

# AGENDA

**Regular Board Meeting  
April 26, 2018  
5:30 P.M.  
MCTA Board Room, 1<sup>st</sup> Floor**

ROLL CALL

OPENING - Pledge Allegiance to the Flag

PUBLIC COMMENT -

MINUTES - Approve for March 29<sup>th</sup>, 2017

COMMITTEE REPORTS -

Finance Committee	JoAnn Baratta
* Financials for March 1-31, 2018	
* All Purchases subject to audit for March 1-31, 2018	
* All Purchases subject to audit for April 1-26, 2018	
* <b>FY18-19 Budget Review</b>	

Operations Committee	Dave Edinger
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Human Resource Committee	Wayne Mazur
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Compliance Committee	John Hoback
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Marketing Committee	Robert Huffman
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OLD BUSINESS -

NEW BUSINESS -

EXECUTIVE DIRECTORS REPORT -

EXECUTIVE SESSION -

RESOLUTIONS - Resolution 2018-5 Local Match for State Operating FY18/19

QUESTIONS/COMMENTS -

ADJOURNMENT-

\*\*The next meeting of the Board of Directors is scheduled for **May 31, 2018**\*\*

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

Thursday, March 29, 2018 @ 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 7 Board Members in attendance. The meeting was called to order at 5:32 P.M.

<b>BOARD MEMBERS PRESENT</b>	<b>STAFF PRESENT</b>
Richard Mutchler, Chairman	Margaret Howarth, Executive Director
Wayne Mazur, 1 <sup>st</sup> Vice Chairman	Richard Schlameuss, Asst. Director
John Hoback, 2 <sup>nd</sup> Vice Chairman	Joan Davidge, Chief Financial Officer
Eric Koopman, Asst. Treasurer	Walter Quadarella, Rural Operations/Maint. Mgr.
David Edinger, Secretary	Robert Gress, HR/Safety Manager
Brian LaVacca, Asst. Secretary	Guy LaBar, Shared Ride Manager
Robert Huffman	Marc Wolfe, Solicitor
	Iris Rivera, Recording Secretary

**PUBLIC COMMENT:**

There was one visitor Ms. Florence Metzgar. Ms. Metzgar was complaining about feeling harassed by a Shared Ride driver and that she may be filing harassment charges. She also complained about drivers speeding, pick up times on Shared Ride and issues with bus connections on Fixed Route. Ms. Metzgar also gave kudos to various FR & SR drivers. All complaints & kudos will be logged and complaints will be followed-up and resolved accordingly. Ms. Metzgar was given a Certificate of Appreciation from MCTA for her 5,000<sup>th</sup> ride on the Fixed Route.

The minutes from December 21, 2017 and February 2<sup>nd</sup> 2018 were reviewed and approved.

**FINANCIAL REPORT:**

Joan reported that Taxi is over budget and that Shared Ride over all is over budget, but we did lose revenue in March due to the inclement weather. Shared Ride was closed 3 days in March.

The **Regular Purchase Reports** for Period 6, December 1-31, 2017 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 7, January 1-31, 2018 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 8, February 1-28, 2018 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 9, March 1-29, 2018 were reviewed and ratified, subject to audit.

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

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

The **Budget & Variance Reports** for Fixed Route & Shared Ride for January 1-31, 2018, were reviewed and approved, subject to audit.

The **Budget & Variance Reports** for Fixed Route & Shared Ride for February 1-28, 2018, were reviewed and approved, subject to audit.

**OPERATIONS:**

Walter reported that we have 5 new Shared Ride buses and that 703 is back from repairs and 1303 will be back in April. Peggy reported that the CNG project is moving forward and that PennDOT came up with the \$750,000 so that MCTA will not have to take a loan. The TAA Agreement Resolution was adopted and signed at this meeting. Peggy is still working on the ROW agreement.

**HUMAN RESOURCES:**

Bob reported that there were 8 new PPL's filed, but 6 of them were not our fault. 3 new Shared Ride drivers were hired and he will be conducting training for all drivers and maintenance personnel in the Spring.

**COMPLIANCE:**

The compliance committee did not meet but are reviewing the regulations and are working to get them finished. The new Certs & Assurances have been received and have been reduced by 1.

**MARKETING:**

Rich reported that there is a tripper organized by Tony coming up to Woodstock, NY. At the moment he is working things out with the NPS to coordinate how things will be running this year. Rich mentioned a few of the changes will be that we will no longer go all the way to Milford, we will only go as far as Milford Beach and we will have a shuttle to Kittatinny every 30 minutes with no trailer.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**EXECUTIVE DIRECTOR'S REPORT:**

Peggy reported on the goals for both FR & SR.

**EXECUTIVE SESSION:**

None

**RESOLUTIONS:**

Resolution 2018-3 TAA Agreement & Resolution 2018-4 Certs & Assurances FFY2018 were adopted.

**QUESTIONS/COMMENTS:**

None

**ADJOURNMENT:**

The meeting was adjourned at 6:41 p.m.

