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# Executive Board Meeting Agenda

Monday, April 03, 2017

11:00 a.m.

VRT Board Room – 700 NE 2<sup>nd</sup> Street – Meridian, Idaho

## I. CALLING OF THE ROLL

Chair Garret Nancolas

## II. AGENDA ADDITIONS/CHANGES

## III. PUBLIC COMMENTS

## IV. CONSENT AGENDA

Chair Garret Nancolas

*Items on the Consent Agenda will be enacted by one motion. There will be no separate discussion on these items unless an Executive Board Member requests the item be removed from the Consent Agenda and placed under Action Items.*

### A. Approve Minutes of 03/06/17 Executive Board Meeting ☐

Pages 4-6

*The Executive Board will review for approval the minutes from the 03/06/17 Executive Board meeting.*

### B. Approve RCC Membership - Annette Harper ☐

Page 7

*The members will review for approval the RCC application from Annette Harper to fill the Urban Transportation Provider position on the Regional Coordination Council which is being vacated by Maureen Gresham.*

## V. ACTION ITEMS - none

## VI. INFORMATION ITEMS

### A. Ridership Data Analysis

Kelli Badesheim

*Kelli Badesheim will present the Ridership Data Analysis. A handout will be distributed at the meeting.*

### B. FY2018 Budget Development - Expense Trends ☐

Pages 8-18

Jim McMahon

*VRT Staff will review the trends in expenses from FY2013 to FY2016 for the Ada, Canyon, Regional, and Boise GreenBike System.*

## VII. ADJOURNMENT

**☐ = Attachment**

*Agenda order is subject to change.*

**NEXT MEETING:**

*Executive Board - Joint Meeting with Regional Coordination Council*

*Monday, May 1, 2017*

*1:00 a.m.*

*VRT Board Room - 700 NE 2<sup>nd</sup> Street - Meridian, Idaho*

*Arrangements for auxiliary aids and services necessary for effective communication for qualified persons with disabilities or language assistance requests need to be made as soon as possible, but no later than three working days before the scheduled meeting. Please contact Mark Carnopis, Community Relations Manager at 258-2702 if an auxiliary aid is needed.*



# Executive Board Meeting Minutes

Monday, March 6, 2017

11:00 a.m.

VRT Board Room – 700 NE 2<sup>nd</sup> Street – Meridian, Idaho

MEMBERS ATTENDING	MEMBERS ABSENT	OTHERS PRESENT
Dave Bieter, Boise	Garret Nancolas, Caldwell	Kelli Badesheim, VRT
Luke Cavener, Meridian (phone)	Jim Tibbs, Ada County	Linda Ihli, VRT
Elaine Clegg, Boise	Vacant, At-large Canyon County	Jim McMahon, VRT
Tom Dale, Canyon County		Billy Wingfield, VRT
Jim Hansen, ACHD		Mark Carnopis, VRT
Bob Henry, Nampa		Jake Hassard, VRT
David Lincoln, ACCHD		Nick Moran, VRT
Sam Patterson for Corey Cook, BSU		Ryan Head, ACHD
		Maureen Gresham, ACHD
		Ken Pidjeon, Citizen
		Rocky Perkins, ATU Local 398

Chair-elect Jim Hansen began the meeting at 11:04 a.m. with a quorum present and by telephone.

**AGENDA ADDITIONS/CHANGES - none**

**PUBLIC COMMENTS - none**

## CONSENT AGENDA

***Bob Henry moved to approve the Consent Agenda; seconded by David Lincoln.***

***The motion was approved unanimously. The Consent Agenda consisted of:***

- *Approve Minutes of 02/06/17 Executive Board Meeting*
- *Accept Minutes of 12/20/16 RCC Meeting*
- *Approve RCC Membership - Eric Selekof - Community Services*
- *Acknowledge FY2017 1st Quarter Budget Variance Report*
- *Accept Operating Cash Balance Report - FY2017 Qtr. 1*

## ACTION ITEMS

### **FY2018 Budget Development**

Jim McMahon requested approval of a 2.5% increase in the local contribution rates for member assessments for FY2018 noting that expenses are going up in the IT area.

