



**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Wednesday, October 18, 2023 | 12:00 pm | 110 Watervliet Ave**  
**& Via Microsoft Teams**

<b>Committee Item</b>	<b>Responsibility</b>
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Call to Order	Daniel Lynch
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Approve Minutes of Wednesday, September 13, 2023	Daniel Lynch
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**Consent Agenda Items**

- |   |                 |
|---|-----------------|
| • Approve Trolley Purchase                                    | Stacy Sansky    |
| • Approve Contract for Information Technology Services        | Stacy Sansky    |
| • Approve Resolution to Accept State Funding                  | Melissa Shanley |
| • Approve Resolution of Accept State Funding for CRTC         | Melissa Shanley |
| • Approve Contract for Workers' Compensation Excess Insurance | Jack Grogan     |
| • Approve Contract for General/Auto Liability Insurance       | Jack Grogan     |
| • Approve Contract for Auto Physical Damage Insurance*        | Jack Grogan     |

**Audit Committee Items**

- |                          |               |
|--------------------------|---------------|
| • Quarterly Audit Report | Sarah Matrose |
|--------------------------|---------------|

**Administrative Discussion Items**

- |                                |              |
|--------------------------------|--------------|
| • Monthly Management Report    | Mike Collins |
| • Monthly Non-Financial Report | Chris Desany |

Next Meeting: Wednesday, December 13, 2023 at 12 pm via Microsoft Teams & 110 Watervliet Ave

Adjourn	Daniel Lynch
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*\*Additional Materials will be attached separately and/or emailed before the meeting.*

# Capital District Transportation Authority

## Performance Monitoring/Audit Committee

Meeting Minutes – September 13, 2023 at 12:03 PM; 110 Watervliet Avenue, Albany

In Attendance: Dan Lynch, 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, David Williams, Gary Guy, Jon Scherzer, Richard Cordero, Vanessa Fox

### Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Committee Chair Dan Lynch noted that a quorum was present. Minutes from the June 21, 2023 meeting were reviewed and approved.

### Consent Agenda Items

#### Approve Purchase of Articulated Buses

- We need to replace two buses on our Route 905 BRT corridor as part of our fleet replacement program. Staff recommends the purchase of two articulated buses to improve customer capacity on this line. We will procure these buses off our contract with New Flyer. Delivery is expected in fall 2024.
- The purchase of two articulated buses from New Flyer of America, Winnipeg, Canada for a total price of \$1,917,634 will be recommended to the board for approval.

#### Approve Contract for RRS Garage Maintenance

- We issued an Invitation for Bid for maintenance work at the Rensselaer Rail Station and garage. Three bids were received; and staff recommends a contract to the low bidder, James H. Maloy. Maloy has worked for us in the past and we were satisfied with their service.
- A contract to James H. Maloy Inc. of Loudonville, for a total cost of \$423,528 will be recommended to the board for approval.

#### Approve Contract for FLEX Plus Pilot Program

- We are initiating a pilot service from RRS to downtown Albany. We will use FLEX vehicles with a mobile application platform designed for transit connections, with real-time feeds; and multi-modal journey planning.
- A sole source contract is required due to the innovative nature of this new mobility software. The committee had a good discussion about this pilot program and agreed to move the recommendation to the full board.
- A two-year contract to The Routing Company of Boston, MA for an amount not to exceed \$400,000 will be recommended to the board for approval.

### Administrative Discussion Items

- Amanda Avery provided a quarterly review on the Risk Management and Workers' Compensation Self-Insurance Accounts. The Committee determined that both accounts are adequate at this time.
- Mike Collins gave the Monthly Management Report. MRT had an unexpected uptick in receipts at 16% over budget this month; Customer revenue was over budget by 10% this month, and RRS

revenue was up 20%. Wages continue to be under budget because of persistent headcount challenges. We are in a good financial position.

- Chris Desany gave the Non-financial Report. Fixed route ridership is up 18% this month, and 18% for the year; STAR ridership is up 7% for the month and 8% for the year; Fixed route on-time performance was at 70%; and STAR on-time performance was at 81%.
- As a reminder, a few months ago we changed how we report missed trips from an actual number to a percentage. We missed 1.2% of all scheduled trips. Many other similar size transit properties report missing 5% or more of their scheduled trips.

**Next Meeting**

Wednesday, October 18, 2023 at 12:00 pm via Microsoft Teams and at 110 Watervliet Ave.

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Purchase of Trolleys from Existing Contract  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** October 18, 2023

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

We propose to add two trolleys to our current fleet to allow for additional service opportunities next year. One of those opportunities may include supporting the summer trolley service in Glens Falls.

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

In 2019 the Board awarded a five-year contract to purchase trolleys to Hometown Trolley (dba Double K, Inc). This contract allows CDTA to maintain a consistent look and feel for trolleys as it minimizes the types of parts required and is the same make and model of previous purchases. The Villager style trolley features a 6.8L gas powered engine and has seating for 32 passengers including two wheelchair positions.

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

The cost per vehicle is \$202,267, for a total cost of \$404,534 to be funded through our Capital Program.

### **Proposed Action:**

I recommend that two trolleys be purchased from the existing Hometown Trolley contract for an amount not to exceed \$404,534.

### **Manager:**

Lance Zarcone

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Contract for Information Technology Services  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** October 19, 2023

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

To provide Information Technology (IT) services that complement and enhance CDTA's existing Information Technology Department and staff.

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

Given the constantly changing demands of the technology landscape, staff has identified several different categories of Information Technology services we either currently use, or anticipate needing in the future:

- Network System Engineering
- Virtualization Engineering
- Security Engineering
- Security Operations Center (SOC) Services
- Security Information and Event Management (SIEM) Software
- Business Continuity Planning / Disaster Recovery Software/Services
- Help Desk
- System Administration

The best tool for implementing a flexible and efficient model to utilize these services is by using term agreements. A term agreement is one such that firms are qualified, rate-verified, and vetted as able to perform one or more of the above functions on an "as needed" basis. The existence of a term agreement does not guarantee work for a firm, nor does it guarantee that a firm will have the opportunity to submit a scope of work on any specific project. CDTA enters into term agreements with professional firms that are determined qualified, and when services are needed, the Project Manager will request estimates from the firm(s) as necessary. We have been using this model in IT for the last five years, and the existing contracts are set to expire. We manage similar term agreements for engineering, planning, and legal services.

Staff developed a Request for Proposal (RFP) that included a detailed description of services required, response format and pricing templates. Evaluation criteria included experience and references, adherence to requirements, cost effectiveness, and DBE participation. 180 firms registered for this RFP, and 18 firms submitted responses. An evaluation team narrowed down the candidates to seven firms selected for interviews. Based on the evaluation process, I am recommending that the following firms be awarded contracts for such IT Services:

- CDW-G of Vernon Hills, IL
- Dyntek of Albany, NY (Irvine, CA)
- Kyndryl of New York, NY
- MGT of Tampa, FL
- TEKsystems of Latham, NY (Hanover, MD)

**Financial Summary/Cost:**

Over the last three years, most of this related work can be placed into one of five categories. The average investment in these areas is summarized below:

<b>Category</b>	<b>Three-Year Average</b>
Contractor	\$326,319
Project	\$21,755
Hardware	\$149,721
Software	\$6,634
Security	\$38,000
<b>Total:</b>	<b>\$542,429</b>

Based on this summary, the anticipated program of IT projects over the next several years, and expected CPI increases, we are budgeting \$3,122,263 across all areas, all vendors, over the course of the next five years. These costs are financed by our operating and capital (grant and internal) plans.

**Proposed Action:**

At this time, I am recommending that five, one-year contracts with five one-year extensions be awarded to the above firms. The annual financial value of each contract shall vary and be dependent upon current projects in need of IT services. There is no guarantee of work or minimum contract values. The fund source will be determined by the type of project.

**Manager:**

Christopher Desany

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

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

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

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

One-Shot Deal: Complete scope and fixed value  
 X 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:**

\$3,122,263 over five years                      fixed                      estimated                      (circle one)

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

X 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)                       X Request for Proposals (RFP)  
 Professional Services (Over \$25,000)                       Sole or Single Source (Non-Competitive)

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 180 or                      Advertised  
Number of Proposals/Bids Received # 18

Attach Summary of Bids/Proposals

7. **Disadvantaged/Minority Womens Business Enterprise (DMWBE) involvement**

Are there known DMWBEs that provide this good or service? Yes                      No  
Number of DMWBEs bidding/proposing                      8  
DMWBE Certification on file?                      Yes                      No                      Not Applicable  
Number of DMWBE Subcontractors                      2MWBE

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** See Action Item -5 Firms

\_\_\_\_\_  
\_\_\_\_\_

8. **SOURCE OF FUNDS:** Operating or Capital Budget depending on amount and type of project

9. **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)

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

Stacy Sansky, Director of Procurement                      DATED: October 18, 2023

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Cumulative Scorecard  
for CDTA IT 100-1000

	TEK Systems - Latham, NY	Dyntek - Albany, NY	Repeat Business - Albany, NY	Kyndryl - New York, NY	Sligo - Albany, NY	Effervescen t - Leesburg, VA	Netula - New York, NY	22nd Century Technologies, Inc. Albany, NY	Abacus Service Corp - Southfield, MI	MGT Technology - Tampa, FL	MRCC - Billerica, MA	CDW-G - Vernon Hills, IL	V Group - East Windsor, NJ	Universal Equations - Fort Lee, NJ	Cogent Infotech - Pittsburgh, PA	i-Link Solutions - Herndon, VA	RAJ Technologi es - Plainview, NY	iSecure - Rochester, NY
<b>Qualifications &amp; Experience &amp; References of Proposing Firm 50 Points</b>	<b>48</b>	49	20	48	40	20	20	42	10	48	30	48	38	30	38	46	37	20
<b>Adherence to Roles &amp; Requirements 80 Points</b>	<b>80</b>	80	20	80	20	20	20	62	10	80	30	73	67	20	58	58	58	20
<b>Cost Effectiveness 60 Points</b>	<b>55</b>	55	30	55	55	40	20	55	40	55	60	55	55	40	55	55	45	20
<b>D/MWBE and/or SDVOB Participation 10 Points</b>	<b>0</b>	4	10	0	10	0	10	4	4	0	4	4	10	0	10	10	10	10
<b>TOTAL</b>	<b>183</b>	188	80	183	125	80	70	163	64	183	124	180	170	90	161	169	150	70



## **Capital District Transportation Authority Agenda Action Sheet**

**Subject:** Resolution to Accept State Funding  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** October 18, 2023

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

New York State Department of Transportation (NYSDOT) requires a CDTA Board resolution to reimburse for capital expenses. The resolution allows CDTA to execute an agreement with NYSDOT to accept \$13,368,714.

