

AGENDA

**Regular Board Meeting
December 21, 2017
5:30 P.M.
MCTA Board Room, 1st Floor**

ROLL CALL

OPENING - Pledge Allegiance to the Flag

PUBLIC COMMENT -

MINUTES - Approve for November 16, 2017, meeting

COMMITTEE REPORTS -

Finance Committee

JoAnn Baratta

* Financials for October 1-31, 2017

* All Purchases subject to audit for November 1-30, 2017

* All Purchases subject to audit for December 1-21, 2017

❖ Act 44 Performance Report Quarterly Update

❖ Shared Ride Budget Revision

Operations Committee

Dave Edinger

Human Resource Committee

Wayne Mazur

Compliance Committee

John Hoback

Marketing Committee

Robert Huffman

OLD BUSINESS -

NEW BUSINESS -

EXECUTIVE DIRECTORS REPORT -

EXECUTIVE SESSION -

RESOLUTIONS -

QUESTIONS/COMMENTS -

ADJOURNMENT-

****The next meeting of the Board of Directors is scheduled for January 25th, 2018****

**BOARD MINUTES
MONROE COUNTY TRANSPORTATION AUTHORITY
P.O. BOX 339
SCOTRUN, PA 18355**

Thursday, November 16, 2017 @ 5:30 P.M.

The scheduled meeting of the Monroe County Transportation Authority (MCTA) Board of Directors was held in the Boardroom at MCTA after due and proper notice. There were 6 Board Members in attendance. The meeting was called to order at 5:32 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
John Hoback, 2 nd Vice Chairman	Richard Schlameuss, Asst. Director
David Edinger, Secretary	Joan Davidge, Chief Financial Officer
Brian LaVacca, Asst. Secretary	Robert Gress, HR/Safety Manager
Eric Koopman, Asst. Treasurer	Walter Quadarella, Rural Operations/Trans. Mgr.
Robert Huffman	Guy LaBar, Shared Ride Manager
	Marc Wolfe, Solicitor
	Iris Rivera, Recording Secretary

PUBLIC COMMENT:

There was one visitor Ms. Florence Metzgar. Ms. Metzgar had various complaints starting with a driver pulling out before passengers were seated. She also reported feeling harassed by one of the drivers and that if it continues she will be forced to call Harrisburg. Ms. Metzgar also complained about scheduling issues in Shared Ride and getting late to appointments. She also presented kudos for various FR & SR drivers. All complaints & kudos will be logged and complaints will be followed-up and resolved accordingly.

The minutes from September 28, 2017 were reviewed and approved.

FINANCIAL REPORT:

The Financial reports were presented by Joan Davidge. Joan mentioned that Cassidy Communications is doing our rebranding and that per Walter 22 tons of salt were purchased. Also mentioned that SR is over budget and there was a discussion about using less vehicles in SR to balance the budget.

The **Regular Purchase Reports** for Period 3, September 1-30, 2017 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 4, October 1-31, 2017 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 5, November 1-16, 2017 were reviewed and ratified, subject to audit.

The **Budget & Variance Reports** for Shared Ride for September 1-30, 2017, were reviewed and approved, subject to audit.

The **Budget & Variance Reports** for Fixed Route for September 1-30, 2017, were reviewed and approved, subject to audit.

OPERATIONS:

The Operations Committee did not meet but Peggy told the Board she spoke to Scott Zevar. UGI is trying to come up with an agreement. Walter reported that we should be receiving 5 new Shared Ride vehicles in December.

HUMAN RESOURCES:

The HR Committee met and Bob reported that we had 1 W/C claim & 3 minor PPL claims for September. In reference to the incident on Route 196 Bob said we got the video and that we let our insurance know what happened in case something comes up later. Bob said they are also looking into hiring a couple more Shared Ride drivers. The Board was also informed that Kathy Carfagno will be retiring in January; her last day will be January 5, 2018.

COMPLIANCE:

The Compliance Committee did not meet. The topic for the next meeting will be the completion of Certs 6 & 7. The committee's next meeting date is TBD.

MARKETING:

Rich reported that they continue to work on a Marketing Plan and got a draft back for that and also now have a guide on how to use our logo (a brand users guide). Rich said that we are also working on the new schedules for January 15, 2018; that he's been getting very good feedback from the drivers.

OLD BUSINESS:

None

NEW BUSINESS:

Approval of the Holidays & Board Meeting dates for 2018

EXECUTIVE DIRECTOR'S REPORT:

The new Executive Director's Report was presented to the Board by Peggy.

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:45 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FOR NOVEMBER 16, 2017

- 11-01-17 - Motion to approve the Audit for FY16-17 as presented by Tim Kraft from RKL.
MOTION CARRIED- RH/JH
- 11-02-17 - Motion to approve the minutes from the September 28, 2017 Board Meeting.
MOTION CARRIED- JH/DE
- 11-03-17 - Motion to approve the Regular Purchases for September 1-30, 2017,
Subject to audit
MOTION CARRIED – EK/JH
- 11-04-17 – Motion to approve the Regular Purchases for October 1-31, 2017,
Subject to audit
MOTION CARRIED – DE/JH
- 11-05-17 – Motion to approve the Regular Purchases for November 1-16, 2017,
Subject to audit
MOTION CARRIED – BL/JH
- 11-06-17 – Motion to approve the Budget and Variance Report for Fixed Route for
Period ending September 30, 2017-Subject to audit
MOTION CARRIED – JH/EK
- 11-07-17 – Motion to approve the Budget and Variance Report for Shared Ride for
Period ending September 30, 2017-Subject to audit
MOTION CARRIED – JH/EK
- 11-08-17 - Motion to approve the Christmas bonuses as budgeted.
MOTION CARRIED- DE/JH
- 11-09-17 - Motion to approve the delegation of the responses to the PennDOT Performance Review
to the Finance Committee.
MOTION CARRIED- JH/EK
- 11-10-17 - Motion to approve the Holidays and Board Meeting dates for 2018.
MOTION CARRIED- JH/EK
- 11-11-17 – Motion to adjourn
MOTION CARRIED – JH/DE

