

## CDTA COMMITTEE AGENDA

### Performance Monitoring/Audit Committee

Wednesday, April 22, 2020 | 12:00 pm | 110 Watervliet Avenue, Albany

#### Committee Item

#### Responsibility

Call to Order

Denise Figueroa

Ascertain Quorum

Denise Figueroa

Agenda Approval

Denise Figueroa

Approve Minutes of Wednesday, March 18, 2020

Denise Figueroa

#### Consent Agenda Items

- Approve Traffic Signal Priority Contract

Stacy Sansky

#### Audit Committee

- Internal Audit Quarterly Report

Sarah Matrose

#### Investment Committee

- Approve Investment Policy

Denise Figueroa

#### Administrative Discussion Items

- Monthly Management Report
- Monthly Non-Financial Report

Mike Collins

Chris Desany

#### Executive Session

- No items scheduled

Next Meeting Date: Wednesday, May 20, 2020 at noon at 110 Watervliet Ave., Albany

Adjourn

Denise Figueroa

*\* Indicates Material (Or Additional Material) Will Be Provided at Meeting*

# Capital District Transportation Authority

## Performance Monitoring/Audit Committee

Meeting Minutes – March 18, 2020 at 12:00 pm; 110 Watervliet Avenue, Albany

In Attendance: Denise Figueroa, Jayme Lahut, Dave Stackrow, Mike Criscione(phone), Mark Schaeffer(phone), Carm Basile, Mike Collins, Stacy Sansky, Vanessa Salamy; Via Phone - Amanda Avery, Phil Parella, Jaime Watson, Jeremy Smith, Jon Scherzer, Sarah Matrose

### Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the February 19, 2020 meeting were reviewed and approved.

### Consent Agenda Items

#### Approve Harriman & Downtown Campus Contract

- To complete sitework and installation of two stops of the future WWBRT, the project involves constructing new roadways, traffic signals, concrete sidewalks, electrical infrastructure and landscaping.
- Approving a contract to New Castle Paving, LLC of Troy, NY for Harriman West and downtown campus station construction for a total amount not to exceed \$4,603,716 which includes a 20% contingency will be recommended to the Board for approval.

#### Approve River BRT Phase III Contract

- Phase II construction of the next set of station is set for completion in June, and to allow the project to continue to move forward, a contract for Phase II is required. Phase III will continue station work that was begun in Phase II. We are satisfied with prior work Callanan Industries of Albany, NY who came in as the low bid.
- Staff is recommending awarding a contract for River BRT Phase III construction to Callanan Industries, Inc. of Albany, NY for a base amount of \$2,353,986.39 plus an alternate on at \$230,756 for demolition and site work to create a park and ride. With the 20% contingency included the contract awarded will not exceed a total of \$3,101,691 and will be recommended to the Board for approval.

#### Approve Smart Card Purchase

- Smart Cards are used for the new fare collection system. We need to purchase additional cards to replenish the Navigator card inventory. We previously procured a new face collection system (NFCS) with SPX-Genfare in 2013 and one of the features of the NFCS is the use of contactless smart cards for payment. In order to ensure compatibility and integration with our system, staff is recommending a sole source contract to SPX-Genfare for the purchase of the smart cards.
- A sole source contract to SPX-Genfare of Elk Grove Village, Illinois for an amount not to exceed \$84,200 will be recommended to the Board for approval.

#### Approve Procurement Manual Revisions

- The Procurement Manual provides a blueprint to staff, vendors and the Board for how goods and services are procured at CDTA. The intention of the manual is to provide easy to understand guidance that conforms to CDTA, FTA and New York State procurement regulations.

- It is reviewed annually to ensure compliances with state and federal regulations as well as to review procedures for conformance with common business practice.
- Revisions to the Procurement Manual will be recommended to the Board for approval.

#### Approve Transfer of Bikeshare Program

- CDTA operates the very successful CDPHP *Cycle!* bike-share program. A new company, Mobility Cloud, Inc. has purchased all assets from Social Bicycles (JUMP Bikes) and a contract is required with the new company for continued service.
- Staff recommends a sole source contract for the bike-share program for a term of five years be awarded to Mobility Cloud, Inc. to cover annual operations along with the purchase of additional bicycles, infrastructure and maintenance as needed.
- Awarding a sole source contract to Mobility Cloud, Inc. of New York, New York in an amount not to exceed \$3,150,000 over the five-year term and effective April 1, 2020 will be recommended to the Board for approval.

#### Audit Committee Items

- No items scheduled

#### Investment Committee Items

- No items scheduled

#### Administrative Discussion Items

##### Monthly Management Report

- Mike Collins gave the Monthly Management Report and we continue to be in a solid financial position through February.

##### Monthly Non-Financial (performance) Report

- Chris Desany gave the Monthly Non-Financial Report for February. Most reporting categories are in good standing.

#### Executive Session

- No items scheduled

#### Next Meeting

Wednesday, April 22, 2020 at 12:00pm via teleconference on Microsoft Teams

## Capital District Transportation Authority Agenda Action Proposal

**Subject:** Contract award for the purchase of traffic signal priority equipment and services to Global Traffic Technologies (GTT), LLC of Saint Paul, Minnesota.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** April 22, 2020

**Board Action Date:** April 29, 2020

### **Background:**

As the river corridor Bus Rapid Transit (BRT) advances, the deployment of traffic signal priority (TSP) equipment on buses and at intersections is needed to allow CDTA buses to take priority over vehicular traffic. We have been using this technology on the 905 BRT line since 2011.

### **Purpose:**

To provide traffic signal priority equipment and services for the river corridor BRT line.

### **Summary of Proposal:**

In 2017, CDTA competitively procured and awarded a contract to Innovations in Transportation, Inc. for the implementation of an Intelligent Transportation Management System that included an upgraded TSP system for the red line. This system was provided by Global Traffic Technologies. This new master services agreement includes site surveys, project management, installation, training services, intersection infrastructure, and equipment for each vehicle operating on the river BRT line.

To ensure cost effectiveness, timely implementation and continuity of operations, a sole source contract is recommended to GTT for traffic signal priority equipment and services. Staff has reviewed the pricing provided by GTT and found it to be fair and reasonable based upon past purchases of the same equipment and services.

Staff recommends a contract for the implementation of a traffic signal priority system be awarded to Global Traffic Technologies, LLC of Saint Paul, Minnesota for an amount of \$1,215,046 plus a \$243,000 contingency (20%), for a total amount of \$1,458,055. Upon approval a contract will be immediately executed, and equipment will be ordered.

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

The traffic signal priority system cost of \$1,458,055 will be funded through the River BRT Small Starts Grant.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Thomas Guggisberg, Director of Information Technology

## Memorandum

April 22, 2020

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Award Recommendation for Traffic Signal Priority Equipment & Services

### Overview

Traffic Signal Priority (TSP) technology uses equipment on buses and intersections that communicate to allow for bus traffic to take priority over vehicular traffic. This allows for better run times and schedule adherence and is typically an integral part of a Bus Rapid Transit (BRT) system. We have been using this technology on the 905 BRT line since 2011. In 2017, CDTA competitively procured and awarded a contract to Innovations in Transportation, Inc. for the implementation of an Intelligent Transportation Management System that included an upgraded TSP system for the red line. This system was provided by Global Traffic Technologies (GTT), LLC.

Although this contract is still in place, a new scope of work and master services agreement is needed to deploy a TSP system at 76 additional intersections on the River BRT line. This new master services agreement includes site surveys, project management, installation, training services, intersection infrastructure, and equipment for each vehicle. To ensure cost effectiveness, timely implementation and continuity of operations, staff seeks to award a sole source contract to GTT for traffic signal priority equipment and services.

### Justification

This recommendation for a sole source award is based on a number of important considerations. Global Traffic Technologies is our incumbent TSP vendor responsible for the maintenance and operation of all existing TSP hardware, software, and management. Additional reasons to support this sole source recommendation include:

- GTT is already familiar with how the architecture of their system relates to CDTA's service requirements.
- Utilizing this vendor will require no third-party integration or customization, which reduces the risk inherent in custom third-party software development.
- GTT has extensive knowledge of local municipalities' infrastructure and has already implemented systems with many of our partners. This minimizes compatibility issues with using another system.
- Infrastructure and services costs are fair and reasonable, as it is based on historical pricing for the same equipment.

### Recommendation

I am requesting that a contract for the implementation of a traffic signal priority system be awarded to Global Traffic Technologies, LLC of Saint Paul, Minnesota in the amount of \$1,215,046 plus a \$243,000 contingency (20%), for a total amount of \$1,458,055.

Copy: Chief Executive Officer  
Director of Information Technology

**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:**

\$1,458,055    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

Attach Summary of Bids/Proposals

7. **Disadvantaged Business Enterprise (DBE) involvement**

Are there known DBEs that provide this good or service?    Yes    **No**  
Number of DBEs bidding/proposing                                      \_\_\_\_\_  
DBE Certification on file?                                      Yes    No    **Not Applicable**  
Was contract awarded to a DBE?                                      Yes    **No**  
Number of DBE Subcontractors                                      **0**  
DBE Subcontractor Name and Certification Type: \_\_\_\_\_

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Global Traffic Technologies, LLC**

**7800 3<sup>rd</sup> Street**  
**St. Paul, MN 55128**

8. **SOURCE OF FUNDS: River BRT Small Starts Grant**

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: April 10, 2020

## Memorandum

April 22, 2020

To: Audit Committee Members  
Carm Basile, Chief Executive Officer

From: Sarah Matrose, Internal Auditor

Subject: Quarterly Progress Report – Internal Audit Department

### IA Progress Report:

- Annual risk assessment meetings with staff were conducted to ensure the audit plan is aligned with CDTA's goals and industry emerging risks. The results of the interviews will be utilized to create:
  - An updated Audit Plan
  - An updated Risk Assessment process document
- Davis-Bacon & Related Acts audit is in wrapping up
- Universal Access Billing wrap-up
- Fuel Process Review in the planning stages
- Follow-Up on prior audit recommendations

### Continuous and Upcoming Audit Items:

- PCI Self-Assessment Compliance review
- Reviewing NX mileage reports for consistency, accuracy and adherence to contractual terms
- Continuing efforts for Standard Operating Procedures and Policies, including a documented process for approval, disseminating, and storage
- On-going work on the KPI Dashboards with Zight and the Business Intelligence Competency Center group
- Participation and review of the GIRO Hastus Daily work group sessions, specifications and procedural documents

### Continuing Education/Maturity Project Items:

- Updated the Internal Control Policy, Assessment Guidelines and the Self-Assessment Questionnaire template
- Updating the Internal Audit and Internal Controls presentations for staff
- Attended IIA Albany Chapter monthly Board meetings virtually – was inducted as 2<sup>nd</sup> VP
- Attended the ISACA Hudson Valley Chapter Board virtual meeting
- Attended the APTA Committee of Audit Professionals Virtual Round Table
- *Environmental, Social, and Corporate Governance and its Growing Importance to Corporate Boards* webinar
- *Talking Transit Through COVID-19 & Beyond* webinar
- *NYPTA Budget Presentation and Covid-19 Best Practices* webinar
- *Environmental Fraud: Introduction to Prevention and Detection* webinar

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

**Subject:** Annual review and approval of the CDTA Investment Policy

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** April 22, 2020

**Board Action Date:** April 29, 2020

**Background:**

The New York State Public Authorities Law Article 9, Title 7 annually requires public authorities to review and approve their Investment Policy.

