



**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Wednesday, September 13, 2023 | 12:00 pm | 110 Watervliet Ave &**  
**Via Microsoft Teams**

<b>Committee Item</b>	<b>Responsibility</b>
Call to Order	Daniel Lynch
Approve Minutes of Wednesday, June 21, 2023	Daniel Lynch
<b>Consent Agenda Items</b>	
• Approve Purchase of Articulated Buses	Stacy Sansky
• Approve Contract for RRS Garage Maintenance	Stacy Sansky
• Approve Contract for <i>FLEX</i> Plus Pilot Program	Jonathan Scherzer
<b>Administrative Discussion Items</b>	
• Risk Management & Workers' Compensation Report	Amanda Avery
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, October 18, 2023 at 12 pm via Microsoft Teams & 110 Watervliet Ave	
Adjourn	Daniel Lynch

# Capital District Transportation Authority

## Performance Monitoring/Audit Committee

Meeting Minutes – June 21, 2023 at 12:00 PM; 110 Watervliet Avenue, Albany

In Attendance: Dan Lynch, Denise Figueroa, Jayme Lahut, Peter Wohl, David Stackrow; Carm Basile, Amanda Avery, Lance Zarcone, Mike Collins, Chris Desany, Jaime Kazlo, Trish Cooper, Jeremy Smith, Stacy Sansky, Thomas Guggisberg, Vanessa Fox, David Williams, Jack Grogan, Gary Guy, Richard Nasso, Ross Farrell, Megan Quirk, Jon Scherzer, Richard Cordero, Emily DeVito, Kelli Schreivogl

### Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the May 24, 2023 meeting were reviewed and approved.

### Consent Agenda Items

#### Approve Contract for Purchase of Commuter Buses

- We need to replace two commuter buses as part of our fleet replacement program. These buses are used for Northway and Thruway Express services. We will acquire the buses off the Commonwealth of Virginia contract but will purchase them directly from Motor Coach Industries. Delivery is expected in early 2024.
- The purchase of two vehicles from Motor Coach Industries, Inc. of Schaumburg, IL for a total price of \$1,762,435 will be recommended to the board for approval.

#### Approve Purchase of 40 Foot Buses

- This is our annual order of 40' buses, which is part of our fleet replacement program. We have a five-year contract with Gillig to purchase vehicles. Staff recommends purchasing 18 vehicles; there has been a 10% price increase, 5% more than the contract allows due to hyperinflation and the cost of raw materials. The committee discussed this. Delivery is expected in summer 2024.
- The purchase of 18, 40' buses from Gillig, Livermore, CA for a price of \$10,977,314 will be recommended to the board for approval.

#### Approve Contract for RRS Parking Management

- Our contract with Republic Parking at the Rensselaer Rail Station is about to expire; a request for proposals was issued and four firms responded. Staff reviewed proposals and recommends Republic Parking, our incumbent. The committee had a good discussion about the proposing firms and agreed to move the recommendation to the full board.
- A three-year contract with two optional one-year extensions to Republic Parking of Chattanooga, TN for an amount not to exceed \$2,420,000 will be recommended to the board for approval.

#### Approve Contract Extension for WWBRT Design and Construction

- Our design and construction contract with Creighton Manning is expiring and an extension is needed to complete the WWBRT project. The extension allows for post-design changes, a roundabout at Crossgates, and other improvements, including Harriman station.
- The contract is not a guarantee of work, and tasks will be approved on a case-by-case basis. Costs are under budget in the Small Starts grant that funds this project.
- A two-year contract extension with two, one-year extensions to Creighton Manning of Albany, for an amount not to exceed \$6,225,000 will be recommended to the board for approval.

### Approve Contract for On-Call Planning Services

- We continue to grow our service area and need assistance to undertake new projects to enhance our network. We issued a request for proposals for on-call planning services to engage in a variety of planning tasks. We received 20 proposals. Staff reviewed proposals and recommends awards to eight firms we can select from based on specific needs (much like panel counsel in the Legal Department).
- Three-year contracts with two optional one-year extensions not to exceed \$150,000 per year, to FHI Studio; Sam Schwartz Engineering; MJ Engineering & Land Surveying; Bergmann Architects; CHA Companies; Creighton Manning Engineering; Arcadis IBI Group; and Kittelson & Associates will be recommended to the board for approval.

### Approve Annual Drug & Alcohol Policy

- The annual review of the Drug & Alcohol Policy is required by federal regulations and CDTA requirements. There was one regulatory change and one administrative change made to the policy document. The revised policy is included in your packet and will be recommended to the board for approval.

### **Administrative Discussion Items**

- Rich Nasso gave the annual report on accidents. There were 447 accidents in FY2023, a slight increase from last year. The most common preventable accidents (40% of them) occurred on property.
- Initiatives for FY24 to reduce accidents include:
  - Introducing a “hands-on” defensive driving program
  - Phase two Pilot of a mirrorless bus
- Jack Grogan gave the Annual Workplace Safety report. Work injuries decreased a bit this year with the most common injuries to the back and shoulder. Overall workers’ compensation costs decreased \$460,000.
- Workplace initiatives for FY24 include:
  - Strengthen claims management by determining root cause
  - Immediate employee contact after reported incidents.
- Mike Collins gave the Monthly Management Report. MRT is 16% under budget but has trended higher over the past four months. Customer revenue was slightly under budget and RRS revenue is up 10% for the year. Wages were under budget because of continuing headcount challenges. We are in a good financial position.
- Chris Desany gave the Non-financial Report. Fixed route ridership is up 24% this month, and 25% for the year; STAR ridership is up 14% for the month and 11% for the year; Fixed route on-time performance was at 71%; and STAR on-time performance was at 80%. We changed how we report missed trips from an actual number to a percentage. We missed 0.6% of all scheduled trips. Many other similar size transit properties report missing 5% or more of their scheduled trips.

### **Next Meeting**

Wednesday, September 13, 2023 at 12:00 pm via Microsoft Teams and at 110 Watervliet Ave.

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Purchase of Articulated Buses  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** September 13, 2023

### Objective of Purchase or Service:

Each year we replace vehicles that have reached the end of their useful life with an equal number of new vehicles. We propose to replace two 40' vehicles with two articulated vehicles to increase customer capacity on the Route 905 BRT. The useful life of this vehicle style is 12 years/500,000 miles.

### Summary of Staff Proposal:

Articulated buses were competitively procured through the Request for Proposal (RFP) process in October 2020. This contract was awarded to New Flyer of America and staff is recommending the purchase of two vehicles.

### Financial Summary/Cost:

Description	Unit Cost	Quantity	Total Cost
Articulated Bus	\$953,717	2	\$1,907,434
Cummins Extended Warranty	\$5,100	2	\$10,200
<b>TOTAL:</b>	<b>\$958,817</b>	<b>2</b>	<b>\$1,917,634</b>

The total cost for two articulated buses is \$1,917,634 to be funded through the Red Line Upgrade grant.

### Proposed Action:

I recommend purchasing two articulated buses at a cost of \$958,817 per vehicle, including an extended warranty for engines. This represents a 4% price increase from 2022. The vehicles will arrive painted and branded with delivery expected next fall (2024).

### Manager:

David Williams, Director of Maintenance

# **Capital District Transportation Authority**

## **Agenda Action Sheet**

**Subject:** Contract for Rensselaer Rail Station Garage Maintenance  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** September 13, 2023

### **Objective of Purchase or Service:**

To enter a contract with James H. Maloy, Inc. to perform maintenance work on the Rensselaer Rail Station (RRS) garage, including replacing the expansion joints on the top deck.

### **Summary of Staff Proposal:**

The Rensselaer Rail Station is one of the busiest stations in the country. We own and operate surface parking lots and a garage at the station. These accommodations allow for safe and efficient movement of people and vehicles to and from the facility. It is important for any major asset to be maintained in a state of good repair, and the parking garage is no exception.

To protect the deck surface and the garage underneath, we replaced the top deck membrane in 2019. At the time, the large lateral expansion joints were not replaced.

We performed a structural assessment of the garage and parking deck in 2022. That assessment yielded a long-term maintenance plan to prolong the life of the structure. The recommendations included:

- Repair/replacement of expansion joints
- Repair/replacement of fence posts and panels
- Repair spalling concrete
- Repair concrete sidewalk and membrane
- Replace the expansion joint on Herrick Street bridge (bid alternate 1)
- Replace section of concrete slab on Herrick Street bridge (bid alternate 1)
- Repair spalling concrete on light pole bases

An Invitation for Bid (IFB) for this work was issued in June 2023. It was downloaded 29 times and three bids were received. James H. Maloy, Inc. was the low bidder on the base bid and all alternates. The quote was reviewed for accuracy and completeness by our consulting engineer.

References were satisfactory. Maloy is our contractor for building the Washington-Western BRT stations and the Crossgates roundabout. All work has been performed on schedule and on budget, and we are very satisfied with their work.

**Financial Summary/Cost:**

The base bid plus alternate 1 has a cost of \$352,940. The cost is covered by internal capital funds specifically allocated to these tasks.

**Proposed Action:**

I recommend that a contract be awarded to James H. Maloy Inc. of Loudonville, NY, for expansion joint replacements and other general repairs at the Rensselaer Rail Station in an amount of \$352,940, plus 20% contingency for a total value of \$423,528.