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Four Months Ending October 31, 2017

		Period to Date - October			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'4111-0-1	Farebox Fixed Route	15,724.95	12,500.00	3,224.95	53,256.19	50,000.00	3,256.19
'4113-0-1	Billed Fixed Route	-	1,100.00	(1,100.00)	1,800.00	4,400.00	(2,600.00)
'4151-0-1	Office Sales - Tickets & Pass	6,895.00	10,000.00	(3,105.00)	29,735.06	40,000.00	(10,264.94)
'4170-0-1	Advertising Revenue FR	-	1,250.00	(1,250.00)	-	5,000.00	(5,000.00)
'4510-0-1	Grants Federal 5311	84,050.00	42,025.00	42,025.00	168,100.00	168,100.00	-
'4511-0-1	Grants Federal 5307	-	53,539.58	(53,539.58)	195,759.00	214,158.33	(18,399.33)
'4520-0-1	Grants State Act 44-FR	132,102.02	140,146.36	(8,044.34)	582,296.76	590,337.36	(8,040.60)
'4570-0-1	Grants Local F/R	13,597.42	13,597.42	-	54,389.67	54,389.67	-
'4590-0-1	Other Revenue F/R	100.00	5,700.00	(5,600.00)	42,738.57	22,800.00	19,938.57
'4996-0-1	Interest Income -FR	8.57	15.00	(6.43)	49.02	60.00	(10.98)
	Total Revenue	252,477.96	279,873.36	(27,395.40)	1,128,124.27	1,149,245.36	(21,121.09)
'5010-1-1	Wages: Mechn-FR	18,705.05	19,846.15	1,141.10	74,296.23	84,346.15	10,049.92
'5010-2-1	Wages: Drivr-FR	60,470.53	62,238.46	1,767.93	263,009.69	264,513.46	1,503.77
'5050-1-1	Fica: Mechn-FR	1,498.61	1,750.00	251.39	6,395.40	7,000.00	604.60
'5050-2-1	Fica: Drivr-FR	4,765.99	5,500.00	734.01	21,639.87	22,000.00	360.13
'5052-1-1	PAUC: Mechn-FR	-	200.00	200.00	97.37	800.00	702.63
'5052-2-1	PAUC: Drivr-FR	233.84	600.00	366.16	428.33	2,400.00	1,971.67
'5096-1-1	Pension: Mechn-FR	979.93	1,750.00	770.07	4,053.09	7,000.00	2,946.91
'5096-2-1	Pension: Drivr-FR	2,664.69	4,500.00	1,835.31	11,369.56	18,000.00	6,630.44
'5330-2-1	Complimentary Transportation-ADA	6,969.00	7,250.00	281.00	26,919.00	29,000.00	2,081.00
'5610-1-1	Parts: Garge-FR	10,873.27	6,250.00	(4,623.27)	27,473.69	25,000.00	(2,473.69)
'5612-1-1	Filters: Garge-FR	1,892.03	825.00	(1,067.03)	4,564.96	3,300.00	(1,264.96)
'5630-2-1	Purchased Tires: Trans-FR	3,861.18	2,250.00	(1,611.18)	8,481.54	9,000.00	518.46
'5652-2-1	Fuel Expense: Trans-FR	25,215.27	20,425.00	(4,790.27)	96,352.88	81,700.00	(14,652.88)
'5653-2-1	Taxes:Trans-FR	80.81	125.00	44.19	536.15	500.00	(36.15)
'5654-2-1	Motor Oil: Trans-FR	720.08	800.00	79.92	2,365.46	3,200.00	834.54
'5656-2-1	Antifreeze: Trans-FR	-	125.00	125.00	302.50	500.00	197.50
'5659-1-1	Other Fluids FR :Garage	618.00	425.00	(193.00)	1,496.55	1,700.00	203.45
'5910-6-1	Professional Fees: Transportation Study-FR	-	1,500.00	1,500.00	9,534.00	6,000.00	(3,534.00)
'6010-6-1	Wages: Admin-FR	37,519.10	36,923.08	(596.02)	154,885.05	156,923.08	2,038.03
'6030-1-1	Vacation Pay: Garge-FR	726.88	2,000.00	1,273.12	6,442.69	8,000.00	1,557.31
'6030-2-1	Vacation Pay: Trans-FR	1,628.00	2,500.00	872.00	13,791.92	10,000.00	(3,791.92)
'6030-6-1	Vacation Pay: Admin-FR	1,090.14	2,625.00	1,534.86	11,473.45	10,500.00	(973.45)
'6032-1-1	Sick Pay: Garge-FR	264.10	200.00	(64.10)	844.71	800.00	(44.71)
'6032-2-1	Sick Pay: Trans-FR	976.80	1,000.00	23.20	5,367.28	4,000.00	(1,367.28)
'6032-6-1	Sick Pay: Admin-FR	65.12	375.00	309.88	1,924.81	1,500.00	(424.81)
'6034-1-1	Holiday Pay: Garge-FR	-	675.00	675.00	1,774.53	2,700.00	925.47
'6034-2-1	Holiday Pay: Trans-FR	162.80	1,350.00	1,187.20	5,046.80	5,400.00	353.20
'6034-6-1	Holiday Pay: Admin-FR	58.80	1,250.00	1,191.20	3,839.53	5,000.00	1,160.47
'6039-1-1	Other Paid Absences: Garge-FR	81.09	143.00	61.91	203.75	572.00	368.25
'6039-2-1	Other Paid Absences: Trans-FR	651.20	210.00	(441.20)	1,612.64	840.00	(772.64)
'6039-6-1	Other Paid Absences: Admin-FR	476.44	310.00	(166.44)	1,686.91	1,240.00	(446.91)

