

AGENDA

**Regular Board Meeting
January 25, 2018
5:30 P.M.
MCTA Board Room, 1st Floor**

ROLL CALL

OPENING - Pledge Allegiance to the Flag

PUBLIC COMMENT -

MINUTES - Approve for December 21, 2017, meeting

COMMITTEE REPORTS -

Finance Committee

JoAnn Baratta

- * Financials for November 1-30, 2017
- * Financials for December 1-31, 2017
- * All Purchases subject to audit for December 1-31, 2017
- * All Purchases subject to audit for January 1-25, 2018

❖ Act 44 Quarterly Action Plan FY2017/2018 attached

Operations Committee

Dave Edinger

Guest: Mr. Bob Fultz from Enterprise Vanpool

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 February 22nd, 2018****

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

Thursday, December 21, 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 5 Board Members in attendance. The meeting was called to order at 5:38 P.M.

BOARD MEMBERS PRESENT	STAFF PRESENT
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 st Vice Chairman	Richard Schlameuss, Asst. Director
JoAnn Baratta, Treasurer	Joan Davidge, Chief Financial Officer
David Edinger, Secretary	Walter Quadarella, Rural Operations/Trans. Mgr.
Robert Huffman	Marc Wolfe, Solicitor
	Kathy Carfagno, Recording Secretary

PUBLIC COMMENT:

There was one visitor Ms. Florence Metzgar. Ms. Metzgar was concerned about the rule of the number of packages a client can bring with them on the buses. She also gave kudos to various FR & SR drivers. Ms. Metzgar said she will be looking out for the new schedules and she will soon reach her 5,000th ride on the bus. All complaints & kudos will be logged and complaints will be followed-up and resolved accordingly.

The minutes from November 16, 2017 were reviewed and approved.

FINANCIAL REPORT:

PennDOT is awarding \$69,800 to help balance the PWD & Lottery budgets. Wages & Fica will balance out. The fuel budget is doing fairly. We have used less Act 44 than expected and have moved some funds around. SR expenses are under budget before adjustments.

The **Regular Purchase Reports** for Period 5, November 1-30, 2017 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 6, December 1-21, 2017 were reviewed and ratified, subject to audit.

The **Budget & Variance Reports** for Shared Ride for October 1-31, 2017, were reviewed and approved, subject to audit.

The **Budget & Variance Reports** for Fixed Route for October 1-31, 2017, were reviewed and approved, subject to audit.

OPERATIONS:

Walter reported that there is one Shared Ride vehicle out for repairs, another one for a rear end replacement and one is having transmission work done in-house. 4 Shared Ride vehicles should be here late January or early February. The ROW issue will be addressed at the next Operations Committee Meeting.

HUMAN RESOURCES:

Nothing to report.

COMPLIANCE:

Nothing to report.

MARKETING:

Rich reported that the new spring promo ads are ready to go out for Shared Ride. Schedule changes are set for January 15th... information is on the website and a full-page color ad will be placed in the Pocono Record. Fixed Route is changing Saturday service to mirror the weekday schedules. Bridge Street is now open to all traffic as of 12/21/17.

OLD BUSINESS:

None

NEW BUSINESS:

None

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported briefly on the goals for both FR & SR.

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 6:17 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FOR DECEMBER 21, 2017

12-01-17 - Motion to approve the minutes from the November 16, 2017 Board Meeting,
MOTION CARRIED- DE/RH

12-02-17 - Motion to approve the Regular & Capital Purchases for November 1-30, 2017,
Subject to audit
MOTION CARRIED – WM/DE

12-03-17 – Motion to approve the Regular Purchases for December 1-21, 2017,
Subject to audit
MOTION CARRIED – DE/WM

12-04-17 – Motion to do Budget Revision,
Subject to audit
MOTION CARRIED – RH/WM

12-05-17 – Motion to approve the Budget and Variance Report for Shared Ride for
Period ending October 31, 2017-Subject to audit
MOTION CARRIED – JB/DE

12-06-17 – Motion to approve the Budget and Variance Report for Fixed Route for
Period ending October 31, 2017-Subject to audit
MOTION CARRIED – JB/WM

12-07-17 – Motion to adjourn
MOTION CARRIED – WM/DE

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Five Months Ending November 30, 2017

		Period to Date - November			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'4111-0-1	Farebox Fixed Route	9,969.93	12,500.00	(2,530.07)	63,226.12	62,500.00	726.12
'4113-0-1	Billed Fixed Route	660.00	1,100.00	(440.00)	2,460.00	5,500.00	(3,040.00)
'4151-0-1	Office Sales - Tickets & Pass	6,737.05	10,000.00	(3,262.95)	36,472.11	50,000.00	(13,527.89)
'4170-0-1	Advertising Revenue FR	-	1,250.00	(1,250.00)	-	6,250.00	(6,250.00)
'4510-0-1	Grants Federal 5311	42,025.00	42,025.00	-	210,125.00	210,125.00	-
'4511-0-1	Grants Federal 5307	62,432.00	53,539.58	8,892.42	258,191.00	267,697.91	(9,506.91)
'4520-0-1	Grants State Act 44-FR	177,939.39	169,898.28	8,041.11	760,236.15	760,235.64	0.51
'4570-0-1	Grants Local F/R	13,597.42	13,597.42	-	67,987.09	67,987.09	-
'4590-0-1	Other Revenue F/R	574.00	5,700.00	(5,126.00)	43,312.57	28,500.00	14,812.57
'4996-0-1	Interest Income -FR	16.23	15.00	1.23	65.25	75.00	(9.75)
	Total Revenue	313,951.02	309,625.28	4,325.74	1,442,075.29	1,458,870.64	(16,795.35)
'5010-1-1	Wages: Mechn-FR	21,360.39	24,807.70	3,447.31	95,656.62	109,153.85	13,497.23
'5010-2-1	Wages: Drivr-FR	73,488.75	77,798.08	4,309.33	336,498.44	342,311.54	5,813.10
'5050-1-1	Fica: Mechn-FR	1,861.31	1,750.00	(111.31)	8,256.71	8,750.00	493.29
'5050-2-1	Fica: Drivr-FR	6,148.83	5,500.00	(648.83)	27,788.70	27,500.00	(288.70)
'5052-1-1	PAUC: Mechn-FR	-	200.00	200.00	97.37	1,000.00	902.63
'5052-2-1	PAUC: Drivr-FR	7.24	600.00	592.76	435.57	3,000.00	2,564.43
'5096-1-1	Pension: Mechn-FR	1,212.00	1,750.00	538.00	5,265.09	8,750.00	3,484.91
'5096-2-1	Pension: Drivr-FR	3,336.50	4,500.00	1,163.50	14,706.06	22,500.00	7,793.94
'5330-2-1	Complimentary Transportation-ADA	6,516.00	7,250.00	734.00	33,435.00	36,250.00	2,815.00
'5610-1-1	Parts: Garge-FR	3,917.75	6,250.00	2,332.25	31,391.44	31,250.00	(141.44)
'5612-1-1	Filters: Garge-FR	1,161.59	825.00	(336.59)	5,726.55	4,125.00	(1,601.55)
'5630-2-1	Purchased Tires: Trans-FR	3,640.16	2,250.00	(1,390.16)	12,121.70	11,250.00	(871.70)
'5652-2-1	Fuel Expense: Trans-FR	24,010.74	20,425.00	(3,585.74)	120,363.62	102,125.00	(18,238.62)
'5653-2-1	Taxes:Trans-FR	147.12	125.00	(22.12)	683.27	625.00	(58.27)
'5654-2-1	Motor Oil: Trans-FR	1,768.96	800.00	(968.96)	4,134.42	4,000.00	(134.42)
'5656-2-1	Antifreeze: Trans-FR	302.50	125.00	(177.50)	605.00	625.00	20.00
'5659-1-1	Other Fluids FR :Garage	565.41	425.00	(140.41)	2,061.96	2,125.00	63.04
'5910-6-1	Professional Fees: Transportation Study-FR	-	1,500.00	1,500.00	9,534.00	7,500.00	(2,034.00)
'6010-6-1	Wages: Admin-FR	44,999.61	46,153.84	1,154.23	199,884.66	203,076.92	3,192.26
'6030-1-1	Vacation Pay: Garge-FR	1,560.83	2,000.00	439.17	8,003.52	10,000.00	1,996.48
'6030-2-1	Vacation Pay: Trans-FR	5,535.20	2,500.00	(3,035.20)	19,327.12	12,500.00	(6,827.12)
'6030-6-1	Vacation Pay: Admin-FR	1,626.30	2,625.00	998.70	13,099.75	13,125.00	25.25
'6032-1-1	Sick Pay: Garge-FR	101.38	200.00	98.62	946.09	1,000.00	53.91
'6032-2-1	Sick Pay: Trans-FR	325.60	1,000.00	674.40	5,692.88	5,000.00	(692.88)
'6032-6-1	Sick Pay: Admin-FR	201.92	375.00	173.08	2,126.73	1,875.00	(251.73)
'6034-1-1	Holiday Pay: Garge-FR	927.81	675.00	(252.81)	2,702.34	3,375.00	672.66
'6034-2-1	Holiday Pay: Trans-FR	2,930.40	1,350.00	(1,580.40)	7,977.20	6,750.00	(1,227.20)
'6034-6-1	Holiday Pay: Admin-FR	2,220.39	1,250.00	(970.39)	6,059.92	6,250.00	190.08
'6039-1-1	Other Paid Absences: Garge-FR	590.28	143.00	(447.28)	794.03	715.00	(79.03)
'6039-2-1	Other Paid Absences: Trans-FR	-	210.00	210.00	1,612.64	1,050.00	(562.64)
'6039-6-1	Other Paid Absences: Admin-FR	435.53	310.00	(125.53)	2,122.44	1,550.00	(572.44)