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

NYSDOT provides a capital funding for the Accelerated Transit Capital Program (ATC) and the Transportation Modernization and Enhancement Program (MEP). CDTA was awarded \$5,184,162 in MEP funds and \$3,642,415 in ATC funds. Both MEP and ATC funds support the purchase of 40-foot buses and the State provides 100% of this funding.

We also receive annual Federal Transit Administration (FTA) funds through Section 5307 and Section 5339 programs. Section 5307 will fund non-revenue vehicles, preventive maintenance and the shelter replacement program, while Section 5339 will fund 40-foot buses.

The FTA funds 80% of these grants with the remaining 20% split between NYSDOT and CDTA. This year the NYSDOT 10% match to support 5307/5339 funded projects is \$4,421,217.

In addition, Federal Highway Administration funds were transferred from FHWA to FTA to support a BRT expansion study and the Vanpool program. Federal funds support 80% of the BRT expansion study and 50% of the Vanpool program. NYSDOT will contribute \$120,920, which is 10% of the total cost of these projects.

### **Financial Summary and Source of Funds:**

NYSDOT Contract will fund a total of \$13,368,714

- 100% of the \$5,184,162 MEP program
- 100% of the \$3,642,415 ATC program
- 10% of 5339 & 5307 FTA grants for \$4,421,217
- 10% of FHWA grants for \$120,920

### **Proposed Action:**

I recommend that we provide a Board resolution to NYSDOT to execute an agreement to accept \$13,368,714 in funding.

### **Manager:**

Melissa Shanley, Grants Manager

## **Capital District Transportation Authority Agenda Action Sheet**

**Subject:** Resolution to Accept State Funding for CRTC  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** October 18, 2023

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

New York State Department of Transportation (NYSDOT) requires a CDTA Board resolution to accept state funding. The Capital Region Transportation Council (CRTC), formally named CDTC, received a competitive award from the Federal Highway Administration. Because we are CRTC's "funding pass through" for federal and state funds, this resolution allows us to execute an agreement with NYSDOT to accept \$40,300 on behalf of CRTC.

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

CRTC was selected for a competitive award from the Federal Highway Administration's "Safe Streets and Roads for All" program, which is a Safety Action Plan that includes \$1,150,000 in federal funds. NYSDOT will contribute \$40,300 to this project to be managed by CRTC.

### **Financial Summary and Source of Funds:**

NYSDOT Contract C040877 will fund a total of \$40,300.

### **Proposed Action:**

I recommend that we provide a Board resolution to NYSDOT to execute an agreement to accept \$40,300 in funding to pass through to the CRTC.

### **Manager:**

Melissa Shanley, Grants Manager

## **Capital District Transportation Authority Agenda Action Sheet**

**Subject:** Contract to Midwest Employers Insurance for Workers Comp Excess  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** October 18, 2023

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

Workers Compensation Excess Insurance provides insurance protection against high value and catastrophic Workers' Compensation claims. The Excess Insurance Market is a competitive market with a small number of insurance companies willing to provide insurance quotations.

We have purchased excess insurance each year since we self-insured in 2002. Our current program has a \$1 million self-insured retention (SIR) level with "no coverage limit" for any claim that exceeds the current SIR. We pay all claim costs up to \$1 million of each occurrence. A variety of insurance options were provided which are displayed in Exhibit A on page 2.

We have several claims projected to exceed our SIR levels over the next few years.

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

USI Insurance and Benefit Services (our insurance broker for Workers Compensation Excess Coverage) approached four markets and received four proposals. Based on price and coverage options, Midwest Employers insurance company provided the best option, including a two-year proposal at the same rate. Based on our good experience, this proposal represents an annual premium reduction of \$102,000. The two-year policy is effective November 10, 2023, through November 10, 2025, at a cost of \$269,885 per year.

### **Financial Summary and Source of Funds:**

The Midwest Employers cost for a two-year policy is \$269,885 per year (\$539,770 for both years) and is funded in our operating budgets.

### **Proposed Action:**

I recommend that we select Midwest Employers for Workers' Compensation Excess Insurance for two years at \$269,885 per year.

### **Manager:**

Jack Grogan, Director of Risk Management

## Exhibit A

### Workers Compensation Excess Insurance

<b>Insurance Company</b>	<b>Limit</b>	<b>Deductible SIR</b>	<b>Annual Premium</b>	<b>Renewal Date</b>
ACE American	Statutory WC/\$1,000,000	\$1,000,000	\$400,719	11/10/2023
Midwest Employers (1 or 2 year)	Statutory WC/\$1,000,000	\$1,000,000	\$269,885	11/10/2023
Safety National	Statutory WC/\$1,000,000	\$1,000,000	\$328,365	11/10/2023
Arch Insurance	Statutory WC/\$1,000,000	\$1,000,000	Indicated pricing in the \$330,000 to \$340,000 range	11/10/2023

## **Capital District Transportation Authority Agenda Action Sheet**

**Subject:** Auto & General Liability Insurance  
**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** October 18, 2023

**Objective of Purchase of Service:** Auto & General Liability provides insurance protection for claims of injury and damage to people and property of others caused by the operation of our business. NFP Corp, formally Rose & Kiernan (R&K) pursued several markets to obtain competitive proposals for this insurance. We have a \$2 million self-insured retention (SIR) policy with \$13 million in excess coverage above our SIR. The SIR is similar to a deductible, and we pay the first \$2 million of any claim.

Excess coverage is purchased in two layers above our \$2 million SIR. The first layer is an excess policy of \$8 million and the second layer is a \$5 million policy, for total excess coverage of \$13 million.

Our claims experience is good, but we are included in the overall transportation insurance market for pricing, which includes trucking and rail industries. The loss experience in the overall markets has not been good and markets have reflected this poor experience with large premium increases, or they decline to quote altogether.

**Summary of Staff Proposal:** NFP approached 34 markets but received only one proposal for our primary excess layer (\$8 million) and one proposal for our second excess layer (\$5 million). Although markets expressed interest because of our good loss experience, market underwriters indicate that our price points are too low and cannot match our incumbent's premium.

American Alternatives (incumbent) provided a renewal quote of \$514,600 for the first \$8 million layer of excess insurance. Allied World Assurance is the incumbent carrier for the second \$5 million-layer and provided a renewal quote of \$157,181. We also purchase coverage for Non-Certified Acts of Terrorism with Lloyds of London for \$27,078. This policy covers both the Liability and our Auto Physical Damage insurance program.

**Finance Summary and Source of Funds:** The one-year cost for Auto & General Liability Insurance is not to exceed \$698,859 and is funded in the annual operating budget. These premiums represent a 27% increase and are effective for one-year starting on November 10, 2023.

### **Proposed Action:**

I recommend a contract to American Alternatives for the first \$8 million layer of excess coverage; a contract for the second layer of excess coverage of \$5 million to Allied World Assurance for \$157,181; and a contract for Non-Certified Acts of Terrorism coverage to Lloyds of London Insurance at a cost of \$27,078.

### **Manager:**

Jack Grogan, Director of Risk Management

**Note:** The insurance carrier's addresses are on page two.

**Carrier Addresses:**

Lead Excess Liability - \$8,000,000:

American Alternative Insurance Corporation  
555 College Road East  
Princeton, NJ 08543

Excess Liability - \$5,000,000 above the \$8,000,000:

Allied World Assurance Company  
199 Water Street  
New York, New York 10038

Non-Certified Acts of Terrorism – Excess General Liability and Auto Liability:

Lloyd's of London  
520 Madison Avenue 32<sup>nd</sup> Floor  
New York, New York 10022

## Memorandum

October 18, 2023

To: Performance Monitoring/Audit Committee  
Carm Basile, Chief Executive Officer

From: Sarah Matrose, Internal Audit

Subject: Internal Audit Progress Report

### Quarterly Progress Items:

- Document Retention Audit
  - SecureScan scanned a total of 136 boxes of documents identified during the 2<sup>nd</sup> floor renovation.
  - Updated the Document Retention Policy to include the electronic storage of documents to meet our storage requirements.
- Transportation Time & Attendance Review
  - Reviewed the Q1 attendance records for transportation employees that were eligible for the Attendance bonus to ensure proper controls are in place to accurately reflect time and attendance records in Hastus and Munis.
- Public Transportation Agency Safety Plan Review
  - A follow-up review on changes made to the PTASP with a focus on the new requirement for a Safety Committee.
- Audit of the Parking System at the Rail Station
  - Working with ATI to review the controls and reporting currently in place to record access and transactions for accuracy and efficiency.