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Four Months Ending October 31, 2017

		Period to Date - October			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'6050-6-1	Fica on Wages: Admin-FR	2,907.84	3,050.00	142.16	12,885.85	12,200.00	(685.85)
'6052-2-1	PAUC on Wages: Trans-FR	(233.84)	-	233.84	-	-	-
'6052-6-1	PAUC on Wages: Admin-FR	18.27	260.00	241.73	63.70	1,040.00	976.30
'6054-6-1	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	140.00	140.00
'6090-1-1	Hospitalization: Garge-FR	3,226.60	1,750.00	(1,476.60)	10,355.85	7,000.00	(3,355.85)
'6090-2-1	Hospitalization: Trans-FR	9,431.11	14,500.00	5,068.89	48,016.26	58,000.00	9,983.74
'6090-6-1	Hospitalization: Admin-FR	5,884.56	8,375.00	2,490.44	28,746.88	33,500.00	4,753.12
'6092-1-1	Life Insurance: Garge-FR	171.39	220.00	48.61	816.08	880.00	63.92
'6092-2-1	Life Insurance: Trans-FR	431.48	450.00	18.52	2,157.40	1,800.00	(357.40)
'6092-6-1	Life Insurance: Admin-FR	268.24	275.00	6.76	1,376.78	1,100.00	(276.78)
'6093-6-1	Employee Assistance Program FR	410.00	150.00	(260.00)	1,160.00	600.00	(560.00)
'6094-1-1	Uniforms: Garge-FR	194.53	425.00	230.47	1,204.42	1,700.00	495.58
'6094-2-1	Uniforms: Trans-FR	695.68	825.00	129.32	2,521.30	3,300.00	778.70
'6096-6-1	Pension: Admin-FR	1,570.60	2,375.00	804.40	6,500.46	9,500.00	2,999.54
'6098-1-1	Bonus/Gifts: Garge-FR	95.20	385.00	289.80	1,915.20	1,540.00	(375.20)
'6098-2-1	Bonus/Gifts: Trans-FR	80.00	175.00	95.00	708.93	700.00	(8.93)
'6098-6-1	Bonus/Gifts: Admin-FR	4.98	550.00	545.02	(433.03)	2,200.00	2,633.03
'6152-3-1	Building Contract Service-FR	1,292.42	2,000.00	707.58	6,312.75	8,000.00	1,687.25
'6153-3-1	Building Supplies & Materials-FR	(91.25)	40.00	131.25	(91.25)	160.00	251.25
'6154-3-1	Building:Repairs & Maintenance-FR	754.69	2,000.00	1,245.31	8,567.28	8,000.00	(567.28)
'6159-3-1	Building - Other FR	-	-	-	189.00	-	(189.00)
'6215-6-1	Staff Travel: Admin-FR	323.69	2,000.00	1,676.31	3,016.91	8,000.00	4,983.09
'6251-6-1	Board Seminars: Admin-FR	-	875.00	875.00	-	3,500.00	3,500.00
'6253-6-1	Staff Seminars: Admin-FR	525.00	1,750.00	1,225.00	605.00	7,000.00	6,395.00
'6310-6-1	Telephone: Admin-FR	756.28	700.00	(56.28)	3,611.18	2,800.00	(811.18)
'6330-6-1	Electric: Admin-FR	1,002.30	775.00	(227.30)	4,366.34	3,100.00	(1,266.34)
'6350-6-1	Non-Elec. Heat: Admin-FR	18.92	550.00	531.08	(3.00)	2,200.00	2,203.00
'6360-6-1	Cable TV: Admin-FR	58.18	50.00	(8.18)	232.72	200.00	(32.72)
'6370-6-1	Water Expense: Admin-FR	429.42	200.00	(229.42)	1,186.37	800.00	(386.37)
'6390-6-1	Garbage Removal: Admin-FR	391.65	330.00	(61.65)	1,555.19	1,320.00	(235.19)
'6530-4-1	Advertising: Promo-FR	-	300.00	300.00	37.34	1,200.00	1,162.66
'6531-4-1	Legal Notice Adv: Promo-FR	165.82	100.00	(65.82)	599.95	400.00	(199.95)
'6550-4-1	Marketing: Promo-FR	504.80	1,821.00	1,316.20	12,608.13	7,284.00	(5,324.13)
'6551-4-1	Schedules Expense: Promo-FR	-	1,250.00	1,250.00	480.74	5,000.00	4,519.26
'6552-4-1	Tickets & Passes: Promo-FR	-	1,000.00	1,000.00	3,484.98	4,000.00	515.02
'6554-4-1	Special Events: Promo-FR	-	-	-	-	-	-
'6710-5-1	Vehicle Insurance: In&Sf-FR	20,794.19	21,666.67	872.48	84,671.76	86,666.67	1,994.91
'6720-5-1	In House Claims-FR	-	500.00	500.00	108.71	2,000.00	1,891.29
'6736-5-1	Workmans Comp Ins: In&Sf-FR	6,500.13	6,750.00	249.87	26,340.58	27,000.00	659.42
'6752-5-1	Safety and Training - FR	-	1,000.00	1,000.00	1,770.00	4,000.00	2,230.00
'6800-1-1	Consumable Supplies: Garge-FR	650.06	800.00	149.94	2,503.29	3,200.00	696.71
'6800-2-1	Consumable Supplies: Trans-FR	131.98	10.00	(121.98)	282.60	40.00	(242.60)

