

**MANCHESTER
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
FAX (603) 626-4512



MICHELLE LAUDER, CHAIR
ALAN P. GOODE, VICE CHAIR
KIM KEEGAN
WILL STEWART
ALEXANDRA HORTON

MICHAEL WHITTEN
EXECUTIVE DIRECTOR

February 2, 2017

Mr. Matthew Normand, City Clerk
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Matthew,

The MTA Commissioners held a monthly Commission Meeting on Tuesday, January 31, 2017. Enclosed are the approved Minutes of the November 2016 Meeting, November, December Financial Report, and the November, December 2016 Ridership Report.

The next Commission Meeting is scheduled for Tuesday, February 28, 2016.

If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

Mike

Michael Whitten
Executive Director

Enclosures

**MANCHESTER
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, NH 03101-2799
TELEPHONE (603) 623-8801
FAX (603) 626-4512



**MICHELLE LAUDER, CHAIR
ALAN P. GOODE, VICE CHAIR
KIM KEEGAN
WILL STEWART
ALEXANDRA HORTON**

**MICHAEL WHITTEN
EXECUTIVE DIRECTOR**

Manchester Transit Authority

Minutes from November 29, 2016 Commission Meeting

MEMBERS PRESENT:

Chairman Michelle Lauder
Vice Chairman Alan P. Goode
Commissioner Kim Keegan
Commissioner Alexandra Horton
Commissioner Will Stewart

MEMBERS ABSENT:

PERSONNEL PRESENT:

Michael Whitten, Executive Director
William J. Cantwell, Asst. Director - Finance
Ryan Renauld - Smith, Asst. Director- Transit
Paul Beauregard,-Asst. Director-Maintenance
Karen Holden,-Asst. Director-School

OTHERS PRESENT

Adam Hlasny- Principal Transportation Planner
SNHPC

1. a. **Meeting to Order:** Chairman LAUDER called the meeting to order at 5:00pm.
- b. **Approved Minutes of October 2016 commission Meeting:** Chairman LAUDER asked if there were any questions regarding the October 2016 meeting minutes.
With no questions being asked, GOODE made a motion to approve the minutes of the October 25, 2016 meeting as presented. KEEGAN seconded the motion. All Commissioners present were in favor.

MANAGEMENT REPORTS

2. a. **Financial Report for October 2016:** Commissioner HORTON made a motion to accept the OCTOBER 2016 Financial Report as presented. Motion was seconded by Commissioner GOODE. All Commissioners present were in favor.

Transit Division

Revenues: CANTWELL: October 2016 revenues were \$226,854; \$10,140 more than budget. Fare box and media sales were slightly behind budget, billing for the shopper shuttle was the large variance for the month.

Expenses: CANTWELL: October 2016 total transit expenses were \$318,118; \$5,118 less than budget.

School Division

Revenues: CANTWELL: October 2016 revenues were \$336,541; \$19,993 less than budget. Charter and Fieldtrips were a bit behind budget, but are still ahead for the year.

Expenses: CANTWELL: October 2016 school expenses were \$334,347; \$29,222 less than budget.

b. **Operations Report for October 2016:**

Transit Ridership Statistics and Operations: RENAULD-SMITH reported that the overall for the month of October ridership was down 18% for the month and-9% for the year.

There were 37,376 passenger trips on the fixed route and 822 passenger trips along the demand response. On time performance was good for October with 60 trips arriving on time out of 63 trips sampled. There was only 1 vehicle collision in October, it was not reported to insurance. A total of 6 passenger/public complaints came in for October. All complaints were looked into and addressed with the operators.

School Operating Report: HOLDEN reported that the month of October was good. Started the month with 77 active drivers, 1 new driver licensed 4 new drivers in Training at the ending the month with 78 drivers. In October there were 110,873 school passenger boardings, 101,323 public school ridership and 9,550 private school ridership and 586 trips on school charters. October had 7 vehicle collisions with 1 being reported to insurance. A total of 7 comment/complaints came in for October, complaints were looked into and addressed with the operator.

Maintenance Report:

Transit: BEAUREGUARD: October had 5 Transit road calls. 16 scheduled vehicle inspections complete.

School: BEAUREGUARD: October had 2 school road calls. 31 vehicle inspections were completed out of 32 that were scheduled

NEW BUSINESS

3. a. **FY18 Budget – Info Only**

WHITTEN: The budget process is under way with the first budget workshops now complete. Two major factors for MTA are the pending labor contract with the ATU Local 717 and a new service contract with the school district.

We are beginning to learn what some of the variable costs will be, health insurance is projected to increase 10% for example. We are working on vehicle and liability insurance as well as fuel lock in rates. The budget will be a recurring agenda item for the next several months.

- b. **2017 Holiday Calendar:** LAUDER made a motion to accept the 2017 MTA Holiday Calendar. Motion was seconded by Commissioner KEEGAN. All commissioners present were in favor.

c. **Manchester Leadership Academy-Info Only**

WHITTEN: Ryan Renauld Smith was nominated for the Manchester Leadership Academy. This project is a joint venture between the City of Manchester and the University of New Hampshire. Participants will work collaboratively across departments to solve particular challenges facing the city.

d. **Workers Compensation Premium – info only**

CY17 Workers Compensation premium will be \$313,115 which represent a 4.5% decrease in premium or a savings of \$14,479 over CY16.

Unlike most of our expenses, Workers Compensation is based on a calendar year (CY) rather than a fiscal year. More impressive that the decrease alone is that it occurred despite a 2.5% increase in payroll. Payroll is based on the CY audited payroll from two years prior. So, the current figure (CY16) is based on the CY14 audited payroll. Next year premium is based on the CY15 audit payroll which is what increased by 2.5% over CY14. Had payroll held flat, the decrease in Workers Compensation would have been even larger.