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Five Months Ending November 30, 2017

		Period to Date - November			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'6050-6-1	Fica on Wages: Admin-FR	3,682.75	3,050.00	(632.75)	16,568.60	15,250.00	(1,318.60)
'6052-2-1	PAUC on Wages: Trans-FR	-	-	-	-	-	-
'6052-6-1	PAUC on Wages: Admin-FR	10.00	260.00	250.00	73.70	1,300.00	1,226.30
'6054-6-1	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	175.00	175.00
'6090-1-1	Hospitalization: Garge-FR	2,917.11	1,750.00	(1,167.11)	13,272.96	8,750.00	(4,522.96)
'6090-2-1	Hospitalization: Trans-FR	11,855.05	14,500.00	2,644.95	59,871.31	72,500.00	12,628.69
'6090-6-1	Hospitalization: Admin-FR	7,611.42	8,375.00	763.58	36,358.30	41,875.00	5,516.70
'6092-1-1	Life Insurance: Garge-FR	171.39	220.00	48.61	987.47	1,100.00	112.53
'6092-2-1	Life Insurance: Trans-FR	431.48	450.00	18.52	2,588.88	2,250.00	(338.88)
'6092-6-1	Life Insurance: Admin-FR	268.24	275.00	6.76	1,645.02	1,375.00	(270.02)
'6093-6-1	Employee Assistance Program FR	-	150.00	150.00	1,160.00	750.00	(410.00)
'6094-1-1	Uniforms: Garge-FR	210.26	425.00	214.74	1,414.68	2,125.00	710.32
'6094-2-1	Uniforms: Trans-FR	113.27	825.00	711.73	2,634.57	4,125.00	1,490.43
'6096-6-1	Pension: Admin-FR	1,938.42	2,375.00	436.58	8,438.88	11,875.00	3,436.12
'6098-1-1	Bonus/Gifts: Garge-FR	284.45	385.00	100.55	2,199.65	1,925.00	(274.65)
'6098-2-1	Bonus/Gifts: Trans-FR	240.19	175.00	(65.19)	949.12	875.00	(74.12)
'6098-6-1	Bonus/Gifts: Admin-FR	190.74	550.00	359.26	(242.29)	2,750.00	2,992.29
'6152-3-1	Building Contract Service-FR	835.00	2,000.00	1,165.00	7,147.75	10,000.00	2,852.25
'6153-3-1	Building Supplies & Materials-FR	-	40.00	40.00	(91.25)	200.00	291.25
'6154-3-1	Building:Repairs & Maintenance-FR	805.97	2,000.00	1,194.03	9,373.25	10,000.00	626.75
'6159-3-1	Building - Other FR	-	-	-	189.00	-	(189.00)
'6215-6-1	Staff Travel: Admin-FR	2,041.05	2,000.00	(41.05)	5,057.96	10,000.00	4,942.04
'6251-6-1	Board Seminars: Admin-FR	-	875.00	875.00	-	4,375.00	4,375.00
'6253-6-1	Staff Seminars: Admin-FR	192.31	1,750.00	1,557.69	797.31	8,750.00	7,952.69
'6310-6-1	Telephone: Admin-FR	208.35	700.00	491.65	3,819.53	3,500.00	(319.53)
'6330-6-1	Electric: Admin-FR	1,731.53	775.00	(956.53)	6,097.87	3,875.00	(2,222.87)
'6350-6-1	Non-Elec. Heat: Admin-FR	805.76	550.00	(255.76)	802.76	2,750.00	1,947.24
'6360-6-1	Cable TV: Admin-FR	67.87	50.00	(17.87)	300.59	250.00	(50.59)
'6370-6-1	Water Expense: Admin-FR	343.93	200.00	(143.93)	1,530.30	1,000.00	(530.30)
'6390-6-1	Garbage Removal: Admin-FR	394.73	330.00	(64.73)	1,949.92	1,650.00	(299.92)
'6530-4-1	Advertising: Promo-FR	-	300.00	300.00	37.34	1,500.00	1,462.66
'6531-4-1	Legal Notice Adv: Promo-FR	206.24	100.00	(106.24)	806.19	500.00	(306.19)
'6550-4-1	Marketing: Promo-FR	968.63	1,821.00	852.37	13,576.76	9,105.00	(4,471.76)
'6551-4-1	Schedules Expense: Promo-FR	-	1,250.00	1,250.00	480.74	6,250.00	5,769.26
'6552-4-1	Tickets & Passes: Promo-FR	-	1,000.00	1,000.00	3,484.98	5,000.00	1,515.02
'6554-4-1	Special Events: Promo-FR	-	-	-	-	-	-
'6710-5-1	Vehicle Insurance: In&Sf-FR	20,794.19	21,666.67	872.48	105,465.95	108,333.34	2,867.39
'6720-5-1	In House Claims-FR	-	500.00	500.00	108.71	2,500.00	2,391.29
'6736-5-1	Workmans Comp Ins: In&Sf-FR	6,500.13	6,750.00	249.87	32,840.71	33,750.00	909.29
'6752-5-1	Safety and Training - FR	-	1,000.00	1,000.00	1,770.00	5,000.00	3,230.00
'6800-1-1	Consumable Supplies: Garge-FR	522.41	800.00	277.59	3,025.70	4,000.00	974.30
'6800-2-1	Consumable Supplies: Trans-FR	50.03	10.00	(40.03)	332.63	50.00	(282.63)

**Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Five Months Ending November 30, 2017**

		Period to Date - November			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'6800-6-1	Consumable Supplies: Admin-FR	972.95	825.00	(147.95)	2,540.23	4,125.00	1,584.77
'6850-6-1	Postage: Admin-FR	79.00	125.00	46.00	819.15	625.00	(194.15)
'6910-6-1	Professional Fees: Admin-FR	1,750.82	4,000.00	2,249.18	33,468.57	20,000.00	(13,468.57)
'6911-6-1	Legal Expense: Admin-FR	4,301.00	1,000.00	(3,301.00)	11,699.00	5,000.00	(6,699.00)
'6912-6-1	Labor Attorney: Admin-FR	-	400.00	400.00	-	2,000.00	2,000.00
'6913-6-1	Drug Screens - FR	-	200.00	200.00	281.60	1,000.00	718.40
6915-6-1	Maintenance/Service Agreements:Admin-FR	26,212.84	2,000.00	(24,212.84)	37,743.36	10,000.00	(27,743.36)
'6916-6-1	Auditor: Admin-FR	1,512.50	1,235.00	(277.50)	15,000.00	6,175.00	(8,825.00)
'6930-1-1	Small Tools & Equip.: Garge-FR	-	450.00	450.00	369.29	2,250.00	1,880.71
'6930-6-1	Small Tools & Service Agrmnts: Admin-FR	755.33	1,250.00	494.67	5,204.47	6,250.00	1,045.53
'6951-1-1	Towing Expense: Garge-FR	-	150.00	150.00	-	750.00	750.00
'6952-2-1	License Renewals & Physicals: Trans-FR	105.00	275.00	170.00	1,108.48	1,375.00	266.52
'6954-2-1	Communication: Trans-FR	93.59	100.00	6.41	1,889.53	500.00	(1,389.53)
'6970-6-1	Dues/Memb/Subsc/: Admin-FR	517.00	1,125.00	608.00	1,261.69	5,625.00	4,363.31
'6999-6-1	Other Expense Admin - FR	-	375.00	375.00	3,959.99	1,875.00	(2,084.99)
'7996-6-1	Bank Charges-FR	124.72	75.00	(49.72)	529.67	375.00	(154.67)
'7996-7-1	Interest Expense - FR	232.87	-	(232.87)	232.87	-	(232.87)
	Total Expenses	313,951.02	309,625.29	(4,325.73)	1,442,075.29	1,458,870.65	16,795.36
	Net Income from Operations	-	(0.01)	0.01	-	(0.01)	0.01

Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Five Months Ending November 30, 2017

		Period to Date - November			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
4111-0-2	Farebox Shared Ride	10,240.31	12,104.50	(1,864.19)	55,414.19	60,522.50	(5,108.31)
4113-0-2	Billed Shared Ride	7,802.60	7,000.00	802.60	37,115.15	35,000.00	2,115.15
4170-0-2	Advertising SR	-	1,000.00	(1,000.00)	-	5,000.00	(5,000.00)
4520-0-2	Grants State Act 44-SR	30,549.16	34,890.50	(4,341.34)	78,402.19	96,152.51	(17,750.32)
4530-0-2	Grants State-SR	-	-	-	-	-	-
4553-0-2	Grants PWD-SR	26,797.75	41,911.54	(15,113.79)	130,660.05	128,911.54	1,748.51
4550-0-2	Grants Lottery - SR	69,265.65	81,042.31	(11,776.66)	360,101.65	341,042.31	19,059.34
4560-0-2	Medical Assistance Grant	69,393.42	69,393.42	-	354,033.69	346,967.09	7,066.60
4590-0-2	Other Revenue S/R	-	100.00	(100.00)	-	500.00	(500.00)
4996-0-2	Interest Income -SR	4.54	40.00	(35.46)	95.98	200.00	(104.02)
	Total Revenue	214,053.43	247,482.27	(33,428.84)	1,015,822.90	1,014,295.95	1,526.95
5010-1-2	Wages: Mechn-SR	16,783.17	19,730.76	2,947.59	75,158.78	86,815.38	11,656.60
5010-2-2	Wages: Drivr-SR	76,258.24	98,072.18	21,813.94	342,646.06	317,764.49	(24,881.57)
5050-1-2	Fica: Mechn-SR	1,462.46	1,335.00	(127.46)	6,487.42	6,675.00	187.58
5050-2-2	Fica: Drivr-SR	6,340.06	7,747.07	1,407.01	29,151.14	27,747.07	(1,404.07)
5052-1-2	PAUC: Mechn-SR	-	150.00	150.00	76.51	750.00	673.49
5052-2-2	PAUC: Drivr-SR	402.86	675.00	272.14	1,880.19	3,375.00	1,494.81
5096-1-2	Pension: Mechn-SR	952.29	1,500.00	547.71	4,136.85	7,500.00	3,363.15
5096-2-2	Pension: Drivr-SR	1,143.33	1,750.00	606.67	5,140.93	8,750.00	3,609.07
5320-2-2	MA Outside Transportation	488.75	1,500.00	1,011.25	10,759.00	7,500.00	(3,259.00)
5340-2-2	MA Mileage Reimburse-In County	1,624.68	2,750.00	1,125.32	12,817.20	13,750.00	932.80
5342-2-2	MA Mileage Reimburse-Out Cnty	735.80	1,250.00	514.20	4,820.60	6,250.00	1,429.40
5359-2-2	Miscellaneous Outsource	-	-	-	-	-	-
5610-1-2	Parts: Garge-SR	2,428.46	3,000.00	571.54	14,905.06	15,000.00	94.94
5612-1-2	Filters: Garge-SR	310.53	250.00	(60.53)	1,343.74	1,250.00	(93.74)
5630-2-2	Purchased Tires: Trans-SR	1,098.15	2,350.00	1,251.85	17,459.49	11,750.00	(5,709.49)
5652-2-2	Fuel Expense: Trans-SR	14,811.98	13,500.00	(1,311.98)	67,867.47	67,500.00	(367.47)
5653-2-2	Taxes:Trans-SR	98.08	125.00	26.92	455.51	625.00	169.49
5654-2-2	Motor Oil: Trans-SR	59.76	500.00	440.24	2,114.76	2,500.00	385.24
5656-2-2	Antifreeze: Trans-SR	-	45.00	45.00	302.50	225.00	(77.50)
5659-1-2	Other Fluids SR : Garage	-	-	-	-	-	-
6010-6-2	Wages: Admin-SR	44,999.61	46,153.84	1,154.23	199,884.67	203,076.92	3,192.25
6030-1-2	Vacation Pay: Garge-SR	1,226.37	1,500.00	273.63	6,288.48	7,500.00	1,211.52
6030-2-2	Vacation Pay: Trans-SR	372.96	1,350.00	977.04	8,286.32	6,750.00	(1,536.32)
6030-6-2	Vacation Pay: Admin-SR	1,626.31	2,625.00	998.69	13,099.79	13,125.00	25.21
6032-1-2	Sick Pay: Garge-SR	79.66	175.00	95.34	743.35	875.00	131.65
6032-2-2	Sick Pay: Trans-SR	497.28	425.00	(72.28)	1,367.52	2,125.00	757.48
6032-6-2	Sick Pay: Admin-SR	201.93	350.00	148.07	2,126.74	1,750.00	(376.74)
6034-1-2	Holiday Pay: Garge-SR	728.99	560.00	(168.99)	2,123.26	2,800.00	676.74
6034-2-2	Holiday Pay: Trans-SR	1,118.88	550.00	(568.88)	3,232.32	2,750.00	(482.32)
6034-6-2	Holiday Pay: Admin-SR	2,220.40	1,250.00	(970.40)	6,059.95	6,250.00	190.05
6039-1-2	Other Paid Absences: Garge-SR	463.80	117.00	(346.80)	623.89	585.00	(38.89)

Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Five Months Ending November 30, 2017

		Period to Date - November			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	375.00	(961.16)
6039-6-2	Other Paid Absences: Admin-SR	435.53	310.00	(125.53)	2,122.44	1,550.00	(572.44)
6050-6-2	Fica on Wages: Admin-SR	3,682.75	3,050.00	(632.75)	16,568.62	15,250.00	(1,318.62)
6052-2-2	PAUC on Wages: Trans-SR	-	-	-	-	-	-
6052-6-2	PAUC on Wages: Admin-SR	10.00	260.00	250.00	73.72	1,300.00	1,226.28
6054-6-2	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	175.00	175.00
6090-1-2	Hospitalization: Garge-SR	2,292.00	1,500.00	(792.00)	10,424.06	7,500.00	(2,924.06)
6090-2-2	Hospitalization: Trans-SR	2,442.51	3,250.00	807.49	12,880.07	16,250.00	3,369.93
6090-6-2	Hospitalization: Admin-SR	7,611.41	8,375.00	763.59	36,291.66	41,875.00	5,583.34
6092-1-2	Life Insurance: Garge-SR	134.67	180.00	45.33	785.69	900.00	114.31
6092-2-2	Life Insurance: Trans-SR	187.28	225.00	37.72	1,180.48	1,125.00	(55.48)
6092-6-2	Life Insurance: Admin-SR	268.24	275.00	6.76	1,580.24	1,375.00	(205.24)
6093-6-2	Employee Assistance Program SR	-	150.00	150.00	1,160.00	750.00	(410.00)
6094-1-2	Uniforms: Garge-SR	498.42	337.50	(160.92)	1,444.77	1,687.50	242.73
6094-2-2	Uniforms: Trans-SR	665.94	1,050.00	384.06	4,719.98	5,250.00	530.02
6096-2-2	Pension: Trans-SR	-	-	-	-	-	-
6096-6-2	Pension: Admin-SR	1,938.43	2,375.00	436.57	8,583.90	11,875.00	3,291.10
6098-1-2	Bonus/Gifts: Garge-SR	641.58	315.00	(326.58)	2,286.38	1,575.00	(711.38)
6098-2-2	Bonus/Gifts: Trans-SR	328.84	250.00	(78.84)	1,406.21	1,250.00	(156.21)
6098-6-2	Bonus/Gifts: Admin-SR	1,189.54	550.00	(639.54)	1,256.52	2,750.00	1,493.48
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	10.12	100.00	89.88	10.12	500.00	489.88
6310-6-2	Telephone: Admin-SR	138.90	450.00	311.10	2,399.41	2,250.00	(149.41)
6330-6-2	Electric: Admin-SR	1,154.36	525.00	(629.36)	4,125.21	2,625.00	(1,500.21)
6350-6-2	Non-Elec. Heat: Admin-SR	537.18	375.00	(162.18)	535.20	1,875.00	1,339.80
6360-6-2	Cable TV: Admin-SR	29.09	35.00	5.91	184.21	175.00	(9.21)
6370-6-2	Water Expense: Admin-SR	229.32	125.00	(104.32)	974.60	625.00	(349.60)
6390-6-2	Garbage Removal: Admin-SR	263.15	220.00	(43.15)	1,299.94	1,100.00	(199.94)
6550-4-2	Marketing: Promo-SR	-	-	-	-	-	-
6710-5-2	Vehicle Insurance: In&Sf-SR	3,669.56	3,250.00	(419.56)	16,852.80	16,250.00	(602.80)
6720-5-2	In House Claims-SR	-	300.00	300.00	72.47	1,500.00	1,427.53
6736-5-2	Workmans Comp Ins: In&Sf-SR	2,166.71	2,000.00	(166.71)	10,493.49	10,000.00	(493.49)
6752-5-2	Safety and Training - SR	-	-	-	-	-	-
6800-1-2	Consumable Supplies: Garge-SR	241.55	425.00	183.45	1,515.66	2,125.00	609.34
6800-2-2	Consumable Supplies: Trans-SR	34.27	55.00	20.73	300.11	275.00	(25.11)
6800-6-2	Consumable Supplies: Admin-SR	603.40	725.00	121.60	2,092.94	3,625.00	1,532.06
6850-6-2	Postage: Admin-SR	236.99	348.92	111.93	1,825.40	1,744.59	(80.81)
6910-6-2	Professional Fees: Admin-SR	1,395.26	1,250.00	(145.26)	6,506.41	6,250.00	(256.41)
6912-6-2	Labor Attorney: Admin-SR	-	125.00	125.00	-	625.00	625.00
6913-6-2	Drug Screens - SR	83.55	175.00	91.45	1,917.40	875.00	(1,042.40)