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Four Months Ending October 31, 2017

		Period to Date - October			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'6800-6-1	Consumable Supplies: Admin-FR	95.88	825.00	729.12	1,567.28	3,300.00	1,732.72
'6850-6-1	Postage: Admin-FR	236.99	125.00	(111.99)	740.15	500.00	(240.15)
'6910-6-1	Professional Fees: Admin-FR	3,359.50	4,000.00	640.50	31,717.75	16,000.00	(15,717.75)
'6911-6-1	Legal Expense: Admin-FR	234.00	1,000.00	766.00	7,398.00	4,000.00	(3,398.00)
'6912-6-1	Labor Attorney: Admin-FR	-	400.00	400.00	-	1,600.00	1,600.00
'6913-6-1	Drug Screens - FR	45.95	200.00	154.05	281.60	800.00	518.40
6915-6-1	Maintenance/Service Agreements:Admin-FR	2,757.63	2,000.00	(757.63)	11,530.52	8,000.00	(3,530.52)
'6916-6-1	Auditor: Admin-FR	1,237.50	1,235.00	(2.50)	13,487.50	4,940.00	(8,547.50)
'6930-1-1	Small Tools & Equip.: Garge-FR	6.44	450.00	443.56	369.29	1,800.00	1,430.71
'6930-6-1	Small Tools & Service Agrmnts: Admin-FR	56.30	1,250.00	1,193.70	4,449.14	5,000.00	550.86
'6951-1-1	Towing Expense: Garge-FR	-	150.00	150.00	-	600.00	600.00
'6952-2-1	License Renewals & Physicals: Trans-FR	84.50	275.00	190.50	1,003.48	1,100.00	96.52
'6954-2-1	Communication: Trans-FR	1,525.64	100.00	(1,425.64)	1,795.94	400.00	(1,395.94)
'6970-6-1	Dues/Memb/Subsc/: Admin-FR	104.20	1,125.00	1,020.80	744.69	4,500.00	3,755.31
'6999-6-1	Other Expense Admin - FR	0.11	375.00	374.89	3,959.99	1,500.00	(2,459.99)
'7996-6-1	Bank Charges-FR	88.65	75.00	(13.65)	404.95	300.00	(104.95)
'7996-7-1	Interest Expense - FR	-	-	-	-	-	-
	Total Expenses	252,477.96	279,873.36	27,395.40	1,128,124.27	1,149,245.36	21,121.09
	Net Income from Operations	-	-	-	-	-	0.00

Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Four Months Ending October 31, 2017

