

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

Thursday, May 31, 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 8 Board Members in attendance. The meeting was called to order at 5:33 P.M.

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

PUBLIC COMMENT:

There were 2 visitors: Ms. Maria Coqueran-Belk & Ms. Florence Metzgar. First Ms. Maria Coqueran-Belk complained about being on the Shared Ride buses for long periods of time and about buckles on the buses not being secured properly, and bouncing around when the buses are in motion. Then Ms. Florence Metzgar complained about not having dispatchers working late enough while there are still Shared Ride buses on the road. She also complained about walkers not being secured properly on the buses and drivers not verifying client information with dispatch when needed. Ms. Metzgar also gave kudos to various FR & SR drivers. All complaints & kudos will be logged and complaints will be followed-up by a manager and resolved accordingly.

The minutes from April 26, 2018 were reviewed and approved.

FINANCIAL REPORT:

JoAnn reported that we are working on the fare increase to get it in for approval hoping it can start by July 1, 2018. We are still waiting for the 3rd quarter payout from MATP. We have received the letter from the auditors informing us that our audit will be the week of Aug 6th - Aug 10th. JoAnn also reported that the 6-month contract for the St. Luke's wrap will bring in \$8,000 which will be split evenly between FR and SR. The new fuel bid was awarded to Tally Petroleum. Fuel costs continue to climb in both FR & SR with FR being the highest.

The **Regular Purchase Reports** for Period 10, April 1-30, 2018 were reviewed and ratified, subject to audit.

The **Regular Purchase Reports** for Period 11, May 1-31, 2018 were reviewed and ratified, subject to audit.

The **Budget & Variance Reports** for Fixed Route & Shared Ride for April 1-30, 2018, were reviewed and approved, subject to audit.

OPERATIONS:

The Operations Committee did not meet but Peggy reported that the ROW was completed with UGI and that she got a letter from Pocono Hospitality which she would like to review in committee. Peggy will be setting up a meeting for the committee to meet soon to review the letter. Peggy reported that we got approval for 11 SR Buses and that we don't have the CNG specs, so we may just go with regular fuel buses. Walter reported that there was wind damage to our fence and a vehicle from the recent rain storm.

HUMAN RESOURCES:

Bob reported that they have been looking at new healthcare insurance premiums for the new fiscal year and Geisinger came in the highest. Therefore, there will be no change to health, dental or vision; everything will remain the same. Wayne and Dave were nominated to come up with the proposed Board seat appointments for next year. The proposed seat appointments will be brought up for approval at the June 28th Board Meeting. Peggy mentioned that ads would be going out for Solicitor, Labor Attorney and Public Transportation Attorney. These will be advertised on June 4th.

COMPLIANCE:

Did not meet/The next meeting will be June 11th.

MARKETING:

Rich reported that we are getting things ready for the West End Fair and that this year the Area Agency on Agency is partnering with us. The River Runner Shuttle was launched on Memorial Day weekend and there were lines of people waiting to use it. The next Marketing Committee meeting will be on June 21st.

OLD BUSINESS:

None

NEW BUSINESS:

None

EXECUTIVE DIRECTOR'S REPORT:

Peggy reported on the goals for both FR & SR. Peggy also reported to the Board that Maria Candelaria Esq. is interested in becoming a Board Member. The Board Members all agreed that Peggy should recommend Ms. Candelaria to the Commissioner's for Board appointment. Peggy reported to the Board that Chuck Leonard from PMED has a \$500,000 state grant for a parking deck in the borough and that he's looking for federal funds in the same amount to match. Peggy said that this could be a good transit project for us. The Board agreed and encouraged Peggy to find the funds to match. A motion was passed.

EXECUTIVE SESSION:

None

RESOLUTIONS:

None

QUESTIONS/COMMENTS:

None

ADJOURNMENT:

The meeting was adjourned at 7:04 p.m.

Signed by _____

Secretary/Assistant Secretary

MOTIONS FROM MAY 31, 2018

5-01-18 - Motion to approve the minutes from the April 26, 2018 Board Meeting,
MOTION CARRIED- WM/JH

5-02-18 – Motion to approve the Capital Purchases for April 1-30, 2018,
Subject to audit
MOTION CARRIED – WM/DE

5-03-18 – Motion to approve the Regular Purchases for April 1-30, 2018,
Subject to audit
MOTION CARRIED – WM/DE

5-04-18 – Motion to approve the Regular Purchases for May 1-31, 2018,
Subject to audit
MOTION CARRIED – BL/DE

5-05-18 – Motion to approve the Budget & Variance Report for Shared Ride for
Period ending April 30, 2018-Subject to audit
MOTION CARRIED – JB/JH

5-06-18 – Motion to approve the Budget & Variance Report for Fixed Route for
Period ending April 30, 2018-Subject to audit
MOTION CARRIED – JB/WM

5-07-18 – Motion to adopt MCTA’s Substance Abuse Policy Update#8
MOTION CARRIED – JH/JB

5-08-18 – Motion to approve the NEPA MPO Technical Planning Committee Alternate Rep
MOTION CARRIED – WM/BL

