

**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Wednesday, August 19, 2020 | 12:00 pm | Microsoft Teams Meeting**

<b>Committee Item</b>	<b>Responsibility</b>
Call to Order	Denise Figueroa
Ascertain Quorum	Denise Figueroa
Agenda Approval	Denise Figueroa
Approve Minutes of Wednesday, June 17, 2020	Denise Figueroa

**Consent Agenda Items**

• Approve Contract for Engine Oil	Stacy Sansky
• Approve Contract for Scheduling Software Maintenance	Stacy Sansky
• Approve Contract for Protective Barriers	Stacy Sansky
• Approve Contract for Security Services at RRS	Stacy Sansky
• Resolution to Accept State Grant for River BRT	Philip Parella
• Resolution to Accept State Funds	Philip Parella

**Audit Committee**

- No items scheduled

**Investment Committee**

- No items scheduled

**Administrative Discussion Items**

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

**Executive Session**

- No items scheduled

Next Meeting Date: Wednesday, September 23, 2020 at noon via Microsoft Teams  
and 110 Watervliet Avenue

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

**Capital District Transportation Authority  
Performance Monitoring/Audit Committee  
Meeting Minutes – June 17, 2020 at 12:00 pm; 110 Watervliet Avenue, Albany**

In Attendance: via MT - Denise Figueroa, Jayme Lahut, Dave Stackrow, Georgie Nugent; at 110 - Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Lance Zarcone, Phil Parella, Jack Rogan, Rich Cordero, Vanessa Salamy; via MT - Stacy Sansky, Jeremy Smith, Jon Scherzer, Sarah Matrose, Thomas Guggisberg, Ross Farrell, Kelli Schreivogl, Jaime Watson

**Meeting Purpose**

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the May 20, 2020 meeting were reviewed and approved.

**Audit Committee Items**

**Approve Contract for Bokland Building Demo**

- We have discussed the need for additional facility storage because of upcoming service expansions; and we recently purchased the Bokland property to provide employee parking to accommodate the Albany garage expansion. We received 7 bids for building demolition and construction of a new parking area. New Castle Paving provided the lowest bid. Staff recommends a contract to New Castle Paving of Troy for an amount of \$411,201 with a 20% contingency of \$82,240.
- A contract to New Castle Paving of Troy for an amount not to exceed \$493,441 will be recommended to the board for approval.

**Approve the Safety Management System (SMS) Plan**

- The FTA requires all transit agencies to adopt a board approved Safety Management System (SMS) plan, otherwise known as an organizational safety plan. This plan builds on our New York State approved safety plan that has been in place for many years. The SMS plan is a data driven approach to mitigate risk. It establishes responsibilities; identifies risks; ensures plan implementation; and promotes safety information. As we begin the implementation phase, the board will be provided periodic information and updates leading to an annual board approval. The plan is included in your packet.
- The implementation of the Safety Management Systems (SMS) plan as required by the Federal Transit Administration will be recommended to the board for approval.

**Approve Drug & Alcohol Policy Changes**

- The annual review of the Drug and Alcohol Policy is required by federal regulations and our own company standards. There was only one non-regulatory procedural change made to the policy document. The revised policy is included in your packet.
- The revised Drug and Alcohol Policy will be recommended to the board for approval.

**Investment Committee Items**

- The Investment Committee will meet on June 24<sup>th</sup>.

## **Administrative Discussion Items**

### **Accident Review Annual Report**

- Rich Cordero gave the annual report on bus accidents. There were 572 accidents this year, an increase of 6% from last year. The accident rate was 5.5 per 100,000 miles. There was 20% increase in preventable accidents, about half were due to construction at the Troy garage.
- Looking forward to FY2021, Rich talked about training for supervisors in identifying aggressive driving habits; new refresher programs and rolling out the new SMS plan. The goal is to reduce accidents by 5% next year.

### **Workplace Safety Annual Report**

- Jack Grogan gave the annual workplace safety report. After several years of decreasing accidents, we saw an increase of 16 workplace accidents. There were 81 workplace accidents.
- The major cost driver of our program is the Maximum Weekly Benefit. The weekly benefit is currently \$934 per week. Luckily, Scheduled Loss of Use awards decreased by \$321,000 over the past two years due to changes in state legislation.
- Recommendations include intensifying claims management and more work in departments to correct environmental factors that may cause unsafe work areas.

### **Monthly Management Report**

- Mike Collins gave the Monthly Management Report. The impact of COVID-19 continues to have a major impact on our budget. Most revenue categories remain under budget, with the exception of MRT which was over budget by 12%. Although we report operating assistance according to budgeted accruals, the state has not made its STOA payment and has not indicated when they plan to. Revenue looks healthy (99% above budget) because we are reporting state assistance based on the NYS budget; we are also including CARES funding as part of operating assistance. Expenses are down by about 14%.

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

- Chris Desany gave the Monthly Non-Financial Report. COVID-19 continues to have a significant impact on ridership. Total ridership is down 58% for the fiscal year; STAR is down 64% for the year. On time performance for fixed route is at 75%; while STAR on-time performance was at 94%.

## **Executive Session**

- No items scheduled

## **Next Meeting**

Wednesday, August 19, 2020 at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

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

**Subject:** Award recommendation for a contract to purchase heavy duty engine oil from Brenntag Lubricants Northeast of Manchester, New Hampshire.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** August 19, 2020

**Board Action Date:** August 26, 2020

### **Background:**

Heavy duty engine oil is a high cost fluid used in our fleet of buses. Staff conducts a competitive procurement to ensure availability and price stability. Typically, this item is procured every one (1) or two (2) years because of price volatility.

### **Purpose:**

Heavy Duty Engine Oil is a required fluid for the routine maintenance of CDTA vehicles.

### **Summary of Proposal:**

An Invitation for Bids (IFB) was issued for a firm to provide two types of heavy-duty engine oil for our fleet of vehicles. The IFB also required a price to provide oil testing kits that are utilized as part of the preventative maintenance process.

Three (3) bids were received. Staff recommends a contract for the purchase of heavy-duty engine oil be awarded to Brenntag Lubricants Northeast of Manchester, NH for an estimated year 1 cost of \$92,800. The amount is an estimate based upon actual number of gallons and test kits required during the course of a year. This contract is for one year with one optional renewal year. Renewal year pricing is tied to the Consumer Price Index (CPI) if we choose to exercise that option. This cost represents a 22% price *decrease* from the previous contract.

Upon Board approval this contract will be executed immediately.

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

The estimated first year cost is \$92,800 and is funded through the FY2021 operating budget. The estimated second year cost is the same without the CPI escalator for a total estimated contract value of \$185,600.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Lance Zarcone, Vice President of Operations

## Memorandum

August 19, 2020

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Heavy Duty Engine Oil

An Invitation for Bids (IFB) was issued requesting a firm to provide multi-grade engine oil to be used in CDTA's fleet of buses. In addition, the IFB requires the firm to provide used oil analysis through an independent laboratory.

The used oil analysis is performed every 12k miles during regularly scheduled preventative maintenance inspections. The analysis will help detect premature engine failure and other engine oil abnormalities (fuel, coolant, etc.). We estimate that roughly 19,000 gallons of Multi-Grade Engine oils will be required annually.

Bids were solicited and three bids were received. Maintenance staff reviewed the oil specifications to confirm its compatibility with CDTA's engines.

Staff is requesting a one-year contract with one optional renewal year to be awarded to Brenntag Lubricants Northeast, of Manchester, NH for an amount of \$92,800 per year for a total estimated contract value of \$185,600.

Copy: Chief Executive Officer  
Director of Procurement

**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:**

\$185,600 (two years)                      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 # 14                      and                      Advertised  
Number of Proposals/Bids Received # 3

Attach Summary of Bids/Proposals

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

Are there known DBEs/MWBEs that provide this good or service?      Yes      **No**  
Number of DBEs/MWBEs bidding/proposing                      0 DBE      0 MWBE  
DBE/MWBE Certification on file?                      Yes      No      **Not Applicable**  
Was contract awarded to a DBE/MWBE?                      Yes      **No**  
Number of DBE/MWBE Subcontractors                      0 DBE                      0 MWBE

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

1064 Goff Falls Road

Manchester, NH 03103

**8. SOURCE OF FUNDS: FY2021 Operating Budget**

**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:** July 30, 2020



## Bid Summary



Contract Name: Heavy Duty Engine Oil

Contract No: CDTA Maint 153-3000

Date/Time of Opening: July 7, 2020 1:00PM

Bidder Contact Information	Base Bid	Option 1 Prices- Full Synthetics	Total Contract Value for 1 Year (based on estimated usage x base bid)	DBE/MWBE/SDVOB Status
Name: <b>Dennison Lubricants</b> Address: <b>111 Rhode Island Rd Lakeville, MA 02347</b> Contact: <b>Brian Dennison</b> Email: <b>briand@denlube.com</b> Phone: <b>508.946.0500</b>	Multi-Grade SAE 15W-40 <b>\$5.59/gal</b> Multi-Grade SAE 5W-20 <b>\$4.49/gal</b> Multi-Grade 5W-30 <b>\$4.49/gal</b> Oil Test Kits Yr 1 <b>\$15.95/ea</b> Oil Test Kits Yr 1 <b>\$15.95/ea</b>	15W-40 <b>\$6.95/gal</b> 5W-20 <b>\$6.43/gal</b> 5W-30 <b>\$6.43/gal</b>	15W-40 <b>\$83,850</b> 5W-20 <b>\$2,245</b> 5W-30 <b>\$6,735</b> Total oil cost for 1 year: <b>\$92,830</b>	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: <b>United Auto Supply of Syracuse West, Inc.</b> Address: <b>1200 State Fair Blvd Syracuse, NY 13209</b> Contact: <b>Jean Witt</b> Email: <b>jeanwitt@unitedautosupply.com</b> Phone: <b>800.772.1667</b>	Multi-Grade SAE 15W-40 <b>\$9.21/gal</b> Multi-Grade SAE 5W-20 <b>\$10.40/gal</b> Multi-Grade 5W-30 <b>\$10.40/gal</b> Oil Test Kits Yr 1 <b>\$20.00/ea</b> Oil Test Kits Yr 1 <b>\$20.00/ea</b>	15W-40 <b>\$10.21/gal</b> 5W-20 <b>\$11.40/gal</b> 5W-30 <b>\$11.40/gal</b>	15W-40 <b>\$138,150</b> 5W-20 <b>\$5,200</b> 5W-30 <b>\$15,600</b> Total oil cost for 1 year: <b>\$158,950</b>	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: <b>Brenntag Lubricants Northeast</b> Address: <b>1064 Goff Falls Road Manchester, NH 03103</b> Contact: <b>Bid Coordinator</b> Email: <b>blne bids@brenntag.com</b> Phone: <b>603.222.2900</b>	Multi-Grade SAE 15W-40 <b>\$5.58/gal</b> Multi-Grade SAE 5W-20 <b>\$4.55/gal</b> Multi-Grade 5W-30 <b>\$4.55/gal</b> Oil Test Kits Yr 1 <b>\$15.00/ea</b> Oil Test Kits Yr 1 <b>\$15.00/ea</b>	15W-40 <b>no bid</b> 5W-20 <b>\$6.15/gal</b> 5W-30 <b>\$6.15/gal</b>	15W-40 <b>\$83,700</b> 5W-20 <b>\$2,275</b> 5W-30 <b>\$6,825</b> Total oil cost for 1 year: <b>\$92,800</b>	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____	Alternate 1:  Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

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

**Subject:** Sole source contract award for a scheduling software maintenance contract to GIRO.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** August 19, 2020

**Board Action Date:** August 26, 2020

### **Background:**

The current maintenance agreement for this software is set to expire. To allow for continued support a new agreement is required.