Signed by \_\_\_\_\_

Secretary/Assistant Secretary

## **MOTIONS FROM MARCH 29, 2018**

3-01-18 - Motion to approve the minutes from the December 21<sup>st</sup>, 2017 Board Meeting,  
MOTION CARRIED- WM/EK

3-02-18 - Motion to approve the minutes from the Special Board Meeting on February 2<sup>nd</sup>, 2017,  
Subject to audit  
MOTION CARRIED – JH/BL

3-03-18 – Motion to approve the Regular Purchases for December 1-31, 2017,  
Subject to audit  
MOTION CARRIED – WM/EK

3-04-18 – Motion to approve the Regular Purchases for January 1-31, 2018,  
Subject to audit  
MOTION CARRIED – JH/BL

3-05-18 – Motion to approve the Regular Purchases for February 1-28, 2018,  
Subject to audit  
MOTION CARRIED – WM/JH

3-06-18 – Motion to approve the Regular Purchases for March 1-29, 2018,  
Subject to audit  
MOTION CARRIED – EK/JH

3-07-18 – Motion to approve the Budget & Variance Report for Fixed Route for  
Period ending November 30, 2017-Subject to audit  
MOTION CARRIED – DE/JH

3-08-18 – Motion to approve the Budget & Variance Report for Shared Ride for  
Period ending November 30, 2017-Subject to audit  
MOTION CARRIED – EK/JH

3-09-18 – Motion to approve the Budget & Variance Report for Fixed Route for  
Period ending December 31, 2017-Subject to audit  
MOTION CARRIED – EK/WM

3-10-18 – Motion to approve the Budget & Variance Report for Shared Ride for  
Period ending December 31, 2017-Subject to audit  
MOTION CARRIED – EK/WM

3-11-18 – Motion to approve the Budget & Variance Report for Fixed Route for  
Period ending January 31, 2018-Subject to audit  
MOTION CARRIED – BL/DE

3-12-18 – Motion to approve the Budget & Variance Report for Shared Ride for  
Period ending January 31, 2018-Subject to audit  
MOTION CARRIED – WM/EK

3-13-18 – Motion to approve the Budget & Variance Report for Fixed Route for  
Period ending February 28, 2018-Subject to audit  
MOTION CARRIED – WM/JH

3-14-18 – Motion to approve the Budget & Variance Report for Shared Ride for  
Period ending February 28, 2018-Subject to audit  
MOTION CARRIED – WM/JH

3-15-18 – Motion to adopt Resolution 2018-3 TAA Agreement  
MOTION CARRIED – WM/JH

3-1618 – Motion to adopt Resolution 2018-4 Certs & Assurances FFY2018  
MOTION CARRIED – WM/EK

3-17-18 – Motion to adjourn  
MOTION CARRIED – WM/DE

**Monroe County Transportation Authority  
Budget Variance Report for Fixed Route  
For the Nine Months Ending March 31, 2018**