**Manager:**

Jeremy Smith, Director of Facilities

Copy: Vice President of Planning and Infrastructure

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Staff Contract Award Certification**

**1. TYPE OF CONTRACT (check one):**

☒ Construction & Maintenance      ☐ Goods, Commodities & Supplies      ☐ Bus Purchase  
☐ Services & Consultants      ☐ Transportation & Operational Services

**2. TERMS OF PERFORMANCE (check one):**

☒ One-Shot Deal: Complete scope and fixed value  
☐ Fixed Fee For Services: Time and materials - open value  
☐ Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity  
☐ Open Purchase Contract: Commitment on specifications and price but no obligation to buy  
☐ Change Order: Add on to existing contract

**3. CONTRACT VALUE:**

**\$423,528 (Not to Exceed)**

**4. PROCUREMENT METHOD (check one):**

☐ Request for Proposals (RFP)      ☒ Invitation for Bids (IFB)      ☐ Other

**5. TYPE OF PROCEDURE USED (check one):**

☐ Micro Purchases (Purchases up to \$2,499.00)      ☐ Small Purchases (\$25,000 up to \$100,000)  
☒ Sealed Bid/Invitation for Bids (IFB) (Over \$100,000)      ☐ Request for Proposals (RFP)  
☐ Professional Services (Over \$25,000)      ☐ Sole or Single Source (Non-Competitive)

**6. SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 29      or      **Advertised**  
Number of Proposals/Bids Received # 3

Attach Summary of Bids/Proposals

**7. Disadvantaged/Minority Women's Business Enterprise (D/MWBE) involvement**

Are there known D/MWBEs that provide this good or service?	Yes	<u><b>No</b></u>	
Number of D/MWBEs bidding/proposing		<u><b>0</b></u>	
D/MWBE Certification on file?	Yes	No	<u><b>Not Applicable</b></u>
Was contract awarded to a D/MWBE?	Yes	<u><b>No</b></u>	
Number of D/MWBE Subcontractors		<u>          </u>	

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** **James H. Maloy, Inc.**  
**421 Albany Shaker Road PO Box 11016**  
**Loudonville, NY 12211**

**8. SOURCE OF FUNDS:** **Internal Capital Funds**

**9. COMPLIANCE WITH STATE AND FEDERAL RULES:**

Non-Collusion Affidavit of Bidder	( <u><b>Yes</b></u> , No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations	( <u><b>Yes</b></u> , No, N/A)
Disclosure of Contacts (only RFPs)	(Yes, No, <u><b>N/A</b></u> )
Certification with FTA's Bus Testing Requirements	(Yes, No, <u><b>N/A</b></u> )

**10. RESPONSIBLE STAFF CERTIFIES THE INTEGRITY OF THIS PROCUREMENT/CONTRACT:**

**Stacy Sansky, Director of Procurement**      DATED: **September 13, 2023**



## Bid Summary



Contract Name: **Rensselaer Rail Station Expansion  
Joint Repair & Replacement**

Contract No: **CDTA FAC 214-2000**

Date/Time of  
Opening: **August 8, 2023, 1:00PM EST**

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: James H Maloy, Inc. Address: 421 Albany Shaker Rd PO Box 11016 Loudonville, NY 12211 Contact: Peter J Maloy Email: pmaloy@jhmaly.com Phone: 518.438.7881	Lump Sum Base Bid \$294,340	Alt 1: Herrick St Bridge Expansion Joint & Concrete Slab Replacement Alternate 1: \$58,600 Alt 2: Stair Tower Drainage Improvements Alternate 2: \$87,500	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: PCC Contracting, Inc Address: 1861 Chrisler Ave Schenectady, NY 12303 Contact: Michael K Lock Email: mlock@pcccontracting.com Phone: 518.785.8000	Lump Sum Base Bid \$299,493	Alt 1: Herrick St Bridge Expansion Joint & Concrete Slab Replacement Alternate 1: \$83,285 Alt 2: Stair Tower Drainage Improvements Alternate 2: \$99,500	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: W.M. Schultz Construction, Inc. Address: 831 Rt 67 Curtis Lumber Industrial Park Bldg 28A PO Box 2620 Ballston Spa, NY 12020 Contact: Michael J Conaway Email: mconaway@wmshultz.com Phone: 518.885.0060	Lump Sum Base Bid \$669,400	Alt 1: Herrick St Bridge Expansion Joint & Concrete Slab Replacement Alternate 1: \$123,500 Alt 2: Stair Tower Drainage Improvements Alternate 2: \$163,000	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____  Total w/selected Alternates: \$	Alternate 1:  Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____  Total w/selected Alternates: \$	Alternate 1:  Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____  Total w/selected Alternates: \$	Alternate 1:  Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		



# **Capital District Transportation Authority**

## **Agenda Action Sheet**

**Subject:** Pilot FLEX Plus Program for RRS – Downtown Albany  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** September 13, 2023

### **Objective of Purchase or Service:**

Initiate regular transit service between Rensselaer Rail Station and downtown Albany. Because we want to use our flexible service module, this will require an on-demand solution using a geo-fenced approach for customers.

### **Summary of Staff Proposal:**

We have struggled to find a good transportation solution for service between Rensselaer Rail Station and downtown Albany. When RRS opened more than 20 years ago, we contracted with a local cab company to provide exclusive service (they paid us to do this). When ridesharing surpassed cabs, we engaged in a relationship with LYFT, but that never developed into a solution that worked (UBER is also available). Fixed route transportation services do not line up with train arrivals and departures, so that never worked for travelers, especially day trippers or short stays.

We would like to introduce a flexible service option under the FLEX brand. It will be geofenced with the primary destination being downtown Albany. It will be important to introduce it via a mobile application platform that serves as a communication and scheduling tool. We would like to pilot with The Routing Company who have been helpful in the development of this work.

The Routing Companies' 'Pingo' mobile application platform is built for transit connections, with real-time feeds and multi-modal journey planning. The platform can hybridize fixed-route and on-demand operations to use deviations and comes with hands-on support.

We will operate up to three *FLEX* vehicles moving customers between Rensselaer Rail Station and downtown Albany. The software can ensure that all trips begin or end at the station. Customers getting dropped off at the station will have their arrival time align with their train departure through TRC's software. Customers can pre-book trips through the Pingo App. They will be directed to virtual stops in the geo-fenced area in Downtown Albany. It will be accessible for people with disabilities.

Customer trips will be shared rides and include an on-board time cap to ensure connections. Stops will be no more than a 1/4-mile from the destination (in Albany). Popular locations will include Albany City Hall, Empire State Plaza, Albany Medical Center, and the Capitol complex. The service will operate on weekdays from 6:00am – 9:00pm.

### **Financial Summary/Cost:**

Our cost will be \$300,000 – \$400,000 encompassing maintenance, software, technical support, and operating costs. The pilot will be funded from New York's Innovative Mobility Initiative.

**Proposed Action:**

I recommend one-year contract with a second-year option at CDTA's discretion to The Routing Company of Cambridge, MA for On Demand software and support service to support a FLEX Plus pilot program.

**Manager:**

Jonathan Scherzer, Director of Business Development

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Staff Contract Award Certification**

**1. TYPE OF CONTRACT (check one):**

☐ Construction & Maintenance      ☐ Goods, Commodities & Supplies      ☐ Bus Purchase  
☒ Services & Consultants      ☐ Transportation & Operational Services

**2. TERMS OF PERFORMANCE (check one):**

☐ One-Shot Deal: Complete scope and fixed value  
☒ Fixed Fee For Services: No minimum  
☐ Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity  
☐ Open Purchase Contract: Commitment on specifications and price but no obligation to buy  
☐ Change Order: Add on to existing contract

**3. CONTRACT VALUE:**

\$400,000 (NTE)      fixed      estimated      (circle one)

**4. PROCUREMENT METHOD (check one):**

☐ Request for Proposals (RFP)      ☐ Invitation for Bids (IFB)      ☒ Other

**5. TYPE OF PROCEDURE USED (check one):**

☐ Micro Purchases (Purchases up to \$2,499.00)      ☐ Small Purchases (\$25,000 up to \$100,000)  
☐ Sealed Bid/Invitation for Bids (IFB) (Over \$100,000)      ☐ Request for Proposals (RFP)  
☐ Professional Services (Over \$25,000)      ☒ Sole or Single Source (Non-Competitive)

**6. SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 1      or      Advertised  
Number of Proposals/Bids Received # 1

**7. Disadvantaged/Minority Women's Business Enterprise (D/MWBE) involvement**

Are there known D/MWBEs that provide this good or service?      Yes      No  
Number of D/MWBEs bidding/proposing      0  
D/MWBE Certification on file?      Yes      No      Not Applicable  
Number of D/MWBE Subcontractors      0

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:**

The Routing Company  
77 Huntington Ave., Ste 1703 #32863  
Boston, MA 02115

**9. SOURCE OF FUNDS:** New York State Innovative Mobility Initiative

**10. COMPLIANCE WITH STATE AND FEDERAL RULES:**

Non-Collusion Affidavit of Bidder      (Yes, No, N/A)  
Disclosure & Certificate of Prior Non-Responsibility Determinations      (Yes, No, N/A)  
Disclosure of Contacts (only RFPs)      (Yes, No, N/A)  
Certification with FTA's Bus Testing Requirements      (Yes, No, N/A)

**11. RESPONSIBLE STAFF CERTIFIES THE INTEGRITY OF THIS PROCUREMENT/CONTRACT:**

Stacy Sansky, Director of Procurement      DATED: September 13, 2023

## Memorandum

September 8, 2023

To: Carm Basile, Chief Executive Officer

From: Jonathan Scherzer, Director of Business Development

Subject: Single Source Purchase – Flex Plus Platform Access (The Routing Company)

### Background:

We have been looking for a consistent solution that connects Rensselaer Rail Station customers to Downtown Albany. We have reviewed options that include partnering with local shuttle providers to instituting our own service and believe we can conduct a pilot program with The Routing Company. TRC's 'Pingo' mobile application platform is built specifically for transit connections, with real-time GTFS feeds and multi-modal journey planning. Their platform can hybridize fixed-route and on-demand operations to utilize deviations with hands-on support.

### Justification

TRC's platform provides features either unavailable or untested in the mobile app space including real time GTFS-driven train-schedules to ensure on time performance. Most, if not all other On Demand applications can display but don't schedule with this type of tool. TRC provides a platform that allows for multiple models from fully on-demand to partial on-demand with fixed stops and integration with paratransit service. This will allow us to test emerging technologies to be even more flexible.

We will create virtual stops, which can be easily modified, created, or removed. Trips will be shared rides with other customers and include a cap for the time on-board to ensure quality service. Stops will be no more than a quarter mile from destinations – in most cases, much closer. Popular locations will include Empire State Plaza, Albany Medical Center, New York State Capitol

We will operate up to three *FLEX* vehicles moving customers between Rensselaer Rail Station and Downtown Albany locations. This software ensures all trips begin or end at the station. Customers will have arrival times that align with train departures and be directed to nearby virtual stops in the geo-fenced area in Downtown Albany. Service will be accessible for people with disabilities.

The pilot program will operate on weekdays from 6:00am – 9:00pm and will include a staggered schedule of that will see up to three vehicles available for the morning (8am – 11am) and afternoon (3pm – 6pm) peaks with fewer vehicles operating the remainder of the day.

### Recommendation

I recommend the purchase of a software package from The Routing Company of Cambridge, MA with total Year One costs of \$57,000 including monthly licenses, technical support, and implementation. The overall value of the agreement will be \$99,000 if we extend it to a second year. This is a sole source procurement justified by the uniqueness of the pilot (train to transit)

## Memorandum

Date: September 15, 2023

To: Performance Monitoring/Audit Committee

From: General Counsel

Subject: Risk Management and Workers Compensation Self-Insurance Accounts,  
**as of 7/1/23**

Our procedures require a quarterly review of the adequacy of the Risk Management Self-Insurance Account and the separate Workers Compensation Self-Insurance Account.

### 1. Risk Management:

CDTA is self-insured for most liability exposures up to \$2 million. If at all possible, liability and automobile (AL and PD) claims are managed and defended internally. These claims include bodily injury, property damage, and certain other claims including no-fault.