As many of you know this has been a difficult challenge for us over many years as we've embarked on a lengthy process to change the safety culture of MTA. We've made a lot of changes and it's so rewarding to see the benefits beginning to materialize. We'll keep working on improvements and expect to see further savings in the coming years.

Old Business

4. **NONE**

Other Business

5. a. **Date for Next Meeting:** Tuesday January 31, 2017

With no further business to come before the Board, **LAUDER** made a motion to adjourn the meeting at 6:10pm. Motion was seconded by **KEEGAN**. All Commissioners present were in favor.



Transit

November 2016

Manchester Transit Authority
Income Statement Transit
For the Five Months Ending November 30, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Farebox Revenue					
Farebox Revenue	18,813.29	23,920.00	114,517.57	132,080.00	(17,562.43)
Full Fares and Passes	8,822.00	10,051.00	50,941.00	55,499.00	(4,558.00)
Monthly Full Passes	3,420.00	4,002.00	18,155.00	22,098.00	(3,943.00)
Reduced Fares and Passes	3,437.50	1,909.00	13,676.00	10,541.00	3,135.00
Monthly Reduced Passes	1,080.00	2,116.00	8,790.00	11,684.00	(2,894.00)
Paratransit Fare and Tickets	2,808.00	2,714.00	15,968.00	14,986.00	982.00
Monthly Student Fares	369.00	690.00	1,584.00	2,220.00	(636.00)
Total Farebox and Tickets	38,749.79	45,402.00	223,631.57	249,108.00	(25,476.43)
Shuttle and Excursions					
Shopping Shuttle	600.00	2,425.00	38,259.70	12,125.00	26,134.70
Excursion Revenue	-	-	-	-	-
Total Shuttle and Excursions	600.00	2,425.00	38,259.70	12,125.00	26,134.70
Other Revenue					
Sale of Fuel to City Departments	979.95	-	6,745.40	-	6,745.40
Maintenance Service to City	102.60	-	183.76	-	183.76
Advertising Revenue-Bus	20,062.10	7,200.00	57,644.88	36,000.00	21,644.88
Sale of Vehicles and Equipment	-	-	-	-	-
Sale of Scrap Materials	-	-	115.00	-	115.00
Insurance Repair Reimbursement	-	-	-	-	-
Interest Income	1.42	3.00	20.36	15.00	5.36
Photo Picture ID Revenue	8.00	20.00	58.00	100.00	(42.00)
Total Other Revenue	21,154.07	7,223.00	64,767.40	36,115.00	28,652.40
Total Operational Income	60,503.86	55,050.00	326,658.67	297,348.00	29,310.67
Operating Assistance					
City of Manchester	-	11,000.00	1,186,724.00	1,186,724.00	-
Private/Public Partnerships	-	-	-	-	-
Federal Operating Subsidy	144,782.00	147,541.00	825,324.00	779,376.00	45,948.00
Total Operating Assistance	144,782.00	158,541.00	2,012,048.00	1,966,100.00	45,948.00
Total Revenue	205,285.86	213,591.00	2,338,706.67	2,263,448.00	75,258.67
Labor					
Transit Operator Wages	65,440.76	57,496.00	346,133.80	322,498.00	23,635.80
Transit Operator Overtime Wages	5,424.11	8,454.00	36,457.19	46,878.00	(10,420.81)
CMAQ Operator Wages	3,128.34	5,479.00	18,006.80	30,280.00	(12,273.20)
CMAQ Operator Overtime Wage	85.22	100.00	654.99	500.00	154.99
StepSaver Operator Wages	10,608.43	11,090.00	56,889.07	61,273.00	(4,383.93)
StepSaver Operator Overtime Wages	1,217.56	2,413.00	9,173.48	13,364.00	(4,190.52)
Mechanic Wages	11,082.97	12,825.00	70,723.51	71,031.00	(307.49)
Mechanic Overtime Wages	142.60	300.00	1,105.33	1,500.00	(394.67)
Transp. Admin Wages	21,445.93	17,750.00	109,202.02	98,095.00	11,107.02
Transp. Admin Overtime Wages	64.59	-	190.52	-	190.52
Maint. Admin Wages	5,792.69	5,596.00	33,403.45	30,925.00	2,478.45