Account #	Account Name	Period to Date - March			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'4111-0-1	Farebox Fixed Route	8,152.42	12,500.00	(4,347.58)	102,901.59	112,500.00	(9,598.41)
'4113-0-1	Billed Fixed Route	30.00	1,100.00	(1,070.00)	7,484.00	9,900.00	(2,416.00)
'4151-0-1	Office Sales - Tickets & Pass	4,615.17	10,000.00	(5,384.83)	58,107.86	90,000.00	(31,892.14)
'4170-0-1	Advertising Revenue FR	-	1,250.00	(1,250.00)	-	11,250.00	(11,250.00)
'4510-0-1	Grants Federal 5311	42,025.00	42,025.00	-	378,225.00	378,225.00	-
'4511-0-1	Grants Federal 5307	-	53,539.59	(53,539.59)	302,752.00	481,856.25	(179,104.25)
'4520-0-1	Grants State Act 44-FR	227,254.85	171,111.48	56,143.37	1,474,443.38	1,350,330.36	124,113.02
'4570-0-1	Grants Local F/R	13,597.41	13,597.41	-	122,376.75	122,376.75	-
'4590-0-1	Other Revenue F/R	169.30	5,700.00	(5,530.70)	45,361.87	51,300.00	(5,938.13)
'4996-0-1	Interest Income -FR	16.21	15.00	1.21	134.57	135.00	(0.43)
	<b>Total Revenue</b>	<b>295,860.36</b>	<b>310,838.48</b>	<b>(14,978.12)</b>	<b>2,491,787.02</b>	<b>2,607,873.36</b>	<b>(116,086.34)</b>
'5010-1-1	Wages: Mechn-FR	22,363.07	24,807.70	2,444.63	170,492.52	193,500.00	23,007.48
'5010-2-1	Wages: Drivr-FR	69,395.64	79,011.28	9,615.64	576,744.57	606,582.36	29,837.79
'5050-1-1	Fica: Mechn-FR	1,907.67	1,750.00	(157.67)	14,792.37	15,750.00	957.63
'5050-2-1	Fica: Drivr-FR	5,844.84	5,500.00	(344.84)	47,600.79	49,500.00	1,899.21
'5052-1-1	PAUC: Mechn-FR	342.17	200.00	(142.17)	1,554.04	1,800.00	245.96
'5052-2-1	PAUC: Drivr-FR	1,081.43	600.00	(481.43)	4,890.16	5,400.00	509.84
'5096-1-1	Pension: Mechn-FR	1,269.92	1,750.00	480.08	9,493.60	15,750.00	6,256.40
'5096-2-1	Pension: Drivr-FR	3,186.48	4,500.00	1,313.52	25,676.42	40,500.00	14,823.58
'5330-2-1	Complimentary Transportation-ADA	7,485.00	7,250.00	(235.00)	61,029.00	65,250.00	4,221.00
'5610-1-1	Parts: Garge-FR	3,330.41	6,250.00	2,919.59	52,986.01	56,250.00	3,263.99
'5612-1-1	Filters: Garge-FR	442.18	825.00	382.82	8,378.93	7,425.00	(953.93)
'5630-2-1	Purchased Tires: Trans-FR	1,782.76	2,250.00	467.24	19,294.37	20,250.00	955.63
'5652-2-1	Fuel Expense: Trans-FR	31,476.20	20,425.00	(11,051.20)	213,492.79	183,825.00	(29,667.79)
'5653-2-1	Taxes:Trans-FR	147.77	125.00	(22.77)	1,101.84	1,125.00	23.16
'5654-2-1	Motor Oil: Trans-FR	-	800.00	800.00	5,159.50	7,200.00	2,040.50
'5656-2-1	Antifreeze: Trans-FR	302.50	125.00	(177.50)	1,512.50	1,125.00	(387.50)
'5659-1-1	Other Fluids FR :Garage	553.60	425.00	(128.60)	4,250.33	3,825.00	(425.33)
'5910-6-1	Professional Fees: Transportation Study-FR	-	1,500.00	1,500.00	9,534.00	13,500.00	3,966.00
'6010-6-1	Wages: Admin-FR	41,482.31	46,153.84	4,671.53	345,697.38	360,000.00	14,302.62
'6030-1-1	Vacation Pay: Garge-FR	405.53	2,000.00	1,594.47	11,548.22	18,000.00	6,451.78
'6030-2-1	Vacation Pay: Trans-FR	3,418.80	2,500.00	(918.80)	26,978.72	22,500.00	(4,478.72)
'6030-6-1	Vacation Pay: Admin-FR	2,478.11	2,625.00	146.89	27,159.40	23,625.00	(3,534.40)
'6032-1-1	Sick Pay: Garge-FR	1,410.39	200.00	(1,210.39)	3,122.24	1,800.00	(1,322.24)
'6032-2-1	Sick Pay: Trans-FR	2,930.40	1,000.00	(1,930.40)	10,576.88	9,000.00	(1,576.88)
'6032-6-1	Sick Pay: Admin-FR	343.22	375.00	31.78	5,111.12	3,375.00	(1,736.12)
'6034-1-1	Holiday Pay: Garge-FR	486.48	675.00	188.52	5,863.33	6,075.00	211.67
'6034-2-1	Holiday Pay: Trans-FR	976.80	1,350.00	373.20	14,977.60	12,150.00	(2,827.60)
'6034-6-1	Holiday Pay: Admin-FR	1,125.51	1,250.00	124.49	12,379.58	11,250.00	(1,129.58)
'6039-1-1	Other Paid Absences: Garge-FR	463.64	143.00	(320.64)	2,347.87	1,287.00	(1,060.87)
'6039-2-1	Other Paid Absences: Trans-FR	1,465.20	210.00	(1,255.20)	4,868.64	1,890.00	(2,978.64)
'6039-6-1	Other Paid Absences: Admin-FR	782.70	310.00	(472.70)	5,168.02	2,790.00	(2,378.02)
'6050-6-1	Fica on Wages: Admin-FR	3,740.79	3,050.00	(690.79)	30,187.02	27,450.00	(2,737.02)

**Monroe County Transportation Authority**  
**Budget Variance Report for Fixed Route**  
**For the Nine Months Ending March 31, 2018**