**Purpose:**

The Performance Monitoring/Audit Committee is required to review and approve the CDTA Investment Policy on an annual basis. This policy details the operative policy for investing, monitoring and reporting of funds for CDTA.

**Summary of Proposal:**

The Investment Policy (IP) is attached for review. General Counsel has reviewed our IP and appropriate laws for changes and does not recommend modifications at this time. The investment advisor has also reviewed our IP and does not recommend any changes.

Based on these reviews, it is recommended that we approve the IP as is for another year.

**Financial Summary and Source of Funds:**

No financial impact

**Prepared by:**

Mike Collins, VP of Finance & Administration

**Project Manager(s):**

Mike Collins, VP of Finance & Administration

Amanda Avery, General Counsel



**Memorandum**

April 22, 2020

To: Chairwoman, Performance Monitoring/Audit Committee  
Members, Performance Monitoring/Audit Committee

From: Mike Collins, Vice President of Finance & Administration

Subject: Investment Policy 2020

**Overview**

The Performance Monitoring/Audit Committee reviews the Investment Policy (IP) on an annual basis to make necessary revisions as necessary due to changes in the market and/or legal requirements. The IP is reviewed by staff, General Counsel and CDTA's Investment Advisor.

**Recommendation**

Based on our annual review of the policy, we are proposing no changes to the IP this year.

## INVESTMENT POLICY CAPITAL DISTRICT TRANSPORTATION AUTHORITY

These guidelines detail the operative policy regarding the investing, monitoring and reporting of funds of the Capital District Transportation Authority (the “Authority”).

### 1. Purpose

- a) Establish a policy whereby current funds, in excess of immediate needs are invested to earn a reasonable rate of return while safeguarding the principal amount.
- b) Assure that invested funds are diversified and adequately safeguarded. The investment portfolios will, at all times, be diversified. No single issuer will represent more than 5% of a given portfolio. There is no limitation for the debt of the US Government or one of its agencies, except that the debt of a single agency will not represent more than 50% of a given portfolio. Certificates of deposit issued by a single bank are limited by the legal maximum for FDIC insurance.
- c) Assure that adequate accounts and records are maintained which accurately reflect all transactions.
- d) Assure that an adequate system of internal control is maintained.

### 2. Authorization and Management

All investment decisions are to conform to:

- a) Section 1306 (4) of the Public Authorities Law of the State of New York,  
and
- b) Article 9, Title 7 of the Public Authorities Law of New York,
- c) 2 NYCRR § 201.1, *et seq.*

The Board may retain at the recommendation of the Performance Monitoring/Audit Committee (“Committee”) one or more investment advisors, which meet the Authority’s qualifications and grant the advisor discretion to execute transactions within the context of these policies. The advisor (s) will be expected to act as a fiduciary at all times in the best interest of the Authority.

### 3. Types of Investments

The permissible types of investments (“Permitted Investments”) are as follows:

- a) Certificates of Deposit issued by banks which are members of the Federal Deposit Insurance Corporation (FDIC). Certificates of Deposit of qualifying banks may also be purchased from Broker/Dealers licensed to conduct business in New York State which are members of the Securities Investors Protection Corporation (SIPC) and the Financial Industry Regulatory Authority (FINRA).
- b) Deposits in “Money Market” accounts in banks specified in Item (a) above.
- c) Money Market Funds that invest exclusively in obligations of the United States Government or one of its agencies, except that up to 1% of each investment account may be held in a conventional money market fund provided that the fund holds more than \$500 million in assets and the sponsor is a substantial and well regarded financial institution with no less than \$1 billion of equity capital. Further, the principal objective of the fund must be preservation of capital. The purpose of this exception is to accommodate relatively small amounts of cash that are not invested and not substantial enough to qualify for a specialized Government-only fund.
- d) Obligations of New York State, the United States Government, or Agencies of the United States Government. Obligations guaranteed, as to principal and interest, by one of these entities is also permissible.
- e) The primary investment objective is the protection of principal. All bank deposits of money should be fully collateralized or insured (e.g., FDIC insurance).

Each purchase must be confirmed in writing and be made in accordance with the provisions of this Investment Policy.

### 4. Operating Procedures

- a) The investment selection process shall utilize competitive quotations or negotiated prices, except in the purchase of federal government securities at auction.
- b) Approvals: The Vice President of Finance & Administration shall approve all investment transactions, and report investment transactions to the Chief

Executive Officer. The process of initiating, reviewing and approving requests to buy and sell investments shall be documented and retained for audit purposes. The Investment Committee Chairperson, the Vice President of Finance & Administration and the Chief Executive Officer (when necessary) will meet with any and all retained investment advisors no less than twice per year to review and approve the portfolio holdings.

- c) Collateral Custody: The custodian of all collateral involved in any investment transaction must be either the Authority or a Third-Party Bank or Trust Company acceptable to the Authority. Such Bank may not be the same as that with which the investment is made. The custody agreement must be joint with the Bank providing the collateral.

If, at any time during the term of a Certificate of Deposit or deposit in Money Market Account, the collateral or underlying security market value does not equal the principal value of the investment, the Authority shall inform the Bank of the additional collateral required. If additional collateral is not added immediately by the Bank involved, the Authority shall demand the return of the amount invested and remove such Bank from the list of approved Banks for investment and deposit of Authority funds.

Any custodian or trustee of securities in any transaction to which the Authority is a principal may not relinquish control over such securities without the written consent of the Authority and the Investment Manager.

- d) If a Bank or Investment Broker/Dealer is operating as an agent for another Bank or any of its customers, such information must be disclosed to the Authority. To the extent the Board has retained an investment advisor, the advisor will act solely as agent on behalf of the Authority. The Advisor(s) may act as the Principal in a transaction only if it is authorized in writing by the Performance Monitoring/Audit Committee.
- e) In addition to the normal entries in cash receipts, cash disbursements and general ledger regarding investments, the following additional records shall be maintained.

- 1) A schedule for each Bank or Investment Broker/Dealer with which the Authority makes investments, maintained by the Accountant, showing:

- a. Date of transactions
- b. Description and amount of investment
- c. Interest rate
- d. Due date of CD, or Bond
- e. Market value of collateral or investment security
- f. Indication of at least monthly recheck of market values

- f) Investments may be made by a telephone call. If the investment is a Certificate of Deposit (CD) that is eligible to be traded and cleared through the Depository Trust Company (DTC), it will be delivered directly to the custodian by the bank or broker/dealer. If the CD is not DTC eligible, such Certificate shall be mailed to the Authority or, if feasible, picked up by an agent of the Authority. The Vice President of Finance & Administration will immediately contact the designated custodian or trustee of the collateral for such investments, requesting telephone confirmation of deposit of collateral and receive from custodian a written instrument requiring the Authority's agreement before custody may be relinquished. In practice, Banks will usually deposit a certain amount of securities for a specified period of time, equal to the probable maximum amount the Authority would be investing during such period, i.e., a month or ninety days. CDs that are fully insured by the FDIC (principal and expected interest) are not required to be collateralized. If authorization is initially given verbally, it shall be followed by written confirmation.
- g) Payment of funds shall only be made upon delivery of securities.
- h) A record of investments shall be maintained. The records shall identify the security, the fund for which held, the place where kept, date of disposition and amount realized, if required, and the market value and custodian of collateral.
- i) Custodians of deposits and money market accounts shall be required to report monthly or more frequently on activity occurring in the Authority's custodial account to the Accountant. There shall be monthly verifications of both the principal amount and market values of all investments and collateral. Listings shall be obtained from the custodian and compared against the Authority's records.
- j) The Authority requires the custodian to send verification of securities held for the Authority whenever requested to do so by the Authority.
- k) The Vice President of Finance & Administration is authorized to deposit all funds received by the Authority in Money Market Accounts or Certificates of Deposit with Banks or Investment Broker/Dealer doing business in New York State, which are members of the FDIC; the SIPC and FINRA; and/or registered with the SEC and that have also expressed an interest in receiving requests for bids, consistent with these guidelines.
- l) The report of the status of all investments will be submitted by the Deputy Comptroller at least quarterly to the Chief Executive Officer and the Board Members of the Authority.

5. Collateralization

- a) Investments requiring collateralization must be fully collateralized by US Government obligations, or obligations guaranteed by a US Government entity.
- b) The collateral for a CD or Money Market Fund Deposit must equal the investment principal at all times.
- c) Market values of items mentioned in b) above will be checked by the Deputy Comptroller at least monthly to a nationally recognized financial publication.
- d) Investments in Certificates of Deposit and Money Market Accounts are limited to FDIC insurance limits, unless collateralized.

6. Review of Investment Guidelines and Audit Procedures

- a) These guidelines shall be reviewed by the Performance Monitoring/Audit Committee annually and revised as necessary to reflect changes in market conditions or legal requirements.
- b) An annual independent audit shall be conducted in accordance with the provisions of Article 9, Title 7 of PAL and 2 NYCRR § 201.1 *et seq*
- c) Collateral shall be verified monthly, if held by the Authority, by Members of the Performance Monitoring/Audit Committee. If held by a Bank, confirmation from such Bank will be given to Committee.
- d) The Authority shall maintain an internal control structure designed to protect the Authority's investment assets from loss, theft, and misuse.

7. Evaluation and Reporting

- a) An annual independent audit shall be performed by the Authority's independent accountants to evaluate investment program compliance. The annual audit report shall be filed within 90 days after the close of the Authority's fiscal year with the Office of Budget and Policy Analysis of the Office of the State Comptroller.
- b) The Authority shall prepare an annual investment report which shall be submitted to the Division of the Budget, with copies to the Office of the State Comptroller, the Senate Finance Committee, and the Assembly Ways and Means Committee.

8. Settlement of Securities Transactions

All purchases of securities by or on behalf of the Authority will be settled “delivered vs. payment”, meaning that purchased securities will not be paid for until they are presented physically or electronically at the custodian by the seller or his agent.

9. Criteria for Selection of Investment Banks or Firms and Brokers

The Authority shall maintain a list of approved financial institutions and a list of approved security broker/dealers. As market conditions change, the Authority may find it necessary to place investments directly with Investment Banks or Firms and Brokers. The following are criteria for the selection of Investment Banks or Firms and Brokers:

- a) Investment Banks or Firms and Brokers authorized to do business within New York State.
- b) Investment Banks or Firms and Brokers in business for over (5) five years.
- c) Investment Banks or Firms and Brokers which have invested over \$500,000,000 in assets for their clients at the time of any investment made by the Authority.
- d) Investment Banks or Firms and Brokers that have demonstrated a proven record of returns, that meet or exceed the yield and total return generated from Treasury benchmarks.
- e) Investment Managers/Advisors must be registered with the Securities and Exchange Commission (SEC) while Investment Brokers/Dealers must be members in good standing with the Securities Investors Protection Corporation (SIPC) and the Financial Industry Regulatory Authority (FINRA).

All the foregoing sections of the Investment Policy that pertain to banks shall apply to Investment Broker/Dealers.