### **Purpose:**

The HASTUS software is utilized for a number of tasks, including vehicle assignments, trip planning and scheduling.

### **Summary of Proposal:**

In 2000, CDTA competitively procured a fixed route scheduling system (HASTUS) from GIRO. The software is proprietary in nature, requiring a sole source procurement for a new maintenance contract. The maintenance contract includes software updates, configuration, consulting services and issue resolution that can only be performed by GIRO. Therefore, staff recommends a one-year contract be awarded to GIRO for a maintenance contract for the Scheduling Software System (HASTUS) for an amount not to exceed \$180,203. Staff has reviewed the pricing and finds it to be fair and reasonable.

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

The \$180,203 (Not to Exceed) will be funded in our FY2021 Operating Budget.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Christopher Desany, Vice President of Planning and Infrastructure



## Memorandum

August 19, 2020

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Scheduling Software Maintenance Contract

### Overview

In 2000, CDTA implemented our fixed route scheduling system (HASTUS) which was competitively procured and provided by GIRO. HASTUS software is used throughout the agency for fixed route scheduling, run cutting, work optimization, mapping, stop information displays, trip planning, stop/route/network development and customer comment tracking, making it one of the most widely used and complex applications in place at CDTA. Upon system acceptance, CDTA entered into a contract for support and maintenance. Over the past year, CDTA has installed a number of new HASTUS software modules for work bidding, daily crewing and vehicle assignments, and other related packages. The support and maintenance agreement is due for renewal and covers existing HASTUS software and 40 days of training and consulting services. Overall, CDTA has been very satisfied with GIRO's performance.

### Justification

This recommendation for a sole source renewal of the HASTUS system maintenance agreement is based on a number of important considerations. Most importantly, the HASTUS system is proprietary, which prevents us from pursuing an independent means to cost effectively support the existing system through another vendor. Services include software updates, configuration, and issue resolution that can only be performed by GIRO. Additional reasons to support this sole source recommendation include:

- GIRO is familiar with the many nuances of their system and its relationship to our requirements and therefore has full knowledge of CDTA needs.
- Utilizing this vendor will result in a zero-net increase in vendors at CDTA.
- Utilizing this vendor will require no third-party integration or customization, which reduces the risk inherent in custom third-party vendor development.
- We have documentation on file noting how the cost is justified by GIRO, which confirms fair and reasonable pricing for this purchase. Additionally, this is single year renewal and next term we will be pursuing a multi-year agreement which will help minimize the annual increases.

### Recommendation

I am requesting that a one-year sole source maintenance contract be awarded to GIRO of Montréal, Québec, Canada for an amount of \$180,203.

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:**

\$180,203      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

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

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

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

75 rue de Port-Royal Est, bureau 500

Montreal, Quebec, Canada H3L 3T1

**8. SOURCE OF FUNDS: FY21 Operating Budget**

**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: August 10, 2020

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

**Subject:** Award recommendation for an emergency purchase of bus driver barriers from Transit Guard of Pagosa Springs, Colorado.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** August 19, 2020

**Board Action Date:** August 26, 2020

### **Background:**

Protective driver barriers are being installed in all customer facing vehicles to protect operators and customers due to the COVID-19 (Corona Virus) pandemic. Several types of barriers were evaluated and tested. The Safety and Training Department determined that the barrier selected does not cause any interference with the ability to safely operate our vehicles.

### **Purpose:**

To enhance safety measures on fleet for operators and customers.

### **Summary of Proposal:**

A protective operator barrier is needed to protect and maintain a safe and secure work environment for our operators and customers. We have made this a requirement in order to reinstitute front door operation and fare collection.

Because of the health emergency, an expedited timeline was put in place for project completion and an emergency procurement was deemed necessary for the purchase of these barriers. FTA has made allowances for COVID related emergency purchases and we have been compliant in their purchase requirements. Staff is recommending a sole source emergency purchase of operator barriers to Transit Guard of Pagosa Springs, Colorado for \$480,500 (\$1,747 per bus). Barriers are in the process of being installed now with a goal of completing installation on or about August 19, 2020.

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

The total cost of these barriers is \$480,500 and will be funded by the CARES Act.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Lance Zarcone, Vice President of Operations

## Memorandum

August 19, 2020

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Director of Maintenance

Subject: Operator Protection Barrier

### Background:

As CDTA continues providing service during the COVID – 19 pandemic, there have been several processes and safety measures put in place to reduce the risk of exposing our bus operators and the general public to this virus. Actions required the mandatory use of personal protective equipment (PPE) such as masks, gloves, and hand sanitizer; other actions taken includes additional bus service to avoid overcrowding which resulted in temporary elimination of front door operation / fare collection in order to reduce close interaction between the operator and rider.

As time goes by we have had the opportunity to supply the employees with better equipment, implemented a cleaning schedule both in the garages and in the field. Additionally, protective barriers are being installed in the operator's compartment, after evaluation and product testing. Over the past weeks we have begun installing these barriers in all divisions. The barrier has proven to give additional space needed and did not cause any interference with the operator's ability to safely operate their vehicle according to the Safety and Training Department. Barriers are being considered for the entire fleet which includes Fixed-Route, STAR and Northway Express (NX) buses. Barriers have been purchased for the STAR and NX fleet separately. All barriers for the fixed route fleet and associated hardware were purchased from Transit Guard, a company based out of Pagosa Spring, Colorado. All vehicle installs will be done in-house by CDTA's body shop technicians.

### Justification:

In order to create a safer environment on the bus for our employees and reinstitute front door operation/fare collection, it was determined the timeline for an Invitation for Bid and product development would not be feasible.

### Recommendation:

Staff is recommending a sole source emergency purchase of operator barriers to Transit Guard of Pagosa Springs, Colorado for \$480,500 (\$1,747 per bus).

Copy: Chief Executive Officer  
Director of Procurement

**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:**

\$480,500                      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                      and                      Advertised  
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

**9. Disadvantaged Business Enterprise (DBE)/Minority/Women's Business Enterprise (MWBE) involvement**

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

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

PO Box 3771

Pagosa Springs, CO 81147

**8. SOURCE OF FUNDS: FY2021 Operating Budget (CARES Act)**

**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:** August 10, 2020

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

**Subject:** Award recommendation for a contract to provide uniformed security guard services to FBY Security Services of Brooklyn, New York

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** August 19, 2020

**Board Action Date:** August 26, 2020

### **Background:**

Uniformed security guards are utilized at the Rensselaer Rail Station to maintain safety and security of customers, employees and the facility.

### **Purpose:**

The current contract is set to expire and a new one is needed to maintain services.

### **Summary of Proposal:**

An Invitation for Bids (IFB) was issued for a firm to provide uniformed security guard services from 4:00pm-5:00am daily as well as holiday and special coverage. The IFB outlined what areas of the station and grounds to be monitored by the security guards, as well as the requirements for emergencies and staff training.

Twenty-Four (24) firms downloaded the IFB and nine (9) bids were received. Staff from Facilities and Risk Management verified references and interviewed the low bidder and are satisfied with those results. Staff recommends a one-year contract with four optional renewal years for uniformed security services at the Rensselaer Rain Station be awarded to FBY Security Services (a certified MBE) of Brooklyn, New York for an estimated year 1 cost of \$162,326. This cost represents a 20% price increase from the previous contract.

Upon Board approval this contract will be executed immediately.

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

The estimated first year cost is \$162,326 and is funded through the FY2021 operating budget. The cost will vary slightly for annual renewals based on need and current prevailing wage rates, but the estimated five-year value is \$811,632.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Jeremy Smith, Director of Facilities

## Memorandum

August 19, 2020

To: Performance Monitoring/Audit Committee

From: Jeremy Smith, Director of Facilities

Subject: Approval of Uniformed Security Contract for Rensselaer Rail Station

### Background

Security of the Rensselaer Rail Station is a priority for CDTA. CDTA contracts with a uniformed security agency to provide a safe and reliable facility for the public. The current contract is set to expire in August 2020. Nine bids were received and FBY Security Services Inc. out of Brooklyn New York was the low bidder.

### Justification

All bids were reviewed, references were checked for the low bidder and an interview was conducted on July 30, 2020 by Rail Station Manager John Rich, Director of Risk Management Jack Grogan and Director of Facilities Jeremy Smith. All questions were answered satisfactorily.

### Recommendation

At this time, I am recommending awarding a contract to FBY Security Services, INC. of Brooklyn, NY based on an hourly rate per uniformed security guard of \$24.21.

Copy: Chief Executive Officer  
Director of Procurement  
Director of Risk Management

## 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:

\$811,632 over five years      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):**

<input type="checkbox"/> Micro Purchases (Purchases up to \$2,499.00)	<input type="checkbox"/> Small Purchases (\$25,000 up to \$100,000)
<input checked="" type="checkbox"/> Sealed Bid/Invitation for Bids (IFB) (Over \$100,000)	<input type="checkbox"/> Request for Proposals (RFP)
<input type="checkbox"/> Professional Services (Over \$25,000)	<input type="checkbox"/> Sole or Single Source (Non-Competitive)

**6. SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # **24** and **Advertised**  
 Number of Proposals/Bids Received # **9**

### Attach Summary of Bids/Proposals

**10. Disadvantaged Business Enterprise (DBE)/Minority/Women's Business Enterprise (MWBE) involvement**

Are there known DBEs/MWBEs that provide this good or service?	<u><b>Yes</b></u>	No	
Number of DBEs/MWBEs bidding/proposing	<u><b>1</b></u> DBE	<u><b>4</b></u> MWBE	
DBE/MWBE Certification on file?	<u><b>Yes</b></u>	No	Not Applicable
Was contract awarded to a DBE/MWBE?	<u><b>Yes</b></u>	No	
Number of DBE/MWBE Subcontractors	<u><b>0</b></u> DBE	<u><b>0</b></u> MWBE	

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

**2792 Ocean Ave St LL**

**Brooklyn, NY 11229**

**8. SOURCE OF FUNDS: FY2021 Operating Budget**

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

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

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

Stacy Sansky, Director of Procurement **DATED:** July 30, 2020





## Bid Summary



Contract Name: **Uniformed Security Guards**

Contract No: **CDTA FAC 171-2000**

Date/Time of  
Opening:

