01	1,258,257.00	1,299,056.00	2,557,313.00	31.32%	22.81%	27.00%	2,585,495.89
<u>MARKETING EXPENSE</u>										
Bus Tickets/Fare Media	7,063.05	239.39	7,302.44	20,000.00	2,400.00	22,400.00	35.32%	9.97%	32.60%	14,583.92
Marketing Expense	8,869.33	5,084.03	13,953.36	52,000.00	45,840.00	97,840.00	17.06%	11.09%	14.26%	50,567.84
Public Information	5,365.50	4,052.06	9,417.56	37,000.00	23,000.00	60,000.00	14.50%	17.62%	15.70%	63,836.36
Marketing Expense	21,297.88	9,375.48	30,673.36	109,000.00	71,240.00	180,240.00	19.54%	13.16%	17.02%	128,988.12
<u>OTHER EXPENSES</u>										
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	151,310.00	31,866.67	183,176.67	453,930.00	95,600.00	549,530.00	33.33%	33.33%	33.33%	651,542.00
Other Expenses	197,752.51	31,866.67	229,619.18	503,930.00	95,600.00	599,530.00	39.24%	33.33%	38.30%	697,984.51
TOTAL EXPENSES	4,739,626.81	1,840,635.43	6,580,262.24	14,198,904.00	6,234,172.00	20,433,076.00	33.38%	29.52%	32.20%	20,377,318.22
Current Year Deferred Costs	(57,203.28)	0.00	(57,203.28)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(61,937.58)
ALLOCATIONS BETWEEN PROGRAMS	79,963.80	(79,963.80)	0.00	350,000.00	(350,000.00)	0.00	22.85%	22.85%	0.00%	0.00
Balance Of Operating Budget	0.00	(354,317.28)	(354,317.28)	0.00	0.00	0.00	0.00%	0.00%	0.00%	(408,814.28)

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

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	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 at 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 fur 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. Congratulation 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, Michey 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.

Update 12/12/17

ADA Ridership Report (by Town) : FY18

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														23	22	21				
Sunday														23	22	22				
Weekday														105	106	107				
School Days														60	62	61				
														Difference (FY18-FY17)				Difference (FY18-FY16)		
#	Route Name	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY18 YTD	FY17 YTD	Riders	%	FY16 YTD	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%
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			
																Difference (FY18-FY17)				Difference (FY18-FY16)		
#	Route Name	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	FY18 YTD		FY17 YTD	riders	%		FY16 YTD	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	-	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.
Additional Tablets	-	8,000	
	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 capital 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.