### On-Going Items:

- Planning stages for the Buy America Act
  - The Build America, Buy America Act expanded the application of Buy America preferences for all federally funded purchases of steel, iron and manufactured goods, including rolling stock purchases.
    - The review will ensure our current Buy America review process includes the updates to remain compliant with the regulation.
- Process reviews performed on a consultant basis to improve efficiencies and help streamline processes between departments.
- Continued support and finalization of Standard Operating Procedures (SOP)
  - Liaison for departmental Policy and SOP formatting uniformity, tracking, and document repository.

# Monthly Management Report

September 2023

The logo for CDTA (California Department of Transportation) is located in the bottom right corner. It features the letters 'CDTA' in a bold, white, sans-serif font. The letters are stylized with horizontal lines passing through them, giving it a dynamic, modern appearance. The logo is set against a dark blue background that has a diagonal gradient and some faint, abstract patterns.



## Monthly Management Report - September 2023

### Executive Summary

		Current Month			Year to Date		
REVENUE	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance	
1	Mortgage Tax	\$ 938,136	\$ 1,045,833	\$ (107,697)	-10.30%	\$ (624,868)	-9.96%
2	Customer Fares	\$ 1,715,335	\$ 1,577,038	\$ 138,297	8.77%	\$ 453,605	4.79%
3	RRS & Facilities	\$ 265,387	\$ 251,076	\$ 14,311	5.70%	\$ 183,339	12.17%
EXPENSES	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance	
4	Wages	\$ 4,415,853	\$ 4,992,730	\$ (576,877)	-11.55%	\$ (2,390,979)	-7.98%
5	Workers' Compensation	\$ 176,559	\$ 248,893	\$ (72,334)	-29.06%	\$ (352,092)	-14.47%
6	Professional Services	\$ 734,020	\$ 510,430	\$ 223,590	43.80%	\$ 86,589	2.83%
7	Purchased Transportation	\$ 1,010,279	\$ 905,500	\$ 104,779	11.57%	\$ 629,577	11.59%
					<b>YTD Revenue</b>	0.17%	
					<b>YTD Expenses</b>	-6.80%	

#### *Revenue Summary*

- 1 MRT receipts were 10% under budget this month and 10% under for the year.
- 2 Due to increasing ridership, Customer Fares were 9% over budget this month and 5% over budget for the year.
- 3 RRS revenue was 6% over budget for the month, and 12% for the year. Despite an aggressive budget forecast, RRS continues to outperform projections.

#### *Expense Summary*

- 4 Wages were 11.5% under budget this month and 8% under budget for the year. This line will change after we reach a new labor agreement.
- 5 The Workers' Compensation budget is performing well and is under budget for the year by 14.5%. This is because of less payouts for Scheduled Loss of Use Awards.
- 6 Professional Services is 44% over budget because of several timing issues. A number of annual advertising invoices were paid to our partners and a quarterly payment for Car Share services.
- 7 Purchased Transportation was 11.5% over budget this month and 11.5% for the year due to outsourcing more trips as a result of manpower issues.

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

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

	Sep-23	Sep-22
<b>Assets</b>		
<b>Current Assets:</b>		
Cash	\$21,887,638	\$37,504,171
Investments	\$59,883,248	\$23,946,357
Receivables:		
Mortgage Tax	\$828,099	\$1,461,575
Federal Grants	\$2,281,179	\$0
New York State Operating Assistance	\$0	\$513,304
Trade and Other	\$8,118,073	\$11,274,454
Advances to Capital District Transportation Committee	\$641,667	\$1,162,520
Materials, Parts and Supplies	\$5,912,733	\$5,169,526
Prepaid Expenses	\$983,604	\$716,896
<b>Sub-Total Current Assets</b>	<b>\$100,536,242</b>	<b>\$81,748,804</b>
<b>Noncurrent Assets:</b>		
Capital Assets, net	\$150,007,960	\$154,261,954
<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>\$266,970,344</b>	<b>\$256,523,002</b>
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$5,443,123	\$13,532,008
Accrued Expenses	\$5,984,178	\$5,864,361
Unearned Revenue	\$5,224,966	\$10,196,639
Line of Credit	\$0	\$0
<b>Sub-Total Current Liabilities</b>	<b>\$16,652,267</b>	<b>\$29,593,008</b>
<b>Noncurrent Liabilities:</b>		
Capital Lease Agreement	\$12,494,653	\$1,137,185
Estimated Provision for Existing Claims and Settlements	\$10,841,700	\$10,278,616
Other postemployment benefits	\$66,724,317	\$83,355,200
Net Pension Liability	(\$2,045,372)	\$23,844
<b>Sub-Total Noncurrent Liabilities</b>	<b>\$88,015,298</b>	<b>\$94,794,845</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>\$156,912,658</b>	<b>\$164,884,008</b>
<b>Net Position</b>		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	\$1,816,458	(\$16,602,234)
<b>Total for Net Position</b>	<b>\$110,057,686</b>	<b>\$91,638,994</b>
<b>Total Liabilities and Net Position</b>	<b>\$266,970,344</b>	<b>\$256,523,002</b>

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

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>50%</b>
<b>REVENUE:</b>			
AUTHORITY	\$7,217,769	\$12,660,000	57%
TRANSIT	\$55,226,972	\$109,647,510	50%
ACCESS	\$398,117	\$550,000	72%
CDTA FACILITIES	\$1,751,593	\$3,162,908	55%
<b>TOTAL REVENUE</b>	<b>\$64,594,451</b>	<b>\$126,020,418</b>	<b>51%</b>
<b>EXPENSE:</b>			
AUTHORITY	\$9,854,131	\$19,955,978	49%
TRANSIT	\$47,610,503	\$101,987,365	47%
ACCESS	\$747,877	\$1,310,581	57%
CDTA FACILITIES	\$1,029,539	\$2,723,753	38%
<b>TOTAL EXPENSE</b>	<b>\$59,242,050</b>	<b>\$125,977,679</b>	<b>47%</b>
Revenue over (under) Expenses	\$5,352,401		
Depreciation	<b>\$6,900,000</b>		
Excess of Revenue over (under) Expenses	(\$1,547,599)		
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	<b>(\$1,318,854)</b>		
*Net Excess of Revenue over (under) Expenses	(\$14,366,453)		
*Contribution to required fleet replacement.			

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

Sep-23

**BUDGET VARIANCE REPORT**

	<b>CONSOLIDATED</b>								<b>Annual Budget</b>
	<b>This Month</b>				<b>Year to Date</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									
Mortgage Tax	\$938,136	\$1,045,833	(\$107,697)	-10.30%	\$5,650,132	\$6,275,000	(\$624,868)	-9.96%	\$12,550,000
Customer Fares	\$1,715,336	\$1,577,038	\$138,298	8.77%	\$9,915,833	\$9,462,228	\$453,605	4.79%	\$18,924,456
Advertising Revenue	\$141,667	\$143,402	(\$1,736)	-1.21%	\$850,000	\$860,414	(\$10,413)	-1.21%	\$1,720,827
RRS & Facilities	\$265,387	\$251,076	\$14,311	5.70%	\$1,689,793	\$1,506,454	\$183,339	12.17%	\$3,012,908
Interest Income	\$14,442	\$1,667	\$12,775	766.52%	\$52,621	\$10,000	\$42,621	426.21%	\$20,000
Misc. Income	\$32,864	\$11,542	\$21,323	184.74%	\$131,152	\$69,250	\$61,902	89.39%	\$138,500
<b>Total Operating Revenue</b>	<b>\$3,107,832</b>	<b>\$3,030,558</b>	<b>\$77,274</b>	<b>2.55%</b>	<b>\$18,289,532</b>	<b>\$18,183,346</b>	<b>\$106,187</b>	<b>0.58%</b>	<b>\$36,366,691</b>
Operating Assistance									
New York State Aid	\$4,641,900	\$4,641,900	\$0	0.00%	\$27,851,399	\$27,851,399	\$0	0.00%	\$55,702,797
County Aid	\$159,750	\$159,750	\$0	0.00%	\$958,500	\$958,500	\$0	0.00%	\$1,917,001
Federal Aid	\$2,492,160	\$2,492,160	\$0	0.00%	\$14,952,962	\$14,952,962	\$0	0.00%	\$29,905,923
Operating Grants	\$177,334	\$177,334	\$0	0.00%	\$1,064,003	\$1,064,003	\$0	0.00%	\$2,128,006
<b>Total Operating Assistance</b>	<b>\$7,471,144</b>	<b>\$7,471,144</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$44,826,863</b>	<b>\$44,826,863</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$89,653,727</b>
<b>Total Revenue and Assistance</b>	<b>\$10,578,976</b>	<b>\$10,501,702</b>	<b>\$77,274</b>	<b>0.74%</b>	<b>\$63,116,395</b>	<b>\$63,010,209</b>	<b>\$106,187</b>	<b>0.17%</b>	<b>\$126,020,418</b>
Expenses									
Salaries and Wages	\$4,415,853	\$4,992,730	(\$576,877)	-11.55%	\$27,565,401	\$29,956,380	(\$2,390,979)	-7.98%	\$59,912,759
FICA	\$316,134	\$350,325	(\$34,192)	-9.76%	\$1,989,249	\$2,101,952	(\$112,703)	-5.36%	\$4,203,904
Health Benefits	\$929,761	\$1,062,573	(\$132,812)	-12.50%	\$5,574,609	\$6,375,435	(\$800,826)	-12.56%	\$12,750,871
Workers Compensation	\$176,559	\$248,893	(\$72,334)	-29.06%	\$919,929	\$1,493,359	(\$573,430)	-38.40%	\$2,986,718
Other Benefits	\$341,704	\$405,457	(\$63,754)	-15.72%	\$2,080,652	\$2,432,744	(\$352,092)	-14.47%	\$4,865,487
Professional Services	\$734,020	\$510,430	\$223,590	43.80%	\$3,149,170	\$3,062,581	\$86,589	2.83%	\$6,125,162
Materials & Supplies	\$134,883	\$166,169	(\$31,285)	-18.83%	\$903,247	\$997,012	(\$93,765)	-9.40%	\$1,994,023
Miscellaneous	\$179,776	\$81,238	\$98,538	121.30%	\$554,413	\$487,427	\$66,986	13.74%	\$974,853
Purchased Transportation	\$1,010,279	\$905,500	\$104,780	11.57%	\$6,062,574	\$5,432,998	\$629,577	11.59%	\$10,865,995
Maintenance Services	\$349,357	\$355,984	(\$6,626)	-1.86%	\$1,885,728	\$2,135,902	(\$250,174)	-11.71%	\$4,271,804
Liability - Claims	\$44,532	\$33,333	\$11,199	33.60%	\$374,377	\$200,000	\$174,377	87.19%	\$400,000
Utilities	\$65,953	\$137,768	(\$71,814)	-52.13%	\$416,375	\$826,605	(\$410,230)	-49.63%	\$1,653,210
Fuel	\$672,364	\$636,251	\$36,114	5.68%	\$3,649,108	\$3,817,504	(\$168,396)	-4.41%	\$7,635,007
Parts, Tires, Oil	\$515,642	\$523,169	(\$7,527)	-1.44%	\$3,023,401	\$3,139,013	(\$115,612)	-3.68%	\$6,278,025
General Insurance	\$98,698	\$91,883	\$6,815	7.42%	\$574,420	\$551,300	\$23,120	4.19%	\$1,102,600
<b>Total EXPENSES</b>	<b>\$9,985,515</b>	<b>\$10,501,701</b>	<b>(\$516,186)</b>	<b>-4.92%</b>	<b>\$58,722,654</b>	<b>\$63,010,209</b>	<b>(\$4,287,555)</b>	<b>-6.80%</b>	<b>\$126,020,418</b>
Surplus/Deficit	\$593,460	\$0	\$593,461		\$4,393,742	\$0	\$4,393,742		\$0