5-09-18 – Motion to approve the pursuit of federal funds to match the \$500,000 for PMED (C. Leonard) project.
MOTION CARRIED – WM/DE

5-10-18 – Motion to adjourn
MOTION CARRIED – WM/JH

Monroe County Transportation Authority
Budget Variance Report for Shared Ride
For the Eleven Months Ending May 31, 2018

Account #	Account Name	Period to Date - May			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
4111-0-2	Farebox Shared Ride	11,213.35	12,104.50	(891.15)	106,785.54	133,149.50	(26,363.96)
4113-0-2	Billed Shared Ride	9,530.80	7,000.00	2,530.80	81,884.05	77,000.00	4,884.05
4170-0-2	Advertising SR	-	1,000.00	(1,000.00)	-	11,000.00	(11,000.00)
4520-0-2	Grants State Act 44-SR	36,991.28	21,265.48	15,725.80	255,589.30	195,645.51	59,943.79
4530-0-2	Grants State-SR	-	-	-	-	-	-
4553-0-2	Grants PWD-SR	22,960.65	29,298.08	(6,337.43)	266,659.20	281,261.54	(14,602.34)
4550-0-2	Grants Lottery - SR	74,890.10	77,509.62	(2,619.52)	748,192.10	744,092.31	4,099.79
4560-0-2	Medical Assistance Grant	69,393.42	69,393.41	0.01	773,847.28	763,327.58	10,519.70
4590-0-2	Other Revenue S/R	-	100.00	(100.00)	-	1,100.00	(1,100.00)
4996-0-2	Interest Income -SR	3.42	40.00	(36.58)	207.84	440.00	(232.16)
	Total Revenue	224,983.02	217,711.09	7,271.93	2,233,165.31	2,207,016.44	26,148.87
5010-1-2	Wages: Mechn-SR	17,597.49	19,730.76	2,133.27	163,981.53	189,415.38	25,433.85
5010-2-2	Wages: Drivr-SR	77,349.66	69,741.92	(7,607.74)	716,503.75	680,422.47	(36,081.28)
5050-1-2	Fica: Mechn-SR	1,437.51	1,335.00	(102.51)	14,207.07	14,685.00	477.93
5050-2-2	Fica: Drivr-SR	6,521.77	6,306.16	(215.61)	61,641.90	60,539.08	(1,102.82)
5052-1-2	PAUC: Mechn-SR	9.51	150.00	140.49	1,261.81	1,650.00	388.19
5052-2-2	PAUC: Drivr-SR	781.63	675.00	(106.63)	9,309.45	7,425.00	(1,884.45)
5096-1-2	Pension: Mechn-SR	947.27	1,500.00	552.73	13,282.65	16,500.00	3,217.35
5096-2-2	Pension: Drivr-SR	2,899.20	1,750.00	(1,149.20)	24,457.79	19,250.00	(5,207.79)
5320-2-2	MA Outside Transportation	3,635.25	1,500.00	(2,135.25)	29,313.75	16,500.00	(12,813.75)
5340-2-2	MA Mileage Reimburse-In County	3,319.56	2,750.00	(569.56)	31,940.59	30,250.00	(1,690.59)
5342-2-2	MA Mileage Reimburse-Out Cnty	971.78	1,250.00	278.22	10,990.40	13,750.00	2,759.60
5610-1-2	Parts: Garge-SR	4,951.85	3,000.00	(1,951.85)	36,994.84	33,000.00	(3,994.84)
5612-1-2	Filters: Garge-SR	269.28	250.00	(19.28)	2,883.60	2,750.00	(133.60)
5630-2-2	Purchased Tires: Trans-SR	(235.57)	2,350.00	2,585.57	18,330.39	25,850.00	7,519.61
5652-2-2	Fuel Expense: Trans-SR	18,298.62	13,500.00	(4,798.62)	158,612.18	148,500.00	(10,112.18)
5653-2-2	Taxes:Trans-SR	98.45	125.00	26.55	886.96	1,375.00	488.04
5654-2-2	Motor Oil: Trans-SR	144.56	500.00	355.44	2,831.75	5,500.00	2,668.25
5656-2-2	Antifreeze: Trans-SR	-	45.00	45.00	605.00	495.00	(110.00)
6010-6-2	Wages: Admin-SR	46,617.12	46,153.84	(463.28)	424,738.89	443,076.92	18,338.03
6030-1-2	Vacation Pay: Garge-SR	1,017.39	1,500.00	482.61	11,514.22	16,500.00	4,985.78
6030-2-2	Vacation Pay: Trans-SR	621.60	1,350.00	728.40	18,604.88	14,850.00	(3,754.88)
6030-6-2	Vacation Pay: Admin-SR	1,991.89	2,625.00	633.11	30,232.36	28,875.00	(1,357.36)
6032-1-2	Sick Pay: Garge-SR	79.66	175.00	95.34	2,532.86	1,925.00	(607.86)
6032-2-2	Sick Pay: Trans-SR	1,740.48	425.00	(1,315.48)	3,480.96	4,675.00	1,194.04
6032-6-2	Sick Pay: Admin-SR	156.68	350.00	193.32	5,488.94	3,850.00	(1,638.94)
6034-1-2	Holiday Pay: Garge-SR	171.14	560.00	388.86	4,778.05	6,160.00	1,381.95
6034-2-2	Holiday Pay: Trans-SR	372.96	550.00	177.04	6,216.00	6,050.00	(166.00)
6034-6-2	Holiday Pay: Admin-SR	117.12	1,250.00	1,132.88	12,568.14	13,750.00	1,181.86
6039-1-2	Other Paid Absences: Garge-SR	79.66	117.00	37.34	1,924.43	1,287.00	(637.43)
6039-2-2	Other Paid Absences: Trans-SR	-	75.00	75.00	2,952.32	825.00	(2,127.32)
6039-6-2	Other Paid Absences: Admin-SR	900.78	310.00	(590.78)	6,883.99	3,410.00	(3,473.99)
6050-6-2	Fica on Wages: Admin-SR	3,734.34	3,050.00	(684.34)	36,893.34	33,550.00	(3,343.34)