				\$ Changes between FY18 Adjusted & Approved	
	PROPOSED FY18			URBAN	RURAL
	URBAN		RURAL	URBAN	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 & Approved URBAN	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)	Allignment 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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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 (\$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								
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 @ \$83,500 each	\$ -	\$0	\$0	\$0	\$0	\$0
1	AB	Spare Parts, Misc. Suppoort 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
1 Revenues												
2												
3 <u>FEDERAL, STATE AND LOCAL REVENUES</u>												
4 Municipal Member Assessments	2,279,715	0	2,279,715	2,243,235	0	2,243,235	36,480	0	36,480	2%		2%
5 Municipal Paratransit Assessments	627,908	0	627,908	627,908	0	627,908	0	0	0	0%		0%
6 Local Operating Assistance	78,050	421,725	499,775	85,050	402,656	487,706	(7,000)	19,069	12,069	-8%		2%
7 Federal Urban Formula Grant	2,706,098	0	2,706,098	2,579,902	0	2,579,902	126,196	0	126,196	5%		5%
8 Federal Rural Operating Grant	0	1,180,000	1,180,000	0	1,326,000	1,326,000	0	(146,000)	(146,000)		-11%	-11%
9 State Regular Subsidy Operating Grant	2,437,612	900,000	3,337,612	2,337,179	900,000	3,237,179	100,433	0	100,433	4%	0%	3%
10 E&D Grants and Cash Match	0	1,117,698	1,117,698	0	1,237,022	1,237,022	0	(119,324)	(119,324)		-10%	-10%
11 Other Federal/State Grants	2,608,549	871,118	3,479,667	2,718,380	437,994	3,156,374	(109,831)	433,124	323,293	-4%	99%	10%
12 Fund Balance Reserves	0	148,614	148,614	0	30,000	30,000	0	118,614	118,614			
13 Capital Reserve Revenue	176,300	20,000	196,300	0	0	0	176,300	20,000	196,300			
14 Total Federal, State and Local Revenues	10,914,232	4,659,155	15,573,387	10,591,654	4,333,672	14,925,327	322,578	325,483	648,061	3%	8%	4%
15												
16 <u>OPERATING REVENUE</u>												
17 Passenger Revenue	2,320,000	123,000	2,443,000	2,501,300	148,500	2,649,800	(181,300)	(25,500)	(206,800)	-7%	-17%	-8%
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	30,000	392,106	362,106	0	362,106	0	30,000	30,000	0%		8%
21 Interest Earnings	3,000	4,000	7,000	3,000	4,000	7,000	0	0	0	0%	0%	0%
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	11,000	3,000	14,000	0	0	0	0%	0%	0%
24 Medicaid Purchase of Service Revenue	0	1,540,000	1,540,000	0	1,770,000	1,770,000	0	(230,000)	(230,000)		-13%	-13%
25 Misc. Purchase of Service	43,844	225,716	269,560	43,844	273,000	316,844	0	(47,284)	(47,284)	0%	-17%	-15%
26 Warranty Revenue	2,000	2,000	4,000	2,000	2,000	4,000	0	0	0	0%	0%	0%
27 Operating Revenues	3,075,950	1,977,716	5,053,666	3,257,250	2,250,500	5,507,750	(181,300)	(272,784)	(454,084)	-6%	-12%	-8%
28												
29 TOTAL REVENUES	13,990,182	6,636,871	20,627,053	13,848,904	6,584,172	20,433,077	141,278	52,699	193,977	1%	1%	1%
30	68%	32%		68%	32%							
31 Expenses												
32 <u>SALARIES AND WAGES</u>												
33 Other Wages	1,714,621	984,255	2,698,876	1,716,313	942,741	2,659,054	(1,693)	41,514	39,821	0%	4%	1%
34 Driver Wages	4,226,302	1,499,979	5,726,281	4,245,469	1,411,165	5,656,634	(19,167)	88,814	69,647	-1%	9%	3%
35 Mechanic Wages	960,901	163,784	1,124,685	929,067	137,544	1,066,611	31,834	26,240	58,074	3%	2%	1%
36 SALARIES AND WAGES	6,901,824	2,648,018	9,549,842	6,890,849	2,491,450	9,382,299	10,975	156,568	167,543	1%	114%	16%
37												
38 <u>PERSONNEL TAXES AND BENEFITS</u>												
39 Payroll Taxes FICA/MC (7.65% of Wages)	527,990	202,573	730,563	527,150	190,596	717,746	840	11,977	12,817	0%	6%	2%
40 Unemployment Tax Exp	22,000	20,000	42,000	22,000	20,000	42,000	0	0	0	0%	0%	0%
41 Medical Insurance	1,519,767	557,226	2,076,993	1,509,708	547,509	2,057,217	10,059	9,717	19,776	1%	2%	1%
42 Retirement ER Contributions	287,116	60,904	348,020	280,044	74,744	354,788	7,072	(13,840)	(6,768)	3%	-19%	-2%
43 Employee Development	31,000	28,000	59,000	35,000	26,000	354,788	(4,000)	2,000	(295,788)	-11%	8%	-83%
44 Leadership Training (GM)	4,500	4,500	9,000	0	0	0	4,500	4,500	9,000	#DIV/0!	#DIV/0!	#DIV/0!
45 Employee Benefits	250,406	92,030	342,436	277,670	96,390	435,060	(27,264)	(4,360)	(92,624)	-10%	-5%	-21%
46 PERSONNEL TAXES AND BENEFITS	2,642,779	965,233	3,608,012	2,651,572	955,239	3,606,811	(8,793)	9,994	1,201	0%	1%	0%
47												
48 <u>GENERAL AND ADMIN EXPENSES</u>												
49 Admin Supplies and Expenses	43,740	21,600	65,340	43,740	21,600	65,340	0	0	0	0%	0%	0%
50 Recruiting Expenses	18,400	12,000	30,400	18,400	12,000	30,400	0	0	0	0%	0%	0%

