



CDTA COMMITTEE AGENDA

Performance Monitoring/Audit Committee

Wednesday, January 20, 2021 | 10:30 am | Microsoft Teams Meeting

Committee Item	Responsibility	
Call to Order	Denise Figueroa	
Ascertain Quorum	Denise Figueroa	
Agenda Approval	Denise Figueroa	
Approve Minutes of Wednesday, December 16, 2020	Denise Figueroa	
Consent Agenda Items		
• Approve 2020 Surplus Sales	Stacy Sansky	4
• Approve Contract for Fare Collection Software	Stacy Sansky	10
• Approve Contract for Planning Software	Stacy Sansky	13
• Approve Contract for River BRT Work	Stacy Sansky	16
• Approve Contract for Armored Car Services	Stacy Sansky	19
• Approve Change Order for Bokland Project	Stacy Sansky	22
Audit Committee		
• Quarterly Audit Report	Sarah Matrose	25
• Annual Independence and Objectivity Statement	Sarah Matrose	26
Administrative Discussion Items		
• Annual Procurement Report	Stacy Sansky	27
• Monthly Management Report	Mike Collins	29
• Monthly Non-Financial Report	Chris Desany	40
Next Meeting: Wednesday, February 17, 2021 at noon via Microsoft Teams and 110 Watervliet Avenue		
Adjourn	Denise Figueroa	

Capital District Transportation Authority

Performance Monitoring/Audit Committee

Meeting Minutes – December 16, 2020 at 12:00 pm; 110 Watervliet Avenue, Albany

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

Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the November 12, 2020 meeting were reviewed and approved.

Consent Agenda Items

Approve Contract Award for Fuel Services

- Future fuel prices have decreased making it attractive to lock in a long-term fuel price. As the board is aware, staff monitors fuel markets for future price opportunities. A few weeks ago, the future market price dropped to \$1.76 per gallon, which is when we locked in.
- Our supplier is Mirabito, Inc; we currently pay \$2.06/gallon. Next June, our price drops to \$1.97/gallon; the new contract would begin on June 1, 2022, a 21-cent decrease.
- A one-year contract to Mirabito Energy Products of Binghamton, NY for Ultra -Low Sulfur Diesel at \$1.76 per gallon on or about June 1, 2022 with an expected contract value at \$3.6 million will be recommended to the board for approval.

Approve Contract Award for Purchase of Bus Filters

- Our contract for bus filters is expiring and an Invitation for Bids (IFB) was issued. The IFB included requirements for each filter type along with estimated quantities. Eleven bids were received, and Vehicle Maintenance Program (incumbent) was the low bidder.
- A two-year contract for filters to Vehicle Maintenance Program of Boca Raton, Florida for an estimated total of \$176,700 will be recommended to the board for approval.

Approve Purchase of Paratransit Vehicles

- This is the annual approval to order paratransit vehicles as part of the fleet replacement program. In January 2016, the Board awarded a five-year contract to purchase Paratransit vehicles from Shepard Brothers, Inc. of Canandaigua, New York.
- Staff recommends the purchase of six vehicles for STAR operations from this contract. Delivery is expected this spring.
- The purchase of six vehicles from Shepard Brothers with the per vehicle price being \$90,412, including painting and branding; as well as an additional \$10,000 per vehicle required for radio and communication equipment will be recommended to the board for approval.

Investment Committee Items

- The Investment Committee met on December 15; and the quarterly report was emailed to the board.

Administrative Discussion Items

Monthly Management Report

- Mike Collins gave the Monthly Management Report. MRT continues to exceed budget expectations. Customer revenue remains at 50% of budget since we resumed fare collection; Rail Station revenue is down 75%, mainly because of few Amtrack customers parking at our station.
- On the expense side, wages are 4.25% under budget for the year; Other Benefits category saw an uptick in unemployment claims. Total expenses are down about 8% for the year.
- Our financial picture remains good because of the CARES funds and partial payments from STOA. Although revenue is tightening, we expect to end the fiscal year within budget.

Monthly Non-Financial (performance) Report

- Chris Desany gave the Non-Financial Report. Ridership is down 40% for the month and 35% for the year. STAR boardings are down 45% for the year. Fixed route on-time performance was 77%; STAR on-time performance was at 83%. There were 23 preventable accidents but only 12 non preventable accidents this month, an uptick in preventable accidents that we are monitoring.

Next Meeting

Wednesday, January 20, 2021 at 12:00 pm via Microsoft Teams and at 110 Watervliet Ave.

Capital District Transportation Authority Agenda Action Proposal

Subject: Summary of vehicles, equipment and parts disposed of in 2020.

Committee: Performance Monitoring/Audit

Committee Meeting Date: January 20, 2021

Board Action Date: January 27, 2021

Background:

The Board allows staff to dispose of equipment, vehicles and parts that have surpassed their useful life and then report these disposals on an annual basis. CDTA disposes of items in the best way possible, through recycling, donation and sale through eBay auction.

Purpose:

Surplus sale allows staff to remove items from physical inventory that are past its useful life, no longer needed, or not working properly and require replacement.

Summary of Proposal:

Vehicles were auctioned to the highest bidder on eBay. If no bid was received, the vehicle was sold for scrap metal value. A few cell phones and accessories were auctioned to employees. The remaining items had little or no value on the open market and were either recycled or disposed of in the most environmentally friendly way possible.

Financial Summary and Source of Funds:

A total of \$21,656 was returned to the operating budget as proceeds from the disposition of surplus materials in 2020.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Stacy Sansky, Director of Procurement

Part/Bus/Tag #	Description	Mileage/Serial #	Sold To	Amount	Date
322	Motor Coach Bus 2006	548,567.00	scrap	\$1,711.00	1/23/2020
247	Ford SUPREME E-350 2012	328,432.00	scrap	\$344.40	3/20/2020
4008H	GILLIG HYBRID 2007	464,291.00	scrap	\$1,139.25	3/20/2020
248	Ford SUPREME E-350 2012	337,286.00	scrap	\$424.20	3/20/2020
250	Ford E-350		donation	\$1.00	9/3/2020
258	Ford E-350 2015	271,189.00	Seth Bennett	\$999.83	10/16/2020
323	Motor Coach Bus D4500 / 2006	536,403.00	scrap	\$1,704.45	9/22/2020
2299	Ford Trolley		donation	\$1.00	11/19/2020
3100	Gillig transit coach		donation	\$1.00	6/25/2020
3101	Gillig / Transit Coach/ 2007	599,768.00	Darius Pinkston	\$994.97	12/4/2020
3102	Gillig / Transit Coach/ 2007	553,491.00	Scott Palubiski	\$1,325.00	10/26/2020
3104	Gillig / Transit Coach/ 2007	588,916.70	scrap	\$1,414.50	10/26/2020
3106	Gillig / Transit Coach/ 2007	527,339.00	scrap	\$1,408.50	10/26/2020
3109H	Gillig / Hybrid Transit Coach / 2008	570,380.00	scrap	\$1,988.70	12/14/2020
3111H	Gillig / Hybrid Transit Coach / 2008	551,110.00	scrap	\$1,961.40	12/14/2020
4006	Gillig / Transit Coach/ 2007		donation	\$1.00	10/13/2020
4011H	Gillig / Transit Coach/ 2007	496,503.00	scrap	\$2,360.40	12/14/2020
	Nova Bus		scrap	\$1,543.50	10/19/2020
	Nova Bus		scrap	\$1,734.00	10/19/2020
	iPhone 6	N/A	Zach W (employee)	\$74	3/13/2020
	iPhone 7	N/A	Michael Hermance	\$50	3/13/2020
	iPhone 7 Rose Gold	N/A	Deb Toomey	\$117	3/13/2020
	iPhone 7	N/A	Terrlia Guy	\$106	3/13/2020
	iPhone 6	N/A	Michael Hermance	\$35	3/13/2020
	Samsung Galaxy S7	N/A	Belinda Korngay	\$166	3/13/2020
	iPhone 67	N/A	Joe M	\$50	3/13/2020
			TOTAL	\$21,656	

Items Disposed of at Authority's Expense:		
Item Description	Item Location	Disposal dated
Macbook pro	IT Inventory	1/9/2020
Macbook pro	IT Inventory	1/9/2020
ProBook 650 G3	IT Inventory	1/9/2020
ProBook 640 G3	IT Inventory	1/9/2020
ProBook 640 G1	IT Inventory	1/9/2020
ProBook 650 G3	IT Inventory	1/9/2020
ProBook 650 G3	IT Inventory	1/9/2020
ProBook 650 G3	IT Inventory	1/9/2020
ProBook 650 G3	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
Elite 8300 PC	IT Inventory	1/9/2020
Catalyst 2960 Switch	IT Inventory	1/9/2020
Converter Box	IT Inventory	1/9/2020
Hard Drives	IT Inventory	1/9/2020
Receipt Printer	IT Inventory	1/9/2020
GPS Device	IT Inventory	1/9/2020
Wireless ap 1242AG	IT Inventory	1/9/2020
Wireless ap 1242AG	IT Inventory	1/9/2020
Wireless ap 1220B	IT Inventory	1/9/2020
20 Inch Monitor	IT Inventory	1/9/2020
Samsung TV	IT Inventory	1/9/2020
LaserJet 4350 Printer	IT Inventory	1/9/2020
UPS Power Module	IT Inventory	1/9/2020
UPS Battery	IT Inventory	1/9/2020
Catalyst 3550 Switch	IT Inventory	1/9/2020
Catalyst 2960 Switch	IT Inventory	1/9/2020
Cisco 2600	IT Inventory	1/9/2020
Cayalyst 3560 Switch	IT Inventory	1/9/2020
Printer Tray	IT Inventory	1/9/2020
Avaya PBX	IT Inventory	1/9/2020
Dell PowerEdge PC	IT Inventory	1/9/2020
Elite 8300 PC	IT Inventory	1/9/2020
Elite 8300 PC	IT Inventory	1/9/2020
EliteDesk 800 G2 PC	IT Inventory	1/9/2020
Elite 8300 PC	IT Inventory	1/9/2020
EliteDesk 800 G2 PC	IT Inventory	1/9/2020