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

		Period to Date - December			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'4111-0-1	Farebox Fixed Route	11,555.52	12,500.00	(944.48)	74,781.64	75,000.00	(218.36)
'4113-0-1	Billed Fixed Route	600.00	1,100.00	(500.00)	3,060.00	6,600.00	(3,540.00)
'4151-0-1	Office Sales - Tickets & Pass	5,170.95	10,000.00	(4,829.05)	41,643.06	60,000.00	(18,356.94)
'4170-0-1	Advertising Revenue FR	-	1,250.00	(1,250.00)	-	7,500.00	(7,500.00)
'4510-0-1	Grants Federal 5311	42,025.00	42,025.00	-	252,150.00	252,150.00	-
'4511-0-1	Grants Federal 5307	26,348.00	53,539.59	(27,191.59)	284,539.00	321,237.50	(36,698.50)
'4520-0-1	Grants State Act 44-FR	139,661.61	139,661.08	0.53	899,897.76	899,896.72	1.04
'4570-0-1	Grants Local F/R	13,597.41	13,597.41	-	81,584.50	81,584.50	-
'4590-0-1	Other Revenue F/R	157.75	5,700.00	(5,542.25)	43,470.32	34,200.00	9,270.32
'4996-0-1	Interest Income -FR	12.74	15.00	(2.26)	77.99	90.00	(12.01)
	Total Revenue	239,128.98	279,388.08	(40,259.10)	1,681,204.27	1,738,258.72	(57,054.45)
'5010-1-1	Wages: Mechn-FR	17,814.80	19,846.15	2,031.35	113,471.42	129,000.00	15,528.58
'5010-2-1	Wages: Drivr-FR	59,910.65	61,753.18	1,842.53	396,409.09	404,064.72	7,655.63
'5050-1-1	Fica: Mechn-FR	1,506.83	1,750.00	243.17	9,763.54	10,500.00	736.46
'5050-2-1	Fica: Drivr-FR	4,682.19	5,500.00	817.81	32,470.89	33,000.00	529.11
'5052-1-1	PAUC: Mechn-FR	-	200.00	200.00	97.37	1,200.00	1,102.63
'5052-2-1	PAUC: Drivr-FR	-	600.00	600.00	435.57	3,600.00	3,164.43
'5096-1-1	Pension: Mechn-FR	995.41	1,750.00	754.59	6,260.50	10,500.00	4,239.50
'5096-2-1	Pension: Drivr-FR	2,631.82	4,500.00	1,868.18	17,337.88	27,000.00	9,662.12
'5330-2-1	Complimentary Transportation-ADA	5,889.00	7,250.00	1,361.00	39,324.00	43,500.00	4,176.00
'5610-1-1	Parts: Garge-FR	5,773.52	6,250.00	476.48	37,164.96	37,500.00	335.04
'5612-1-1	Filters: Garge-FR	589.64	825.00	235.36	6,316.19	4,950.00	(1,366.19)
'5630-2-1	Purchased Tires: Trans-FR	3,507.50	2,250.00	(1,257.50)	15,629.20	13,500.00	(2,129.20)
'5652-2-1	Fuel Expense: Trans-FR	22,571.01	20,425.00	(2,146.01)	142,934.63	122,550.00	(20,384.63)
'5653-2-1	Taxes:Trans-FR	80.89	125.00	44.11	764.16	750.00	(14.16)
'5654-2-1	Motor Oil: Trans-FR	-	800.00	800.00	4,134.42	4,800.00	665.58
'5656-2-1	Antifreeze: Trans-FR	302.50	125.00	(177.50)	907.50	750.00	(157.50)
'5659-1-1	Other Fluids FR :Garage	617.19	425.00	(192.19)	2,679.15	2,550.00	(129.15)
'5910-6-1	Professional Fees: Transportation Study-FR	-	1,500.00	1,500.00	9,534.00	9,000.00	(534.00)
'6010-6-1	Wages: Admin-FR	37,136.08	36,923.08	(213.00)	237,020.74	240,000.00	2,979.26
'6030-1-1	Vacation Pay: Garge-FR	1,538.43	2,000.00	461.57	9,541.95	12,000.00	2,458.05
'6030-2-1	Vacation Pay: Trans-FR	1,628.00	2,500.00	872.00	20,955.12	15,000.00	(5,955.12)
'6030-6-1	Vacation Pay: Admin-FR	3,485.26	2,625.00	(860.26)	16,585.01	15,750.00	(835.01)
'6032-1-1	Sick Pay: Garge-FR	319.20	200.00	(119.20)	1,265.29	1,200.00	(65.29)
'6032-2-1	Sick Pay: Trans-FR	325.60	1,000.00	674.40	6,018.48	6,000.00	(18.48)
'6032-6-1	Sick Pay: Admin-FR	(275.88)	375.00	650.88	1,850.85	2,250.00	399.15
'6034-1-1	Holiday Pay: Garge-FR	-	675.00	675.00	2,702.34	4,050.00	1,347.66
'6034-2-1	Holiday Pay: Trans-FR	325.60	1,350.00	1,024.40	8,302.80	8,100.00	(202.80)
'6034-6-1	Holiday Pay: Admin-FR	232.56	1,250.00	1,017.44	6,292.48	7,500.00	1,207.52
'6039-1-1	Other Paid Absences: Garge-FR	210.29	143.00	(67.29)	1,004.32	858.00	(146.32)
'6039-2-1	Other Paid Absences: Trans-FR	488.40	210.00	(278.40)	2,101.04	1,260.00	(841.04)
'6039-6-1	Other Paid Absences: Admin-FR	748.85	310.00	(438.85)	2,871.29	1,860.00	(1,011.29)