		Period to Date - October			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
4111-0-2	Farebox Shared Ride	12,556.09	12,104.50	451.59	45,173.88	48,418.00	(3,244.12)
4113-0-2	Billed Shared Ride	6,864.80	7,000.00	(135.20)	29,312.55	28,000.00	1,312.55
4170-0-2	Advertising SR	-	1,000.00	(1,000.00)	-	4,000.00	(4,000.00)
4520-0-2	Grants State Act 44-SR	11,698.98	8,790.50	2,908.48	47,853.03	61,262.01	(13,408.98)
4530-0-2	Grants State-SR	-	-	-	-	-	-
4553-0-2	Grants PWD-SR	29,351.25	21,750.00	7,601.25	103,862.30	87,000.00	16,862.30
4550-0-2	Grants Lottery - SR	73,401.75	65,000.00	8,401.75	290,836.00	260,000.00	30,836.00
4560-0-2	Medical Assistance Grant	76,460.02	69,393.42	7,066.60	284,640.27	277,573.67	7,066.60
4590-0-2	Other Revenue S/R	-	100.00	(100.00)	-	400.00	(400.00)
4996-0-2	Interest Income -SR	6.58	40.00	(33.42)	91.44	160.00	(68.56)
	Total Revenue	210,339.47	185,178.42	25,161.05	801,769.47	766,813.68	34,955.79
5010-1-2	Wages: Mechn-SR	14,696.83	15,784.62	1,087.79	58,375.61	67,084.62	8,709.01
5010-2-2	Wages: Drivr-SR	67,674.38	51,692.31	(15,982.07)	266,387.82	219,692.31	(46,695.51)
5050-1-2	Fica: Mechn-SR	1,177.48	1,335.00	157.52	5,024.96	5,340.00	315.04
5050-2-2	Fica: Drivr-SR	5,645.91	5,000.00	(645.91)	22,811.08	20,000.00	(2,811.08)
5052-1-2	PAUC: Mechn-SR	-	150.00	150.00	76.51	600.00	523.49
5052-2-2	PAUC: Drivr-SR	354.98	675.00	320.02	1,477.33	2,700.00	1,222.67
5096-1-2	Pension: Mechn-SR	769.94	1,500.00	730.06	3,184.56	6,000.00	2,815.44
5096-2-2	Pension: Drivr-SR	987.25	1,750.00	762.75	3,997.60	7,000.00	3,002.40
5320-2-2	MA Outside Transportation	2,762.00	1,500.00	(1,262.00)	10,270.25	6,000.00	(4,270.25)
5340-2-2	MA Mileage Reimburse-In County	2,606.64	2,750.00	143.36	11,192.52	11,000.00	(192.52)
5342-2-2	MA Mileage Reimburse-Out Cnty	761.48	1,250.00	488.52	4,084.80	5,000.00	915.20
5359-2-2	Miscellaneous Outsource	-	-	-	-	-	-
5610-1-2	Parts: Garge-SR	6,829.34	3,000.00	(3,829.34)	12,476.60	12,000.00	(476.60)
5612-1-2	Filters: Garge-SR	309.88	250.00	(59.88)	1,033.21	1,000.00	(33.21)
5630-2-2	Purchased Tires: Trans-SR	1,738.14	2,350.00	611.86	16,361.34	9,400.00	(6,961.34)
5652-2-2	Fuel Expense: Trans-SR	15,531.90	13,500.00	(2,031.90)	53,055.49	54,000.00	944.51
5653-2-2	Taxes:Trans-SR	53.88	125.00	71.12	357.43	500.00	142.57
5654-2-2	Motor Oil: Trans-SR	475.00	500.00	25.00	2,055.00	2,000.00	(55.00)
5656-2-2	Antifreeze: Trans-SR	-	45.00	45.00	302.50	180.00	(122.50)
5659-1-2	Other Fluids SR : Garage	-	-	-	-	-	-
6010-6-2	Wages: Admin-SR	37,519.10	36,923.08	(596.02)	154,885.06	156,923.08	2,038.02
6030-1-2	Vacation Pay: Garge-SR	571.12	1,500.00	928.88	5,062.11	6,000.00	937.89
6030-2-2	Vacation Pay: Trans-SR	1,118.88	1,350.00	231.12	7,913.36	5,400.00	(2,513.36)
6030-6-2	Vacation Pay: Admin-SR	1,090.14	2,625.00	1,534.86	11,473.48	10,500.00	(973.48)
6032-1-2	Sick Pay: Garge-SR	207.50	175.00	(32.50)	663.69	700.00	36.31
6032-2-2	Sick Pay: Trans-SR	-	425.00	425.00	870.24	1,700.00	829.76
6032-6-2	Sick Pay: Admin-SR	65.12	350.00	284.88	1,924.81	1,400.00	(524.81)
6034-1-2	Holiday Pay: Garge-SR	-	560.00	560.00	1,394.27	2,240.00	845.73
6034-2-2	Holiday Pay: Trans-SR	-	550.00	550.00	2,113.44	2,200.00	86.56
6034-6-2	Holiday Pay: Admin-SR	58.80	1,250.00	1,191.20	3,839.55	5,000.00	1,160.45
6039-1-2	Other Paid Absences: Garge-SR	63.71	117.00	53.29	160.09	468.00	307.91

Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Four Months Ending October 31, 2017