EliteDesk 800 G2 PC	IT Inventory	1/9/2020
EliteDesk 800 G1 PC	IT Inventory	1/9/2020
EliteDesk 800 G2 PC	IT Inventory	1/9/2020
Zebra Lable Printer	IT Inventory	1/9/2020
Wireless Bridge Antenna	IT Inventory	1/9/2020
Monitor Panel	IT Inventory	1/9/2020
19 Inch Monitor	IT Inventory	1/9/2020
17 Inch Monitor	IT Inventory	1/9/2020
17 Inch Monitor	IT Inventory	1/9/2020
17 Inch Monitor	IT Inventory	1/9/2020
17 Inch Monitor	IT Inventory	1/9/2020
17 Inch Monitor	IT Inventory	1/9/2020
SmartUPS 750	IT Inventory	1/9/2020
SmartUPS 750	IT Inventory	1/9/2020
20 Inch Monitor	IT Inventory	1/9/2020
Dell Optiplex PC	IT Inventory	1/9/2020
DL160SE Server	IT Inventory	1/9/2020
SmartUPS 2200	IT Inventory	1/9/2020
ToughBook CF53	IT Inventory	1/9/2020
ToughBook CF53	IT Inventory	1/9/2020
Raritan rack KVM	IT Inventory	1/9/2020
Raritan rack KVM	IT Inventory	1/9/2020
ProBook 640 G1 Laptop	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
8200 Elite PC	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G2 PC	IT Inventory	3/9/2020
HP 17 inch Monitor	IT Inventory	3/9/2020
HP 19 inch Monitor	IT Inventory	3/9/2020
ProBook 6475b laptop	IT Inventory	3/9/2020
Fujitsu Scanner	IT Inventory	3/9/2020
BROTHER Fax	IT Inventory	3/9/2020
LaserJet P3015 Printer	IT Inventory	3/9/2020
DL308 G8 Server	IT Inventory	3/9/2020
LaserJet M402 Printer	IT Inventory	3/9/2020
17 inch Monitor	IT Inventory	3/9/2020
Phones	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G1 PC	IT Inventory	3/9/2020
Elite 8300 PC	IT Inventory	3/9/2020
20 InMotion routers	IT Inventory	3/9/2020
Elite 8300 PC	IT Inventory	3/9/2020

EliteDesk 800 G1 PC	IT Inventory	3/9/2020
EliteDesk 800 G2 Computer	IT Inventory	7/15/2020
EliteDesk 800 G2 Computer	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
Elite 8300 Computer	IT Inventory	7/15/2020
Intel ComputeStick	IT Inventory	7/15/2020
19 Inch Monitor	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
EliteDesk 800 G2 Computer	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
EliteDesk 800 G2 Computer	IT Inventory	7/15/2020
EliteDesk 800 G1 Computer	IT Inventory	7/15/2020
Elite 8300 Computer	IT Inventory	7/15/2020
Cisco MCS 7800 Server	IT Inventory	7/15/2020
Cisco MCS 7800 Server	IT Inventory	7/15/2020
Dell T3610 Computer	IT Inventory	7/15/2020
Cisco 1720 Router	IT Inventory	7/15/2020
Digi Etherlite 160 Switch	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
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Avaya IP Office Modules	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
Avaya IP Office Modules	IT Inventory	7/15/2020
(12) Avaya Phones Model 9641GS	IT Inventory	7/15/2020
(19) Avaya Phones Model 4625SW IP	IT Inventory	7/15/2020
HP Docking Station	IT Inventory	7/15/2020
CD Autoload Music On Hold	IT Inventory	7/15/2020
Sierra Wireless MG90 router	IT Inventory	7/15/2020
InMotion OMG2000 router	IT Inventory	7/15/2020
InMotion OMG2000 router	IT Inventory	7/15/2020
InMotion OMG2000 router	IT Inventory	7/15/2020

InMotion OMG2000 router	IT Inventory	7/15/2020
InMotion OMG2000 router	IT Inventory	7/15/2020
InMotion OMG2000 router	IT Inventory	7/15/2020
InMotion OMG2000 router	IT Inventory	7/15/2020
InMotion OMG2000 router	IT Inventory	7/15/2020
(4) Yealink SIP-T58A VOIP Phones	IT Inventory	7/15/2020
HP Elitebook 850	IT Inventory	10/21/2020
HP Probook	IT Inventory	10/21/2020
HP EliteDesk 800 G2	IT Inventory	10/21/2020
HP EliteDesk 800 G1	IT Inventory	10/21/2020
HP EliteDesk 800 G2	IT Inventory	10/21/2020
HP Probook	IT Inventory	10/21/2020
HP Z230 Tower	IT Inventory	10/21/2020
HP EliteDesk 800 G2	IT Inventory	10/21/2020
HP EliteDesk 800 G1	IT Inventory	10/21/2020
HP EliteDesk 800 G2	IT Inventory	10/21/2020
HP EliteDesk 800 G1	IT Inventory	10/21/2020
HP EliteDesk 800 G1	IT Inventory	10/21/2020
HP EliteDesk 800 G1	IT Inventory	10/21/2020
HP Probook 6460b	IT Inventory	10/21/2020
HP EliteDesk 800 G2	IT Inventory	10/21/2020
HP EliteDesk 800 G1	IT Inventory	10/21/2020
HP EliteDesk 800 G1	IT Inventory	10/21/2020
HP Compaq 8300	IT Inventory	10/21/2020
HP Elite Display E223	IT Inventory	10/21/2020
HP OfficeJetPro 8710	IT Inventory	10/21/2020
HP LaserJet 4000	IT Inventory	10/21/2020
APC Battery	IT Inventory	10/21/2020
APC Battery	IT Inventory	10/21/2020
Viewsonic VA2702W	IT Inventory	10/21/2020
Sony LCD TV	IT Inventory	10/21/2020
HP Compaq DC7900	IT Inventory	10/21/2020
Brother Fax 2800	IT Inventory	10/21/2020
HP LaserJet 4050	IT Inventory	10/21/2020
HP Compaq DC 4050	IT Inventory	10/21/2020

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for fare collection system hosting, support, and maintenance to SPX-Genfare of Elk Grove, Illinois.

Committee: Performance Monitoring/Audit

Committee Meeting Date: January 20, 2021

Board Action Date: January 27, 2021

Background:

The LINK fare collection system is utilized for Navigator smart card and revenue/ridership reporting, including smart card media management and retail point of sale systems. We need to renew a maintenance contract with Genfare for support, maintenance and hosting of the LINK software.

Purpose:

The current maintenance contract for LINK has ended and a new contract is required.

Summary of Proposal:

In 2017 CDTA implemented the LINK fare collection system, which was competitively procured and provided by SPX-Genfare. CDTA entered into a hosting, support and maintenance contract based on pricing from the original SPX-Genfare proposal.

A sole source contract with SPX-Genfare is required to continue use of the LINK fare collection system. SPX-Genfare is the only company that provides maintenance for this software. Staff reviewed the proposed rates and found them to be fair and reasonable (annual cost increases of 3%).

Staff recommends a sole source contract be awarded to SPX-Genfare of Elk Grove Village, Illinois for a term of five years for an amount not to exceed \$1,232,531.

Financial Summary and Source of Funds:

This five-year contract costs \$1,232,531 and will be funded starting in the FY2021 operating budget.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Thomas Guggisberg, Director of Information Technology

Memorandum

January 20, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Fare Collection Software Maintenance and Hosting Contract

Overview

In 2017, CDTA implemented a new fare collection system (the vendor's proprietary name is LINK) which was competitively procured and provided by SPX-Genfare. LINK software is used throughout the agency for Navigator smart card and cash revenue/ridership reporting, smart card media management, business to business account management, retail and administrative point of sale systems, and customer web portals. It is the most highly utilized hosted application at CDTA.

Upon system acceptance, CDTA entered into a contract for support, maintenance, and hosting, based on pricing from the original contract proposal. This coverage expired in November of 2020. A renewal would cover all existing LINK software, related modules, and consulting services. Overall, CDTA has been very satisfied with SPX-Genfare's performance.

Justification

This recommendation for a sole source renewal of hosting and support of LINK is based on several important considerations. Most importantly, the LINK 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 SPX-Genfare. Additional reasons to support this sole source recommendation include:

- SPX-Genfare is familiar with the many nuances of the LINK 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 SPX-Genfare, which confirms fair and reasonable pricing for this purchase. Additionally, this is a multi-year renewal, which sets annual cost increases at 3% (well within standards).

Recommendation

I am requesting that a five-year sole source contract for hosting, support and maintenance be awarded to SPX-Genfare of Elk Grove Village, Illinois for an amount of \$1,232,531.

Copy: Chief Executive Officer
Director of Information Technology
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:

\$1,232,531 fixed estimated (circle one)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

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

Attach Summary of Bids/Proposals

7. Disadvantaged Business Enterprise (DBE) involvement

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

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: SPX Genfare

751 Pratt Boulevard

Elk Grove, IL 60007

8. SOURCE OF FUNDS: Funded in five consecutive operating budgets starting in FY2021.

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:** December 30, 2020

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for planning software to Remix of San Francisco, California.

Committee: Performance Monitoring/Audit

Committee Meeting Date: January 20, 2021

Board Action Date: January 27, 2021

Background:

The planning department uses a software tool called Remix, which allows for sketching out and analyzing potential bus routes. The software immediately recognizes cost and demographic impacts of a proposed route change in the community. This analysis/visualization tool provides additional demographic information for service plans, ridership, and Title VI functionality.

Purpose:

The current contract for Remix software is expiring.