Reasonable prudence dictates that in view of the \$2 million self-insured retention and the volatility of the market, we should be prepared to absorb at least one total loss (preferably two) along with the projected value of incurred losses.

- **Projected Losses** (incurred but unpaid): \$2,040,511  
(decrease of \$95,000 (-4.44%) for the quarter)
- **Self-Insured Retention** (one) \$2,000,000
- **Market Value of Account:** \$3,371,377  
(increase of \$81,315 (+2.47%) for the quarter)

### 2. Workers Compensation:

We have retained an actuary to project monthly expenditures under the self-insurance program for workers' compensation that was initiated on 8/14/02. This formula is based upon actual experience, an annual valuation at the end of the fiscal year, and an annual projection of expenses adjusted for actual expenses in the current year. The projection includes both IBNR and the projected value of claims, expenses and assessment.

- **Projected Claims:** \$7,443,186  
(increase of \$114,272 (+1.56%) for the quarter)
- **Market Value of Account:** \$9,925,968  
(increase of \$347,862 (+3.63%) for the quarter)

### 3. Liability/Auto Claims:

As of 7/1/23, we had 44 pending liability claims, 37 of which were in suit. A number of inactive cases have been closed out. The majority of the active claims are in various stages of discovery, while a few have been referred to outside counsel and are nearing trial or other final disposition. As of 7/1/23, CDTA had 12 liability claims with reserves of \$10,000 or more, including 11 liability claims with reserves of \$25,000 or more. It is always our intention to carry adequate funds to cover the aggregate value of anticipated losses.

**Conclusion: It is my opinion that the balances of the Risk Management and Workers' Compensation Self-Insurance Accounts are adequate to meet the anticipated needs of CDTA and its subsidiaries at the present time.** *Due to the high-risk nature of our operations, we anticipate an increase in claims made against the Authority. Because of our self-insured status, it is prudent to maintain adequate funds to account for the increases in claims.*

Copy: Chairperson, Performance Monitoring Committee  
Chief Executive Officer  
Vice President of Finance & Administration

# Monthly Management Report

August 2023



## Monthly Management Report - August 2023

### Executive Summary

			Current Month		Year to Date		
REVENUE	Actual	Budget	(\$)	(%)	(\$)	(%)	
			Variance	Variance	Variance	Variance	
1	Mortgage Tax	\$ 1,213,889	\$ 1,045,833	\$ 168,056	16.07%	\$ (517,171)	-9.89%
2	Customer Fares	\$ 1,743,336	\$ 1,577,038	\$ 166,298	10.54%	\$ (237,001)	-3.01%
3	RRS & Facilities	\$ 300,295	\$ 251,076	\$ 49,219	19.60%	\$ 169,028	13.46%
EXPENSES	Actual	Budget	(\$)	(%)	(\$)	(%)	
			Variance	Variance	Variance	Variance	
4	Wages	\$ 4,869,998	\$ 4,992,730	\$ (122,732)	-2.46%	\$ (1,815,975)	-7.27%
5	Purchased Transportation	\$ 1,093,053	\$ 905,500	\$ 187,553	20.71%	\$ 475,375	10.50%
6	Fuel	\$ 679,410	\$ 636,251	\$ 43,160	6.78%	\$ (204,510)	-6.43%
7	Parts, Tires, Oil	\$ 611,497	\$ 523,169	\$ 88,328	16.88%	\$ (108,085)	-4.13%
					YTD Revenue	-1.00%	
					YTD Expenses	-7.28%	

#### *Revenue Summary*

- 1 MRT receipts were over budget this month by 16% after being under budget the last 4 months. This brings us to 10% under budget for the year.
- 2 Customer Fares were 10.5% over budget this month due to increased ridership, but we are 3% under budget for the year.
- 3 RRS revenue was 20% over budget for the month, and 13% for the year. Despite an aggressive budget forecast, RRS continues to outperform projections.

#### *Expense Summary*

- 4 Wages were 2.5% under budget this month and 7.3% under budget for the year. This line will change after we reach a new labor agreement.
- 5 Purchased Transportation was 21% over budget this month and 10.5% for the year due to manpower issues.
- 6 Fuel was 6.8% over budget this month due our new contract at \$3.05 per gallon. We remain 6.4% under budget for the year.
- 7 Parts were 17% over budget for this month due to timing, and 4% under budget for the year.

**Note** We are in a satisfactory budget position.



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
MONTHLY MANAGEMENT REPORT  
CONSOLIDATED BALANCE SHEET**

		<b>Aug-23</b>	<b>Aug-22</b>
<b>Assets</b>			
	<b>Current Assets:</b>		
	Cash	\$22,599,157	\$33,131,386
	Investments	\$59,644,011	\$23,753,791
	Receivables:		
	Mortgage Tax	\$1,103,852	\$1,271,836
	Federal Grants	\$9,347,470	\$0
	New York State Operating Assistance	\$0	\$0
	Trade and Other	\$4,175,140	\$5,741,988
	Advances to Capital District Transportation Committee	\$878,286	\$1,237,721
	Materials, Parts and Supplies	\$5,690,053	\$5,008,003
	Prepaid Expenses	\$1,275,476	\$722,855
	<b>Sub-Total Current Assets</b>	<b>\$104,713,445</b>	<b>\$70,867,581</b>
	<b>Noncurrent Assets:</b>		
	Capital Assets, net	\$151,157,960	\$156,464,736
	<b>Deferred outflows of resources:</b>		
	Deferred outflows of resources related to OPEB	\$12,022,874	\$14,832,009
	Deferred outflows of resources from pension	\$4,403,268	\$5,680,235
	<b>Sub-Total Deferred outflows of resources:</b>	<b>\$16,426,142</b>	<b>\$20,512,244</b>
<b>Total for Assets</b>		<b>\$272,297,547</b>	<b>\$247,844,560</b>
<b>Liabilities</b>			
	<b>Current Liabilities:</b>		
	Accounts Payable	\$5,662,788	\$14,379,650
	Accrued Expenses	\$5,768,828	\$5,780,855
	Unearned Revenue	\$8,877,479	\$17,445,978
	Line of Credit	\$0	\$0
	<b>Sub-Total Current Liabilities</b>	<b>\$20,309,094</b>	<b>\$37,606,482</b>
	<b>Noncurrent Liabilities:</b>		
	Capital Lease Agreement	\$12,695,842	\$1,137,185
	Estimated Provision for Existing Claims and Settlements	\$10,729,927	\$10,220,756
	Other postemployment benefits	\$66,724,317	\$83,355,200
	Net Pension Liability	(\$2,045,372)	\$23,844
	<b>Sub-Total Noncurrent Liabilities</b>	<b>\$88,104,714</b>	<b>\$94,736,985</b>
	<b>Deferred inflows of resources:</b>		
	Deferred inflows of resources from pension	\$7,245,814	\$7,188,915
	Deferred inflows of resources from OBEP	\$44,999,278	\$33,307,240
	<b>Sub-Total Deferred inflows of resources</b>	<b>\$52,245,092</b>	<b>\$40,496,155</b>
<b>Total for Liabilities</b>		<b>\$160,658,900</b>	<b>\$172,839,622</b>
<b>Net Position</b>			
	Net Investment in Capital Assets	\$108,241,228	\$108,241,228
	Unrestricted	\$3,397,418	(\$33,236,291)
<b>Total for Net Position</b>		<b>\$111,638,646</b>	<b>\$75,004,937</b>
<b>Total Liabilities and Net Position</b>		<b>\$272,297,547</b>	<b>\$247,844,560</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
Aug-23

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>42%</b>
<b>REVENUE:</b>			
AUTHORITY	\$5,916,129	\$12,660,000	47%
TRANSIT	\$45,404,319	\$109,647,510	41%
ACCESS	\$323,905	\$550,000	59%
CDTA FACILITIES	\$1,475,907	\$3,162,908	47%
<b>TOTAL REVENUE</b>	<u>\$53,120,260</u>	<u>\$126,020,418</u>	<u>42%</u>
<b>EXPENSE:</b>			
AUTHORITY	\$8,131,085	\$19,955,978	41%
TRANSIT	\$39,626,072	\$101,987,365	39%
ACCESS	\$585,891	\$1,310,581	45%
CDTA FACILITIES	\$812,948	\$2,723,753	30%
<b>TOTAL EXPENSE</b>	<u>\$49,155,995</u>	<u>\$125,977,679</u>	<u>39%</u>
Revenue over (under) Expenses	\$3,964,265		
Depreciation	<u>\$5,750,000</u>		
Excess of Revenue over (under) Expenses	(\$1,785,735)		
Transfer from Capital Project Fund	\$0		
Transfer to Risk Mngt Fund	\$0		
Transfer from Risk Mngt Fund	\$0		
Transfer from Vehicle Replacement	\$0		
Transfer to Vehicle Replacement	\$0		
Transfer to Capital Projects Fund	\$0		
Transfer from Operating Fund	\$4,000,000		
Transfer to Operating Fund	(\$15,500,000)		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	<u>(\$1,099,045)</u>		
*Net Excess of Revenue over (under) Expenses	(\$14,384,780)		
*Contribution to required fleet replacement.			