***Tom Dale moved to adopt the recommendation of 2.5 percent increase in member dues; seconded by Elaine Clegg. Following discussion, the motion was approved unanimously.***

## PROCUREMENT

### Happy Day Transit Center Minor Office Improvements

Jake Hassard presented a request to the Executive Board members to approve **Resolution VEB17-003** for Minor Office Improvements to provide customer service related space and amenities and staff area improvements at the Happy Day Transit Center.

*Following discussion, Bob Henry moved to approve the procurement of construction services to modify Happy Day Transit Center – Resolution VEB17-003; seconded by Dave Bieter. The motion was approved unanimously.*

### Proposed Agenda - 04/03/17 VRT Board of Directors Meeting

Kelli Badesheim reviewed the proposed agenda items for the 04/03/17 VRT Board of Directors Meeting and requested the Executive Board members confirm the proposed agenda and allow the Executive Director to use discretion in adding any other information that may arise before the meeting packet is scheduled to be distributed in late March.

*Tom Dale moved to adopt the proposed agenda (for the 04/03/17 VRT Board of Directors meeting) as presented and provide some flexibility for items that come up based on the meeting notice timeline; seconded by Bob Henry. The motion was approved unanimously.*

## INFORMATION ITEMS

### Regional Vanpool Services Analysis

Kelli Badesheim distributed a handout which outlined a research plan for completing an analysis of the vanpool services in the region to include a staff level technical resource group and an Executive Board policy committee made up of one Executive Board member from Ada County and one from Canyon County. The suggestion was made to also include ACHD in the subcommittee. Upon completion of the research, the findings report will be presented to the VRT Board and the ACHD Commission.

Following discussion, it was determined that the analysis should go forward with a subcommittee which would consist of Luke Cavener/Ada County, Bob Henry/Canyon County, and Jim Hansen/ACHD.

Kelli Badesheim reviewed the Revenue Analysis (pages 27-40 of the packet) which was part of Action Item V-A FY2018 Budget Development and recommended incorporating the recommendations (page 31 of the packet) in building the FY2018 Budget.

**Procurement Calendar**

The most current Procurement Calendar was included in the packet.

**Department/Staff Reports**

The most current Department/Staff Reports were included in the packet.

**EXECUTIVE SESSION - none**

**ADJOURNMENT**

***At 11:58 a.m. Bob Henry moved to adjourn the meeting; seconded by Tom Dale.  
The motion was approved unanimously.***

**NEXT MEETING:**

*Monday, April 3, 2017*

*11:00 a.m. (followed by VRT Board of Directors Meeting at Noon)*

*VRT Board Room*

*700 NE 2<sup>nd</sup> Street*

*Meridian, Idaho*



## Regional Coordination Council Application

**Name:** Annette Harper  
**Title:** Vanpool Operations Coordinator  
**Organization:** ACHD Commuteride  
**Position Applying for:** Rural Urban Transportation Provider

### Please describe your professional experience working in human service and/or transportation agencies?

I have worked at ACHD Commuteride for the past 10 years with 3 year on the marketing side and 7 as the Vanpool Operation Coordinator. I oversee day to day operations of 120 vanpool fleet with 270+ volunteer drivers and manage 3 employees.

I am responsible for the safety of our fleet and the policies written for the vanpool program, and I oversee 700+ accounts. I am also a member of the ACT Vanpool Council and a member of the Rocky Mountain Act Board.

### What populations would you be representing on the Regional Coordination Council?

I represent urban transportation providers and the commuting population in 6 counties, crossing urban/rural boundaries.

### How will your professional background complement the work of the Regional Coordination Council?

With my Vanpool oversight experience and membership in the ACT Vanpool Council, I bring the knowledge from various agencies and my experience as an urban provider. My passion for smart transportation options and my experience brings a difference perspective to the position.

### What do you see as the most pressing issues for the populations you would be representing on the Regional Coordination Council?

I see the need in Transportation Demand Management serving the needs of both choice and non-choice riders, bridging the urban rural gap.