Summary of Proposal:

In 2014 the Planning Department began using the Remix Software and has been very satisfied with this unique transit planning tool. The attached memo of support outlines how the relationship between CDTA and Remix has grown, and that pricing is fair and reasonable.

Staff recommends a sole source contract for planning software be awarded to Remix of San Francisco, California for a term of three years for an amount not to exceed \$130,500.

Financial Summary and Source of Funds:

The cost is \$130,500 for three years and is budgeted in the operating budget beginning in FY2021.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Christopher Desany, Vice President of Planning & Infrastructure

Memorandum

January 20, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Contract Award for Planning Software

Background:

In September 2014, the Planning Department starting using a transit planning tool called Remix (formerly Transitmix).

The program allows planners to sketch out routes in any city and immediately understand the cost and demographic impact of a proposed change. It automatically imports existing bus routes onto a map and lets us quickly design different scenarios using the latest U.S. Census data. Exporting to Excel, shapefiles, and Google Transit Feed formats is also supported.

In 2017, this contract was renewed for three years and is now set to expire.

Justification:

The Remix web-based application is a unique tool in the transit planning industry. It provides the ability to aggregate Google Transit Feeds, public survey, census, and other demographic information into actionable maps, service plans, ridership, and cost projections with minimal CDTA staff time. Remix has proprietary Title VI analysis functionality that CDTA uses in service impact studies, and we also use it for route mapping, school service design, and GIS analyses.

At the beginning of our involvement with Remix, the tool was freely available. As the software and the company started to mature, CDTA entered into a 6-month pilot agreement with Remix to start using the tool for a small fee, and we provided feedback to the developers regarding enhancements to the software. Based our experience and knowledge of analysis/visualization tools on the market, there is nothing that meets this need in the way Remix does, and certainly there is nothing close to this price point. Based on our existing enterprise software maintenance agreement pricing and cost comparisons with other similar sized agencies, the cost of this tool is more than acceptable.

Recommendation

At this time, I am recommending that a three-year sole source contract for planning software be awarded to Remix of San Francisco, CA for a total amount of \$130,500.

Copy: Chief Executive Officer

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract for River Corridor Bus Rapid Transit (BRT) work with City of Troy.

Committee: Performance Monitoring/Audit

Committee Meeting Date: January 20, 2021

Board Action Date: January 27, 2021

Background:

CDTA and the City of Troy have coordinated River Corridor BRT station construction at 111th Street with a preexisting Troy project at Powers Park. Both parties agreed that it would be mutually beneficial in terms of schedule and cost to combine the work into a single project using a single contractor.

Purpose:

To complete River Corridor BRT station work at 111th Street in Troy, New York.

Summary of Proposal:

As outlined in the Memo of Support, the City of Troy has a project adjacent to the 111th Street stop in Troy that required a contractor. CDTA and city officials decided it was in the best interest of both projects that they be completed by a single contractor. CDTA entered into an agreement with the City of Troy to coordinate this work. The City of Troy issued an Invitation for Bids and awarded Callanan Industries (CDTA's incumbent contractor for River Corridor station work) the contract.

Staff recommends a sole source contract be awarded to the City of Troy, for reimbursement to Callanan Industries, for construction of the 111th Street station in Troy. This is for an amount not to exceed \$75,656.

Financial Summary and Source of Funds:

The cost of this contract is \$75,656 and will be funded from the River BRT Grant.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

January 20, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Approve Contract to Coordinate Construction of BRT Station

Overview

Over the past several years, CDTA has been working on the implementation of the River Corridor Bus Rapid Transit (BRT) line. The new service successfully rolled out in November. The design and construction included coordination with municipalities on the corridor to align our activities at station intersections with preexisting local projects underway. Among these, the City of Troy was to make improvements to Powers Park which is directly adjacent to the Northbound BRT stop at 111th. In cooperation with the City, we found that it would be advantageous in terms of schedule and cost for the City to procure a contractor for their Powers Park project and have that same contractor complete the CDTA station work at 111th Street.

CDTA and the City of Troy agreed to jointly complete the work as designed. The activities specific to the BRT site would be overseen by CDTA, and those costs would be reimbursed to the City. The City of Troy held an invitation for bids and Callanan Industries, LLC was awarded the project. Callanan was already the construction contractor engaged by CDTA for the overall BRT. This was very helpful for coordination and construction.

Justification:

The recommendation to award a sole source contract and combine the work into a single project is based on cost effectiveness and the ability to deliver satisfactory services and support. This work would have been completed under the existing CDTA contract at the same, or potentially a higher cost. Additionally, we are very satisfied with all the other work Callanan has performed on the River Corridor.

Recommendation

I am recommending a sole source contract with the City of Troy for the work completed at the Northbound River Corridor BRT Station at 111th in the City of Troy. This contract value is for a total of \$75,656.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities
Director of Planning

**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:**
\$75,656 (NTE) fixed estimated (circle one)

4. **PROCUREMENT METHOD (check one):**
 Request for Proposals (RFP) Invitation for Bids (IFB) Other

5. **TYPE OF PROCEDURE USED (check one):**
 Micro Purchases (Purchases up to \$2,499.00) Small Purchases (\$25,000 up to \$100,000)
 Sealed Bid/Invitation for Bids (IFB) (Over \$100,000) Request for Proposals (RFP)
 Professional Services (Over \$25,000) Sole or Single Source (Non-Competitive)

6. **SELECTION CRITERION USED:**
Number of Proposals/Bids Solicited # 1 or Advertised
Number of Proposals/Bids Received # 1

Attach Summary of Bids/Proposals

9. **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	<u>0</u>	
D/MWBE Certification on file?	Yes	No <u>Not Applicable</u>
Was contract awarded to a D/MWBE?	Yes	No
Number of D/MWBE Subcontractors	<u>La Corte Companies (WBE)</u> <u>Flooring Environment (WBE)</u> <u>RBM Guardian Fire Protection (WBE)</u>	

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** City of Troy, City Hall
433 River Street
Troy, NY 12180

8. **SOURCE OF FUNDS:** Funded with the River BRT Grant

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

Non-Collusion Affidavit of Bidder	(Yes, No, N/A)
Disclosure & Certificate of Prior Non-Responsibility Determinations	(Yes, No, N/A)
Disclosure of Contacts (only RFPs)	(Yes, No, <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: January 5, 2021

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for armored car service to Brinks Inc., of Dallas, Texas.

Committee: Performance Monitoring/Audit

Committee Meeting Date: January 20, 2021

Board Action Date: January 27, 2021

Background:

We employ an armored car service to securely transport cash and checks from our facilities to a banking facility.

Purpose:

The armored car service contract expires shortly, and a new contract is required. Armored cars are utilized to securely transport cash and checks from CDTA, including our train stations, to the bank.

Summary of Proposal:

A Request for Proposals (RFP) was issued that outlined service requirements for transport of funds from the treasury department in Albany and both train stations. CDTA received one proposal from the incumbent provider, Brinks, Inc. Historically there has been little participation in this procurement despite efforts by staff to encourage it. Additionally, smaller providers are being bought by Brinks, Inc making competition even more difficult.

Brinks, Inc is the incumbent provider and their services have been satisfactory. Staff has reviewed the pricing and finds it to be fair and reasonable. Staff recommends a three-year contract with two optional one-year renewals be awarded to Brinks, Inc of Dallas Texas. The annual cost is \$47,297, with years two-five tied to The Consumer Price Index for cost increases. This represents a 14% increase in the cost of these services from the start of the previous contract term. Upon Board approval the contract will be executed immediately.

Financial Summary and Source of Funds:

Total minimum value of \$236,485 over five years. This contract will be funded through the operating budget starting with FY2022.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Michael Bruno, Manager of Revenue Operations

Memorandum

January 20, 2021

To: Members Performance Monitoring/Audit Committee

From: Michael Bruno, Revenue Sales Manager

Subject: Contract Award for Armored Car Service

Background:

CDTA makes cash deposits from our facilities to banking locations. For safety and security purposes we contract with an armored car service to pick-up the funds and deposit them on our behalf.

Historically there has been a lack of competition for this business. One firm typically submits a bid however getting others to compete has been a challenge and therefore the one bid we receive is from the current firm. It should also be noted the firm we awarded our last contract to has since been purchased by Brinks Inc.

Justification:

With the current bid we encountered the same historical issue with Brinks providing the only response. Both before and after receiving a bid we engaged other firms that do business in our area but were not able to entice one of them to bid on the work.

Recommendation:

Being that this is a mission critical service as we are currently constructed, staff recommend that a contract award for armored car services for a term of three years with two optional one-year renewals be awarded to Brinks Inc. of Dallas, Texas for an amount not to exceed \$47,297 per year plus the CPI escalator.

Copy: Chief Executive Officer
Director of Finance
Director of Procurement

Capital District Transportation Authority Agenda Action Proposal

Subject: Change order for New Castle Paving, LLC of Troy, New York for the Bokland demolition and construction of employee parking lot.

Committee: Performance Monitoring/Audit
Committee Meeting Date: January 20, 2021
Board Action Date: January 27, 2021

Background:

Change orders valued at 20% of the contract value or over \$100,000 (whichever is greater) require Board approval.

Purpose:

To complete the new employee parking lot at the Bokland site, we need to address unforeseen challenges that arose during project demolition and construction.

Summary of Proposal:

In June of 2020, the Board approved a contract with New Castle Paving, LLC for the demolition of the Bokland building and the construction of an employee parking lot. The contract was originally valued at \$411,201. During construction, a number of issues were raised including additional asbestos abatement, water/sewer work that the City of Albany required, and the addition of light poles for enhanced safety and security.

The additional \$475,141 of work has been reviewed by CDTA and Creighton Manning to ensure cost effectiveness and necessity. Staff recommends a change order increasing the contract with New Castle Paving, LLC of Troy, New York from \$411,201 to \$886,342.

