



**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Wednesday, October 21, 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, September 23, 2020	Denise Figueroa
<b>Consent Agenda Items</b>	
• Approve Contract for Auto/General Liability Insurance	Jack Grogan
• Approve Contract for Auto/Physical Damage Insurance	Jack Grogan
• Approve Contract for Workers' Compensation Excess Insurance	Jack Grogan
• Approve Contract for Articulated Buses	Stacy Sansky
<b>Audit Committee</b>	
• No items scheduled.	
<b>Investment Committee</b>	
• No items scheduled.	
<b>Administrative Discussion Items</b>	
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany
<b>Executive Session</b>	
• No items scheduled	
Next Meeting: Wednesday, November 11, 2020 at noon via Microsoft Teams and 110 Watervliet Avenue	
Adjourn	Denise Figueroa

*\* Indicates Material (Or Additional Material) Will Be Provided Via Email or At Meeting*

# **Capital District Transportation Authority**

## **Performance Monitoring/Audit Committee**

**Meeting Minutes – September 23, 2020 at 12:00 pm; 110 Watervliet Avenue, Albany**

In Attendance: via MT - Denise Figueroa, Jayme Lahut; at 110 – Dave Stackrow, Carm Basile, Amanda Avery, Mike Collins, Lance Zarcone, Chris Desany, Phil Parella, Jaime Watson, Vanessa Salamy; via MT - Stacy Sansky, Jeremy Smith, Jon Scherzer, Sarah Matrose , Thomas Guggisberg,

### **Meeting Purpose**

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

### **Consent Agenda Items**

#### **Approve Contract for Northway Express Service**

- Northway Express (NX) service provides commuter service from Saratoga County to destinations in downtown Albany. We contract with Upstate Transit/Brown Coach to operate this service. This contract expires in November.
- Staff did not think it would be a fair and competitive marketplace at this time; it is not likely that we would see vendors submitting competitive bids. So, the recommendation is to extend the contract one year. Staff recommends awarding a one-year sole source contract to Upstate Transit. Upstate Transit has agreed to keep the same price as this year. We will conduct an RFP next year.
- A one-year sole source contract to Upstate Transportation of Saratoga, LLC to provide Northway Express Service for an amount not to exceed \$1.5 million will be recommended to the board for approval.

#### **Approve Contract for Bus Batteries**

- Four bids were received for the purchase of batteries for our buses. Staff recommends an award to the low bidder, Electro Batter Systems for \$150,572. They are the incumbent and provided a 1% cost decrease.
- A two-year contract to Electro Battery Systems, Inc. of Pompton Plains, New Jersey for \$150,572 will be recommended to the board for approval.

### **Audit Committee Items**

- Sarah Matrose provided her quarterly report, which is was included in the agenda packet. Sarah is recommending an abbreviated audit plan and risk assessment due to COVID. She also summarized the Prevailing Wage Audit and Universal Access Audit that were completed with some minor recommendations.

### **Investment Committee Items**

- Meeting is scheduled for September 30, 2020.

### **Administrative Discussion Items**

#### **Risk Management & Workers' Compensation Quarterly Report**

- Amanda Avery a quarterly review on the adequacy of the Risk Management and Workers' Compensation Self-Insurance Account. The Committee determined that both accounts are adequate at this time.

### Monthly Management Report

- Mike Collins gave the Monthly Management Report. Revenue highlights include four strong consecutive months of MRT; we resumed fare collection on August 19; we received 70% of our 2nd quarter state operating assistance; and our 5307 operating grant is now available. Revenue is 49% above budget for the year.
- Expense highlights include wages being 5.6% under budget for the year; we had a couple of service categories over budget this month due to timing adjustments, but remain well under budget for the year; we paid off our \$6.2 million Line of Credit. Expenses are down 10% for the year.
- Our financial picture is solid because of the CARES Act and the partial payments of our state operating assistance. We have drawn down most of the CARES funds and expect to exhaust the grant next month. We are projecting to end the fiscal year within budget, if not better than budget because of the federal assistance.

### Monthly Non-Financial (performance) Report

- Chris Desany gave the Monthly Non-Financial Report. Total ridership took a dip this month coinciding with the resumption of fare collection, which has been a common trend in the industry; Fixed route boardings are down 22% this month and 34% for the year; STAR boardings are down 39% this month and 50% for the year. Fixed route on-time performance is 74%; while STAR on-time performance is 87%. There were 15 preventable accidents and 23 non preventable accidents this month, well withing our normal expectations.

### Executive Session

- No items scheduled

### Next Meeting

Wednesday, October 21, 2020 at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Agenda Action Proposal**

**Subject:** Recommend the purchase of Auto & General Liability Insurance from American Alternative and Allied World National Assurance Company.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** October 21, 2020

**Board Action Date:** October 28, 2020

**Background:** Auto and General Liability insurance provides liability coverage for the operation of our business. Rose & Kiernan provides broker services to obtain Auto and General Liability Insurance. We have had a \$2 million self-insured retention (SIR) policy and \$13 million in excess coverage above our SIR since 2004. The SIR is like a deductible and we pay the first \$2 million of any claim.

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

Our claims experience is very good, and we have never come close to piercing our \$2 million SIR. Because CDTA is included in the broad transportation market, which includes trucking and rail, we are subject to loss trends that affect the overall market. The commercial auto and excess liability insurance segments continue to see increased activity and higher loss payouts.

**Purpose:** Auto & General Liability provides insurance protection for claims of injury and damage to people and property of others caused by the operation of our business.

**Summary of Proposal:** R&K approached 19 markets but received only one quotation for our primary layer and one for our secondary layer. Although markets expressed interest because of our good experience, underwriters deemed price points as too low or not a market for public transportation risks. Exhibit A (attached) summarizes the renewal offer.

American Alternative is our incumbent carrier, and they provided a renewal quote of \$318,400 for the first \$8 million layer of excess insurance. This is a reduction of \$20,305 from last year. We received one quote for our second layer for \$106,883 from Allied World National Assurance Company. This is an increase of \$53,350 from last year. The incumbent carrier for the second layer was Scottsdale Indemnity, but they exited the market. We also purchase coverage for Non-Certified Acts of Terrorism. We received one quote from Lloyds for \$22,440, an \$11,824 reduction from last year. This policy will cover both the liability and auto property/physical damage exposures. Last year we had two separate Non-Certified Acts of Terrorism policies.

The total premium cost for this coverage is \$447,723 an increase of \$28,485 (6.8%); these one-year policies take effect on November 10, 2020.

**Finance Summary and Source of Funds:** The total one-year cost for the Auto & General Liability Insurance is not to exceed \$447,723 and it will be funded through the FY2021/22 operating budgets.

**Prepared by:**

Jack Grogan, Director of Risk Management

**Project Manager:**

Jack Grogan, Director of Risk Management

## Exhibit A

### Auto & General Liability Insurance Program

#### Renewal (\$2 million SIR)

Insurance Carrier	Excess Insurance Coverage	Premium	Insurance Rating
A. American Alternative Ins. Corp.	\$8 million	\$318,400	A+
B. Allied World National Assurance Co.	\$5 million excess above \$8 million	\$106,883	A+

Non-Certified Acts of Terrorism – Carrier*	Excess Insurance Coverage	Premium	Insurance Rating
Lloyds of London	\$13 million	\$22,440	A

*\*Includes Non-certified acts of terrorism for auto property and physical damage*

<b>Total Premium = \$447,723</b>
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#### Carrier Addresses:

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

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

##### Excess Liability - \$5,000,000 x \$8,000,000:

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

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

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

## Memorandum

October 21, 2020

To: Performance Monitoring/Audit Committee

From: Jack Grogan, Director of Risk Management

Subject: Auto and General Liability Insurance

### Summary:

Rose & Kiernan pursued markets to get competitive quotations for our Auto and General Liability Insurance. Auto & General Liability provides insurance for claims of injury and damage to people and property of others caused by the operation of our business.

CDTA's program contains a \$2 million self-insured retention (SIR) with a \$8 million coverage layer followed by a \$5 million layer for a total excess coverage of \$13 million.

Our claims experience is very good, but we are included in the transportation insurance market for pricing, which encompasses trucking and rail industries. The loss experience in the overall market has not been good and markets have reflected this experience with large premium increases or declining to quote altogether. Eighteen companies declined to provide quotes because they could not match our incumbent pricing or were no longer in the transportation marketplace. We received one proposal for our primary layer for auto & general liability insurance.

American Alternatives is the incumbent carrier, and they provided a renewal quote of \$318,400 for the first \$8 million layer of excess insurance. The incumbent carrier for the second \$5 million-layer, Scottsdale Indemnity has left public transportation market. Allied World National Assurance Company quoted \$106,883 for the second \$5 million layer. We also purchase coverage for Non-Certified Acts of Terrorism and Certified Acts of Terrorism with Lloyds of London for \$22,440. Last year we had two separate Non-Certified Acts of Terrorism policies. Last year, we paid \$34,264 for this.

### Recommendation:

We recommend awarding American Alternative the first \$8 million excess layer for \$318,400 and Allied World National Assurance Company for the \$5 million layer for \$106,883. We recommend that we select the Non-Certified Acts of Terrorism with Lloyd's of London for \$22,440. The total premium cost will be \$447,723. The one-year renewals are effective November 10, 2020.

Copy: Chief Executive Officer  
Vice President of Finance and Administration



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Agenda Action Proposal**

**Subject:** Recommend contracts to purchase Auto Physical Damage Insurance from Lexington Insurance and excess coverage from Homeland Insurance Company.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** October 21, 2020

**Board Action Date:** October 28, 2020

**Background:** Auto Physical Damage insurance is priced based on the dollar value of our fleet. The value of our fleet is now \$64 million with our fleet garaged at three separate locations. We currently have a \$30 million per occurrence limit with deductibles ranging from \$2,500 for service vehicles to \$20,000 for buses.

**Purpose:** Auto Physical Damage provides insurance for vehicles in the event of fire, theft, vandalism, collision, and natural perils.

**Summary of Proposal:** Rose & Kiernan approached several markets and received one proposal from our incumbent, Lexington Insurance. Exhibit A summarizes the program components.

Lexington Insurance has proposed a premium cost of \$269,148, which reflects the increase in fleet value from \$59 million to \$64 million. Lexington decreased the occurrence limit from \$30 million and added sub limits of \$10 million for any loss related to floods, earthquakes, and windstorms. An excess auto and physical damage quote was received from Homeland Insurance Company with limits of \$5 million in excess of Lexington's \$25 million limit. The cost for this premium is \$20,575. We also suggest purchasing another \$5 million layer to keep our occurrence limit at \$30 million. Non-Certified Acts of Terrorism insurance is now combined with our Auto & General Liability Insurance policy.

We recommended an award to Lexington Insurance of Boston, MA for Auto Physical Damage Insurance for \$269,148 for one year effective on November 10, 2020. We also recommend an award to Homeland Insurance Company of Plymouth, Minnesota for \$20,575 effective November 10, 2020 for one year. The total cost of this program is \$289,723 which represents an increase of \$42,232 (17%) from last year.

**Finance Summary and Source of Funds:** The total cost of the Auto Physical Damage Insurance for one year is \$289,723 and it is budgeted in the FY2021/22 operating budget.