**TOPIC:** FY2018 Budget Development – Expense Trends Analysis

**DATE:** March 23, 2017

**Summary:**

Staff is beginning the development of the FY2018 Operational and Capital Budgets for all VRT Divisions. A four (4) year Expense Trends analysis is being presented to the Executive Board in order to augment the upcoming FY2018 Budget development process.

**Staff Recommendation/Request:**

The Expense Trends analysis is for informational purposes only.

**Implication (policy and/or financial):**

The Expense Trends Analysis will form the basis for developing the FY2018 Budgets within the Ada County, Canyon County, Regional, and Boise GreenBike Systems.

**Attachments**

*Expense Trends – Executive Summary*

*FY2013 through FY2016 – Expense Trends Narrative Detail*

*FY2018 Expense Trends - Table*

**More Information:** Jim McMahon, Finance Director, 258-2709, [jmcmahon@valleyregionaltransit.org](mailto:jmcmahon@valleyregionaltransit.org)



## Expense Trends Executive Summary

### Background

Valley Regional Transit (VRT) has four operational budgets with nine budget divisions: Ada County System (Divisions 21 and 22), Canyon County System (Divisions 24, 25, 31), Regional Support and Programs (Divisions 10, 20, 41), and Bike Share Program (Division 12). Expense trends were analyzed between Fiscal Year 2013 through Fiscal Year 2016. The trends represent actuals.

The budgeted expenses for FY2017 are provided in the report, but were not considered in the analysis of trends. VRT staff completes a quarterly budget variance report that indicates trends in current year expenditures. VRT staff will use both the FY2013 through FY2016 expense trends and the Quarterly Budget Variance Report for FY2017 to inform the budget projections for FY2018.

### Summary Findings

- The largest category of expenses for each operational department is in the category of Salaries and Fringes.
- Salaries and Wages have increased in the Ada, Regional, and Bike Share Program due to growth in services, programs, and routine pay adjustments.
- Canyon County's salary and wages have had the lowest percent increase due to lower wages in that system and no service increases over the reporting period.
- The next largest category of expenses is Materials and Supplies for Ada and Canyon Counties systems and Professional Services for Regional and Boise Bike Share.
- Materials and Supplies have trended down in Ada County until just recently due to the addition of Main Street Station and additional vehicles requiring preventative maintenance.
- Canyon County System Materials and Supplies have been trending down over the report period; however, we are expecting this trend to change over FY2017 and FY2018 due to higher CNG fuel costs and additional buildings and grounds costs.
- Utilities have been trending up in all operational areas due to adding new or larger facilities in each operational department area over the reporting period and increases in utilities costs associated with new and expanding Intelligent Transportation Systems. This trend is anticipated to continue into FY2018.
- The Regional expenses have had the highest amount of growth over the reporting period due to expansion of information supports through the Rideline system, additional regional staff required to comply with federal regulatory requirements, and expansion of community-based transportation services directly operated by community partners.

- Miscellaneous Expense in Regional system appears to contain expenses for some of the purchased transportation providers. These expenses will be budgeted in and accounted for in Purchased Transportation in FY2018.
- A large increase in Lease and Rentals occurred in the Ada County system due to a significant increase in the lease payments required by the Boise Airport. This was accounted for in the FY2017 budget and the City of Boise has increased their support to cover this increased expense.

#### Considerations for FY2018

- Staff is anticipating overall stability in the expenses for FY2018 due to no service or program increases anticipated.
- Staff will be budgeting with a 2.5 percent increase anticipated in wages and salaries for annual pay adjustments.
- Canyon County wages continue to be the lowest on a per hour basis. This is due to financial constraints in the system. This continues to be a threat to the system terms of recruiting and retaining qualified operators.
- Health insurance increases are expected to be up to 6 percent in the FY2018 budget.
- Staff anticipates a three to five percent increase in Intelligent Transportation System expenses primarily in data plan and license and maintenance costs.
- Casualty and Liability expenses are being researched at this time. Staff anticipates an increase in these areas due to the unusual snow events this past winter and the resulting volatility this may have on the insurance industry as a whole.
- We are anticipating increases in CNG fuel costs for both transit systems due to pricing in both the spot and forward markets for natural gas being projected higher in late 2017, as compared to the lower prices experienced in FY2016.