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Sep-23**

**BUDGET VARIANCE REPORT**

	<b>NON-TRANSIT</b>								<b>Annual Budget</b>
	<b>This Month</b>				<b>Year to Date</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									
Mortgage Tax	\$938,136	\$1,045,833	(\$107,697)	-10.30%	\$5,650,132	\$6,275,000	(\$624,868)	-9.96%	\$12,550,000
Interest Income	\$14,347	\$1,667	\$12,681	760.83%	\$52,080	\$10,000	\$42,080	420.80%	\$20,000
Interest Inc-Invest/Change in Invest	\$342,907	\$0	\$342,907	0.00%	\$1,478,057	\$0	\$1,478,057	0.00%	\$0
Misc. Income - Authority	\$6,250	\$7,500	(\$1,250)	-16.67%	\$37,500	\$45,000	(\$7,500)	-16.67%	\$90,000
<b>Total Operating Revenue</b>	<b>\$1,301,641</b>	<b>\$1,055,000</b>	<b>\$246,641</b>	<b>23.38%</b>	<b>\$7,217,769</b>	<b>\$6,330,000</b>	<b>\$887,769</b>	<b>14.02%</b>	<b>\$12,660,000</b>
Expenses									
Labor - Authority	\$666,415	\$682,330	(\$15,915)	-2.33%	\$4,181,462	\$4,093,980	\$87,482	2.14%	\$8,187,960
Fringe - Authority	\$368,585	\$390,026	(\$21,441)	-5.50%	\$2,353,861	\$2,340,158	\$13,703	0.59%	\$4,680,315
Materials & Supplies - Authority	\$13,801	\$12,290	\$1,511	12.30%	\$109,238	\$73,738	\$35,500	48.14%	\$147,475
Professional Services - Authority	\$372,158	\$282,045	\$90,112	31.95%	\$1,679,841	\$1,692,271	(\$12,430)	-0.73%	\$3,384,542
Other Expenses - Authority	\$302,088	\$296,307	\$5,781	1.95%	\$1,529,729	\$1,777,843	(\$248,114)	-13.96%	\$3,555,686
<b>Total Expenses</b>	<b>\$1,723,046</b>	<b>\$1,662,998</b>	<b>\$60,048</b>	<b>3.61%</b>	<b>\$9,854,131</b>	<b>\$9,977,989</b>	<b>(\$123,858)</b>	<b>-1.24%</b>	<b>\$19,955,978</b>
<b>Surplus/(Deficit)</b>	<b>(\$421,406)</b>	<b>(\$607,998)</b>	<b>\$186,593</b>		<b>(\$2,636,362)</b>	<b>(\$3,647,989)</b>	<b>\$1,011,628</b>		<b>(\$7,295,978)</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Sep-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	\$1,043,714	\$933,700	\$110,014	11.78%	\$5,933,079	\$5,602,200	\$330,879	5.91%	\$11,204,400
Contracts - Transit	\$597,505	\$597,505	\$1	0.00%	\$3,585,178	\$3,585,028	\$150	0.00%	\$7,170,056
Advertising-Transit	\$129,167	\$130,902	(\$1,736)	-1.33%	\$775,000	\$785,414	(\$10,413)	-1.33%	\$1,570,827
Misc. Income - Transit	\$28,814	\$4,042	\$24,773	612.93%	\$106,852	\$24,250	\$82,602	340.63%	\$48,500
Total Operating Revenue	\$1,799,200	\$1,666,149	\$133,052	7.99%	\$10,400,109	\$9,996,892	\$403,217	4.03%	\$19,993,783
Operating Assistance									
State Aid - General	\$4,448,816	\$4,448,816	\$0	0.00%	\$26,692,899	\$26,692,899	\$0	0.00%	\$53,385,797
State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$958,500	\$958,500	\$0	0.00%	\$1,917,000
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$200,000	\$200,000	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$958,500	\$958,501	\$0	0.00%	\$1,917,001
Federal Aid - Transit	\$2,492,160	\$2,492,160	\$0	0.00%	\$14,952,962	\$14,952,962	\$0	0.00%	\$29,905,923
Other Grants - Federal	\$177,334	\$177,334	\$0	0.00%	\$1,064,003	\$1,064,003	\$0	0.00%	\$2,128,006
Total Operating Assistance	\$7,471,144	\$7,471,144	\$0	0.00%	\$44,826,863	\$44,826,864	\$0	0.00%	\$89,653,727
Total Revenue and Assistance	\$9,270,344	\$9,137,293	\$133,052	1.46%	\$55,226,972	\$54,823,755	\$403,217	0.74%	\$109,647,510
Expenses									
Labor - Maintenance	\$767,572	\$812,693	(\$45,121)	-5.55%	\$4,773,674	\$4,876,159	(\$102,485)	-2.10%	\$9,752,318
Labor - Transportation	\$2,633,128	\$3,105,886	(\$472,758)	-15.22%	\$16,736,539	\$18,635,315	(\$1,898,776)	-10.19%	\$37,270,630
Labor - STAR	\$284,265	\$317,901	(\$33,636)	-10.58%	\$1,487,366	\$1,907,406	(\$420,040)	-22.02%	\$3,814,812
Fringe	\$1,428,965	\$1,657,058	(\$228,093)	-13.76%	\$8,638,871	\$9,942,350	(\$1,303,479)	-13.11%	\$19,884,700
Materials & Supplies	\$1,305,663	\$1,299,615	\$6,048	0.47%	\$7,507,941	\$7,797,690	(\$289,749)	-3.72%	\$15,595,380
Professional Services	\$391,741	\$218,352	\$173,389	79.41%	\$1,565,110	\$1,310,110	\$255,000	19.46%	\$2,620,220
Other Expenses	\$42,004	\$10,629	\$31,374	295.17%	\$65,183	\$63,775	\$1,408	2.21%	\$127,550
Purchased Transportation - STAR	\$746,927	\$668,750	\$78,178	11.69%	\$4,395,698	\$4,012,498	\$383,201	9.55%	\$8,024,995
Liability - Claims	\$44,532	\$33,333	\$11,199	33.60%	\$374,377	\$200,000	\$174,377	87.19%	\$400,000
Liability - Insurance	\$84,748	\$88,217	(\$3,468)	-3.93%	\$414,421	\$529,300	(\$114,879)	-21.70%	\$1,058,600
Utilities - Transit	\$35,566	\$81,013	(\$45,448)	-56.10%	\$281,143	\$486,080	(\$204,937)	-42.16%	\$972,160
Mat & Supplies - NX	\$0	\$2,083	(\$2,083)	-100.00%	\$41,023	\$12,500	\$28,523	228.18%	\$25,000
Purchased Transportation - NX	\$117,267	\$110,417	\$6,850	6.20%	\$731,346	\$662,500	\$68,846	10.39%	\$1,325,000
Purchased Transportation - Vanpool	\$24,336	\$25,000	(\$664)	-2.66%	\$122,277	\$150,000	(\$27,723)	-18.48%	\$300,000
Purchased Transportation - TX	\$75,635	\$68,000	\$7,635	100.00%	\$475,535	\$408,000	\$67,535	16.55%	\$816,000
Total Expenses	\$7,982,348	\$8,498,947	(\$516,599)	-6.08%	\$47,610,503	\$50,993,683	(\$3,383,180)	-6.63%	\$101,987,365
Surplus/(Deficit)	\$1,287,995	\$638,345	\$649,651		\$7,616,469	\$3,830,072	\$3,786,397		\$7,660,145

