

AGENDA

**Regular Board Meeting
March 29, 2018
5:30 P.M.
MCTA Board Room, 1st Floor**

ROLL CALL

OPENING - Pledge Allegiance to the Flag

PUBLIC COMMENT -

MINUTES - Approve for December 21st, 2017
Approve for Special Meeting on February 2nd, 2018

COMMITTEE REPORTS -

Finance Committee

JoAnn Baratta

- * Financials for November 1-30, 2017
- * Financials for December 1-31, 2017
- * Financials for January 1-31, 2018
- * Financials for February 1-28, 2018

- * All Purchases subject to audit for December 1-31, 2017 (Sent via email for review)
- * All Purchases subject to audit for January 1-31, 2018 (Sent via email for review)
- * All Purchases subject to audit for February 1-28, 2018
- * All Purchases subject to audit for March 1-29, 2018

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 - Resolution 2018-3 TAA Agreement
Resolution 2018-4 FTA Certs & Assurances FFY2018

QUESTIONS/COMMENTS -

ADJOURNMENT-

The next meeting of the Board of Directors is scheduled for April 26, 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

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

Friday, February 2, 2018 @ 4:00 P.M.

This special 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 4:06 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
Eric Koopman, Asst. Treasurer	Walter Quadarella, Rural Operations/Trans. Mgr.
David Edinger, Secretary	Iris Rivera, Recording Secretary
Brian LaVacca, Asst. Secretary	

PUBLIC COMMENT:

No public comment.

OLD BUSINESS:

UGI/MCTA Service Agreement

RESOLUTIONS:

2018-1 Resolution to execute the UGI-MCTA Service Agreement

2018-2 Combo Resolution Authorizing the Submittal & Modification of PennDOT dotGRANT objects

MOTIONS FOR SPECIAL MEETING:

02-01-18 Motion to approve Resolution 2018-1 to execute the UGI-MCTA Service Agreement.
MOTION CARRIED- WM/EK

02-02-18 Motion to approve Resolution 2018-2 Combo Resolution Authorizing the Submittal &
Modification of PennDOT dotGRANT objects.
MOTION CARRIED- WM/EK

02-03-18 Motion to adjourn
MOTION CARRIED- WM/EK

ADJOURNMENT:

The meeting was adjourned at 5:06 p.m.

Signed by _____

Secretary/Assistant Secretary

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Eight Months Ending February 28, 2018