**July 9, 2020 1:00PM**

Bidder Contact Information	Base Bid/Lump Sum	Bid Alternate-	Subcontractors	DBE/MWBE/SDVOB
Name: Strategic Security Corp. Address: 367 Veterans Memorial Hwy Commack, NY 11725 Contact: Joseph Sordi Email: druhi@sscctu.com Phone: 646.612.7547	\$26.28/hr	Alternate 1: Alternate 2:	1 2 3 4 5	DBE ___ MBE ___ WBE <input checked="" type="checkbox"/> SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___
Name: Westech Security & Investigations, Inc. Address: 3361 E Tremont St Bronx, NY 10461 Contact: William Vassell Email: druhi@sscctu.com Phone: 718.409.6999	\$26.50/hr	Alternate 1: Alternate 2:	1 2 3 4 5	DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___
Name: Platinum Protection Services Address: 150 Motor Pkwy Hauppauge, NY 11788 Contact: Anthony Inigfall Email: platinumprotectionservicesinc@gmail.com Phone: 631.439.6841	\$27.29/hr	Alternate 1: Alternate 2:	1 2 3 4 5	DBE ___ MBE <input checked="" type="checkbox"/> WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___
Name: FBY Security Services Address: 2792 Ocean Ave StLL Brooklyn, NY 11229 Contact: Babatunde Fadairo Email: bids@fbysecuritysvs.com Phone: 833.329.7233	\$24.21/hr	Alternate 1: Alternate 2:	1 2 3 4 5	DBE ___ MBE <input checked="" type="checkbox"/> WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___
Name: Wisdom Protective Services Address: 837 Old Country Rd Westbury, NY 11590 Contact: Kay Simaren Email: mrkay@wisdomprotective.com Phone: 718.766.5392	\$24.88/hr	Alternate 1: Alternate 2:	1 2 3 4 5	DBE <input checked="" type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___
Name: Emperor's Security Services, Inc. Address: 420 Watkins St St.5L Brooklyn, NY 11212 Contact: Naheem Oyeabanjo Email: emperorssinc@gmail.com Phone: 718.415.7203	\$24.50/hr	Alternate 1: Alternate 2:	1 2 3 4 5	DBE ___ MBE <input checked="" type="checkbox"/> WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___
Name: Reach 29 Address: PO Box 221824 W Palm Beach, FL 33422 Contact: David Diemer Email: david@reach29.com Phone: 845.430.7309	\$52.000/hr	Alternate 1: Alternate 2:	1 2 3 4 5	DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___
Name: Allied Universal Security Address: 1 Pine West Plaza St 112 Albany, NY 12205 Contact: Jill Sausville Email: jill.sausville@aus.com Phone: 518.724.0526	\$26.58/hr	Alternate 1: Alternate 2:	1 2 3 4 5	DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___
Name: Souther Tier Security, Inc. Address: 125 S Union St Olean, NY 14760 Contact: Michael P Schneider	\$39.60/hr	Alternate 1: Alternate 2:	1 2 3	DBE ___ MBE ___ WBE ___ SDVOB <input checked="" type="checkbox"/> ___ DBE ___ MBE ___ WBE ___ SDVOB ___ DBE ___ MBE ___ WBE ___ SDVOB ___

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

**Subject:** Resolution to accept \$4,435,000 in State Funds

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** August 19, 2020  
**Board Action Date:** August 26, 2020

### **Background:**

This action item summarizes the operating grant we received from New York State for the River BRT line. This grant was discussed during the budget development process for FY2021.

In April 2019, Governor Cuomo announced the availability of \$144 million to support bicycle, pedestrian, and other transportation projects and programs, as well as projects that reduce congestion to meet Clean Air Act requirements. These funds are available to the State through the Federal Highway Administration and administered by the State Department of Transportation (NYSDOT).

We were awarded a grant through this program. Projects were selected through a competitive process and rated on criteria that included public benefit, air quality improvement and innovation. This money will be used for operating expenses (a little out of the ordinary for a competitive grant).

The River Corridor operating budget is estimated to be \$15 million over 5 years. The grant provides \$5.5 million in Federal Highway funds to support the River project. We will receive 80% of this, or \$4,435,000 in funding and will be responsible for a 20% grant match (\$1.1 million).

### **Purpose:**

NYSDOT requires a Board resolution to accept State funding prior to being reimbursed for expenses incurred as part of this agreement.

### **Summary of Proposal:**

The resolution will permit CDTA to execute an agreement with NYSDOT to accept \$4,435,000 to support River BRT.

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

NYSDOT Agreement, D036422 will provide \$4,435,000 in operating funds for the River BRT.

### **Prepared by:**

Melissa Shanley, Grants Manager

### **Project Managers:**

Ross Farrell, Director of Planning  
Philip Parella, Jr., Director of Finance  
Lance Zarcone, Vice President of Operations

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

**Subject:** Resolution to accept \$4,145,423 in State funding.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** August 19, 2020

**Board Action Date:** August 26, 2020

### **Background:**

The action items below will allow for state funding reimbursement for activities in our capital program.

New York State supports flexible use of capital funding to address transit system needs through the Transportation Modernization and Enhancement Program (MEP). CDTA was allocated \$3,461,124 in MEP funds. These funds were budgeted in our capital program to support the purchase of 40-foot Gillig buses that were delivered this spring. New York State is supporting 100% of the costs associated with these activities.

CDTA is also apportioned Federal funds on an annual basis to support commuter service between Albany and Ulster County and operated by Adirondack Trailways. CDTA is the pass-through agent for this program. The Federal government supports 80% of the costs associated with these activities. New York State Department of Transportation (NYSDOT), subject to approval of contract K007407, provides 10% or \$684,299 as local match. CDTA's 10% local share is waived in this pass-through arrangement.

### **Purpose:**

NYSDOT requires a Board resolution to accept State funding prior to being reimbursed for expenses incurred as part of this agreement. This is a routine action.

### **Summary of Proposal:**

The resolution will permit CDTA to execute an agreement with NYSDOT to accept \$4,145,423 in funds.

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

NYSDOT Supplemental Agreement #2, K007407 will fund 100% of the MEP program at \$3,461,124 and 10% of the Adirondack Trailways pass-through program for \$684,299, a total of \$4,145,423.

### **Prepared by:**

Melissa Shanley, Grants Manager

### **Project Managers:**

Lance Zarcone, Vice President of Operations

Philip Parella, Jr., Director of Finance

# Monthly Management Report

July 2020



## Monthly Management Report - July 2020

### Executive Summary - Highlights

REVENUE	Actual	Budget	Current Month		Year to Date	
			(\$)	(%)	(\$)	(%)
Mortgage Tax	\$ 1,200,125	\$ 937,500	\$ 262,625	28.01%	\$ 369,296	9.85%
Customer Fares	\$ 19,576	\$ 1,720,972	\$ (1,701,396)	-98.86%	\$ (6,672,195)	-96.92%
RRS & Facilities	\$ 80,186	\$ 304,303	\$ (224,117)	-73.65%	\$ (949,801)	-78.03%
STOA	\$ 3,685,397	\$ 3,685,397	\$ -	0.00%	\$ -	0.00%
5307	\$ 1,058,417	\$ 1,058,417	\$ -	0.00%	\$ -	0.00%
CARES Act	\$ 7,177,659		\$ 7,177,659		\$ 27,980,358	
EXPENSES	Actual	Budget	(\$)	(%)	(\$)	(%)
Wages	\$ 3,865,280	\$ 4,031,423	\$ (166,143)	-4.12%	\$ (790,687)	-4.90%
Workers' Compensation	\$ 292,713	\$ 219,809	\$ 72,904	33.17%	\$ 21,610	2.46%
Purchased Transportation	\$ 361,085	\$ 555,447	\$ (194,362)	-34.99%	\$ (851,555)	-38.33%
Liability - Claims	\$ 19,813	\$ 30,069	\$ (10,256)	-34.11%	\$ 8,199	6.82%
					<b>YTD Revenue</b>	63.51%
					<b>YTD Expenses</b>	-11.45%

#### Revenue Summary

Mortgage tax continues to be positive with July over budget by 28%. For the year, MRT is 10% over budget. Since April 6th we have not collected fares due to rear door boarding leaving this line close to zero. However, starting August 19th we plan to begin collecting fares again. RRS & Facilities is under budget by 78%, with 92% of the negative variance due to parking revenue. We expect 72% of our quarterly STOA payment by the end of this month, but we have not been able to access 5307 funds as of July. The CARES Act continues to fund our operating budget.

#### Expense Summary

Wages are under budget by 5% because of reduced service levels, but we do expect wages to increase going forward as we increase service. Workers' Compensation is over budget by 33% this month due to one Scheduled Loss of Use award for \$95,000. Most other expense categories remain under budget due to COVID reasons.



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

	Jul-20	Jul-19
<b>Assets</b>		
<b>Current Assets:</b>		
Cash	\$13,895,870	\$12,374,014
Investments	\$24,685,731	\$19,700,962
Receivables:		
Mortgage Tax	\$1,200,125	\$1,025,732
Federal Grants	\$18,992,314	\$4,222,600
New York State Operating Assistance	\$7,318,773	\$3,626,856
Trade and Other	\$1,564,418	\$11,290,917
Advances to Capital District Transportation Committee	\$1,470,290	\$1,034,747
Materials, Parts and Supplies	\$4,206,137	\$4,217,778
Prepaid Expenses	\$639,000	\$477,821
<b>Sub-Total Current Assets</b>	<b>\$73,972,658</b>	<b>\$57,971,428</b>
<b>Noncurrent Assets:</b>		
Capital Assets, net	\$115,152,342	\$111,611,433
<b>Deferred outflows of resources:</b>		
Deferred outflows of resources related to OPEB	\$18,454,673	\$0
Deferred outflows of resources from pension	\$1,544,989	\$2,608,902
<b>Sub-Total Deferred outflows of resources:</b>	<b>\$19,999,662</b>	<b>\$2,608,902</b>
<b>Total for Assets</b>	<b>\$209,124,663</b>	<b>\$172,191,763</b>
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$3,443,258	\$2,574,606
Accrued Expenses	\$5,062,124	\$5,024,254
Unearned passenger revenue	\$1,984,832	\$1,865,235
Line of Credit	\$6,200,000	\$9,505,108
<b>Sub-Total Current Liabilities</b>	<b>\$16,690,213</b>	<b>\$18,969,202</b>
<b>Noncurrent Liabilities:</b>		
Capital Lease Agreement	\$3,933,562	\$5,503,411
Estimated Provision for Existing Claims and Settlements	\$10,525,863	\$10,360,559
Other postemployment benefits	\$105,346,823	\$90,160,188
Net Pension Liability	\$1,616,083	\$735,846
<b>Sub-Total Noncurrent Liabilities</b>	<b>\$121,422,331</b>	<b>\$106,760,003</b>
<b>Deferred inflows of resources:</b>		
Deferred inflows of resources from pension	\$737,493	\$2,535,067
Deferred inflows of resources from OBEP	\$11,007,730	\$1,872,110
<b>Sub-Total Deferred inflows of resources</b>	<b>\$11,745,223</b>	<b>\$4,407,177</b>
<b>Total for Liabilities</b>	<b>\$149,857,768</b>	<b>\$130,136,382</b>
<b>Net Position</b>		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	(\$48,974,333)	(\$66,185,848)
<b>Total for Net Position</b>	<b>\$59,266,895</b>	<b>\$42,055,380</b>
<b>Total Liabilities and Net Position</b>	<b>\$209,124,663</b>	<b>\$172,191,763</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
**Jul-2020**

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>33%</b>
<b>REVENUE:</b>			
AUTHORITY	\$4,203,720	\$11,455,000	37%
TRANSIT	\$48,196,539	\$81,953,820	59%
ACCESS	\$81,172	\$525,000	15%
CDTA FACILITIES	\$317,557	\$3,769,022	8%
<b>TOTAL REVENUE</b>	<b>\$52,798,989</b>	<b>\$97,702,842</b>	<b>54%</b>
<b>EXPENSE:</b>			
AUTHORITY	\$5,235,706	\$17,028,670	31%
TRANSIT	\$22,744,652	\$77,122,426	29%
ACCESS	\$355,596	\$1,283,750	28%
CDTA FACILITIES	\$419,011	\$2,267,995	18%
<b>TOTAL EXPENSE</b>	<b>\$28,754,965</b>	<b>\$97,702,842</b>	<b>29%</b>
Revenue over (under) Expenses	\$24,044,024		
Depreciation	<u>\$4,600,000</u>		
Excess of Revenue over (under) Expenses	\$19,444,024		
Transfer from 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	(\$7,000,000)		
Transfer to Operating Fund	\$0		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	<u>(\$879,236)</u>		
*Net Excess of Revenue over (under) Expenses	\$11,564,788		
*Contribution to required fleet replacement.			