Financial Summary and Source of Funds:

The change order of \$475,141 will be funded through the BRT Setaside Grant.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

January 20, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Approve Contract Increase for Bokland Project

Background

We have several new service initiatives (including WWBRT, State worker transportation, and electrification) that will take place over the next two years and there is a need to increase our storage capacity for buses at our 110 Watervliet property. We have had several discussions with Board committees over the past few months that have detailed our facility storage challenges.

At the March meeting, the Board approved the purchase of the Bokland Property at 122 Industrial Park Road. Due to its proximity to 110 Watervliet Avenue, it will serve as employee parking (approximately 100-120 spaces) and overflow lot for non-revenue vehicles for those displaced due to the Albany garage expansion.

At the June meeting, the Board approved a demolition/construction contract with New Castle Paving, LLC of Troy New York (lowest responsible bidder) in the amount of \$411,201 plus a 20% contingency for a total amount of \$493,441.

Since the start of the project, several changes to the scope of the contract have been required. Some of the work was initially unknown and outside the control of CDTA (and the contractor). Other work was due to the addition of amenities to provide for a higher level of safety, security and sustainability for employees who will use the lot. Additional costs related to these items exceed 20% of the original contract amount and therefore requires Board approval.

Below is a summary of the change orders to date:

Additional Abatement (conditions not identified at testing – required abatement during demolition)	\$89,023
Electrical Modifications (light pole bases, cabinets, cameras, electric vehicle charging stations)	\$128,760
Bush Removal (fence line)	\$7,358
Water/Sewer Disconnect (equipment/labor - locating, groundwater management; as per City code)	\$250,000
Total Amount of Change Orders:	\$475,141

Therefore, a summary of the recommendation is as follows:

Original Contract Amount	\$411,201
Change Orders to Date	\$475,141
New Contract Amount	\$886,342

Invitations for bid for additional pedestrian work (sidewalks, crosswalks, signals etc.), wayfinding, and landscaping will be under separate contracts and addressed in the spring.

Justification

All additional work and change orders have been reviewed and confirmed by the CDTA project management team and our consulting engineers. The costs are in line with the work performed (unit pricing and prevailing wage). New Castle paving has proven to be a trusted and reliable partner, and we have successfully worked with them on other projects (including the Harriman West station of WWBRT).

Recommendation

At this time, I am recommending increasing value of the contract with New Castle Paving, LLC. of Troy, NY to an amount of \$886,342.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities

Memorandum

January 20, 2021

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

From: Sarah Matrose, Internal Audit

Subject: Quarterly Internal Audit Progress Report

Quarterly Progress Items:

- Internal Audit Independence and Objectivity Statement (*Annual Requirement*)
 - Annual attestation that I will continue to perform my function with an organizational independence and objectively without bias.
- Private Identifiable Information (PII) Process Reviews
 - Performing remediation steps to ensure the protection and transparency of CDTA Employees PII as identified by JANUS Associates.
- Davis-Bacon & Prevailing Wage Training
 - Facilitating a Prevailing Wage training for CDTA Project Managers to be conducted by a knowledgeable DOL professional.
- Emergency Response Documents
 - Working with Risk Management to utilize APTA and NIMS workpapers to finalize and adopt internal CDTA Emergency Management standards.
- Public Transportation Agency Safety Plan / Safety Management System Review
 - Initiated an audit plan of the SMS plan that was adopted by CDTA and the Board in June to ensure CDTA is continuing to implement and adhere to the guidelines set forth in the plan.
- Annual Risk Assessment
 - Continued staff meetings to ensure the audit plan is focusing on emerging risks and adding value to the organization.

On-Going Items:

- Project Post-Mortem Process
 - Development of a “look back” review process to help CDTA identify strengths and weaknesses and use the results to be more efficient and successful in future projects of the same nature.
- Continued support and finalization of Standard Operating Procedures (SOP)
 - Liaison for departmental Policy and SOP formatting uniformity, tracking, and document repository.

Memorandum

January 20, 2021

To: Audit Committee Members
Carm Basile, Chief Executive Officer

From: Sarah Matrose, Internal Audit

Subject: Annual Independence and Objectivity Statement

Background:

The *International Standards for the Professional Practice of Internal Auditing* Standard 1100 – Independence and Objectivity requires the internal activity to remain independent, and internal auditors must be objective in performing their work by maintaining an unbiased and independent approach to audits, including reporting any conflict that may arise.

1110 - Organizational Independence

The chief audit executive must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. The chief audit executive must confirm to the board, at least annually, the organizational independence of the internal audit activity.

1110.A1 - The internal audit activity must be free from interference in determining the scope of internal auditing, performing work, and communicating results.

1111 – Direct Interaction with the Board

The chief audit executive must communicate and interact directly with the board.

1120 - Individual Objectivity (Standard)

Internal auditors must have an impartial, unbiased attitude and avoid any conflict of interest.

1130 - Impairment to Independence or Objectivity (Standard)

If independence or objectivity is impaired in fact or appearance, the details of the impairment must be disclosed to appropriate parties. The nature of the disclosure will depend upon the impairment.

Attestation:

The CDTA Internal Audit Department complies with Standard 1100 in that it remains independent and audits are completed free from interference and with objectivity.

Memorandum

January 20, 2021

To: Members, Performance Monitoring/Audit Committee

From: Stacy Sansky, Director of Procurement

Subject: Calendar Year 2020 Procurement Report Summary

This is the annual report on procurement activities. This report reviews the procurement process for: surplus sale, change orders, sole source contracts and our Minority/Women Business Enterprise (MWBE)/Service-Disabled Veteran Owned Business (SDVOB) programs.

Surplus Sale

A surplus sale is a method for staff to dispose of equipment, vehicles and parts that have surpassed their useful life. Items are disposed through recycling, donation and sale through eBay and employee auction. Sales tax is collected for applicable transactions.

The 2020 proceeds from surplus sales were \$21,656. These funds have been returned to the operating budget. For comparison purposes, in 2019 the surplus sale proceeds were \$48,717.

The Agenda Action Proposal is attached for the 2020 Surplus Sales.

Change Orders

A change order is work that is added to or deleted from the original scope of a contract, which alters the original contract amount and/or completion date. Change orders that exceed 20% of the original contract value or \$100,000 (whichever is greater) require Board approval. There were no change orders that required board action.

For informational purposes, there were three change orders that fell under the Board approval threshold for the past year. All were less than a 10% increase to the original contract value. Each change order was reviewed with the project manager and they were all deemed to be fair and reasonable in justification and price.

Sole Source Contracts

Sole source contracts are used when no competition is available or when there is an emergency procurement. All sole source contracts valued at \$50,000 or more that are not on New York State Contract require Board approval. Sole source agreements are closely monitored and minimized whenever possible. During 2020 there were five sole source contracts executed under the Board approval threshold with a total value of \$148,571, this includes \$31,000 for driver barriers installed on the paratransit fleet.

Minority/Women's Business Enterprise (MWBE)

The Minority/Women's Business Enterprise (MWBE) program is a state required initiative to level the playing field for qualified minority/women owned businesses in the state.

We continue to maintain MWBE participation to meet the state mandated goal of 30%. Our MWBE participation rate in CY2020 was 32%. For reference, previous year participation was: CY2019 37%; CY2018 was 33%; CY2017 was 37%.

In addition to the current contracts with MWBE firms, the following contracts were issued that contained MWBE subcontracting during CY2020:

- River Corridor BRT Phase II (M&WBE)
- Wellness Center (M&WBE)
- Demolition of Bokland Building (M&WBE)

Service-Disabled Veteran Owned Business (SDVOB)

The Service-Disabled Veteran Owned Business (SDVOB) program is a state required initiative with the aim of fostering business opportunities between state agencies and authorities and Service-Disabled Veterans.

We have an ambitious state mandated utilization of 6% for this program and there are currently 853 firms certified as SDVOB doing business in New York (this is up from 574 at the beginning of 2019).

As the number of available firms continues to grow CDTA will be able to increase utilization. Participation is steady at 1% for 2020.

Contracts and purchases from SDVOB during CY2020:

- Facilities Equipment & Supplies
- Print & Copy Services
- Background Checks for Pre-Employment

Copy: Chief Executive Officer
Vice President of Finance & Administration

Monthly Management Report

December 2020



Monthly Management Report - December 2020

Executive Summary

			Current Month		Year to Date	
REVENUE	Actual	Budget	(\$) Variance	(%) Variance	(\$) Variance	(%) Variance
1 Mortgage Tax	\$ 1,468,521	\$ 937,500	\$ 531,021	56.64%	\$ 2,028,638	24.04%
2 Customer Fares	\$ 1,073,021	\$ 1,720,972	\$ (647,951)	-37.65%	\$ (10,913,954)	-70.46%
3 RRS & Facilities	\$ 80,885	\$ 304,303	\$ (223,418)	-73.42%	\$ (2,051,058)	-74.89%
4 STOA	\$ 3,685,397	\$ 3,685,397	\$ -	0.00%	\$ -	0.00%
5 5307	\$ 1,058,417	\$ 1,058,417	\$ -	0.00%	\$ -	0.00%
EXPENSES						
	Actual	Budget	(\$) Variance	(%) Variance	(\$) Variance	(%) Variance
6 Wages	\$ 4,464,993	\$ 4,031,423	\$ 433,570	10.75%	\$ (935,909)	-2.58%
7 Workers' Compensation	\$ 278,998	\$ 219,809	\$ 59,189	26.93%	\$ 197,006	9.96%
8 Utilities	\$ 104,991	\$ 84,250	\$ 20,741	24.62%	\$ (194,371)	-25.63%
9 General Insurance	\$ 70,774	\$ 60,244	\$ 10,530	17.48%	\$ 41,523	7.66%
YTD Revenue						23.86%
YTD Expenses						-6.60%

Revenue Summary

- 1 MRT exceeded budget projections again due to the robust mortgage market and low interest rates. There was a \$210,600 adjustment from our November estimates making December almost a \$1.5 million month. We are \$2 million over budget for the year.
- 2 Customer fares are 70% under budget for the year. We are "only" down 37% this month due to an adjustment to our Universal Access accrual. The largest revenue categories are; Cash = \$357,525; Navigator = \$293,785; and UA Contracts = \$346,785 (this is an accrued amount).
- 3 RRS & Facilities revenue continues to struggle. We are 73% under budget for the month and 75% YTD. Most of the variance is due to the lack of parking revenue related to Amtrak.
- 4 We continue to accrue STOA at 100%, but the actual amount is between 68% and 70% of budget.
- 5 Our 5307 grant is available, but we have not yet accessed these funds.