Account #	Account Name	Period to Date - February			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'4111-0-1	Farebox Fixed Route	9,662.57	12,500.00	(2,837.43)	94,749.17	100,000.00	(5,250.83)
'4113-0-1	Billed Fixed Route	3,494.00	1,100.00	2,394.00	7,454.00	8,800.00	(1,346.00)
'4151-0-1	Office Sales - Tickets & Pass	5,488.65	10,000.00	(4,511.35)	53,492.69	80,000.00	(26,507.31)
'4170-0-1	Advertising Revenue FR	-	1,250.00	(1,250.00)	-	10,000.00	(10,000.00)
'4510-0-1	Grants Federal 5311	42,025.00	42,025.00	-	336,200.00	336,200.00	-
'4511-0-1	Grants Federal 5307	-	53,539.58	(53,539.58)	302,752.00	428,316.66	(125,564.66)
'4520-0-1	Grants State Act 44-FR	155,216.50	139,661.08	15,555.42	1,247,188.53	1,179,218.88	67,969.65
'4570-0-1	Grants Local F/R	13,597.42	13,597.42	-	108,779.34	108,779.34	-
'4590-0-1	Other Revenue F/R	100.00	5,700.00	(5,600.00)	45,192.57	45,600.00	(407.43)
'4996-0-1	Interest Income -FR	16.72	15.00	1.72	118.36	120.00	(1.64)
	Total Revenue	229,600.86	279,388.08	(49,787.22)	2,195,926.66	2,297,034.88	(101,108.22)
'5010-1-1	Wages: Mechn-FR	11,583.27	19,846.15	8,262.88	148,129.45	168,692.30	20,562.85
'5010-2-1	Wages: Drivr-FR	37,406.39	61,753.18	24,346.79	507,348.93	527,571.08	20,222.15
'5050-1-1	Fica: Mechn-FR	1,082.31	1,750.00	667.69	12,884.70	14,000.00	1,115.30
'5050-2-1	Fica: Drivr-FR	3,177.73	5,500.00	2,322.27	41,755.95	44,000.00	2,244.05
'5052-1-1	PAUC: Mechn-FR	386.77	200.00	(186.77)	1,211.87	1,600.00	388.13
'5052-2-1	PAUC: Drivr-FR	1,158.16	600.00	(558.16)	3,808.73	4,800.00	991.27
'5096-1-1	Pension: Mechn-FR	713.99	1,750.00	1,036.01	8,223.68	14,000.00	5,776.32
'5096-2-1	Pension: Drivr-FR	1,845.97	4,500.00	2,654.03	22,489.94	36,000.00	13,510.06
'5330-2-1	Complimentary Transportation-ADA	7,196.00	7,250.00	54.00	53,544.00	58,000.00	4,456.00
'5610-1-1	Parts: Garge-FR	12,681.90	6,250.00	(6,431.90)	49,655.60	50,000.00	344.40
'5612-1-1	Filters: Garge-FR	924.80	825.00	(99.80)	7,936.75	6,600.00	(1,336.75)
'5630-2-1	Purchased Tires: Trans-FR	2,338.85	2,250.00	(88.85)	17,511.61	18,000.00	488.39
'5652-2-1	Fuel Expense: Trans-FR	23,462.45	20,425.00	(3,037.45)	182,016.59	163,400.00	(18,616.59)
'5653-2-1	Taxes:Trans-FR	70.20	125.00	54.80	954.07	1,000.00	45.93
'5654-2-1	Motor Oil: Trans-FR	-	800.00	800.00	5,159.50	6,400.00	1,240.50
'5656-2-1	Antifreeze: Trans-FR	302.50	125.00	(177.50)	1,210.00	1,000.00	(210.00)
'5659-1-1	Other Fluids FR :Garage	697.68	425.00	(272.68)	3,696.73	3,400.00	(296.73)
'5910-6-1	Professional Fees: Transportation Study-FR	-	1,500.00	1,500.00	9,534.00	12,000.00	2,466.00
'6010-6-1	Wages: Admin-FR	23,459.55	36,923.08	13,463.53	304,215.07	313,846.16	9,631.09
'6030-1-1	Vacation Pay: Garge-FR	1,012.61	2,000.00	987.39	11,142.69	16,000.00	4,857.31
'6030-2-1	Vacation Pay: Trans-FR	488.40	2,500.00	2,011.60	23,559.92	20,000.00	(3,559.92)
'6030-6-1	Vacation Pay: Admin-FR	1,959.42	2,625.00	665.58	24,681.29	21,000.00	(3,681.29)
'6032-1-1	Sick Pay: Garge-FR	345.18	200.00	(145.18)	1,711.85	1,600.00	(111.85)
'6032-2-1	Sick Pay: Trans-FR	1,139.60	1,000.00	(139.60)	7,646.48	8,000.00	353.52
'6032-6-1	Sick Pay: Admin-FR	986.14	375.00	(611.14)	4,767.90	3,000.00	(1,767.90)
'6034-1-1	Holiday Pay: Garge-FR	162.71	675.00	512.29	5,376.85	5,400.00	23.15
'6034-2-1	Holiday Pay: Trans-FR	488.40	1,350.00	861.60	14,000.80	10,800.00	(3,200.80)
'6034-6-1	Holiday Pay: Admin-FR	165.40	1,250.00	1,084.60	11,254.07	10,000.00	(1,254.07)
'6039-1-1	Other Paid Absences: Garge-FR	271.62	143.00	(128.62)	1,884.23	1,144.00	(740.23)
'6039-2-1	Other Paid Absences: Trans-FR	814.00	210.00	(604.00)	3,403.44	1,680.00	(1,723.44)
'6039-6-1	Other Paid Absences: Admin-FR	201.92	310.00	108.08	4,385.32	2,480.00	(1,905.32)
'6050-6-1	Fica on Wages: Admin-FR	2,177.12	3,050.00	872.88	26,446.23	24,400.00	(2,046.23)
'6052-6-1	PAUC on Wages: Admin-FR	487.13	260.00	(227.13)	2,099.01	2,080.00	(19.01)

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Eight Months Ending February 28, 2018