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

Account #	Account Name	Period to Date - May			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
6052-6-2	PAUC on Wages: Admin-SR	69.92	260.00	190.08	2,844.32	2,860.00	15.68
6054-6-2	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	385.00	385.00
6090-1-2	Hospitalization: Garge-SR	2,093.39	1,500.00	(593.39)	23,609.20	16,500.00	(7,109.20)
6090-2-2	Hospitalization: Trans-SR	2,203.94	3,250.00	1,046.06	28,921.86	35,750.00	6,828.14
6090-6-2	Hospitalization: Admin-SR	6,770.34	8,375.00	1,604.66	81,895.08	92,125.00	10,229.92
6092-1-2	Life Insurance: Garge-SR	134.67	180.00	45.33	1,593.71	1,980.00	386.29
6092-2-2	Life Insurance: Trans-SR	158.88	225.00	66.12	2,190.56	2,475.00	284.44
6092-6-2	Life Insurance: Admin-SR	254.04	275.00	20.96	3,118.68	3,025.00	(93.68)
6093-6-2	Employee Assistance Program SR	-	150.00	150.00	1,160.00	1,650.00	490.00
6094-1-2	Uniforms: Garge-SR	108.70	337.50	228.80	2,304.46	3,712.50	1,408.04
6094-2-2	Uniforms: Trans-SR	931.51	1,050.00	118.49	9,509.82	11,550.00	2,040.18
6096-6-2	Pension: Admin-SR	2,797.43	2,375.00	(422.43)	32,319.01	26,125.00	(6,194.01)
6098-1-2	Bonus/Gifts: Garge-SR	110.00	315.00	205.00	4,942.70	3,465.00	(1,477.70)
6098-2-2	Bonus/Gifts: Trans-SR	(101.02)	250.00	351.02	5,427.12	2,750.00	(2,677.12)
6098-6-2	Bonus/Gifts: Admin-SR	182.00	550.00	368.00	17,966.46	6,050.00	(11,916.46)
6253-6-2	Staff Seminars: Admin-SR	-	100.00	100.00	57.85	1,100.00	1,042.15
6310-6-2	Telephone: Admin-SR	458.25	450.00	(8.25)	5,612.47	4,950.00	(662.47)
6330-6-2	Electric: Admin-SR	639.25	525.00	(114.25)	8,657.10	5,775.00	(2,882.10)
6350-6-2	Non-Elec. Heat: Admin-SR	(1.99)	375.00	376.99	5,094.88	4,125.00	(969.88)
6360-6-2	Cable TV: Admin-SR	40.80	35.00	(5.80)	426.18	385.00	(41.18)
6370-6-2	Water Expense: Admin-SR	259.12	125.00	(134.12)	1,906.95	1,375.00	(531.95)
6390-6-2	Garbage Removal: Admin-SR	320.04	220.00	(100.04)	2,960.58	2,420.00	(540.58)
6710-5-2	Vehicle Insurance: In&Sf-SR	3,019.56	3,250.00	230.44	38,220.16	35,750.00	(2,470.16)
6720-5-2	In House Claims-SR	497.16	300.00	(197.16)	5,955.10	3,300.00	(2,655.10)
6736-5-2	Workmans Comp Ins: In&Sf-SR	2,106.71	2,000.00	(106.71)	23,433.75	22,000.00	(1,433.75)
6800-1-2	Consumable Supplies: Garge-SR	261.65	425.00	163.35	3,028.24	4,675.00	1,646.76
6800-2-2	Consumable Supplies: Trans-SR	-	55.00	55.00	520.88	605.00	84.12
6800-6-2	Consumable Supplies: Admin-SR	364.86	725.00	360.14	5,187.02	7,975.00	2,787.98
6850-6-2	Postage: Admin-SR	225.00	348.91	123.91	3,420.32	3,838.08	417.76
6910-6-2	Professional Fees: Admin-SR	966.28	1,250.00	283.72	12,076.83	13,750.00	1,673.17
6912-6-2	Labor Attorney: Admin-SR	-	125.00	125.00	-	1,375.00	1,375.00
6913-6-2	Drug Screens - SR	519.20	175.00	(344.20)	3,057.35	1,925.00	(1,132.35)
6915-6-2	Maintenance/Service Agreements:Admin-SR	33.20	100.00	66.80	136.30	1,100.00	963.70
6916-6-2	Auditor: Admin-SR	-	925.00	925.00	11,000.00	10,175.00	(825.00)
6930-1-2	Small Tools & Equip.: Garge-SR	225.77	175.00	(50.77)	852.59	1,925.00	1,072.41
6930-6-2	Small Tools & Service Agrmnts: Admin-SR	-	-	-	-	-	-
6951-1-2	Towing Expense: Garge-SR	300.00	200.00	(100.00)	2,250.00	2,200.00	(50.00)
6952-2-2	Licnese Renewals & Physicals: Trans-SR	1,249.50	350.00	(899.50)	5,320.00	3,850.00	(1,470.00)
6954-2-2	Communication: Trans-SR	1,000.16	1,250.00	249.84	8,328.02	13,750.00	5,421.98
6970-6-2	Dues/Memb/Subsc/: Admin-SR	36.06	150.00	113.94	850.47	1,650.00	799.53
7996-6-2	Bank Charges-SR	-	-	-	14.50	-	(14.50)
	Total Expenses	224,983.02	217,711.09	(7,271.93)	2,233,165.31	2,207,016.43	(26,148.88)

Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Eleven Months Ending May 31, 2018

Account #	Account Name	Period to Date - May			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'4111-0-1	Farebox Fixed Route	15,243.19	12,500.00	2,743.19	127,060.39	137,500.00	(10,439.61)
'4113-0-1	Billed Fixed Route	741.00	1,100.00	(359.00)	8,855.00	12,100.00	(3,245.00)
'4151-0-1	Office Sales - Tickets & Pass	5,667.50	10,000.00	(4,332.50)	69,786.39	110,000.00	(40,213.61)
'4170-0-1	Advertising Revenue FR	-	1,250.00	(1,250.00)	-	13,750.00	(13,750.00)
'4510-0-1	Grants Federal 5311	42,025.00	42,025.00	-	462,275.00	462,275.00	-
'4511-0-1	Grants Federal 5307	48,360.00	53,539.59	(5,179.59)	543,277.00	588,935.42	(45,658.42)
'4520-0-1	Grants State Act 44-FR	173,142.55	171,111.48	2,031.07	1,661,993.57	1,661,102.92	890.65
'4570-0-1	Grants Local F/R	13,597.42	13,597.41	0.01	149,571.59	149,571.58	0.01
'4590-0-1	Other Revenue F/R	100.00	5,700.00	(5,600.00)	45,561.87	62,700.00	(17,138.13)
'4996-0-1	Interest Income -FR	10.36	15.00	(4.64)	157.66	165.00	(7.34)
	Total Revenue	298,887.02	310,838.48	(11,951.46)	3,068,538.47	3,198,099.92	(129,561.45)
'5010-1-1	Wages: Mechn-FR	22,396.81	24,807.70	2,410.89	210,333.91	238,153.85	27,819.94
'5010-2-1	Wages: Drivr-FR	74,643.92	79,011.28	4,367.36	711,683.36	747,346.82	35,663.46
'5050-1-1	Fica: Mechn-FR	1,829.55	1,750.00	(79.55)	18,081.72	19,250.00	1,168.28
'5050-2-1	Fica: Drivr-FR	5,909.93	5,500.00	(409.93)	58,258.61	60,500.00	2,241.39
'5052-1-1	PAUC: Mechn-FR	12.11	200.00	187.89	1,605.95	2,200.00	594.05
'5052-2-1	PAUC: Drivr-FR	99.23	600.00	500.77	5,080.01	6,600.00	1,519.99
'5096-1-1	Pension: Mechn-FR	1,205.62	1,750.00	544.38	13,546.07	19,250.00	5,703.93
'5096-2-1	Pension: Drivr-FR	4,085.88	4,500.00	414.12	44,029.28	49,500.00	5,470.72
'5330-2-1	Complimentary Transportation-ADA	7,378.00	7,250.00	(128.00)	76,776.00	79,750.00	2,974.00
'5610-1-1	Parts: Garge-FR	6,673.62	6,250.00	(423.62)	66,142.08	68,750.00	2,607.92
'5612-1-1	Filters: Garge-FR	1,115.09	825.00	(290.09)	10,840.24	9,075.00	(1,765.24)
'5630-2-1	Purchased Tires: Trans-FR	1,540.00	2,250.00	710.00	20,834.37	24,750.00	3,915.63
'5652-2-1	Fuel Expense: Trans-FR	31,005.19	20,425.00	(10,580.19)	269,932.70	224,675.00	(45,257.70)
'5653-2-1	Taxes:Trans-FR	147.68	125.00	(22.68)	1,330.43	1,375.00	44.57
'5654-2-1	Motor Oil: Trans-FR	51.00	800.00	749.00	7,351.80	8,800.00	1,448.20
'5656-2-1	Antifreeze: Trans-FR	-	125.00	125.00	1,815.00	1,375.00	(440.00)
'5659-1-1	Other Fluids FR :Garage	545.41	425.00	(120.41)	5,303.25	4,675.00	(628.25)
'5910-6-1	Professional Fees: Transportation Study-FR	-	1,500.00	1,500.00	9,534.00	16,500.00	6,966.00
'6010-6-1	Wages: Admin-FR	46,617.11	46,153.84	(463.27)	429,891.12	443,076.92	13,185.80
'6030-1-1	Vacation Pay: Garge-FR	1,294.85	2,000.00	705.15	14,654.42	22,000.00	7,345.58
'6030-2-1	Vacation Pay: Trans-FR	1,953.60	2,500.00	546.40	29,420.72	27,500.00	(1,920.72)
'6030-6-1	Vacation Pay: Admin-FR	1,991.89	2,625.00	633.11	30,232.30	28,875.00	(1,357.30)
'6032-1-1	Sick Pay: Garge-FR	101.38	200.00	98.62	3,223.62	2,200.00	(1,023.62)
'6032-2-1	Sick Pay: Trans-FR	325.60	1,000.00	674.40	12,204.88	11,000.00	(1,204.88)
'6032-6-1	Sick Pay: Admin-FR	156.68	375.00	218.32	5,488.92	4,125.00	(1,363.92)
'6034-1-1	Holiday Pay: Garge-FR	217.82	675.00	457.18	6,081.15	7,425.00	1,343.85
'6034-2-1	Holiday Pay: Trans-FR	488.40	1,350.00	861.60	15,954.40	14,850.00	(1,104.40)
'6034-6-1	Holiday Pay: Admin-FR	117.12	1,250.00	1,132.88	12,568.10	13,750.00	1,181.90
'6039-1-1	Other Paid Absences: Garge-FR	101.38	143.00	41.62	2,449.25	1,573.00	(876.25)
'6039-2-1	Other Paid Absences: Trans-FR	325.60	210.00	(115.60)	5,194.24	2,310.00	(2,884.24)
'6039-6-1	Other Paid Absences: Admin-FR	900.78	310.00	(590.78)	6,883.96	3,410.00	(3,473.96)
'6050-6-1	Fica on Wages: Admin-FR	3,734.34	3,050.00	(684.34)	36,893.30	33,550.00	(3,343.30)