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

		Period to Date - December			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'6050-6-1	Fica on Wages: Admin-FR	3,388.11	3,050.00	(338.11)	19,956.71	18,300.00	(1,656.71)
'6052-2-1	PAUC on Wages: Trans-FR	-	-	-	-	-	-
'6052-6-1	PAUC on Wages: Admin-FR	18.36	260.00	241.64	92.06	1,560.00	1,467.94
'6054-6-1	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	210.00	210.00
'6090-1-1	Hospitalization: Garge-FR	2,723.13	1,750.00	(973.13)	15,996.09	10,500.00	(5,496.09)
'6090-2-1	Hospitalization: Trans-FR	12,921.40	14,500.00	1,578.60	72,792.71	87,000.00	14,207.29
'6090-6-1	Hospitalization: Admin-FR	8,928.17	8,375.00	(553.17)	45,286.47	50,250.00	4,963.53
'6092-1-1	Life Insurance: Garge-FR	171.39	220.00	48.61	1,158.86	1,320.00	161.14
'6092-2-1	Life Insurance: Trans-FR	431.48	450.00	18.52	3,020.36	2,700.00	(320.36)
'6092-6-1	Life Insurance: Admin-FR	268.24	275.00	6.76	1,913.26	1,650.00	(263.26)
'6093-6-1	Employee Assistance Program FR	-	150.00	150.00	1,160.00	900.00	(260.00)
'6094-1-1	Uniforms: Garge-FR	135.45	425.00	289.55	1,550.13	2,550.00	999.87
'6094-2-1	Uniforms: Trans-FR	455.70	825.00	369.30	3,090.27	4,950.00	1,859.73
'6096-6-1	Pension: Admin-FR	1,604.05	2,375.00	770.95	10,042.93	14,250.00	4,207.07
'6098-1-1	Bonus/Gifts: Garge-FR	77.10	385.00	307.90	2,276.75	2,310.00	33.25
'6098-2-1	Bonus/Gifts: Trans-FR	285.21	175.00	(110.21)	1,234.33	1,050.00	(184.33)
'6098-6-1	Bonus/Gifts: Admin-FR	3,588.39	550.00	(3,038.39)	3,346.10	3,300.00	(46.10)
'6152-3-1	Building Contract Service-FR	2,306.95	2,000.00	(306.95)	9,454.70	12,000.00	2,545.30
'6153-3-1	Building Supplies & Materials-FR	-	40.00	40.00	(91.25)	240.00	331.25
'6154-3-1	Building:Repairs & Maintenance-FR	523.36	2,000.00	1,476.64	9,896.61	12,000.00	2,103.39
'6159-3-1	Building - Other FR	-	-	-	189.00	-	(189.00)
'6215-6-1	Staff Travel: Admin-FR	984.70	2,000.00	1,015.30	6,042.66	12,000.00	5,957.34
'6251-6-1	Board Seminars: Admin-FR	-	875.00	875.00	-	5,250.00	5,250.00
'6253-6-1	Staff Seminars: Admin-FR	-	1,750.00	1,750.00	797.31	10,500.00	9,702.69
'6310-6-1	Telephone: Admin-FR	753.70	700.00	(53.70)	4,573.23	4,200.00	(373.23)
'6330-6-1	Electric: Admin-FR	1,428.34	775.00	(653.34)	7,526.21	4,650.00	(2,876.21)
'6350-6-1	Non-Elec. Heat: Admin-FR	1,686.23	550.00	(1,136.23)	2,488.99	3,300.00	811.01
'6360-6-1	Cable TV: Admin-FR	58.18	50.00	(8.18)	358.77	300.00	(58.77)
'6370-6-1	Water Expense: Admin-FR	85.06	200.00	114.94	1,615.36	1,200.00	(415.36)
'6390-6-1	Garbage Removal: Admin-FR	399.61	330.00	(69.61)	2,349.53	1,980.00	(369.53)
'6530-4-1	Advertising: Promo-FR	-	300.00	300.00	37.34	1,800.00	1,762.66
'6531-4-1	Legal Notice Adv: Promo-FR	49.10	100.00	50.90	855.29	600.00	(255.29)
'6550-4-1	Marketing: Promo-FR	1,015.00	1,821.00	806.00	14,591.76	10,926.00	(3,665.76)
'6551-4-1	Schedules Expense: Promo-FR	1,044.00	1,250.00	206.00	1,524.74	7,500.00	5,975.26
'6552-4-1	Tickets & Passes: Promo-FR	-	1,000.00	1,000.00	3,484.98	6,000.00	2,515.02
'6554-4-1	Special Events: Promo-FR	-	-	-	-	-	-
'6710-5-1	Vehicle Insurance: In&Sf-FR	20,794.19	21,666.66	872.47	126,260.14	130,000.00	3,739.86
'6720-5-1	In House Claims-FR	2,894.93	500.00	(2,394.93)	3,003.64	3,000.00	(3.64)
'6736-5-1	Workmans Comp Ins: In&Sf-FR	6,500.13	6,750.00	249.87	39,340.84	40,500.00	1,159.16
'6752-5-1	Safety and Training - FR	1,810.00	1,000.00	(810.00)	3,580.00	6,000.00	2,420.00
'6800-1-1	Consumable Supplies: Garge-FR	433.52	800.00	366.48	3,459.22	4,800.00	1,340.78
'6800-2-1	Consumable Supplies: Trans-FR	43.98	10.00	(33.98)	376.61	60.00	(316.61)

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

		Period to Date - December			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
'6800-6-1	Consumable Supplies: Admin-FR	1,724.53	825.00	(899.53)	4,264.76	4,950.00	685.24
'6850-6-1	Postage: Admin-FR	78.38	125.00	46.62	897.53	750.00	(147.53)
'6910-6-1	Professional Fees: Admin-FR	1,739.19	4,000.00	2,260.81	35,207.76	24,000.00	(11,207.76)
'6911-6-1	Legal Expense: Admin-FR	3,457.50	1,000.00	(2,457.50)	15,156.50	6,000.00	(9,156.50)
'6912-6-1	Labor Attorney: Admin-FR	-	400.00	400.00	-	2,400.00	2,400.00
'6913-6-1	Drug Screens - FR	83.55	200.00	116.45	365.15	1,200.00	834.85
6915-6-1	Maintenance/Service Agreements:Admin-FR	(20,778.63)	2,000.00	22,778.63	16,964.73	12,000.00	(4,964.73)
'6916-6-1	Auditor: Admin-FR	-	1,235.00	1,235.00	15,000.00	7,410.00	(7,590.00)
'6930-1-1	Small Tools & Equip.: Garge-FR	32.03	450.00	417.97	401.32	2,700.00	2,298.68
'6930-6-1	Small Tools & Service Agrmnts: Admin-FR	210.00	1,250.00	1,040.00	5,414.47	7,500.00	2,085.53
'6951-1-1	Towing Expense: Garge-FR	-	150.00	150.00	-	900.00	900.00
'6952-2-1	License Renewals & Physicals: Trans-FR	315.00	275.00	(40.00)	1,423.48	1,650.00	226.52
'6954-2-1	Communication: Trans-FR	117.65	100.00	(17.65)	2,007.18	600.00	(1,407.18)
'6970-6-1	Dues/Memb/Subsc/: Admin-FR	1,135.59	1,125.00	(10.59)	2,397.28	6,750.00	4,352.72
'6999-6-1	Other Expense Admin - FR	-	375.00	375.00	3,959.99	2,250.00	(1,709.99)
'7996-6-1	Bank Charges-FR	171.69	75.00	(96.69)	701.36	450.00	(251.36)
'7996-7-1	Interest Expense - FR	-	-	-	232.87	-	(232.87)
	Total Expenses	239,128.98	279,388.07	40,259.09	1,681,204.27	1,738,258.72	57,054.45
	Net Income from Operations	-	0.01	(0.01)	-	-	0.00

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

		Period to Date - December			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
4111-0-2	Farebox Shared Ride	9,586.64	12,104.50	(2,517.86)	65,000.83	72,627.00	(7,626.17)
4113-0-2	Billed Shared Ride	6,971.10	7,000.00	(28.90)	44,086.25	42,000.00	2,086.25
4170-0-2	Advertising SR	-	1,000.00	(1,000.00)	-	6,000.00	(6,000.00)
4520-0-2	Grants State Act 44-SR	26,663.05	14,240.51	12,422.54	105,065.24	110,393.02	(5,327.78)
4530-0-2	Grants State-SR	-	-	-	-	-	-
4553-0-2	Grants PWD-SR	23,112.90	23,438.46	(325.56)	153,772.95	152,350.00	1,422.95
4550-0-2	Grants Lottery - SR	62,863.45	62,007.69	855.76	422,965.10	403,050.00	19,915.10
4560-0-2	Medical Assistance Grant	69,393.41	69,393.41	-	423,427.10	416,360.50	7,066.60
4590-0-2	Other Revenue S/R	-	100.00	(100.00)	-	600.00	(600.00)
4996-0-2	Interest Income -SR	38.87	40.00	(1.13)	134.85	240.00	(105.15)
	Total Revenue	198,629.42	189,324.57	9,304.85	1,214,452.32	1,203,620.52	10,831.80
5010-1-2	Wages: Mechn-SR	13,997.34	15,784.62	1,787.28	89,156.12	102,600.00	13,443.88
5010-2-2	Wages: Drivr-SR	62,312.54	55,793.54	(6,519.00)	404,958.60	373,558.01	(31,400.59)
5050-1-2	Fica: Mechn-SR	1,183.93	1,335.00	151.07	7,671.35	8,010.00	338.65
5050-2-2	Fica: Drivr-SR	5,276.13	5,044.92	(231.21)	34,427.27	32,791.99	(1,635.28)
5052-1-2	PAUC: Mechn-SR	-	150.00	150.00	76.51	900.00	823.49
5052-2-2	PAUC: Drivr-SR	216.06	675.00	458.94	2,096.25	4,050.00	1,953.75
5096-1-2	Pension: Mechn-SR	782.10	1,500.00	717.90	4,918.95	9,000.00	4,081.05
5096-2-2	Pension: Drivr-SR	928.92	1,750.00	821.08	6,069.85	10,500.00	4,430.15
5320-2-2	MA Outside Transportation	2,854.25	1,500.00	(1,354.25)	13,613.25	9,000.00	(4,613.25)
5340-2-2	MA Mileage Reimburse-In County	3,221.28	2,750.00	(471.28)	16,038.48	16,500.00	461.52
5342-2-2	MA Mileage Reimburse-Out Cnty	1,413.98	1,250.00	(163.98)	6,234.58	7,500.00	1,265.42
5359-2-2	Miscellaneous Outsource	-	-	-	-	-	-
5610-1-2	Parts: Garge-SR	5,933.29	3,000.00	(2,933.29)	20,838.35	18,000.00	(2,838.35)
5612-1-2	Filters: Garge-SR	204.08	250.00	45.92	1,547.82	1,500.00	(47.82)
5630-2-2	Purchased Tires: Trans-SR	38.92	2,350.00	2,311.08	17,498.41	14,100.00	(3,398.41)
5652-2-2	Fuel Expense: Trans-SR	13,967.16	13,500.00	(467.16)	81,834.63	81,000.00	(834.63)
5653-2-2	Taxes:Trans-SR	53.93	125.00	71.07	509.44	750.00	240.56
5654-2-2	Motor Oil: Trans-SR	386.43	500.00	113.57	2,501.19	3,000.00	498.81
5656-2-2	Antifreeze: Trans-SR	-	45.00	45.00	302.50	270.00	(32.50)
5659-1-2	Other Fluids SR : Garage	-	-	-	-	-	-
6010-6-2	Wages: Admin-SR	37,136.09	36,923.08	(213.01)	237,020.76	240,000.00	2,979.24
6030-1-2	Vacation Pay: Garge-SR	1,208.77	1,500.00	291.23	7,497.25	9,000.00	1,502.75
6030-2-2	Vacation Pay: Trans-SR	2,362.08	1,350.00	(1,012.08)	10,648.40	8,100.00	(2,548.40)
6030-6-2	Vacation Pay: Admin-SR	3,485.27	2,625.00	(860.27)	16,585.06	15,750.00	(835.06)
6032-1-2	Sick Pay: Garge-SR	250.80	175.00	(75.80)	994.15	1,050.00	55.85
6032-2-2	Sick Pay: Trans-SR	-	425.00	425.00	1,367.52	2,550.00	1,182.48
6032-6-2	Sick Pay: Admin-SR	(275.89)	350.00	625.89	1,850.85	2,100.00	249.15
6034-1-2	Holiday Pay: Garge-SR	-	560.00	560.00	2,123.26	3,360.00	1,236.74
6034-2-2	Holiday Pay: Trans-SR	(124.32)	550.00	674.32	3,108.00	3,300.00	192.00
6034-6-2	Holiday Pay: Admin-SR	232.56	1,250.00	1,017.44	6,292.51	7,500.00	1,207.49
6039-1-2	Other Paid Absences: Garge-SR	165.23	117.00	(48.23)	789.12	702.00	(87.12)