Account #	Account Name	Period to Date - February			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'6054-6-1	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	280.00	280.00
'6090-1-1	Hospitalization: Garge-FR	3,283.13	1,750.00	(1,533.13)	22,002.35	14,000.00	(8,002.35)
'6090-2-1	Hospitalization: Trans-FR	13,291.97	14,500.00	1,208.03	98,781.01	116,000.00	17,218.99
'6090-6-1	Hospitalization: Admin-FR	7,633.96	8,375.00	741.04	61,451.35	67,000.00	5,548.65
'6092-1-1	Life Insurance: Garge-FR	171.38	220.00	48.62	1,501.62	1,760.00	258.38
'6092-2-1	Life Insurance: Trans-FR	431.48	450.00	18.52	3,883.32	3,600.00	(283.32)
'6092-6-1	Life Insurance: Admin-FR	254.04	275.00	20.96	2,421.34	2,200.00	(221.34)
'6093-6-1	Employee Assistance Program FR	-	150.00	150.00	1,160.00	1,200.00	40.00
'6094-1-1	Uniforms: Garge-FR	312.73	425.00	112.27	2,035.00	3,400.00	1,365.00
'6094-2-1	Uniforms: Trans-FR	557.18	825.00	267.82	4,222.53	6,600.00	2,377.47
'6096-6-1	Pension: Admin-FR	1,077.71	2,375.00	1,297.29	13,155.55	19,000.00	5,844.45
'6098-1-1	Bonus/Gifts: Garge-FR	912.88	385.00	(527.88)	3,362.11	3,080.00	(282.11)
'6098-2-1	Bonus/Gifts: Trans-FR	2,453.60	175.00	(2,278.60)	5,094.57	1,400.00	(3,694.57)
'6098-6-1	Bonus/Gifts: Admin-FR	2,493.62	550.00	(1,943.62)	5,738.47	4,400.00	(1,338.47)
'6152-3-1	Building Contract Service-FR	2,988.70	2,000.00	(988.70)	13,286.04	16,000.00	2,713.96
'6153-3-1	Building Supplies & Materials-FR	-	40.00	40.00	(69.76)	320.00	389.76
'6154-3-1	Building:Repairs & Maintenance-FR	1,965.10	2,000.00	34.90	12,537.11	16,000.00	3,462.89
'6215-6-1	Staff Travel: Admin-FR	9.00	2,000.00	1,991.00	6,056.66	16,000.00	9,943.34
'6251-6-1	Board Seminars: Admin-FR	-	875.00	875.00	-	7,000.00	7,000.00
'6253-6-1	Staff Seminars: Admin-FR	551.00	1,750.00	1,199.00	1,348.31	14,000.00	12,651.69
'6310-6-1	Telephone: Admin-FR	743.30	700.00	(43.30)	6,089.10	5,600.00	(489.10)
'6330-6-1	Electric: Admin-FR	1,232.17	775.00	(457.17)	9,574.76	6,200.00	(3,374.76)
'6350-6-1	Non-Elec. Heat: Admin-FR	1,217.11	550.00	(667.11)	5,489.94	4,400.00	(1,089.94)
'6360-6-1	Cable TV: Admin-FR	61.19	50.00	(11.19)	481.15	400.00	(81.15)
'6370-6-1	Water Expense: Admin-FR	380.83	200.00	(180.83)	2,160.42	1,600.00	(560.42)
'6390-6-1	Garbage Removal: Admin-FR	403.24	330.00	(73.24)	3,155.28	2,640.00	(515.28)
'6530-4-1	Advertising: Promo-FR	-	300.00	300.00	37.34	2,400.00	2,362.66
'6531-4-1	Legal Notice Adv: Promo-FR	41.75	100.00	58.25	897.04	800.00	(97.04)
'6532-4-1	Employee Ads: Promo-FR	-	100.00	100.00	-	800.00	800.00
'6550-4-1	Marketing: Promo-FR	2,312.00	1,821.00	(491.00)	16,947.91	14,568.00	(2,379.91)
'6551-4-1	Schedules Expense: Promo-FR	70.00	1,250.00	1,180.00	3,594.74	10,000.00	6,405.26
'6552-4-1	Tickets & Passes: Promo-FR	-	1,000.00	1,000.00	3,484.98	8,000.00	4,515.02
'6710-5-1	Vehicle Insurance: In&Sf-FR	20,794.19	21,666.67	872.48	167,848.52	173,333.34	5,484.82
'6720-5-1	In House Claims-FR	443.76	500.00	56.24	3,447.40	4,000.00	552.60
'6736-5-1	Workmans Comp Ins: In&Sf-FR	6,500.13	6,750.00	249.87	52,341.10	54,000.00	1,658.90
'6752-5-1	Safety and Training - FR	-	1,000.00	1,000.00	3,580.00	8,000.00	4,420.00
'6800-1-1	Consumable Supplies: Garge-FR	600.95	800.00	199.05	4,241.52	6,400.00	2,158.48
'6800-2-1	Consumable Supplies: Trans-FR	43.98	10.00	(33.98)	420.59	80.00	(340.59)
'6800-6-1	Consumable Supplies: Admin-FR	736.55	825.00	88.45	5,675.59	6,600.00	924.41
'6850-6-1	Postage: Admin-FR	78.27	125.00	46.73	1,086.08	1,000.00	(86.08)
'6910-6-1	Professional Fees: Admin-FR	3,180.71	4,000.00	819.29	41,249.07	32,000.00	(9,249.07)
'6911-6-1	Legal Expense: Admin-FR	2,610.00	1,000.00	(1,610.00)	17,766.50	8,000.00	(9,766.50)
'6912-6-1	Labor Attorney: Admin-FR	2,351.38	400.00	(1,951.38)	2,351.38	3,200.00	848.62
'6913-6-1	Drug Screens - FR	-	200.00	200.00	494.65	1,600.00	1,105.35