Account #	Account Name	Period to Date - March			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'6052-6-1	PAUC on Wages: Admin-FR	532.36	260.00	(272.36)	2,631.37	2,340.00	(291.37)
'6054-6-1	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	315.00	315.00
'6090-1-1	Hospitalization: Garge-FR	2,664.33	1,750.00	(914.33)	24,666.68	15,750.00	(8,916.68)
'6090-2-1	Hospitalization: Trans-FR	12,311.98	14,500.00	2,188.02	111,092.99	130,500.00	19,407.01
'6090-6-1	Hospitalization: Admin-FR	6,825.40	8,375.00	1,549.60	68,276.75	75,375.00	7,098.25
'6092-1-1	Life Insurance: Garge-FR	171.38	220.00	48.62	1,673.00	1,980.00	307.00
'6092-2-1	Life Insurance: Trans-FR	431.48	450.00	18.52	4,314.80	4,050.00	(264.80)
'6092-6-1	Life Insurance: Admin-FR	254.04	275.00	20.96	2,675.38	2,475.00	(200.38)
'6093-6-1	Employee Assistance Program FR	-	150.00	150.00	1,160.00	1,350.00	190.00
'6094-1-1	Uniforms: Garge-FR	146.84	425.00	278.16	2,181.84	3,825.00	1,643.16
'6094-2-1	Uniforms: Trans-FR	518.01	825.00	306.99	4,740.54	7,425.00	2,684.46
'6096-6-1	Pension: Admin-FR	1,797.30	2,375.00	577.70	14,952.85	21,375.00	6,422.15
'6098-1-1	Bonus/Gifts: Garge-FR	-	385.00	385.00	3,362.11	3,465.00	102.89
'6098-2-1	Bonus/Gifts: Trans-FR	-	175.00	175.00	5,094.57	1,575.00	(3,519.57)
'6098-6-1	Bonus/Gifts: Admin-FR	3,850.61	550.00	(3,300.61)	9,589.08	4,950.00	(4,639.08)
'6152-3-1	Building Contract Service-FR	1,835.11	2,000.00	164.89	15,121.15	18,000.00	2,878.85
'6153-3-1	Building Supplies & Materials-FR	-	40.00	40.00	(69.76)	360.00	429.76
'6154-3-1	Building:Repairs & Maintenance-FR	737.52	2,000.00	1,262.48	13,274.63	18,000.00	4,725.37
'6159-3-1	Building - Other FR	-	-	-	189.00	-	(189.00)
'6215-6-1	Staff Travel: Admin-FR	198.46	2,000.00	1,801.54	6,255.12	18,000.00	11,744.88
'6251-6-1	Board Seminars: Admin-FR	-	875.00	875.00	-	7,875.00	7,875.00
'6253-6-1	Staff Seminars: Admin-FR	2,020.00	1,750.00	(270.00)	3,368.31	15,750.00	12,381.69
'6310-6-1	Telephone: Admin-FR	1,295.21	700.00	(595.21)	7,384.31	6,300.00	(1,084.31)
'6330-6-1	Electric: Admin-FR	1,151.84	775.00	(376.84)	10,726.60	6,975.00	(3,751.60)
'6350-6-1	Non-Elec. Heat: Admin-FR	1,422.29	550.00	(872.29)	6,912.23	4,950.00	(1,962.23)
'6360-6-1	Cable TV: Admin-FR	59.99	50.00	(9.99)	541.14	450.00	(91.14)
'6370-6-1	Water Expense: Admin-FR	226.85	200.00	(26.85)	2,387.27	1,800.00	(587.27)
'6390-6-1	Garbage Removal: Admin-FR	401.32	330.00	(71.32)	3,556.60	2,970.00	(586.60)
'6530-4-1	Advertising: Promo-FR	106.00	300.00	194.00	143.34	2,700.00	2,556.66
'6531-4-1	Legal Notice Adv: Promo-FR	-	100.00	100.00	897.04	900.00	2.96
'6532-4-1	Employee Ads: Promo-FR	-	100.00	100.00	-	900.00	900.00
'6550-4-1	Marketing: Promo-FR	1,370.25	1,821.00	450.75	18,318.16	16,389.00	(1,929.16)
'6551-4-1	Schedules Expense: Promo-FR	-	1,250.00	1,250.00	3,594.74	11,250.00	7,655.26
'6552-4-1	Tickets & Passes: Promo-FR	730.00	1,000.00	270.00	4,214.98	9,000.00	4,785.02
'6710-5-1	Vehicle Insurance: In&Sf-FR	20,794.19	21,666.66	872.47	188,642.71	195,000.00	6,357.29
'6720-5-1	In House Claims-FR	1,254.85	500.00	(754.85)	4,702.25	4,500.00	(202.25)
'6736-5-1	Workmans Comp Ins: In&Sf-FR	6,500.13	6,750.00	249.87	58,841.23	60,750.00	1,908.77
'6752-5-1	Safety and Training - FR	-	1,000.00	1,000.00	3,580.00	9,000.00	5,420.00
'6800-1-1	Consumable Supplies: Garge-FR	834.55	800.00	(34.55)	5,076.07	7,200.00	2,123.93
'6800-2-1	Consumable Supplies: Trans-FR	92.38	10.00	(82.38)	512.97	90.00	(422.97)
'6800-6-1	Consumable Supplies: Admin-FR	1,864.46	825.00	(1,039.46)	7,540.05	7,425.00	(115.05)
'6850-6-1	Postage: Admin-FR	75.00	125.00	50.00	1,161.08	1,125.00	(36.08)
'6910-6-1	Professional Fees: Admin-FR	3,258.86	4,000.00	741.14	44,507.93	36,000.00	(8,507.93)



**Monroe County Transportation Authority  
Budget Variance Report for Shared Ride  
For the Nine Months Ending March 31, 2018**