# Monthly Management Report

March 2020





## Monthly Management Report - March 2020

### Executive Summary - FY20 Year End Report

			Current Month		Year to Date	
REVENUE	Actual	Budget	(\$) Variance	(%) Variance	(\$) Variance	(%) Variance
1 Mortgage Tax	\$ 821,962	\$ 937,500	\$ (115,538)	-12.32%	\$ 926,444	8.24%
2 Customer Fares	\$ 1,238,623	\$ 1,566,667	\$ (328,044)	-20.94%	\$ 93,372	0.50%
3 RRS & Facilities	\$ 155,477	\$ 270,969	\$ (115,492)	-42.62%	\$ (145,115)	-4.46%
<b>EXPENSES</b>						
EXPENSES	Actual	Budget	(\$) Variance	(%) Variance	(\$) Variance	(%) Variance
4 Wages	\$ 3,685,080	\$ 3,738,065	\$ (52,985)	-1.42%	\$ 479,283	1.07%
5 Health Benefits	\$ 902,266	\$ 846,920	\$ 55,346	6.53%	\$ (306,182)	-3.01%
6 Workers' Compensation	\$ 163,233	\$ 219,809	\$ (56,576)	-25.74%	\$ (716,200)	-27.15%
7 Professional Services	\$ 365,433	\$ 218,145	\$ 147,288	67.52%	\$ 523,122	19.98%
8 Materials & Supplies	\$ 208,461	\$ 121,084	\$ 87,377	72.16%	\$ (25,310)	-1.74%
9 Purchased Transportation	\$ 426,344	\$ 484,613	\$ (58,269)	-12.02%	\$ 266,325	4.58%
10 Fuel	\$ 380,697	\$ 443,466	\$ (62,769)	-14.15%	\$ (381,841)	-7.18%
					<b>YTD Revenue</b>	2.24%
					<b>YTD Expenses</b>	-1.01%

1 MRT was down 12% in March, but finished the year ahead of budget by 8% (\$925,000).

2 March Customer Fares were down 21% due to the Coronavirus, but exceeded the year end budget by \$93,000.

3 RRS revenue missed budget by 43% in March due to a significant drop in parking revenue due to the Coronavirus.

4 Wages were under budget by 1.5% in March because of reduced service levels; we finished the year 1% over budget.

5 Health benefits were over budget by 6.5% due to an adjustment in the Empire Plan; but finished the year under budget by 3%.

6 Workers' Compensation is under budget by 26% for the month; and under budget for the year by 27%.

7 Professional Services is over budget due to several categories and invoice timing.

8 Materials & Supplies are over budget by 72% mainly due to Coronavirus supplies.

9 Purchased Transportation was under budget by 12% due to service reductions, but is over budget for the year by 4.5%.

10 Fuel is under budget this month by 14%; and under budget by 7% for the year.

Note: We finished the year in a positive position.

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

	<b>Mar-20</b>	<b>Mar-19</b>
<b>Assets</b>		
<b>Current Assets:</b>		
Cash	\$3,949,710	\$9,993,516
Investments	\$17,586,088	\$19,364,099
Receivables:		
Mortgage Tax	\$822,092	\$668,327
Federal Grants	\$1,644,690	\$0
New York State Operating Assistance	\$40,844	\$0
Trade and Other	\$6,705,611	\$12,711,659
Advances to Capital District Transportation Committee	\$1,129,195	\$526,454
Materials, Parts and Supplies	\$4,359,880	\$4,001,812
Prepaid Expenses	\$837,776	\$764,397
<b>Sub-Total Current Assets</b>	<b>\$37,075,886</b>	<b>\$48,030,264</b>
<b>Noncurrent Assets:</b>		
Capital Assets, net	\$107,338,986	\$121,138,986
<b>Deferred outflows of resources:</b>		
Deferred outflows of resources from pension	\$2,608,902	\$1,910,046
<b>Total for Assets</b>	<b>\$147,023,774</b>	<b>\$171,079,296</b>
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$6,876,899	\$8,740,645
Accrued Expenses	\$4,409,798	\$4,188,084
Unearned passenger revenue	\$2,184,459	\$2,052,600
Line of Credit		
<b>Sub-Total Current Liabilities</b>	<b>\$13,471,156</b>	<b>\$14,981,329</b>
<b>Noncurrent Liabilities:</b>		
Capital Lease Agreement	\$4,723,161	\$6,274,423
Estimated Provision for Existing Claims and Settlements	\$10,550,690	\$10,882,595
Other postemployment benefits	\$90,160,188	\$51,754,279
Net Pension Liability	\$735,846	\$1,987,377
<b>Sub-Total Noncurrent Liabilities</b>	<b>\$106,169,885</b>	<b>\$70,898,674</b>
<b>Deferred inflows of resources:</b>		
Deferred inflows of resources from pension	\$2,535,067	\$497,411
Deferred inflows of resources from OBEP	\$1,872,110	\$0
<b>Sub-Total Deferred inflows of resources</b>	<b>\$4,407,177</b>	<b>\$497,411</b>
<b>Total for Liabilities</b>	<b>\$124,048,218</b>	<b>\$86,377,414</b>
<b>Net Position</b>		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	(\$85,265,672)	(\$23,539,346)
<b>Total for Net Position</b>	<b>\$22,975,556</b>	<b>\$84,701,882</b>
<b>Total Liabilities and Net Position</b>	<b>\$147,023,774</b>	<b>\$171,079,296</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
CONSOLIDATED STATEMENT OF OPERATIONS  
March 2020**

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>100%</b>
<b>REVENUE:</b>			
AUTHORITY	\$12,834,680	\$11,355,000	113%
TRANSIT	\$75,514,702	\$74,977,213	101%
ACCESS	\$586,598	\$475,000	123%
CDTA FACILITIES	\$3,258,642	\$3,369,022	97%
<b>TOTAL REVENUE</b>	<b>\$92,194,622</b>	<b>\$90,176,235</b>	<b>102%</b>
<b>EXPENSE:</b>			
AUTHORITY	\$15,160,369	\$16,144,485	94%
TRANSIT	\$70,934,993	\$70,913,768	100%
ACCESS	\$1,344,291	\$1,121,540	120%
CDTA FACILITIES	\$1,862,865	\$1,996,442	93%
<b>TOTAL EXPENSE</b>	<b>\$89,302,518</b>	<b>\$90,176,235</b>	<b>99%</b>
Revenue over (under) Expenses	\$2,892,104		
Depreciation	\$13,800,000		
Excess of Revenue over (under) Expenses	(\$10,907,896)		
Transfer from Project Fund	\$598,378		
Transfer to Risk Mngt Fund	\$0		
Transfer from Risk Mngt Fund	\$400,000		
Transfer from Vehicle Replacement	\$1,505,625		
Transfer to Vehicle Replacement	\$0		
Transfer to Capital Projects Fund	\$0		
Transfer from Operating Fund	\$167,416		
Transfer to Operating Fund	\$0		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	(\$2,389,228)		
*Net Excess of Revenue over (under) Expenses	(\$10,625,705)		
*Contribution to required fleet replacement.			

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**MONTHLY MANAGEMENT REPORT**  
**March-20**

**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>	
<b>Operating Revenue</b>									
Mortgage Tax	\$821,962	\$937,500	(\$115,538)	-12.32%	\$12,176,444	\$11,250,000	\$926,444	8.24%	\$11,250,000
Customer Fares	\$1,238,623	\$1,566,667	(\$328,044)	-20.94%	\$18,893,376	\$18,800,004	\$93,372	0.50%	\$18,800,000
Advertising Revenue	\$102,917	\$75,000	\$27,917	37.22%	\$1,398,331	\$900,000	\$498,331	55.37%	\$900,000
RRS & Facilities	\$155,477	\$270,969	(\$115,492)	-42.62%	\$3,106,513	\$3,251,628	(\$145,115)	-4.46%	\$3,251,631
Interest Income	\$757	\$1,667	(\$910)	-54.62%	\$32,443	\$20,004	\$12,439	62.18%	\$20,000
Misc. Income	\$7,459	\$7,375	\$84	1.14%	\$178,443	\$88,500	\$89,943	101.63%	\$88,500
<b>Total Operating Revenue</b>	<b>\$2,327,194</b>	<b>\$2,859,178</b>	<b>(\$531,984)</b>	<b>-18.61%</b>	<b>\$35,785,550</b>	<b>\$34,310,136</b>	<b>\$1,475,414</b>	<b>4.30%</b>	<b>\$34,310,131</b>
<b>Operating Assistance</b>									
New York State Aid	\$3,440,109	\$3,440,109	\$0	0.00%	\$41,281,304	\$41,281,308	\$0	0.00%	\$41,281,305
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,917,000	\$1,917,000	\$0	0.00%	\$1,917,000
Federal Preventative Maintenance	\$1,033,417	\$1,033,417	\$0	0.00%	\$12,401,000	\$12,401,004	\$0	0.00%	\$12,401,000
Operating Grants	\$22,233	\$22,233	\$0	0.00%	\$266,800	\$266,796	\$0	0.00%	\$266,800
<b>Total Operating Assistance</b>	<b>\$4,655,509</b>	<b>\$4,655,509</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$55,866,104</b>	<b>\$55,866,108</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$55,866,105</b>
Investment Adjustment	\$57,909	\$0	\$57,909	0.00%	\$542,968	\$0	\$542,968	0.00%	\$0
<b>Total Revenue and Assistance</b>	<b>\$7,040,611</b>	<b>\$7,514,687</b>	<b>(\$474,076)</b>	<b>-6.31%</b>	<b>\$92,194,622</b>	<b>\$90,176,244</b>	<b>\$2,018,382</b>	<b>2.24%</b>	<b>\$90,176,236</b>
<b>Expenses</b>									
Salaries and Wages	\$3,685,080	\$3,738,065	(\$52,984)	-1.42%	\$45,336,057	\$44,856,774	\$479,283	1.07%	\$44,856,774
FICA	\$262,905	\$264,079	(\$1,174)	-0.44%	\$3,244,925	\$3,168,944	\$75,981	2.40%	\$3,168,944
Health Benefits	\$902,266	\$846,920	\$55,346	6.53%	\$9,856,854	\$10,163,036	(\$306,182)	-3.01%	\$10,163,036
Workers Compensation	\$163,233	\$219,809	(\$56,576)	-25.74%	\$1,921,508	\$2,637,708	(\$716,200)	-27.15%	\$2,637,708
Other Benefits	\$269,245	\$312,128	(\$42,883)	-13.74%	\$3,457,753	\$3,745,538	(\$287,785)	-7.68%	\$3,745,538
Professional Services	\$365,433	\$218,145	\$147,288	67.52%	\$3,140,867	\$2,617,745	\$523,122	19.98%	\$2,617,745
Materials & Supplies	\$208,461	\$121,084	\$87,377	72.16%	\$1,427,700	\$1,453,010	(\$25,310)	-1.74%	\$1,453,010
Miscellaneous	\$53,536	\$58,062	(\$4,526)	-7.79%	\$718,468	\$696,750	\$21,718	3.12%	\$696,750
Purchased Transportation	\$426,344	\$484,613	(\$58,269)	-12.02%	\$6,081,684	\$5,815,359	\$266,325	4.58%	\$5,815,359
Maintenance Services	\$256,576	\$247,105	\$9,471	3.83%	\$2,432,975	\$2,965,258	(\$532,283)	-17.95%	\$2,965,258
Liability - Claims	\$25,451	\$29,167	(\$3,716)	-12.74%	\$543,920	\$350,000	\$193,920	55.41%	\$350,000
Utilities	\$82,012	\$80,083	\$1,929	2.41%	\$787,089	\$961,000	(\$173,911)	-18.10%	\$961,000
Fuel	\$380,697	\$443,466	(\$62,769)	-14.15%	\$4,939,753	\$5,321,594	(\$381,841)	-7.18%	\$5,321,594
Parts, Tires, Oil	\$495,092	\$395,327	\$99,765	25.24%	\$4,978,689	\$4,743,920	\$234,769	4.95%	\$4,743,920
General Insurance	\$63,890	\$56,633	\$7,257	12.81%	\$728,297	\$679,600	\$48,697	7.17%	\$679,600
<b>SubTotal Expenses</b>	<b>\$7,640,222</b>	<b>\$7,514,685</b>	<b>\$125,536</b>	<b>1.67%</b>	<b>\$89,596,539</b>	<b>\$90,176,236</b>	<b>(\$579,697)</b>	<b>-0.64%</b>	<b>\$90,176,236</b>
Workers Comp Adjustment	\$42,670	\$0	\$42,670		(\$620,325)	\$0	(\$620,325)		\$0
Claims Adjustment	\$5,550	\$0	\$5,550		\$288,420	\$0	\$288,420		\$0
<b>Total EXPENSES</b>	<b>\$7,688,442</b>	<b>\$7,514,685</b>	<b>\$173,756</b>	<b>2.31%</b>	<b>\$89,264,634</b>	<b>\$90,176,236</b>	<b>(\$911,602)</b>	<b>-1.01%</b>	<b>\$90,176,236</b>
Surplus/(Deficit)	(\$647,830)	\$0	(\$647,832)		\$2,929,988	\$0	\$2,929,988		
<b>Transfers</b>									
Transfer Out	(\$219,809)	\$0	(\$219,809)		(\$2,789,228)	\$0	(\$2,789,228)		\$0
Transfer In	\$0	\$0	\$0		\$2,671,419	\$0	\$2,671,419		\$0
<b>Surplus/Deficit after Transfers</b>	<b>(\$867,639)</b>	<b>\$0</b>	<b>(\$867,641)</b>		<b>\$2,812,179</b>	<b>\$0</b>	<b>\$2,812,179</b>		<b>\$0</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**MONTHLY MANAGEMENT REPORT**  
**March-20**