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

**BUDGET VARIANCE REPORT**

BUDGET VARIANCE REPORT		CONSOLIDATED								Annual Budget
		This Month				Year to Date				
		Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue										
	Mortgage Tax	\$1,200,125	\$937,500	\$262,625	28.01%	\$4,119,296	\$3,750,000	\$369,296	9.85%	\$11,250,000
	Customer Fares	\$19,576	\$1,720,972	(\$1,701,397)	-98.86%	\$211,694	\$6,883,889	(\$6,672,195)	-96.92%	\$20,651,667
	Advertising Revenue	\$102,625	\$107,708	(\$5,083)	-4.72%	\$419,500	\$430,833	(\$11,333)	-2.63%	\$1,292,500
	RRS & Facilities	\$80,186	\$304,303	(\$224,117)	-73.65%	\$267,410	\$1,217,210	(\$949,801)	-78.03%	\$3,651,631
	Interest Income	\$199	\$1,667	(\$1,467)	-88.05%	\$688	\$6,667	(\$5,979)	-89.68%	\$20,000
	Misc. Income	\$12,703	\$15,708	(\$3,006)	-19.13%	\$35,527	\$62,833	(\$27,306)	-43.46%	\$188,500
Total Operating Revenue		\$1,415,413	\$3,087,858	(\$1,672,445)	-54.16%	\$5,054,115	\$12,351,433	(\$7,297,318)	-59.08%	\$37,054,298
Operating Assistance										
	New York State Aid	\$3,685,397	\$3,685,397	\$0	0.00%	\$14,741,586	\$14,741,586	\$0	0.00%	\$44,224,758
	County Aid	\$159,750	\$159,750	\$0	0.00%	\$639,000	\$639,000	\$0	0.00%	\$1,917,000
	Federal Preventative Maintenance	\$1,058,417	\$1,058,417	\$0	0.00%	\$4,233,667	\$4,233,667	\$0	0.00%	\$12,701,000
	Federal Aid - Cares Act	\$7,177,659	\$0	\$7,177,659		\$27,980,358	\$0	\$27,980,358		\$0
	Operating Grants	\$150,482	\$150,482	\$0	0.00%	\$601,929	\$601,929	\$0	0.00%	\$1,805,786
Total Operating Assistance		\$12,231,705	\$5,054,045	\$7,177,659	142.02%	\$48,196,539	\$20,216,181	\$27,980,358	138.41%	\$60,648,544
Total Revenue and Assistance		\$13,647,118	\$8,141,904	\$5,505,215	67.62%	\$53,250,654	\$32,567,614	\$20,683,040	63.51%	\$97,702,842
Expenses										
	Salaries and Wages	\$3,865,280	\$4,031,423	(\$166,143)	-4.12%	\$15,335,005	\$16,125,691	(\$790,687)	-4.90%	\$48,377,074
	FICA	\$272,244	\$284,972	(\$12,728)	-4.47%	\$1,092,548	\$1,139,888	(\$47,339)	-4.15%	\$3,419,663
	Health Benefits	\$863,162	\$887,613	(\$24,451)	-2.75%	\$3,392,056	\$3,550,451	(\$158,395)	-4.46%	\$10,651,352
	Workers Compensation	\$292,713	\$219,809	\$72,904	33.17%	\$900,846	\$879,236	\$21,610	2.46%	\$2,637,708
	Other Benefits	\$368,394	\$332,395	\$35,999	10.83%	\$1,249,662	\$1,329,580	(\$79,919)	-6.01%	\$3,988,741
	Professional Services	\$173,002	\$324,145	(\$151,144)	-46.63%	\$699,663	\$1,296,582	(\$596,919)	-46.04%	\$3,889,745
	Materials & Supplies	\$119,233	\$140,529	(\$21,295)	-15.15%	\$461,901	\$562,115	(\$100,214)	-17.83%	\$1,686,346
	Miscellaneous	\$85,146	\$61,404	\$23,742	38.66%	\$342,699	\$245,618	\$97,082	39.53%	\$736,853
	Purchased Transportation	\$361,085	\$555,447	(\$194,362)	-34.99%	\$1,370,231	\$2,221,786	(\$851,555)	-38.33%	\$6,665,358
	Maintenance Services	\$153,284	\$251,272	(\$97,988)	-39.00%	\$772,928	\$1,005,086	(\$232,158)	-23.10%	\$3,015,258
	Liability - Claims	\$19,813	\$30,069	(\$10,257)	-34.11%	\$128,477	\$120,278	\$8,199	6.82%	\$360,833
	Utilities	\$56,671	\$84,250	(\$27,579)	-32.73%	\$218,118	\$337,000	(\$118,882)	-35.28%	\$1,011,000
	Fuel	\$369,873	\$472,426	(\$102,552)	-21.71%	\$1,248,562	\$1,889,703	(\$641,141)	-33.93%	\$5,669,108
	Parts, Tires, Oil	\$386,083	\$405,906	(\$19,823)	-4.88%	\$1,372,883	\$1,623,623	(\$250,741)	-15.44%	\$4,870,870
	General Insurance	\$64,415	\$60,244	\$4,171	6.92%	\$253,405	\$240,978	\$12,427	5.16%	\$722,933
Total EXPENSES		\$7,450,398	\$8,141,903	(\$691,505)	-8.49%	\$28,838,982	\$32,567,614	(\$3,728,631)	-11.45%	\$97,702,842
Surplus/Deficit		\$6,196,720	\$0	\$6,196,720		\$24,411,672	\$0	\$24,411,672		\$0



CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
MONTHLY MANAGEMENT REPORT  
July-20

BUDGET VARIANCE REPORT

NON-TRANSIT									
	This Month				Year to Date				Annual Budget
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$1,200,125	\$937,500	\$262,625	28.01%	\$4,119,296	\$3,750,000	\$369,296	9.85%	\$11,250,000
Interest Income	\$161	\$1,667	(\$1,506)	-90.34%	\$538	\$6,667	(\$6,129)	-91.93%	\$20,000
Interest Inc-Invest/Change in Invest	\$15,521	\$0	\$15,521	0.00%	\$57,220	\$0	\$57,220	0.00%	\$0
Misc. Income - Authority	\$6,250	\$7,083	(\$833)	-11.76%	\$26,667	\$28,332	(\$1,665)	0.00%	\$185,000
Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Total Operating Revenue	\$1,222,057	\$946,250	\$275,807	29.15%	\$4,203,720	\$3,784,999	\$418,721	11.06%	\$11,455,000
Expenses									
Labor - Authority	\$624,919	\$579,035	\$45,884	7.92%	\$2,360,015	\$2,316,140	\$43,875	1.89%	\$6,948,420
Fringe - Authority	\$411,299	\$389,708	\$21,591	5.54%	\$1,480,659	\$1,558,830	(\$78,171)	-5.01%	\$4,676,491
Materials & Supplies - Authority	\$10,077	\$14,820	(\$4,743)	-32.00%	\$28,321	\$59,279	(\$30,958)	-52.22%	\$177,836
Professional Services - Authority	\$136,337	\$234,695	(\$98,359)	-41.91%	\$577,586	\$938,782	(\$361,196)	-38.47%	\$2,816,345
Other Expenses - Authority	\$165,493	\$200,798	(\$35,305)	-17.58%	\$789,125	\$803,193	(\$14,067)	-1.75%	\$2,409,578
Total Expenses	\$1,348,124	\$1,419,056	(\$70,932)	-5.00%	\$5,235,706	\$5,676,223	(\$440,517)	-7.76%	\$17,028,670
Surplus/(Deficit)	(\$126,068)	(\$472,806)	(\$204,876)		(\$1,031,986)	(\$1,891,225)	\$859,239		(\$5,573,670)

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

**BUDGET VARIANCE REPORT**

<b>TRANSIT</b>									
	<b>This Month</b>				<b>Year to Date</b>				<b>Annual</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Budget</b>
Operating Revenue									
Passenger Fares-Transit	\$9,959	\$1,158,472	(\$1,148,513)	-99.14%	\$130,524	\$4,633,889	(\$4,503,365)	-97.18%	\$13,901,667
Contracts - Transit	\$0	\$518,750	(\$518,750)	-100.00%	\$0	\$2,075,000	(\$2,075,000)	-100.00%	\$6,225,000
Advertising-Transit	\$90,125	\$97,926	(\$7,801)	-7.97%	\$369,500	\$391,703	(\$22,203)	-5.67%	\$1,175,109
Misc. Income - Transit	\$6,453	\$292	\$6,161	2112.32%	\$8,861	\$1,167	\$7,694	659.49%	\$3,500
Total Operating Revenue	\$106,537	\$1,775,440	(\$1,668,903)	-94.00%	\$508,885	\$7,101,759	(\$6,592,874)	-92.83%	\$21,305,276
Operating Assistance									
State Aid - General	\$159,750	\$159,750	\$0	0.00%	\$639,000	\$639,000	\$0	0.00%	\$1,917,000
State Aid - PBT	\$3,492,313	\$3,492,313	\$0	0.00%	\$13,969,253	\$13,969,253	\$0	0.00%	\$41,907,758
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$133,333	\$133,333	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$639,000	\$639,000	\$0	0.00%	\$1,917,000
Federal Aid - Transit	\$1,058,417	\$1,058,417	\$0	0.00%	\$4,233,667	\$4,233,667	\$0	0.00%	\$12,701,000
Federal Aid - Cares Act	\$7,177,659	\$0	\$7,177,659		\$27,980,358	\$0	\$27,980,358		\$0
Other Grants - Federal	\$150,482	\$150,482	\$0	0.00%	\$601,929	\$601,929	\$0	0.00%	\$1,805,786
Total Operating Assistance	\$12,231,704	\$5,054,045	\$7,177,660	0.00%	\$48,196,539	\$20,216,181	\$27,980,358	0.00%	\$60,648,544
Total Revenue and Assistance	\$12,338,241	\$6,829,485	\$5,508,757	80.66%	\$48,705,424	\$27,317,940	\$21,387,485	78.29%	\$81,953,820
Expenses									
Labor - Maintenance	\$712,992	\$722,271	(\$9,279)	-1.28%	\$2,940,701	\$2,889,084	\$51,617	1.79%	\$8,667,252
Labor - Transportation	\$2,225,856	\$2,429,255	(\$203,399)	-8.37%	\$8,793,458	\$9,717,018	(\$923,560)	-9.50%	\$29,151,054
Labor - STAR	\$235,387	\$230,230	\$5,157	2.24%	\$971,909	\$920,919	\$50,991	5.54%	\$2,762,756
Fringe	\$1,258,032	\$1,317,774	(\$59,742)	-4.53%	\$4,998,065	\$5,271,096	(\$273,031)	-5.18%	\$15,813,287
Materials & Supplies	\$871,494	\$985,070	(\$113,576)	-11.53%	\$3,108,697	\$3,940,279	(\$831,582)	-21.10%	\$11,820,838
Professional Services	\$55,291	\$75,980	(\$20,689)	-27.23%	\$203,568	\$303,921	(\$100,353)	-33.02%	\$911,762
Other Expenses	\$3,536	\$4,379	(\$843)	-19.25%	\$10,192	\$17,517	(\$7,324)	-41.81%	\$52,550
Purchased Transportation - STAR	\$264,731	\$390,636	(\$125,905)	-32.23%	\$939,018	\$1,562,543	(\$623,525)	-39.90%	\$4,687,630
Liability - Claims	\$19,813	\$30,069	(\$10,257)	-34.11%	\$128,477	\$120,278	\$8,199	6.82%	\$360,833
Liability - Insurance	\$46,874	\$57,503	(\$10,629)	-18.48%	\$153,903	\$230,011	(\$76,108)	-33.09%	\$690,033
Utilities - Transit	\$49,506	\$48,817	\$690	1.41%	\$145,272	\$195,267	(\$49,994)	-25.60%	\$585,800
Mat & Supplies - NX	\$0	\$5,833	(\$5,833)	-100.00%	\$2,322	\$23,333	(\$21,011)	-90.05%	\$70,000
Purchased Transportation - NX	\$86,023	\$129,053	(\$43,030)	-33.34%	\$349,069	\$516,210	(\$167,142)	-32.38%	\$1,548,631
Total Expenses	\$5,829,535	\$6,426,869	(\$597,334)	-9.29%	\$22,744,652	\$25,707,475	(\$2,962,823)	-11.53%	\$77,122,426
Surplus/(Deficit)	\$6,508,706	\$402,616	\$6,106,091		\$25,960,772	\$1,610,465	\$24,350,308		\$4,831,394