Expense Summary

- 6 Wages are over budget this month due to two extra days, a holiday, vacations and personal leave buybacks.
- 7 Workers' Compensation is over budget due to two large schedule loss of use awards.
- 8 Utilities is over budget as expected this month. This is weather related as we spend more money for energy needs.
- 9 General Insurance is over budget due to the recent increase to our three main insurance contracts.

Note: We are in a satisfactory budget position due to the CARES Act. However, cash flow is tight and we remain concerned about customer revenue; RRS parking revenue and State Operating Assistance (STOA).

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

	December-2020	December-2019
Assets		
Current Assets:		
Cash	\$4,384,435	\$8,919,606
Investments	\$28,163,311	\$19,475,215
Receivables:		
Mortgage Tax	\$1,593,521	\$925,496
Federal Grants	\$10,880,090	\$1,100,850
New York State Operating Assistance	\$10,479,727	\$122,142
Trade and Other	\$6,284,336	\$3,891,172
Advances to Capital District Transportation Committee	\$793,413	\$1,348,667
Materials, Parts and Supplies	\$3,922,046	\$3,892,628
Prepaid Expenses	\$1,248,799	\$840,407
Sub-Total Current Assets	\$67,749,677	\$40,516,182
Noncurrent Assets:		
Capital Assets, net	\$109,402,342	\$99,700,904
Deferred outflows of resources:		
Deferred outflows of resources related to OPEB	\$18,454,673	\$0
Deferred outflows of resources from pension	\$1,544,989	\$2,608,902
Sub-Total Deferred outflows of resources:	\$19,999,662	\$2,608,902
Total for Assets	\$197,151,681	\$142,825,988
Liabilities		
Current Liabilities:		
Accounts Payable	\$6,551,458	\$7,148,002
Accrued Expenses	\$4,562,701	\$4,453,668
Unearned passenger revenue	\$1,608,484	\$2,262,844
Line of Credit	\$0	\$4,000,000
Sub-Total Current Liabilities	\$12,722,643	\$17,864,514
Noncurrent Liabilities:		
Capital Lease Agreement	\$3,134,504	\$4,723,161
Estimated Provision for Existing Claims and Settlements	\$10,838,129	\$10,292,150
Other postemployment benefits	\$105,346,823	\$90,160,188
Net Pension Liability	\$1,616,083	\$735,846
Sub-Total Noncurrent Liabilities	\$120,935,539	\$105,911,345
Deferred inflows of resources:		
Deferred inflows of resources from pension	\$737,493	\$2,535,067
Deferred inflows of resources from OBEP	\$11,007,730	\$1,872,110
Sub-Total Deferred inflows of resources	\$11,745,223	\$4,407,177
Total for Liabilities	\$145,403,405	\$128,183,035
Net Position		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	(\$56,492,952)	(\$93,598,276)
Total for Net Position	\$51,748,276	\$14,642,952
Total Liabilities and Net Position	\$197,151,681	\$142,825,988

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

	<u>To Date Actual</u>	<u>Annual Budget</u>	75%
REVENUE:			
AUTHORITY	\$10,600,198	\$11,455,000	93%
TRANSIT	\$73,922,510	\$81,953,820	90%
ACCESS	\$181,879	\$525,000	35%
CDTA FACILITIES	\$800,447	\$3,769,022	21%
TOTAL REVENUE	\$85,505,034	\$97,702,842	88%
EXPENSE:			
AUTHORITY	\$11,776,305	\$17,028,670	69%
TRANSIT	\$54,537,095	\$77,122,426	71%
ACCESS	\$808,705	\$1,283,750	63%
CDTA FACILITIES	\$1,048,965	\$2,267,995	46%
TOTAL EXPENSE	\$68,171,071	\$97,702,842	70%
Revenue over (under) Expenses	\$17,333,962		
Depreciation	\$10,350,000		
Excess of Revenue over (under) Expenses	\$6,983,962		
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	(\$10,500,000)		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	(\$1,978,281)		
*Net Excess of Revenue over (under) Expenses	(\$5,494,319)		
*Contribution to required fleet replacement.			

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
MONTHLY MANAGEMENT REPORT
December-20

BUDGET VARIANCE REPORT	CONSOLIDATED								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$1,468,521	\$937,500	\$531,021	56.64%	\$10,466,138	\$8,437,500	\$2,028,638	24.04%	\$11,250,000
Customer Fares	\$1,073,021	\$1,720,972	(\$647,951)	-37.65%	\$4,574,796	\$15,488,750	(\$10,913,954)	-70.46%	\$20,651,667
Advertising Revenue	\$105,625	\$107,708	(\$2,083)	-1.93%	\$973,560	\$969,375	\$4,185	0.43%	\$1,292,500
RRS & Facilities	\$80,885	\$304,303	(\$223,418)	-73.42%	\$687,665	\$2,738,723	(\$2,051,058)	-74.89%	\$3,651,631
Interest Income	\$35	\$1,667	(\$1,632)	-97.92%	\$1,292	\$15,000	(\$13,708)	-91.38%	\$20,000
Misc. Income	\$19,722	\$15,708	\$4,014	25.55%	\$132,640	\$141,375	(\$8,735)	-6.18%	\$188,500
Total Operating Revenue	\$2,747,809	\$3,087,858	(\$340,049)	-11.01%	\$16,836,091	\$27,790,724	(\$10,954,632)	-39.42%	\$37,054,298
Operating Assistance									
New York State Aid	\$3,685,397	\$3,685,397	\$0	0.00%	\$33,168,569	\$33,168,569	\$0	0.00%	\$44,224,758
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,437,750	\$1,437,750	\$0	0.00%	\$1,917,000
Federal Preventative Maintenance	\$1,058,417	\$1,058,417	\$0	0.00%	\$9,525,750	\$9,525,750	\$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%	\$1,354,340	\$1,354,340	\$0	0.00%	\$1,805,786
Total Operating Assistance	\$5,054,046	\$5,054,045	\$0	0.00%	\$73,922,510	\$45,486,408	\$28,436,102	62.52%	\$60,648,544
Total Revenue and Assistance	\$7,801,855	\$8,141,904	(\$340,049)	-4.18%	\$90,758,601	\$73,277,132	\$17,481,470	23.86%	\$97,702,842
Expenses									
Salaries and Wages	\$4,464,993	\$4,031,423	\$433,570	10.75%	\$35,346,897	\$36,282,806	(\$935,909)	-2.58%	\$48,377,074
FICA	\$356,242	\$284,972	\$71,270	25.01%	\$2,554,566	\$2,564,747	(\$10,181)	-0.40%	\$3,419,663
Health Benefits	\$915,221	\$887,613	\$27,608	3.11%	\$7,681,594	\$7,988,514	(\$306,919)	-3.84%	\$10,651,352
Workers Compensation	\$278,998	\$219,809	\$59,189	26.93%	\$2,175,287	\$1,978,281	\$197,006	9.96%	\$2,637,708
Other Benefits	\$334,529	\$332,395	\$2,134	0.64%	\$2,866,672	\$2,991,556	(\$124,884)	-4.17%	\$3,988,741
Professional Services	\$230,612	\$324,145	(\$93,534)	-28.86%	\$2,028,735	\$2,917,309	(\$888,574)	-30.46%	\$3,889,745
Materials & Supplies	\$163,350	\$140,529	\$22,821	16.24%	\$1,596,361	\$1,264,760	\$331,602	26.22%	\$1,686,346
Miscellaneous	\$28,740	\$61,404	(\$32,664)	-53.20%	\$588,552	\$552,640	\$35,912	6.50%	\$736,853
Purchased Transportation	\$402,992	\$555,447	(\$152,454)	-27.45%	\$3,330,668	\$4,999,019	(\$1,668,351)	-33.37%	\$6,665,358
Maintenance Services	\$206,574	\$251,272	(\$44,698)	-17.79%	\$1,967,642	\$2,261,444	(\$293,801)	-12.99%	\$3,015,258
Liability - Claims	\$18,586	\$30,069	(\$11,483)	-38.19%	\$251,832	\$270,625	(\$18,793)	-6.94%	\$360,833
Utilities	\$104,991	\$84,250	\$20,741	24.62%	\$563,879	\$758,250	(\$194,371)	-25.63%	\$1,011,000
Fuel	\$387,671	\$472,426	(\$84,755)	-17.94%	\$3,292,258	\$4,251,831	(\$959,573)	-22.57%	\$5,669,108
Parts, Tires, Oil	\$389,468	\$405,906	(\$16,438)	-4.05%	\$3,615,551	\$3,653,153	(\$37,601)	-1.03%	\$4,870,870
General Insurance	\$70,774	\$60,244	\$10,530	17.48%	\$583,723	\$542,200	\$41,523	7.66%	\$722,933
Total EXPENSES	\$8,353,740	\$8,141,903	\$211,837	2.60%	\$68,444,217	\$73,277,131	(\$4,832,914)	-6.60%	\$97,702,842
Surplus/Deficit	(\$551,886)	\$0	(\$551,886)		\$22,314,384	\$0	\$22,314,384		\$0