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

Account #	Account Name	Period to Date - May			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'6052-6-1	PAUC on Wages: Admin-FR	69.91	260.00	190.09	2,844.25	2,860.00	15.75
'6054-6-1	FICA on 3rd Party Sick Pay	-	35.00	35.00	-	385.00	385.00
'6090-1-1	Hospitalization: Garge-FR	2,664.33	1,750.00	(914.33)	30,054.14	19,250.00	(10,804.14)
'6090-2-1	Hospitalization: Trans-FR	10,255.74	14,500.00	4,244.26	133,833.47	159,500.00	25,666.53
'6090-6-1	Hospitalization: Admin-FR	6,770.33	8,375.00	1,604.67	82,020.70	92,125.00	10,104.30
'6092-1-1	Life Insurance: Garge-FR	171.39	220.00	48.61	2,015.78	2,420.00	404.22
'6092-2-1	Life Insurance: Trans-FR	429.67	450.00	20.33	5,112.74	4,950.00	(162.74)
'6092-6-1	Life Insurance: Admin-FR	254.04	275.00	20.96	3,183.46	3,025.00	(158.46)
'6093-6-1	Employee Assistance Program FR	-	150.00	150.00	1,160.00	1,650.00	490.00
'6094-1-1	Uniforms: Garge-FR	138.34	425.00	286.66	2,508.82	4,675.00	2,166.18
'6094-2-1	Uniforms: Trans-FR	531.45	825.00	293.55	5,978.00	9,075.00	3,097.00
'6096-6-1	Pension: Admin-FR	2,797.43	2,375.00	(422.43)	24,048.49	26,125.00	2,076.51
'6098-1-1	Bonus/Gifts: Garge-FR	140.00	385.00	245.00	3,502.11	4,235.00	732.89
'6098-2-1	Bonus/Gifts: Trans-FR	-	175.00	175.00	5,094.57	1,925.00	(3,169.57)
'6098-6-1	Bonus/Gifts: Admin-FR	182.00	550.00	368.00	9,808.00	6,050.00	(3,758.00)
'6152-3-1	Building Contract Service-FR	906.79	2,000.00	1,093.21	17,081.24	22,000.00	4,918.76
'6153-3-1	Building Supplies & Materials-FR	292.60	40.00	(252.60)	222.84	440.00	217.16
'6154-3-1	Building:Repairs & Maintenance-FR	967.20	2,000.00	1,032.80	16,321.58	22,000.00	5,678.42
'6159-3-1	Building - Other FR	-	-	-	189.00	-	(189.00)
'6215-6-1	Staff Travel: Admin-FR	1,459.92	2,000.00	540.08	8,433.45	22,000.00	13,566.55
'6251-6-1	Board Seminars: Admin-FR	-	875.00	875.00	-	9,625.00	9,625.00
'6253-6-1	Staff Seminars: Admin-FR	910.00	1,750.00	840.00	4,278.31	19,250.00	14,971.69