**VALLEY REGIONAL TRANSIT**  
**FY2018 Budget Development - Operational Expense Trends**

The following is a listing of major operational expense trends observed during a four year period from FY2013 to FY2016 for the Ada, Canyon, Regional, and Boise GreenBike Systems that will impact the upcoming FY2018 budget development process.

**Ada County System**

**Expenses**

Total expenses in the Ada County System were \$7,006,064 in FY2013; whereas, total expenses were \$8,007,363 for FY2016. Expenses increased fourteen percent (14%) between the two fiscal years.

**Wages and Salaries** (20.4% increase) - This expense category accounts for approximately 37.5% of total expenses in any given fiscal year. Wages and salaries increased 17.20% between FY2015 and FY2016 due to the following: 1) routine salary increases; 2) additional routes; 3) time extensions on certain routes being added; and 4) additional staffing.

**Fringe Benefits** (8% increase) – This expense category accounts for approximately 38% of total expenses in any given fiscal year. The largest components within this category are health insurance & related payments and FICA, retirement and workman’s compensation. Increases in Wages typically trigger increases in some of these cost components.

It is interesting to note that the percentage increase in the health care component within Fringe Benefits is much lower than the annual rate increase projected by the Milliman Medical Index annualized – 6% per year or 24% over the four (4) year period. For FY2018 we are forecasting a 6% increase in health insurance based upon recent medical expense trending.

**Professional Services** (4.8% increase) – Professional Services accounts for approximately 6.0% of total expenses in any given fiscal year. Contractor operating contract payments, contract labor, professional & technical services, and repair and maintenance services make up the largest expenses within this category. The trend has been decreasing between FY2014 and FY2016. For FY2018 we are forecasting a 5% increase in Professional Services based upon current trends.

**Materials and Supplies** (3% decreased) – Materials and Supplies account for 10.5% of total expenses in any given fiscal year. This expense category has been somewhat variable over the four (4) year period examined. The Ada County System budgeted for 8% greater Materials and Supplies in FY2017 due to greater expenses expected in building & grounds, vehicular preventative maintenance, and additional minor equipment

needs. We are forecasting FY2018 Materials and Supplies expenses to be equivalent to FY2017 levels.

**Utilities** (31.9% increase) - Utilities account for only 1.3% of total expenses in any given fiscal year. Increases in utilities were associated with higher Intelligent Transportation Systems (ITS) and power costs.

**Casualty Insurance** (52.1% increase) – This expense category accounts for 5.5% of total expenses in any given fiscal year. Insurance expense increased significantly from FY2013 to FY2014, remained flat from FY2014 to FY2015 and increased significantly from FY2015 to FY2016. The increased insurance premiums were the result of additional vehicles being covered and increased claims experience. VRT Finance is presently working with the insurance broker (Hartwell) to estimate insurance premiums for FY2018.

**Miscellaneous** (84.2% increase) – Miscellaneous expense accounts for only 0.51% of total expenses in any given fiscal year. Miscellaneous is a residual catch-all expense category that is much lower in order of magnitude than other categories. Miscellaneous expenses increased significantly in FY2016 over FY2015 levels due to higher freight and travel & meetings costs. We expect FY2018 budgeted Miscellaneous expenses to be equivalent to the FY2017 levels.

**Leases and Rentals** (92.7% increase) – The principal expense items within this category is the Ground Lease paid to the Boise Airport, equipment rentals, and copier lease payments. The Ground Lease was renegotiated for FY2016 forward. For FY2018, the Ground Lease Annual Payment will be \$99,041. VRT-Finance will be working with PTM staff to ensure the appropriate amount is budgeted for this expense category. Increased Ground Lease Payments are factored into the annual City of Boise funding request.

## **Canyon County System**

### **Expenses**

Total expenses in the Canyon County System were \$1,532,672 in FY2013; whereas, total expenses were \$1,551,799 for FY2016. Expenses increased just (1.25%) when comparing the two fiscal years. Total Expenses were \$1,565,133 and \$1,581,226 in FY2014 and FY2015, respectively.