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**Aug-23**

**BUDGET VARIANCE REPORT**

<b>CONSOLIDATED</b>									
	<b>This Month</b>				<b>Year to Date</b>				<b>Annual</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Budget</b>
Operating Revenue									
Mortgage Tax	\$1,213,889	\$1,045,833	\$168,056	16.07%	\$4,711,996	\$5,229,167	(\$517,171)	-9.89%	\$12,550,000
Customer Fares	\$1,743,336	\$1,577,038	\$166,298	10.54%	\$7,648,189	\$7,885,190	(\$237,001)	-3.01%	\$18,924,456
Advertising Revenue	\$141,667	\$143,402	(\$1,736)	-1.21%	\$708,333	\$717,011	(\$8,678)	-1.21%	\$1,720,827
RRS & Facilities	\$300,295	\$251,076	\$49,220	19.60%	\$1,424,407	\$1,255,378	\$169,028	13.46%	\$3,012,908
Interest Income	\$10,503	\$1,667	\$8,836	530.19%	\$38,179	\$8,333	\$29,846	358.15%	\$20,000
Misc. Income	\$28,526	\$11,542	\$16,985	147.16%	\$98,288	\$57,708	\$40,579	70.32%	\$138,500
Total Operating Revenue	\$3,438,217	\$3,030,558	\$407,659	13.45%	\$14,629,392	\$15,152,788	(\$523,396)	-3.45%	\$36,366,691
Operating Assistance									
New York State Aid	\$4,641,900	\$4,641,900	\$0	0.00%	\$23,209,499	\$23,209,499	\$0	0.00%	\$55,702,797
County Aid	\$159,750	\$159,750	\$0	0.00%	\$798,750	\$798,750	\$0	0.00%	\$1,917,001
Federal Aid	\$2,492,160	\$2,492,160	\$0	0.00%	\$12,460,801	\$12,460,801	\$0	0.00%	\$29,905,923
Operating Grants	\$177,334	\$177,334	\$0	0.00%	\$886,669	\$886,669	\$0	0.00%	\$2,128,006
Total Operating Assistance	\$7,471,144	\$7,471,144	\$0	0.00%	\$37,355,719	\$37,355,719	\$0	0.00%	\$89,653,727
<b>Total Revenue and Assistance</b>	<b>\$10,909,360</b>	<b>\$10,501,702</b>	<b>\$407,659</b>	<b>3.88%</b>	<b>\$51,985,111</b>	<b>\$52,508,507</b>	<b>(\$523,396)</b>	<b>-1.00%</b>	<b>\$126,020,418</b>
Expenses									
Salaries and Wages	\$4,869,998	\$4,992,730	(\$122,732)	-2.46%	\$23,147,675	\$24,963,650	(\$1,815,975)	-7.27%	\$59,912,759
FICA	\$349,927	\$350,325	(\$399)	-0.11%	\$1,672,974	\$1,751,627	(\$78,653)	-4.49%	\$4,203,904
Health Benefits	\$909,530	\$1,062,573	(\$153,043)	-14.40%	\$4,644,844	\$5,312,863	(\$668,019)	-12.57%	\$12,750,871
Workers Compensation	\$214,472	\$248,893	(\$34,421)	-13.83%	\$743,370	\$1,244,466	(\$501,096)	-40.27%	\$2,986,718
Other Benefits	\$372,505	\$405,457	(\$32,952)	-8.13%	\$1,738,883	\$2,027,286	(\$288,403)	-14.23%	\$4,865,487
Professional Services	\$448,745	\$510,430	(\$61,685)	-12.08%	\$2,415,150	\$2,552,151	(\$137,000)	-5.37%	\$6,125,162
Materials & Supplies	\$117,749	\$166,169	(\$48,419)	-29.14%	\$768,364	\$830,843	(\$62,479)	-7.52%	\$1,994,023
Miscellaneous	\$49,411	\$81,238	(\$31,827)	-39.18%	\$374,637	\$406,189	(\$31,552)	-7.77%	\$974,853
Purchased Transportation	\$1,093,053	\$905,500	\$187,553	20.71%	\$5,002,873	\$4,527,498	\$475,375	10.50%	\$10,865,995
Maintenance Services	\$334,463	\$355,984	(\$21,521)	-6.05%	\$1,536,371	\$1,779,918	(\$243,547)	-13.68%	\$4,271,804
Liability - Claims	\$57,637	\$33,333	\$24,304	72.91%	\$329,845	\$166,667	\$163,178	97.91%	\$400,000
Utilities	\$65,969	\$137,768	(\$71,799)	-52.12%	\$350,422	\$688,838	(\$338,415)	-49.13%	\$1,653,210
Fuel	\$679,410	\$636,251	\$43,160	6.78%	\$2,976,743	\$3,181,253	(\$204,510)	-6.43%	\$7,635,007
Parts, Tires, Oil	\$611,497	\$523,169	\$88,328	16.88%	\$2,507,759	\$2,615,844	(\$108,085)	-4.13%	\$6,278,025
General Insurance	\$96,738	\$91,883	\$4,855	5.28%	\$475,722	\$459,417	\$16,305	3.55%	\$1,102,600
<b>Total EXPENSES</b>	<b>\$10,271,102</b>	<b>\$10,501,701</b>	<b>(\$230,599)</b>	<b>-2.20%</b>	<b>\$48,685,633</b>	<b>\$52,508,507</b>	<b>(\$3,822,874)</b>	<b>-7.28%</b>	<b>\$126,020,418</b>
Surplus/Deficit	\$638,258	\$0	\$638,258		\$3,299,478	\$0	\$3,299,478		\$0

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Aug-23**

**BUDGET VARIANCE REPORT**

<b>NON-TRANSIT</b>									
	<b>This Month</b>				<b>Year to Date</b>				<b>Annual</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Budget</b>
Operating Revenue									
Mortgage Tax	\$1,213,889	\$1,045,833	\$168,056	16.07%	\$4,711,996	\$5,229,167	(\$517,171)	-9.89%	\$12,550,000
Interest Income	\$10,388	\$1,667	\$8,721	523.28%	\$37,733	\$8,333	\$29,400	352.80%	\$20,000
Interest Inc-Invest/Change in Invest	\$379,930	\$0	\$379,930	0.00%	\$1,135,149	\$0	\$1,135,149	0.00%	\$0
Misc. Income - Authority	\$6,250	\$7,500	(\$1,250)	-16.67%	\$31,250	\$37,500	(\$6,250)	-16.67%	\$90,000
Total Operating Revenue	\$1,610,457	\$1,055,000	\$555,457	52.65%	\$5,916,129	\$5,275,000	\$641,129	12.15%	\$12,660,000
Expenses									
Labor - Authority	\$775,307	\$682,330	\$92,977	13.63%	\$3,515,048	\$3,411,650	\$103,398	3.03%	\$8,187,960
Fringe - Authority	\$401,569	\$390,026	\$11,543	2.96%	\$1,985,276	\$1,950,131	\$35,145	1.80%	\$4,680,315
Materials & Supplies - Authority	\$14,397	\$12,290	\$2,107	17.15%	\$95,437	\$61,448	\$33,989	55.31%	\$147,475
Professional Services - Authority	\$194,310	\$282,045	(\$87,735)	-31.11%	\$1,307,683	\$1,410,226	(\$102,543)	-7.27%	\$3,384,542
Other Expenses - Authority	\$215,909	\$296,307	(\$80,398)	-27.13%	\$1,227,641	\$1,481,536	(\$253,895)	-17.14%	\$3,555,686
Total Expenses	\$1,601,491	\$1,662,998	(\$61,507)	-3.70%	\$8,131,085	\$8,314,991	(\$183,906)	-2.21%	\$19,955,978
Surplus/(Deficit)	\$8,966	(\$607,998)	\$616,964		(\$2,214,956)	(\$3,039,991)	\$825,035		(\$7,295,978)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Aug-23**

BUDGET VARIANCE REPORT		TRANSIT								Annual Budget
		This Month				Year to Date				
		Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue										
	Passenger Fares-Transit	\$1,068,994	\$933,700	\$135,294	14.49%	\$4,909,584	\$4,668,500	\$241,084	5.16%	\$11,204,400
	Contracts - Transit	\$597,505	\$597,505	\$1	0.00%	\$2,415,145	\$2,987,523	(\$572,378)	-19.16%	\$7,170,056
	Advertising-Transit	\$129,167	\$130,902	(\$1,736)	-1.33%	\$645,833	\$654,511	(\$8,678)	-1.33%	\$1,570,827
	Misc. Income - Transit	\$24,476	\$4,042	\$20,435	505.60%	\$78,038	\$20,208	\$57,830	286.17%	\$48,500
Total Operating Revenue		\$1,820,141	\$1,666,149	\$153,993	9.24%	\$8,048,600	\$8,330,743	(\$282,143)	-3.39%	\$19,993,783
Operating Assistance										
	State Aid - General	\$4,448,816	\$4,448,816	\$0	0.00%	\$22,244,082	\$22,244,082	\$0	0.00%	\$53,385,797
	State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$798,750	\$798,750	\$0	0.00%	\$1,917,000
	State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$166,667	\$166,667	\$0	0.00%	\$400,000
	County Aid	\$159,750	\$159,750	\$0	0.00%	\$798,750	\$798,750	\$0	0.00%	\$1,917,001
	Federal Aid - Transit	\$2,492,160	\$2,492,160	\$0	0.00%	\$12,460,801	\$12,460,801	\$0	0.00%	\$29,905,923
	Other Grants - Federal	\$177,334	\$177,334	\$0	0.00%	\$886,669	\$886,669	\$0	0.00%	\$2,128,006
Total Operating Assistance		\$7,471,144	\$7,471,144	\$0	0.00%	\$37,355,719	\$37,355,720	\$0	0.00%	\$89,653,727
Total Revenue and Assistance		\$9,291,285	\$9,137,293	\$153,993	1.69%	\$45,404,319	\$45,686,463	(\$282,143)	-0.62%	\$109,647,510
Expenses										
	Labor - Maintenance	\$825,971	\$812,693	\$13,278	1.63%	\$4,006,101	\$4,063,466	(\$57,365)	-1.41%	\$9,752,318
	Labor - Transportation	\$2,953,064	\$3,105,886	(\$152,822)	-4.92%	\$14,103,412	\$15,529,429	(\$1,426,018)	-9.18%	\$37,270,630
	Labor - STAR	\$246,097	\$317,901	(\$71,804)	-22.59%	\$1,201,227	\$1,589,505	(\$388,278)	-24.43%	\$3,814,812
	Fringe	\$1,416,857	\$1,657,058	(\$240,201)	-14.50%	\$7,209,696	\$8,285,292	(\$1,075,595)	-12.98%	\$19,884,700
	Materials & Supplies	\$1,402,464	\$1,299,615	\$102,849	7.91%	\$6,202,278	\$6,498,075	(\$295,797)	-4.55%	\$15,595,380
	Professional Services	\$296,795	\$218,352	\$78,443	35.93%	\$1,173,369	\$1,091,758	\$81,611	7.48%	\$2,620,220
	Other Expenses	\$4,271	\$10,629	(\$6,358)	-59.82%	\$23,179	\$53,146	(\$29,967)	-56.39%	\$127,550
	Purchased Transportation - STAR	\$792,322	\$668,750	\$123,572	18.48%	\$3,648,771	\$3,343,748	\$305,023	9.12%	\$8,024,995
	Liability - Claims	\$57,637	\$33,333	\$24,304	72.91%	\$329,845	\$166,667	\$163,178	97.91%	\$400,000
	Liability - Insurance	\$80,750	\$88,217	(\$7,467)	-8.46%	\$329,672	\$441,083	(\$111,411)	-25.26%	\$1,058,600
	Utilities - Transit	\$41,709	\$81,013	(\$39,304)	-48.52%	\$245,577	\$405,067	(\$159,489)	-39.37%	\$972,160
	Mat & Supplies - NX	\$3,975	\$2,083	\$1,891	90.79%	\$41,023	\$10,417	\$30,606	293.82%	\$25,000
	Purchased Transportation - NX	\$134,199	\$110,417	\$23,782	21.54%	\$614,079	\$552,083	\$61,995	11.23%	\$1,325,000
	Purchased Transportation - Vanpool	\$23,682	\$25,000	(\$1,318)	-5.27%	\$97,941	\$125,000	(\$27,059)	-21.65%	\$300,000
	Purchased Transportation - TX	\$87,292	\$68,000	\$19,292	100.00%	\$399,900	\$340,000	\$59,900	17.62%	\$816,000
Total Expenses		\$8,367,085	\$8,498,947	(\$131,862)	-1.55%	\$39,626,072	\$42,494,736	(\$2,868,664)	-6.75%	\$101,987,365
Surplus/(Deficit)		\$924,201	\$638,345	\$285,856		\$5,778,248	\$3,191,727	\$2,586,521		\$7,660,145