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		
51	Dues and Subscriptions	27,838	10,033	37,871	27,788	8,928	36,716	50	1,105	1,155	0%	12%	3%		
52	Travel and meetings	3,500	3,500	7,000	3,500	3,500	7,000	0	0	0	0%	0%	0%		
53	Communications	58,880	28,336	87,216	45,344	29,536	74,880	13,536	(1,200)	12,336	30%	-4%	16%		
54	Computer Services	124,320	57,164	181,484	111,440	51,644	163,084	12,880	5,520	18,400	12%	11%	11%		
55	Board Development	2,000	2,000	4,000	0	0	0	2,000	2,000	4,000	100%	100%	100%		
56	Legal Fees	10,000	3,000	13,000	20,000	3,000	23,000	(10,000)	0	(10,000)	-50%	0%	-43%		
57	Insurance	758,412	305,132	1,063,544	785,817	353,998	1,139,815	(27,405)	(48,867)	(76,272)	-3%	-14%	-7%		
58	Audit Fees	19,425	8,325	27,750	17,850	7,650	25,500	1,575	675	2,250	9%	9%	9%		
59	Consulting Fees	0	0	0	3,000	3,000	6,000	(3,000)	(3,000)	(6,000)	-100%	-100%	-100%		
60	GENERAL AND ADMIN EXPENSES	1,066,515	451,090	1,517,605	1,076,879	494,857	1,571,736	(10,364)	(43,767)	(54,131)	-1%	-9%	-3%		
61															
62	OPERATIONS EXPENSES														
63	Employee New Hire/Background Checks	1,900	8,325	10,225	1,900	8,325	10,225	0	0	0	0%	0%	0%		
64	Drug & Alcohol Testing	13,755	7,898	21,653	13,755	7,898	21,653	0	0	0	0%	0%	0%		
65	DOT Testing	5,850	7,920	13,770	5,850	7,920	13,770	0	0	0	0%	0%	0%		
66	Employment Recruitment Referral Program	800	400	1,200	2,000	2,000	4,000	(1,200)	(1,600)	(2,800)	-60%	-80%	-70%		
67	Drivers' Uniforms	24,996	20,170	45,166	24,996	20,170	45,166	0	0	0	0%	0%	0%		
68	Safety Expense	2,050	1,700	3,750	2,450	2,000	4,450	(400)	(300)	(700)	-16%	-15%	-16%		
69	Misc. Operating Expenses	7,100	2,675	9,775	6,700	2,375	9,075	400	300	700	6%	13%	8%		
70	OPERATIONS EXPENSES	56,451	49,088	105,539	57,651	50,688	108,339	(1,200)	(1,600)	(2,800)	-2%	-3%	-3%		
71															
72	PLANNING EXPENSES														
73	Other Planning Expense (CVRPC)	0	60,000	60,000	0	60,000	60,000	0	0	0	0%	0%	0%		
74	CCTA Planning	150,000	0	150,000	100,000	0	100,000	50,000	0	50,000	50%	0%	50%		
75	PLANNING EXPENSES	150,000	60,000	210,000	100,000	60,000	160,000	50,000	0	50,000	50%	0%	31%		
76															
77	VEHICLE/BUILDING MAINTENANCE EXP														
78	Parts Expense - Non-Revenue Vehicle	7,000	4,800	11,800	11,000	9,500	20,500	(4,000)	(4,700)	(8,700)	-36%	-49%	-42%		
79	Parts Expense - Revenue Vehicles	408,394	191,000	599,394	276,740	185,844	462,585	131,654	5,156	136,810	48%	3%	30%		
80	Tires	90,000	30,000	120,000	68,504	39,718	108,222	21,496	(9,718)	11,778	31%	-24%	11%		
81	Facility Maintenance	70,000	79,200	149,200	90,000	62,200	152,200	(20,000)	17,000	(3,000)	-22%	27%	-2%		