**Prepared By:**

Jack Grogan, Director of Risk Management

**Project Manager:**

Jack Grogan, Director of Risk Management



**EXHIBIT A**

**Auto Physical Damage Insurance**

**2020-21 Lexington Insurance Program**  
(Insurance Rating A)

<b>Program Components</b>	<b>Insurance Coverage</b>
Per Occurrence Limit	\$25,000,000
Loss per Vehicle	\$810,000
Service Vehicle Deductible	\$2,500
Bus Deductible	\$20,000
Rate per \$100 of Value	\$0.40
<b>Premium</b>	<b>\$269,148</b>

**2020-21 Homeland Insurance Program**  
(Insurance Rating A+)

<b>Program Components</b>	<b>Insurance Coverage</b>
Excess Property Limit	\$5,000,000
<b>Premium</b>	<b>\$20,575</b>

**Total Premium = \$289,723**

## Memorandum

October 21, 2020

To: Performance Monitoring/Audit Committee  
From: Jack Grogan, Director of Risk Management  
Subject: Auto Physical Damage Insurance Renewal

### Summary:

Lexington Insurance a division of AIG has been our carrier for many years. Rose & Kiernan talked with several markets for quotes. Only Lexington Insurance provided a quote.

Auto Physical Damage provides insurance for our vehicles in the event of fire, theft, vandalism, collision, and natural perils. The renewal of our Auto Physical Damage Policy is for one-year effective November 10, 2020. A variety of deductibles are included in this program: \$20,000 for buses, \$5,000 for Trolleys, \$2,500 for Service Vehicles. The proposed maximum coverage per occurrence is \$25 million at any one location; maximum loss per vehicle is \$810,000 per unit.

The value of our fleet has increased from \$59 million to \$64 million (+8.5%). Lexington decreased the occurrence limit from \$30 million to \$25 million and added sub limits of \$10 million for any loss related to flood, earthquake and named windstorm. R&K obtained excess auto physical damage quotes from Homeland Insurance Company with limits of \$5 million; \$10 million and \$15 million above Lexington's \$25 million limit. The Non-Certified Acts of Terrorism insurance is now combined with the Auto & General Liability Insurance program.

### Recommendation:

We recommend awarding the auto physical damage insurance to Lexington Insurance for \$269,148 and Homeland Insurance Company for excess coverage for \$20,575. The total premium will be \$289,723 and is budgeted in our FY2020/21 operating budget.

Copy: Chief Executive Officer  
Vice President of Finance & Administration



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

**Subject:** Contract Award to ACE/CHUBB insurance company for Workers Compensation Excess Coverage.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** October 21,2020  
**Board Action Date:** October 28,2020

**Background:**

The Workers Compensation Excess Insurance Market is a specialty market with a small number of insurance companies providing this type of insurance.

We have purchased excess insurance each year since we self-insured in 2002. Excess insurance provides loss protection above our self-insured retention (SIR), which is currently \$750,000. We pay all claim costs up to the first \$750,000 of each occurrence and excess insurance pays all costs above our SIR. A variety of insurance options were provided which are included in Exhibit A on page 2.

In late 2019 and early 2020, the insurance market began to tighten because of cumulative losses and diminished capacity in the reinsurance markets. Catastrophic storm losses and California wildfires added to increasing losses and overall claims frequency. This was before the Covid-19 pandemic was widespread.

Because of current market conditions, excess premiums are rising making our current SIR cost prohibitive. However, it is a necessary insurance as claims have pierced our SIR three times and we have 10 claims projected to exceed our SIR levels over the next few years.

**Purpose:**

Workers Compensation Excess Insurance provides insurance protection against high value and catastrophic Workers' Compensation claims.

**Summary of Proposal:**

USI Insurance and Benefit Services (our insurance broker for Workers Compensation Excess Coverage) approached three markets and received one quote for our current coverage, and ten quotes for alternative options summarized in Exhibit A on page 2. Our current premium is \$149,570 but we only received one quote at the same SIR. If selected, it would cost an additional \$235,000. By moving to a \$1 million SIR, the cost increase is \$115,000. Based on price and coverage options, we recommend that we increase our SIR to \$1 million and select ACE /CHUBB insurance to provide workers compensation excess coverage. The one-year premium will cost \$265,668 and is effective beginning on November 10, 2020.

**Financial Summary and Source of Funds:**

The Workers Compensation Excess Insurance premium is \$265,668 and is budgeted in the FY2021/22 operating budgets.

**Prepared by:**

Jack Grogan, Director of Risk Management

**Project Manager:**

Jack Grogan, Director of Risk Management

## Exhibit A

### Workers Compensation Excess Insurance

<b>Option</b>	<b>Company</b>	<b>SIR</b>	<b>Total Cost</b>
1	ACE/Chubb Insurance	\$750,000	\$383,839
2	ACE/ Chubb Insurance	\$1,000,000	\$265,668
3	ACE/Chubb Insurance	\$1,250,000	\$239,521
4	ACE/Chubb Insurance	\$1,500,000	\$218,800
5	Midwest Employers	\$1,000,000	\$349,903
6	Midwest Employers	\$1,250,000	\$320,012
7	Midwest Employers	\$1,500,000	\$298,835
8	Safety National	\$750,000	\$436,147
9	Safety National	\$1,000,000	\$311,533
10	Safety National	\$1,250,000	\$287,005
11	Safety National	\$1,500,000	\$251,948
	Star Insurance	Withdrew	Withdrew

## Memorandum

October 21, 2020

To: Mike Collins, VP of Finance and Administration

From: Jack Grogan, Director of Risk Management

Subject: Workers Compensation Excess Insurance

### Background

Our current company, Star Insurance pulled out of New York and is not renewing. Our Broker (USI) went out to three markets for quotes and ACE/Chubb provided the best coverage for our needs.

Workers Compensation Excess Insurance provides protection for claims that are generated by injuries of employees when long term costs reach significant levels. Starr Insurance is our current carrier and has been providing very competitive rates for Excess Workers' Compensation in New York State for the past few years. Unfortunately, because of market conditions Starr has left the New York market.

Our current premium is \$149,750 with a Self-Insured Retention (SIR) of \$750,000. The best and only price for the upcoming renewal with a \$750,000 SIR is ACE/Chubb at \$383,839. Because the significant premium increase, we explored other SIR levels. The lowest cost option is a \$1,500,000 SIR, with an annual premium \$218,800. However, we suggest a gradual increase to the SIR which would reduce the current premium increase. By selecting a \$1 million SIR, the premium would cost \$265,668; a \$115,668 increase, but much less of a financial impact if we continued with the same SIR.

### Recommendation

It is recommended that a one-year contract with American/Chubb be awarded in the amount of \$265,668 beginning on November 10, 2020.

Copy: Carm Basile



# Capital District Transportation Authority

## Agenda Action Proposal

**Subject:** Contract award for Articulated Buses to New Flyer of America, Inc.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** October 21, 2020  
**Board Action Date:** October 28, 2020

**Background:** Competitive proposals were sought for a five-year contract for articulated buses in accordance with our approved fleet plans.

**Purpose:**

Articulated buses nearly double the capacity of a single vehicle allowing for high volume routes to offer better customer experience with less crowding; and the current contract has expired.

**Summary of Proposal:**

A Request for Proposal (RFP) was issued for articulated buses. The RFP outlined technical specifications as well as our expectations for warranty, training, and performance. Pricing was requested for a base bus plus costs for tooling and spare parts. Review criteria were specific to five areas: technical specifications, warranty, delivery schedule, past performance, and price (see procurement summary for details regarding criteria).

We received one proposal (New Flyer), even though there are two manufacturers of articulated buses that meet Buy America requirements. Staff performed due diligence in the review of the single proposal and scrutinized it against industry standards. New Flyer participated in an interview and answered our questions. As New Flyer is the incumbent supplier of these vehicles reference checks were not required. Their financial capabilities were reviewed and found to be satisfactory. The price proposal was opened after all selection criteria evaluation was completed.

New Flyer was asked to provide a Best and Final Offer (BAFO) that requested their best price and delivery timelines based on the use of two different transmissions. New Flyer complied with the request and provided a lower base price and a training cost that was more in line with our needs. The BAFO price for a base vehicle is \$806,990 with annual Producer's Price Index increases or decreases as warranted. There are additional costs for selected tooling, optional spare parts, add on warranties and training.

We recently completed a five-year contract with New Flyer for articulated buses and we have been pleased with vehicle performance, parts availability and other services provided. We have 10 articulated buses in service. The BAFO price of \$806,990 is 1% more than the base bid price for the vehicle in 2017.

Staff recommends that a five-year contract be awarded to New Flyer of America, LLC to purchase up to 30 articulated buses. A detailed procurement summary is attached.

**Financial Summary and Source of Funds:**

Base Bid: \$806,990 per vehicle plus selected options  
Cummins Extended Warranty: \$5,100 per vehicle

**Prepared by:**

Stacy Sansky, Director of Procurement  
October 16, 2020

**Project Manager:**

Lance Zarcone, Director of Maintenance



## Memorandum

October 21, 2020

To: Performance Monitoring/Audit Committee

From: Stacy Sansky, Director of Procurement

Subject: Summary of Procurement Process-Articulated Buses

### Overview:

Selection of a bus manufacturer is conducted using a Request for Proposals (RFP) process. When the procurement process began there were two known manufacturers of articulated buses; Nova Bus and New Flyer. We have 10 New Flyer articulated buses and we recently completed a 5-year purchase contract with them. We have been pleased with the product and their support services.

The RFP was issued according to federal, state and CDTA purchasing requirements; it was advertised in local newspapers, [www.cdta.org](http://www.cdta.org) and transit publications. The RFP detailed our needs as well as our purchasing expectations (up to five buses in year 1, with options for up to 25 more over the remainder of the contract).

### RFP and Review Process:

The RFP sought proposals from qualified manufacturers that could meet the specifications established in our RFP. While two manufacturers had the capabilities to respond, only one proposal was received.

The RFP was written to use the "approved equal" process, which is common in procurements of this nature. The transit agency specifies the brand of the item (in this case, part) they prefer and then state "or approved equal" and list out the salient characteristics of specifically branded items so proposers can see what the requirements are. Proposers can then submit a request for approved equal for that part along with detailed information regarding that part. We then decide if the part is truly equal in nature based on the information presented and approve or denies each request. The final determination is shared with all proposers via an addendum.

While both manufacturers obtained the RFP only New Flyer submitted a proposal. We have not been able to reach our sales representatives at Nova to find out why they chose not to participate.

We reviewed the single proposal to ensure that it met the requirements of the RFP. The proposal was reviewed against the following criteria:

- **Technical (50%)** - the manufacturer was rated/ranked in nearly 600 technical aspects of the bus being proposed. Specifications outlined baseline requirements for these criteria and the manufacturer either met, did not meet, or exceeded each specification. Technical points were organized in four categories: Safety, Reliability, Maintenance, Operations.

- **Price (30%)** - the manufacturer's price proposal was reviewed as there was a single proposal pricing information from APTA for recent articulated bus purchases was used. Pricing includes base price, technical training, delivery and initially procured equipment. The price proposal was received in a separate sealed envelope that was not opened until all other ranking was completed to reduce "price bias".
- **Warranty (10%)** - warranty requirements were established for individual components and manufacturers were asked to provide additional costs that might be incurred.
- **Delivery (5%)** - a baseline delivery schedule of 365 calendar days was established when the RFP was released. Any proposal received would be judged against that timeline.
- **Past Performance (5%)** - manufacturers were asked to supply references with generally positive comments receiving full credit and negative comments receiving partial credit in the evaluation scale.