**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>	
<b>Operating Revenue</b>									
Mortgage Tax	\$821,962	\$937,500	(\$115,538)	-12.32%	\$12,176,444	\$11,250,000	\$926,444	8.24%	\$11,250,000
Interest Income	\$685	\$1,667	(\$981)	-58.88%	\$30,268	\$20,000	\$10,268	51.34%	\$20,000
Interest Inc-Invest/Change in Invest	\$101,033	\$0	\$101,033	0.00%	\$542,968	\$0	\$542,968	0.00%	\$0
Misc. Income - Authority	\$7,083	\$7,083	\$0	0.00%	\$85,000	\$84,996	\$4	0.00%	\$85,000
Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
<b>Total Operating Revenue</b>	<b>\$930,763</b>	<b>\$946,250</b>	<b>(\$15,486)</b>	<b>-1.64%</b>	<b>\$12,834,680</b>	<b>\$11,354,996</b>	<b>\$1,479,684</b>	<b>13.03%</b>	<b>\$11,355,000</b>
<b>Expenses</b>									
Labor - Authority	\$544,628	\$555,546	(\$10,918)	-1.97%	\$6,540,259	\$6,666,547	(\$126,287)	-1.89%	\$6,666,547
Fringe - Authority	\$409,767	\$422,052	(\$12,285)	-2.91%	\$4,251,830	\$5,064,618	(\$812,788)	-16.05%	\$5,064,618
Materials & Supplies - Authority	\$10,211	\$9,792	\$419	4.28%	\$116,884	\$117,500	(\$616)	-0.52%	\$117,500
Professional Services - Authority	\$214,120	\$161,362	\$52,758	32.70%	\$2,228,322	\$1,936,345	\$291,977	15.08%	\$1,936,345
Other Expenses - Authority	\$197,299	\$196,623	\$676	0.34%	\$2,023,074	\$2,359,475	(\$336,401)	-14.26%	\$2,359,475
<b>Total Expenses</b>	<b>\$1,376,024</b>	<b>\$1,345,374</b>	<b>\$30,650</b>	<b>2.28%</b>	<b>\$15,160,369</b>	<b>\$16,144,485</b>	<b>(\$984,115)</b>	<b>-6.10%</b>	<b>\$16,144,485</b>
<b>Surplus/(Deficit)</b>	<b>(\$445,261)</b>	<b>(\$399,125)</b>	<b>(\$46,136)</b>		<b>(\$2,325,689)</b>	<b>(\$4,789,489)</b>	<b>\$2,463,800</b>		<b>(\$4,789,485)</b>
Transfer to Risk Mgmt Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Transfer from Risk Mgmt Fund	\$0	\$0	\$0	0.00%	\$400,000	\$0	\$400,000	0.00%	\$0
Transfer to Capital Projects	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Transfer to Workers Compensation	(\$219,809)	\$0	(\$219,809)	0.00%	(\$2,389,228)	\$0	(\$2,389,228)	0.00%	\$0
Transfer from Workers Compensation	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Transfer to Vehicle Replacement	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Transfer from Vehicle Replacement	\$0	\$0	\$0	0.00%	\$1,505,625	\$0	\$1,505,625	0.00%	\$0
Transfer from Project Fund	\$250,000	\$0	\$250,000	0.00%	\$598,378	\$0	\$598,378	0.00%	\$0
Transfer from Operating Fund	\$0	\$0	\$0	0.00%	\$167,416	\$0	\$167,416	0.00%	\$0
Transfer to Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
<b>Surplus/(Deficit) after Transfers</b>	<b>(\$415,070)</b>	<b>(\$399,125)</b>	<b>(\$15,945)</b>		<b>(\$2,043,498)</b>	<b>(\$4,789,489)</b>	<b>\$2,745,991</b>		<b>(\$4,789,485)</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**MONTHLY MANAGEMENT REPORT**  
**March-20**

**BUDGET VARIANCE REPORT**

	<b>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>	
<b>Operating Revenue</b>									
Passenger Fares-Transit	\$810,351	\$1,133,333	(\$322,982)	-28.50%	\$13,563,671	\$13,600,000	(\$36,329)	-0.27%	\$13,600,000
Contracts - Transit	\$393,828	\$393,750	\$78	0.02%	\$4,743,153	\$4,725,000	\$18,153	0.38%	\$4,725,000
Advertising-Transit	\$90,417	\$65,217	\$25,199	38.64%	\$1,248,331	\$782,609	\$465,723	59.51%	\$782,609
Misc. Income - Transit	\$376	\$292	\$84	28.81%	\$93,443	\$3,500	\$89,943	2569.80%	\$3,500
<b>Total Operating Revenue</b>	<b>\$1,294,971</b>	<b>\$1,592,592</b>	<b>(\$297,621)</b>	<b>-18.69%</b>	<b>\$19,648,598</b>	<b>\$19,111,109</b>	<b>\$537,489</b>	<b>2.81%</b>	<b>\$19,111,109</b>
<b>Operating Assistance</b>									
State Aid - General	\$179,240	\$179,239	\$0	0.00%	\$2,150,874	\$2,150,874	\$0	0.00%	\$2,150,874
State Aid - PBT	\$3,227,536	\$3,227,536	\$0	0.00%	\$38,730,430	\$38,730,430	\$0	0.00%	\$38,730,430
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$400,000	\$400,000	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,917,000	\$1,917,000	\$0	0.00%	\$1,917,000
Federal Aid - Transit	\$1,033,417	\$1,033,417	\$0	0.00%	\$12,401,000	\$12,401,000	\$0	0.00%	\$12,401,000
Other Grants - Federal	\$22,233	\$22,233	\$0	0.00%	\$266,800	\$266,800	\$0	0.00%	\$266,800
<b>Total Operating Assistance</b>	<b>\$4,655,509</b>	<b>\$4,655,509</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$55,866,104</b>	<b>\$55,866,104</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$55,866,104</b>
<b>Total Revenue and Assistance</b>	<b>\$5,950,480</b>	<b>\$6,248,101</b>	<b>(\$297,621)</b>	<b>-4.76%</b>	<b>\$75,514,702</b>	<b>\$74,977,213</b>	<b>\$537,489</b>	<b>0.72%</b>	<b>\$74,977,213</b>
<b>Expenses</b>									
Labor - Maintenance	\$679,968	\$698,418	(\$18,449)	-2.64%	\$7,993,793	\$8,381,011	(\$387,218)	-4.62%	\$8,381,011
Labor - Transportation	\$2,165,359	\$2,225,687	(\$60,328)	-2.71%	\$27,063,452	\$26,708,238	\$355,214	1.33%	\$26,708,238
Labor - STAR	\$231,152	\$198,306	\$32,846	16.56%	\$2,972,019	\$2,379,668	\$592,351	24.89%	\$2,379,668
Fringe	\$1,212,190	\$1,207,551	\$4,638	0.38%	\$13,384,802	\$14,490,617	(\$1,105,815)	-7.63%	\$14,490,617
Materials & Supplies	\$1,068,771	\$932,198	\$136,573	14.65%	\$11,227,450	\$11,193,160	\$34,290	0.31%	\$11,193,160
Professional Services	\$60,666	\$59,980	\$686	1.14%	\$833,841	\$719,762	\$114,079	15.85%	\$719,762
Other Expenses	\$1,602	\$4,379	(\$2,777)	-63.42%	\$48,138	\$52,550	(\$4,412)	-8.40%	\$52,550
Purchased Transportation - STAR	\$263,346	\$323,969	(\$60,623)	-18.71%	\$4,047,798	\$3,887,630	\$160,168	4.12%	\$3,887,630
Liability - Claims	\$25,451	\$29,167	(\$3,716)	-12.74%	\$543,920	\$350,000	\$193,920	55.41%	\$350,000
Liability - Insurance	\$50,325	\$53,892	(\$3,567)	-6.62%	\$483,990	\$646,700	(\$162,710)	-25.16%	\$646,700
Claims Paid Accrual Adjustment	\$5,550	\$0	\$5,550	0.00%	\$288,420	\$0	\$288,420	0.00%	\$0
Utilities - Transit	\$50,922	\$44,650	\$6,272	14.05%	\$478,115	\$535,800	(\$57,685)	-10.77%	\$535,800
Mat & Supplies - NX	\$4,151	\$5,833	(\$1,683)	-28.85%	\$27,125	\$70,000	(\$42,875)	-61.25%	\$70,000
Purchased Transportation - NX	\$124,140	\$124,886	(\$746)	-0.60%	\$1,504,247	\$1,498,631	\$5,616	0.37%	\$1,498,631
<b>Total Expenses</b>	<b>\$5,943,591</b>	<b>\$5,908,915</b>	<b>\$34,676</b>	<b>0.59%</b>	<b>\$70,897,109</b>	<b>\$70,913,768</b>	<b>(\$16,659)</b>	<b>-0.02%</b>	<b>\$70,913,768</b>
<b>Surplus/(Deficit)</b>	<b>\$6,889</b>	<b>\$339,186</b>	<b>(\$332,297)</b>		<b>\$4,617,593</b>	<b>\$4,063,445</b>	<b>\$554,148</b>		<b>\$4,063,445</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**MONTHLY MANAGEMENT REPORT**  
**March-20**