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
MONTHLY MANAGEMENT REPORT
December-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	\$1,468,521	\$937,500	\$531,021	56.64%	\$10,466,138	\$8,437,500	\$2,028,638	24.04%	\$11,250,000
Interest Income	\$34	\$1,667	(\$1,632)	-97.94%	\$1,006	\$15,000	(\$13,994)	-93.29%	\$20,000
Interest Inc-Invest/Change in Invest	\$1,647	\$0	\$1,647	0.00%	\$75,137	\$0	\$75,137	0.00%	\$0
Misc. Income - Authority	\$6,251	\$7,083	(\$832)	-11.75%	\$57,917	\$63,747	(\$5,830)	0.00%	\$185,000
Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Total Operating Revenue	\$1,476,452	\$946,250	\$530,203	56.03%	\$10,600,198	\$8,516,247	\$2,083,951	24.47%	\$11,455,000
Expenses									
Labor - Authority	\$682,961	\$579,035	\$103,926	17.95%	\$5,226,428	\$5,211,315	\$15,113	0.29%	\$6,948,420
Fringe - Authority	\$424,410	\$389,708	\$34,703	8.90%	\$3,343,543	\$3,507,369	(\$163,825)	-4.67%	\$4,676,491
Materials & Supplies - Authority	\$9,573	\$14,820	(\$5,247)	-35.41%	\$93,551	\$133,377	(\$39,826)	-29.86%	\$177,836
Professional Services - Authority	\$136,513	\$234,695	(\$98,182)	-41.83%	\$1,323,895	\$2,112,259	(\$788,364)	-37.32%	\$2,816,345
Other Expenses - Authority	\$127,578	\$200,798	(\$73,220)	-36.46%	\$1,788,888	\$1,807,184	(\$18,296)	-1.01%	\$2,409,578
Total Expenses	\$1,381,035	\$1,419,056	(\$38,021)	-2.68%	\$11,776,305	\$12,771,503	(\$995,198)	-7.79%	\$17,028,670
Surplus/(Deficit)	\$95,417	(\$472,806)	(\$492,182)		(\$1,176,107)	(\$4,255,256)	\$3,079,149		(\$5,573,670)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
MONTHLY MANAGEMENT REPORT
December-20

BUDGET VARIANCE REPORT

	TRANSIT								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Passenger Fares-Transit	\$7,041,828	\$1,158,472	\$5,883,356	507.85%	\$3,258,548	\$10,426,250	(\$7,167,702)	-68.75%	\$13,901,667
Contracts - Transit	\$346,875	\$518,750	(\$171,875)	-33.13%	\$1,134,375	\$4,668,750	(\$3,534,375)	-75.70%	\$6,225,000
Advertising-Transit	\$93,125	\$97,926	(\$4,801)	-4.90%	\$861,060	\$881,332	(\$20,271)	-2.30%	\$1,175,109
Misc. Income - Transit	\$13,472	\$292	\$13,180	4518.94%	\$74,723	\$2,625	\$72,098	2746.60%	\$3,500
Total Operating Revenue	\$7,495,300	\$1,775,440	\$5,719,860	322.17%	\$5,328,706	\$15,978,957	(\$10,650,250)	-66.65%	\$21,305,276
Operating Assistance									
State Aid - General	\$159,750	\$159,750	\$0	0.00%	\$1,437,750	\$1,437,750	\$0	0.00%	\$1,917,000
State Aid - PBT	\$3,492,313	\$3,492,313	\$0	0.00%	\$31,430,819	\$31,430,819	\$0	0.00%	\$41,907,758
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$300,000	\$300,000	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,437,750	\$1,437,750	\$0	0.00%	\$1,917,000
Federal Aid - Transit	\$1,058,417	\$1,058,417	\$0	0.00%	\$9,525,750	\$9,525,750	\$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%	\$1,354,340	\$1,354,340	\$0	0.00%	\$1,805,786
Total Operating Assistance	\$5,054,045	\$5,054,045	\$0	0.00%	\$73,922,510	\$45,486,408	\$28,436,102	0.00%	\$60,648,544
Total Revenue and Assistance	\$12,549,345	\$6,829,485	\$5,719,860	83.75%	\$79,251,216	\$61,465,365	\$17,785,852	28.94%	\$81,953,820
Expenses									
Labor - Maintenance	\$773,338	\$722,271	\$51,067	7.07%	\$6,522,291	\$6,500,439	\$21,852	0.34%	\$8,667,252
Labor - Transportation	\$2,697,569	\$2,429,255	\$268,315	11.05%	\$20,917,368	\$21,863,291	(\$945,923)	-4.33%	\$29,151,054
Labor - STAR	\$232,703	\$230,230	\$2,473	1.07%	\$2,085,640	\$2,072,067	\$13,573	0.66%	\$2,762,756
Fringe	\$1,458,074	\$1,317,774	\$140,300	10.65%	\$11,497,056	\$11,859,965	(\$362,909)	-3.06%	\$15,813,287
Materials & Supplies	\$943,501	\$985,070	(\$41,568)	-4.22%	\$8,483,244	\$8,865,629	(\$382,384)	-4.31%	\$11,820,838
Professional Services	\$91,215	\$75,980	\$15,235	20.05%	\$849,423	\$683,822	\$165,602	24.22%	\$911,762
Other Expenses	\$2,311	\$4,379	(\$2,069)	-47.24%	\$26,719	\$39,413	(\$12,693)	-32.21%	\$52,550
Purchased Transportation - STAR	\$306,935	\$390,636	(\$83,700)	-21.43%	\$2,441,383	\$3,515,723	(\$1,074,339)	-30.56%	\$4,687,630
Liability - Claims	\$18,586	\$30,069	(\$11,483)	-38.19%	\$251,832	\$270,625	(\$18,793)	-6.94%	\$360,833
Liability - Insurance	\$56,269	\$57,503	(\$1,234)	-2.15%	\$429,665	\$517,525	(\$87,860)	-16.98%	\$690,033
Utilities - Transit	\$67,776	\$48,817	\$18,960	38.84%	\$327,633	\$439,350	(\$111,717)	-25.43%	\$585,800
Mat & Supplies - NX	\$114	\$5,833	(\$5,720)	-98.05%	\$4,254	\$52,500	(\$48,246)	-91.90%	\$70,000
Purchased Transportation - NX	\$74,668	\$129,053	(\$54,384)	-42.14%	\$700,586	\$1,161,473	(\$460,887)	-39.68%	\$1,548,631
Total Expenses	\$6,723,060	\$6,426,869	\$296,191	4.61%	\$54,537,095	\$57,841,820	(\$3,304,724)	-5.71%	\$77,122,426
Surplus/(Deficit)	\$5,826,285	\$402,616	\$5,423,669		\$24,714,121	\$3,623,545	\$21,090,576		\$4,831,394

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
MONTHLY MANAGEMENT REPORT
December-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	\$21,318	\$43,750	(\$22,432)	-51.27%	\$181,874	\$393,750	(\$211,876)	-53.81%	\$525,000
Interest Income	\$0	\$0	\$0	0.00%	\$5	\$0	\$5	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	\$21,318	\$43,750	(\$22,432)	-51.27%	\$181,879	\$393,750	(\$211,871)	-53.81%	\$525,000
Total Revenue and Assistance	\$21,318	\$43,750	(\$22,432)	-51.27%	\$181,879	\$393,750	(\$211,871)	-53.81%	\$525,000
Expenses									
Labor - Access	\$61,574	\$54,722	\$6,852	12.52%	\$459,590	\$492,497	(\$32,906)	-6.68%	\$656,662
Fringe Benefits - Access	\$19,195	\$14,652	\$4,543	31.01%	\$141,093	\$131,864	\$9,229	7.00%	\$175,819
Purchased Transportation	\$21,388	\$33,333	(\$11,945)	-35.83%	\$188,698	\$300,000	(\$111,302)	-37.10%	\$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%	\$15,098	\$14,791	\$307	2.07%	\$19,721
Other Expenses - Access	\$76	\$2,629	(\$2,553)	-97.13%	\$4,227	\$23,661	(\$19,434)	-82.14%	\$31,548
Total Expenses	\$103,876	\$106,979	(\$3,103)	-2.90%	\$808,705	\$962,813	(\$154,107)	-16.01%	\$1,283,750
Surplus/(Deficit)	(\$82,558)	(\$63,229)	(\$19,329)		(\$626,826)	(\$569,063)	(\$57,764)		(\$758,750)