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

		Period to Date - December			Year to Date		
Account #	Account Name	Actual	Budget	Variance	Actual	Budget	Variance
6039-2-2	Other Paid Absences: Trans-SR	124.32	75.00	(49.32)	1,460.48	450.00	(1,010.48)
6039-6-2	Other Paid Absences: Admin-SR	748.86	310.00	(438.86)	2,871.30	1,860.00	(1,011.30)
6050-6-2	Fica on Wages: Admin-SR	3,388.11	3,050.00	(338.11)	19,956.73	18,300.00	(1,656.73)
6052-2-2	PAUC on Wages: Trans-SR	-	-	-	-	-	-
6052-6-2	PAUC on Wages: Admin-SR	18.37	260.00	241.63	92.09	1,560.00	1,467.91
6054-6-2	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	210.00	210.00
6090-1-2	Hospitalization: Garge-SR	2,139.59	1,500.00	(639.59)	12,563.65	9,000.00	(3,563.65)
6090-2-2	Hospitalization: Trans-SR	2,806.60	3,250.00	443.40	15,686.67	19,500.00	3,813.33
6090-6-2	Hospitalization: Admin-SR	8,869.21	8,375.00	(494.21)	45,160.87	50,250.00	5,089.13
6092-1-2	Life Insurance: Garge-SR	134.67	180.00	45.33	920.36	1,080.00	159.64
6092-2-2	Life Insurance: Trans-SR	187.28	225.00	37.72	1,367.76	1,350.00	(17.76)
6092-6-2	Life Insurance: Admin-SR	268.24	275.00	6.76	1,848.48	1,650.00	(198.48)
6093-6-2	Employee Assistance Program SR	-	150.00	150.00	1,160.00	900.00	(260.00)
6094-1-2	Uniforms: Garge-SR	106.43	337.50	231.07	1,551.20	2,025.00	473.80
6094-2-2	Uniforms: Trans-SR	632.20	1,050.00	417.80	5,352.18	6,300.00	947.82
6096-2-2	Pension: Trans-SR	-	-	-	-	-	-
6096-6-2	Pension: Admin-SR	1,604.05	2,375.00	770.95	10,187.95	14,250.00	4,062.05
6098-1-2	Bonus/Gifts: Garge-SR	170.72	315.00	144.28	2,457.10	1,890.00	(567.10)
6098-2-2	Bonus/Gifts: Trans-SR	341.78	250.00	(91.78)	1,747.99	1,500.00	(247.99)
6098-6-2	Bonus/Gifts: Admin-SR	4,923.25	550.00	(4,373.25)	6,179.77	3,300.00	(2,879.77)
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	10.12	600.00	589.88
6310-6-2	Telephone: Admin-SR	502.46	450.00	(52.46)	2,901.87	2,700.00	(201.87)
6330-6-2	Electric: Admin-SR	952.22	525.00	(427.22)	5,077.43	3,150.00	(1,927.43)
6350-6-2	Non-Elec. Heat: Admin-SR	1,124.15	375.00	(749.15)	1,659.35	2,250.00	590.65
6360-6-2	Cable TV: Admin-SR	38.78	35.00	(3.78)	222.99	210.00	(12.99)
6370-6-2	Water Expense: Admin-SR	56.72	125.00	68.28	1,031.32	750.00	(281.32)
6390-6-2	Garbage Removal: Admin-SR	266.41	220.00	(46.41)	1,566.35	1,320.00	(246.35)
6550-4-2	Marketing: Promo-SR	-	-	-	-	-	-
6710-5-2	Vehicle Insurance: In&Sf-SR	3,669.56	3,250.00	(419.56)	20,522.36	19,500.00	(1,022.36)
6720-5-2	In House Claims-SR	1,929.95	300.00	(1,629.95)	2,002.42	1,800.00	(202.42)
6736-5-2	Workmans Comp Ins: In&Sf-SR	2,166.71	2,000.00	(166.71)	12,660.20	12,000.00	(660.20)
6752-5-2	Safety and Training - SR	-	-	-	-	-	-
6800-1-2	Consumable Supplies: Garge-SR	78.11	425.00	346.89	1,593.77	2,550.00	956.23
6800-2-2	Consumable Supplies: Trans-SR	36.00	55.00	19.00	336.11	330.00	(6.11)
6800-6-2	Consumable Supplies: Admin-SR	1,483.09	725.00	(758.09)	3,576.03	4,350.00	773.97
6850-6-2	Postage: Admin-SR	235.13	348.91	113.78	2,060.53	2,093.50	32.97
6910-6-2	Professional Fees: Admin-SR	579.74	1,250.00	670.26	7,086.15	7,500.00	413.85
6912-6-2	Labor Attorney: Admin-SR	-	125.00	125.00	-	750.00	750.00
6913-6-2	Drug Screens - SR	45.95	175.00	129.05	1,963.35	1,050.00	(913.35)

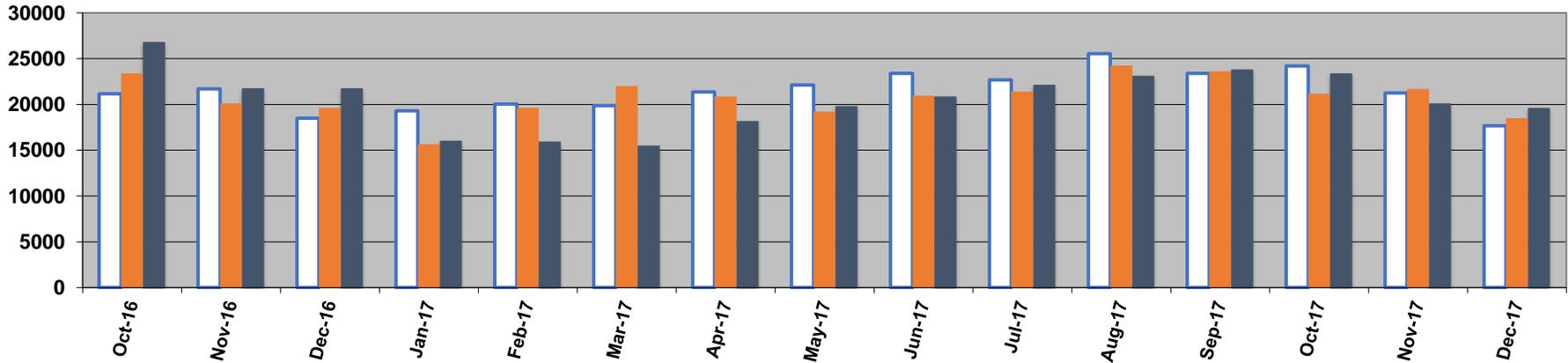
Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Six Months Ending December 31, 2017