**BUDGET VARIANCE REPORT**

	<b>CDTA FACILITIES</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>	
<b>Operating Revenue</b>									
RRS Station & Garage	\$72,112	\$68,707	\$3,405	4.96%	\$800,600	\$824,481	(\$23,881)	-2.90%	\$824,481
RRS Parking Revenue	\$74,540	\$190,263	(\$115,722)	-60.82%	\$2,174,924	\$2,283,150	(\$108,226)	-4.74%	\$2,283,150
RRS Advertising	\$12,500	\$9,783	\$2,717	27.78%	\$150,000	\$117,391	\$32,609	27.78%	\$117,391
SSTS	\$2,085	\$2,467	(\$382)	-15.47%	\$34,120	\$29,600	\$4,520	15.27%	\$29,600
Greyhound	\$468	\$2,500	(\$2,032)	-81.26%	\$8,728	\$30,000	(\$21,272)	-70.91%	\$30,000
85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$69,609	\$80,000	(\$10,391)	-12.99%	\$80,000
Interest Income	\$539	\$367	\$172	46.89%	\$20,661	\$4,400	\$16,261	369.57%	\$4,400
<b>Total Operating Revenue</b>	<b>\$168,045</b>	<b>\$280,752</b>	<b>(\$112,707)</b>	<b>-40.14%</b>	<b>\$3,258,642</b>	<b>\$3,369,022</b>	<b>(\$110,381)</b>	<b>-3.28%</b>	<b>\$3,369,022</b>
<b>Expenses</b>									
Labor	\$14,880	\$15,093	(\$213)	-1.41%	\$177,137	\$181,118	(\$3,981)	-2.20%	\$181,118
Fringe-Benefits	\$2,382	\$1,677	\$705	42.04%	\$29,698	\$20,124	\$9,574	47.57%	\$20,124
Professional Services	\$3,086	\$10,417	(\$7,331)	-70.38%	\$79,055	\$125,000	(\$45,945)	-36.76%	\$125,000
Insurance	\$2,448	\$2,417	\$31	1.28%	\$23,040	\$29,000	(\$5,960)	-20.55%	\$29,000
Security	\$52,707	\$12,783	\$39,923	312.31%	\$189,424	\$153,400	\$36,024	23.48%	\$153,400
Facilities Upkeep	\$32,654	\$24,542	\$8,112	33.06%	\$248,674	\$294,500	(\$45,826)	-15.56%	\$294,500
Facilities Repairs	\$11,002	\$6,608	\$4,394	66.48%	\$101,933	\$79,300	\$22,633	28.54%	\$79,300
Utilities	\$25,682	\$28,983	(\$3,302)	-11.39%	\$254,141	\$347,800	(\$93,659)	-26.93%	\$347,800
Materials & Supplies	\$824	\$1,250	(\$426)	-34.09%	\$12,935	\$15,000	(\$2,065)	-13.77%	\$15,000
Parking Garage	\$89,154	\$40,833	\$48,320	118.34%	\$535,565	\$490,000	\$45,565	9.30%	\$490,000
Greyhound	\$0	\$667	(\$667)	-100.00%	\$328	\$8,000	(\$7,672)	-95.90%	\$8,000
85 Watervliet Avenue	\$15,811	\$8,342	\$7,470	89.55%	\$87,902	\$100,100	(\$12,198)	-12.19%	\$100,100
SSTS	\$12,622	\$12,758	(\$136)	-1.07%	\$123,032	\$153,100	(\$30,068)	-19.64%	\$153,100
<b>Total Expenses</b>	<b>\$263,251</b>	<b>\$166,370</b>	<b>\$96,880</b>	<b>58.23%</b>	<b>\$1,862,865</b>	<b>\$1,996,442</b>	<b>(\$133,577)</b>	<b>-6.69%</b>	<b>\$1,996,442</b>
<b>Surplus/(Deficit)</b>	<b>(\$95,206)</b>	<b>\$114,382</b>	<b>(\$209,587)</b>		<b>\$1,395,777</b>	<b>\$1,372,580</b>	<b>\$23,197</b>		<b>\$1,372,580</b>

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

Mar-20		
	Amount	% of Total
Current	\$1,133,312	16.78%
31 - 60	\$424,010	6.28%
61 - 90	\$3,375,651	49.97%
91 - 120	\$503,543	7.45%
Over 120	\$1,319,204	19.53%
<b>Total Accounts Receivable</b>	<b>\$6,755,721</b>	<b>100.00%</b>

Feb-20		
	Amount	% of Total
Current	\$1,141,094	16.94%
31 - 60	\$3,462,598	51.42%
61 - 90	\$553,288	8.22%
91 - 120	\$26,745	0.40%
Over 120	\$1,550,766	23.03%
<b>Total Accounts Receivable</b>	<b>\$6,734,491</b>	<b>100.00%</b>

## AGING OF ACCOUNTS PAYABLE

Mar-20		
	Amount	% of Total
Current	\$3,564,946	53.34%
31 - 60	\$2,502,776	37.45%
61 - 90	\$24,331	0.36%
90 & Over	\$591,111	8.84%
<b>Total Accounts Payable</b>	<b>\$6,683,164</b>	<b>100.00%</b>

**Mar-20 Receivables over 120 days:** \$1,319,204

Breakdown of outstanding receivables over 120 days.	
\$1,028,543	NYS DEPT. OF TRANSPORTATION
\$114,143	ADVANTAGE TRANSIT GROUP, INC.
\$112,500	CITY OF ALBANY
\$64,017	OTHER
<b>\$1,319,204</b>	

## ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX	Current Month				Fiscal Year to Date			
	2020	2019	Difference	%	2020	2019	Difference	%
Albany	\$319,984	\$255,996	\$63,987	25.00%	\$4,233,764	\$3,920,904	\$312,860	7.98%
Rensselaer	\$114,960	\$95,242	\$19,719	20.70%	\$1,868,683	\$1,563,206	\$305,477	19.54%
Saratoga	\$312,558	\$248,456	\$64,102	25.80%	\$4,748,976	\$3,488,232	\$1,260,744	36.14%
Schenectady	\$74,459	\$68,635	\$5,824	8.49%	\$1,325,022	\$1,425,502	(\$100,480)	-7.05%
<b>Total</b>	<b>\$821,962</b>	<b>\$668,329</b>	<b>\$153,633</b>	<b>22.99%</b>	<b>\$12,176,444</b>	<b>\$10,397,843</b>	<b>\$1,778,602</b>	<b>17.11%</b>

	<u>Current Month</u>	<u>Year To Date</u>
FY 2020	\$821,962	\$12,176,444
FY 2019	\$668,329	\$10,397,843

Mortgage tax is unpredictable. Average annual receipts over the past 20 years were \$10.1 million with an annual low of \$4.7 million and an annual high of \$14.7 million.



**Highlight Summary**  
**March 31, 2020**

**RESTRICTED INVESTMENTS**

	<b><u>Fund Balances</u></b>	<b><u>Current Obligations</u></b>
Risk Management Account (Self-Insured)	\$3,808,871	\$1,910,026
Workers' Comp. Account (Self-Insured)	\$8,334,076	\$8,640,664
Operating Account	\$1,963,348	

**Current Operating Reserve Obligations**

Acquire New Fare Collection System		\$22,437
River Corridor BRT Design/Engineering		\$2,271
Multi-Modal (GRH & Vanpool)		\$23,116
Washington/Western BRT Design/Engineering		\$115,154
Gateway		\$182,460
Bus Shelter Program		\$9,979
		\$355,415

**Current Capital Reserve Obligations**

Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) System Upgrade	\$2,533,309	
		\$931,231
		\$931,231

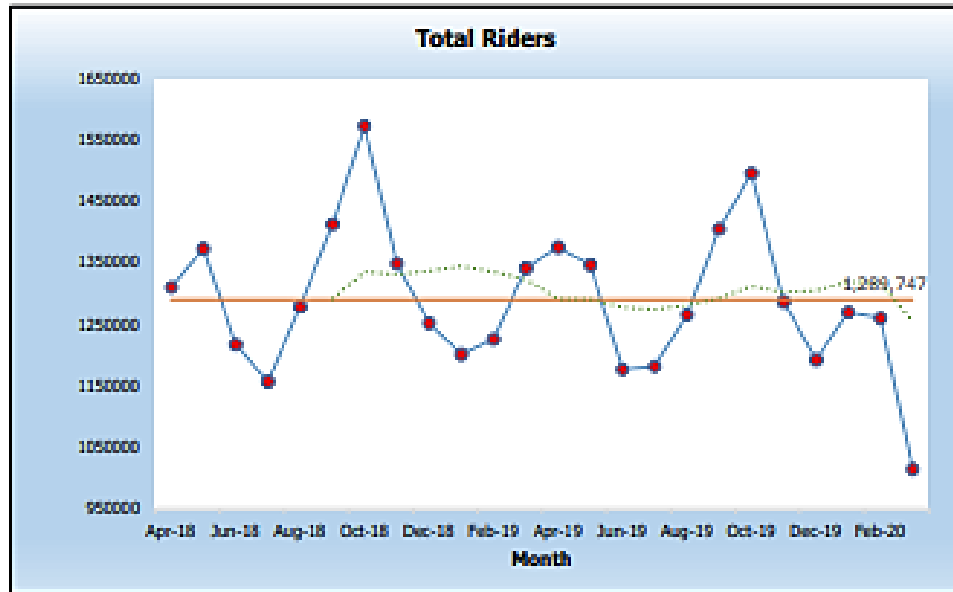
**Current Vehicle Replacement Reserve Obligations**

Paratransit Fleet Replacement (6)	\$946,484	
		\$61,817
		\$61,817

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	2.12%
Workers' Compensation	1.86%
Operating Fund	1.14%
Vehicle Replacement Fund	1.36%
Capital Project	1.52%

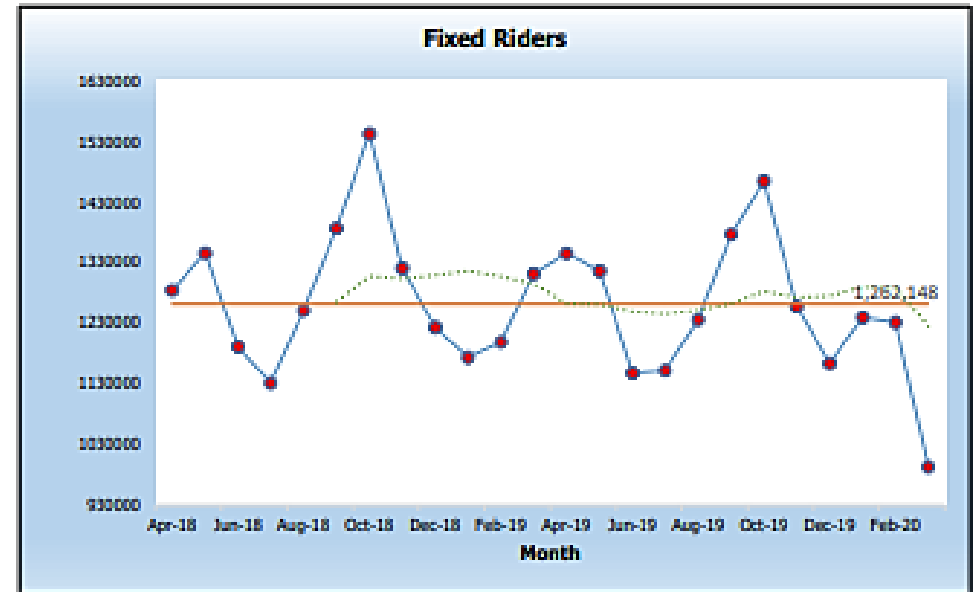
CDTA self insures the first two million of loss per occurrence of any lawsuit in addition to the current obligations and we reserve enough to cover one full loss.