Manchester Transit Authority
Income Statement Transit
For the Five Months Ending November 30, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
General Admin Wages	10,417.61	8,811.00	54,866.98	48,694.00	6,172.98
Gen. Admin Overtime Wages	-	-	-	-	-
Payroll Transaction	(235.80)	-	(235.80)	-	(235.80)
Total Labor	134,615.01	130,314.00	736,571.34	725,038.00	11,533.34
Fringe Benefits					
Health Insurance Expense	39,203.20	53,076.00	345,262.85	373,384.00	(28,121.15)
Dental Insurance Expense	(2,424.56)	1,784.00	3,761.66	8,920.00	(5,158.34)
Life Insurance Expense	-	2,527.00	5,216.44	12,635.00	(7,418.56)
Pension Expense	7,740.00	7,488.00	34,092.00	37,440.00	(3,348.00)
FICA Expense	15,025.75	13,860.00	68,852.99	72,655.00	(3,802.01)
Worker's Compensation	16,519.00	21,241.00	82,603.90	106,205.00	(23,601.10)
Unemployment Compensation	994.00	1,464.00	4,977.70	7,320.00	(2,342.30)
Transit Operator Vacation Wages	5,789.69	5,465.00	26,912.72	27,325.00	(412.28)
Transit Operator Holiday Wages	11,134.62	5,465.00	33,704.60	27,325.00	6,379.60
Transit Operator Sick Wages	1,513.74	3,279.00	11,698.04	16,395.00	(4,696.96)
Mechanic Vacation Wages	1,491.36	2,077.00	7,376.56	10,385.00	(3,008.44)
Mechanic Holiday Wages	3,334.20	2,049.00	10,785.72	10,245.00	540.72
Mechanic Sick Wages	151.36	410.00	3,291.52	2,050.00	1,241.52
Transp. Admin Vacation Wages	1,854.00	2,193.00	9,315.90	10,965.00	(1,649.10)
Transp. Admin Holiday Wages	4,186.00	2,926.00	13,655.06	14,630.00	(974.94)
Transp. Admin Sick Wages	106.38	439.00	701.43	2,195.00	(1,493.57)
Maint. Admin Vacation Wages	972.98	993.00	4,531.33	4,965.00	(433.67)
Maint. Admin Holiday Wages	1,483.35	984.00	4,470.75	4,920.00	(449.25)
Maint. Admin Sick Wages	-	155.00	724.80	775.00	(50.20)
Gen Admin. Vacation Wages	1,534.29	1,385.00	7,351.38	6,925.00	426.38
Gen. Admin Holiday Wages	2,327.79	1,464.00	7,556.35	7,320.00	236.35
Gen. Admin Sick Wages	99.64	214.00	1,306.07	1,070.00	236.07
Transit Uniform Allowance	738.99	476.00	2,396.62	4,275.00	(1,878.38)
Maintenance Uniform Allowance	304.07	200.00	2,488.33	4,127.00	(1,638.67)
Tool Allowance	-	-	1,863.98	2,175.00	(311.02)
License Reimbursement	-	18.00	50.00	90.00	(40.00)
Burden Adjustment	(23,188.85)	(31,453.00)	(105,352.11)	(156,845.00)	51,492.89
Total Fringe Benefits	90,891.00	100,179.00	589,596.59	619,871.00	(30,274.41)
Services					
Management Consultant	125.00	800.00	2,593.75	4,700.00	(2,106.25)
Commissioner Expense	-	-	500.00	500.00	-
Auditing Expense	-	3,610.00	5,700.00	10,830.00	(5,130.00)
Legal Expense	-	83.00	-	415.00	(415.00)
Service and Support	105.45	804.00	5,026.00	4,020.00	1,006.00
Security Service	97.21	190.00	1,654.38	950.00	704.38
Outside Advertising	31.80	83.00	24,066.14	415.00	23,651.14
Driver and Criminal Record Check	-	-	-	-	-
Drug & Alcohol Testing	371.00	125.00	931.00	625.00	306.00
Pre-Employment Medical	108.00	212.00	589.50	1,060.00	(470.50)
Janitorial Service and Supplies	1,114.93	833.00	4,353.19	4,165.00	188.19
Bank Service Charges	756.18	792.00	3,764.05	3,960.00	(195.95)
Marketing Expense	-	-	-	-	-
Total Services	2,709.57	7,532.00	49,178.01	31,640.00	17,538.01
Materials and Supplies					

Manchester Transit Authority
Income Statement Transit
For the Five Months Ending November 30, 2016

	Current	Budget	YTD	YTD	
				Budget	Net Change
Fuel Operations	19,074.05	20,959.00	116,814.64	115,285.00	1,529.64
Sale of Fuel to City Departments	959.25	-	6,618.64	-	6,618.64
Maintenance Parts	7,601.54	7,516.00	61,551.71	41,340.00	20,211.71
Purchase Discounts	(71.18)	-	(299.86)	-	(299.86)
Tires Expense	932.66	1,433.00	15,418.90	7,879.00	7,539.90
Oil and Grease	408.88	459.00	3,207.41	2,529.00	678.41
Maintenance Supplies	703.84	638.00	3,118.17	3,190.00	(71.83)
Body Shop Supplies	303.50	338.00	2,367.87	1,690.00	677.87
Hazardous Materials	-	19.00	-	95.00	(95.00)
Outside Parts and Labor	60.00	63.00	514.00	315.00	199.00
Repairs-Building and Grounds	3,740.53	1,175.00	18,534.80	5,875.00	12,659.80
Repairs-Shop Equipment	8,110.81	150.00	9,931.77	750.00	9,181.77
Repairs-Radio Equipment	-	167.00	358.19	835.00	(476.81)
Repairs-Office Equipment	241.30	380.00	1,117.66	1,900.00	(782.34)
Office Supplies	739.95	523.00	4,369.65	2,615.00	1,754.65
Transit Schedules and Tickets	-	500.00	3,100.00	2,500.00	600.00
Total Materials and Supplies	42,805.13	34,320.00	246,723.55	186,798.00	59,925.55
Utilities					
Electricity	-	1,710.00	6,555.09	8,550.00	(1,994.91)
Natural Gas	279.36	1,000.00	583.23	1,300.00	(716.77)
Telephone	661.10	1,380.00	3,869.43	6,900.00	(3,030.57)
Water	173.00	166.00	792.26	830.00	(37.74)
Total Utilities	1,113.46	4,256.00	11,800.01	17,580.00	(5,779.99)
Insurance					
Public Liability Insurance	11,451.00	14,000.00	57,265.00	70,000.00	(12,735.00)
Other Liability	1,256.00	1,254.00	6,286.00	6,270.00	16.00
Total Insurance	12,707.00	15,254.00	63,551.00	76,270.00	(12,719.00)
Other Expenses					
Dues and Memberships	605.00	-	1,609.50	500.00	1,109.50
Tolls	-	-	-	-	-
Training and Meetings	1,418.96	83.00	4,915.63	415.00	4,500.63
Grievance Expense	-	42.00	-	210.00	(210.00)
Depreciation	17,000.00	17,000.00	85,000.00	85,000.00	-
Total Other Expenses	19,023.96	17,125.00	91,525.13	86,125.00	5,400.13
Total Expenses	303,865.13	308,980.00	1,788,945.63	1,743,322.00	45,623.63
Net Income (Loss)	(98,579.27)	(95,389.00)	549,761.04	520,126.00	29,635.04