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

**BUDGET VARIANCE REPORT**

<b>ACCESS TRANSIT SERVICES</b>									
	<b>This Month</b>				<b>Year to Date</b>				<b>Annual Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	
Operating Revenue									
Contracts - Access	\$9,617	\$39,583	(\$29,967)	-75.71%	\$81,170	\$158,333	(\$77,163)	-48.73%	\$525,000
Interest Income	\$1	\$0	\$1	0.00%	\$3	\$0	\$3	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	\$9,617	\$39,583	(\$29,966)	-75.70%	\$81,172	\$158,333	(\$77,161)	-48.73%	\$525,000
Total Revenue and Assistance	\$9,617	\$39,583	(\$29,966)	-75.70%	\$81,172	\$158,333	(\$77,161)	-48.73%	\$525,000
Expenses									
Labor - Access	\$49,384	\$54,722	(\$5,337)	-9.75%	\$204,116	\$218,887	(\$14,772)	-6.75%	\$656,662
Fringe Benefits - Access	\$16,300	\$14,652	\$1,648	11.25%	\$62,414	\$58,606	\$3,807	6.50%	\$175,819
Purchased Transportation	\$10,331	\$33,333	(\$23,002)	-69.01%	\$82,144	\$133,333	(\$51,189)	-38.39%	\$400,000
Professional Services - Access	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$6,772	\$6,574	\$198	3.01%	\$19,721
Other Expenses - Access	\$0	\$2,629	(\$2,629)	-100.00%	\$151	\$10,516	(\$10,365)	-98.56%	\$31,548
Total Expenses	\$77,659	\$106,979	(\$29,320)	-27.41%	\$355,596	\$427,917	(\$72,320)	-16.90%	\$1,283,750
Surplus/(Deficit)	(\$68,042)	(\$67,396)	(\$646)		(\$274,424)	(\$269,583)	(\$4,840)		(\$758,750)

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

**BUDGET VARIANCE REPORT**

<b>CDTA FACILITIES</b>									
	<b>This Month</b>				<b>Year to Date</b>				<b>Annual</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Budget</b>
Operating Revenue									
RRS Station & Garage	\$59,924	\$68,707	(\$8,782)	-12.78%	\$209,533	\$274,827	(\$65,294)	-23.76%	\$824,481
RRS Parking Revenue	\$11,121	\$223,596	(\$212,475)	-95.03%	\$24,686	\$894,383	(\$869,698)	-97.24%	\$2,683,150
RRS Advertising	\$12,500	\$9,783	\$2,717	27.78%	\$50,000	\$39,130	\$10,870	27.78%	\$117,391
SSTS	\$2,055	\$2,467	(\$412)	-16.70%	\$8,224	\$9,867	(\$1,642)	-16.65%	\$29,600
Greyhound	\$1,033	\$2,500	(\$1,467)	-58.70%	\$1,015	\$10,000	(\$8,985)	-89.85%	\$30,000
85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$23,203	\$26,667	(\$3,464)	-12.99%	\$80,000
Interest Income	\$290	\$367	(\$77)	-20.91%	\$896	\$1,467	(\$570)	-38.89%	\$4,400
<b>Total Operating Revenue</b>	<b>\$92,723</b>	<b>\$314,085</b>	<b>(\$221,362)</b>	<b>-70.48%</b>	<b>\$317,557</b>	<b>\$1,256,341</b>	<b>(\$938,783)</b>	<b>-74.72%</b>	<b>\$3,769,022</b>
Expenses									
Labor	\$16,743	\$15,911	\$832	5.23%	\$64,805	\$63,643	\$1,162	1.83%	\$190,930
Fringe-Benefits	\$2,521	\$2,656	(\$135)	-5.08%	\$9,957	\$10,622	(\$665)	-6.26%	\$31,867
Professional Services	\$654	\$10,417	(\$9,763)	-93.72%	\$1,102	\$41,667	(\$40,565)	-97.36%	\$125,000
Insurance	\$2,448	\$2,417	\$31	1.28%	\$7,343	\$9,667	(\$2,324)	-24.04%	\$29,000
Security	\$12,913	\$33,617	(\$20,704)	-61.59%	\$39,180	\$134,467	(\$95,286)	-70.86%	\$403,400
Facilities Upkeep	\$2,307	\$24,542	(\$22,235)	-90.60%	\$42,293	\$98,167	(\$55,874)	-56.92%	\$294,500
Facilities Repairs	\$5,832	\$6,608	(\$776)	-11.75%	\$24,076	\$26,433	(\$2,357)	-8.92%	\$79,300
Utilities	\$2,608	\$28,983	(\$26,375)	-91.00%	\$56,688	\$115,933	(\$59,245)	-51.10%	\$347,800
Materials & Supplies	\$963	\$1,250	(\$287)	-22.95%	\$7,869	\$5,000	\$2,869	57.38%	\$15,000
Parking Garage	\$23,683	\$40,833	(\$17,150)	-42.00%	\$97,781	\$163,333	(\$65,552)	-40.13%	\$490,000
Greyhound	\$0	\$667	(\$667)	-100.00%	\$0	\$2,667	(\$2,667)	-100.00%	\$8,000
85 Watervliet Avenue	\$11,950	\$8,342	\$3,608	43.25%	\$33,530	\$33,367	\$164	0.49%	\$100,100
SSTS	\$4,097	\$12,758	(\$8,661)	-67.89%	\$34,386	\$51,033	(\$16,647)	-32.62%	\$153,100
<b>Total Expenses</b>	<b>\$86,718</b>	<b>\$189,000</b>	<b>(\$102,281)</b>	<b>-54.12%</b>	<b>\$419,011</b>	<b>\$755,999</b>	<b>(\$336,988)</b>	<b>-44.58%</b>	<b>\$2,267,997</b>
<b>Surplus/(Deficit)</b>	<b>\$6,005</b>	<b>\$125,085</b>	<b>(\$119,080)</b>		<b>(\$101,454)</b>	<b>\$500,342</b>	<b>(\$601,796)</b>		<b>\$1,501,025</b>

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

Jul-20		
	Amount	% of Total
Current	\$615,156	39.32%
31 - 60	\$74,386	4.75%
61 - 90	\$7,653	0.49%
91 - 120	\$42,289	2.70%
Over 120	\$824,934	52.73%
Total Accounts Receivable	\$1,564,418	100.00%

Jun-20		
	Amount	% of Total
Current	\$234,971	11.98%
31 - 60	\$9,321	0.48%
61 - 90	\$64,082	3.27%
91 - 120	\$1,178,614	60.07%
Over 120	\$475,036	24.21%
Total Accounts Receivable	\$1,962,024	100.00%

## AGING OF ACCOUNTS PAYABLE

Jul-20		
	Amount	% of Total
Current	\$2,362,017	68.60%
31 - 60	\$321,807	9.35%
61 - 90	\$634,461	18.43%
90 & Over	\$124,974	3.63%
Total Accounts Payable	\$3,443,258	100.00%

Jul-20 Receivables over 120 days: \$824,934

Breakdown of outstanding receivables over 120 days.

\$114,143 ADVANTAGE TRANSIT GROUP, INC.

\$112,500 CITY OF ALBANY

\$66,414 NYS DEPT. OF TRANSPORTATION

\$65,816 PROCTOR'S THEATER

\$44,557 MEDICAL ANSWERING SERVICES, LLC

\$421,504 OTHER

\$824,934

## ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX	Current Month				Fiscal Year to Date			
	Jul-20	Jul-19	Difference	%	2021	2020	Difference	%
Albany	\$397,772	\$309,558	\$88,214	28.50%	\$1,404,869	\$1,258,262	\$146,607	11.65%
Rensselaer	\$130,000	\$176,600	(\$46,600)	-26.39%	\$523,568	\$572,989	(\$49,421)	-8.63%
Saratoga	\$480,415	\$473,194	\$7,221	1.53%	\$1,582,723	\$1,446,310	\$136,413	9.43%
Schenectady	\$191,938	\$66,381	\$125,556	189.14%	\$608,135	\$400,086	\$208,049	52.00%
Total	\$1,200,125	\$1,025,734	\$174,391	17.00%	\$4,119,296	\$3,677,648	\$441,648	12.01%

	Current Month	Year To Date
FY 2020	\$1,200,125	\$4,119,296
FY 2019	\$1,025,734	\$3,677,648

Mortgage tax is unpredictable. Average annual receipts over the past 20 years were \$10.4 million with an annual low of \$4.7 million and an annual high of \$14.7 million.



**Highlight Summary**  
**July 31, 2020**

**RESTRICTED INVESTMENTS**

	<b><u>Fund Balances</u></b>	<b><u>Current Obligations</u></b>
Risk Management Account (Self-Insured)	\$3,825,277	\$1,969,216
Workers' Comp. Account (Self-Insured)	\$8,408,658	\$8,556,647
Operating Account	\$8,962,974	

**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
	<hr/> \$355,415

**Current Capital Reserve Obligations**

	\$2,540,210	
Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) System Upgrade		\$931,231
		<hr/> \$931,231

**Current Vehicle Replacement Reserve Obligations**

	\$948,611	
Paratransit Fleet Replacement (6)		\$61,817
		<hr/> \$61,817

All Investment Accounts are reviewed quarterly.