The single proposal was evaluated using the above criteria and scored favorably in all areas including past performance as they are the incumbent provider for CDTA. Additionally, our Finance Department reviewed the Audited Financial Statements provided by New Flyer and found them to be in a satisfactory financial position.

While the initial pricing was in line with the Independent Cost Estimate (ICE), a Best and Final Offer (BAFO) was requested asking for a more competitive price with additional transmission options. The pricing proposal was re-scored after receipt of the BAFO and was found to be a competitive price. (The price represents less than a 1% increase from the last CDTA purchase and less than 1% difference in price from the industry average for this vehicle based on information obtained from APTA.

As a result of this procurement process, we will recommend that a contract be awarded to New Flyer for the purchase of articulated buses.



# Monthly Management Report

September 2020



**Monthly Management Report - September 2020**  
**Executive Summary - Six Month Highlights**

			Current Month		Year to Date	
REVENUE	Actual	Budget	(\$ Variance	(%) Variance	(\$ Variance	(%) Variance
1 Mortgage Tax	\$ 1,380,803	\$ 937,500	\$ 443,303	47.29%	\$ 1,026,940	18.26%
2 Customer Fares	\$ 926,036	\$ 1,720,972	\$ (794,936)	-46.19%	\$ (8,578,078)	-83.07%
3 RRS & Facilities	\$ 90,447	\$ 304,303	\$ (213,856)	-70.28%	\$ (1,392,218)	-76.25%
4 STOA	\$ 3,685,397	\$ 3,685,397	\$ -	0.00%	\$ -	0.00%
5 5307	\$ 1,058,417	\$ 1,058,417	\$ -	0.00%	\$ -	0.00%
6 CARES Act	\$ -		\$ -		\$ 28,436,102	
EXPENSES	Actual	Budget	(\$ Variance	(%) Variance	(\$ Variance	(%) Variance
7 Wages	\$ 3,834,189	\$ 4,031,423	\$ (197,234)	-4.89%	\$ (1,340,566)	-5.54%
8 Health Benefits	\$ 842,320	\$ 887,613	\$ (45,293)	-5.10%	\$ (264,659)	-4.97%
9 Workers' Compensation	\$ 175,227	\$ 219,809	\$ (44,582)	-20.28%	\$ (8,670)	-0.66%
10 Materials & Supplies	\$ 646,806	\$ 140,529	\$ 506,277	360.27%	\$ 384,449	45.60%
11 Liability Claims	\$ 13,005	\$ 30,069	\$ (17,064)	-56.75%	\$ (16,610)	-9.21%
12 Parts, Tires, Oil	\$ 558,283	\$ 405,906	\$ 152,377	37.54%	\$ (76,568)	-3.14%
					<b>YTD Revenue</b>	<b>39.84%</b>
					<b>YTD Expenses</b>	<b>-8.56%</b>

*Revenue Summary*

- 1 September MRT was almost 50% over budget, the fifth straight month over a million dollars. For the year, MRT is 18% over budget.
- 2 September is the first full month we have collected fares since March. We are starting to gain ground on the budget, but we remain 46% under budget this month. We are 83% under budget for the year. The three largest revenue categories performed as follows; Cash = \$382,928; Navigator = \$286,061; Universal Access Contracts = \$196,875 (this is an accrued amount).
- 3 RRS & Facilities is under budget 70% for the month and 76% YTD. Most of this is due to the lack of parking revenue.
- 4 We continue to accrue STOA at 100%, but we have only received 70%, which is \$7.6 million per quarter.
- 5 Our 5307 grant is now available, but no funds have been drawn down.
- 6 The CARES Act funding has been spent.

*Expense Summary*

- 7 Wages are under budget by 4.9% this month and 5.6% for the year.
- 8 Health benefits are under budget by 5% for the month and 5% for the year.
- 9 Workers' Compensation is under budget this month by 20% and about 1% for the year. We had several scheduled loss of use awards over the first five months of the year, but none in September bringing our budget back in line.
- 10 Materials and Supplies are over budget \$500K this month due to purchasing the protective shields for our drivers.
- 11 Liability Claims are 56% under budget this month and 9% under budget for the year.
- 12 Parts, Tires, Oil are 38% over budget due to a timing issue with our tire vendor. However, we are 3% under budget for the year.

**Note:** We are in a satisfactory budget position through six months. However, we remain concerned about future customer revenue; RRS parking revenue and State Operating Assistance (STOA).



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

		Sep-20	Sep-19
<b>Assets</b>			
	<b>Current Assets:</b>		
	Cash	\$21,499,560	\$9,198,440
	Investments	\$24,753,803	\$19,362,241
	Receivables:		
	Mortgage Tax	\$1,380,804	\$1,541,419
	Federal Grants	\$7,941,388	\$1,933,900
	New York State Operating Assistance	\$6,776,967	\$130,831
	Trade and Other	\$5,361,700	\$3,241,887
	Advances to Capital District Transportation Committee	\$382,260	\$1,290,905
	Materials, Parts and Supplies	\$4,170,043	\$4,171,029
	Prepaid Expenses	\$483,839	\$439,927
	<b>Sub-Total Current Assets</b>	<b>\$72,750,366</b>	<b>\$41,310,579</b>
	<b>Noncurrent Assets:</b>		
	Capital Assets, net	\$112,852,342	\$106,866,051
	<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>\$205,602,370</b>	<b>\$150,785,532</b>
<b>Liabilities</b>			
	<b>Current Liabilities:</b>		
	Accounts Payable	\$4,791,889	\$3,875,868
	Accrued Expenses	\$5,795,752	\$4,785,125
	Unearned passenger revenue	\$1,838,258	\$1,495,004
	Line of Credit	\$0	\$0
	<b>Sub-Total Current Liabilities</b>	<b>\$12,425,899</b>	<b>\$10,155,997</b>
	<b>Noncurrent Liabilities:</b>		
	Capital Lease Agreement	\$3,933,562	\$5,503,411
	Estimated Provision for Existing Claims and Settlements	\$10,429,335	\$10,380,152
	Other postemployment benefits	\$105,346,823	\$90,160,188
	Net Pension Liability	\$1,616,083	\$735,846
	<b>Sub-Total Noncurrent Liabilities</b>	<b>\$121,325,803</b>	<b>\$106,779,597</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>\$145,496,925</b>	<b>\$121,342,771</b>
<b>Net Position</b>			
	Net Investment in Capital Assets	\$108,241,228	\$108,241,228
	Unrestricted	(\$48,135,783)	(\$78,798,466)
<b>Total for Net Position</b>		<b>\$60,105,445</b>	<b>\$29,442,762</b>
<b>Total Liabilities and Net Position</b>		<b>\$205,602,370</b>	<b>\$150,785,532</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
CONSOLIDATED STATEMENT OF OPERATIONS  
Sep-20**

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>50%</b>
<b>REVENUE:</b>			
AUTHORITY	\$6,757,835	\$11,455,000	59%
TRANSIT	\$58,760,374	\$81,953,820	72%
ACCESS	\$122,931	\$525,000	23%
CDTA FACILITIES	\$508,812	\$3,769,022	13%
<b>TOTAL REVENUE</b>	<b>\$66,149,952</b>	<b>\$97,702,842</b>	<b>68%</b>
<b>EXPENSE:</b>			
AUTHORITY	\$7,892,351	\$17,028,670	46%
TRANSIT	\$35,509,622	\$77,122,426	46%
ACCESS	\$532,682	\$1,283,750	41%
CDTA FACILITIES	\$659,341	\$2,267,995	29%
<b>TOTAL EXPENSE</b>	<b>\$44,593,996</b>	<b>\$97,702,842</b>	<b>46%</b>
Revenue over (under) Expenses	\$21,555,955		
Depreciation	\$6,900,000		
Excess of Revenue over (under) Expenses	\$14,655,955		
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	\$0		
Transfer to Operating Fund	(\$7,000,000)		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	(\$1,318,854)		
*Net Excess of Revenue over (under) Expenses	\$6,337,101		

\*Contribution to required fleet replacement.

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**MONTHLY MANAGEMENT REPORT**  
**Sep-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	\$1,380,803	\$937,500	\$443,303	47.29%	\$6,651,940	\$5,625,000	\$1,026,940	18.26%	\$11,250,000
Customer Fares	\$926,036	\$1,720,972	(\$794,936)	-46.19%	\$1,747,756	\$10,325,834	(\$8,578,078)	-83.07%	\$20,651,667
Advertising Revenue	\$105,625	\$107,708	(\$2,083)	-1.93%	\$630,750	\$646,250	(\$15,500)	-2.40%	\$1,292,500
RRS & Facilities	\$90,447	\$304,303	(\$213,856)	-70.28%	\$433,597	\$1,825,816	(\$1,392,218)	-76.25%	\$3,651,631
Interest Income	\$154	\$1,667	(\$1,513)	-90.78%	\$1,016	\$10,000	(\$8,984)	-89.84%	\$20,000
Misc. Income	\$20,154	\$15,708	\$4,446	28.30%	\$88,980	\$94,250	(\$5,270)	-5.59%	\$188,500
<b>Total Operating Revenue</b>	<b>\$2,523,219</b>	<b>\$3,087,858</b>	<b>(\$564,639)</b>	<b>-18.29%</b>	<b>\$9,554,039</b>	<b>\$18,527,149</b>	<b>(\$8,973,110)</b>	<b>-48.43%</b>	<b>\$37,054,298</b>
<b>Operating Assistance</b>									
New York State Aid	\$3,685,397	\$3,685,397	\$0	0.00%	\$22,112,379	\$22,112,379	\$0	0.00%	\$44,224,758
County Aid	\$159,750	\$159,750	\$0	0.00%	\$958,500	\$958,500	\$0	0.00%	\$1,917,000
Federal Preventative Maintenance	\$1,058,417	\$1,058,417	\$0	0.00%	\$6,350,500	\$6,350,500	\$0	0.00%	\$12,701,000
Federal Aid - Cares Act	\$0	\$0	\$0		\$28,436,102	\$0	\$28,436,102		\$0
Operating Grants	\$150,482	\$150,482	\$0	0.00%	\$902,893	\$902,893	\$0	0.00%	\$1,805,786
<b>Total Operating Assistance</b>	<b>\$5,054,046</b>	<b>\$5,054,045</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$58,760,374</b>	<b>\$30,324,272</b>	<b>\$28,436,102</b>	<b>93.77%</b>	<b>\$60,648,544</b>
<b>Total Revenue and Assistance</b>	<b>\$7,577,265</b>	<b>\$8,141,904</b>	<b>(\$564,639)</b>	<b>-6.93%</b>	<b>\$68,314,413</b>	<b>\$48,851,421</b>	<b>\$19,462,992</b>	<b>39.84%</b>	<b>\$97,702,842</b>
<b>Expenses</b>									
Salaries and Wages	\$3,834,189	\$4,031,423	(\$197,234)	-4.89%	\$22,847,971	\$24,188,537	(\$1,340,566)	-5.54%	\$48,377,074
FICA	\$272,464	\$284,972	(\$12,508)	-4.39%	\$1,626,503	\$1,709,832	(\$83,328)	-4.87%	\$3,419,663
Health Benefits	\$842,320	\$887,613	(\$45,293)	-5.10%	\$5,061,017	\$5,325,676	(\$264,659)	-4.97%	\$10,651,352
Workers Compensation	\$175,227	\$219,809	(\$44,582)	-20.28%	\$1,310,184	\$1,318,854	(\$8,670)	-0.66%	\$2,637,708
Other Benefits	\$289,165	\$332,395	(\$43,230)	-13.01%	\$1,838,718	\$1,994,371	(\$155,652)	-7.80%	\$3,988,741
Professional Services	\$247,388	\$324,145	(\$76,757)	-23.68%	\$1,311,759	\$1,944,873	(\$633,113)	-32.55%	\$3,889,745
Materials & Supplies	\$646,806	\$140,529	\$506,277	360.27%	\$1,227,622	\$843,173	\$384,449	45.60%	\$1,686,346
Miscellaneous	\$41,015	\$61,404	(\$20,389)	-33.21%	\$475,839	\$368,427	\$107,412	29.15%	\$736,853
Purchased Transportation	\$346,879	\$555,447	(\$208,568)	-37.55%	\$2,196,433	\$3,332,679	(\$1,136,246)	-34.09%	\$6,665,358
Maintenance Services	\$209,652	\$251,272	(\$41,619)	-16.56%	\$1,323,077	\$1,507,629	(\$184,552)	-12.24%	\$3,015,258
Liability - Claims	\$13,005	\$30,069	(\$17,064)	-56.75%	\$163,807	\$180,417	(\$16,610)	-9.21%	\$360,833
Utilities	\$59,838	\$84,250	(\$24,412)	-28.98%	\$355,471	\$505,500	(\$150,029)	-29.68%	\$1,011,000
Fuel	\$360,454	\$472,426	(\$111,971)	-23.70%	\$2,191,234	\$2,834,554	(\$643,320)	-22.70%	\$5,669,108
Parts, Tires, Oil	\$558,283	\$405,906	\$152,377	37.54%	\$2,358,867	\$2,435,435	(\$76,568)	-3.14%	\$4,870,870
General Insurance	\$63,890	\$60,244	\$3,646	6.05%	\$381,185	\$361,467	\$19,719	5.46%	\$722,933
<b>Total EXPENSES</b>	<b>\$7,960,575</b>	<b>\$8,141,903</b>	<b>(\$181,328)</b>	<b>-2.23%</b>	<b>\$44,669,686</b>	<b>\$48,851,421</b>	<b>(\$4,181,735)</b>	<b>-8.56%</b>	<b>\$97,702,842</b>
<b>Surplus/Deficit</b>	<b>(\$383,310)</b>	<b>\$0</b>	<b>(\$383,310)</b>		<b>\$23,644,726</b>	<b>\$0</b>	<b>\$23,644,726</b>		<b>\$0</b>



CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
MONTHLY MANAGEMENT REPORT  
Sep-20

BUDGET VARIANCE REPORT

	NON-TRANSIT								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$1,380,803	\$937,500	\$443,303	47.29%	\$6,651,940	\$5,625,000	\$1,026,940	18.26%	\$11,250,000
Interest Income	\$120	\$1,667	(\$1,546)	-92.78%	\$797	\$10,000	(\$9,203)	-92.03%	\$20,000
Interest Inc-Invest/Change in Invest	\$7,045	\$0	\$7,045	0.00%	\$65,931	\$0	\$65,931	0.00%	\$0
Misc. Income - Authority	\$6,250	\$7,083	(\$833)	-11.76%	\$39,167	\$42,498	(\$3,331)	0.00%	\$185,000
Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Total Operating Revenue	\$1,394,219	\$946,250	\$447,969	47.34%	\$6,757,835	\$5,677,498	\$1,080,337	19.03%	\$11,455,000
Expenses									
Labor - Authority	\$563,466	\$579,035	(\$15,569)	-2.69%	\$3,462,231	\$3,474,210	(\$11,979)	-0.34%	\$6,948,420
Fringe - Authority	\$360,347	\$389,708	(\$29,361)	-7.53%	\$2,178,920	\$2,338,246	(\$159,326)	-6.81%	\$4,676,491
Materials & Supplies - Authority	\$34,873	\$14,820	\$20,053	135.31%	\$70,853	\$88,918	(\$18,065)	-20.32%	\$177,836
Professional Services - Authority	\$155,930	\$234,695	(\$78,765)	-33.56%	\$869,034	\$1,408,173	(\$539,139)	-38.29%	\$2,816,345
Other Expenses - Authority	\$192,482	\$200,798	(\$8,316)	-4.14%	\$1,311,314	\$1,204,789	\$106,525	8.84%	\$2,409,578
Total Expenses	\$1,307,097	\$1,419,056	(\$111,959)	-7.89%	\$7,892,351	\$8,514,335	(\$621,984)	-7.31%	\$17,028,670
Surplus/(Deficit)	\$87,121	(\$472,806)	(\$336,010)		(\$1,134,516)	(\$2,836,837)	\$1,702,321		(\$5,573,670)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**MONTHLY MANAGEMENT REPORT**  
**Sep-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	\$707,551	\$1,158,472	(\$450,921)	-38.92%	\$1,231,077	\$6,950,834	(\$5,719,756)	-82.29%	\$13,901,667
Contracts - Transit	\$196,875	\$518,750	(\$321,875)	-62.05%	\$393,750	\$3,112,500	(\$2,718,750)	-87.35%	\$6,225,000
Advertising-Transit	\$93,125	\$97,926	(\$4,801)	-4.90%	\$555,750	\$587,554	(\$31,804)	-5.41%	\$1,175,109
Misc. Income - Transit	\$13,904	\$292	\$13,613	4667.22%	\$49,813	\$1,750	\$48,063	2746.45%	\$3,500
<b>Total Operating Revenue</b>	<b>\$1,011,455</b>	<b>\$1,775,440</b>	<b>(\$763,984)</b>	<b>-43.03%</b>	<b>\$2,230,390</b>	<b>\$10,652,638</b>	<b>(\$8,422,248)</b>	<b>-79.06%</b>	<b>\$21,305,276</b>
<b>Operating Assistance</b>									
State Aid - General	\$159,750	\$159,750	\$0	0.00%	\$958,500	\$958,500	\$0	0.00%	\$1,917,000
State Aid - PBT	\$3,492,313	\$3,492,313	\$0	0.00%	\$20,953,879	\$20,953,879	\$0	0.00%	\$41,907,758
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$200,000	\$200,000	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$958,500	\$958,500	\$0	0.00%	\$1,917,000
Federal Aid - Transit	\$1,058,417	\$1,058,417	\$0	0.00%	\$6,350,500	\$6,350,500	\$0	0.00%	\$12,701,000
Federal Aid - Cares Act	\$0	\$0	\$0		\$28,436,102	\$0	\$28,436,102		\$0
Other Grants - Federal	\$150,482	\$150,482	\$0	0.00%	\$902,893	\$902,893	\$0	0.00%	\$1,805,786
<b>Total Operating Assistance</b>	<b>\$5,054,045</b>	<b>\$5,054,045</b>	<b>\$1</b>	<b>0.00%</b>	<b>\$58,760,374</b>	<b>\$30,324,272</b>	<b>\$28,436,102</b>	<b>0.00%</b>	<b>\$60,648,544</b>
<b>Total Revenue and Assistance</b>	<b>\$6,065,500</b>	<b>\$6,829,485</b>	<b>(\$763,983)</b>	<b>-11.19%</b>	<b>\$60,990,764</b>	<b>\$40,976,910</b>	<b>\$20,013,854</b>	<b>48.84%</b>	<b>\$81,953,820</b>
<b>Expenses</b>									
Labor - Maintenance	\$689,021	\$722,271	(\$33,250)	-4.60%	\$4,278,651	\$4,333,626	(\$54,975)	-1.27%	\$8,667,252
Labor - Transportation	\$2,295,819	\$2,429,255	(\$133,436)	-5.49%	\$13,314,696	\$14,575,527	(\$1,260,831)	-8.65%	\$29,151,054
Labor - STAR	\$222,824	\$230,230	(\$7,405)	-3.22%	\$1,403,572	\$1,381,378	\$22,194	1.61%	\$2,762,756
Fringe	\$1,235,276	\$1,317,774	(\$82,498)	-6.26%	\$7,475,450	\$7,906,644	(\$431,194)	-5.45%	\$15,813,287
Materials & Supplies	\$1,532,769	\$985,070	\$547,699	55.60%	\$5,770,377	\$5,910,419	(\$140,042)	-2.37%	\$11,820,838
Professional Services	\$86,196	\$75,980	\$10,215	13.44%	\$545,244	\$455,881	\$89,363	19.60%	\$911,762
Other Expenses	\$4,609	\$4,379	\$230	5.25%	\$18,485	\$26,275	(\$7,791)	-29.65%	\$52,550
Purchased Transportation - STAR	\$265,694	\$390,636	(\$124,942)	-31.98%	\$1,569,697	\$2,343,815	(\$774,118)	-33.03%	\$4,687,630
Liability - Claims	\$13,005	\$30,069	(\$17,064)	-56.75%	\$163,807	\$180,417	(\$16,610)	-9.21%	\$360,833
Liability - Insurance	\$58,313	\$57,503	\$810	1.41%	\$262,373	\$345,017	(\$82,644)	-23.95%	\$690,033
Utilities - Transit	\$31,745	\$48,817	(\$17,071)	-34.97%	\$206,752	\$292,900	(\$86,148)	-29.41%	\$585,800
Mat & Supplies - NX	\$1,818	\$5,833	(\$4,015)	-68.83%	\$4,141	\$35,000	(\$30,859)	-88.17%	\$70,000
Purchased Transportation - NX	\$59,395	\$129,053	(\$69,657)	-53.98%	\$496,380	\$774,316	(\$277,936)	-35.89%	\$1,548,631
<b>Total Expenses</b>	<b>\$6,496,485</b>	<b>\$6,426,869</b>	<b>\$69,616</b>	<b>1.08%</b>	<b>\$35,509,622</b>	<b>\$38,561,213</b>	<b>(\$3,051,591)</b>	<b>-7.91%</b>	<b>\$77,122,426</b>
<b>Surplus/(Deficit)</b>	<b>(\$430,985)</b>	<b>\$402,616</b>	<b>(\$833,600)</b>		<b>\$25,481,142</b>	<b>\$2,415,697</b>	<b>\$23,065,445</b>		<b>\$4,831,394</b>