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Eight Months Ending February 28, 2018

Account #	Account Name	Period to Date - February			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
6915-6-1	Maintenance/Service Agreements:Admin-FR	2,724.67	2,000.00	(724.67)	22,627.02	16,000.00	(6,627.02)
'6916-6-1	Auditor: Admin-FR	-	1,235.00	1,235.00	15,000.00	9,880.00	(5,120.00)
'6930-1-1	Small Tools & Equip.: Garge-FR	206.76	450.00	243.24	608.08	3,600.00	2,991.92
'6930-6-1	Small Tools & Service Agrmnts: Admin-FR	97.21	1,250.00	1,152.79	5,603.92	10,000.00	4,396.08
'6951-1-1	Towing Expense: Garge-FR	-	150.00	150.00	-	1,200.00	1,200.00
'6952-2-1	License Renewals & Physicals: Trans-FR	525.00	275.00	(250.00)	2,231.98	2,200.00	(31.98)
'6954-2-1	Communication: Trans-FR	1,758.57	100.00	(1,658.57)	5,301.03	800.00	(4,501.03)
'6970-6-1	Dues/Memb/Subsc/: Admin-FR	2,813.09	1,125.00	(1,688.09)	5,223.96	9,000.00	3,776.04
'6999-6-1	Other Expense Admin - FR	-	375.00	375.00	3,960.02	3,000.00	(960.02)
'7996-6-1	Bank Charges-FR	98.40	75.00	(23.40)	887.89	600.00	(287.89)
'7996-7-1	Interest Expense - FR	-	-	-	232.87	-	(232.87)
'8000-1-1	Capital Expense Paid With Operating Fund:Garge-FR	-	-	-	31.00	-	(31.00)
	Total Expenses	229,600.86	279,388.08	49,787.22	2,195,926.66	2,297,034.88	101,108.22
	Net Income from Operations	-	-	-	-	-	0.00

Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Eight Months Ending February 28, 2018