**Wages and Salaries** (8.5% increase) - This expense category accounts for approximately 41.5% of total expenses in any given fiscal year. Wages and salaries increased over the four year period due to routine budgeted increases.

**Fringe Benefits** (0.8% decrease) – Fringe Benefit expenses account for approximately 7.5% of total expenses in any given fiscal year. Fringe Benefit expenses increased in the two middle years (2014/2015). The largest components within this category are FICA and Health Insurance composing 41% and 23%, respectively of all costs in this category. The

FY2017 budget was developed a higher level due to increases in projected health care, FICA, and workers compensation costs. We project FY2018 Fringe Benefit expenses to be at or near FY2017 levels.

**Professional Services** (19.3% increase) – Professional Services accounts for approximately 13.5% of total expenses in any given fiscal year. The largest components within this category are as follows: 1) contractor contract payments (63.7%); 2) contract labor (18.5%); and 3) repair & maintenance (7.35%). The FY2017 budget was established 5% higher than FY2016 actual expenses incurred due to projected increases in the aforementioned categories. We project FY2018 Professional Services expenses to be at or near FY2017 levels.

**Materials and Supplies** (6.9% decrease) – Materials and Supplies account for 21.9% of total expenses in any given fiscal year. The largest components within this category are as follows: 1) CNG (38%); 2) parts (23%); 3) fuel (22%); and tires (6%). The FY2017 budget was established 5.7% higher than FY2016 actual expenses due to higher CNG, parts and fuel costs projections. We project FY2018 Materials and Supplies expenses to somewhat higher than FY2017 levels due to continued increases in CNG prices and increase building maintenance needs.

**Utilities** (124.3% increase) - Utilities account for only 2.8% of total expenses in any given fiscal year. Electric, water, and gas costs account for approximately 56% of all the costs in this expense category. The highest increases were seen between FY2013 and FY2015 due to the move into the Happy Day Transit Center. The remaining costs are in telecommunications (35%), mobile data plan (7%), and cellular phones (3%). It is in the later categories where costs have been increasing over the more recent periods examined. Due to these cost increases the FY2017 Budget was increased 33% over FY2016 expense levels. VRT Information Technology staff is projecting ITS expense increases up to 5% for FY2018.

**Casualty Insurance** (2.9% increase) – This expense category accounts for 9.5% of total expenses in any given fiscal year. Insurance expense increased significantly from FY2013 to FY2014, increased gradually from FY2014 to FY2015 and then decreased in FY2016. VRT Finance will be determining the reason for the decrease in FY2016 insurance expenses. The prior year increases were the result of increased claims experience resulting in increased insurance premiums. VRT Finance is presently working with the insurance broker (Hartwell) to estimate insurance premiums for FY2018.

**Miscellaneous** (17.2% increase) – Miscellaneous expense accounts for only 1.6% of total expenses in any given fiscal year. Miscellaneous is a residual catch-all expense category that is much lower in order of magnitude than other categories. Miscellaneous expenses increased significantly in FY2015 due to significant travel & meetings-

operations expenses. We expect FY2018 Miscellaneous expense budget to be equivalent to the FY2017 levels.

**Interest** (100% decrease) – Interest expense appears to have been recorded in banking services charges in FY2016. Interest expense only accounts for 0.31% of total expenses in the Canyon County System. Interest expense was budgeted at \$5,533 in FY2017. The Canyon County System has historically utilized the established bank line of credit for operating needs until the current year Federal operations grants are executed. Since a significant amount of legacy Small Urban operations & preventative maintenance grants were executed at the end of FY2016 (increasing cash reserves in FY2017), utilization of the bank line of credit may be lower for FY2018.

**Leases and Rentals** (93.6% decrease) – This large decrease is associated with ownership of the Happy Day Transit center instead of leasing a facility. The Leases & Rentals expense category is now associated with equipment. For FY2016, this expense category only accounted for 0.19% of total expenses. We expect FY2018 Lease and Rental expenses to be equivalent to the budgeted levels in FY2017.