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

Sep-23

**BUDGET VARIANCE REPORT**

	<b>ACCESS TRANSIT SERVICES</b>								<b>Annual Budget</b>
	<b>This Month</b>				<b>Year to Date</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	\$74,117	\$45,833	\$28,284	61.71%	\$397,576	\$275,000	\$122,576	44.57%	\$550,000
Interest Income	\$95	\$0	\$95	0.00%	\$541	\$0	\$541	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	\$74,212	\$45,833	\$28,379	61.92%	\$398,117	\$275,000	\$123,117	44.77%	\$550,000
Total Revenue and Assistance	\$74,212	\$45,833	\$28,379	61.92%	\$398,117	\$275,000	\$123,117	44.77%	\$550,000
Expenses									
Labor - Access	\$49,680	\$58,837	(\$9,157)	-15.56%	\$293,913	\$353,021	(\$59,108)	-16.74%	\$706,041
Fringe Benefits - Access	\$12,721	\$14,985	(\$2,264)	-15.11%	\$75,375	\$89,910	(\$14,535)	-16.17%	\$179,819
Purchased Transportation	\$46,114	\$33,333	\$12,781	38.34%	\$337,718	\$200,000	\$137,718	68.86%	\$400,000
Rent and Utilities - Access	\$2,049	\$1,643	\$406	24.68%	\$10,365	\$9,861	\$505	5.12%	\$19,721
Other Expenses - Access	\$2,000	\$417	\$1,583	380.00%	\$30,506	\$2,500	\$28,006	1120.23%	\$5,000
Total Expenses	\$112,564	\$109,215	\$3,349	3.07%	\$747,877	\$655,291	\$92,586	14.13%	\$1,310,581
Surplus/(Deficit)	(\$38,352)	(\$63,382)	\$25,029		(\$349,760)	(\$380,291)	\$30,531		(\$760,581)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Sep-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	\$69,441	\$66,667	\$2,774	4.16%	\$420,642	\$400,000	\$20,642	5.16%	\$800,000
RRS Parking Revenue	\$180,524	\$174,909	\$5,615	3.21%	\$1,181,003	\$1,049,454	\$131,549	12.53%	\$2,098,908
RRS Advertising	\$12,500	\$12,500	\$0	0.00%	\$75,000	\$75,000	\$0	0.00%	\$150,000
SSTS	\$2,212	\$2,467	(\$255)	-10.32%	\$14,508	\$14,800	(\$292)	-1.97%	\$29,600
Greyhound	\$42	\$0	\$42	0.00%	\$148	\$0	\$148	0.00%	\$0
85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$34,804	\$40,000	(\$5,196)	-12.99%	\$80,000
Interest Income	\$5,166	\$367	\$4,800	1308.98%	\$25,488	\$2,200	\$23,288	1058.53%	\$4,400
Total Operating Revenue	\$275,687	\$263,576	\$12,111	4.59%	\$1,751,593	\$1,581,454	\$170,139	10.76%	\$3,162,908
Expenses									
Labor	\$14,793	\$15,083	(\$290)	-1.92%	\$91,758	\$90,499	\$1,259	1.39%	\$180,998
Fringe-Benefits	\$2,921	\$1,617	\$1,304	80.65%	\$16,418	\$9,703	\$6,715	69.21%	\$19,405
Professional Services	\$8,048	\$6,667	\$1,381	20.72%	\$45,881	\$40,000	\$5,881	14.70%	\$80,000
Insurance	\$7,778	\$3,333	\$4,445	133.34%	\$35,805	\$20,000	\$15,805	79.03%	\$40,000
Security	\$506	\$37,783	(\$37,277)	-98.66%	\$54,091	\$226,700	(\$172,609)	-76.14%	\$453,400
Facilities Upkeep	\$2,366	\$28,917	(\$26,550)	-91.82%	\$81,759	\$173,500	(\$91,741)	-52.88%	\$347,000
Facilities Repairs	\$96,079	\$14,083	\$81,996	582.22%	\$151,451	\$84,500	\$66,951	79.23%	\$169,000
Utilities	\$26,393	\$48,238	(\$21,845)	-45.29%	\$111,199	\$289,425	(\$178,226)	-61.58%	\$578,850
Materials & Supplies	\$0	\$1,250	(\$1,250)	-100.00%	\$381	\$7,500	(\$7,119)	-94.93%	\$15,000
Parking Garage	\$43,260	\$45,000	(\$1,740)	-3.87%	\$349,982	\$270,000	\$79,982	29.62%	\$540,000
85 Watervliet Avenue	\$9,922	\$10,425	(\$503)	-4.82%	\$38,071	\$62,550	(\$24,480)	-39.14%	\$125,100
SSTS	\$4,524	\$14,583	(\$10,059)	-68.98%	\$52,745	\$87,500	(\$34,755)	-39.72%	\$175,000
Total Expenses	\$216,592	\$226,979	(\$10,388)	-4.58%	\$1,029,539	\$1,361,877	(\$332,337)	-24.40%	\$2,723,753
Surplus/(Deficit)	\$59,095	\$36,596	\$22,499		\$722,054	\$219,577	\$502,477		\$439,155



# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

Sep-23		
	Amount	% of Total
Current	\$1,635,703	23.05%
31 - 60	\$3,176,048	44.76%
61 - 90	\$82,898	1.17%
91 - 120	\$67,143	0.95%
Over 120	\$2,134,451	30.08%
<b>Total Accounts Receivable</b>	<b>\$7,096,243</b>	<b>100.00%</b>

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%
<b>Total Accounts Receivable</b>	<b>\$2,944,854</b>	<b>100.00%</b>

## AGING OF ACCOUNTS PAYABLE

Sep-23		
	Amount	% of Total
Current	\$4,151,415	87.51%
31 - 60	\$408,080	8.60%
61 - 90	\$29,391	0.62%
90 & Over	\$155,027	3.27%
<b>Total Accounts Payable</b>	<b>\$4,743,913</b>	<b>100.00%</b>

**Sep-23 Receivables over 120 days:** \$2,134,451

Breakdown of outstanding receivables over 120 days.	
\$1,995,079	NYS DEPT. OF TRANSPORTATION
\$87,500	CITY OF ALBANY
\$26,872	OTHER
\$25,000	CITY OF SARATOGA SPRINGS
<b>\$2,134,451</b>	

## ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	Sep-23	Sep-22	Difference	%	2024	2023	Difference	%
Albany	\$246,342	\$412,855	(\$166,513)	-40.33%	\$1,931,562	\$2,958,384	(\$1,026,822)	-34.71%
Rensselaer	\$105,556	\$158,393	(\$52,837)	-33.36%	\$808,980	\$1,222,562	(\$413,582)	-33.83%
Saratoga	\$465,887	\$737,435	(\$271,548)	-36.82%	\$2,167,769	\$3,229,590	(\$1,061,821)	-32.88%
Schenectady	\$120,351	\$152,898	(\$32,547)	-21.29%	\$741,822	\$1,042,381	(\$300,559)	-28.83%
<b>Total</b>	<b>\$938,136</b>	<b>\$1,461,581</b>	<b>(\$523,445)</b>	<b>-35.81%</b>	<b>\$5,650,133</b>	<b>\$8,452,917</b>	<b>(\$2,802,784)</b>	<b>-33.16%</b>

### Current Month Year To Date

FY 2024 \$938,136 \$5,650,133

FY 2023 \$1,461,581 \$8,452,917

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  
September 30, 2023**

<u><b>RESTRICTED INVESTMENTS</b></u>	<u><b>Fund Balances</b></u>	<u><b>Current Obligations</b></u>
Risk Management Account (Self-Insured)	\$3,338,629	\$2,103,511
Workers' Comp. Account (Self-Insured)	\$9,969,706	\$8,738,189
 <b>Operating Account</b>	 \$32,367,816	
 <u><b>Current Operating Reserve Obligations</b></u>		
Federal Operating Assistance in FY24		\$8,000,000
 <u><b>Current Capital Reserve Obligations</b></u>	 \$13,236,749	
Washington/Western BRT Project Match		\$10,000,000
LowNo Electrification Project Match		\$3,000,000
 <u><b>Current Vehicle Replacement Reserve Obligations</b></u>	 \$970,349	
Vehicle Replacement Funds		\$524,011

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	2.23%
Workers' Compensation	2.63%
Operating Fund	4.86%
Vehicle Replacement Fund	2.53%
Capital Project	4.45%

\* 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.