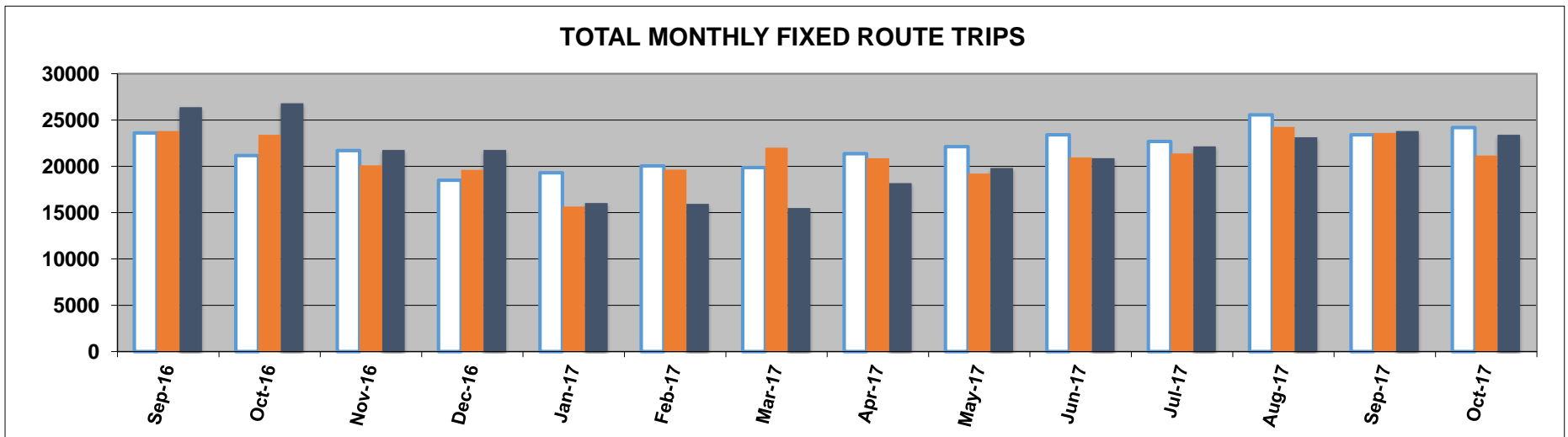
		Period to Date - October			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
6039-2-2	Other Paid Absences: Trans-SR	-	75.00	75.00	1,336.16	300.00	(1,036.16)
6039-6-2	Other Paid Absences: Admin-SR	476.44	310.00	(166.44)	1,686.91	1,240.00	(446.91)
6050-6-2	Fica on Wages: Admin-SR	2,907.84	3,050.00	142.16	12,885.87	12,200.00	(685.87)
6052-2-2	PAUC on Wages: Trans-SR	-	-	-	-	-	-
6052-6-2	PAUC on Wages: Admin-SR	18.27	260.00	241.73	63.72	1,040.00	976.28
6054-6-2	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	140.00	140.00
6090-1-2	Hospitalization: Garge-SR	2,513.40	1,500.00	(1,013.40)	8,132.06	6,000.00	(2,132.06)
6090-2-2	Hospitalization: Trans-SR	1,983.14	3,250.00	1,266.86	10,437.56	13,000.00	2,562.44
6090-6-2	Hospitalization: Admin-SR	5,884.56	8,375.00	2,490.44	28,680.25	33,500.00	4,819.75
6092-1-2	Life Insurance: Garge-SR	134.67	180.00	45.33	651.02	720.00	68.98
6092-2-2	Life Insurance: Trans-SR	187.28	225.00	37.72	993.20	900.00	(93.20)
6092-6-2	Life Insurance: Admin-SR	268.24	275.00	6.76	1,312.00	1,100.00	(212.00)
6093-6-2	Employee Assistance Program SR	410.00	150.00	(260.00)	1,160.00	600.00	(560.00)
6094-1-2	Uniforms: Garge-SR	152.85	337.50	184.65	946.35	1,350.00	403.65
6094-2-2	Uniforms: Trans-SR	1,141.91	1,050.00	(91.91)	4,054.04	4,200.00	145.96
6096-2-2	Pension: Trans-SR	-	-	-	-	-	-
6096-6-2	Pension: Admin-SR	1,570.61	2,375.00	804.39	6,645.47	9,500.00	2,854.53
6098-1-2	Bonus/Gifts: Garge-SR	214.80	315.00	100.20	1,644.80	1,260.00	(384.80)
6098-2-2	Bonus/Gifts: Trans-SR	258.98	250.00	(8.98)	1,077.37	1,000.00	(77.37)
6098-6-2	Bonus/Gifts: Admin-SR	254.99	550.00	295.01	66.98	2,200.00	2,133.02
6152-3-2	Building Contract Service-SR	-	-	-	-	-	-
6154-3-2	Building:Repairs & Maintenance-SR	-	-	-	-	-	-
6215-6-2	Staff Travel: Admin-SR	-	-	-	-	-	-
6253-6-2	Staff Seminars: Admin-SR	-	100.00	100.00	-	400.00	400.00
6310-6-2	Telephone: Admin-SR	504.19	450.00	(54.19)	2,260.51	1,800.00	(460.51)
6330-6-2	Electric: Admin-SR	668.20	525.00	(143.20)	2,970.85	2,100.00	(870.85)
6350-6-2	Non-Elec. Heat: Admin-SR	12.62	375.00	362.38	(1.98)	1,500.00	1,501.98
6360-6-2	Cable TV: Admin-SR	38.78	35.00	(3.78)	155.12	140.00	(15.12)
6370-6-2	Water Expense: Admin-SR	281.10	125.00	(156.10)	745.28	500.00	(245.28)
6390-6-2	Garbage Removal: Admin-SR	261.10	220.00	(41.10)	1,036.79	880.00	(156.79)
6550-4-2	Marketing: Promo-SR	-	-	-	-	-	-
6710-5-2	Vehicle Insurance: In&Sf-SR	3,669.56	3,250.00	(419.56)	13,183.24	13,000.00	(183.24)
6720-5-2	In House Claims-SR	-	300.00	300.00	72.47	1,200.00	1,127.53
6736-5-2	Workmans Comp Ins: In&Sf-SR	2,166.71	2,000.00	(166.71)	8,326.78	8,000.00	(326.78)
6752-5-2	Safety and Training - SR	-	-	-	-	-	-
6800-1-2	Consumable Supplies: Garge-SR	294.96	425.00	130.04	1,274.11	1,700.00	425.89
6800-2-2	Consumable Supplies: Trans-SR	160.00	55.00	(105.00)	265.84	220.00	(45.84)
6800-6-2	Consumable Supplies: Admin-SR	171.90	725.00	553.10	1,489.54	2,900.00	1,410.46
6850-6-2	Postage: Admin-SR	79.00	348.92	269.92	1,588.41	1,395.67	(192.74)
6910-6-2	Professional Fees: Admin-SR	1,049.83	1,250.00	200.17	5,111.15	5,000.00	(111.15)
6912-6-2	Labor Attorney: Admin-SR	-	125.00	125.00	-	500.00	500.00
6913-6-2	Drug Screens - SR	321.65	175.00	(146.65)	1,833.85	700.00	(1,133.85)

**Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Four Months Ending October 31, 2017**

		Period to Date - October			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
6915-6-2	Maintenance/Service Agreements:Admin-SR	13.75	100.00	86.25	55.00	400.00	345.00
6916-6-2	Auditor: Admin-SR	1,012.50	925.00	(87.50)	9,762.50	3,700.00	(6,062.50)
6930-1-2	Small Tools & Equip.: Garge-SR	-	175.00	175.00	132.69	700.00	567.31
6930-2-2	Small Tools & Equip.: Trans-SR	-	-	-	-	-	-
6930-6-2	Small Tools & Service Agrmnts: Admin-SR	-	-	-	-	-	-
6951-1-2	Towing Expense: Garge-SR	-	200.00	200.00	600.00	800.00	200.00
6952-2-2	Licnese Renewals & Physicals: Trans-SR	916.00	350.00	(566.00)	2,190.50	1,400.00	(790.50)
6954-2-2	Communication: Trans-SR	982.47	1,250.00	267.53	4,064.94	5,000.00	935.06
6970-6-2	Dues/Memb/Subsc/: Admin-SR	-	150.00	150.00	38.91	600.00	561.09
7996-6-2	Bank Charges-SR	-	-	-	14.50	-	(14.50)
	Total Expenses	194,051.70	185,178.43	(8,873.27)	801,769.47	766,813.68	(34,955.79)
	Net Income from Operations	16,287.77	(0.01)	16,287.78	-	-	-