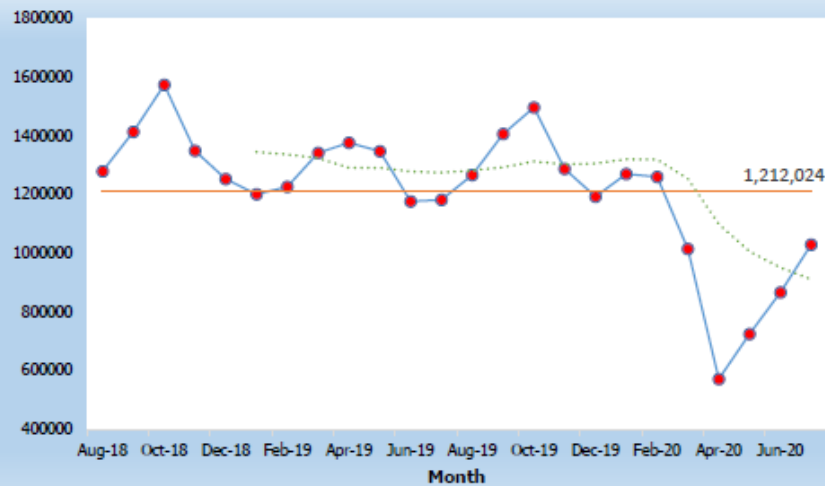
Average annual returns:

Risk Management	1.75%
Workers' Compensation	1.24%
Operating Fund	0.67%
Vehicle Replacement Fund	0.89%
Capital Project	1.31%