Account #	Account Name	Period to Date - March			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
4111-0-2	Farebox Shared Ride	6,857.65	12,104.50	(5,246.85)	88,820.09	108,940.50	(20,120.41)
4113-0-2	Billed Shared Ride	7,134.35	7,000.00	134.35	65,645.65	63,000.00	2,645.65
4170-0-2	Advertising SR	-	1,000.00	(1,000.00)	-	9,000.00	(9,000.00)
4520-0-2	Grants State Act 44-SR	76,036.35	21,265.50	54,770.85	196,697.56	160,139.54	36,558.02
4530-0-2	Grants State-SR	-	-	-	-	-	-
4553-0-2	Grants PWD-SR	20,161.70	29,298.08	(9,136.38)	219,545.75	228,525.00	(8,979.25)
4550-0-2	Grants Lottery - SR	57,247.50	77,509.62	(20,262.12)	598,720.45	604,575.00	(5,854.55)
4560-0-2	Medical Assistance Grant	69,393.41	69,393.41	-	628,191.00	624,540.75	3,650.25
4590-0-2	Other Revenue S/R	-	100.00	(100.00)	-	900.00	(900.00)
4996-0-2	Interest Income -SR	5.71	40.00	(34.29)	187.50	360.00	(172.50)
	<b>Total Revenue</b>	<b>236,836.67</b>	<b>217,711.11</b>	<b>19,125.56</b>	<b>1,797,808.00</b>	<b>1,799,980.79</b>	<b>(2,172.79)</b>
5010-1-2	Wages: Mechn-SR	17,570.99	19,730.76	2,159.77	132,677.59	153,900.00	21,222.41
5010-2-2	Wages: Drivr-SR	67,844.19	69,741.93	1,897.74	579,514.94	554,887.02	(24,627.92)
5050-1-2	Fica: Mechn-SR	1,498.89	1,335.00	(163.89)	11,622.58	12,015.00	392.42
5050-2-2	Fica: Drivr-SR	5,994.58	6,306.17	311.59	49,826.06	49,188.00	(638.06)
5052-1-2	PAUC: Mechn-SR	268.84	150.00	(118.84)	1,221.02	1,350.00	128.98
5052-2-2	PAUC: Drivr-SR	2,065.91	675.00	(1,390.91)	7,501.17	6,075.00	(1,426.17)
5096-1-2	Pension: Mechn-SR	997.80	1,500.00	502.20	7,459.25	13,500.00	6,040.75
5096-2-2	Pension: Drivr-SR	942.57	1,750.00	807.43	8,569.32	15,750.00	7,180.68
5320-2-2	MA Outside Transportation	2,810.75	1,500.00	(1,310.75)	21,218.75	13,500.00	(7,718.75)
5340-2-2	MA Mileage Reimburse-In County	3,616.63	2,750.00	(866.63)	25,593.19	24,750.00	(843.19)
5342-2-2	MA Mileage Reimburse-Out Cnty	672.60	1,250.00	577.40	9,445.26	11,250.00	1,804.74
5610-1-2	Parts: Garge-SR	2,293.37	3,000.00	706.63	31,422.21	27,000.00	(4,422.21)
5612-1-2	Filters: Garge-SR	221.24	250.00	28.76	2,324.24	2,250.00	(74.24)
5630-2-2	Purchased Tires: Trans-SR	(238.99)	2,350.00	2,588.99	18,833.18	21,150.00	2,316.82
5652-2-2	Fuel Expense: Trans-SR	19,611.21	13,500.00	(6,111.21)	124,892.16	121,500.00	(3,392.16)
5653-2-2	Taxes:Trans-SR	98.51	125.00	26.49	734.57	1,125.00	390.43
5654-2-2	Motor Oil: Trans-SR	51.00	500.00	449.00	2,687.19	4,500.00	1,812.81
5656-2-2	Antifreeze: Trans-SR	-	45.00	45.00	605.00	405.00	(200.00)
6010-6-2	Wages: Admin-SR	41,482.31	46,153.84	4,671.53	340,545.13	360,000.00	19,454.87
6030-1-2	Vacation Pay: Garge-SR	318.63	1,500.00	1,181.37	9,073.62	13,500.00	4,426.38
6030-2-2	Vacation Pay: Trans-SR	4,102.56	1,350.00	(2,752.56)	16,988.72	12,150.00	(4,838.72)
6030-6-2	Vacation Pay: Admin-SR	2,478.11	2,625.00	146.89	27,159.46	23,625.00	(3,534.46)
6032-1-2	Sick Pay: Garge-SR	1,108.17	175.00	(933.17)	2,453.20	1,575.00	(878.20)
6032-2-2	Sick Pay: Trans-SR	124.32	425.00	300.68	1,616.16	3,825.00	2,208.84
6032-6-2	Sick Pay: Admin-SR	343.23	350.00	6.77	5,111.14	3,150.00	(1,961.14)
6034-1-2	Holiday Pay: Garge-SR	382.24	560.00	177.76	4,606.91	5,040.00	433.09
6034-2-2	Holiday Pay: Trans-SR	124.32	550.00	425.68	5,594.40	4,950.00	(644.40)
6034-6-2	Holiday Pay: Admin-SR	1,125.52	1,250.00	124.48	12,379.62	11,250.00	(1,129.62)
6039-1-2	Other Paid Absences: Garge-SR	364.28	117.00	(247.28)	1,844.77	1,053.00	(791.77)
6039-2-2	Other Paid Absences: Trans-SR	745.92	75.00	(670.92)	2,952.32	675.00	(2,277.32)
6039-6-2	Other Paid Absences: Admin-SR	782.70	310.00	(472.70)	5,168.04	2,790.00	(2,378.04)
6050-6-2	Fica on Wages: Admin-SR	3,740.79	3,050.00	(690.79)	30,187.06	27,450.00	(2,737.06)

**Monroe County Transportation Authority  
Budget Variance Report for Shared Ride  
For the Nine Months Ending March 31, 2018**