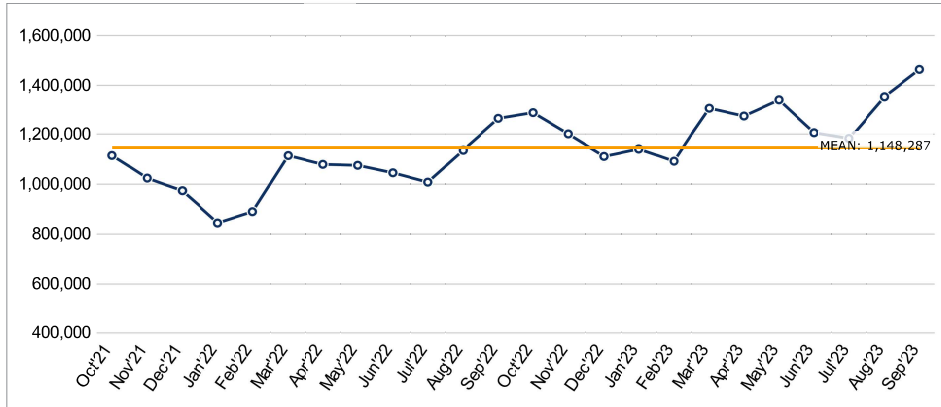
# Monthly Performance Report

Period: Sep'23

Meeting: Oct'23

Patronage / Mobility

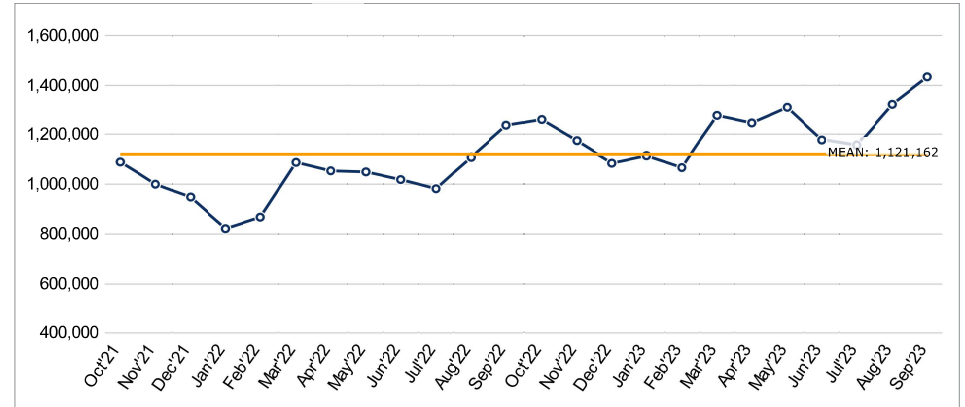
## Total Riders



Previous: 1,266,033

Current: 1,463,377

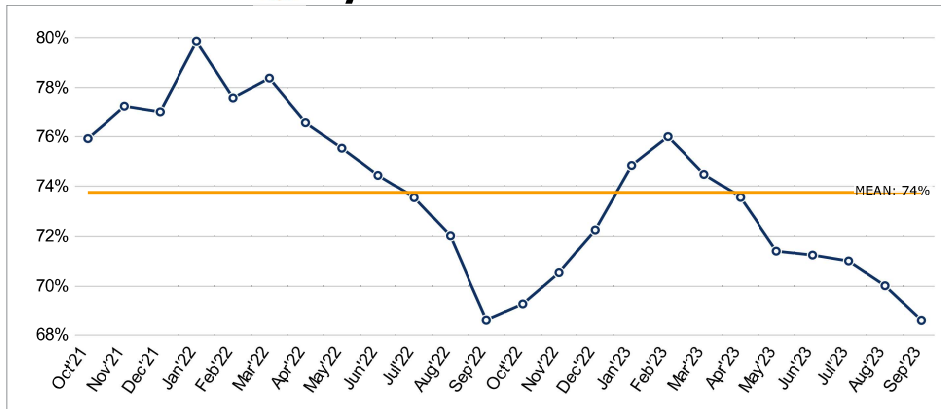
## Fixed Riders



Previous: 1,238,320

Current: 1,433,584

## System Wide OTP



Previous: 68.62%

Current: 68.61%

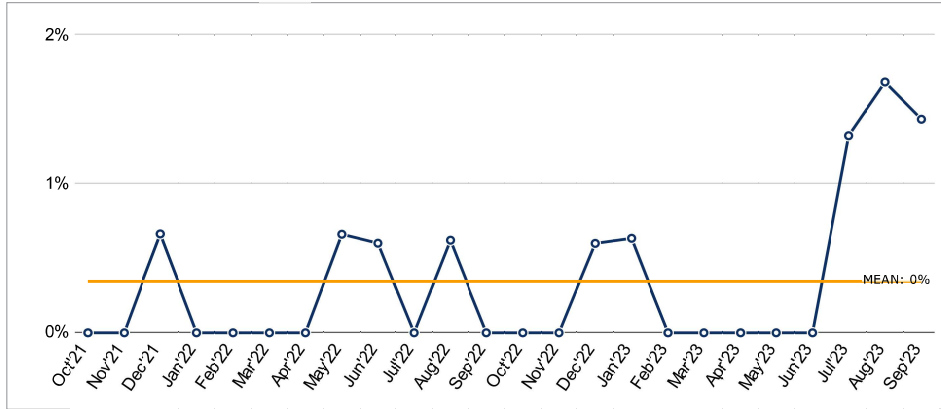
# Monthly Performance Report

Period: Sep'23

Meeting: Oct'23

## Reliability

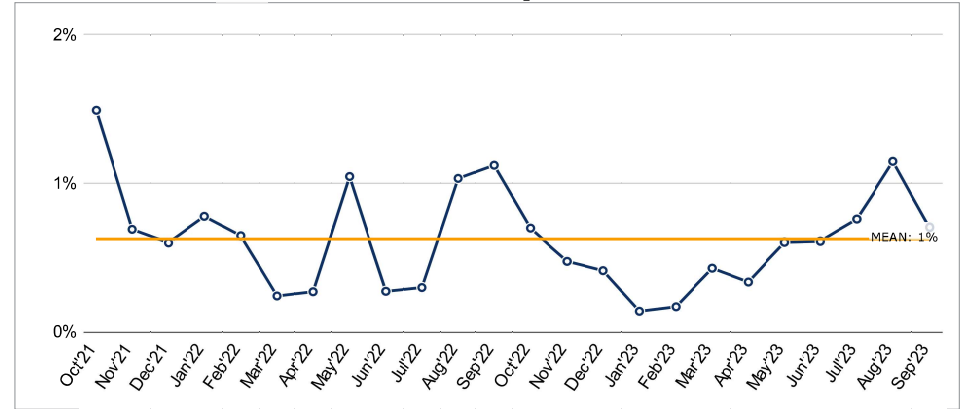
 **PMI Not On Time**



Previous: 0.0%

Current: 1.4%

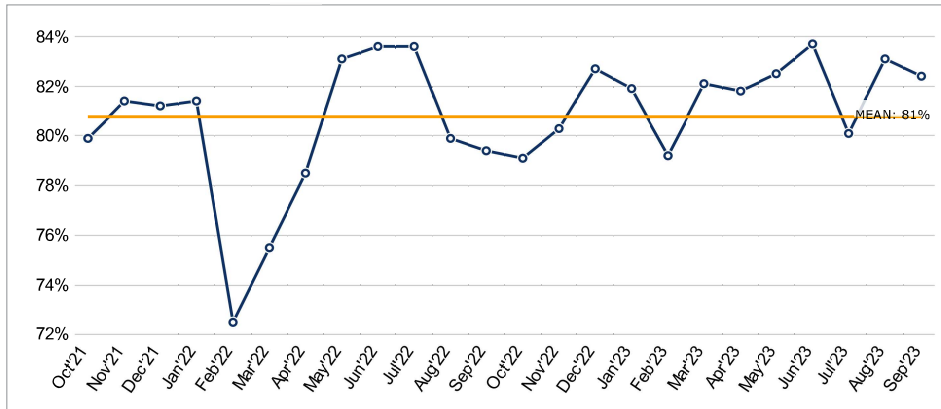
 **Percent of Trips Missed**



Previous: 1.12%

Current: 0.70%

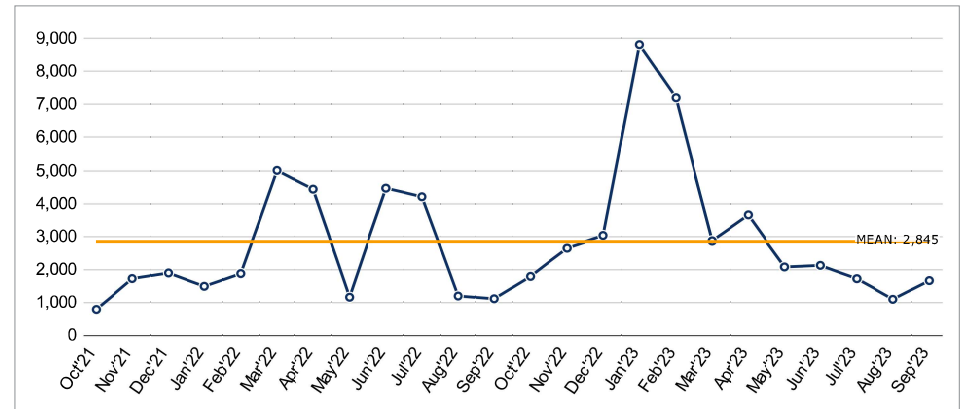