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

Patronage/Mobility

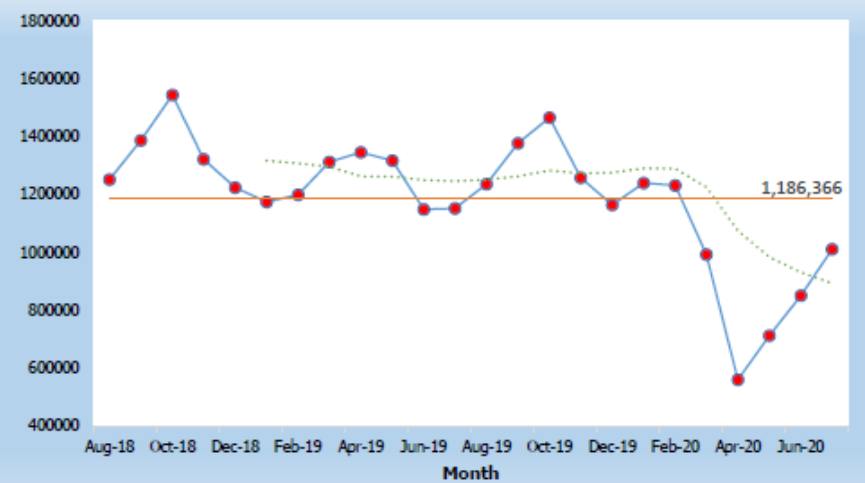
Total Riders



Previous: 1,181,287

Current: 1,028,768

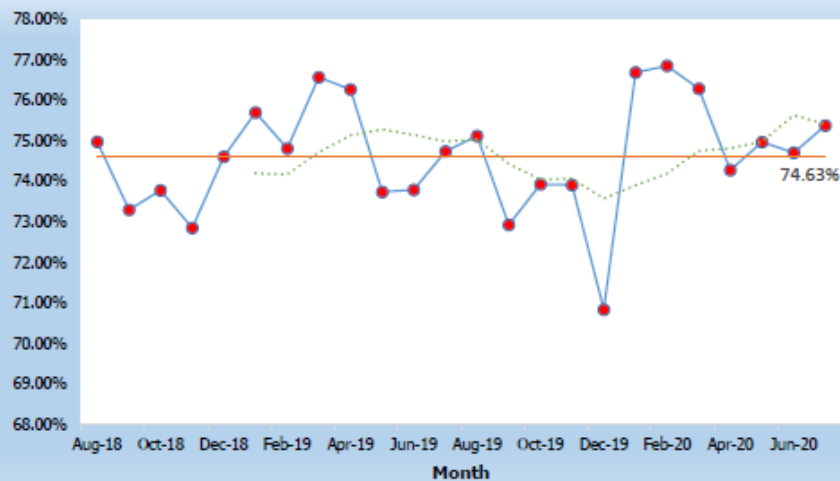
Fixed Riders



Previous: 1,151,932

Current: 1,011,159

System Wide OTP

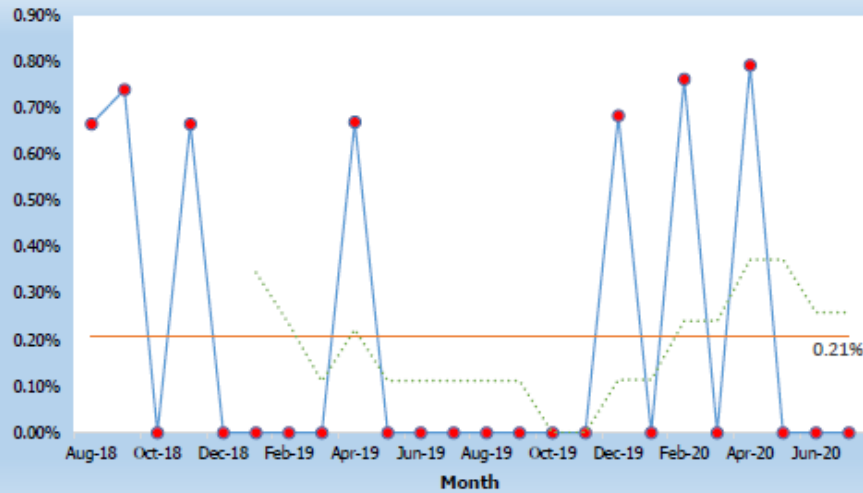


Previous: 74.74%

Current: 75.38%

## Reliability

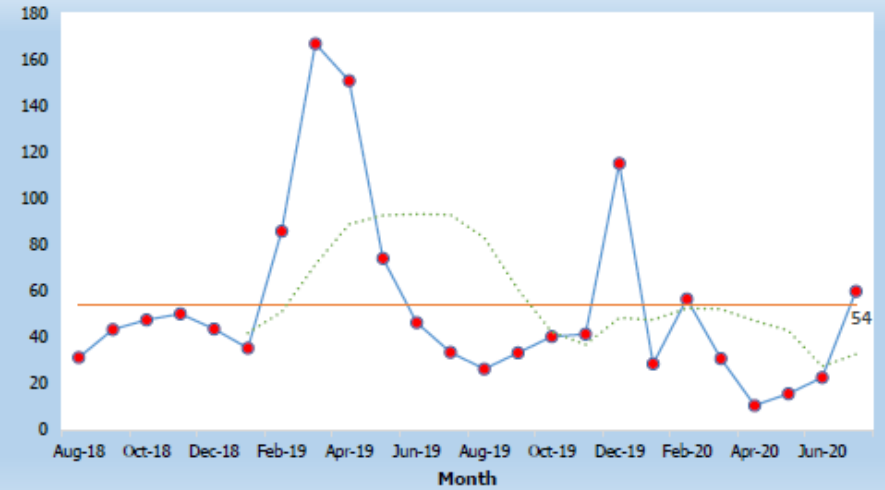
### PMI-Not on Time



Previous: 0.00%

Current: 0.00%

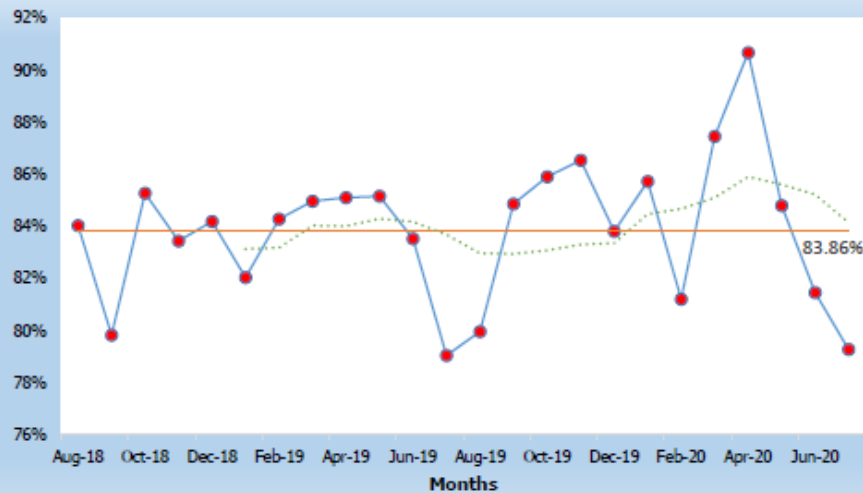
### Missed Trips



Previous: 34

Current: 60

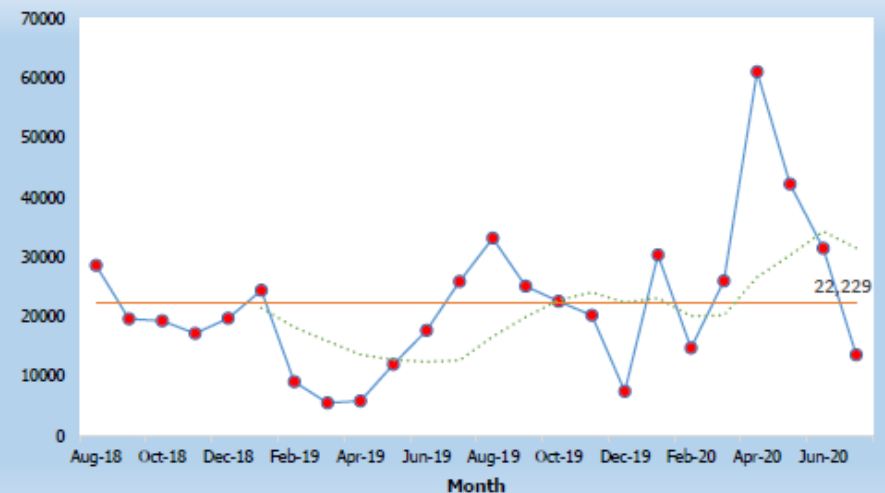
### Scheduled Work



Previous: 79.05%

Current: 79.28%

### MDBSI

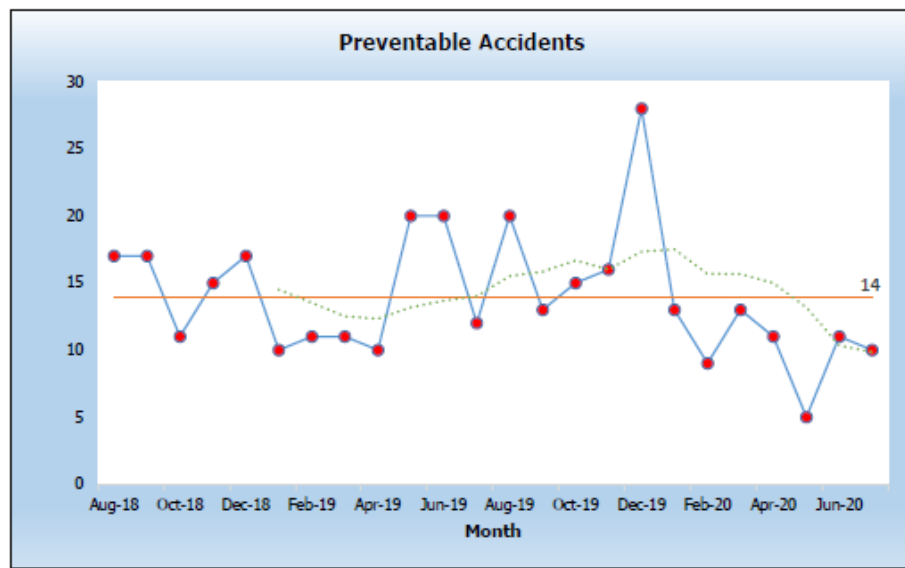


Previous: 25,919

Current: 13,617

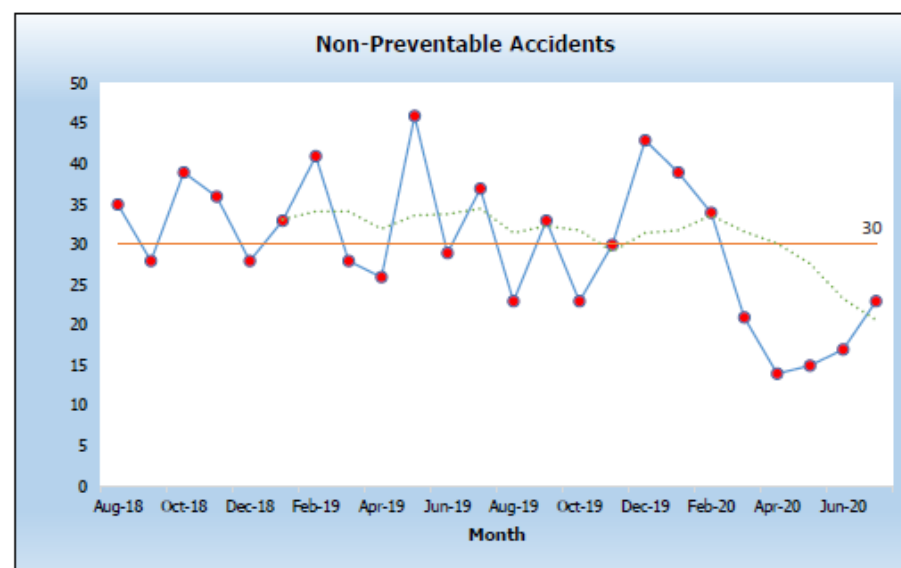


Safety



Previous: 12