Account #	Account Name	Period to Date - December			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
6915-6-2	Maintenance/Service Agreements:Admin-SR	-	100.00	100.00	68.75	600.00	531.25
6916-6-2	Auditor: Admin-SR	-	925.00	925.00	11,000.00	5,550.00	(5,450.00)
6930-1-2	Small Tools & Equip.: Garge-SR	13.73	175.00	161.27	146.42	1,050.00	903.58
6930-2-2	Small Tools & Equip.: Trans-SR	-	-	-	-	-	-
6930-6-2	Small Tools & Service Agrmnts: Admin-SR	-	-	-	86.91	-	(86.91)
6951-1-2	Towing Expense: Garge-SR	300.00	200.00	(100.00)	900.00	1,200.00	300.00
6952-2-2	Licnese Renewals & Physicals: Trans-SR	210.00	350.00	140.00	2,400.50	2,100.00	(300.50)
6954-2-2	Communication: Trans-SR	1,065.70	1,250.00	184.30	6,190.57	7,500.00	1,309.43
6970-6-2	Dues/Memb/Subsc/: Admin-SR	200.40	150.00	(50.40)	239.31	900.00	660.69
7996-6-2	Bank Charges-SR	-	-	-	14.50	-	(14.50)
	Total Expenses	198,629.42	189,324.57	(9,304.85)	1,214,452.32	1,203,620.50	(10,831.82)
	Net Income from Operations	-	-	-	-	0.02	(0.02)

MONROE COUNTY TRANSPORTATION FIXED ROUTE RIDERSHIP STATISTICS

16-17	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	Nov-17	Dec-17	17-18
TOTAL FULL FARE	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	5,676	5,598	
TOTAL SENIORS	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	2,307	1,774	
TICKETS (BLUE)	519	528	463	467	421	453	509	532	633	554	546	488	499	412	313	
STUDENTS	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	3,459	2,326	
FEDERAL (GREEN)	466	475	367	486	426	534	464	442	479	452	526	359	455	419	299	
TRANSFERS (ON)	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	4,113	3,155	
MISC. TRIPS	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	4,870	4,201	
FARE CARD SOLD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL RIDERS	21161	21702	18,500	19,314	20038	19857	21358	22120	23402	22690	25555	23401	24193	21256	17666	
	23407	20117	19,612	15,666	19646	22018	20863	19208	20954	21397	24251	23611	21161	21702	18500	
	26815	21768	21,768	16,036	15949	15494	18189	19816	20863	22156	23135	23816	23407	20117	19612	

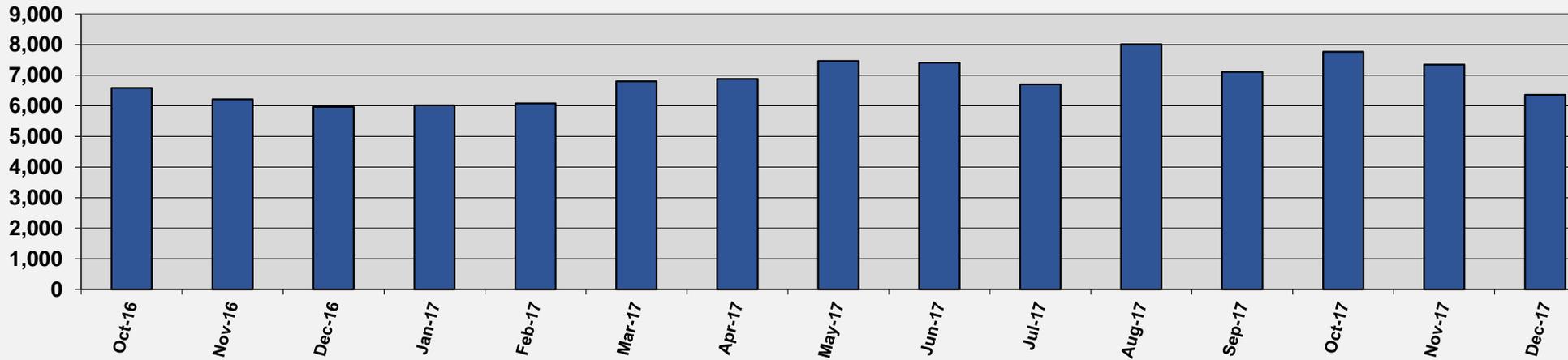
TOTAL MONTHLY FIXED ROUTE TRIPS



MONROE COUNTY TRANSPORTATION SHARED RIDE RIDERSHIP STATISTICS

	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	Nov-17	Dec-17
LOTTERY/SENIORS	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	3,424	2,978
LOTTERY MA	239	225	198	161	198	251	226	310	329	280	316	331	383	356	311
FULL FARE	20	20	10	16	10	16	16	18	18	14	18	14	13	15	10
MISC. SUBSIDIES	8	8	8	20	44	30	38	2	4	4	10	8	6	10	2
ADA	347	345	318	355	391	375	340	358	337	265	341	339	330	314	286
PWD	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	1,357	1,179
MATP	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	1,864	1,588
MATPO	2	6	0	14	20	12	8	14	6	12	0	4	5	4	4
TOTAL RIDERS	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	7,344	6,358

TOTAL MONTHLY SHARED RIDE TRIPS





FIXED ROUTE

NOV 2017

SHARED RIDE

FIXED ROUTE			NOV 2017		SHARED RIDE		
FRR (10.55%): 5.72%	(Monthly)	Over/Under	FY17/18 YTD Average	FY17/18 YTD Average	FRR (10.39%): 8.43%	(Monthly)	Over/Under
1. RIDERSHIP:	≥ 21,667	Goal (+/-)	23,419	7,388	1. RIDERSHIP (m):	≥ 6,695	Goal (+/-)
(Annual Goal = ≥ 260,000)	21,256	-1.90%			(Annual Goal = 80,340)	7,344	9.60%
2% increase			3% increase				
	(Monthly)	Over/Under				(Monthly)	Over/Under
2. COST/REV HR:	≤ \$95.96/hr	Goal (+/-)	\$105.02	\$54.38	2. COST/REV HR (m):	≤ \$58.00/hr	Goal (+/-)
(Annual Goal = ≤ \$105.94/revenue hour)	\$119.97	25.02%			(Annual Goal = ≤ \$58.00/hour)	\$57.71	At goal
(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 (+/-)	\$12.35	\$27.50	3. EXPENSES/PAX (m):	≤ \$28.96/hr	Goal (+/-)
(Annual Goal = ≤ \$12.46/PAX)	\$14.77	18.53%			(Annual Goal= ≤ \$28.96/pax)	\$29.15	0.50%
(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 (+/-)	\$10.69	\$4.97	4. REV/REVENUE HR (m):	≥ \$5.30	Goal (+/-)
(Annual Goal = ≥ \$10.60)	\$6.86	-35%			(Annual Goal= ≥ \$5.30/hr)	\$4.87	-8.60%
(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 (+/-)	8.52	1.98	5. Passengers/REV HR (m):	≥ 2.06/hour	Goal (+/-)
(Annual Goal = ≥ 8.83/hr.)	8.12	-70.00%			(Annual Goal = ≥ 2.06/hour)	1.98	-3.80%
(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	0	100.00%			COMPLAINTS	0	100.00%
	≥ 1	Goal (+/-)	3	4		≥ 2	Goal (+/-)
KUDOS	6	600.00%			KUDOS	8	
	(Monthly)	Over/Under				(Monthly)	Over/Under
7. ON-TIME PERFORMANCE:	≥ 80% 10min.	Goal (+/-)	75%	91%	7. ON-TIME PERFORMANCE:	≥ 90%	Goal (+/-)
(Annual Goal = ≥ 80%)	73%	-8.75%			(Annual Goal = ≥ 90%)	92%	2.20%
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 (+/-)	24,328	66,115	8. ROAD CALLS:	≥ 57,000	Goal (+/-)
(Annual Goal = ≥ 18,000)	16,093	-10.59%			(Annual Goal = ≥ 57,000)	102,644	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 (+/-)	1.51	0.26	9. RISK MGMT (Accidents/100k):	≤ .25	Goal (+/-)
(Annual Goal = ≤ 19/yr.) (84%)	2.52	89.00%			(Annual Goal = ≤ 19/yr.) (16%)	0.32	28.00%
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 (+/-)	73	11	10. CALL CTR-Abandoned Calls:	≤ 37	Goal (+/-)
(Annual Goal = ≤ 75 seconds/call)	72	-4.00%			(Annual Goal= ≤ 37/month)	4	-90.00%
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.				