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

BUDGET VARIANCE REPORT	ACCESS TRANSIT SERVICES								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Contracts - Access	\$21,610	\$43,750	(\$22,140)	-50.61%	\$122,928	\$262,500	(\$139,572)	-53.17%	\$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	\$21,611	\$43,750	(\$22,139)	-50.60%	\$122,931	\$262,500	(\$139,569)	-53.17%	\$525,000
Total Revenue and Assistance	\$21,611	\$43,750	(\$22,139)	-50.60%	\$122,931	\$262,500	(\$139,569)	-53.17%	\$525,000
Expenses									
Labor - Access	\$49,221	\$54,722	(\$5,501)	-10.05%	\$296,326	\$328,331	(\$32,005)	-9.75%	\$656,662
Fringe Benefits - Access	\$14,908	\$14,652	\$257	1.75%	\$91,790	\$87,910	\$3,881	4.41%	\$175,819
Purchased Transportation	\$21,789	\$33,333	(\$11,544)	-34.63%	\$130,357	\$200,000	(\$69,643)	-34.82%	\$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%	\$10,059	\$9,861	\$198	2.01%	\$19,721
Other Expenses - Access	\$0	\$2,629	(\$2,629)	-100.00%	\$4,151	\$15,774	(\$11,623)	-73.68%	\$31,548
Total Expenses	\$87,562	\$106,979	(\$19,417)	-18.15%	\$532,682	\$641,875	(\$109,193)	-17.01%	\$1,283,750
Surplus/(Deficit)	(\$65,951)	(\$63,229)	(\$2,722)		(\$409,752)	(\$379,375)	(\$30,377)		(\$758,750)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**MONTHLY MANAGEMENT REPORT**  
**Sep-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>
<b>Operating Revenue</b>										
	RRS Station & Garage	\$62,834	\$68,707	(\$5,873)	-8.55%	\$324,798	\$412,241	(\$87,443)	-21.21%	\$824,481
	RRS Parking Revenue	\$19,470	\$223,596	(\$204,125)	-91.29%	\$59,378	\$1,341,575	(\$1,282,197)	-95.57%	\$2,683,150
	RRS Advertising	\$12,500	\$9,783	\$2,717	27.78%	\$75,000	\$58,696	\$16,304	27.78%	\$117,391
	SSTS	\$2,117	\$2,467	(\$349)	-14.17%	\$12,390	\$14,800	(\$2,410)	-16.28%	\$29,600
	Greyhound	\$0	\$2,500	(\$2,500)	-100.00%	\$1,015	\$15,000	(\$13,985)	-93.24%	\$30,000
	85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$34,804	\$40,000	(\$5,196)	-12.99%	\$80,000
	Interest Income	\$257	\$367	(\$109)	-29.85%	\$1,427	\$2,200	(\$773)	-35.14%	\$4,400
	<b>Total Operating Revenue</b>	<b>\$102,979</b>	<b>\$314,085</b>	<b>(\$211,106)</b>	<b>-67.21%</b>	<b>\$508,812</b>	<b>\$1,884,511</b>	<b>(\$1,375,699)</b>	<b>-73.00%</b>	<b>\$3,769,022</b>
<b>Expenses</b>										
	Labor	\$13,838	\$15,911	(\$2,073)	-13.03%	\$92,496	\$95,465	(\$2,969)	-3.11%	\$190,930
	Fringe-Benefits	\$2,305	\$2,656	(\$351)	-13.21%	\$14,573	\$15,934	(\$1,361)	-8.54%	\$31,867
	Professional Services	\$763	\$10,417	(\$9,654)	-92.68%	\$2,506	\$62,500	(\$59,994)	-95.99%	\$125,000
	Insurance	\$2,448	\$2,417	\$31	1.28%	\$12,238	\$14,500	(\$2,262)	-15.60%	\$29,000
	Security	\$10,176	\$33,617	(\$23,441)	-69.73%	\$59,338	\$201,700	(\$142,362)	-70.58%	\$403,400
	Facilities Upkeep	\$9,632	\$24,542	(\$14,910)	-60.75%	\$77,303	\$147,250	(\$69,947)	-47.50%	\$294,500
	Facilities Repairs	\$2,964	\$6,608	(\$3,644)	-55.15%	\$35,646	\$39,650	(\$4,004)	-10.10%	\$79,300
	Utilities	\$23,957	\$28,983	(\$5,027)	-17.34%	\$124,067	\$173,900	(\$49,833)	-28.66%	\$347,800
	Materials & Supplies	\$1,326	\$1,250	\$76	6.09%	\$10,328	\$7,500	\$2,828	37.70%	\$15,000
	Parking Garage	\$24,322	\$40,833	(\$16,512)	-40.44%	\$141,166	\$245,000	(\$103,834)	-42.38%	\$490,000
	Greyhound	\$0	\$667	(\$667)	-100.00%	\$0	\$4,000	(\$4,000)	-100.00%	\$8,000
	85 Watervliet Avenue	\$5,486	\$8,342	(\$2,855)	-34.23%	\$44,840	\$50,050	(\$5,210)	-10.41%	\$100,100
	SSTS	\$5,875	\$12,758	(\$6,884)	-53.95%	\$44,839	\$76,550	(\$31,711)	-41.42%	\$153,100
	<b>Total Expenses</b>	<b>\$103,091</b>	<b>\$189,000</b>	<b>(\$85,909)</b>	<b>-45.45%</b>	<b>\$659,341</b>	<b>\$1,133,999</b>	<b>(\$474,658)</b>	<b>-41.86%</b>	<b>\$2,267,997</b>
	<b>Surplus/(Deficit)</b>	<b>(\$111)</b>	<b>\$125,085</b>	<b>(\$125,197)</b>		<b>(\$150,528)</b>	<b>\$750,513</b>	<b>(\$901,041)</b>		<b>\$1,501,025</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT**

**AGING OF ACCOUNTS RECEIVABLE**

Sep-20		
	Amount	% of Total
Current	\$3,797,372	66.81%
31 - 60	\$300,222	5.28%
61 - 90	\$146,925	2.59%
91 - 120	\$13,697	0.24%
Over 120	\$1,425,385	25.08%
<b>Total Accounts Receivable</b>	<b>\$5,683,601</b>	<b>100.00%</b>

Aug-20		
	Amount	% of Total
Current	\$414,585	18.92%
31 - 60	\$265,576	12.12%
61 - 90	\$28,339	1.29%
91 - 120	\$1,935	0.09%
Over 120	\$1,480,524	67.57%
<b>Total Accounts Receivable</b>	<b>\$2,190,959</b>	<b>100.00%</b>

**AGING OF ACCOUNTS PAYABLE**

Sep-20		
	Amount	% of Total
Current	\$4,009,206	90.19%
31 - 60	\$218,104	4.91%
61 - 90	\$124,965	2.81%
90 & Over	\$93,100	2.09%
<b>Total Accounts Payable</b>	<b>\$4,445,375</b>	<b>100.00%</b>

<b>Sep-20 Receivables over 120 days:</b>	<b>\$1,425,385</b>
Breakdown of outstanding receivables over 120 days.	
\$1,103,946 NYS DEPT. OF TRANSPORTATION	
\$114,143 ADVANTAGE TRANSIT GROUP, INC.	
\$112,500 CITY OF ALBANY	
\$94,796 OTHER	
<b>Total</b>	<b>\$1,425,385</b>

**ADDITIONAL INFORMATION**

MORTGAGE RECORDING TAX	Current Month				Fiscal Year to Date			
	Sep-20	Sep-19	Difference	%	2021	2020	Difference	%
Albany	\$415,416	\$647,110	(\$231,694)	-35.80%	\$2,245,587	\$2,267,122	(\$21,535)	-0.95%
Rensselaer	\$166,836	\$344,941	(\$178,105)	-51.63%	\$859,465	\$1,081,988	(\$222,523)	-20.57%
Saratoga	\$632,805	\$405,601	\$227,204	56.02%	\$2,623,389	\$2,449,595	\$173,793	7.09%
Schenectady	\$165,747	\$143,933	\$21,814	15.16%	\$923,500	\$676,179	\$247,321	36.58%
<b>Total</b>	<b>\$1,380,803</b>	<b>\$1,541,585</b>	<b>(\$160,782)</b>	<b>-10.43%</b>	<b>\$6,651,940</b>	<b>\$6,474,884</b>	<b>\$177,057</b>	<b>2.73%</b>

	<u>Current Month</u>	<u>Year To Date</u>
FY 2021	\$1,380,803	\$6,651,940
FY 2020	\$1,541,585	\$6,474,884

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  
September 30, 2020**

**RESTRICTED INVESTMENTS**

	<u>Fund Balances</u>	<u>Current Obligations</u>
Risk Management Account (Self-Insured)	\$3,818,715	\$1,864,361
Workers' Comp. Account (Self-Insured)	\$8,473,877	\$8,564,974
Operating Account	\$8,967,918	

**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**

Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) System Upgrade	\$2,540,457	
		<hr/>
		\$931,231

**Current Vehicle Replacement Reserve Obligations**

Paratransit Fleet Replacement (6)	\$952,836	
		<hr/>
		\$61,817
		<hr/>
		\$61,817

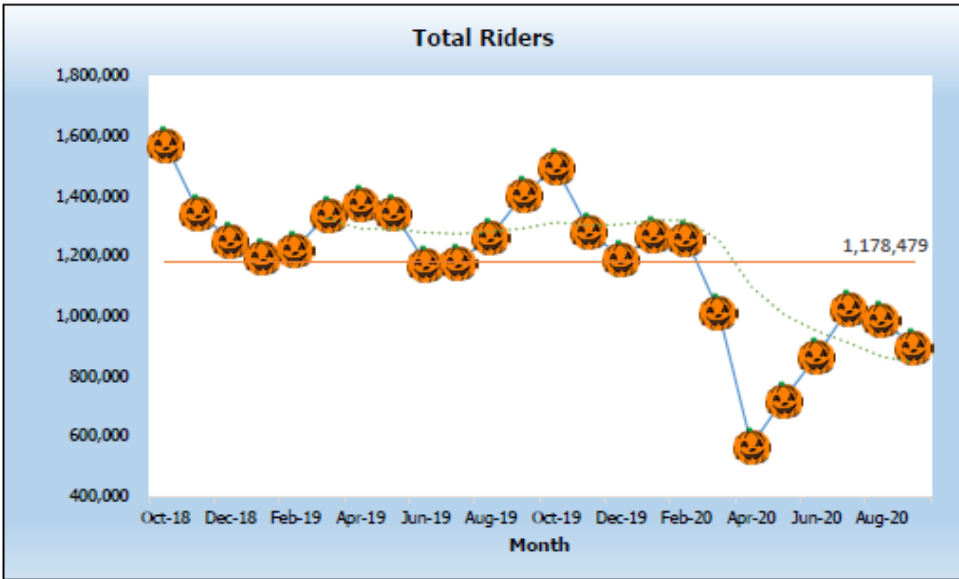
All Investment Accounts are reviewed quarterly.

Average annual returns:

Risk Management	1.46%
Workers' Compensation	1.08%
Operating Fund	0.14%
Vehicle Replacement Fund	0.30%
Capital Project	0.92%

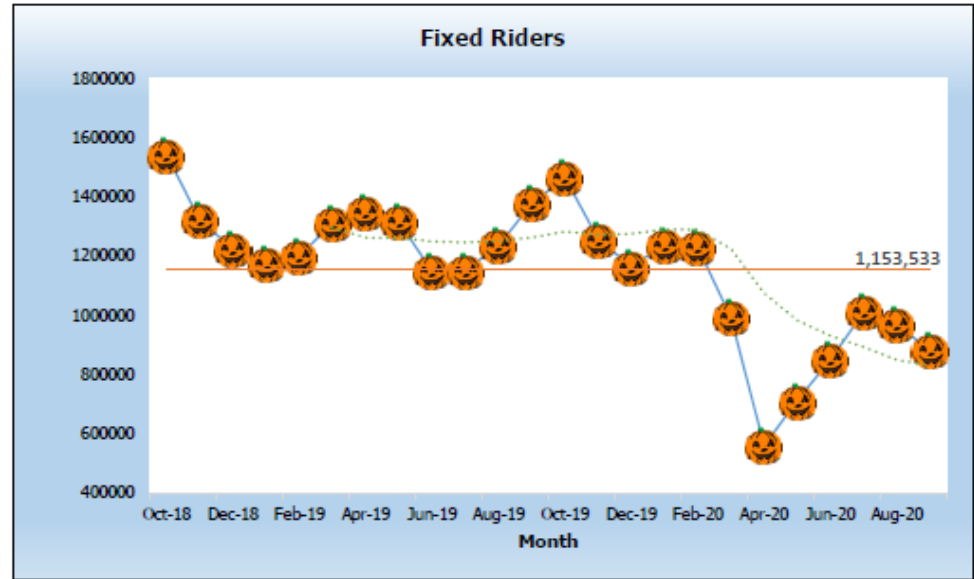
\* CDTA self insures the first two million of loss per occurrence of any lawsuit in addition to the current obligations and we reserve enough to cover one full loss.