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**Aug-23**

**BUDGET VARIANCE REPORT**

<b>ACCESS TRANSIT SERVICES</b>									
	<b>This Month</b>				<b>Year to Date</b>				<b>Annual Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	
Operating Revenue									
Contracts - Access	\$76,837	\$45,833	\$31,004	67.65%	\$323,459	\$229,167	\$94,292	41.15%	\$550,000
Interest Income	\$115	\$0	\$115	0.00%	\$446	\$0	\$446	0.00%	\$0
Misc. Income	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Other Grants - State & Federal	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Total Operating Revenue	\$76,953	\$45,833	\$31,119	67.90%	\$323,905	\$229,167	\$94,739	41.34%	\$550,000
Total Revenue and Assistance	\$76,953	\$45,833	\$31,119	67.90%	\$323,905	\$229,167	\$94,739	41.34%	\$550,000
Expenses									
Labor - Access	\$53,315	\$58,837	(\$5,522)	-9.38%	\$244,233	\$294,184	(\$49,951)	-16.98%	\$706,041
Fringe Benefits - Access	\$13,736	\$14,985	(\$1,249)	-8.33%	\$62,654	\$74,925	(\$12,271)	-16.38%	\$179,819
Purchased Transportation	\$55,559	\$33,333	\$22,225	66.68%	\$242,182	\$166,667	\$75,516	45.31%	\$400,000
Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$8,316	\$8,217	\$99	1.21%	\$19,721
Other Expenses - Access	\$0	\$417	(\$417)	-100.00%	\$28,506	\$2,083	\$26,422	1268.27%	\$5,000
Total Expenses	\$124,254	\$109,215	\$15,039	13.77%	\$585,891	\$546,075	\$39,816	7.29%	\$1,310,581
Surplus/(Deficit)	(\$47,301)	(\$63,382)	\$16,081		(\$261,986)	(\$316,909)	\$54,923		(\$760,581)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Aug-23**

BUDGET VARIANCE REPORT		CDTA FACILITIES								Annual Budget
		This Month				Year to Date				
		Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue										
	RRS Station & Garage	\$84,024	\$66,667	\$17,357	26.04%	\$351,201	\$333,333	\$17,868	5.36%	\$800,000
	RRS Parking Revenue	\$200,961	\$174,909	\$26,052	14.89%	\$1,000,479	\$874,545	\$125,934	14.40%	\$2,098,908
	RRS Advertising	\$12,500	\$12,500	\$0	0.00%	\$62,500	\$62,500	\$0	0.00%	\$150,000
	SSTS	\$2,416	\$2,467	(\$51)	-2.06%	\$12,296	\$12,333	(\$37)	-0.30%	\$29,600
	Greyhound	\$38	\$0	\$38	0.00%	\$106	\$0	\$106	0.00%	\$0
	85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$29,004	\$33,333	(\$4,330)	-12.99%	\$80,000
	Interest Income	\$4,856	\$367	\$4,489	1224.39%	\$20,321	\$1,833	\$18,488	1008.44%	\$4,400
Total Operating Revenue		\$310,595	\$263,576	\$47,020	17.84%	\$1,475,907	\$1,317,878	\$158,028	11.99%	\$3,162,908
Expenses										
	Labor	\$16,202	\$15,083	\$1,119	7.42%	\$76,965	\$75,416	\$1,549	2.05%	\$180,998
	Fringe-Benefits	\$2,747	\$1,617	\$1,130	69.85%	\$13,496	\$8,085	\$5,411	66.92%	\$19,405
	Professional Services	\$7,451	\$6,667	\$784	11.77%	\$37,833	\$33,333	\$4,500	13.50%	\$80,000
	Insurance	\$5,818	\$3,333	\$2,485	74.54%	\$28,027	\$16,667	\$11,361	68.16%	\$40,000
	Security	\$24,572	\$37,783	(\$13,211)	-34.96%	\$53,584	\$188,917	(\$135,332)	-71.64%	\$453,400
	Facilities Upkeep	\$20,771	\$28,917	(\$8,146)	-28.17%	\$79,392	\$144,583	(\$65,191)	-45.09%	\$347,000
	Facilities Repairs	\$5,201	\$14,083	(\$8,883)	-63.07%	\$55,372	\$70,417	(\$15,045)	-21.37%	\$169,000
	Utilities	\$19,958	\$48,238	(\$28,279)	-58.63%	\$84,807	\$241,188	(\$156,381)	-64.84%	\$578,850
	Materials & Supplies	\$381	\$1,250	(\$869)	-69.56%	\$381	\$6,250	(\$5,869)	-93.91%	\$15,000
	Parking Garage	\$45,992	\$45,000	\$992	2.20%	\$306,721	\$225,000	\$81,721	36.32%	\$540,000
	85 Watervliet Avenue	\$5,146	\$10,425	(\$5,279)	-50.64%	\$28,148	\$52,125	(\$23,977)	-46.00%	\$125,100
	SSTS	\$12,469	\$14,583	(\$2,115)	-14.50%	\$48,221	\$72,917	(\$24,696)	-33.87%	\$175,000
Total Expenses		\$166,706	\$226,979	(\$60,274)	-26.55%	\$812,948	\$1,134,897	(\$321,949)	-28.37%	\$2,723,753
Surplus/(Deficit)		\$143,890	\$36,596	\$107,293		\$662,959	\$182,981	\$479,978		\$439,155

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

Aug-23		
	Amount	% of Total
Current	\$449,295	15.26%
31 - 60	\$219,874	7.47%
61 - 90	\$67,770	2.30%
91 - 120	\$1,323	0.04%
Over 120	\$2,206,592	74.93%
Total Accounts Receivable	\$2,944,854	100.00%

Jul-23		
	Amount	% of Total
Current	\$345,291	9.58%
31 - 60	\$490,070	13.60%
61 - 90	\$315,054	8.74%
91 - 120	\$2,814	0.08%
Over 120	\$2,450,392	68.00%
Total Accounts Receivable	\$3,603,621	100.00%

## AGING OF ACCOUNTS PAYABLE

Aug-23		
	Amount	% of Total
Current	\$4,059,617	89.22%
31 - 60	\$421,778	9.27%
61 - 90	\$42,456	0.93%
90 & Over	\$26,264	0.58%
Total Accounts Payable	\$4,550,115	100.00%

Aug-23 Receivables over 120 days: \$2,206,592

Breakdown of outstanding receivables over 120 days.

\$1,995,079 NYS DEPT. OF TRANSPORTATION

\$87,500 CITY OF ALBANY

\$73,191 UNIVERSITY AT ALBANY

\$25,822 OTHER

\$25,000 CITY OF SARATOGA SPRINGS

\$2,206,592

## ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	Aug-23	Aug-22	Difference	%	2024	2023	Difference	%
Albany	\$403,823	\$425,030	(\$21,207)	-4.99%	\$1,685,220	\$2,545,530	(\$860,310)	-33.80%
Rensselaer	\$186,075	\$168,623	\$17,452	10.35%	\$703,424	\$1,064,169	(\$360,745)	-33.90%
Saratoga	\$463,737	\$504,776	(\$41,039)	-8.13%	\$1,701,882	\$2,492,155	(\$790,273)	-31.71%
Schenectady	\$160,254	\$173,410	(\$13,156)	-7.59%	\$621,471	\$889,484	(\$268,013)	-30.13%
Total	\$1,213,889	\$1,271,839	(\$57,950)	-4.56%	\$4,711,997	\$6,991,338	(\$2,279,341)	-32.60%

### Current Month Year To Date

FY 2024 \$1,213,889 \$4,711,997

FY 2023 \$1,271,839 \$6,991,338

Mortgage tax is unpredictable. Average annual receipts over the past 20 years were \$11 million with an annual low of \$6.2 million and an annual high of \$17 million.



**Highlight Summary**  
**August 31, 2023**

<b><u>RESTRICTED INVESTMENTS</u></b>	<b><u>Fund Balances</u></b>	<b><u>Current Obligations</u></b>
Risk Management Account (Self-Insured)	\$3,333,016	\$2,040,511
Workers' Comp. Account (Self-Insured)	\$9,886,284	\$8,689,416
 Operating Account	 \$32,265,796	
 <b><u>Current Operating Reserve Obligations</u></b>		
Federal Operating Assistance in FY24		\$8,000,000
   <b><u>Current Capital Reserve Obligations</u></b>	   \$13,192,980	
Washington/Western BRT Project Match		\$10,000,000
LowNo Electrification Project Match		\$3,000,000
   <b><u>Current Vehicle Replacement Reserve Obligations</u></b>	   \$965,935	
Vehicle Replacement Funds		\$524,011

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	2.24%
Workers' Compensation	2.64%
Operating Fund	4.86%
Vehicle Replacement Fund	2.53%
Capital Project	4.31%

\* CDTA self insures the first two million of loss per occurrence of any lawsuit in addition to the current obligations and we reserve enough to cover one full loss.