FIXED ROUTE

DEC 2017

SHARED RIDE

FIXED ROUTE			DEC 2017		SHARED RIDE		
FRR (10.55%): 7.32%	(Monthly)	Over/Under	FY17/18 YTD Average	FY17/18 YTD Average	FRR (10.39%): 8.36%	(Monthly)	Over/Under
1. RIDERSHIP:	≥ 21,667	Goal (+/-)	22,460	7,216	1. RIDERSHIP (m):	≥ 6,695	Goal (+/-)
(Annual Goal = ≥ 260,000)	17,666	-18.40%			(Annual Goal = 80,340)	6,358	-3.50%
2% increase					3% increase		
	(Monthly)	Over/Under				(Monthly)	Over/Under
2. COST/REV HR:	≤ \$95.96/hr	Goal (+/-)	\$103.30	\$55.35	2. COST/REV HR (m):	≤ \$58.00/hr	Goal (+/-)
(Annual Goal = ≤ \$105.94/revenue hour)	\$94.70	-1.30%			(Annual Goal = ≤ \$58.00/hour)	\$60.21	3.80%
(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 (+/-)	\$12.55	\$28.12	3. EXPENSES/PAX (m):	≤ \$28.96/hr	Goal (+/-)
(Annual Goal = ≤ \$12.46/PAX)	\$13.54	8.60%			(Annual Goal= ≤ \$28.96/pax)	\$31.24	7.80%
(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 (+/-)	\$10.06	\$4.98	4. REV/REVENUE HR (m):	≥ \$5.30	Goal (+/-)
(Annual Goal = ≥ \$10.60)	\$6.93	-34.60%			(Annual Goal= ≥ \$5.30/hr)	\$5.03	-5.00%
(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 (+/-)	8.27	1.97	5. Passengers/REV HR (m):	≥ 2.06/hour	Goal (+/-)
(Annual Goal = ≥ 8.83/hr.)	7.00	-20.70%			(Annual Goal = ≥ 2.06/hour)	1.93	-6.30%
(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	2	-40.00%			COMPLAINTS	0	100.00%
	≥ 1	Goal (+/-)	3	5		≥ 2	Goal (+/-)
KUDOS	4	400.00%			KUDOS	7	250.00%
	(Monthly)	Over/Under				(Monthly)	Over/Under
7. ON-TIME PERFORMANCE:	≥ 80% 10min.	Goal (+/-)	74%	91%	7. ON-TIME PERFORMANCE:	≥ 90%	Goal (+/-)
(Annual Goal = ≥ 80%)	70%				(Annual Goal = ≥ 90%)	89%	-1.10%
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 (+/-)	22,203	62,650	8. ROAD CALLS:	≥ 57,000	Goal (+/-)
(Annual Goal = ≥ 18,000)	11,575	-12.50%			(Annual Goal = ≥ 57,000)	45,328	-20.40%
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 (+/-)	1.54	0.21	9. RISK MGMT (Accidents/100k):	≤ .25	Goal (+/-)
(Annual Goal = ≤ 19/yr.) (84%)	1.68	26.30%			(Annual Goal = ≤ 19/yr.) (16%)	0.00	100.00%
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 (+/-)	71	11	10. CALL CTR-Abandoned Calls:	≤ 37	Goal (+/-)
(Annual Goal = ≤ 75 seconds/call)	56	-25.00%			(Annual Goal= ≤ 37/month)	8	-20.40%
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.		

Act 44 Quarterly Action Plan for: FY2017-2018

FOCUS AREA ONE Actions to Increase Passengers/VRH	Action Steps/Milestones:	Who:	Projected End Date:
1. Develop defined marketing goals with supporting objectives, actions and performance metrics to monitor marketing activities.	The Assistant Executive Director and Marketing Committee will review the recently proposed Marketing Plan [OCT,2017] to identify at least three key items for which they will develop objectives, metrics and subsequently monitor for the balance of FY2017/2018 and FY2018/2019. Monitoring efforts will include using the same 'source data' by the Marketing and Finance Committees to ensure consistency in review.	Rich S and Joan D	4/30/19
2. Develop a marketing budget that is tied to an implementation schedule for marketing campaigns and activities.	Rich will develop recommendations for the FY2018/2019 Marketing Budget which will include Marketing-Promo, Timetables & Schedules, and Consulting services. The basis should use historical data and new Marketing Plan recommendations. This will be discussed with the Marketing Committee for their support before being presented to the Executive Director.	Rich S.	3/31/18
3. Use current IT investments (ie: AVL and smart cards) to monitor marketing efforts and adjust resources accordingly.	Using the Avail farebox technology, the CFO will develop a short one page template showing major categories of rider by 'farebox' vs. 'Pass'. This will enable the Marketing Department to better direct their marketing dollars toward targeted groups.	Joan D.	2/28/18 for simple template development
4. Coordinate with Monroe County to address limitations on access to the system (ie: sidewalk infrastructure and bus shelters).	Management staff will identify current MCTA bus stop locations with limitations while conducting monthly NTD passenger on/off. Damaged bus shelters, areas in need of a bus shelter and/or lighting, poor or no pavement and, potential safety issues. Once this inventory has been completed, a summary by location will be conducted by the Management Team so that further outreach efforts may be targeted. (ie: by route, township, shopping center).	All Management Staff	4/30/18

<p>5. Routinely evaluate existing service for opportunities for improvement.</p>	<p>The Finance Committee will identify costs per route using the monthly BUDVAR Report and AVL Summary Reports; cost/UPT, cost/VRM and cost/VRH will be identified by route. This will be discussed by the Management Team as an agenda item at monthly Management Team meetings, and shared with Board Committees so that ideas for increasing ridership by modifying lower producing service may be implemented.</p>	<p>Joan D.</p>	<p>12/31/18</p>
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FOCUS AREA TWO		Action Steps/Milestones:	Who:	By When:
Actions to Increase Operating Revenue/VRH				
<p>1. Pursue development of route guarantees with local colleges and major employment centers.</p>	<p>The Assistant Executive Director will continue efforts to meet with the Northampton County Community College- Monroe Campus, to encourage additional commuter services; specifically, a shuttle between Tannersville and Bethlehem via the I-33 corridor. Additional parties will be invited to the table to ensure such services will be developed as open door, not charter. (ie: other major employment centers to be approached are St. Luke's Hospital, Sanofi)</p>	<p>Rich S. and Peggy H.</p>	<p>6/30/19</p>	

FOCUS AREA THREE		Action Steps/Milestones:	Who:	By When:
Actions to Reduce or Contain Operating Cost/VRH				
<p>1. Improve draft IT plan to identify risks, opportunities for improvement and tie future investments to a schedule and budget.</p>	<p>The current IT Plan will be reviewed by the MCTA IT Consultant to identify areas of concern to the MCTA. Areas such as firewalls, file access, and using the internet will be discussed. Recommendations for future IT improvements that could be of benefit to all departments will be discussed at the monthly Management Team Meeting.</p>	<p>Rich M.</p>	<p>6/30/18</p>	

FOCUS AREA FOUR Other Actions to Improve Overall Performance	Action Steps/Milestones:	Who:	By When:
1. Develop actions to carry out each objective and assign performance measures to monitor the implementation of the strategic plan.	A review of the recently completed Strategic Plan will be done at the first February Management Team meeting. Specific recommendations are part of the plan, such as increasing Saturday service to match midweek services beginning in January 2018.	Peggy H. and Management Team	3/31/18
2. Develop and adopt an official succession plan that identifies and assigns responsibilities for essential management functions.	The Executive Director will contact peer systems to collect and evaluate similar plans for consideration.	Peggy H.	12/31/18
3. Develop strategies to address unique challenges of transitioning from rural to urban status.	The Executive Director will begin a list of changes in reporting which have taken place since late 2013 to present [becoming an Urban system]. The list will show two columns: the first column will show how a successful solution has been implemented, with a second column identifying ideas to achieve more challenging tasks.	Peggy H. and Management Team	9/30/18
4. Develop an actionable development plan for the parcel adjacent to MCTA's headquarters.	The Executive Director will reach out to the Monroe County Planning Commission's Executive Director and senior planner for advice on beginning a Development Plan for the adjacent parcel. The Senior Planner is a current board member and familiar with the process of project development as well as MCTA's current Sketch Plan for the Property.	Peggy H.	12/31/19



Monroe County Transportation Authority
January 16, 2018

1/19/18 Comments on the Proposed MCTA Act 44 Quarterly Action Plan for FY2017-2018 from Nick Baldwin/PennDOT Manager:

1-3 The purpose of the recommendation is to get agencies to monitor if/what marketing efforts are effective, but just using passenger data to determine who to market, but rather determine if the marketing activities are successful. Please keep this in mind in implementing the recommendation.

1-4 Also bear in mind that this recommendation extends to exploring new bus stop/shelter locations. Because this is a recommendation in a PennDOT Performance Review Report, that is strong justification for bus shelter capital projects.