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

BUDGET VARIANCE REPORT

	CDTA FACILITIES								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
RRS Station & Garage	\$48,184	\$68,707	(\$20,523)	-29.87%	\$485,624	\$618,361	(\$132,737)	-21.47%	\$824,481
RRS Parking Revenue	\$15,517	\$223,596	(\$208,079)	-93.06%	\$119,203	\$2,012,363	(\$1,893,159)	-94.08%	\$2,683,150
RRS Advertising	\$12,500	\$9,783	\$2,717	27.78%	\$112,500	\$88,043	\$24,457	27.78%	\$117,391
SSTS	\$11,162	\$2,467	\$8,695	352.50%	\$27,737	\$22,200	\$5,537	24.94%	\$29,600
Greyhound	\$0	\$2,500	(\$2,500)	-100.00%	\$1,015	\$22,500	(\$21,485)	-95.49%	\$30,000
85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$52,206	\$60,000	(\$7,794)	-12.99%	\$80,000
Interest Income	\$222	\$367	(\$145)	-39.50%	\$2,161	\$3,300	(\$1,139)	-34.51%	\$4,400
Total Operating Revenue	\$93,385	\$314,085	(\$220,700)	-70.27%	\$800,447	\$2,826,767	(\$2,026,320)	-71.68%	\$3,769,022
Expenses									
Labor	\$16,510	\$15,911	\$599	3.77%	\$135,242	\$143,198	(\$7,956)	-5.56%	\$190,930
Fringe-Benefits	\$4,185	\$2,656	\$1,529	57.59%	\$23,281	\$23,900	(\$619)	-2.59%	\$31,867
Professional Services	\$541	\$10,417	(\$9,875)	-94.80%	\$4,558	\$93,750	(\$89,192)	-95.14%	\$125,000
Insurance	\$2,448	\$2,417	\$31	1.28%	\$19,581	\$21,750	(\$2,169)	-9.97%	\$29,000
Security	\$13,960	\$33,617	(\$19,657)	-58.47%	\$85,868	\$302,550	(\$216,682)	-71.62%	\$403,400
Facilities Upkeep	\$49,205	\$24,542	\$24,664	100.50%	\$159,912	\$220,875	(\$60,963)	-27.60%	\$294,500
Facilities Repairs	\$4,776	\$6,608	(\$1,832)	-27.73%	\$56,431	\$59,475	(\$3,044)	-5.12%	\$79,300
Utilities	\$29,517	\$28,983	\$533	1.84%	\$195,528	\$260,850	(\$65,322)	-25.04%	\$347,800
Materials & Supplies	\$688	\$1,250	(\$562)	-44.94%	\$16,636	\$11,250	\$5,386	47.88%	\$15,000
Parking Garage	\$23,662	\$40,833	(\$17,171)	-42.05%	\$212,851	\$367,500	(\$154,649)	-42.08%	\$490,000
Greyhound	\$338	\$667	(\$329)	-49.36%	\$338	\$6,000	(\$5,662)	-94.37%	\$8,000
85 Watervliet Avenue	\$5,146	\$8,342	(\$3,196)	-38.31%	\$65,507	\$75,075	(\$9,568)	-12.74%	\$100,100
SSTS	\$15,667	\$12,758	\$2,909	22.80%	\$73,231	\$114,825	(\$41,594)	-36.22%	\$153,100
Total Expenses	\$166,643	\$189,000	(\$22,357)	-11.83%	\$1,048,965	\$1,700,998	(\$652,032)	-38.33%	\$2,267,997
Surplus/(Deficit)	(\$73,258)	\$125,085	(\$198,343)		(\$248,519)	\$1,125,769	(\$1,374,288)		\$1,501,025

CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

AGING OF ACCOUNTS RECEIVABLE

Dec-20		
	Amount	% of Total
Current	\$937,341	15.28%
31 - 60	\$3,321,246	54.14%
61 - 90	\$120,431	1.96%
91 - 120	\$378,556	6.17%
Over 120	\$1,376,762	22.44%
Total Accounts Receivable	\$6,134,336	100.00%

Nov-20		
	Amount	% of Total
Current	\$16,812,496	90.02%
31 - 60	\$47,345	0.25%
61 - 90	\$405,731	2.17%
91 - 120	\$10,912	0.06%
Over 120	\$1,400,193	7.50%
Total Accounts Receivable	\$18,676,677	100.00%

AGING OF ACCOUNTS PAYABLE

Dec-20		
	Amount	% of Total
Current	\$4,529,180	69.13%
31 - 60	\$1,867,147	28.50%
61 - 90	\$42,372	0.65%
90 & Over	\$112,759	1.72%
Total Accounts Payable	\$6,551,458	100.00%

Dec-20 Receivables over 120 days: \$1,376,762

Breakdown of outstanding receivables over 120 days.	
\$1,038,285	NYS DEPT. OF TRANSPORTATION
\$114,143	ADVANTAGE TRANSIT GROUP, INC.
\$112,500	CITY OF ALBANY
\$111,834	OTHER
<u>\$1,376,762</u>	

ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX	Current Month				Fiscal Year to Date			
	Dec-20	Dec-19	Difference	%	2021	2020	Difference	%
Albany	\$456,784	\$298,503	\$158,281	53.02%	\$3,076,956	\$2,945,758	\$131,197	4.45%
Rensselaer	\$190,768	\$179,477	\$11,291	6.29%	\$1,262,526	\$1,415,865	(\$153,339)	-10.83%
Saratoga	\$574,281	\$312,459	\$261,822	83.79%	\$3,631,488	\$3,143,517	\$487,971	15.52%
Schenectady	\$181,318	\$107,766	\$73,552	68.25%	\$1,237,246	\$931,071	\$306,176	32.88%
Total	\$1,403,151	\$898,204	\$504,947	56.22%	\$9,208,216	\$8,436,211	\$772,005	9.15%

	Current Month	Year To Date
FY 2021	\$1,403,151	\$9,208,216
FY 2020	\$898,204	\$8,436,211

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
December 31, 2020**

RESTRICTED INVESTMENTS

	<u>Fund Balances</u>	<u>Current Obligations</u>
Risk Management Account (Self-Insured)	\$3,820,768	\$2,470,611
Workers' Comp. Account (Self-Insured)	\$8,368,068	\$8,367,518
Operating Account	\$12,472,506	

Current Operating Reserve Obligations

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

Current Capital Reserve Obligations

	\$2,548,923	
Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) System Upgrade		\$931,231
		\$931,231

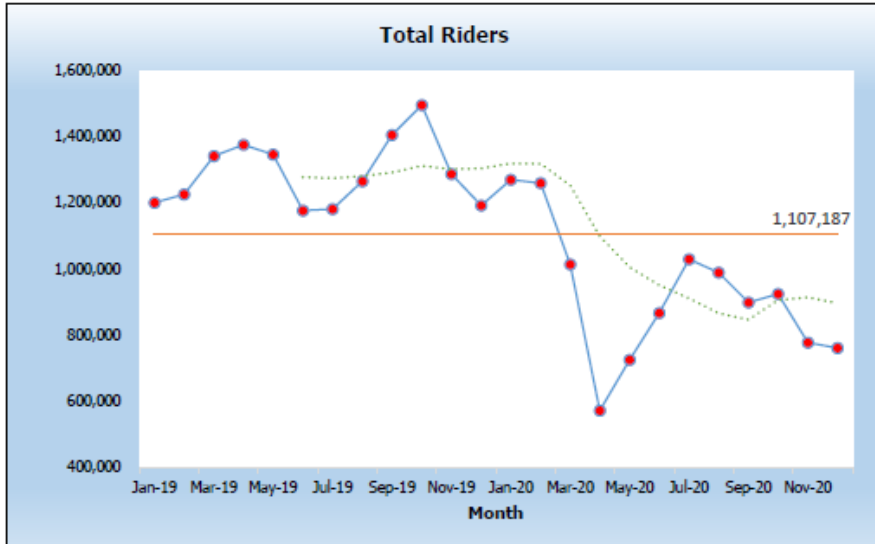
Current Vehicle Replacement Reserve Obligations

	\$953,045	
Paratransit Fleet Replacement (6)		\$61,817
		\$61,817

All Investment Accounts are reviewed quarterly.		
Average annual returns:		
Risk Management	1.17%	
Workers' Compensation	0.82%	
Operating Fund	0.09%	
Vehicle Replacement Fund	0.09%	
Capital Project	0.08%	

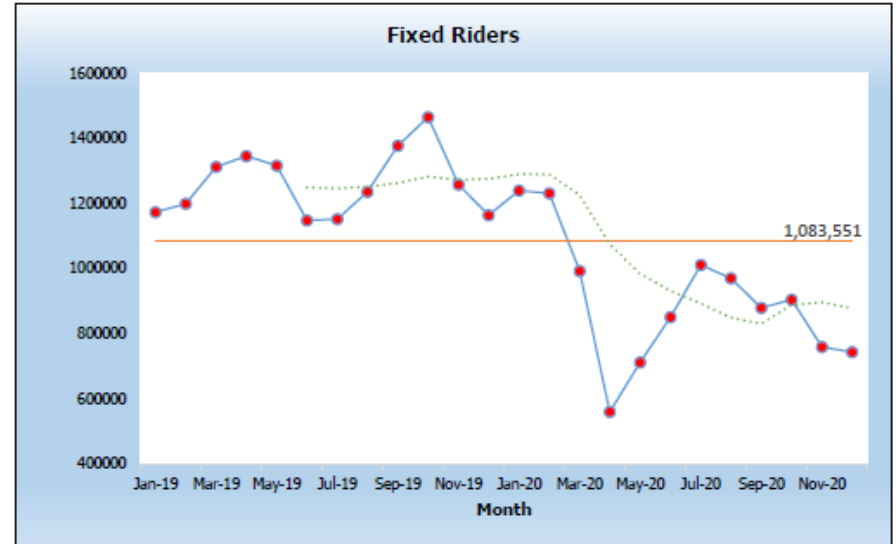
* CDTA self insures the first two million of loss per occurrence of any lawsuit in addition to the current obligations and we reserve enough to cover one full loss.