School

November 2016

Manchester Transit Authority
Income Statement School
For the Five Months Ending November 30, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Student Transportation					
Pupil Transportation Contract	245,342.76	241,548.00	841,444.24	809,354.00	32,090.24
Manchester School of Technology	7,942.40	19,856.00	25,462.40	64,240.00	(38,777.60)
Total Student Transportation	253,285.16	261,404.00	866,906.64	873,594.00	(6,687.36)
School Charter					
Student Athletics	2,922.20	3,000.00	47,443.90	50,400.00	(2,956.10)
Student Fieldtrips	17,823.00	14,000.00	61,350.25	54,000.00	7,350.25
Total School Charters	20,745.20	17,000.00	108,794.15	104,400.00	4,394.15
Other Revenue					
Sale of Vehicles and Equipment	-	-	6,390.00	-	6,390.00
Insurance Repair Reimbursement	-	-	2,104.33	-	2,104.33
Interest Income	0.52	-	8.36	-	8.36
Total Other Revenue	0.52	-	8,502.69	-	8,502.69
Total Operational Income	274,030.88	278,404.00	984,203.48	977,994.00	6,209.48
Labor					
School Operator Wages	104,008.78	106,543.00	392,003.61	428,375.00	(36,371.39)
School Operator Overtime Wages	24.81	2,491.00	3,834.36	6,547.00	(2,712.64)
Transit Operator Wages	110.57	277.00	1,010.21	1,013.00	(2.79)
Transit Operator Overtime Wages	248.92	-	3,708.97	-	3,708.97
Mechanic Wages	13,129.41	15,654.00	62,524.59	86,615.00	(24,090.41)
Mechanic Overtime Wages	200.30	200.00	445.72	1,000.00	(554.28)
Transp. Admin Wages	15,260.46	13,581.00	75,180.32	75,055.00	125.32
Transp. Admin Overtime Wages	-	-	462.38	-	462.38
Maint. Admin Wages	4,204.71	4,661.00	24,439.13	25,760.00	(1,320.87)
General Admin Wages	7,829.05	6,544.00	41,627.26	36,164.00	5,463.26
Total Labor	145,017.01	149,951.00	605,236.55	660,529.00	(55,292.45)
Fringe Benefits					
Health Insurance Expense	-	-	483.60	-	483.60
Dental Insurance Expense	(318.89)	-	(137.60)	-	(137.60)
FICA Expense	13,401.68	12,041.00	40,993.33	46,949.00	(5,955.67)
Worker's Compensation	10,255.00	14,350.00	51,275.10	51,569.00	(293.90)
School Operator Vacation Wages	-	500.00	-	500.00	(500.00)
School Operator Holiday Wages	14,268.69	15,000.00	15,969.25	16,000.00	(30.75)
School Uniform Allowance	643.75	320.00	1,044.82	1,230.00	(185.18)
License Reimbursement	50.00	38.00	190.00	114.00	76.00
Burden Adjustment	23,188.85	31,453.00	105,352.11	156,845.00	(51,492.89)
Total Fringe Benefits	61,489.08	73,702.00	215,170.61	273,207.00	(58,036.39)
Services					
Management Consultant	125.00	833.00	2,593.75	4,165.00	(1,571.25)
Commissioner Expense	-	-	500.00	500.00	-
Auditing Expense	-	2,723.00	4,300.00	8,170.00	(3,870.00)
Legal Expense	-	83.00	-	415.00	(415.00)

Manchester Transit Authority
Income Statement School
For the Five Months Ending November 30, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Service and Support	79.55	579.00	3,274.63	2,895.00	379.63
Security Service	73.34	143.00	1,248.07	715.00	533.07
Outside Advertising	31.79	333.00	1,432.02	1,665.00	(232.98)
Driver and Criminal Record	47.00	-	680.00	-	680.00
Drug & Alcohol Testing	234.00	375.00	1,944.00	1,875.00	69.00
Pre-Employment Medical	324.00	417.00	2,646.00	2,085.00	561.00
Janitorial Service and Supplies	1,103.24	833.00	4,341.50	4,165.00	176.50
Bank Service Charges	-	-	22.58	-	22.58
Total Services	2,017.92	6,319.00	22,982.55	26,650.00	(3,667.45)
Materials and Supplies					
Fuel Operations	17,330.02	19,793.00	67,175.12	77,188.00	(10,012.88)
Maintenance Parts	5,017.18	6,084.00	21,658.05	33,603.00	(11,944.95)
Tires Expense	6,114.63	1,091.00	11,389.78	4,256.00	7,133.78
Oil and Grease	342.80	555.00	1,427.71	2,166.00	(738.29)
Maintenance Supplies	841.73	779.00	4,722.32	3,895.00	827.32
Body Shop Supplies	400.93	413.00	3,222.35	2,065.00	1,157.35
Hazardous Materials	-	23.00	-	115.00	(115.00)
Repairs-Building and Grounds	3,889.93	1,325.00	22,326.89	6,625.00	15,701.89
Repairs-Shop Equipment	1,264.22	183.00	3,489.84	915.00	2,574.84
Repairs-Radio Equipment	98.40	417.00	161.89	2,085.00	(1,923.11)
Repairs-Office Equipment	182.03	287.00	913.66	1,435.00	(521.34)
Office Supplies	269.61	394.00	3,202.77	1,970.00	1,232.77
School Schedules and Tickets	2,250.00	-	2,250.00	500.00	1,750.00
Total Materials and Supplies	38,001.48	31,344.00	142,080.38	136,818.00	5,262.38
Utilities					
Electricity	-	1,290.00	4,945.07	6,450.00	(1,504.93)
Natural Gas	315.01	600.00	657.64	1,000.00	(342.36)
Telephone	293.53	538.00	1,513.09	2,690.00	(1,176.91)
Water	130.51	125.00	597.65	625.00	(27.35)
Total Utilities	739.05	2,553.00	7,713.45	10,765.00	(3,051.55)
Insurance					
Public Liability Insurance	16,018.00	14,175.00	80,088.00	70,875.00	9,213.00
Other Liability	936.00	893.00	4,684.56	4,465.00	219.56
Total Insurance	16,954.00	15,068.00	84,772.56	75,340.00	9,432.56
Other Expenses					
Dues and Memberships	-	-	1,514.50	1,400.00	114.50
Tolls and Parking	-	-	27.75	-	27.75
Training and Meetings	461.76	125.00	1,091.48	625.00	466.48
Grievance Expense	-	42.00	-	210.00	(210.00)
Depreciation	39,000.00	39,000.00	195,000.00	195,000.00	-
Total Other Expenses	39,461.76	39,167.00	197,633.73	197,235.00	398.73
Total Expenses	303,680.30	318,104.00	1,275,589.83	1,380,544.00	(104,954.17)
Net Income (Loss)	(29,649.42)	(39,700.00)	(291,386.35)	(402,550.00)	111,163.65