# Monthly Performance Report

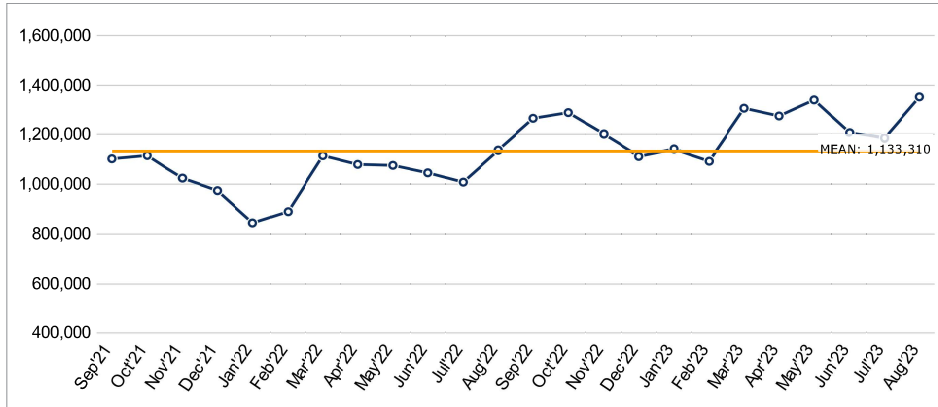
Period: Aug'23

Meeting: Sep'23

Patronage / Mobility

Page 1

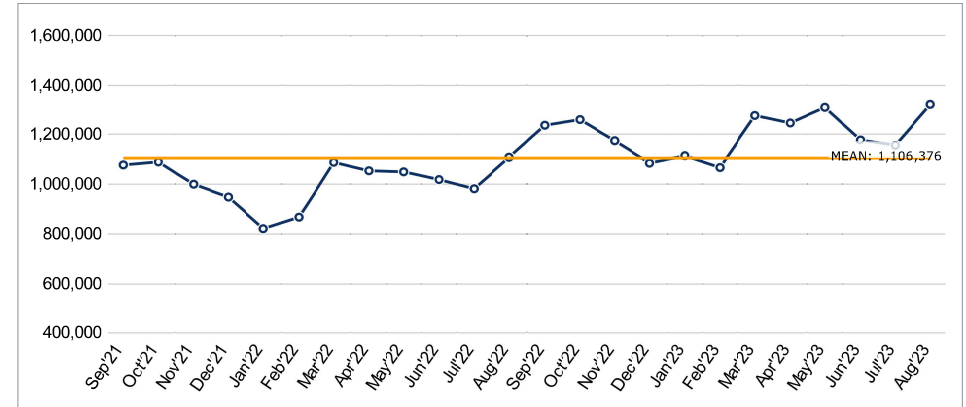
## Total Riders



Previous: 1,137,833

Current: 1,352,892

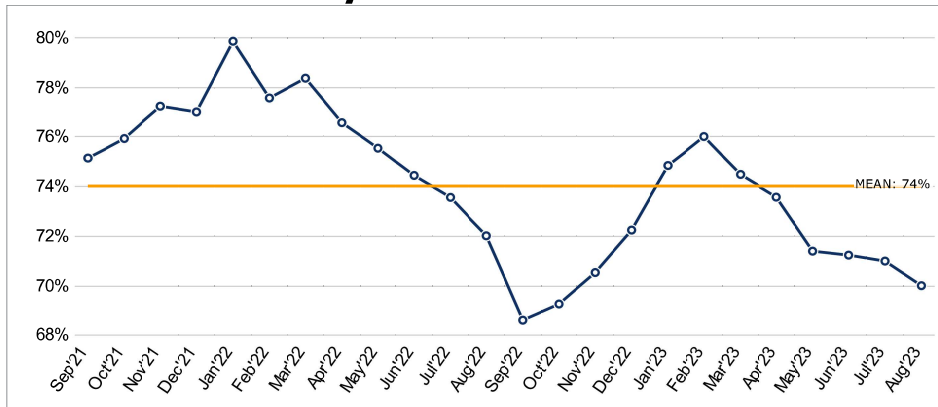
## Fixed Riders



Previous: 1,109,420

Current: 1,322,465

## System Wide OTP



Previous: 72.02%

Current: 70.01%

# Monthly Performance Report

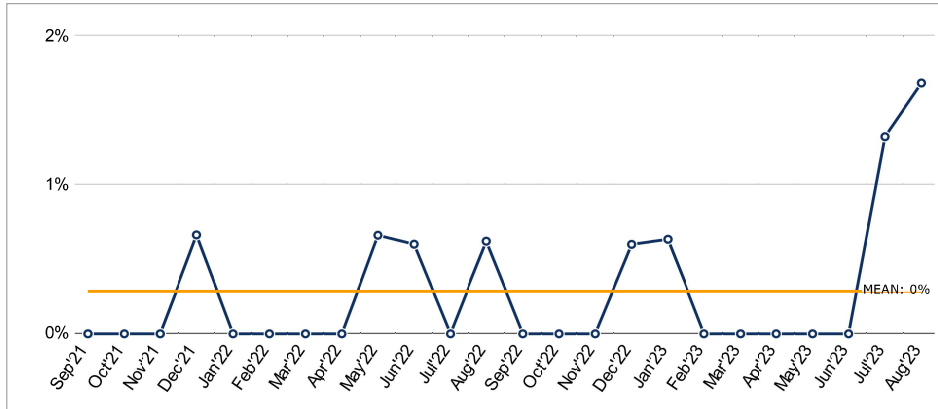
Period: Aug'23

Meeting: Sep'23

## Reliability

Page 2

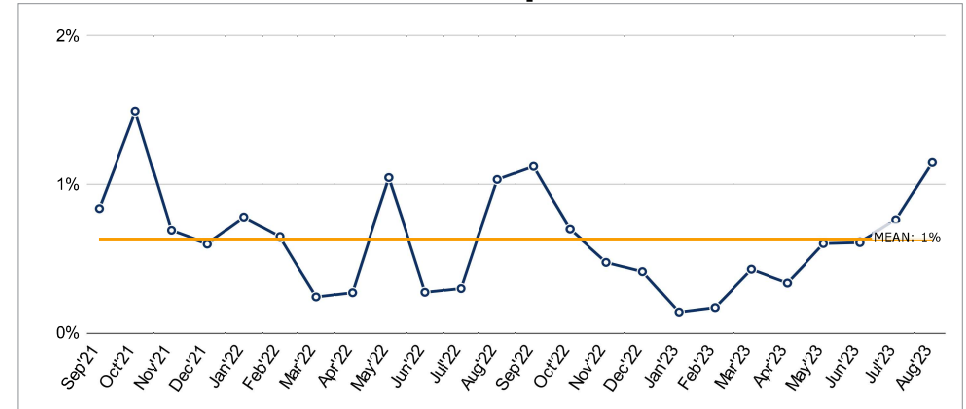
### PMI Not On Time



Previous: 0.6%

Current: 1.7%

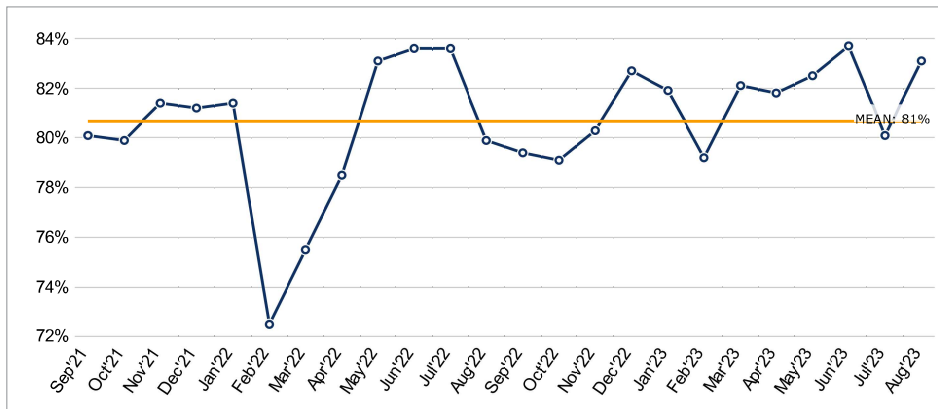
### Percent of Trips Missed



Previous: 1.03%

Current: 1.15%

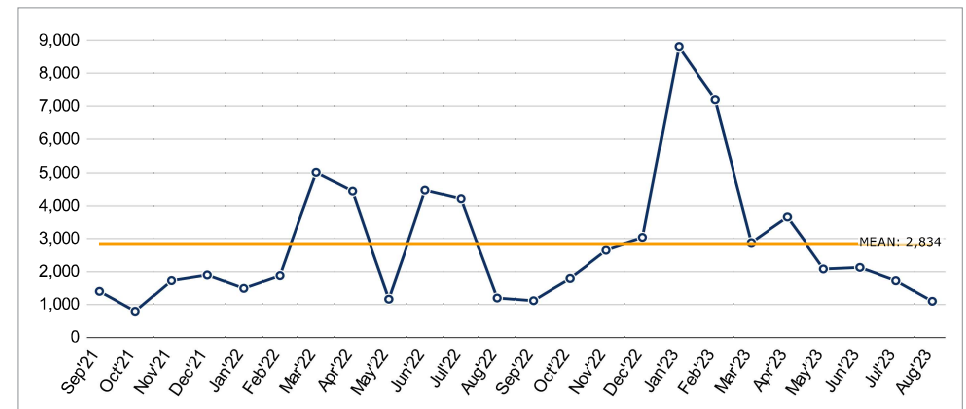
### Scheduled Work



Previous: 79.9%

Current: 83.1%

### MDBSI



Previous: 1,209

Current: 1,108

# Monthly Performance Report

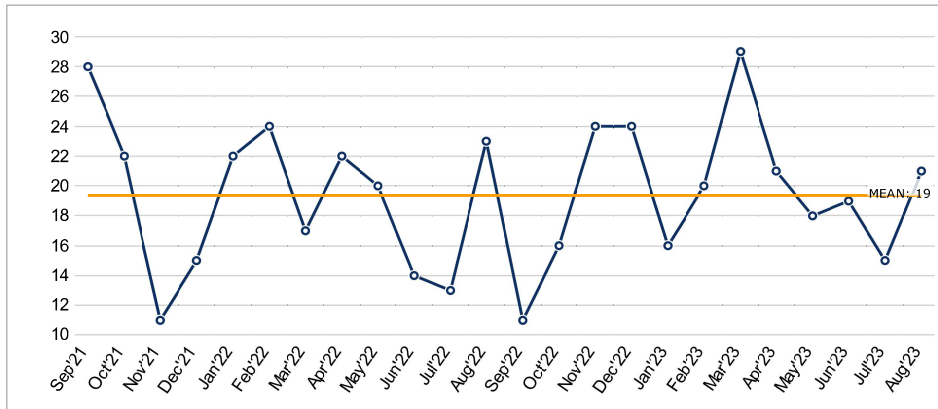
Period: Aug'23

Meeting: Sep'23

## Safety

Page 3

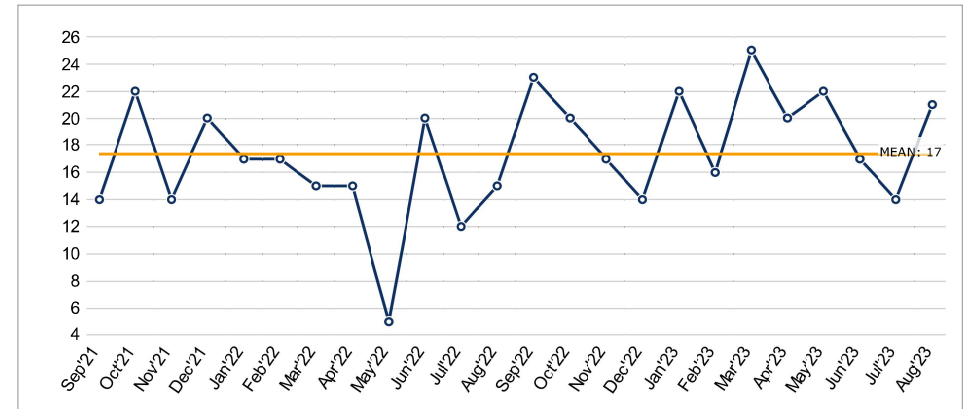
### Preventable Accidents



Previous: 23

Current: 21

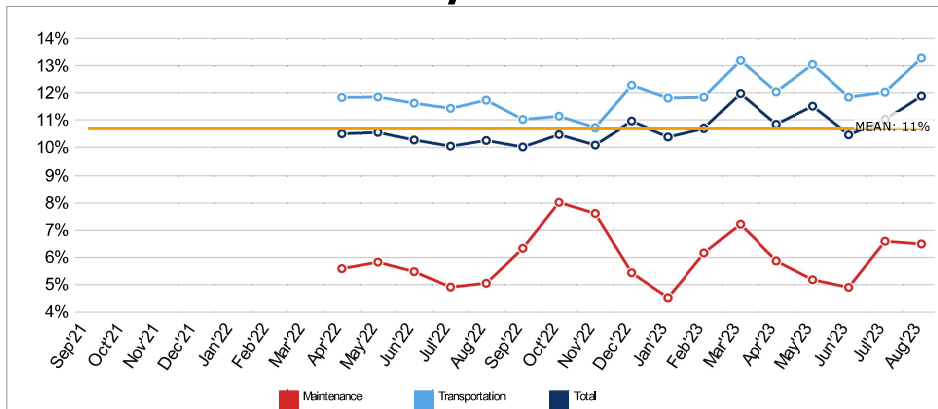
### Non-Preventable Accidents



Previous: 15

Current: 21

### Percent Days Not Worked



Previous: 10.3%

Current: 11.9%

# Monthly Performance Report

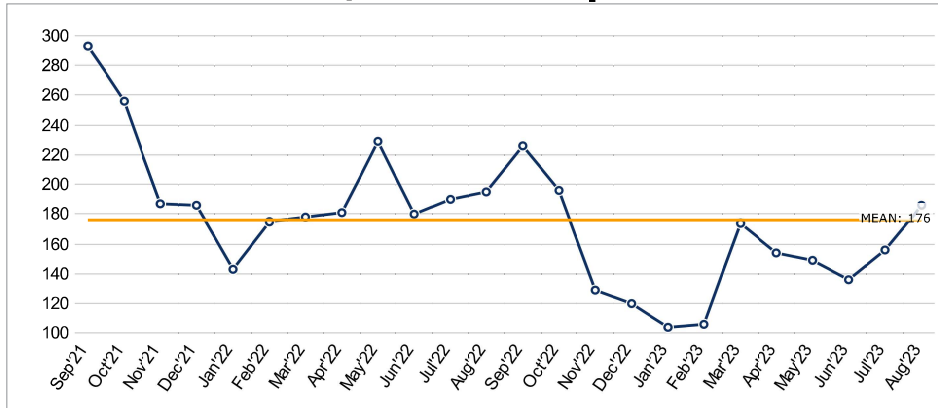
Period: Aug'23

Meeting: Sep'23

Customer Service

Page 4

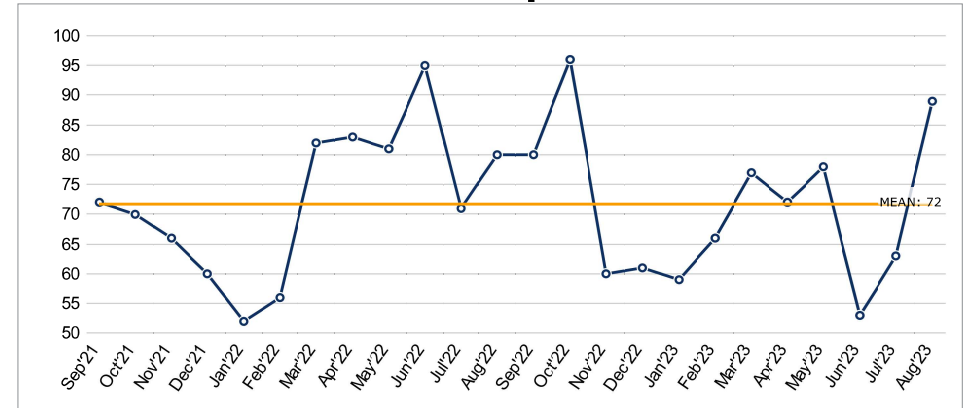
## Fixed/Shuttle Complaints



Previous: 195

Current: 186

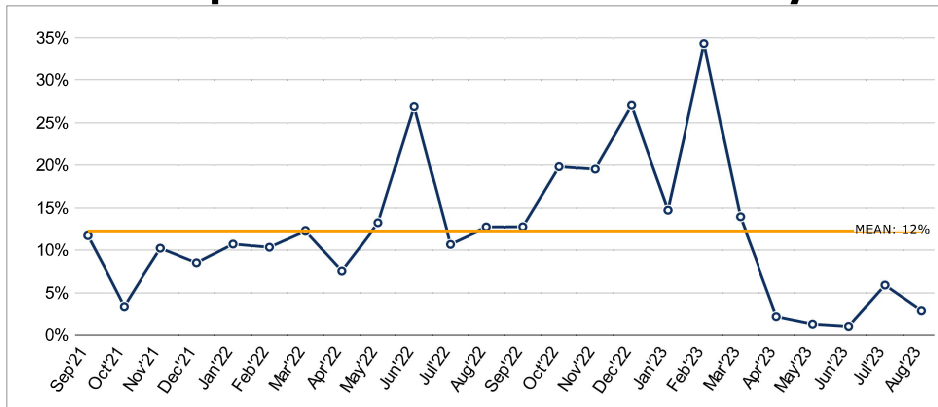
## Other Complaints



Previous: 80

Current: 89

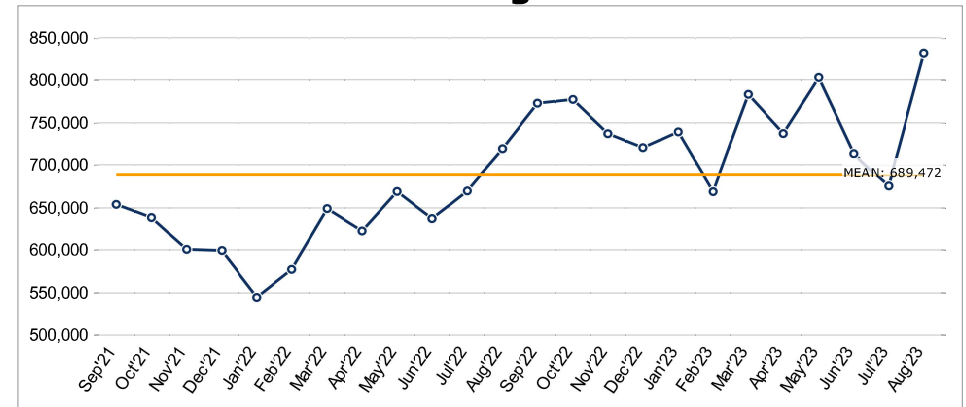
## Complaints Not Addressed in Ten Days



Previous: 12.7%

Current: 2.9%

## Website Page Views



Previous: 719,362

Current: 831,732

# Monthly Performance Report

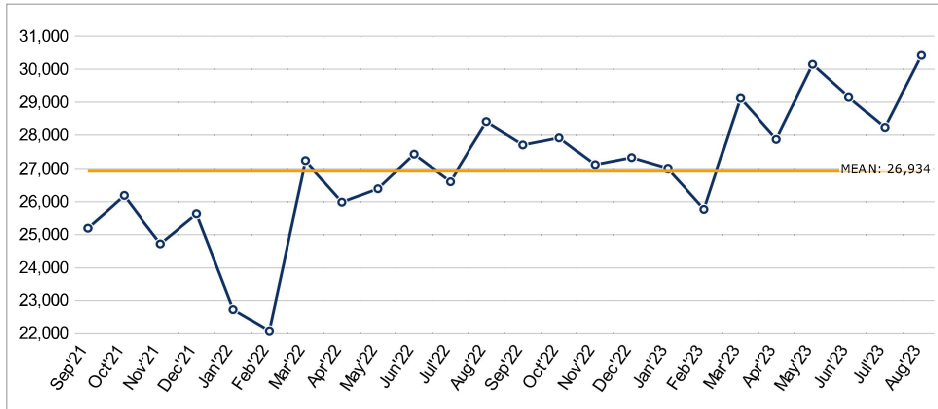
Period: Aug'23

Meeting: Sep'23

STAR Service

Page 5

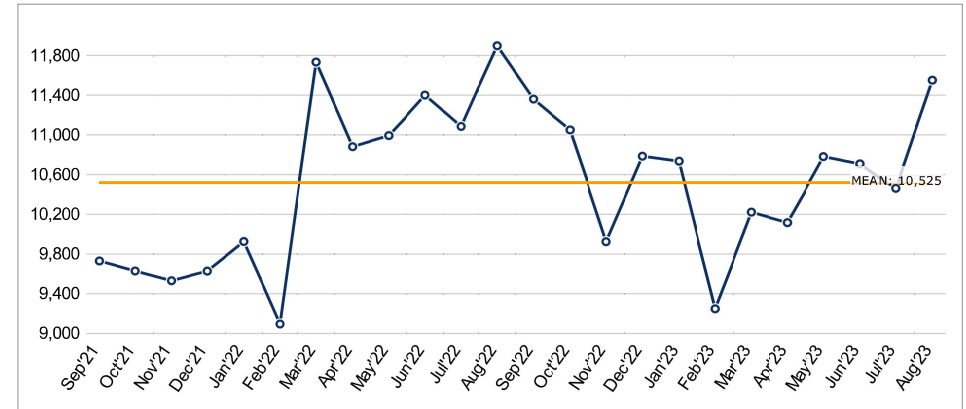
## STAR Riders



Previous: 28,413

Current: 30,427

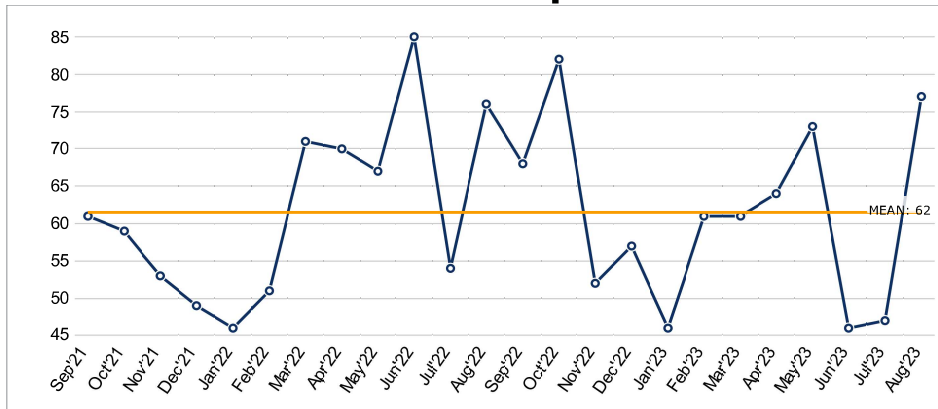
## Reservation Calls



Previous: 11,903

Current: 11,556

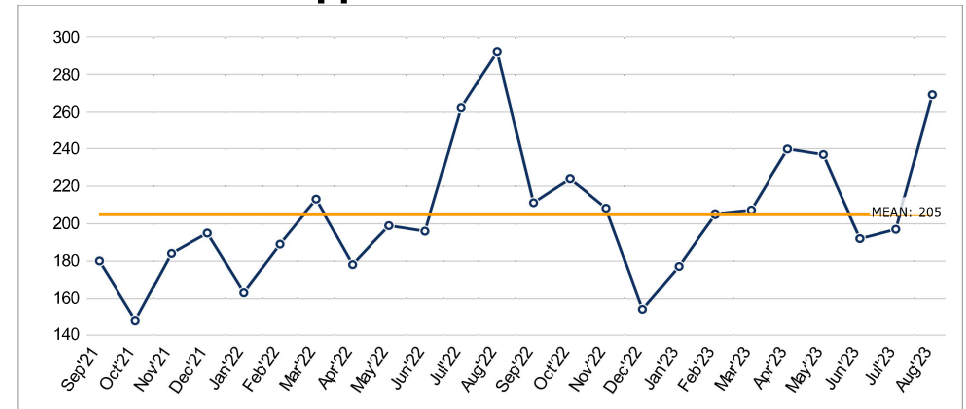
## Customer Complaints



Previous: 76

Current: 77

## Applications Received



Previous: 292

Current: 269

# Monthly Performance Report

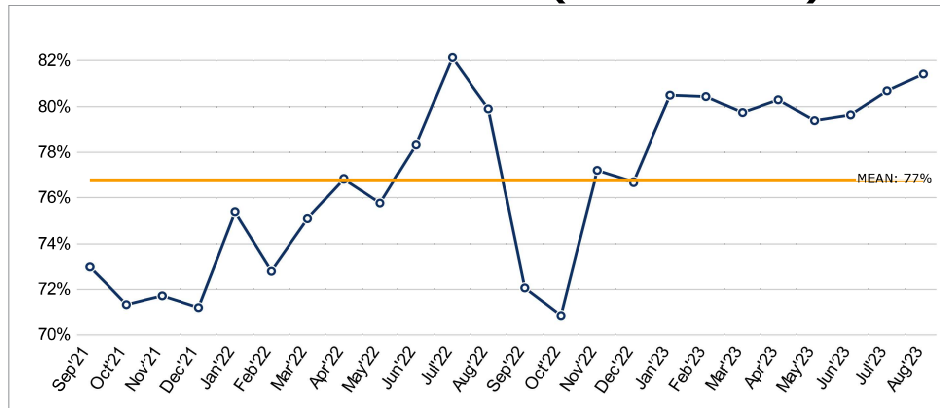
Period: Aug'23

Meeting: Sep'23

STAR Service

Page 6

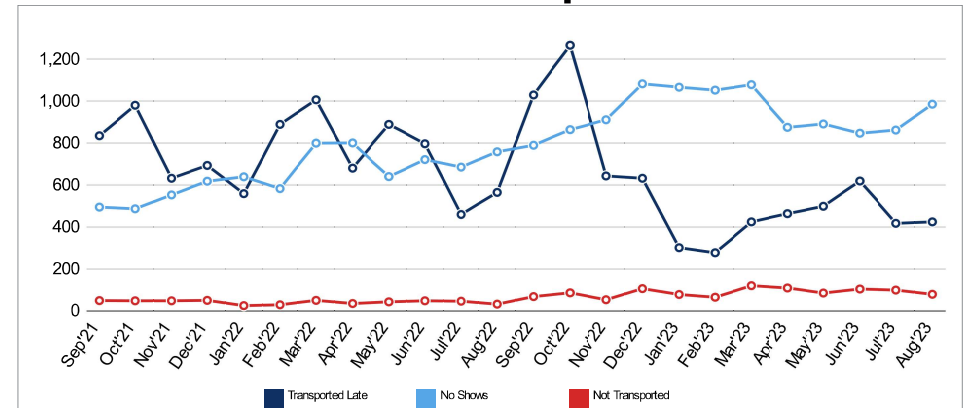
## On-Time Performance (0-10 Minutes)



Previous: 79.9%

Current: 81.4%

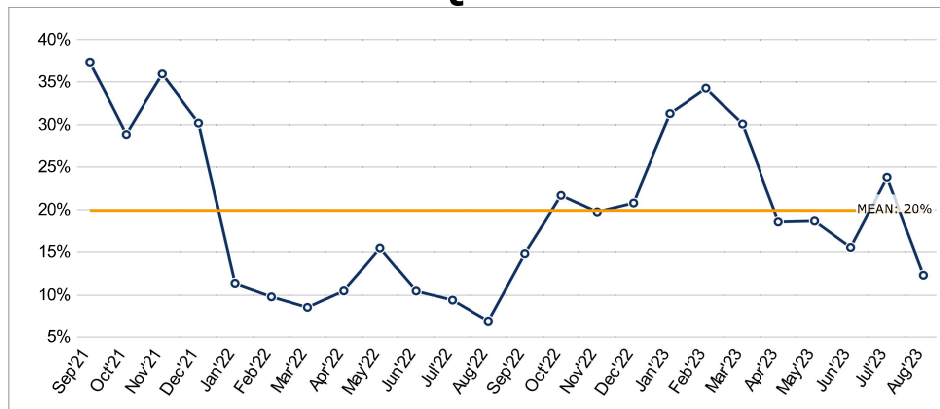
## Missed Trips



Previous: 1,354

Current: 1,487

## Reservation Calls in Queue Over Five Minutes



Previous: 6.9%

Current: 12.3%