'6310-6-1	Telephone: Admin-FR	687.38	700.00	12.62	8,639.14	7,700.00	(939.14)
'6330-6-1	Electric: Admin-FR	958.87	775.00	(183.87)	12,895.71	8,525.00	(4,370.71)
'6350-6-1	Non-Elec. Heat: Admin-FR	(2.99)	550.00	552.99	7,642.30	6,050.00	(1,592.30)
'6360-6-1	Cable TV: Admin-FR	61.19	50.00	(11.19)	663.52	550.00	(113.52)
'6370-6-1	Water Expense: Admin-FR	388.65	200.00	(188.65)	2,928.66	2,200.00	(728.66)
'6390-6-1	Garbage Removal: Admin-FR	480.05	330.00	(150.05)	4,440.88	3,630.00	(810.88)
'6530-4-1	Advertising: Promo-FR	-	300.00	300.00	295.84	3,300.00	3,004.16
'6531-4-1	Legal Notice Adv: Promo-FR	-	100.00	100.00	1,047.57	1,100.00	52.43
'6532-4-1	Employee Ads: Promo-FR	-	100.00	100.00	-	1,100.00	1,100.00
'6550-4-1	Marketing: Promo-FR	1,517.96	1,821.00	303.04	20,001.52	20,031.00	29.48
'6551-4-1	Schedules Expense: Promo-FR	2,580.00	1,250.00	(1,330.00)	6,174.74	13,750.00	7,575.26
'6552-4-1	Tickets & Passes: Promo-FR	-	1,000.00	1,000.00	4,214.98	11,000.00	6,785.02
'6710-5-1	Vehicle Insurance: In&Sf-FR	21,444.19	21,666.66	222.47	230,881.09	238,333.33	7,452.24
'6720-5-1	In House Claims-FR	2,000.00	500.00	(1,500.00)	6,734.41	5,500.00	(1,234.41)
'6736-5-1	Workmans Comp Ins: In&Sf-FR	6,560.13	6,750.00	189.87	71,901.49	74,250.00	2,348.51
'6752-5-1	Safety and Training - FR	-	1,000.00	1,000.00	5,381.25	11,000.00	5,618.75
'6800-1-1	Consumable Supplies: Garge-FR	486.09	800.00	313.91	6,220.61	8,800.00	2,579.39
'6800-2-1	Consumable Supplies: Trans-FR	-	10.00	10.00	512.97	110.00	(402.97)
'6800-6-1	Consumable Supplies: Admin-FR	459.77	825.00	365.23	8,410.84	9,075.00	664.16
'6850-6-1	Postage: Admin-FR	75.00	125.00	50.00	1,386.08	1,375.00	(11.08)
'6910-6-1	Professional Fees: Admin-FR	2,898.86	4,000.00	1,101.14	50,179.87	44,000.00	(6,179.87)

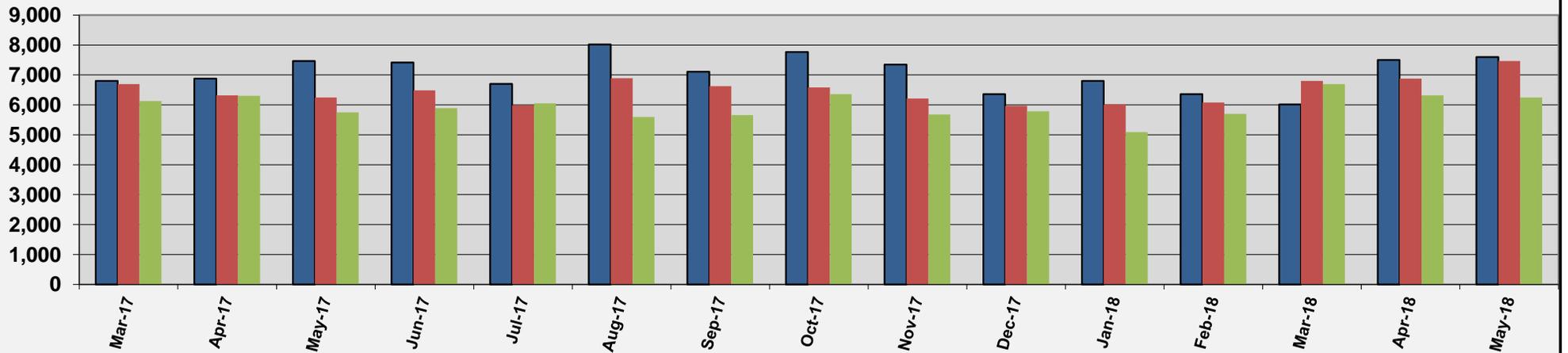
Monroe County Transportation Authority
Budget Variance Report for Fixed Route
For the Eleven Months Ending May 31, 2018