Transit

December 2016

Manchester Transit Authority
Income Statement Transit
For the Six Months Ending December 31, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Farebox Revenue					
Farebox Revenue	28,143.89	27,040.00	142,661.46	159,120.00	(16,458.54)
Full Fares and Passes	9,777.00	11,362.00	60,718.00	66,861.00	(6,143.00)
Monthly Full Passes	2,340.00	4,524.00	20,495.00	26,622.00	(6,127.00)
Reduced Fares and Passes	2,427.50	2,158.00	16,103.50	12,699.00	3,404.50
Monthly Reduced Passes	1,980.00	2,392.00	10,770.00	14,076.00	(3,306.00)
Paratransit Fare and Tickets	2,872.00	3,068.00	18,840.00	18,054.00	786.00
Monthly Student Fares	137.00	780.00	1,721.00	3,000.00	(1,279.00)
Total Farebox and Tickets	47,677.39	51,324.00	271,308.96	300,432.00	(29,123.04)
Shuttle and Excursions					
Shopping Shuttle	-	2,425.00	38,259.70	14,550.00	23,709.70
Excursion Revenue	-	-	-	-	-
Total Shuttle and Excursions	-	2,425.00	38,259.70	14,550.00	23,709.70
Other Revenue					
Sale of Fuel to City Departments	1,082.99	-	7,828.39	-	7,828.39
Maintenance Service to City	-	-	183.76	-	183.76
Advertising Revenue-Bus	11,818.35	7,200.00	69,463.23	43,200.00	26,263.23
Sale of Vehicles and Equipment	-	-	-	-	-
Sale of Scrap Materials	40.00	-	155.00	-	155.00
Insurance Repair Reimbursement	-	-	-	-	-
Interest Income	2.85	3.00	23.21	18.00	5.21
Photo Picture ID Revenue	6.00	20.00	64.00	120.00	(56.00)
Total Other Revenue	12,950.19	7,223.00	77,717.59	43,338.00	34,379.59
Total Operational Income	60,627.58	60,972.00	387,286.25	358,320.00	28,966.25
Operating Assistance					
City of Manchester	11,000.00	-	1,197,724.00	1,186,724.00	11,000.00
Private/Public Partnerships	-	-	-	-	-
Federal Operating Subsidy	168,276.00	157,473.00	993,600.00	936,849.00	56,751.00
Total Operating Assistance	179,276.00	157,473.00	2,191,324.00	2,123,573.00	67,751.00
Total Revenue	239,903.58	218,445.00	2,578,610.25	2,481,893.00	96,717.25
Labor					
Transit Operator Wages	73,143.32	66,775.00	419,277.12	389,273.00	30,004.12
Transit Operator Overtime Wages	7,892.95	9,818.00	44,350.14	56,696.00	(12,345.86)
CMAQ Operator Wages	3,589.48	6,345.00	21,596.28	36,625.00	(15,028.72)
CMAQ Operator Overtime Wage	114.54	100.00	769.53	600.00	169.53
StepSaver Operator Wages	12,732.93	12,745.00	69,622.00	74,018.00	(4,396.00)
StepSaver Operator Overtime Wages	1,295.81	2,797.00	10,469.29	16,161.00	(5,691.71)
Mechanic Wages	13,572.40	14,896.00	84,295.91	85,927.00	(1,631.09)
Mechanic Overtime Wages	563.34	300.00	1,668.67	1,800.00	(131.33)
Transp. Admin Wages	23,104.66	20,554.00	132,306.68	118,649.00	13,657.68
Transp. Admin Overtime Wages	-	-	190.52	-	190.52
Maint. Admin Wages	6,848.23	6,475.00	40,251.68	37,400.00	2,851.68