 **Scheduled Work**



Previous: 79.4%

Current: 82.4%

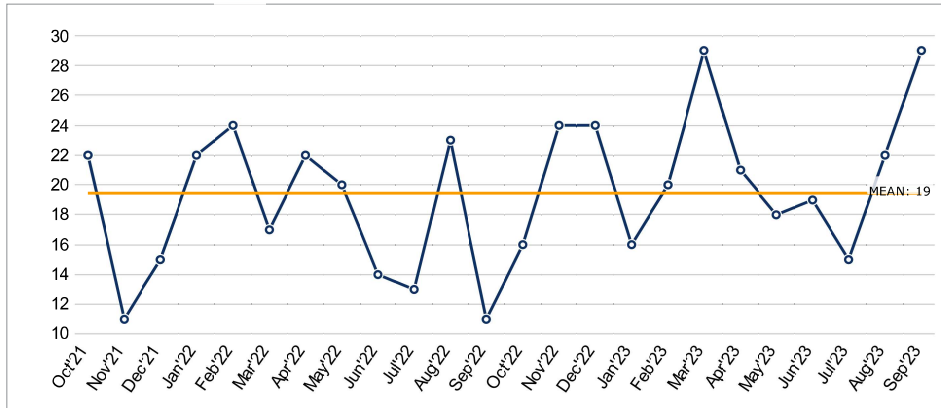
 **MDBSI**



Previous: 1,126

Current: 1,678

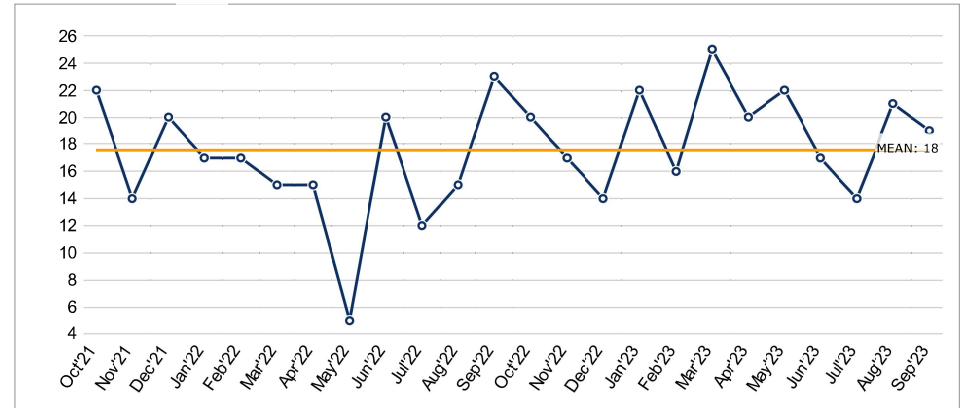
## 🎃 Preventable Accidents



Previous: 11

Current: 29

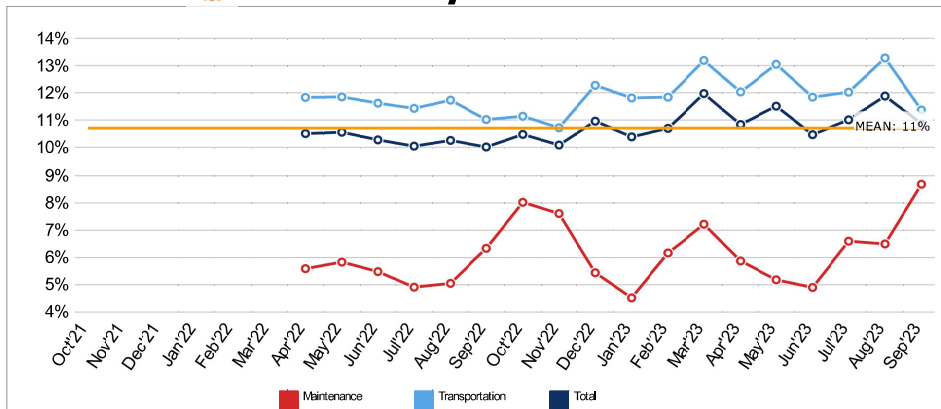
## 🎃 Non-Preventable Accidents



Previous: 23

Current: 19

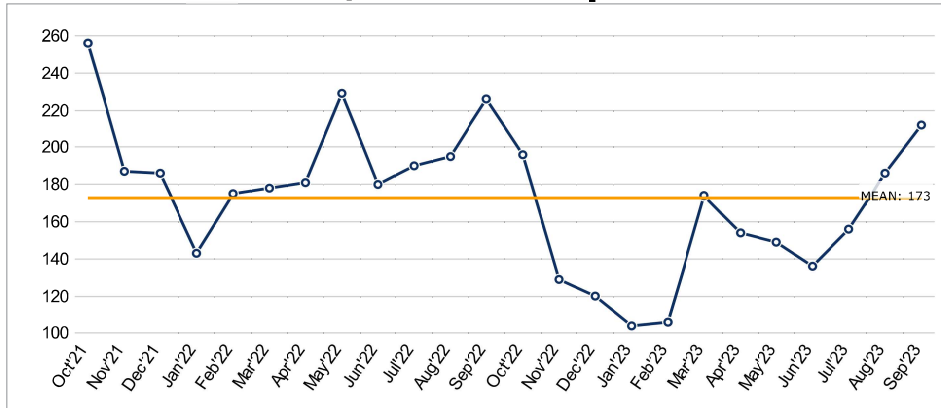
## 🎃 Percent Days Not Worked



Previous: 10.0%

Current: 10.9%

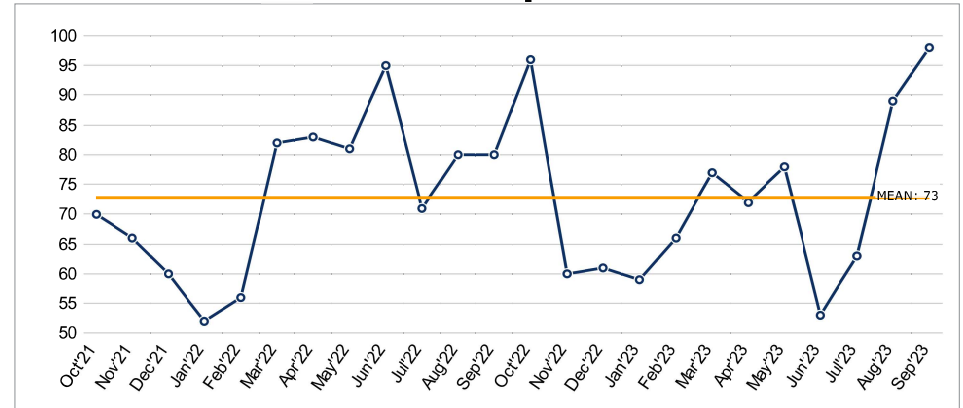
## 🎃 Fixed/Shuttle Complaints



Previous: 226

Current: 212

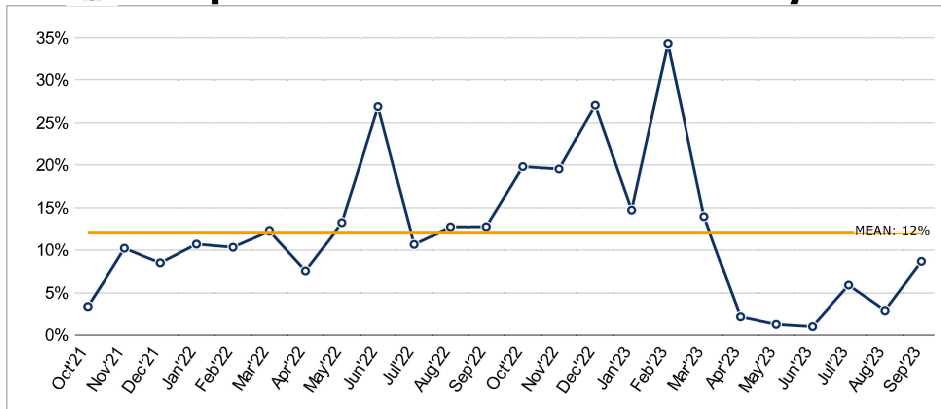
## 🎃 Other Complaints



Previous: 80

Current: 98

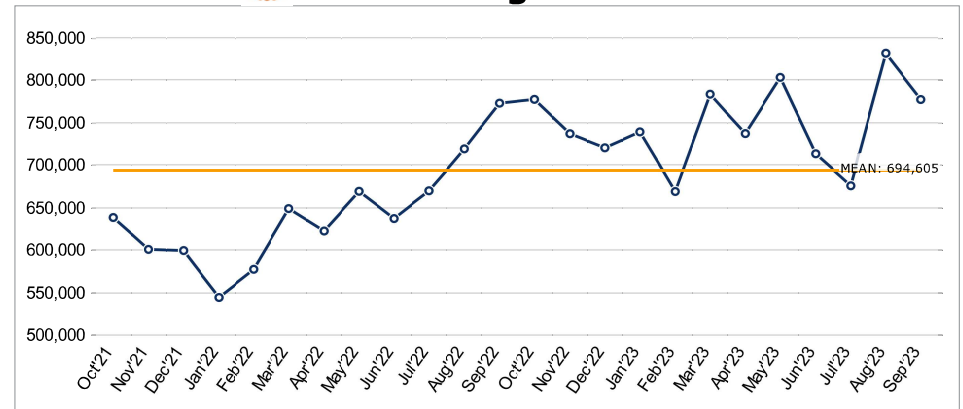
## 🎃 Complaints Not Addressed in Ten Days