Patronage/Mobility



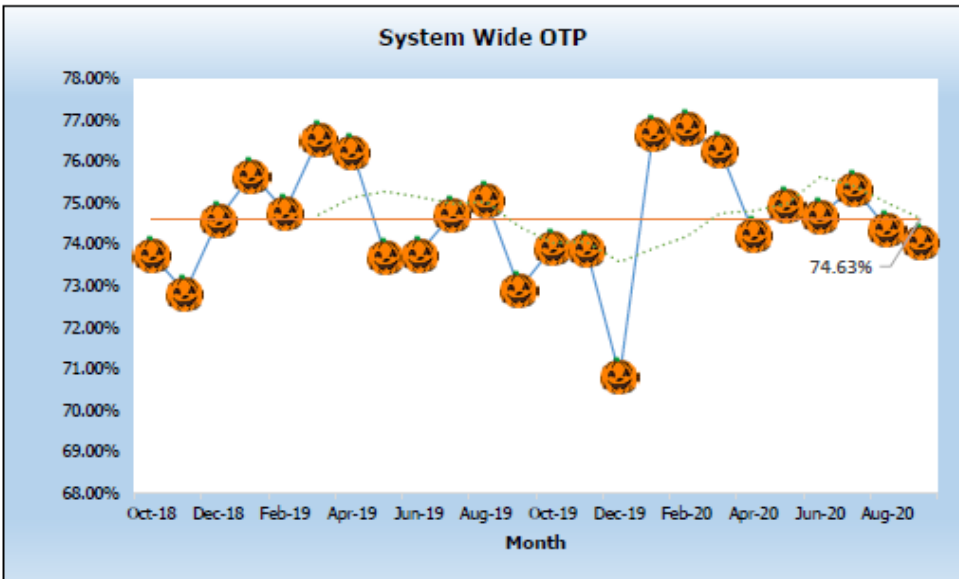
Previous: 1,405,223

Current: 897,983



Previous: 1,377,043

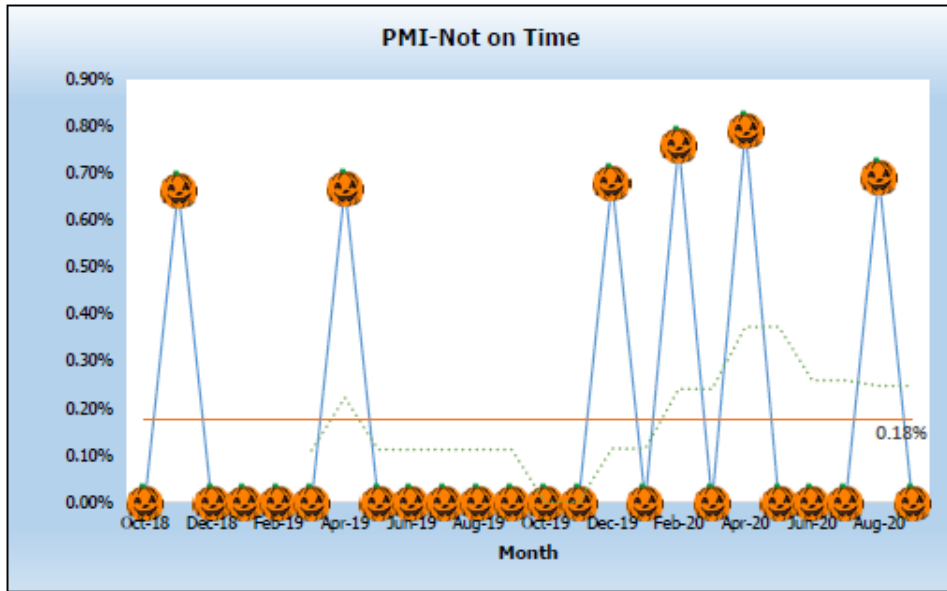
Current: 879,927



Previous: 72.93%

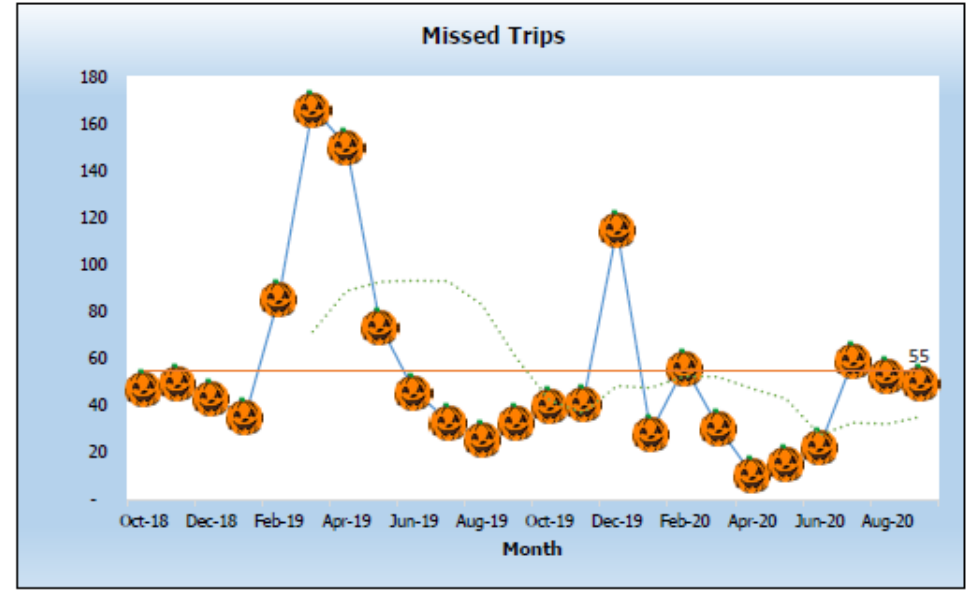
Current: 74.07%

Reliability



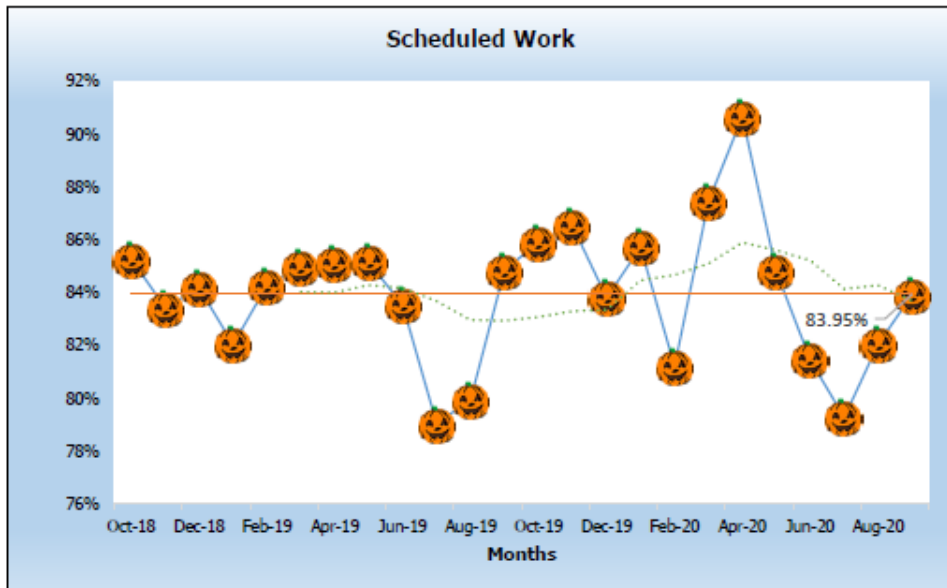
Previous: 0.00%

Current: 0.00%



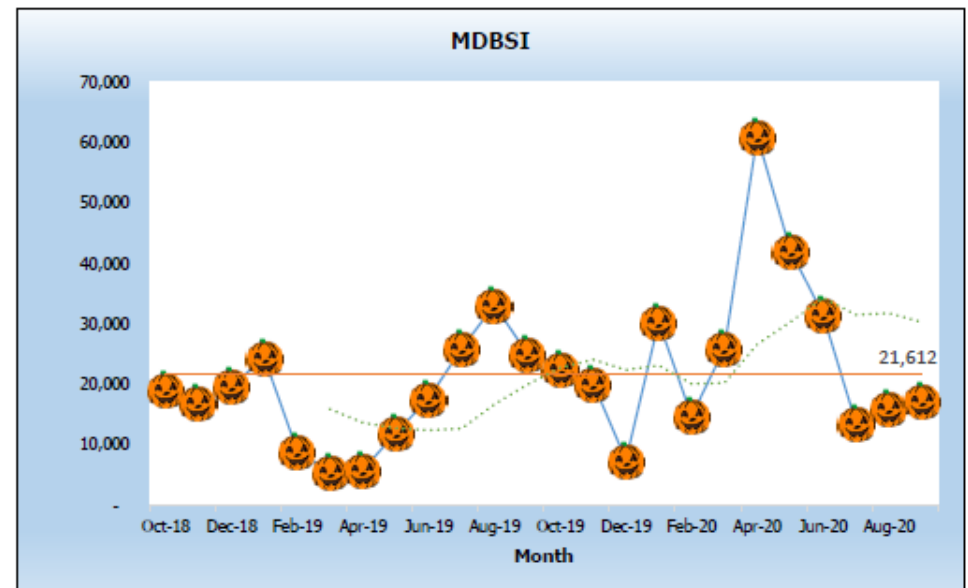
Previous: 34

Current: 50



Previous: 84.87%

Current: 83.92%

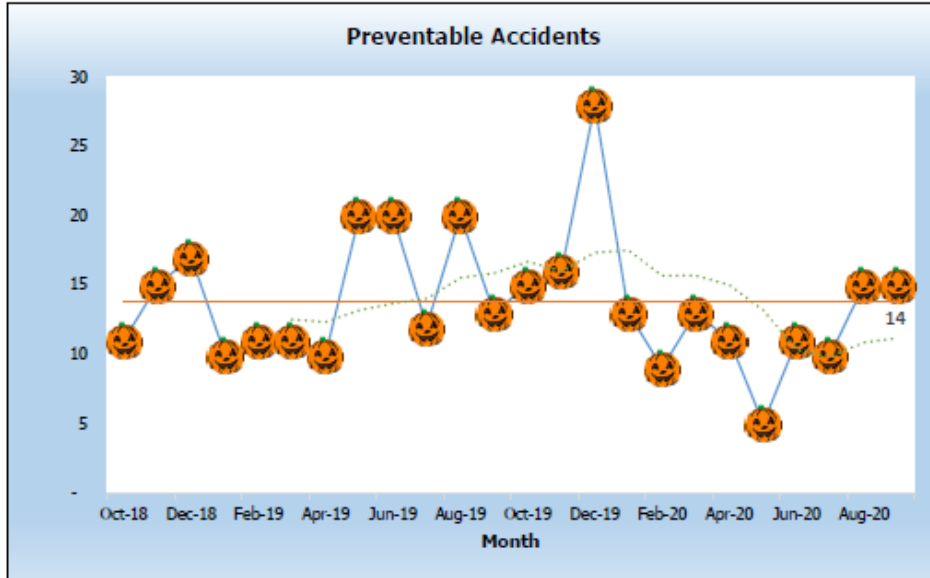


Previous: 25,143