Account #	Account Name	Period to Date - February			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
4111-0-2	Farebox Shared Ride	8,535.31	12,104.50	(3,569.19)	81,962.44	96,836.00	(14,873.56)
4113-0-2	Billed Shared Ride	8,664.45	7,000.00	1,664.45	58,511.30	56,000.00	2,511.30
4170-0-2	Advertising SR	-	1,000.00	(1,000.00)	-	8,000.00	(8,000.00)
4520-0-2	Grants State Act 44-SR	(550.11)	14,240.51	(14,790.62)	120,661.21	138,874.04	(18,212.83)
4530-0-2	Grants State-SR	-	-	-	-	-	-
4553-0-2	Grants PWD-SR	21,443.40	23,438.46	(1,995.06)	199,384.05	199,226.92	157.13
4550-0-2	Grants Lottery - SR	57,885.85	62,007.69	(4,121.84)	541,472.95	527,065.38	14,407.57
4560-0-2	Medical Assistance Grant	69,393.42	69,393.42	-	558,797.59	555,147.34	3,650.25
4590-0-2	Other Revenue S/R	-	100.00	(100.00)	-	800.00	(800.00)
4996-0-2	Interest Income -SR	9.27	40.00	(30.73)	181.79	320.00	(138.21)
	Total Revenue	165,381.59	189,324.58	(23,942.99)	1,560,971.33	1,582,269.68	(21,298.35)
5010-1-2	Wages: Mechn-SR	7,820.32	15,784.62	7,964.30	115,106.60	134,169.24	19,062.64
5010-2-2	Wages: Drivr-SR	38,669.64	55,793.54	17,123.90	511,670.75	485,145.09	(26,525.66)
5050-1-2	Fica: Mechn-SR	850.38	1,335.00	484.62	10,123.69	10,680.00	556.31
5050-2-2	Fica: Drivr-SR	3,468.50	5,044.92	1,576.42	43,831.48	42,881.83	(949.65)
5052-1-2	PAUC: Mechn-SR	303.89	150.00	(153.89)	952.18	1,200.00	247.82
5052-2-2	PAUC: Drivr-SR	1,231.88	675.00	(556.88)	5,435.26	5,400.00	(35.26)
5096-1-2	Pension: Mechn-SR	561.00	1,500.00	939.00	6,461.45	12,000.00	5,538.55
5096-2-2	Pension: Drivr-SR	436.72	1,750.00	1,313.28	7,626.75	14,000.00	6,373.25
5320-2-2	MA Outside Transportation	2,896.75	1,500.00	(1,396.75)	18,408.00	12,000.00	(6,408.00)
5340-2-2	MA Mileage Reimburse-In County	2,547.60	2,750.00	202.40	21,976.56	22,000.00	23.44
5342-2-2	MA Mileage Reimburse-Out Cnty	1,490.30	1,250.00	(240.30)	8,772.66	10,000.00	1,227.34
5610-1-2	Parts: Garge-SR	8,615.95	3,000.00	(5,615.95)	29,128.84	24,000.00	(5,128.84)
5612-1-2	Filters: Garge-SR	319.14	250.00	(69.14)	2,103.00	2,000.00	(103.00)
5630-2-2	Purchased Tires: Trans-SR	1,798.03	2,350.00	551.97	19,072.17	18,800.00	(272.17)
5652-2-2	Fuel Expense: Trans-SR	14,321.69	13,500.00	(821.69)	105,280.95	108,000.00	2,719.05
5653-2-2	Taxes:Trans-SR	46.81	125.00	78.19	636.06	1,000.00	363.94
5654-2-2	Motor Oil: Trans-SR	-	500.00	500.00	2,636.19	4,000.00	1,363.81
5656-2-2	Antifreeze: Trans-SR	302.50	45.00	(257.50)	605.00	360.00	(245.00)
6010-6-2	Wages: Admin-SR	18,307.28	36,923.08	18,615.80	299,062.82	313,846.16	14,783.34
6030-1-2	Vacation Pay: Garge-SR	795.63	1,500.00	704.37	8,754.99	12,000.00	3,245.01
6030-2-2	Vacation Pay: Trans-SR	994.56	1,350.00	355.44	12,886.16	10,800.00	(2,086.16)
6030-6-2	Vacation Pay: Admin-SR	1,959.43	2,625.00	665.57	24,681.35	21,000.00	(3,681.35)
6032-1-2	Sick Pay: Garge-SR	271.22	175.00	(96.22)	1,345.03	1,400.00	54.97
6032-2-2	Sick Pay: Trans-SR	-	425.00	425.00	1,491.84	3,400.00	1,908.16
6032-6-2	Sick Pay: Admin-SR	986.14	350.00	(636.14)	4,767.91	2,800.00	(1,967.91)
6034-1-2	Holiday Pay: Garge-SR	127.85	560.00	432.15	4,224.67	4,480.00	255.33
6034-2-2	Holiday Pay: Trans-SR	-	550.00	550.00	5,470.08	4,400.00	(1,070.08)
6034-6-2	Holiday Pay: Admin-SR	165.40	1,250.00	1,084.60	11,254.10	10,000.00	(1,254.10)
6039-1-2	Other Paid Absences: Garge-SR	213.42	117.00	(96.42)	1,480.49	936.00	(544.49)
6039-2-2	Other Paid Absences: Trans-SR	372.96	75.00	(297.96)	2,206.40	600.00	(1,606.40)
6039-6-2	Other Paid Absences: Admin-SR	201.93	310.00	108.07	4,385.34	2,480.00	(1,905.34)
6050-6-2	Fica on Wages: Admin-SR	2,177.13	3,050.00	872.87	26,446.27	24,400.00	(2,046.27)
6052-6-2	PAUC on Wages: Admin-SR	487.14	260.00	(227.14)	2,099.06	2,080.00	(19.06)