## **Regional Operations**

### **Expenses**

Total operating expenses in the Regional System were \$2,058,549 in FY2013; whereas total expenses were significantly higher at \$3,827,825 for FY2016. Expenses increased 85.95% during the four year period examined due to larger Community Transportation – Operations Programs, somewhat higher subrecipient pass-thru expenses and additional staff added into Regional operations during the time periods examined that would impact both wages and fringe benefits.

**Wages and Salaries** (44% increase) - This expense category accounts for approximately 36% of total expenses in any given fiscal year. Wages and salaries increased during the reporting period due to additional Regional staffing and routine salary increases.

**Fringe Benefits** (38.7% increase) -This expense category accounts for approximately 22.2% of total expenses in any given fiscal year. Fringe Benefits increased due to increased additional Regional staffing that triggers increases in FICA, Retirement, and health care costs. There were also some increases in Unemployment Compensation during the years examined.

For FY2018, we believe health care expenses are projected to increase 6% in comparison to FY2017 levels based upon Boise Municipal Health Care Trust projections.

**Professional Services** (95.1% increase) - This expense category accounts for approximately 20.4% of total expenses in any given fiscal year. To a large extent, professional services increased significantly in FY2016 as compared to the other years.

Professional Services for FY2016 were as follows: Division 23-Planning (33.9%); Division 41-Community Transportation – Operations (31.4%); Division 20-Information Support and Operations (18.6%); and Division 10-Regional Overhead (16.1%).

**Materials and Supplies** (137.9% increase) – This expense category only 1.7% of total expenses during any given fiscal year. The larger increase in FY2016 is due to additional materials and supplies being required in the Community Transportation – Operations (Mobility) Programs.

**Utilities** (26.2% increase) – This expense category in Regional is also significantly smaller in terms of order of magnitude than the three major categories of wages, fringe benefits, and professional services listed above. Utilities comprise only 2.1% of total expenses during any given fiscal year. Telecommunications costs are the largest line item within this category, comprising 42% of the expense within Utilities.

It does not appear that Condominium expenses were recorded in the correct line item in FY2013, impacting the percentage increase between FY2013 and FY2016.

Condominium expenses increased in both FY2014 and in FY2015. However, some other line items within Utilities decreased from FY2015 to FY2016 resulting in an overall decrease in Utilities expense between the two later years.

**Casualty Insurance** (54.3% decrease) - Casualty Insurance is approximately 3.1% of total expenses during any given fiscal year. VRT Regional experienced budget savings and lower expenses in FY2016 when Division 41 (Community Transportation – Operations) vehicles were allowed to be insured under the Idaho Counties Risk Management (ICRMP) vehicle insurance policy. VRT Finance is presently working with the insurance broker (Hartwell) to establish insurance premiums for FY2018. Premiums will most likely be higher for FY2018 since more Mobility Program vehicles exist now than when ICRMP established their annual premium renewal back in May of 2016.

**Purchased Transportation** (significant increase) - This line item is associated with Purchased Transportation occurring in Division 41 (Community Transportation – Operations). The first year in which Purchased Transportation was recorded in Regional was in FY2014 - \$89,183. The program has grown significantly through FY2016. Purchased Transportation expenses were 14.4% of total Regional expenses in FY2016. Total Purchased Transportation was budgeted at \$639,339 for FY2017.

**Miscellaneous** (174% increase) – Miscellaneous expense accounts for 9.9% of total expenses in any given fiscal year. This expense category has varied across the four year period examined due to increased expenses for Subrecipients, Volunteer Driver and SHIP Driver Reimbursements. In fact, these three categories alone accounted for 48% and 51% of Miscellaneous expenses in Regional for FY2016 and FY2015, respectively.

**Interest Expenses** (91.9% decrease) – Very little interest expense has been incurred in Regional after FY2013.

**Leases and Rentals** (867.9% increase) - The Customer Service (Division 20) and VRT Overhead (Division 10) copier leases account for Leases and Rental expense within Regional. In relation to Regional budget, this budget line item is relatively immaterial – being 0.31% of total Regional expenses. Finance staff is now assessing this leasing agreement to assess whether it makes economic sense for FY2018.