MONROE COUNTY TRANSPORTATION **FIXED ROUTE** RIDERSHIP STATISTICS

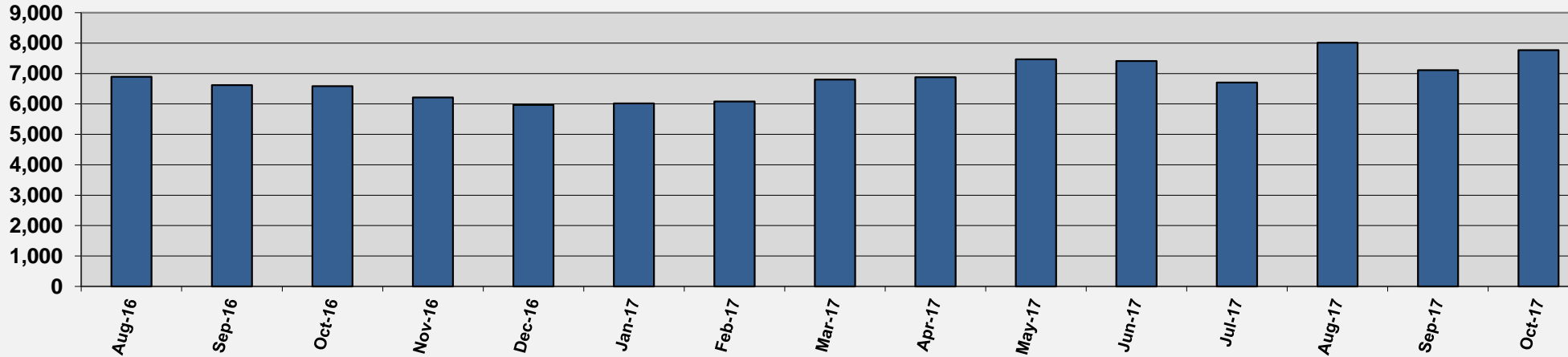
16-17	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	17-18
TOTAL FULL FARE	6,657	5,928	5,974	5,692	5,658	5,317	5,631	5,467	6,470	6,935	6,272	6,981	6,165	6,380	
TOTAL SENIORS	2,300	1,863	2,077	1,658	1,739	1,975	1,876	2,431	2,707	2,842	2,605	2,862	2,554	2,656	
TICKETS (BLUE)	543	519	528	463	467	421	453	509	532	633	554	546	488	499	
STUDENTS	3,828	3,494	3,482	2,390	2,491	3,162	2,908	2,893	2,260	2,590	2,407	3,424	3,806	3,844	
FEDERAL (GREEN)	482	466	475	367	486	426	534	464	442	479	452	526	359	455	
TRANSFERS (ON)	5,056	4,546	4,544	3,970	4,071	4,161	4,092	4,043	4,281	4,272	3,997	4,663	4,578	4,725	
MISC. TRIPS	4,745	4,345	4,622	3,960	4,402	4,576	4,363	5,551	5,428	5,651	6,403	6,553	5,451	5,634	
FARE CARD SOLD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL RIDERS	23611	21161	21702	18,500	19,314	20038	19857	21358	22120	23402	22690	25555	23401	24193	
	23816	23407	20117	19,612	15,666	19646	22018	20863	19208	20954	21397	24251	23611	21161	
	26391	26815	21768	21,768	16,036	15949	15494	18189	19816	20863	22156	23135	23816	23407	



MONROE COUNTY TRANSPORTATION SHARED RIDE RIDERSHIP STATISTICS

	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17
SENIORS	3,363	3,082	3,149	2,821	2,695	2,638	2,512	2,963	3,193	3,476	3,506	3,345	4,017	3,321	3,508
MA65	221	265	239	225	198	161	198	251	226	310	329	280	316	331	383
FULL FARE	14	18	20	20	10	16	10	16	16	18	18	14	18	14	13
MISC. SUBSIDIES	14	7	8	8	8	20	44	30	38	2	4	4	10	8	6
ADA	341	349	347	345	318	355	391	375	340	358	337	265	341	339	330
PWD	1,118	1,223	1,253	1,199	1,047	1,102	1,147	1,284	1,210	1,326	1,272	1,128	1,262	1,308	1,468
MATP	1,806	1,674	1,563	1,589	1,690	1,707	1,758	1,871	1,845	1,961	1,941	1,653	2,052	1,782	2,057
MATPO	12	4	2	6	0	14	20	12	8	14	6	12	0	4	5
TOTAL RIDERS	6,889	6,622	6,581	6,213	5,966	6,013	6,080	6,802	6,876	7,465	7,413	6,701	8,016	7,107	7,770