Current: 17,287

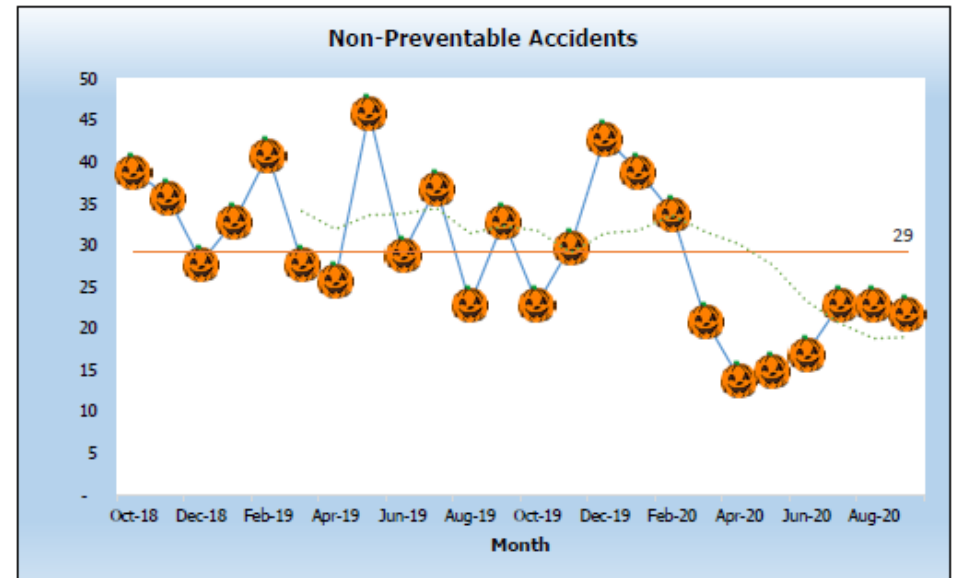


Safety



Previous: 13

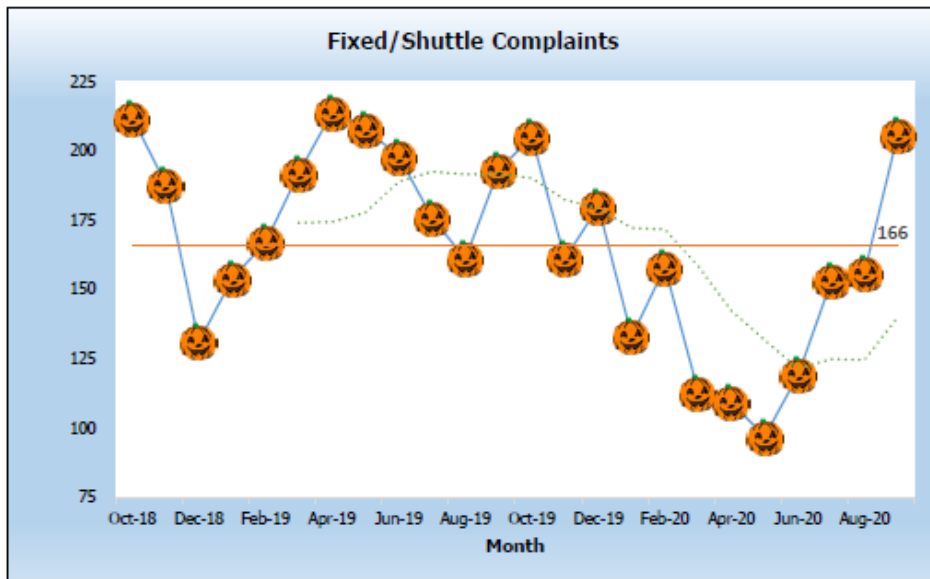
Current: 15



Previous: 33

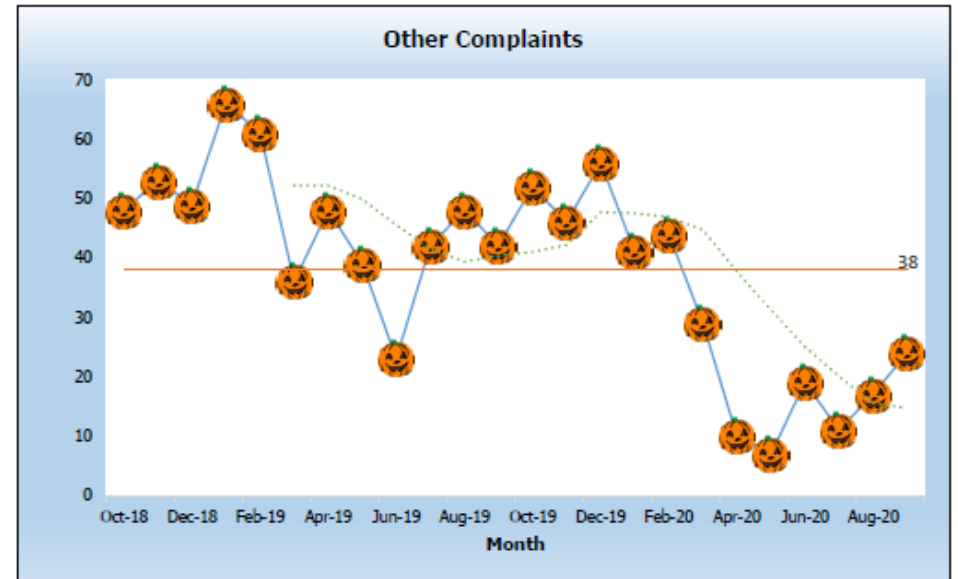
Current: 22

Customer Service



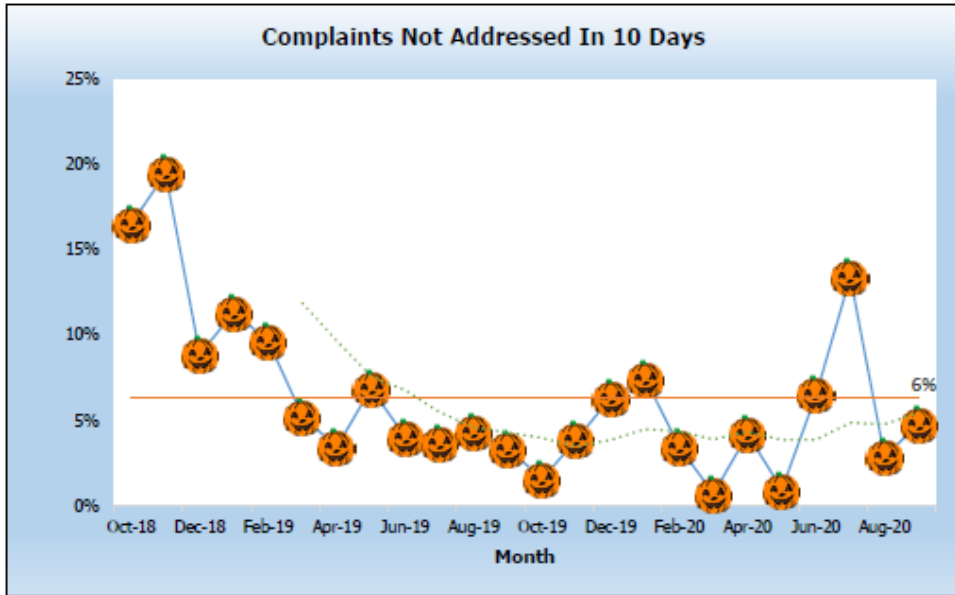
Previous: 193

Current: 206



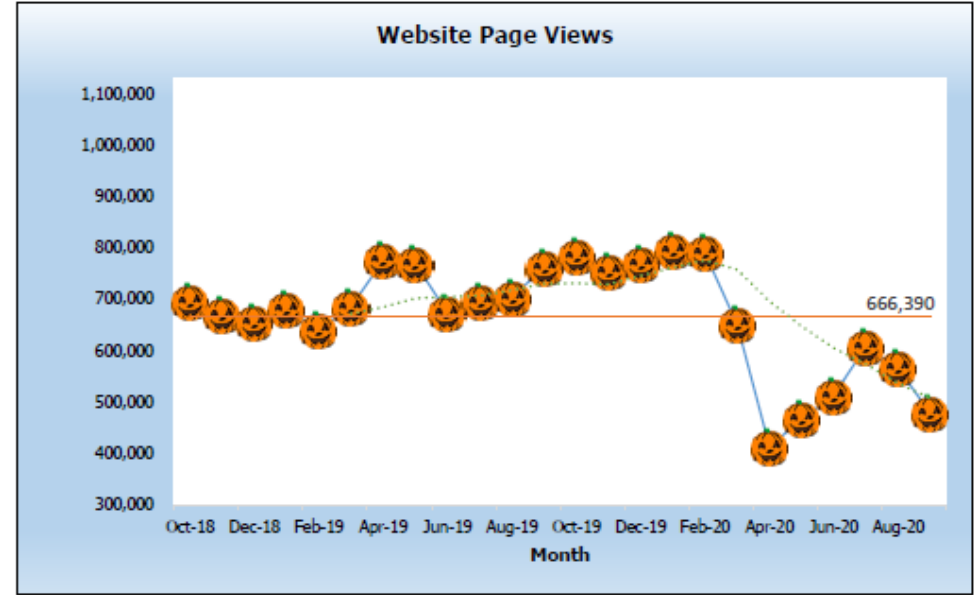
Previous: 42

Current: 24



Previous: 3%

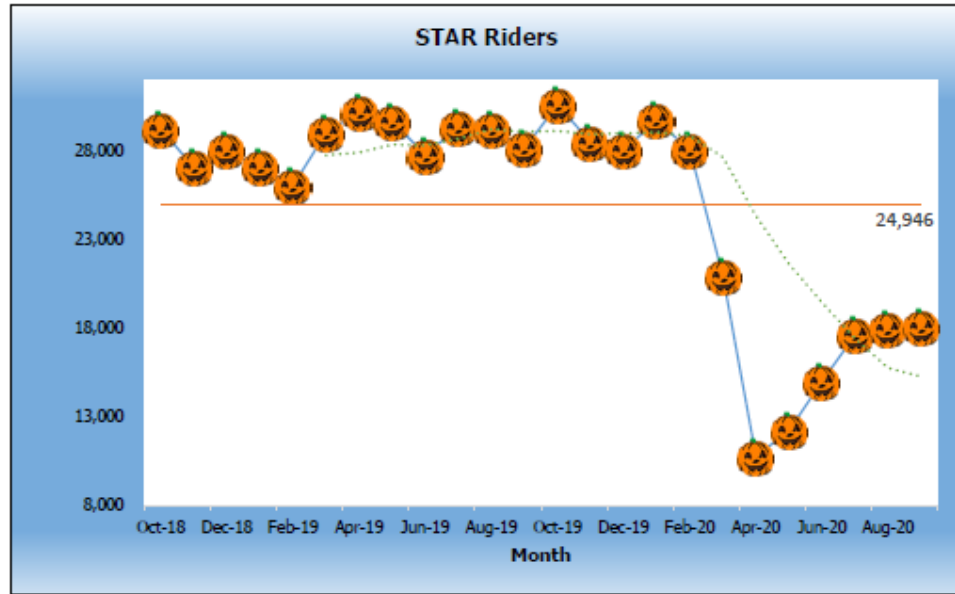
Current: 5%



Previous: 760,763

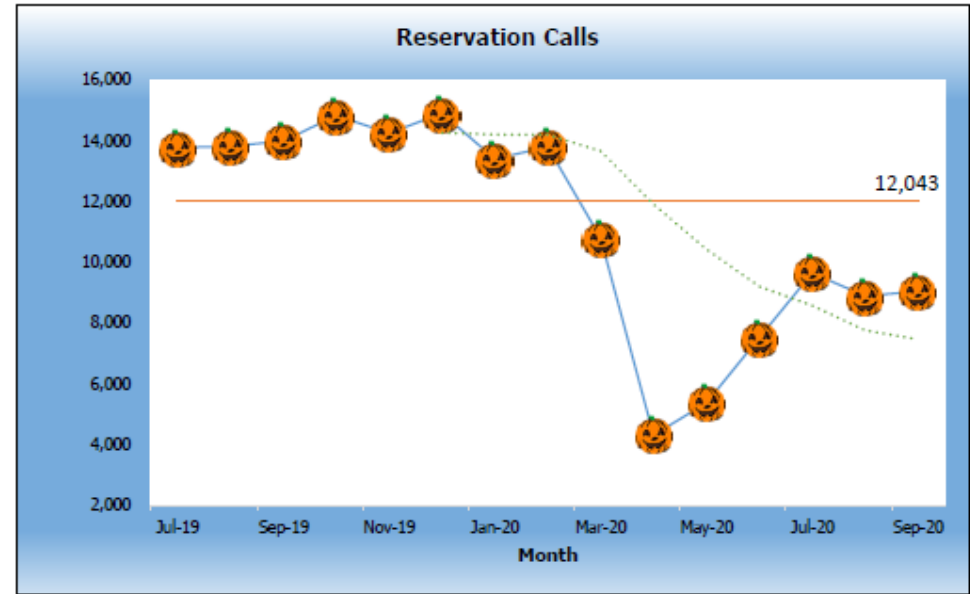
Current: 477,047

STAR Service