## **Boise GreenBike (BGB)**

### **Expenses**

Due to the recent establishment of the BGB Program, FY2016 & FY2015 are the only years in which meaningful expense category comparisons can be made. Outside of capital spending, the program is designed so that BGB sponsor contributions and user fees cover all operating expenses including depreciation which is a non-cash expense. Federal funds have been utilized for the initial system acquisitions. Total Operating Expenses increased 37.5% between the two years. Expenses are financially constrained to the amount of actual revenues earned.

**Wages and Salaries** (21.7% increase) – Wages and Salaries account for 36.3% of total FY2016 BGB expenses. Increases are due to greater staffing and BGB program growth.

**Fringe Benefits** (20.9% increase) – Fringe Benefits account for 15.6% of total FY2016 BGB expenses. This line increased due to greater staffing needs that increased FICA, Health Admin, PERSI, and greater Miscellaneous Earnings expenses.

**Professional Services** (106.8% increase) – Professional Services account for 31.7% of total FY2016 BGB expenses. Increases occurred in the following line items: 1) Professional & Technical Connectivity, and Services (\$41,997); 2) Contract Labor (\$13,491); and 3) Advertising (\$2,900). Other and Legal Services and In-Kind Contract Services decreased (-\$15,475) from FY2015 to FY2016.

**Material and Supplies** (43.7% decrease) – Materials and Supplies account for 4.1% of total FY2016 BGB expenses. Expenses were lower in FY2016 as compared to FY2015 due to significantly lower spending in the Minor Equipment line item.

**Utilities** (120.9% increase) – Utilities account for 1.4% of total FY2016 BGB expenses. Higher cell telephone expenses were responsible for the change between the two years.

**Casualty Insurance** (100% of Budget) – FY2016 was the first year in with Boise GreenBike was assessed their proportionate share of ICRMP insurance premiums. The established Budget for FY2017 was also established at \$5,000.



**Miscellaneous** (25.4% decrease) – Miscellaneous expense accounts for 3.2% of total FY2016 BGB expenses. Lower Other Expenses and Travel & Meetings offset somewhat higher Bank Service Charges when comparing the two fiscal years. The FY2017 Budget was developed at 111% of FY2016 actual expenses to accommodate increased staff technical training and other expenses associated with increased system expansion.

**Interest** - No interest expense has been incurred during the years examined.

**Leases and Rentals** (138.8% increase) – Building Lease expense accounts for 5.7% of total FY2016 BGB expenses. BGB's favorable leasing arrangement ended during FY2016. Building lease costs increased in FY2016 to \$14,925. Building lease expenses will account for approximately 6.7% of total FY2017 expenses. One benefit of the new lease is that power costs are already factored into the lease payment.