Manchester Transit Authority
Income Statement Transit
For the Six Months Ending December 31, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
General Admin Wages	11,185.33	10,198.00	66,052.31	58,892.00	7,160.31
Gen. Admin Overtime Wages	-	-	-	-	-
Payroll Transaction	-	-	(235.80)	-	(235.80)
Total Labor	154,042.99	151,003.00	890,614.33	876,041.00	14,573.33
Fringe Benefits					
Health Insurance Expense	56,739.17	53,076.00	402,002.02	426,460.00	(24,457.98)
Dental Insurance Expense	5,567.17	1,784.00	9,328.83	10,704.00	(1,375.17)
Life Insurance Expense	4,088.20	2,527.00	9,304.64	15,162.00	(5,857.36)
Pension Expense	6,192.00	7,488.00	40,284.00	44,928.00	(4,644.00)
FICA Expense	12,322.60	14,755.00	81,175.59	87,410.00	(6,234.41)
Worker's Compensation	16,519.00	21,241.00	99,122.90	127,446.00	(28,323.10)
Unemployment Compensation	994.00	1,464.00	5,971.70	8,784.00	(2,812.30)
Transit Operator Vacation Wages	5,069.05	5,465.00	31,981.77	32,790.00	(808.23)
Transit Operator Holiday Wages	7,483.12	5,465.00	41,187.72	32,790.00	8,397.72
Transit Operator Sick Wages	463.28	3,279.00	12,161.32	19,674.00	(7,512.68)
Mechanic Vacation Wages	1,391.84	2,077.00	8,768.40	12,462.00	(3,693.60)
Mechanic Holiday Wages	2,157.40	2,049.00	12,943.12	12,294.00	649.12
Mechanic Sick Wages	761.84	410.00	4,053.36	2,460.00	1,593.36
Transp. Admin Vacation Wages	1,854.00	2,193.00	11,169.90	13,158.00	(1,988.10)
Transp. Admin Holiday Wages	6,129.88	2,926.00	19,784.94	17,556.00	2,228.94
Transp. Admin Sick Wages	-	439.00	701.43	2,634.00	(1,932.57)
Maint. Admin Vacation Wages	973.00	993.00	5,504.33	5,958.00	(453.67)
Maint. Admin Holiday Wages	629.38	984.00	5,100.13	5,904.00	(803.87)
Maint. Admin Sick Wages	-	155.00	724.80	930.00	(205.20)
Gen Admin. Vacation Wages	1,375.29	1,385.00	8,726.67	8,310.00	416.67
Gen. Admin Holiday Wages	2,703.33	1,464.00	10,259.68	8,784.00	1,475.68
Gen. Admin Sick Wages	-	214.00	1,306.07	1,284.00	22.07
Transit Uniform Allowance	1,339.38	1,200.00	3,736.00	5,475.00	(1,739.00)
Maintenance Uniform Allowance	716.39	200.00	3,204.72	4,327.00	(1,122.28)
Tool Allowance	-	-	1,863.98	2,175.00	(311.02)
License Reimbursement	-	18.00	50.00	108.00	(58.00)
Burden Adjustment	(18,723.96)	(31,453.00)	(124,076.07)	(188,298.00)	64,221.93
Total Fringe Benefits	116,745.36	101,798.00	706,341.95	721,669.00	(15,327.05)
Services					
Management Consultant	750.00	800.00	3,343.75	5,500.00	(2,156.25)
Commissioner Expense	-	-	500.00	500.00	-
Auditing Expense	4,047.00	-	9,747.00	10,830.00	(1,083.00)
Legal Expense	-	83.00	-	498.00	(498.00)
Service and Support	1,266.29	804.00	6,292.29	4,824.00	1,468.29
Security Service	118.82	190.00	1,773.20	1,140.00	633.20
Outside Advertising	-	83.00	24,066.14	498.00	23,568.14
Driver and Criminal Record Check	-	-	-	-	-
Drug & Alcohol Testing	72.00	125.00	1,003.00	750.00	253.00
Pre-Employment Medical	215.10	212.00	804.60	1,272.00	(467.40)
Janitorial Service and Supplies	739.90	833.00	5,093.09	4,998.00	95.09
Bank Service Charges	656.20	792.00	4,420.25	4,752.00	(331.75)
Marketing Expense	-	-	-	-	-
Total Services	7,865.31	3,922.00	57,043.32	35,562.00	21,481.32
Materials and Supplies					

Manchester Transit Authority
Income Statement Transit
For the Six Months Ending December 31, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Fuel Operations	20,869.71	23,855.00	137,684.35	139,140.00	(1,455.65)
Sale of Fuel to City Departments	1,057.66	-	7,676.30	-	7,676.30
Maintenance Parts	9,709.39	8,554.00	71,261.10	49,894.00	21,367.10
Purchase Discounts	(27.79)	-	(327.65)	-	(327.65)
Tires Expense	1,685.78	1,630.00	17,104.68	9,509.00	7,595.68
Oil and Grease	454.91	523.00	3,662.32	3,052.00	610.32
Maintenance Supplies	1,273.64	638.00	4,391.81	3,828.00	563.81
Body Shop Supplies	476.32	338.00	2,844.19	2,028.00	816.19
Hazardous Materials	-	19.00	-	114.00	(114.00)
Outside Parts and Labor	4,253.61	63.00	4,767.61	378.00	4,389.61
Repairs-Building and Grounds	983.60	1,175.00	19,518.40	7,050.00	12,468.40
Repairs-Shop Equipment	71.89	150.00	10,003.66	900.00	9,103.66
Repairs-Radio Equipment	8.25	167.00	366.44	1,002.00	(635.56)
Repairs-Office Equipment	229.12	380.00	1,346.78	2,280.00	(933.22)
Office Supplies	278.90	523.00	4,648.55	3,138.00	1,510.55
Transit Schedules and Tickets	-	500.00	3,100.00	3,000.00	100.00
Total Materials and Supplies	41,324.99	38,515.00	288,048.54	225,313.00	62,735.54
Utilities					
Electricity	5,804.84	1,710.00	12,359.93	10,260.00	2,099.93
Natural Gas	772.29	1,500.00	1,355.52	2,800.00	(1,444.48)
Telephone	728.74	1,380.00	4,598.17	8,280.00	(3,681.83)
Water	197.23	166.00	989.49	996.00	(6.51)
Total Utilities	7,503.10	4,756.00	19,303.11	22,336.00	(3,032.89)
Insurance					
Public Liability Insurance	11,451.00	14,000.00	68,716.00	84,000.00	(15,284.00)
Other Liability	1,256.00	1,254.00	7,542.00	7,524.00	18.00
Total Insurance	12,707.00	15,254.00	76,258.00	91,524.00	(15,266.00)
Other Expenses					
Dues and Memberships	505.49	250.00	2,114.99	750.00	1,364.99
Tolls	-	-	-	-	-
Training and Meetings	1,516.20	83.00	6,431.83	498.00	5,933.83
Grievance Expense	-	42.00	-	252.00	(252.00)
Depreciation	17,000.00	17,000.00	102,000.00	102,000.00	-
Total Other Expenses	19,021.69	17,375.00	110,546.82	103,500.00	7,046.82
Total Expenses	359,210.44	332,623.00	2,148,156.07	2,075,945.00	72,211.07
Net Income (Loss)	(119,306.86)	(114,178.00)	430,454.18	405,948.00	24,506.18