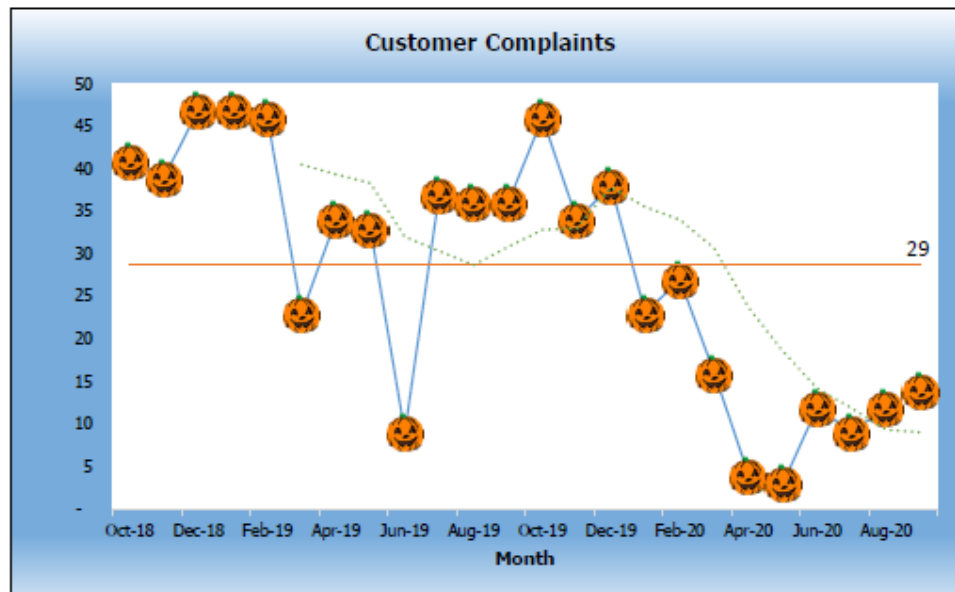
Previous: 28,180

Current: 18,056



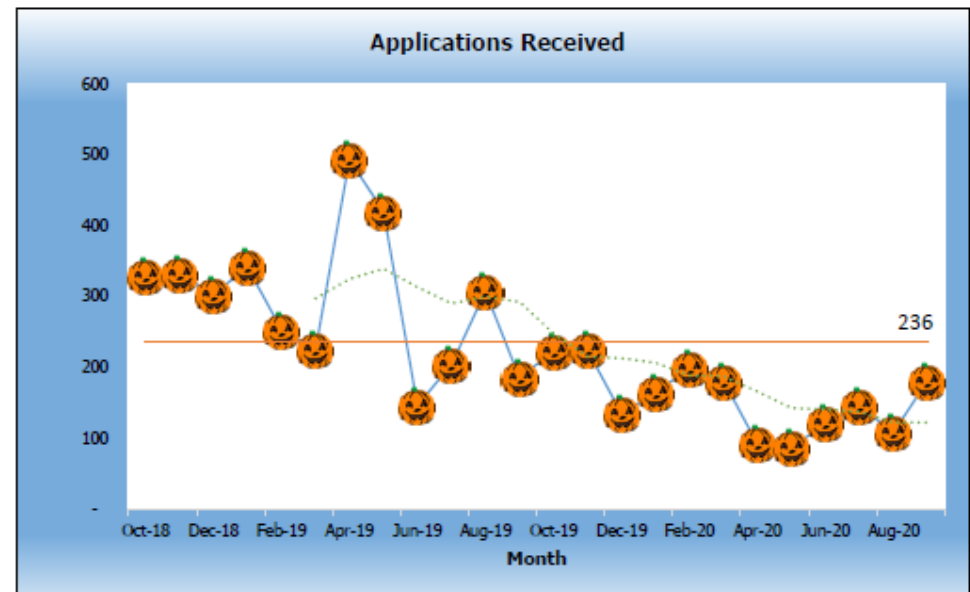
Previous: 14,002

Current: 9,047



Previous: 36

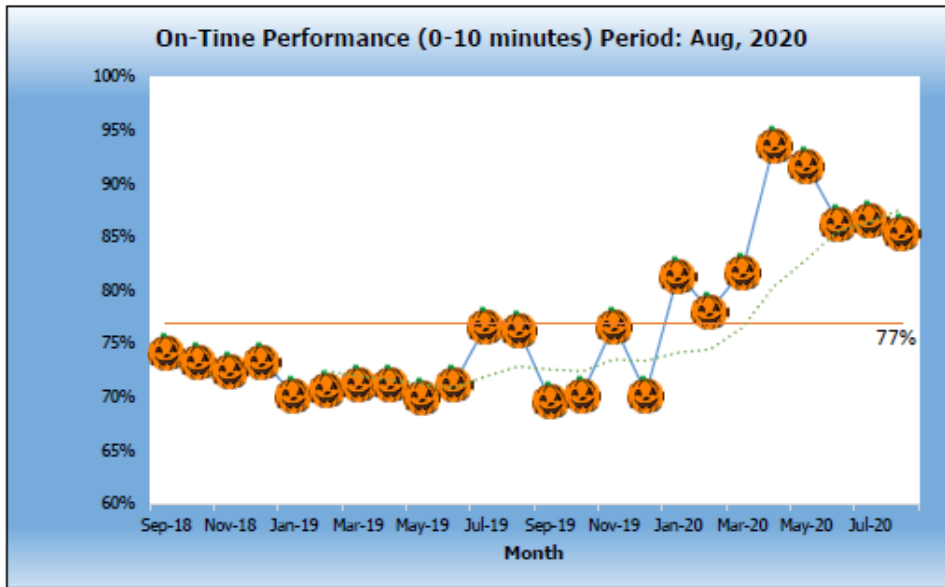
Current: 14



Previous: 185

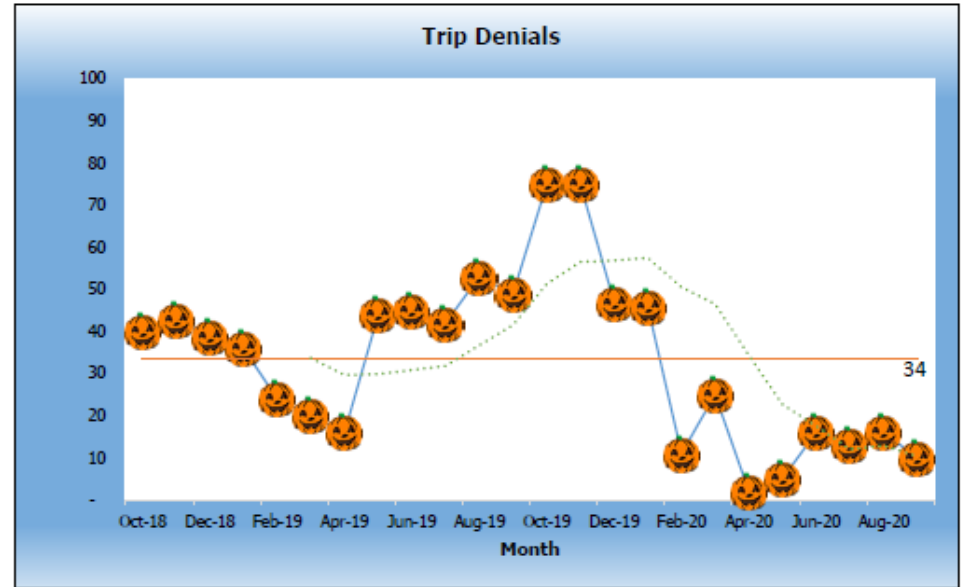
Current: 181

STAR Service Quality and ADA Compliance



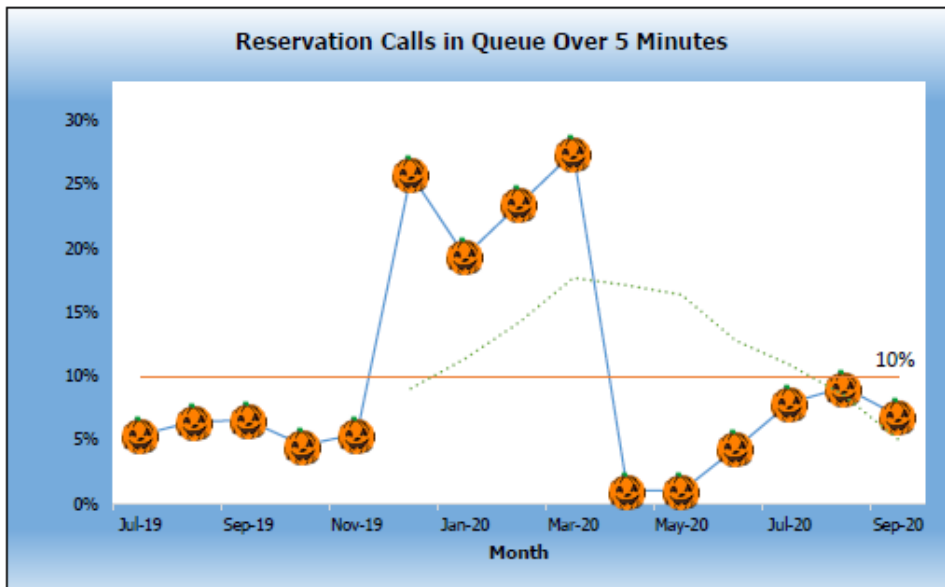
Previous: 76%

Current: 86%



Previous: 49

Current: 10



Previous: 7%

Current: 7%

**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.