Account #	Account Name	Period to Date - March			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
6052-6-2	PAUC on Wages: Admin-SR	532.36	260.00	(272.36)	2,631.42	2,340.00	(291.42)
6054-6-2	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	315.00	315.00
6090-1-2	Hospitalization: Garge-SR	2,093.39	1,500.00	(593.39)	19,376.22	13,500.00	(5,876.22)
6090-2-2	Hospitalization: Trans-SR	2,597.99	3,250.00	652.01	23,881.73	29,250.00	5,368.27
6090-6-2	Hospitalization: Admin-SR	6,825.40	8,375.00	1,549.60	68,151.12	75,375.00	7,223.88
6092-1-2	Life Insurance: Garge-SR	134.67	180.00	45.33	1,324.37	1,620.00	295.63
6092-2-2	Life Insurance: Trans-SR	184.09	225.00	40.91	1,923.22	2,025.00	101.78
6092-6-2	Life Insurance: Admin-SR	254.04	275.00	20.96	2,610.60	2,475.00	(135.60)
6093-6-2	Employee Assistance Program SR	-	150.00	150.00	1,160.00	1,350.00	190.00
6094-1-2	Uniforms: Garge-SR	115.38	337.50	222.12	2,047.54	3,037.50	989.96
6094-2-2	Uniforms: Trans-SR	657.26	1,050.00	392.74	7,682.40	9,450.00	1,767.60
6096-6-2	Pension: Admin-SR	1,797.30	2,375.00	577.70	15,097.87	21,375.00	6,277.13
6098-1-2	Bonus/Gifts: Garge-SR	-	315.00	315.00	4,832.70	2,835.00	(1,997.70)
6098-2-2	Bonus/Gifts: Trans-SR	-	250.00	250.00	3,601.31	2,250.00	(1,351.31)
6098-6-2	Bonus/Gifts: Admin-SR	3,975.61	550.00	(3,425.61)	17,872.53	4,950.00	(12,922.53)
6253-6-2	Staff Seminars: Admin-SR	-	100.00	100.00	57.85	900.00	842.15
6310-6-2	Telephone: Admin-SR	863.47	450.00	(413.47)	4,775.92	4,050.00	(725.92)
6330-6-2	Electric: Admin-SR	767.89	525.00	(242.89)	7,211.02	4,725.00	(2,486.02)
6350-6-2	Non-Elec. Heat: Admin-SR	948.19	375.00	(573.19)	4,608.17	3,375.00	(1,233.17)
6360-6-2	Cable TV: Admin-SR	40.00	35.00	(5.00)	344.58	315.00	(29.58)
6370-6-2	Water Expense: Admin-SR	151.26	125.00	(26.26)	1,546.00	1,125.00	(421.00)
6390-6-2	Garbage Removal: Admin-SR	267.54	220.00	(47.54)	2,371.06	1,980.00	(391.06)
6710-5-2	Vehicle Insurance: In&Sf-SR	3,669.56	3,250.00	(419.56)	31,531.04	29,250.00	(2,281.04)
6720-5-2	In House Claims-SR	819.92	300.00	(519.92)	5,436.50	2,700.00	(2,736.50)
6736-5-2	Workmans Comp Ins: In&Sf-SR	2,166.71	2,000.00	(166.71)	19,160.33	18,000.00	(1,160.33)
6800-1-2	Consumable Supplies: Garge-SR	408.85	425.00	16.15	2,403.63	3,825.00	1,421.37
6800-2-2	Consumable Supplies: Trans-SR	184.77	55.00	(129.77)	520.88	495.00	(25.88)
6800-6-2	Consumable Supplies: Admin-SR	368.23	725.00	356.77	4,584.85	6,525.00	1,940.15
6850-6-2	Postage: Admin-SR	225.00	348.91	123.91	2,745.32	3,140.25	394.93
6910-6-2	Professional Fees: Admin-SR	1,086.28	1,250.00	163.72	10,186.19	11,250.00	1,063.81
6912-6-2	Labor Attorney: Admin-SR	-	125.00	125.00	-	1,125.00	1,125.00
6913-6-2	Drug Screens - SR	-	175.00	175.00	2,443.75	1,575.00	(868.75)
6915-6-2	Maintenance/Service Agreements:Admin-SR	4.90	100.00	95.10	103.10	900.00	796.90
6916-6-2	Auditor: Admin-SR	-	925.00	925.00	11,000.00	8,325.00	(2,675.00)
6930-1-2	Small Tools & Equip.: Garge-SR	257.10	175.00	(82.10)	485.98	1,575.00	1,089.02
6930-6-2	Small Tools & Service Agrmnts: Admin-SR	-	-	-	-	-	-
6951-1-2	Towing Expense: Garge-SR	450.00	200.00	(250.00)	1,950.00	1,800.00	(150.00)
6952-2-2	Licnese Renewals & Physicals: Trans-SR	94.50	350.00	255.50	3,241.00	3,150.00	(91.00)
6954-2-2	Communication: Trans-SR	876.23	1,250.00	373.77	6,373.06	11,250.00	4,876.94
6970-6-2	Dues/Memb/Subsc/: Admin-SR	2.40	150.00	147.60	692.01	1,350.00	657.99
7996-6-2	Bank Charges-SR	-	-	-	14.50	-	(14.50)
	<b>Total Expenses</b>	<b>216,363.48</b>	<b>217,711.11</b>	<b>1,347.63</b>	<b>1,797,808.00</b>	<b>1,799,980.77</b>	<b>2,172.77</b>