Account #	Account Name	Period to Date - May			Year to Date		
		Actual	Budget	Variance	Actual	Budget	Variance
'6911-6-1	Legal Expense: Admin-FR	874.50	1,000.00	125.50	20,877.50	11,000.00	(9,877.50)
'6912-6-1	Labor Attorney: Admin-FR	-	400.00	400.00	2,824.39	4,400.00	1,575.61
'6913-6-1	Drug Screens - FR	-	200.00	200.00	711.45	2,200.00	1,488.55
6915-6-1	Maintenance/Service Agreements:Admin-FR	3,254.89	2,000.00	(1,254.89)	31,049.60	22,000.00	(9,049.60)
'6916-6-1	Auditor: Admin-FR	-	1,235.00	1,235.00	16,735.00	13,585.00	(3,150.00)
'6930-1-1	Small Tools & Equip.: Garge-FR	619.76	450.00	(169.76)	2,178.38	4,950.00	2,771.62
'6930-6-1	Small Tools & Service Agrmnts: Admin-FR	1,222.78	1,250.00	27.22	13,679.65	13,750.00	70.35
'6951-1-1	Towing Expense: Garge-FR	-	150.00	150.00	-	1,650.00	1,650.00
'6952-2-1	License Renewals & Physicals: Trans-FR	309.98	275.00	(34.98)	3,045.96	3,025.00	(20.96)
'6954-2-1	Communication: Trans-FR	320.89	100.00	(220.89)	6,245.46	1,100.00	(5,145.46)
'6970-6-1	Dues/Memb/Subsc/: Admin-FR	5,677.33	1,125.00	(4,552.33)	14,111.47	12,375.00	(1,736.47)
'6999-6-1	Other Expense Admin - FR	0.01	375.00	374.99	3,960.03	4,125.00	164.97
'7996-6-1	Bank Charges-FR	105.00	75.00	(30.00)	1,112.16	825.00	(287.16)
'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	298,887.02	310,838.48	11,951.46	3,068,658.50	3,198,099.92	129,441.42
	Net Income from Operations	-	-	(0.00)	(120.03)	-	(120.03)

MONROE COUNTY TRANSPORTATION **SHARED RIDE** RIDERSHIP STATISTICS

FY 16-17	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	Apr-18	May-18	FY17-18
LOTTERY/SENIORS	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	3,593	3,703	
LOTTERY MA	251	226	310	329	280	316	331	383	356	311	375	278	289	351	339	
FULL FARE	16	16	18	18	14	18	14	13	15	10	10	6	6	18	12	
MISC. SUBSIDIES	30	38	2	4	4	10	8	6	10	2	4	6	2	2	5	
ADA	375	340	358	337	265	341	339	330	314	286	331	334	349	389	344	
PWD	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	1,222	1,170	
MATP	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	1,926	2,023	
MATPO	12	8	14	6	12	0	4	5	4	4	6	0	6	2	6	
TOTAL RIDERS	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	7,503	7,602	
	6692	6315	6245	6484	5984	6889	6622	6581	6213	5966	6013	6080	6802	6876	7465	
	6130	6300	5751	5889	6050	5598	5658	6358	5679	5782	5092	5699	6692	6315	6245	