Previous: 12.7%

Current: 8.7%

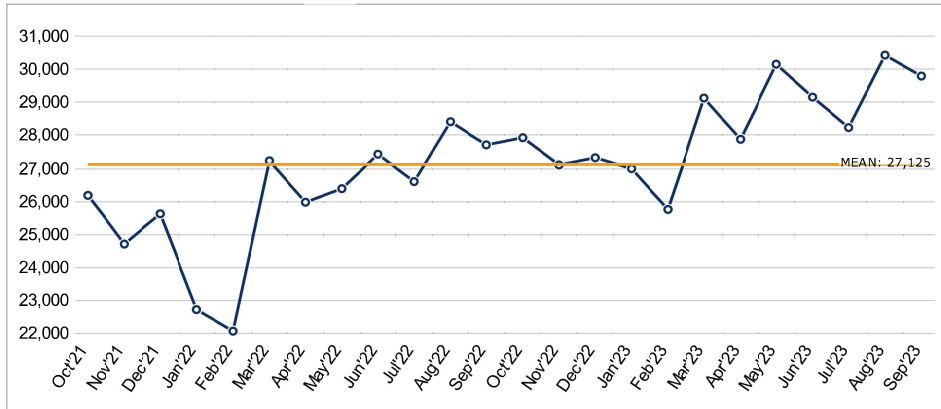
## 🎃 Website Page Views



Previous: 773,096

Current: 777,354

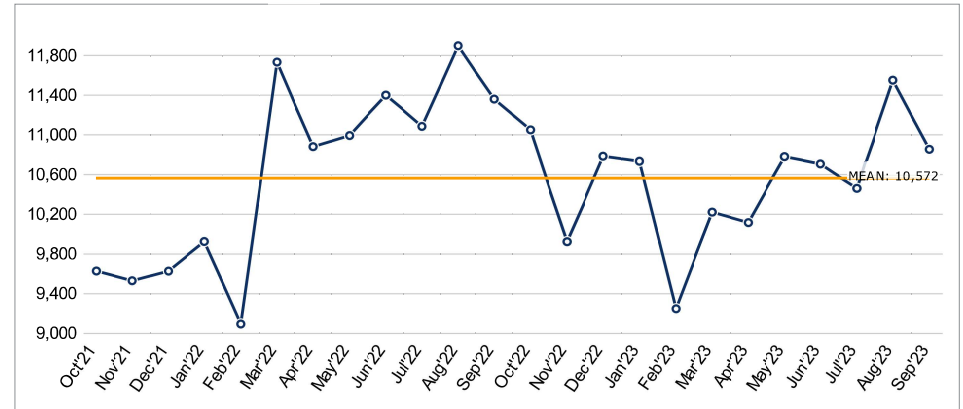
## 🎃 STAR Riders



Previous: 27,713

Current: 29,793

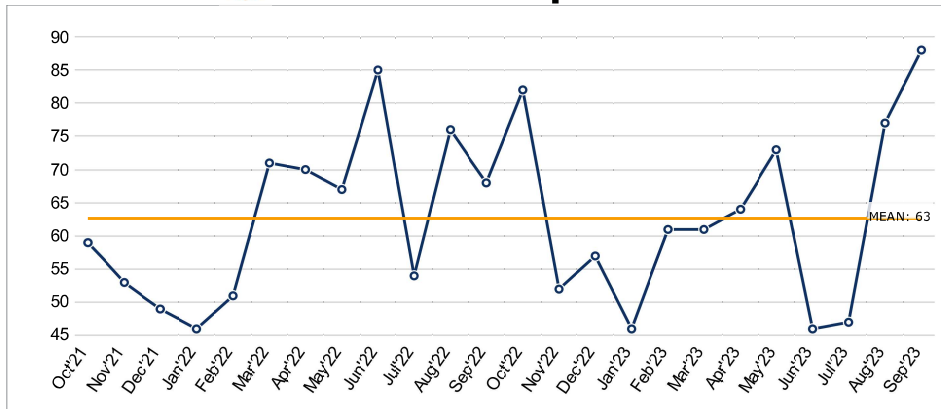
## 🎃 Reservation Calls



Previous: 11,366

Current: 10,859

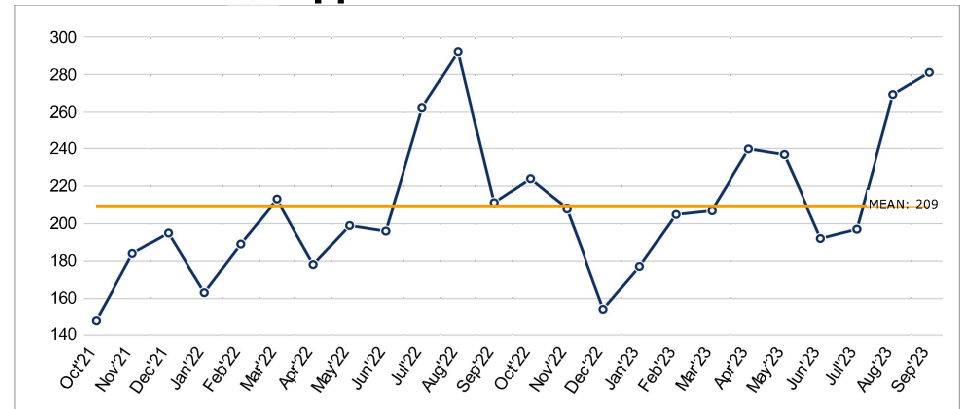
## 🎃 Customer Complaints



Previous: 68

Current: 88

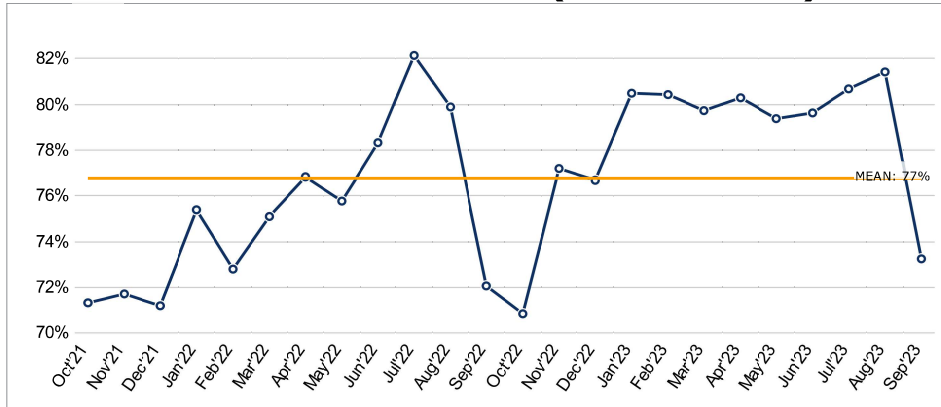
## 🎃 Applications Received



Previous: 211

Current: 281

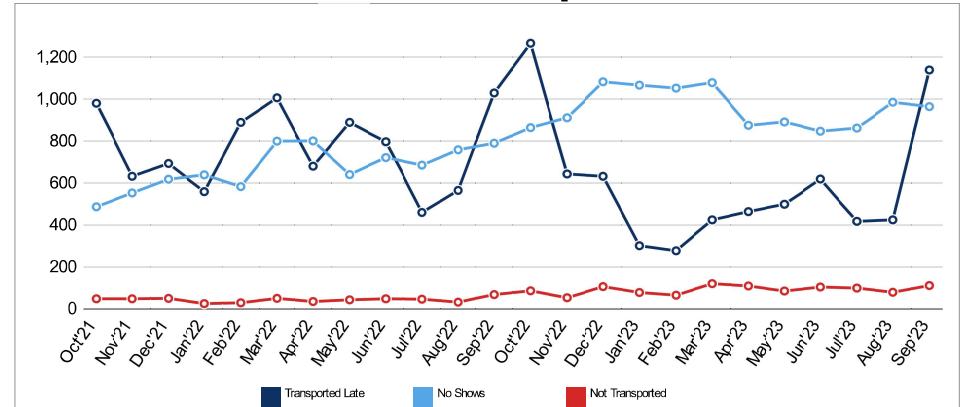
## 🎃 On-Time Performance (0-10 Minutes)



Previous: 72.1%

Current: 73.3%

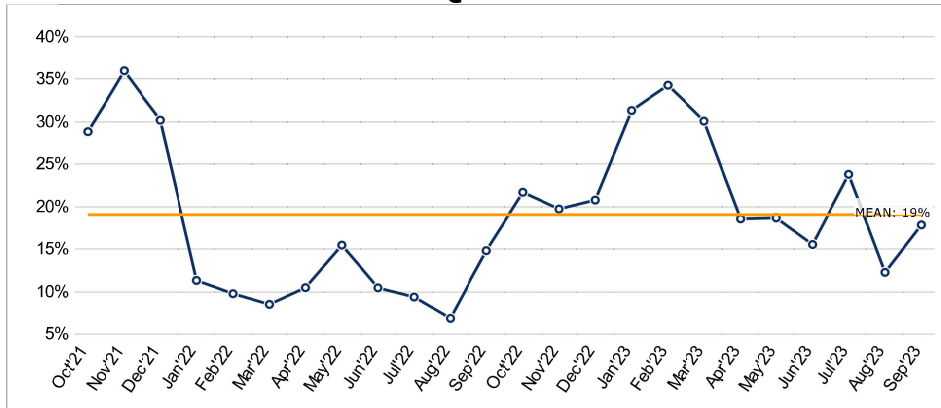
## 🎃 Missed Trips



Previous: 1,884

Current: 2,210

## 🎃 Reservation Calls in Queue Over Five Minutes



Previous: 14.9%

Current: 17.9%



**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.