TOTAL MONTHLY SHARED RIDE TRIPS





FIXED ROUTE			OCT 2017		SHARED RIDE		
FRR (10.55%): 9.00%	(Monthly)	Over/Under	FY17/18 YTD Average	FY17/18 YTD Average	FRR (10.39%): 10.01%	(Monthly)	Over/Under
1. RIDERSHIP:	≥ 21,667	Goal (+/-)	23,960	7,399	1. RIDERSHIP (m):	≥ 6,695	Goal (+/-)
(Annual Goal = ≥ 260,000)	24,193	11.60%			(Annual Goal = 80,340)	7,770	16.00%
2% increase					3% increase		
	(Monthly)	Over/Under				(Monthly)	Over/Under
2. COST/REV HR:	≤ \$95.96/hr	Goal (+/-)	\$101.28	\$53.54	2. COST/REV HR (m):	≤ \$58.00/hr	Goal (+/-)
(Annual Goal = ≤ \$105.94/revenue hour)	\$93.34	-2.70%			(Annual Goal = ≤ \$58.00/hour)	\$49.15	-15.25%
(PennDOT #2= \$95.96) 9.5% Lower than FY16/17					Based on FY17/18 total expense /FY16/17 VRH.		
	(Monthly)	Over/Under				(Monthly)	Over/Under
3. EXPENSES/PAX:	≤ \$12.46	Goal (+/-)	\$11.75	\$27.09	3. EXPENSES/PAX (m):	≤ \$28.96/hr	Goal (+/-)
(Annual Goal = ≤ \$12.46/PAX)	\$10.44	-16.20%			(Annual Goal= ≤ \$28.96/pax)	\$24.97	-13.50%
(PennDOT #4= \$12.79) Keeping goal at FY16/17 level					Based on FY1718 Monthly Exp less MA Outside/ Mileage÷FY1718 monthly Ridership.		
	(Monthly)	Over/Under				(Monthly)	Over/Under
4. REV/REVENUE HR:	≥ \$10.60	Goal (+/-)	\$11.65	\$4.99	4. REV/REVENUE HR (m):	≥ \$5.30	Goal (+/-)
(Annual Goal = ≥ \$10.60)	\$8.40	-20%			(Annual Goal= ≥ \$5.30/hr)	\$4.92	-7.00%
(PennDOT #3= \$10.28)					(Based on FY16/17 YTD Revenues/NTD YTD VRH DR DO x 3% increase)		
	(Monthly)	Over/Under				(Monthly)	Over/Under
5. Passengers/REV HR:	≥ 8.83	Goal (+/-)	8.62	1.98	5. Passengers/REV HR (m):	≥ 2.06/hour	Goal (+/-)
(Annual Goal = ≥ 8.83/hr.)	8.94	1.20%			(Annual Goal = ≥ 2.06/hour)	1.97	-4.30%
(PennDOT #1= 7.96)					Commensurate with ridership increase of 3%		
	(Monthly)	Over/Under				(Monthly)	Over/Under
6. COMPLAINTS & KUDOS:	≤ 5	Goal (+/-)	1	1	6. COMPLAINTS & KUDOS:	≤ 3	Goal (+/-)
COMPLAINTS	1	-80.00%			COMPLAINTS	1	-66.00%
	≥ 1	Goal (+/-)	3	3		≥ 2	Goal (+/-)
KUDOS	0	-100.00%			KUDOS	2	At goal
	(Monthly)	Over/Under				(Monthly)	Over/Under
7. ON-TIME PERFORMANCE:	≥ 80% 10min.	Goal (+/-)	75%	91%	7. ON-TIME PERFORMANCE:	≥ 90%	Goal (+/-)
(Annual Goal = ≥ 80%)	76%	-5.00%			(Annual Goal = ≥ 90%)	91%	At goal
FY16/17 YTD MAY=77.7%					FY16/17 YTD MAY= 92.27%; increasing ridership may lower 17/18		
	(Monthly)	Over/Under				(Monthly)	Over/Under
8. ROAD CALLS:	≥ 18,000	Goal (+/-)	26,387	56,982	8. ROAD CALLS:	≥ 57,000	Goal (+/-)
(Annual Goal = ≥ 18,000)	16,878	-6.20%			(Annual Goal = ≥ 57,000)	10,954	-80.00%
FY16/17 YTD MAY= 15,572; adjusted from 30k/yr due to driver change outs					FY16/17 YTD avg. JUN= 59,133; reduced goal by 3% due to incr trips (rounded)		
	(Monthly)	Over/Under				(Monthly)	Over/Under
9. RISK MGMT (Accidents/100k):	≤ 1.33	Goal (+/-)	1.26	0.24	9. RISK MGMT (Accidents/100k):	≤ .25	Goal (+/-)
(Annual Goal = ≤ 19/yr.) (84%)	0.84	-36.00%			(Annual Goal = ≤ 19/yr.) (16%)	0.16	-36.00%
Based on FY16/17 YTD miles / 1.5= 18.66; rounded to 19 (industry standard)					Based on FY16/17 YTD miles / 1.5= 18.66; rounded to 19 (industry standard)		
	(Monthly)	Over/Under				(Monthly)	Over/Under
10. CALL CTR-Time on Hold:	≤ 75 sec/call	Goal (+/-)	74	13	10. CALL CTR-Abandoned Calls:	≤ 37	Goal (+/-)
(Annual Goal = ≤ 75 seconds/call)	53	-29.50%			(Annual Goal= ≤ 37/month)	0	At goal
FY16/17 last 3 months have been 60; inc. 25% now taking ALL calls)					Based on FY16/17 MAR-JUN actual + 25%; now taking ALL calls.		
Revenue hours vary based on monthly NTD reporting.					Revenue hours vary based on monthly NTD reporting.		