**Total Riders** – Includes fixed route, STAR, NX, cash fare, Navigator, contracts (primarily UA), employees, and special events/trolley.

**Fixed Riders** – Includes fixed route, NX, cash fare, Navigator, contracts (primarily UA), employees, and special events/trolley.

**System Wide OTP %** – On-time performance: The percentage of departures that occurred between 5 minutes late and 1 minute early. This is calculated across all time points in all routes in the system except at the last time point of a route, which calculates On-Time as between 5 minutes late and 15 minutes early. Departures more than 30 minutes late or more than 15 minutes early are excluded along with School Trips, Shopping Trips, and NX routes.

**PMI – Not on Time** – A Preventive Maintenance Inspection (PMI) is a routine (periodic) service and examination of the vehicle to identify potential defects before they fail. This measure is the work orders completed within 500 miles before and 500 miles after the scheduled mileage (6,000), divided by the number of PMI's done for the month.

**Percent of Trips Missed** – Missed trips collected by dispatchers divided by total trips planned. Missed trips include those due to mechanical issues and operator availability.

**Scheduled Work** – Unscheduled work is anything identified during a driver vehicle inspection, or caused by a breakdown. Scheduled work is anything else (primarily as a result of a PMI). This metric is the ratio of scheduled work to unscheduled work.

**MDBSI** – Mean distance between service interruptions: Total Miles Operated divided by number of service interruptions. A service interruption is defined as Incident, accident, operator running late, traffic delays, tire issues, etc., causing a service interruption (delay) of 5 minutes or more.

**Preventable Accidents** – An accident is considered preventable if it is due to an operator's failure to drive in a safe and professional manner. Accident categorizations may experience minor fluctuations after the fact for the prior month (after this report is generated).

**Non-Preventable Accidents** – An accident is considered non-preventable if the operator did everything that is reasonably expected of a defensive driver to avoid the accident. Accident categorizations may experience minor fluctuations after the fact for the prior month (after this report is generated).

**Percent Days Not Worked** – Total workdays scheduled in the Maintenance and Transportation departments divided by the total number of days not worked. Days not worked can be due to disability/workman's compensation, disqualification, excused time, FMLA, leave of absence, missed/late time, sick leave, suspension, or unexcused absence.