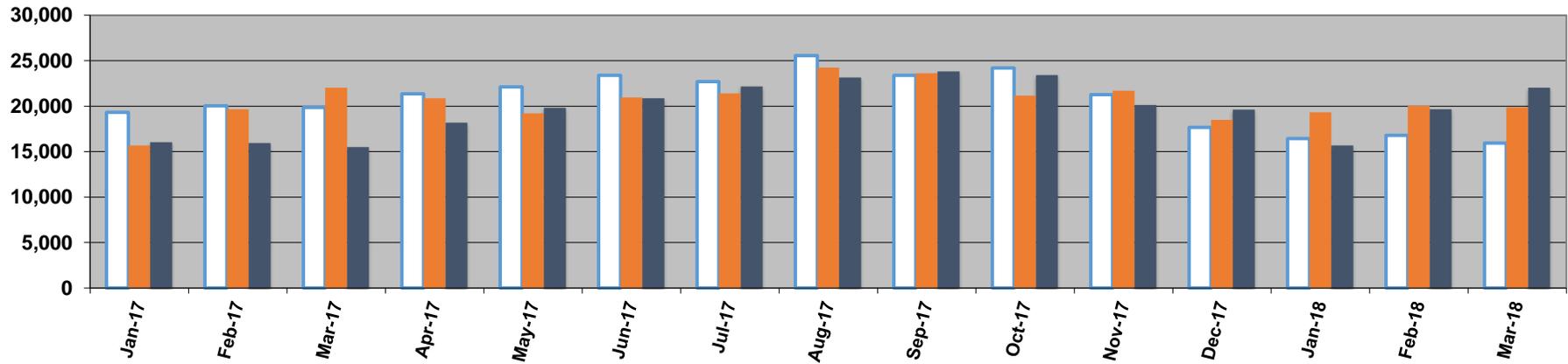
**Monroe County Transportation Authority  
 Budget Variance Report for Shared Ride  
 For the Nine Months Ending March 31, 2018**

Account #	Account Name	Period to Date - March			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
	Net Income from Operations	20,473.19	-	20,473.19	-	0.02	(0.02)

## MONROE COUNTY TRANSPORTATION FIXED ROUTE RIDERSHIP STATISTICS

16-17	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	Mar-18	17-18
<b>TOTAL FULL FARE</b>	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	4,818	
<b>TOTAL SENIORS</b>	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	1,567	
<b>TICKETS (BLUE)</b>	467	421	453	509	532	633	554	546	488	499	412	313	299	402	322	
<b>STUDENTS</b>	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	2,590	
<b>FEDERAL (GREEN)</b>	486	426	534	464	442	479	452	526	359	455	419	299	466	355	313	
<b>TRANSFERS (ON)</b>	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	2,725	
<b>MISC. TRIPS</b>	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	3,619	
<b>FARE CARD SOLD</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>TOTAL RIDERS</b>	<b>19,314</b>	<b>20038</b>	<b>19857</b>	<b>21358</b>	<b>22120</b>	<b>23402</b>	<b>22690</b>	<b>25555</b>	<b>23401</b>	<b>24193</b>	<b>21256</b>	<b>17666</b>	<b>16441</b>	<b>16783</b>	<b>15954</b>	
	15,666	19646	22018	20863	19208	20954	21397	24251	23611	21161	21702	18500	19314	20038	19857	
	16,036	15949	15494	18189	19816	20863	22156	23135	23816	23407	20117	19612	15666	19646	22018	

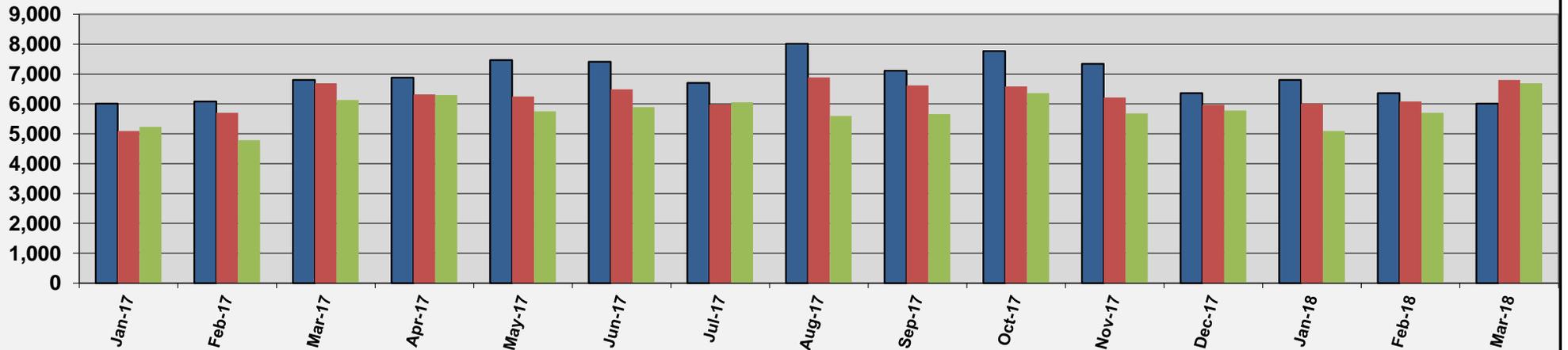
**TOTAL MONTHLY FIXED ROUTE TRIPS**



## MONROE COUNTY TRANSPORTATION **SHARED RIDE** RIDERSHIP STATISTICS

FY 16-17	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	Mar-18	FY17-18
<b>LOTTERY/SENIORS</b>	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	2,735	
<b>LOTTERY MA</b>	161	198	251	226	310	329	280	316	331	383	356	311	375	278	289	
<b>FULL FARE</b>	16	10	16	16	18	18	14	18	14	13	15	10	10	6	6	
<b>MISC. SUBSIDIES</b>	20	44	30	38	2	4	4	10	8	6	10	2	4	6	2	
<b>ADA</b>	355	391	375	340	358	337	265	341	339	330	314	286	331	334	349	
<b>PWD</b>	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	1,021	
<b>MATP</b>	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	1,604	
<b>MATPO</b>	14	20	12	8	14	6	12	0	4	5	4	4	6	0	6	
<b>TOTAL RIDERS</b>	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	6,012	
	5092	5699	6692	6315	6245	6484	5984	6889	6622	6581	6213	5966	6013	6080	6802	
	5233	4786	6130	6300	5751	5889	6050	5598	5658	6358	5679	5782	5092	5699	6692	