School

December 2016

Manchester Transit Authority
Income Statement School
For the Six Months Ending December 31, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Student Transportation					
Pupil Transportation Contract	226,427.76	241,548.00	1,067,872.00	1,050,902.00	16,970.00
Manchester School of Technology	7,475.20	19,856.00	32,937.60	84,096.00	(51,158.40)
Total Student Transportation	233,902.96	261,404.00	1,100,809.60	1,134,998.00	(34,188.40)
School Charter					
Student Athletics	10,761.75	12,000.00	58,205.65	62,400.00	(4,194.35)
Student Fieldtrips	10,844.25	6,000.00	72,194.50	60,000.00	12,194.50
Total School Charters	21,606.00	18,000.00	130,400.15	122,400.00	8,000.15
Other Revenue					
Sale of Vehicles and Equipment	-	-	6,390.00	-	6,390.00
Insurance Repair Reimbursement	-	-	2,104.33	-	2,104.33
Interest Income	0.24	-	8.60	-	8.60
Total Other Revenue	0.24	-	8,502.93	-	8,502.93
Total Operational Income	255,509.20	279,404.00	1,239,712.68	1,257,398.00	(17,685.32)
Labor					
School Operator Wages	103,284.08	110,420.00	495,287.69	538,795.00	(43,507.31)
School Operator Overtime Wages	725.01	2,549.00	4,559.37	9,096.00	(4,536.63)
Transit Operator Wages	49.61	283.00	1,059.82	1,296.00	(236.18)
Transit Operator Overtime Wages	831.00	-	4,539.97	-	4,539.97
Mechanic Wages	12,840.33	18,157.00	75,364.92	104,772.00	(29,407.08)
Mechainc Overtime Wages	1,470.95	200.00	1,916.67	1,200.00	716.67
Transp. Admin Wages	14,469.40	15,726.00	89,649.72	90,781.00	(1,131.28)
Transp. Admin Overtime Wages	39.33	-	501.71	-	501.71
Maint. Admin Wages	4,595.83	5,397.00	29,034.96	31,157.00	(2,122.04)
General Admin Wages	7,728.81	7,577.00	49,356.07	43,741.00	5,615.07
Total Labor	146,034.35	160,309.00	751,270.90	820,838.00	(69,567.10)
Fringe Benefits					
Health Insurance Expense	-	-	483.60	-	483.60
Dental Insurance Expense	381.16	-	243.56	-	243.56
FICA Expense	11,259.09	11,696.00	52,252.42	58,645.00	(6,392.58)
Worker's Compensation	10,255.00	13,632.00	61,530.10	65,201.00	(3,670.90)
School Operator Vacation Wages	10,308.00	7,000.00	10,308.00	7,500.00	2,808.00
School Operator Holiday Wages	5,063.31	7,500.00	21,032.56	23,500.00	(2,467.44)
School Uniform Allowance	331.73	320.00	1,376.55	1,550.00	(173.45)
License Reimbursement	80.00	38.00	270.00	152.00	118.00
Burden Adjustment	18,723.96	31,453.00	124,076.07	188,298.00	(64,221.93)
Total Fringe Benefits	56,402.25	71,639.00	271,572.86	344,846.00	(73,273.14)
Services					
Management Consultant	750.00	833.00	3,343.75	4,998.00	(1,654.25)
Commissioner Expense	-	-	500.00	500.00	-
Auditing Expense	3,053.00	-	7,353.00	8,170.00	(817.00)
Legal Expense	-	83.00	-	498.00	(498.00)

Manchester Transit Authority
Income Statement School
For the Six Months Ending December 31, 2016