82	Passenger Facility Expense	42,988	1,000	43,988	47,988	2,000	49,988	(5,000)	(1,000)	(6,000)	-10%	-50%	-12%		
83	Cleaning Expense	58,000	7,200	65,200	10,100	15,137	25,237	47,900	(7,937)	39,963	474%	-52%	158%		
84	Repeater Fees	21,600	16,200	37,800	20,736	15,552	36,288	864	648	1,512	4%	4%	4%		
85	Light, Heat and Water	115,000	55,000	170,000	140,000	55,000	195,000	(25,000)	0	(25,000)	-18%	0%	-13%		
86	Fuel -Vehicles	971,584	313,408	1,284,992	802,160	314,991	1,117,151	169,423	(1,583)	167,841	21%	-1%	15%		
87	Maintenance Tools/Supplies/Uniforms	91,075	12,544	103,619	79,660	12,600	92,260	11,415	(56)	11,359	14%	0%	12%		
88	Misc. Maintenance Expenses and fees	5,000	1,350	6,350	3,876	3,500	7,376	1,124	(2,150)	(1,026)	29%	-61%	-14%		
89	VEHICLE/BUILDING MAINTENANCE EXP	1,880,641	711,702	2,592,344	1,550,765	716,043	2,266,808	329,876	(4,340)	325,536	21%	-1%	14%		
90															
91															
92	CONTRACTED EXPENSES														
93	ADA/SSTA PARATRANSIT	1,266,006	0	1,266,006	1,192,093	0	1,192,093	73,913	0	73,913	6%	0%	6%		
94	Partner Local Share (ACTR)	19,833	0	19,833	19,833	0	19,833	0	0	0	0%	0%	0%		
95	Functional Assessment Expenses	10,000	0	10,000	25,000	0	25,000	(15,000)	0	(15,000)	-60%	0%	-60%		
96	Volunteer Drivers	0	600,000	600,000	0	621,500	621,500	0	(21,500)	(21,500)	0%	-3%	-3%		
97	Other Transportation Svcs	21,331	700,000	721,331	21,331	677,556	698,887	0	22,444	22,444	0%	3%	3%		
98	CONTRACTOR EXPENSES	1,317,171	1,300,000	2,617,171	1,258,258	1,299,056	2,557,314	58,913	944	59,857	5%	0%	2%		
99															
100	MARKETING EXPENSE														
101	Bus Tickets/Fare Media	20,000	2,400	22,400	20,000	2,400	22,400	0	0	0	0%	0%	0%		
102	Marketing Exp	52,000	45,840	97,840	52,000	45,840	97,840	0	0	0	0%	0%	0%		

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
103	Public Information	37,000	23,000	60,000	37,000	23,000	60,000	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	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	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	(277,630)	(75,600)	(353,230)	-61%	-79%	-64%	-61%	-79%	-64%	-61%	-79%	-64%
109	OTHER EXPENSES	226,300	20,000	246,300	503,930	95,600	599,530	(277,630)	(75,600)	(353,230)	-55%	-79%	-59%	-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	192,394	163,395	1,001	1%	3%	0%	1%	3%	0%	1%	3%	0%
112																			
113	Cost Allocations	360,500	(360,500)	0	350,000	(350,000)	0	(10,500)	10,500	0									
114																			
115	Balance	0	0	1	(0)	0	(0)	(61,617)	(100,196)	192,976									