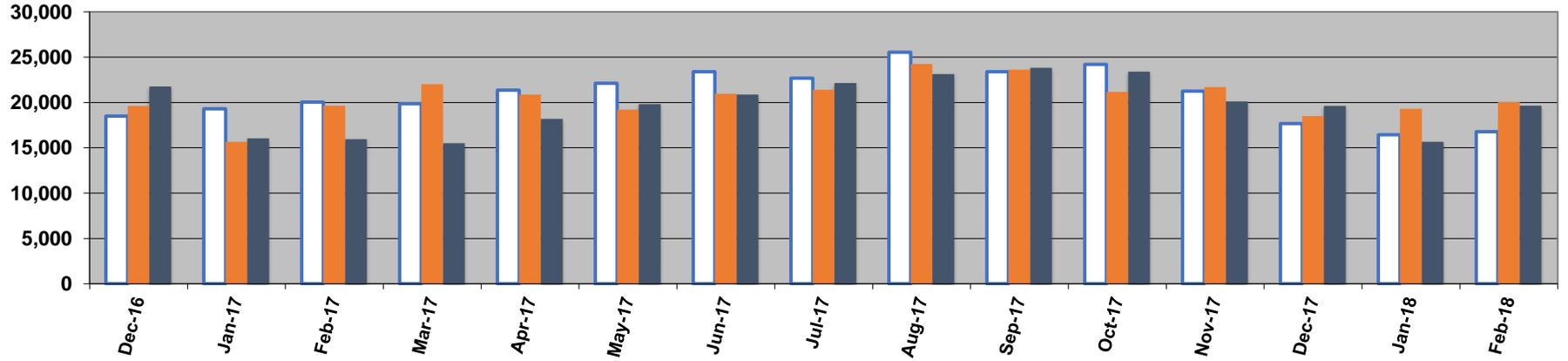
Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Eight Months Ending February 28, 2018

Account #	Account Name	Period to Date - February			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
6054-6-2	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	280.00	280.00
6090-1-2	Hospitalization: Garge-SR	2,579.59	1,500.00	(1,079.59)	17,282.83	12,000.00	(5,282.83)
6090-2-2	Hospitalization: Trans-SR	2,842.99	3,250.00	407.01	21,283.74	26,000.00	4,716.26
6090-6-2	Hospitalization: Admin-SR	7,633.94	8,375.00	741.06	61,325.72	67,000.00	5,674.28
6092-1-2	Life Insurance: Garge-SR	134.67	180.00	45.33	1,189.70	1,440.00	250.30
6092-2-2	Life Insurance: Trans-SR	184.09	225.00	40.91	1,739.13	1,800.00	60.87
6092-6-2	Life Insurance: Admin-SR	254.04	275.00	20.96	2,356.56	2,200.00	(156.56)
6093-6-2	Employee Assistance Program SR	-	150.00	150.00	1,160.00	1,200.00	40.00
6094-1-2	Uniforms: Garge-SR	245.71	337.50	91.79	1,932.16	2,700.00	767.84
6094-2-2	Uniforms: Trans-SR	805.80	1,050.00	244.20	7,025.14	8,400.00	1,374.86
6096-6-2	Pension: Admin-SR	1,077.71	2,375.00	1,297.29	13,300.57	19,000.00	5,699.43
6098-1-2	Bonus/Gifts: Garge-SR	1,998.08	315.00	(1,683.08)	4,832.70	2,520.00	(2,312.70)
6098-2-2	Bonus/Gifts: Trans-SR	101.02	250.00	148.98	3,601.31	2,000.00	(1,601.31)
6098-6-2	Bonus/Gifts: Admin-SR	7,645.90	550.00	(7,095.90)	13,896.92	4,400.00	(9,496.92)
6253-6-2	Staff Seminars: Admin-SR	29.00	100.00	71.00	57.85	800.00	742.15
6310-6-2	Telephone: Admin-SR	495.53	450.00	(45.53)	3,912.45	3,600.00	(312.45)
6330-6-2	Electric: Admin-SR	821.45	525.00	(296.45)	6,443.13	4,200.00	(2,243.13)
6350-6-2	Non-Elec. Heat: Admin-SR	811.41	375.00	(436.41)	3,659.98	3,000.00	(659.98)
6360-6-2	Cable TV: Admin-SR	40.79	35.00	(5.79)	304.58	280.00	(24.58)
6370-6-2	Water Expense: Admin-SR	253.92	125.00	(128.92)	1,394.74	1,000.00	(394.74)
6390-6-2	Garbage Removal: Admin-SR	268.83	220.00	(48.83)	2,103.52	1,760.00	(343.52)
6710-5-2	Vehicle Insurance: In&Sf-SR	3,669.56	3,250.00	(419.56)	27,861.48	26,000.00	(1,861.48)
6720-5-2	In House Claims-SR	1,295.84	300.00	(995.84)	4,616.58	2,400.00	(2,216.58)
6736-5-2	Workmans Comp Ins: In&Sf-SR	2,166.71	2,000.00	(166.71)	16,993.62	16,000.00	(993.62)
6800-1-2	Consumable Supplies: Garge-SR	298.88	425.00	126.12	1,994.78	3,400.00	1,405.22
6800-2-2	Consumable Supplies: Trans-SR	-	55.00	55.00	336.11	440.00	103.89
6800-6-2	Consumable Supplies: Admin-SR	580.16	725.00	144.84	4,216.62	5,800.00	1,583.38
6850-6-2	Postage: Admin-SR	234.79	348.92	114.13	2,520.32	2,791.34	271.02
6910-6-2	Professional Fees: Admin-SR	1,060.23	1,250.00	189.77	9,099.91	10,000.00	900.09
6912-6-2	Labor Attorney: Admin-SR	-	125.00	125.00	-	1,000.00	1,000.00
6913-6-2	Drug Screens - SR	175.45	175.00	(0.45)	2,443.75	1,400.00	(1,043.75)
6915-6-2	Maintenance/Service Agreements:Admin-SR	15.70	100.00	84.30	98.20	800.00	701.80
6916-6-2	Auditor: Admin-SR	-	925.00	925.00	11,000.00	7,400.00	(3,600.00)
6930-1-2	Small Tools & Equip.: Garge-SR	82.46	175.00	92.54	228.88	1,400.00	1,171.12
6930-6-2	Small Tools & Service Agrmnts: Admin-SR	-	-	-	-	-	-
6951-1-2	Towing Expense: Garge-SR	600.00	200.00	(400.00)	1,500.00	1,600.00	100.00
6952-2-2	Licnese Renewals & Physicals: Trans-SR	746.00	350.00	(396.00)	3,146.50	2,800.00	(346.50)
6954-2-2	Communication: Trans-SR	(574.65)	1,250.00	1,824.65	5,496.83	10,000.00	4,503.17
6970-6-2	Dues/Memb/Subsc/: Admin-SR	447.90	150.00	(297.90)	689.61	1,200.00	510.39
7996-6-2	Bank Charges-SR	-	-	-	14.50	-	(14.50)
	Total Expenses	151,764.69	189,324.58	37,559.89	1,581,444.52	1,582,269.66	825.14
	Net Income from Operations	13,616.90	-	13,616.90	(20,473.19)	0.02	(20,473.21)