Patronage/Mobility



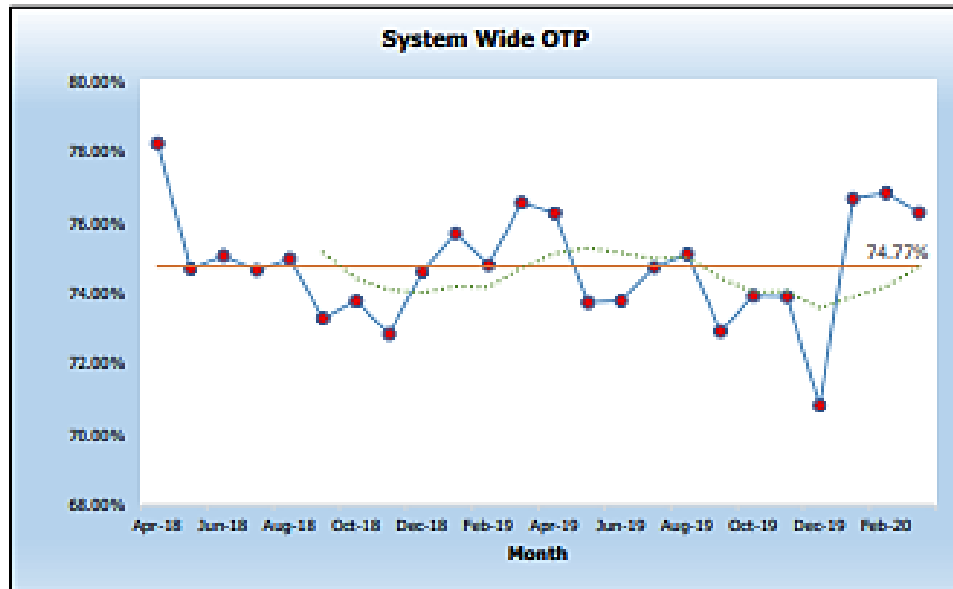
Previous: 1,341,193

Current: 1,013,789



Previous: 1,312,129

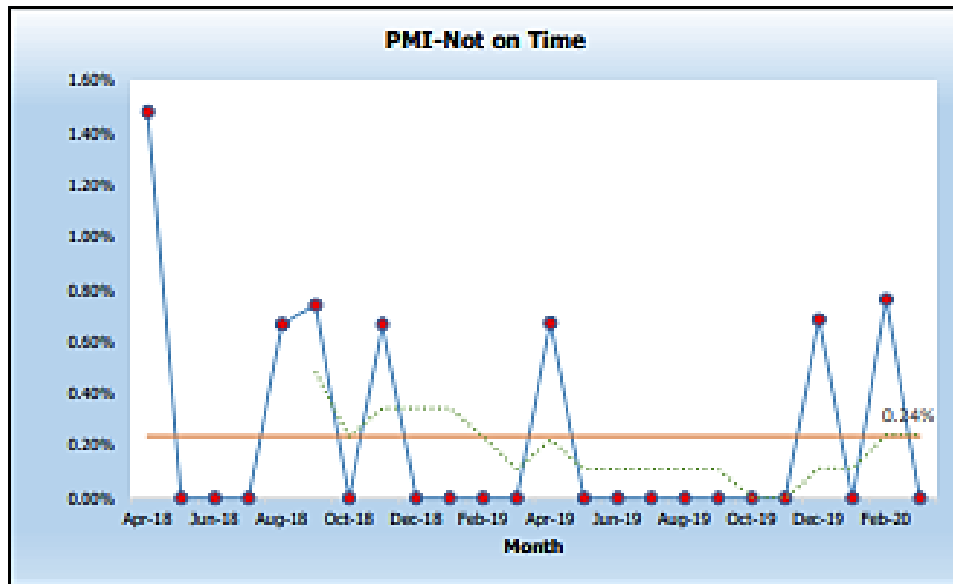
Current: 992,830



Previous: 76.57%

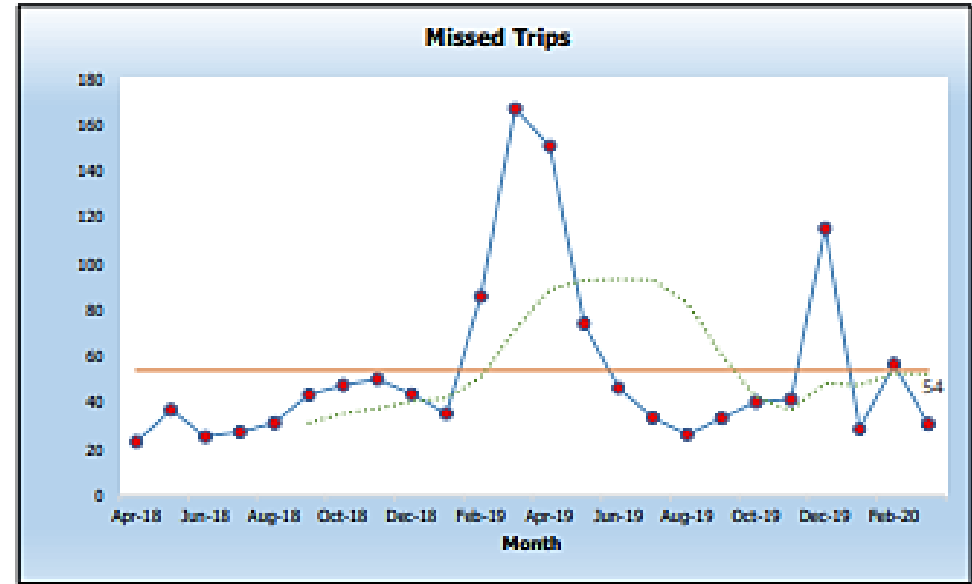
Current: 76.29%

Reliability



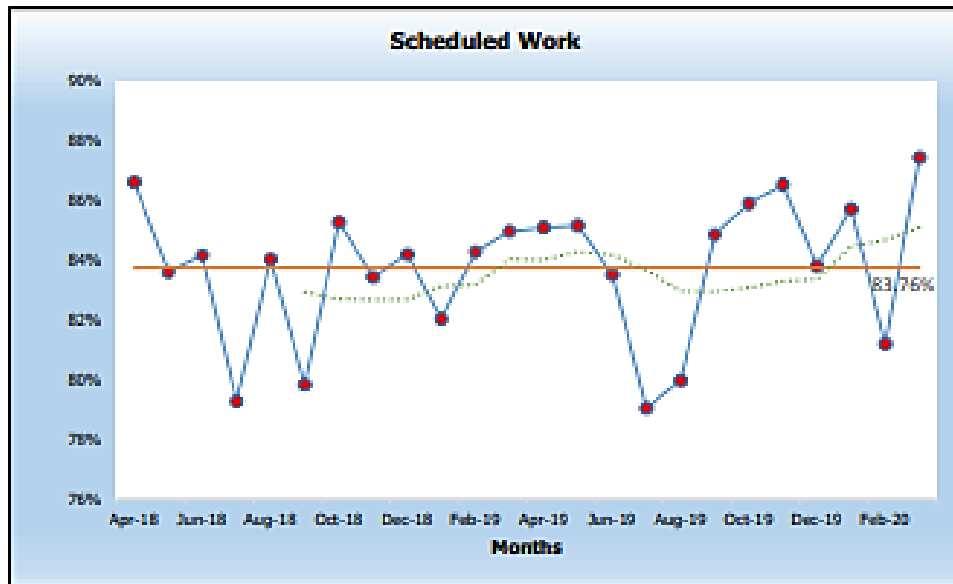
Previous: 0.00%

Current: 0.00%



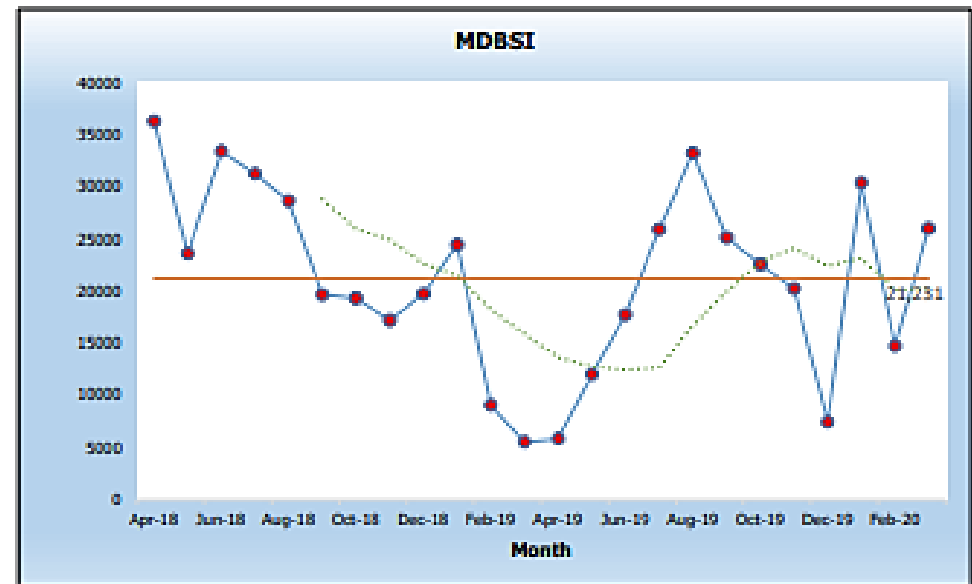
Previous: 167

Current: 31



Previous: 84.98%

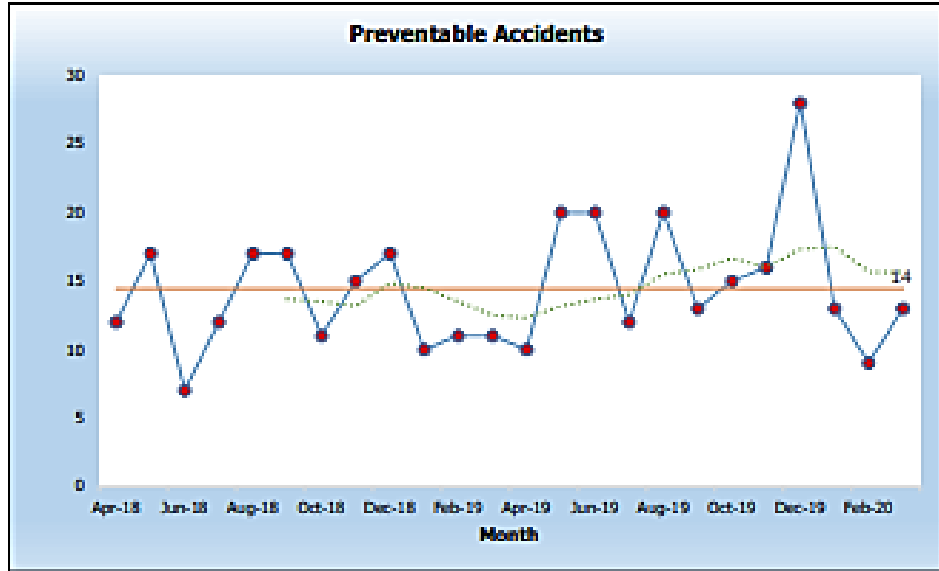
Current: 87.46%



Previous: 5,538

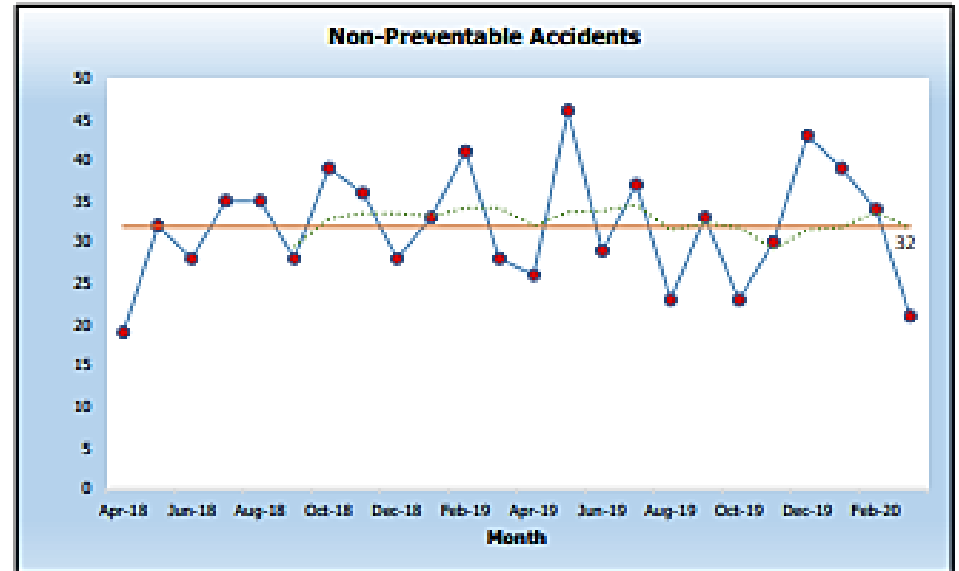
Current: 26,014

Safety



Previous: 11

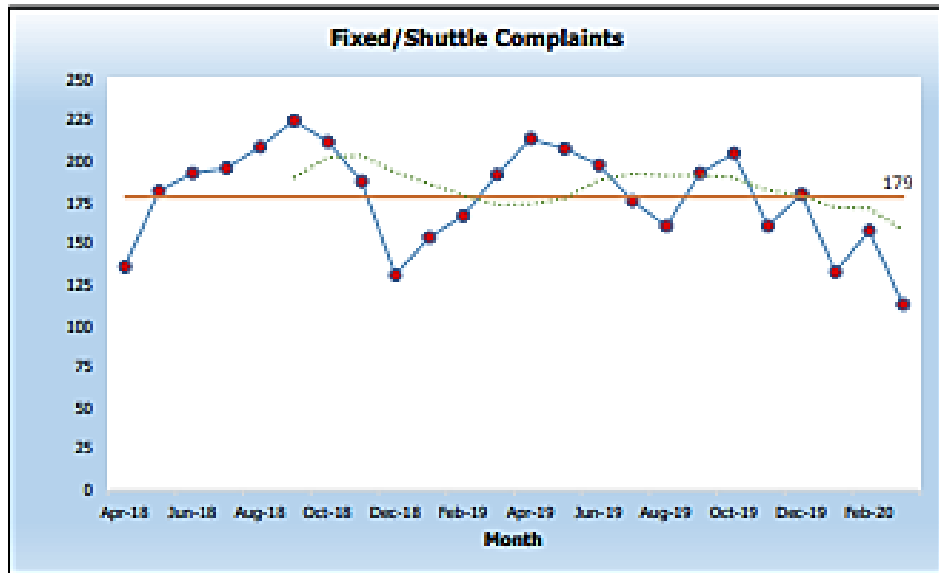
Current: 13



Previous: 28

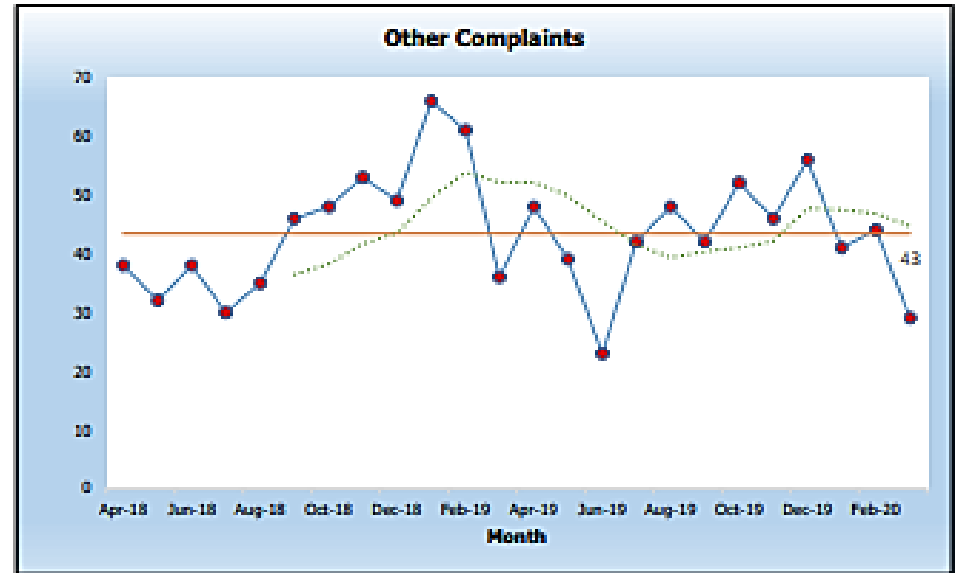
Current: 21

Customer Service



Previous: 192

Current: 113

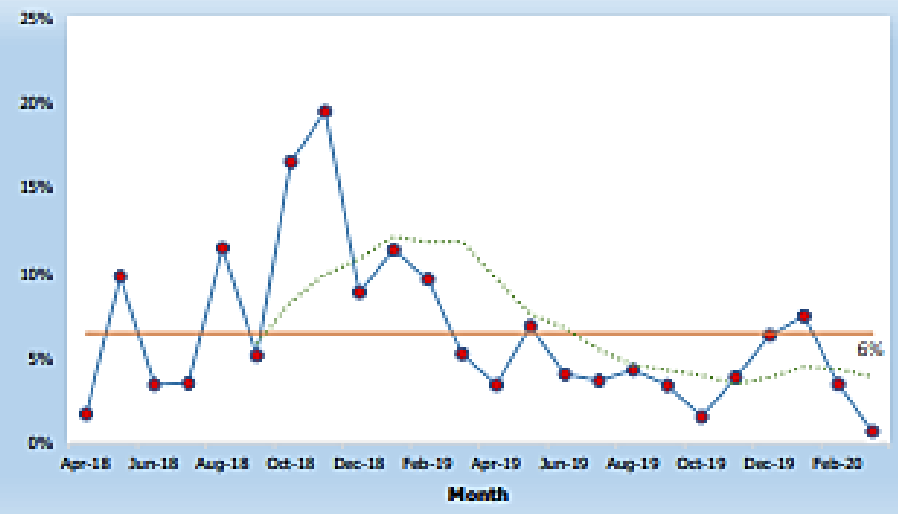


Previous: 36

Current: 29