**Fixed/Shuttle Complaints** – Any comments/complaints related to our regular route network, including the Northway Xpress. These are generally related to the on-street service expectations of our customers, from operator conduct to on time performance.

**Other Complaints** – This category is for comments tied to any claims, service requests, fare disputes, or anything related to STAR.

**Complaints Not Addressed in 10 Days** – Comments are submitted, reviewed, assigned and investigated by division. Once investigation is complete and customer is contacted, complaint is "addressed".

**Website Page Views** – This measures how many times someone has viewed an entire page including all text, images, etc. Alternatively, visits are defined as a series of hits from any particular address (source location). If any two hits are separated by 30 minutes or more, typically two visitors are counted.

#### Definitions (STAR)

**STAR Riders** – Actual (not scheduled) ridership, including personal care assistants and other passengers.

**STAR On-Time Performance** - Percentage of bookings which were on-time for both their pick-up and, where applicable, their drop-off. A pick-up is considered on-time if the vehicle arrived no more than 10 minutes after the pick-up scheduled time. If the booking has a drop-off scheduled time (such as in the case of a doctor appointment), the vehicle must also arrive at the drop-off no later than that scheduled time to be considered on-time. If the booking has no drop-off scheduled time, then the drop-off is not considered for on-time performance. In instances where the vehicle arrived at the pick-up but the client did not take the trip (such as no-shows, missed trips and cancels-at-door), on-time performance is only judged by pick-up arrival time since the drop-off cannot be performed. Only considers trips for which data entry is complete and has passed a quality check. This data is one month behind all other data.

**STAR Missed Trips** - Count of monthly STAR trips where the client was transported late outside of the 25-minute window, did not take the trip and also did not cancel, or the client was not transported because STAR was too late.

**STAR Reservation Calls in Queue Over 5 Minutes** - Count of times customers had to wait for over five minutes before being connected with a STAR reservationist after selecting to do so.

**STAR Customer Comments/Complaints** - Number of comments or complaints related to STAR service.

**STAR Applications Received** - Counts every client whose application has been received and entered in Trapeze.