MONROE COUNTY TRANSPORTATION **FIXED ROUTE** RIDERSHIP STATISTICS

16-17	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	Jan-18	Feb-18	17-18
TOTAL FULL FARE	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	5,347	4,791	
TOTAL SENIORS	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	1,482	1,497	
TICKETS (BLUE)	463	467	421	453	509	532	633	554	546	488	499	412	313	299	402	
STUDENTS	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	2,295	2,945	
FEDERAL (GREEN)	367	486	426	534	464	442	479	452	526	359	455	419	299	466	355	
TRANSFERS (ON)	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	2,855	3,298	
MISC. TRIPS	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	3,697	3,495	
FARE CARD SOLD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL RIDERS	18,500	19,314	20038	19857	21358	22120	23402	22690	25555	23401	24193	21256	17666	16441	16783	
	19,612	15,666	19646	22018	20863	19208	20954	21397	24251	23611	21161	21702	18500	19314	20038	
	21,768	16,036	15949	15494	18189	19816	20863	22156	23135	23816	23407	20117	19612	15666	19646	

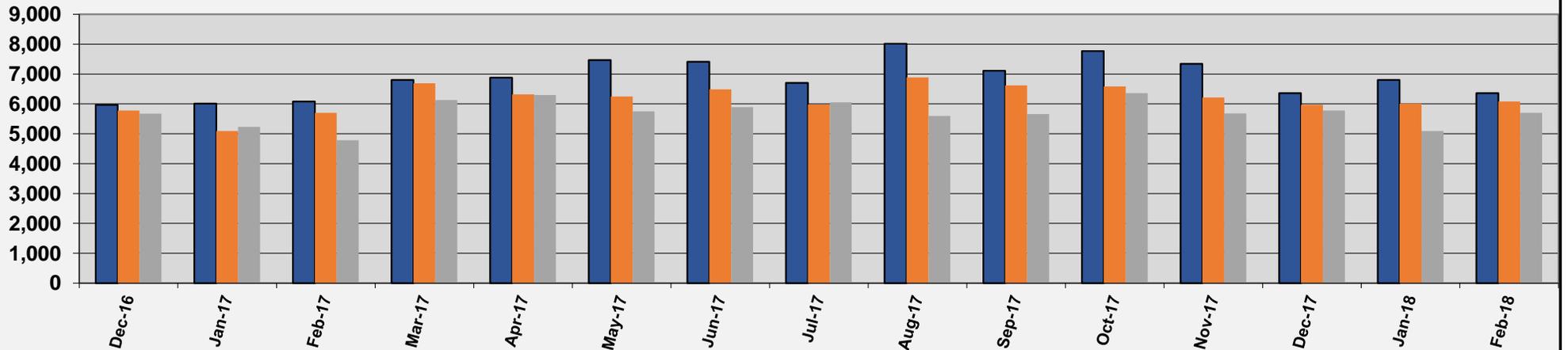
TOTAL MONTHLY FIXED ROUTE TRIPS



MONROE COUNTY TRANSPORTATION **SHARED RIDE** RIDERSHIP STATISTICS

FY 16-17	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	Jan-18	Feb-18	FY17-18
LOTTERY/SENIORS	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	2,904	2,853	
LOTTERY MA	198	161	198	251	226	310	329	280	316	331	383	356	311	375	278	
FULL FARE	10	16	10	16	16	18	18	14	18	14	13	15	10	10	6	
MISC. SUBSIDIES	8	20	44	30	38	2	4	4	10	8	6	10	2	4	6	
ADA	318	355	391	375	340	358	337	265	341	339	330	314	286	331	334	
PWD	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	1,249	1,111	
MATP	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	1,924	1,773	
MATPO	0	14	20	12	8	14	6	12	0	4	5	4	4	6	0	
TOTAL RIDERS	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	6,803	6,361	
	5782	5092	5699	6692	6315	6245	6484	5984	6889	6622	6581	6213	5966	6013	6080	
	5676	5233	4786	6130	6300	5751	5889	6050	5598	5658	6358	5679	5782	5092	5699	

TOTAL MONTHLY SHARED RIDE TRIPS





FIXED ROUTE			FEB 2018		SHARED RIDE		