## VRT EXPENSE TRENDS BY SYSTEM

Operational Area / Year	2013	2014	% Chg. FY13 to FY14	2015	% Chg. FY14 to FY15	2016	% Chg. FY15 to FY16	<i>FY2017 Budget</i>	% Chg. FY13 to FY16
<b>Ada County System</b>									
<b>Total Expenses</b>	<b>7,006,064</b>	<b>7,367,747</b>	<b>5.16%</b>	<b>7,545,549</b>	<b>2.41%</b>	<b>8,007,363</b>	<b>6.12%</b>	<b>8,764,840</b>	<b>14.29%</b>
Salaries and Wages	2,635,896	2,704,694	2.61%	2,707,842	0.12%	3,173,615	17.20%	3,066,644	20.40%
Fringe Benefits	2,679,886	2,781,361	3.79%	3,010,275	8.23%	2,901,083	-3.63%	3,566,746	8.25%
Professional Services	385,528	524,381	36.02%	471,586	-10.07%	403,950	-14.34%	434,078	4.78%
Material & Supplies	835,837	764,322	-8.56%	720,232	-5.77%	809,442	12.39%	875,382	-3.16%
Utilities	85,393	89,552	4.87%	100,881	12.65%	112,590	11.61%	185,142	31.85%
Casualty & Liability Insurance	317,900	420,440	32.26%	415,197	-1.25%	483,408	16.43%	452,638	52.06%
Purchased Transportation	-	8,376		49,364	489.38%	-	-100.00%		
Miscellaneous Expense	28,914	38,490	33.12%	32,522	-15.50%	53,256	63.75%	95,740	84.19%
Interest Expense	382	-	-100.00%	-		-			-100.00%
Lease & Rentals	36,329	36,131	-0.55%	37,650	4.20%	70,019	85.98%	88,470	92.74%
<b>Canyon County System</b>									
<b>Total Expenses</b>	<b>1,532,672</b>	<b>1,565,133</b>	<b>2%</b>	<b>1,581,226</b>	<b>1.03%</b>	<b>1,551,799</b>	<b>-1.86%</b>	<b>1,722,923</b>	<b>1.25%</b>
Salaries and Wages	613,031	647,757	6%	657,664	1.53%	664,914	1.10%	722,773	8.46%
Fringe Benefits	111,189	123,206	11%	119,293	-3.18%	110,331	-7.51%	140,665	-0.77%
Professional Services	191,909	215,912	13%	202,166	-6.37%	228,882	13.21%	240,159	19.27%
Material & Supplies	362,027	327,621	-10%	336,235	2.63%	337,065	0.25%	359,501	-6.90%
Utilities	21,857	46,702	114%	55,651	19.16%	49,014	-11.93%	65,278	124.25%
Casualty & Liability Insurance	136,305	154,678	13%	162,308	4.93%	140,220	-13.61%	159,979	2.87%
Purchased Transportation	25,270	-	-100%	-		-			-100.00%
Miscellaneous Expense	15,675	21,727	39%	44,648	105.50%	18,374	-58.85%	25,087	17.21%
Interest Expense	8,442	10,208	21%	861	-91.56%	-	-100.00%	5,533	-100.00%
Lease & Rentals	46,966	17,322	-63%	2,400	-86.14%	3,000	25.00%	3,948	-93.61%
<b>Regional</b>									
<b>Total Expenses</b>	<b>2,058,549</b>	<b>2,339,535</b>	<b>14%</b>	<b>3,036,405</b>	<b>29.79%</b>	<b>3,827,825</b>	<b>26.06%</b>	<b>4,774,144</b>	<b>85.95%</b>
Salaries and Wages	794,447	929,715	17%	1,030,354	10.82%	1,144,215	11.05%	1,237,763	44.03%
Fringe Benefits	518,417	538,909	4%	666,899	23.75%	718,989	7.81%	774,233	38.69%
Professional Services	470,584	434,506	-8%	495,603	14.06%	918,205	85.27%	1,076,782	95.12%
Material & Supplies	33,100	44,086	33%	43,130	-2.17%	78,743	82.57%	131,082	137.89%
Utilities	47,793	51,191	7%	67,121	31.12%	60,306	-10.15%	63,725	26.18%
Casualty & Liability Insurance	75,979	97,239	28%	111,345	14.51%	34,693	-68.84%	94,127	-54.34%
Purchased Transportation	-	89,183		258,360	189.70%	552,189	113.73%	639,339	
Miscellaneous Expense	112,473	146,491	30%	355,039	142.36%	308,173	-13.20%	747,593	174.00%
Interest Expense	4,522	-	-100%	141		367	160.16%	400	-91.88%
Lease & Rentals	1,234	8,216	566%	8,413	2.40%	11,945	41.99%	9,100	867.89%
<b>Bike Share Program</b>									
<b>Total Expenses</b>	<b>-</b>	<b>95,416</b>		<b>189,864</b>		<b>261,088</b>	<b>38%</b>	<b>357,698</b>	
Salaries and Wages	-	67,037		77,860		94,789	22%	95,571	
Fringe Benefits	-	13,836		33,596		40,615	21%	44,587	
Professional Services	-	9,278		40,053		82,827	107%	142,990	
Material & Supplies	-	1,685		19,205		10,815	-44%	20,000	
Utilities	-	703		1,703		3,762	121%	7,900	
Casualty & Liability Insurance	-	-		-		5,000		5,000	
Miscellaneous Expense	-	2,877		11,197		8,356	-25%	17,650	
Lease & Rentals	-	-		6,250		14,925	139%	24,000	