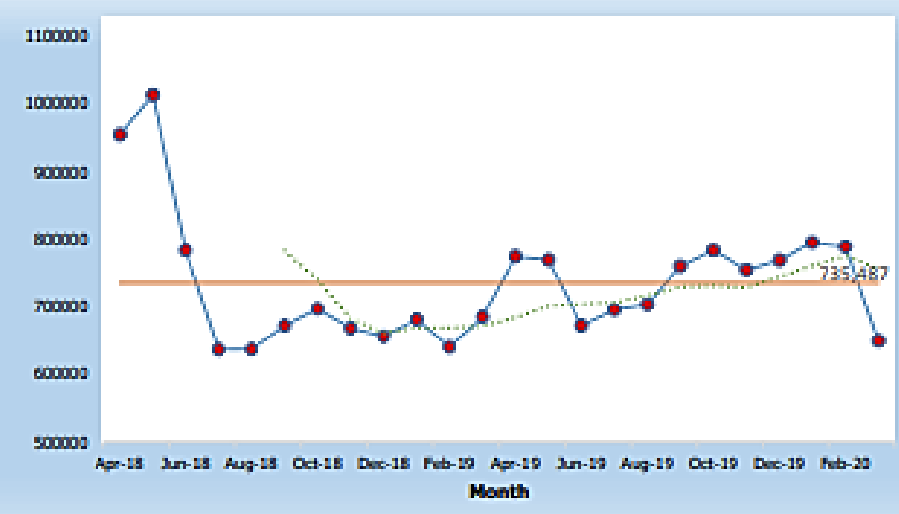
Complaints Not Addressed In 10 Days



Previous: 5%

Current: 1%

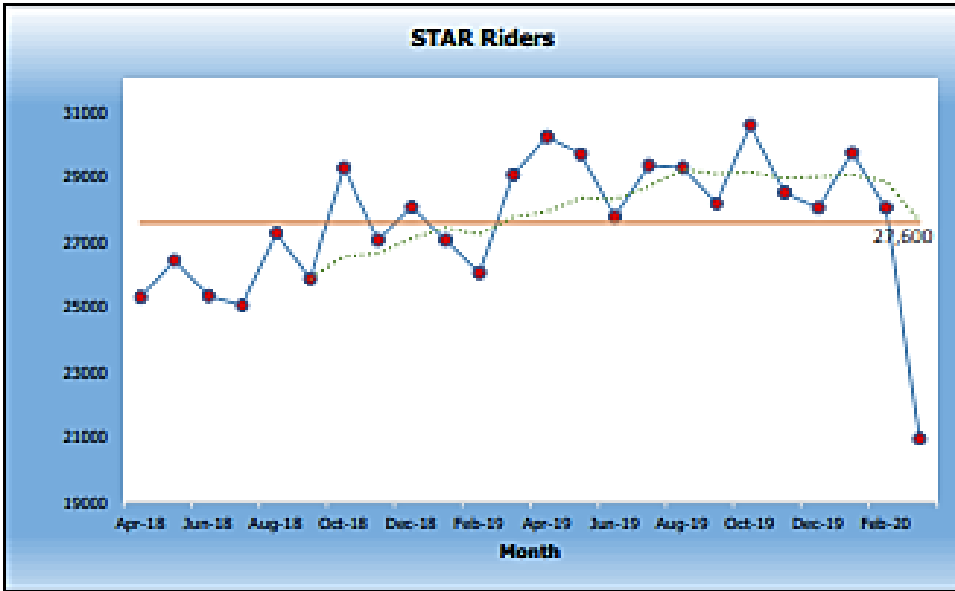
Website Page Views



Previous: 684,990

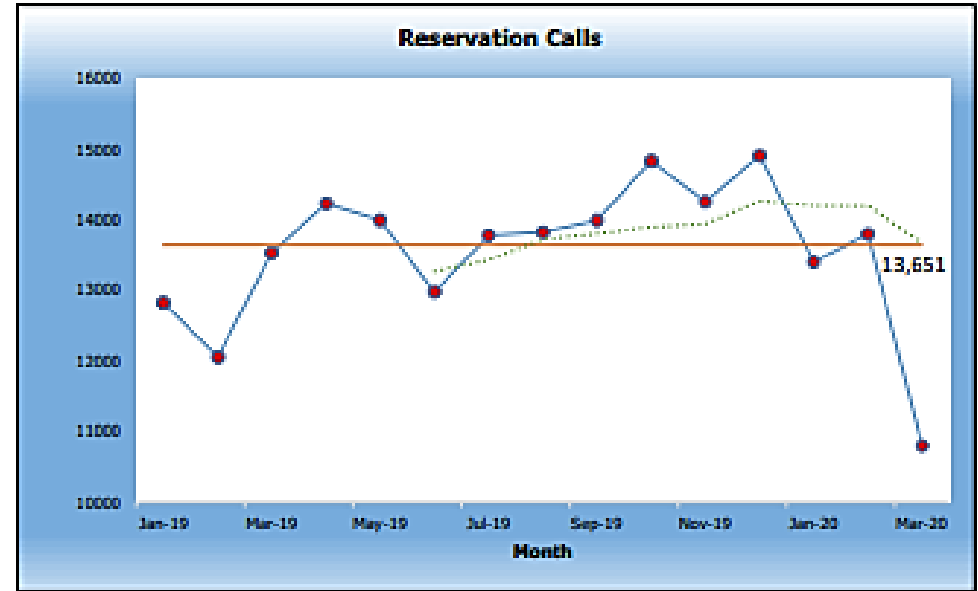
Current: 650,091

STAR Service



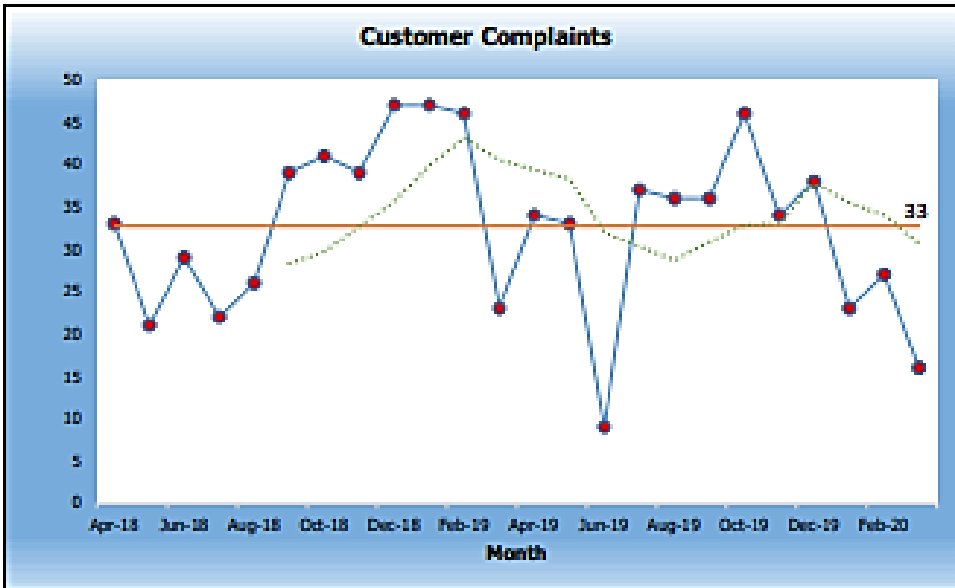
Previous: 29,064

Current: 20,959



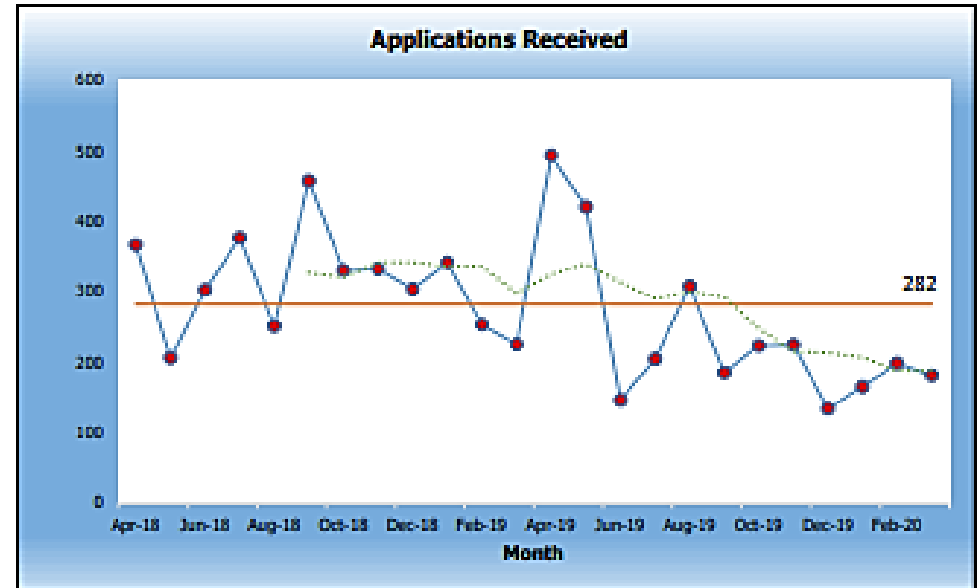
Previous: 13,539

Current: 10,803



Previous: 23

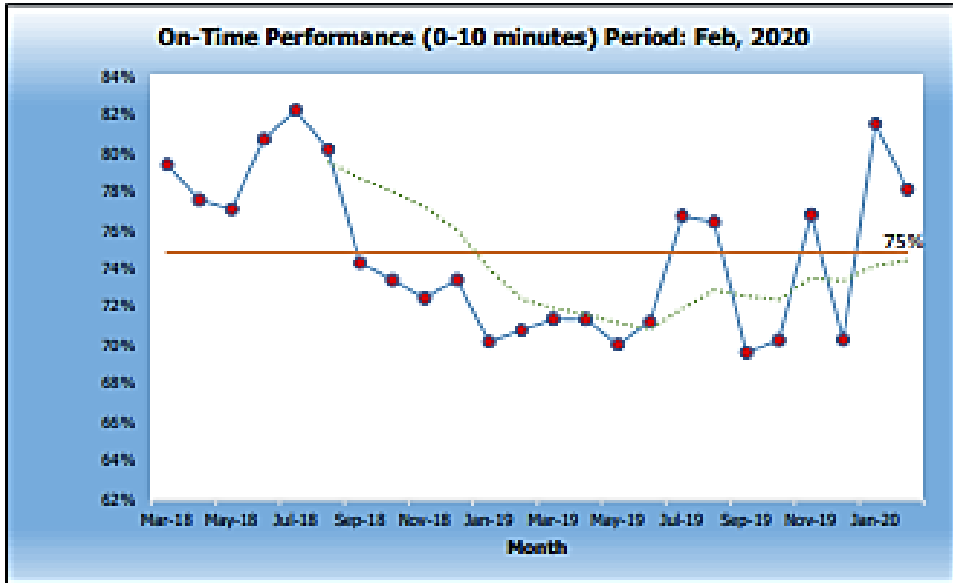
Current: 16



Previous: 225

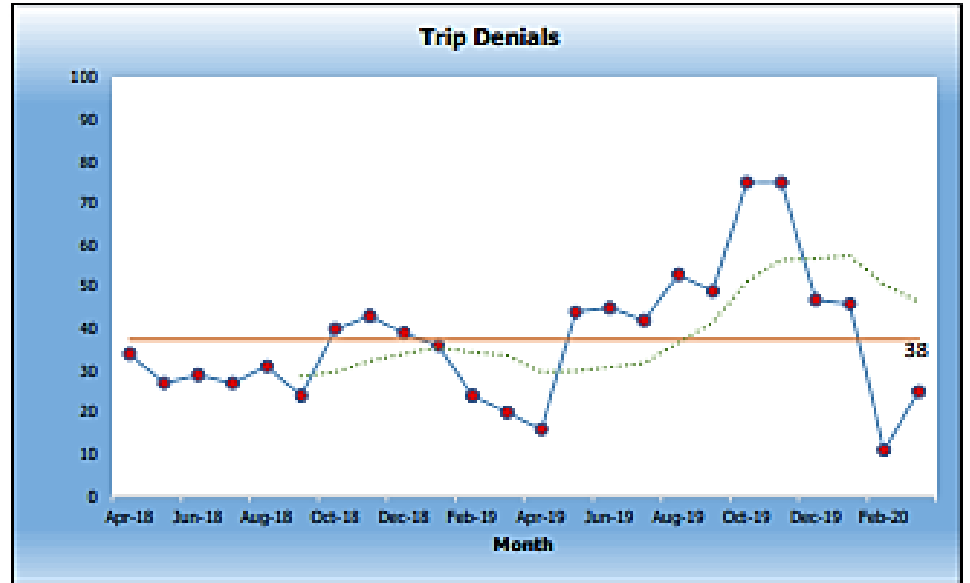
Current: 181

STAR Service Quality and ADA Compliance



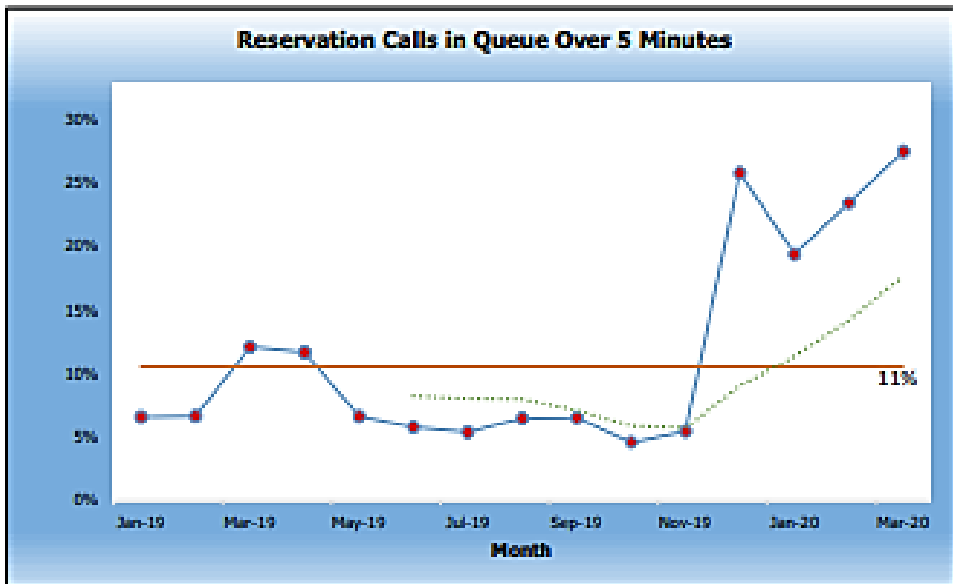
Previous: 71%

Current: 78%



Previous: 20

Current: 25



Previous: 12%

Current: 28%

**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. Departures more than 30 minutes late or more than 15 minutes early are excluded. This is calculated across all times points in all routes in the system.

**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 (5,000), divided by the number of PMI's done for the month.

**Missed Trips** – Collected by dispatchers and aggregated by administration. This includes missed trips due to mechanical issues and operator availability.

**Scheduled Work** – Unscheduled work in 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).

**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 (if requested), 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 Trip Denials** - Trips which meet the FTA definition of a trip denial. This means all trips which were scheduled over an hour before or after the original requested time. Excludes same-day dispatching.

**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.