FRR (10.55%): 8.17%	(Monthly)	Over/Under	FY17/18 YTD Average	FY17/18 YTD Average	FRR (10.39%): 11.34%	(Monthly)	Over/Under
1. RIDERSHIP:	≥ 21,667	Goal (+/-)	20,998	7,058	1. RIDERSHIP (m):	≥ 6,695	Goal (+/-)
(Annual Goal = ≥ 260,000)	16,783	-22.50%			(Annual Goal = 80,340)	6,361	-4.90%
2% increase					3% increase		
	(Monthly)	Over/Under				(Monthly)	Over/Under
2. COST/REV HR:	≤ \$95.96/hr	Goal (+/-)	\$102.35	\$55.55	2. COST/REV HR (m):	≤ \$58.00/hr	Goal (+/-)
(Annual Goal = ≤ \$105.94/revenue hour)	\$93.87	-2.10%			(Annual Goal = ≤ \$58.00/hour)	\$51.93	-10.40%
(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 (+/-)	\$13.29	\$28.03	3. COST/PAX HR:	≤ \$28.96/hr	Goal (+/-)
(Annual Goal = ≤ \$12.46/PAX)	\$13.68	9.70%			(Annual Goal= ≤ \$28.96/pax)	\$23.86	-17.60%
(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 (+/-)	\$9.39	\$4.91	4. REV/REVENUE HR (m):	≥ \$5.30	Goal (+/-)
(Annual Goal = ≥ \$10.60)	\$7.67	-27.00%			(Annual Goal= ≥ \$5.30/hr)	\$5.40	1.80%
(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 (+/-)	7.82	1.97	5. Passengers/REV HR (m):	≥ 2.06/hour	Goal (+/-)
(Annual Goal = ≥ 8.83/hr.)	6.86	-22.00%			(Annual Goal = ≥ 2.06/hour)	2.00	-2.90%
(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	3	At goal
	≥ 1	Goal (+/-)	3	4		≥ 2	Goal (+/-)
KUDOS	0	-100.00%			KUDOS	0	-100.00%
	(Monthly)	Over/Under				(Monthly)	Over/Under
7. ON-TIME PERFORMANCE:	≥ 80% 10min.	Goal (+/-)	73%	90%	7. ON-TIME PERFORMANCE:	≥ 90%	Goal (+/-)
(Annual Goal = ≥ 80%)	69%	-13.75%			(Annual Goal = ≥ 90%)	86%	-4.40%
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 (+/-)	18,736	50,881	8. ROAD CALLS:	≥ 57,000	Goal (+/-)
(Annual Goal = ≥ 18,000)	10,534	-41.00%			(Annual Goal = ≥ 57,000)	11,170	-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 (+/-)	1.16	0.20	9. RISK MGMT (Accidents/100k):	≤ .25	Goal (+/-)
(Annual Goal = ≤ 19/yr.) (84%)	0.00	100.00%			(Annual Goal = ≤ 19/yr.) (16%)	0.32	27.00%
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	10	10. CALL CTR-Abandoned Calls:	≤ 37	Goal (+/-)
(Annual Goal = ≤ 75 seconds/call)	80	6.66%			(Annual Goal= ≤ 37/month)	11	-26.00%
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.		