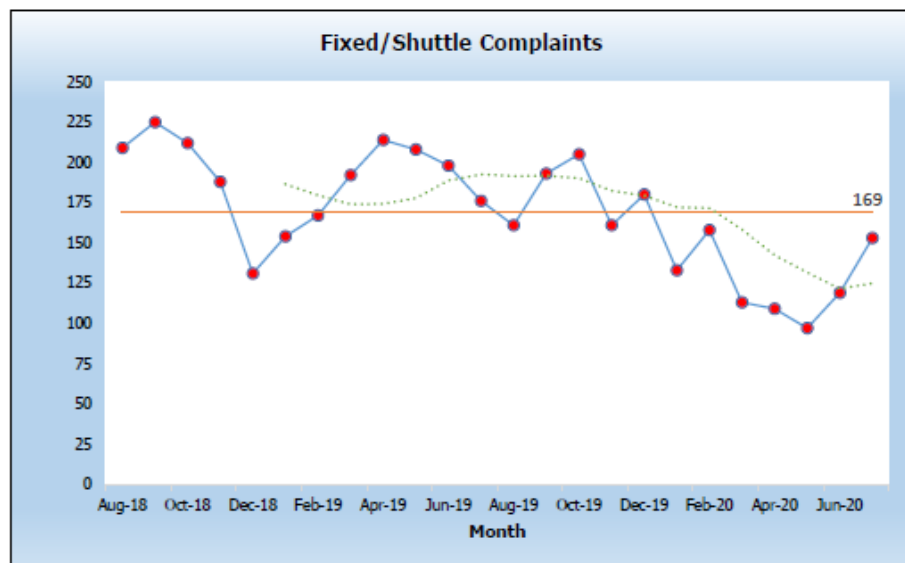
Current: 10



Previous: 37

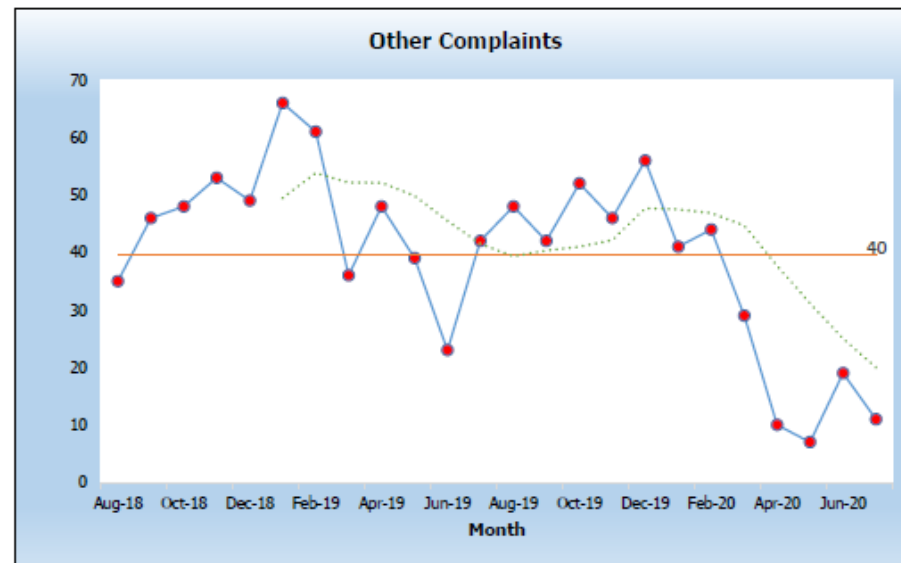
Current: 23

Customer Service



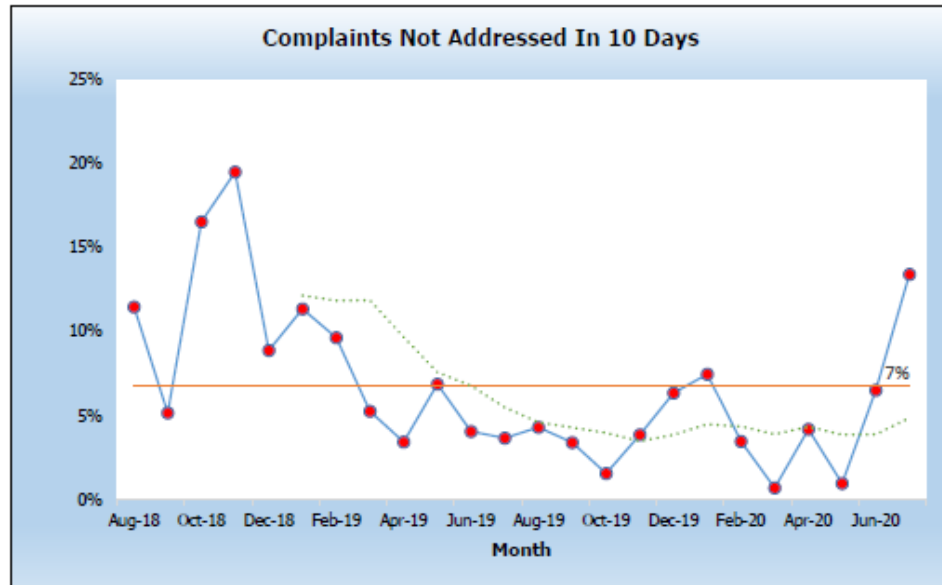
Previous: 176

Current: 153



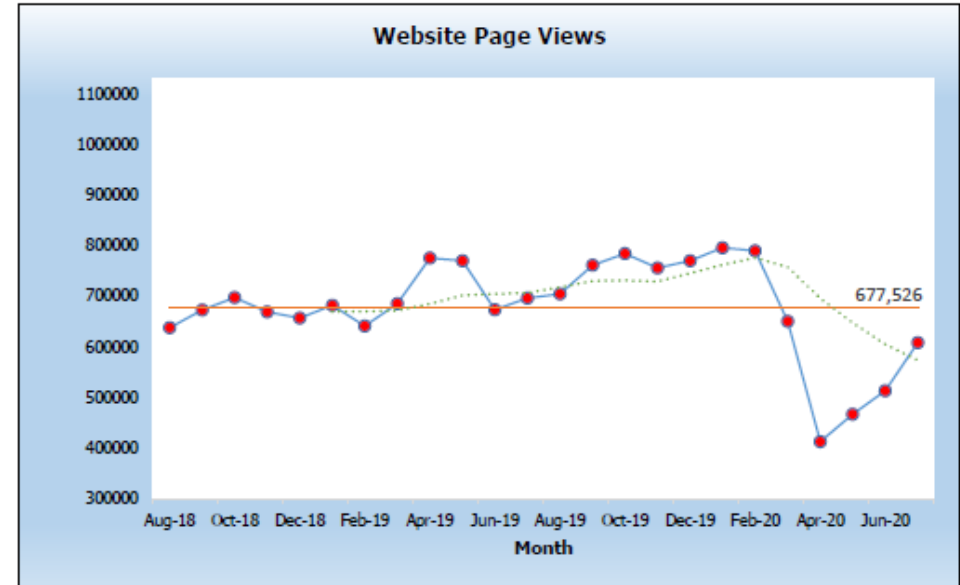
Previous: 42

Current: 11



Previous: 4%

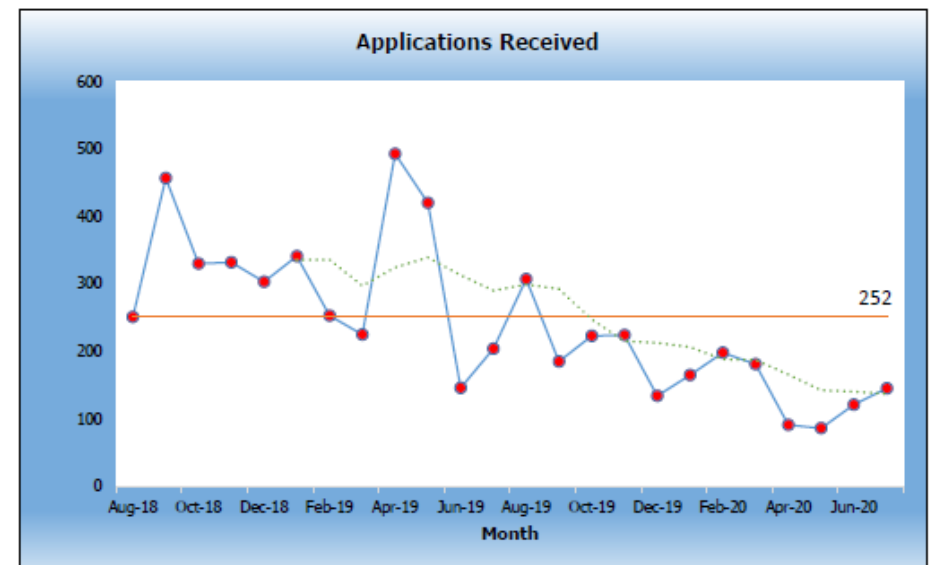
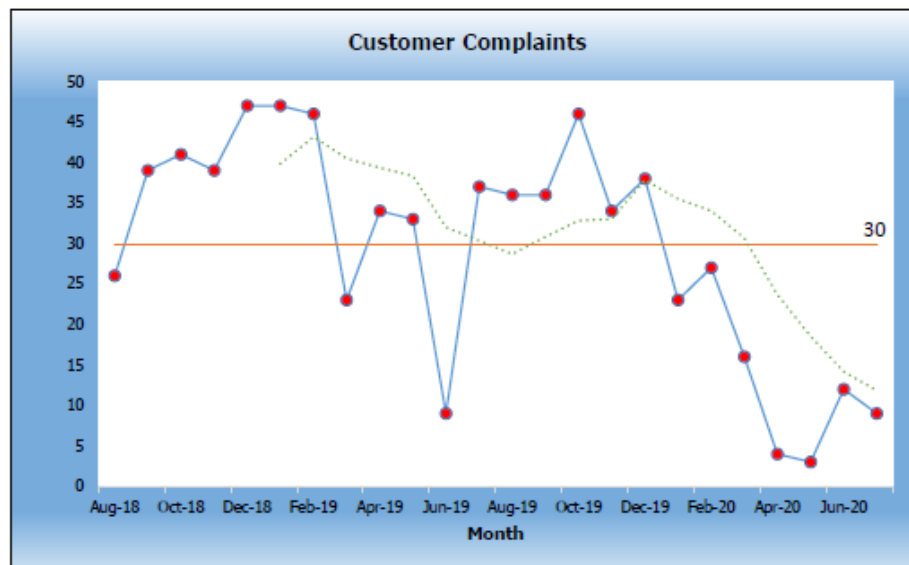
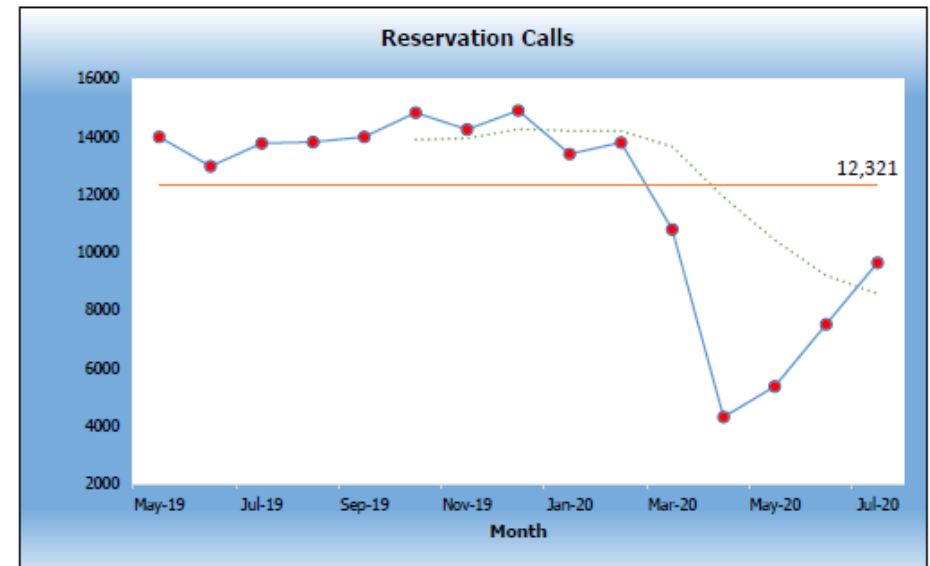
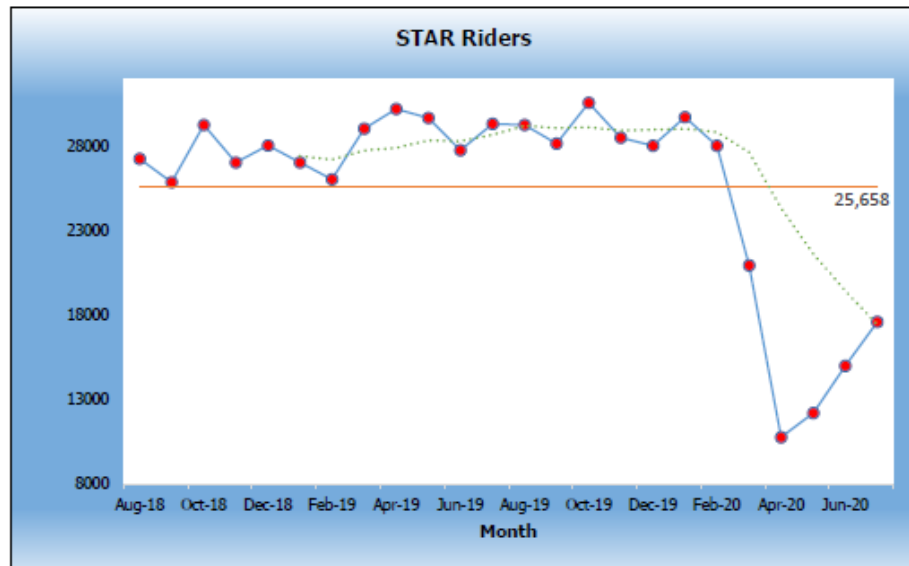
Current: 13%



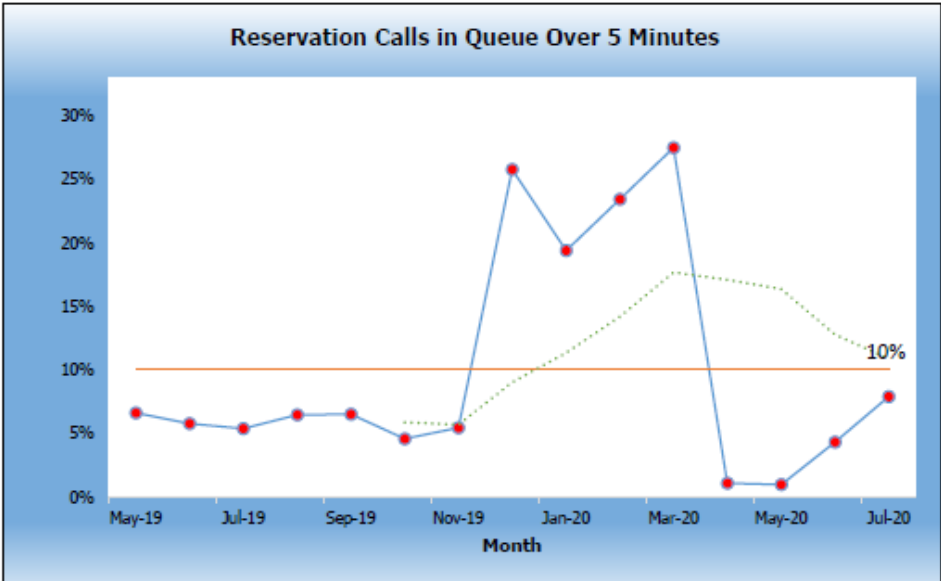
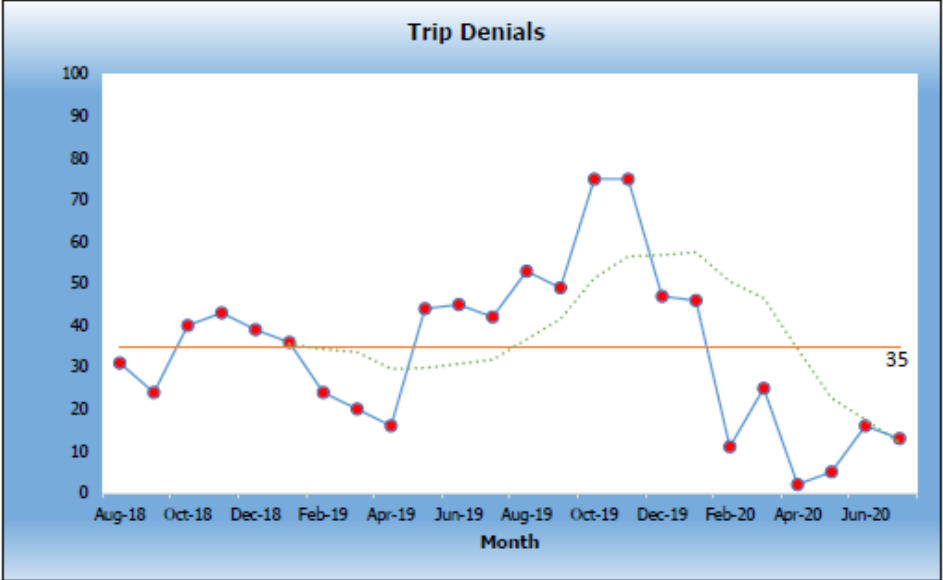
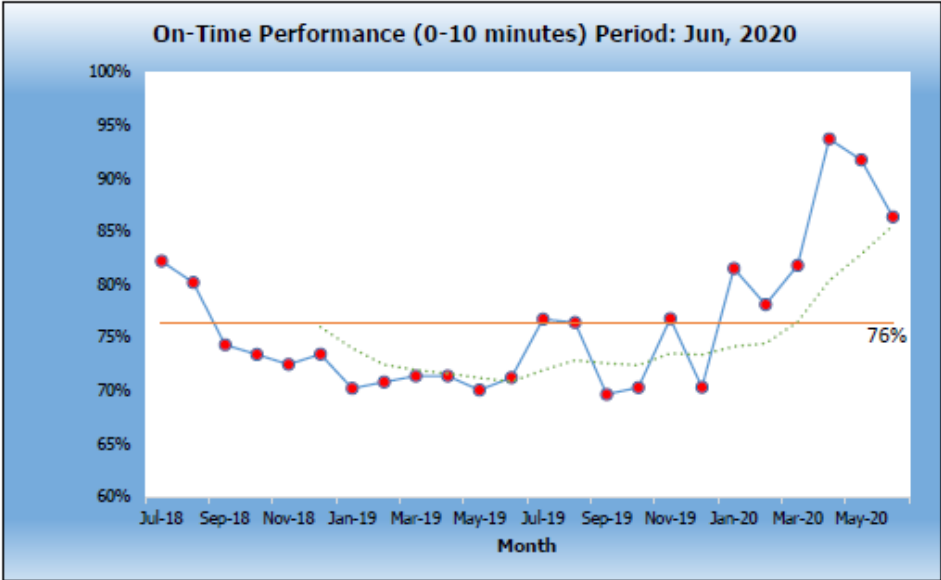
Previous: 696,001

Current: 607,816

STAR Service



STAR Service Quality and ADA Compliance



**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 (6,000), 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.