### TOTAL MONTHLY SHARED RIDE TRIPS





## FIXED ROUTE

## MAR 2018

## SHARED RIDE

FIXED ROUTE			MAR 2018		SHARED RIDE		
FRR (10.55%): 4.39%	(Monthly)	Over/Under	FY17/18 YTD Average	FY17/18 YTD Average	FRR (10.39%): 6.47%	(Monthly)	Over/Under
<b>1. RIDERSHIP:</b>	≥ 21,667	Goal (+/-)	20,438	6,941	<b>1. RIDERSHIP (m):</b>	≥ 6,695	Goal (+/-)
(Annual Goal = ≥ 260,000)	15,954	-26.30%			(Annual Goal = 80,340)	6,012	-10.00%
NOTE: There were 20 weekday and 4 Saturdays operational in March (there should have been 22 and 5=27 total days operated)			2% increase	3% increase	NOTE: There were 19 operational days in March (there should have been 21)		
	(Monthly)	Over/Under				(Monthly)	Over/Under
<b>2. COST/REV HR:</b>	≤ \$95.96/hr	Goal (+/-)	\$103.86	\$56.85	<b>2. COST/REV HR (m):</b>	≤ \$58.00/hr	Goal (+/-)
(Annual Goal = ≤ \$105.94/revenue hour)	\$115.93	19.75%			(Annual Goal = ≤ \$58.00/hour)	\$71.57	23.00%
(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
<b>3. EXPENSES/PAX:</b>	≤ \$12.46	Goal (+/-)	\$13.87	\$28.91	<b>3. COST/PAX HR:</b>	≤ \$28.96/hr	Goal (+/-)
(Annual Goal = ≤ \$12.46/PAX)	\$18.54	48.75%			(Annual Goal= ≤ \$28.96/pax)	\$35.99	24.25%
(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
<b>4. REV/REVENUE HR:</b>	≥ \$10.60	Goal (+/-)	\$8.91	\$4.88	<b>4. REV/REVENUE HR (m):</b>	≥ \$5.30	Goal (+/-)
(Annual Goal = ≥ \$10.60)	\$5.09	-52.00%			(Annual Goal = ≥ \$5.30/hr)	\$4.63	-12.60%
(PennDOT #3= \$10.28)			(Based on FY16/17 YTD Revenues/NTD YTD VRH DR DO x 3% increase)				
	(Monthly)	Over/Under				(Monthly)	Over/Under
<b>5. Passengers/REV HR:</b>	≥ 8.83	Goal (+/-)	7.64	1.97	<b>5. Passengers/REV HR (m):</b>	≥ 2.06/hour	Goal (+/-)
(Annual Goal = ≥ 8.83/hr.)	6.25	-29.00%			(Annual Goal = ≥ 2.06/hour)	1.99	-3.00%
(PennDOT #1= 7.96)			Commensurate with ridership increase of 3%				
	(Monthly)	Over/Under				(Monthly)	Over/Under
<b>6. COMPLAINTS &amp; KUDOS:</b>	≤ 5	Goal (+/-)	1	1	<b>6. COMPLAINTS &amp; KUDOS:</b>	≤ 3	Goal (+/-)
COMPLAINTS	1	-80.00%			COMPLAINTS	5	66.00%
	≥1	Goal (+/-)	3	4		≥ 2	Goal (+/-)
KUDOS	5	400.00%			KUDOS	5	150.00%
	(Monthly)	Over/Under				(Monthly)	Over/Under
<b>7. ON-TIME PERFORMANCE:</b>	≥80% 10min.	Goal (+/-)	73%	88%	<b>7. ON-TIME PERFORMANCE:</b>	≥ 90%	Goal (+/-)
(Annual Goal = ≥ 80%)	68%	-15.00%			(Annual Goal = ≥90%)	74%	-17.70%
FY16/17 YTD MAY=77.7%			FY16/17 YTD MAY= 92.27%; increasing ridership may lower 17/18				
	(Monthly)	Over/Under				(Monthly)	Over/Under
<b>8. ROAD CALLS:</b>	≥ 18,000	Goal (+/-)	18,196	47,071	<b>8. ROAD CALLS:</b>	≥ 57,000	Goal (+/-)
(Annual Goal = ≥18,000)	13,872	-23.00%			(Annual Goal = ≥ 57,000)	16,587	-71.00%
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)				
<b>The 11 buses that were stuck out in the blizzard on March 2nd, were not included in the Road Calls calculations.</b>							
	(Monthly)	Over/Under				(Monthly)	Over/Under
<b>9. RISK MGMT (Accidents/100k):</b>	≤ 1.33	Goal (+/-)	1.03	0.18	<b>9. RISK MGMT (Accidents/100k):</b>	≤ .25	Goal (+/-)
(Annual Goal = ≤ 19/yr.) (84%)	0.00	100.00%			(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
<b>10. CALL CTR-Time on Hold:</b>	≤ 75 sec/call	Goal (+/-)	72	11	<b>10. CALL CTR-Abandoned Calls:</b>	≤ 37	Goal (+/-)
(Annual Goal = ≤ 75 seconds/call)	65	-13.30%			(Annual Goal= ≤ 37/month)	17	-54.00%
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.				