	Current	Budget	YTD	YTD Budget	YTD Net Change
Service and Support	1,018.21	579.00	4,292.84	3,474.00	818.84
Security Service	89.63	143.00	1,337.70	858.00	479.70
Outside Advertising	-	333.00	1,432.02	1,998.00	(565.98)
Driver and Criminal Record	-	-	680.00	-	680.00
Drug & Alcohol Testing	405.00	375.00	2,349.00	2,250.00	99.00
Pre-Employment Medical	270.00	417.00	2,916.00	2,502.00	414.00
Janitorial Service and Supplies	739.89	833.00	5,081.39	4,998.00	83.39
Bank Service Charges	-	-	22.58	-	22.58
Total Services	6,325.73	3,596.00	29,308.28	30,246.00	(937.72)
Materials and Supplies					
Fuel Operations	18,687.48	21,030.00	85,862.60	98,218.00	(12,355.40)
Maintenance Parts	5,141.59	6,286.00	26,799.64	39,889.00	(13,089.36)
Tires Expense	1,687.70	1,160.00	13,077.48	5,416.00	7,661.48
Oil and Grease	406.71	590.00	1,834.42	2,756.00	(921.58)
Maintenance Supplies	1,542.00	779.00	6,264.32	4,674.00	1,590.32
Body Shop Supplies	582.16	413.00	3,804.51	2,478.00	1,326.51
Hazardous Materials	-	23.00	-	138.00	(138.00)
Repairs-Building and Grounds	1,132.23	1,325.00	23,459.12	7,950.00	15,509.12
Repairs-Shop Equipment	87.86	183.00	3,577.70	1,098.00	2,479.70
Repairs-Radio Equipment	24.76	417.00	186.65	2,502.00	(2,315.35)
Repairs-Office Equipment	172.84	287.00	1,086.50	1,722.00	(635.50)
Office Supplies	204.70	394.00	3,407.47	2,364.00	1,043.47
School Schedules and Tickets	-	-	2,250.00	500.00	1,750.00
Total Materials and Supplies	29,670.03	32,887.00	171,750.41	169,705.00	2,045.41
Utilities					
Electricity	4,379.10	1,290.00	9,324.17	7,740.00	1,584.17
Natural Gas	870.89	1,400.00	1,528.53	2,400.00	(871.47)
Telephone	324.75	538.00	1,837.84	3,228.00	(1,390.16)
Water	148.78	125.00	746.43	750.00	(3.57)
Total Utilities	5,723.52	3,353.00	13,436.97	14,118.00	(681.03)
Insurance					
Public Liability Insurance	16,018.00	14,175.00	96,106.00	85,050.00	11,056.00
Other Liability	936.00	893.00	5,620.56	5,358.00	262.56
Total Insurance	16,954.00	15,068.00	101,726.56	90,408.00	11,318.56
Other Expenses					
Dues and Memberships	5.50	-	1,520.00	1,400.00	120.00
Tolls and Parking	-	-	27.75	-	27.75
Training and Meetings	2,325.32	125.00	3,416.80	750.00	2,666.80
Grievance Expense	-	42.00	-	252.00	(252.00)
Depreciation	39,000.00	39,000.00	234,000.00	234,000.00	-
Total Other Expenses	41,330.82	39,167.00	238,964.55	236,402.00	2,562.55
Total Expenses	302,440.70	326,019.00	1,578,030.53	1,706,563.00	(128,532.47)
Net Income (Loss)	(46,931.50)	(46,615.00)	(338,317.85)	(449,165.00)	110,847.15

Commissioners Memorandum

To: Commissioners
 From: Ryan Renauld-Smith, Assistant Director: Transit Operations
 Date: January 24, 2017
 Re: Transit Ridership Report – December 2016



Routes	Dec-16			FYTD			
	Weekdays	FY 2016	FY 2017	FY 2016	FY 2017	% Change	
	Saturdays	22	21	506	126		
	4	5		25	27		
Healthcare Shuttle Route #1		2,223	1,223	-45%	12,885	8,746	-32%
Hanover-E Industrial Park Route #2		3,132	2,770	-12%	18,869	16,987	-10%
Brown Ave-Airport Route #3		1,737	1,896	9%	10,792	11,140	3%
Concord Express #4		780	805	3%	5,595	5,344	-4%
River Rd- SNHU #5		4,560	2,866	-37%	28,936	22,503	-22%
Bremer-Mast Rd Route #6		4,285	3,478	-19%	24,400	23,096	-5%
Green DASH #7		3,372	2,381	-29%	21,623	16,911	-22%
So. Willow- Mall of NH Route #8		5,530	4,606	-17%	30,273	27,117	-10%
Nashua Express Route #9		814	645	-21%	5,406	4,784	-12%
Valley St- Mall of NH Route #10		4,798	4,066	-15%	26,566	24,701	-7%
Front St. Route #11		2,944	2,223	-24%	17,696	15,262	-14%
So. Beech- Mall of NH Route #12		4,061	3,551	-13%	24,928	21,965	-12%
Bedford Grove Plaza Route #13		3,388	2,438	-28%	20,061	15,882	-21%
Elliot Hospital/E.Side Plaza Route #14		0	730	#DIV/0!	0	4,205	#DIV/0!
Goffstown Shuttle		77	74	-4%	348	499	43%
Route #1 & Route #14		2,223	1,953	-12%	12,885	12,951	1%
Hanover St- East Side Plaza #2S		84	148	76%	533	1,097	106%
UPass Riders - MCC		1,007	452	-55%	5,865	3,836	-35%
UPass Riders - UNH		78	57	-27%	1,153	433	-62%
UPass Riders - SNHU		2,342	1,713	-27%	14,109	13,223	-6%
UPass Riders - INSTITUTE OF ART		143	47	-67%	899	461	-49%
Hannaford Shuttle		238	286	20%	1,665	1,604	-4%
Market Basket Shuttle		239	209	-13%	1,234	1,261	2%
Hooksett Market Basket Shuttle		56	59	5%	391	324	-17%
Hannaford Bedford- Goffstown		16	26	63%	101	120	19%
Hannaford Bedford- Bedford		16	6	-63%	98	27	-72%
Senior Shuttle		0	24	#DIV/0!	0	201	#DIV/0!
Weekday Fixed Route Totals		38,644	31,771	-18%	230,009	207,024	-10%
Saturday Fixed Route Totals		3,771	2,883	-24%	22,624	20,398	-10%
Fixed Route Weekday Average		1,757	1,527	-13%	455	1,643	261%
Fixed Route Saturday Average		943	577	-39%	905	755	-17%
Special Service		149	292	96%	766	1,486	94%
Total Transit Passengers Served		42,415	34,654	-18%	252,633	227,422	-10%
Total StepSaver Passengers Served		745	718	-4%	4,359	4,710	8%

Ryan Renauld-Smith