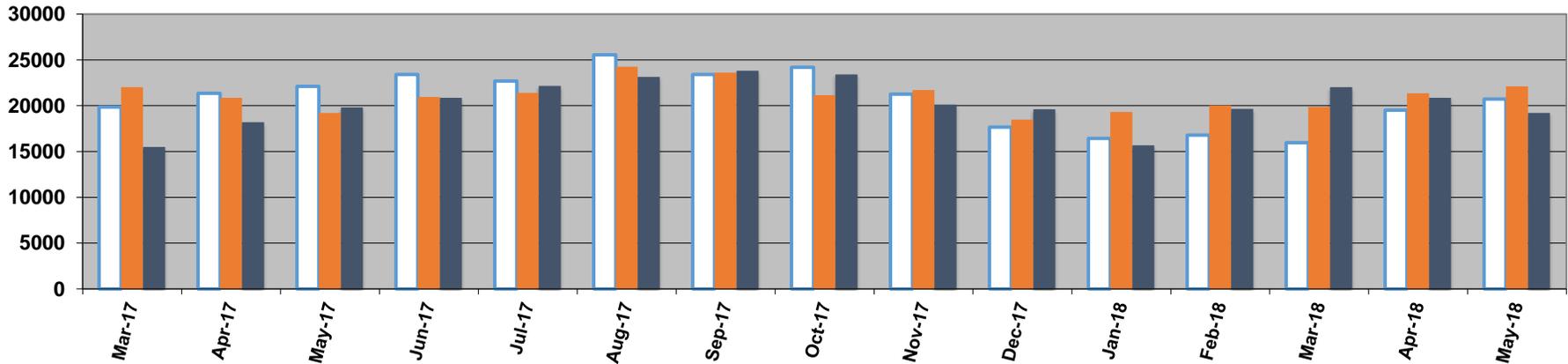
TOTAL MONTHLY SHARED RIDE TRIPS



MONROE COUNTY TRANSPORTATION **FIXED ROUTE** RIDERSHIP STATISTICS

16-17	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	Apr-18	May-18	17-18
TOTAL FULL FARE	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	5,591	6,585	
TOTAL SENIORS	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	2,000	2,328	
TICKETS (BLUE)	453	509	532	633	554	546	488	499	412	313	299	402	322	424	445	
STUDENTS	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	3,263	2,420	
FEDERAL (GREEN)	534	464	442	479	452	526	359	455	419	299	466	355	313	404	365	
TRANSFERS (ON)	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	3,571	3,466	
MISC. TRIPS	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	4,260	5,119	
FARE CARD SOLD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL RIDERS	19857	21358	22120	23402	22690	25555	23401	24193	21256	17666	16441	16783	15954	19513	20728	
	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	
	22018	20863	19208	20954	21397	24251	23611	21161	21702	18500	19314	20038	19857	21358	22120	
	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	
	15494	18189	19816	20863	22156	23135	23816	23407	20117	19612	15666	19646	22018	20863	19208	

TOTAL MONTHLY FIXED ROUTE TRIPS





FIXED ROUTE			MAY 2018		SHARED RIDE		
FRR (10.55%): 7.28%	(Monthly)	Over/Under	FY17/18 YTD Average	FY17/18 YTD Average	FRR (10.39%): 9.22%	(Monthly)	Over/Under
1. RIDERSHIP:	≥ 21,667	Goal (+/-)	20,380	7,052	1. RIDERSHIP (m):	≥ 6,695	Goal (+/-)
(Annual Goal = ≥ 260,000)	20,728	-4.33%			(Annual Goal = 80,340)	7,602	13.55%
	(Monthly)	Over/Under				(Monthly)	Over/Under
2. COST/REV HR:	≤ \$95.96/hr	Goal (+/-)	\$103.96	\$57.33	2. COST/REV HR (m):	≤ \$58.00/hr	Goal (+/-)
(Annual Goal = ≤ \$105.94/revenue hour)	\$103.31	7.66%			(Annual Goal = ≤ \$58.00/hour)	\$59.52	-2.62%
(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 (+/-)	\$13.96	\$28.90	3. COST/PAX HR:	≤ \$28.96/hr	Goal (+/-)
(Annual Goal = ≤ \$12.46/PAX)	\$14.42	15.73%			(Annual Goal= ≤ \$28.96/pax)	\$29.60	-2.21%
(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 (+/-)	\$8.52	\$4.83	4. REV/REVENUE HR (m):	≥ \$5.30	Goal (+/-)
(Annual Goal = ≥ \$10.60)	\$7.52	-29.06%			(Annual Goal= ≥ \$5.30/hr)	\$5.49	3.58%
(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 (+/-)	7.58	1.99	5. Passengers/REV HR (m):	≥ 2.06/hour	Goal (+/-)
(Annual Goal = ≥ 8.83/hr.)	7.16	-18.91%			(Annual Goal = ≥ 2.06/hour)	2.01	-2.43%
(PennDOT #1= 7.96)					Commensurate with ridership increase of 3%		
	(Monthly)	Over/Under				(Monthly)	Over/Under
6. COMPLAINTS & KUDOS:	≤ 5	Goal (+/-)	1	2	6. COMPLAINTS & KUDOS:	≤ 3	Goal (+/-)
COMPLAINTS	0	100.00%			COMPLAINTS	4	33.33%
	≥ 1	Goal (+/-)	3	4		≥ 2	Goal (+/-)
KUDOS	5	400.00%			KUDOS	6	200.00%
	(Monthly)	Over/Under				(Monthly)	Over/Under
7. ON-TIME PERFORMANCE:	≥ 80% 10min.	Goal (+/-)	72%	86%	7. ON-TIME PERFORMANCE:	≥ 90%	Goal (+/-)
(Annual Goal = ≥ 80%)	66%	-17.50%			(Annual Goal = ≥ 90%)	77%	-14.44%
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 (+/-)	17,754	41,660	8. ROAD CALLS:	≥ 57,000	Goal (+/-)
(Annual Goal = ≥ 18,000)	23,925	32.92%			(Annual Goal = ≥ 57,000)	18,077	-68.29%
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 (+/-)	0.92	0.20	9. RISK MGMT (Accidents/100k):	≤ .25	Goal (+/-)
(Annual Goal = ≤ 19/yr.) (84%)	0.84	-36.84%			(Annual Goal = ≤ 19/yr.) (16%)	0.16	36.00%
Based on FY16/17 YTD miles / 1.5= 18.66; rounded to 19 (industry standard)					Based on FY16/17 YTD miles / 1.5= 18.66; rounded to 19 (industry standard)		
	(Monthly)	Over/Under				(Monthly)	Over/Under
10. CALL CTR-Time on Hold:	≤ 75 sec/call	Goal (+/-)	71	9	10. CALL CTR-Abandoned Calls:	≤ 37	Goal (+/-)
(Annual Goal = ≤ 75 seconds/call)	57	24.00%			(Annual Goal= ≤ 37/month)	1	-97.30%
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.		