Patronage/Mobility



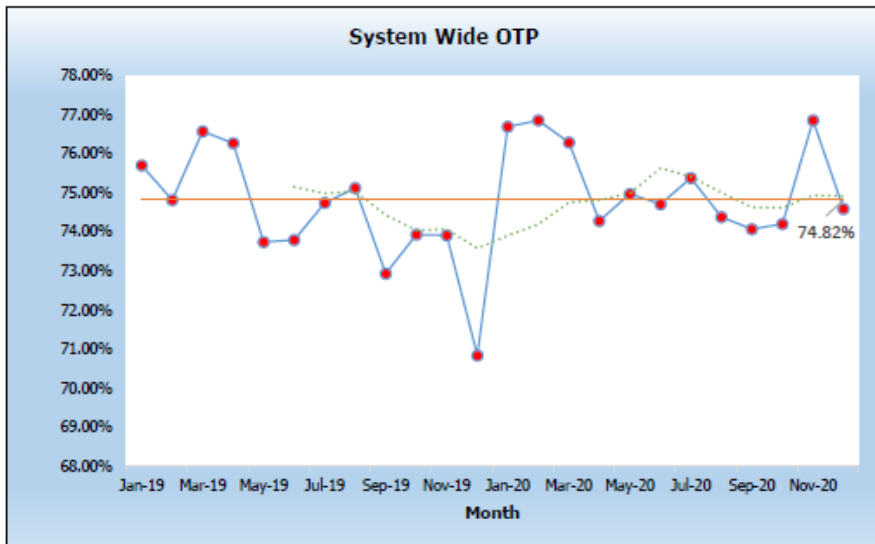
Previous: 1,192,156

Current: 760,750



Previous: 1,164,098

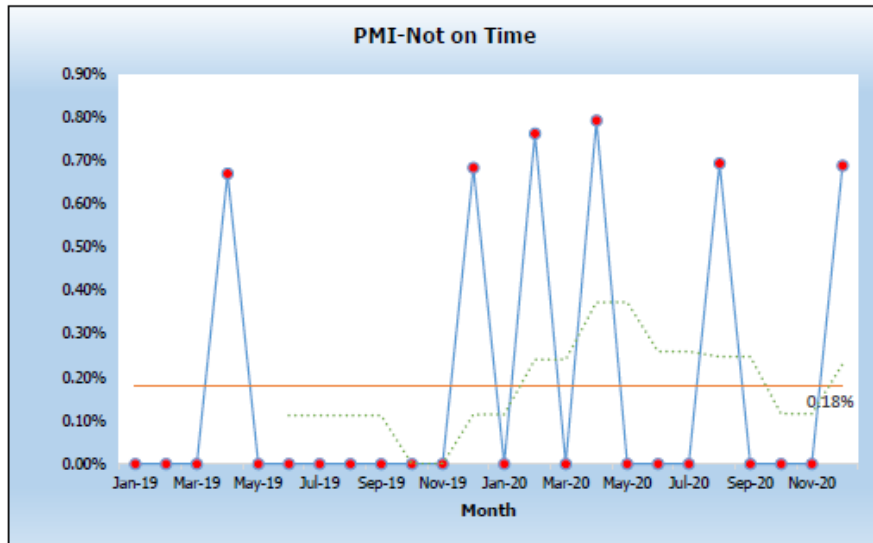
Current: 743,876



Previous: 70.84%

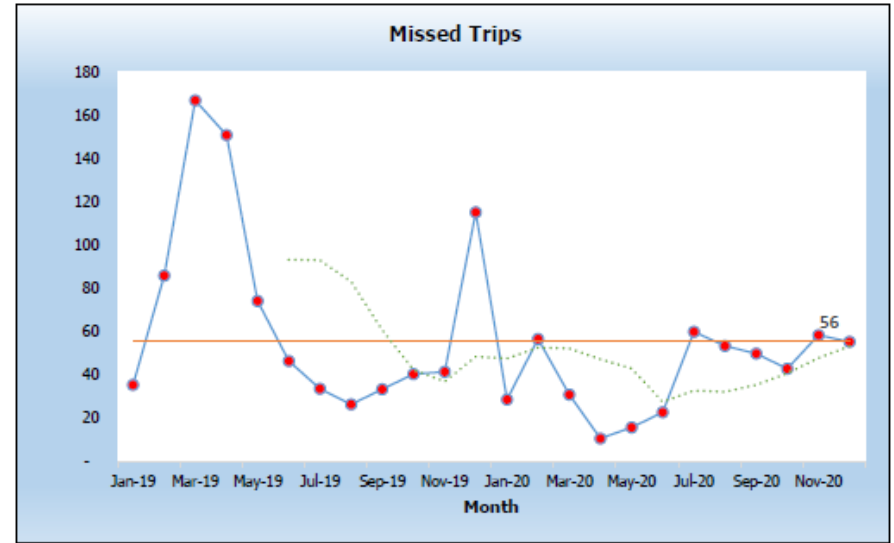
Current: 74.59%

Reliability



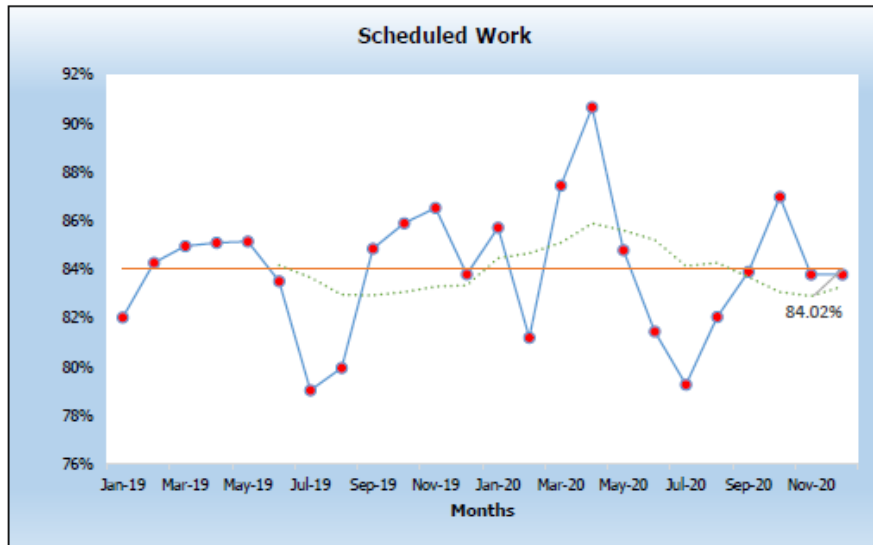
Previous: 0.68%

Current: 0.69%



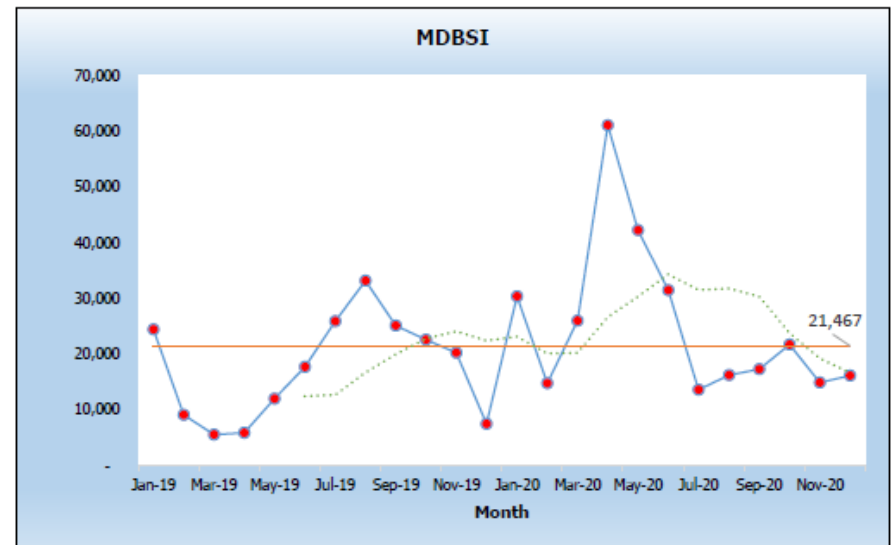
Previous: 115

Current: 55



Previous: 83.82%

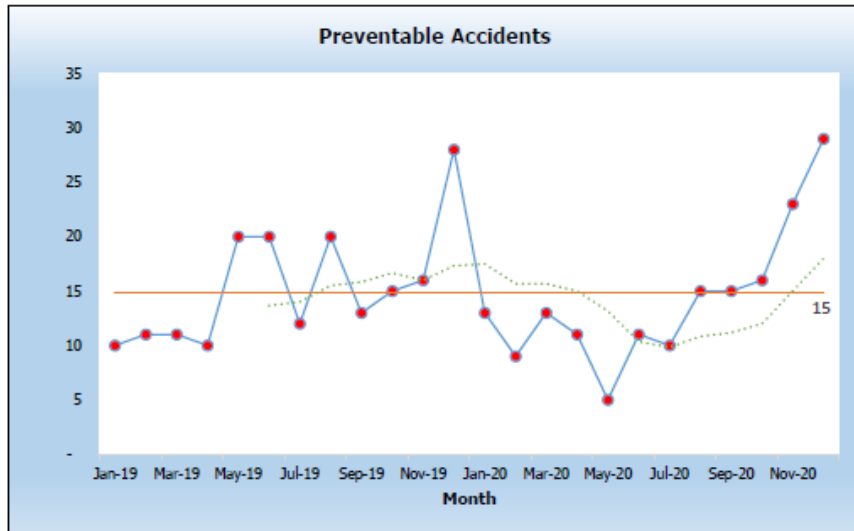
Current: 83.80%



Previous: 7,467

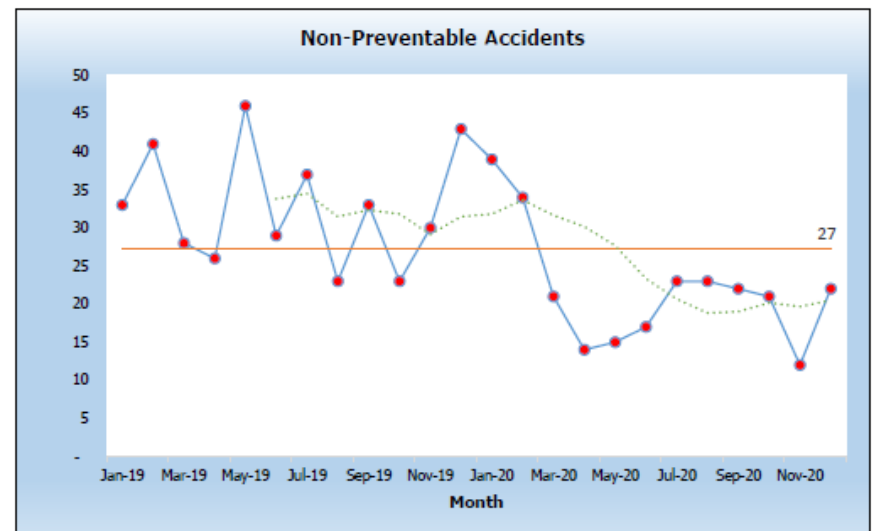
Current: 16,142

Safety



Previous: 28

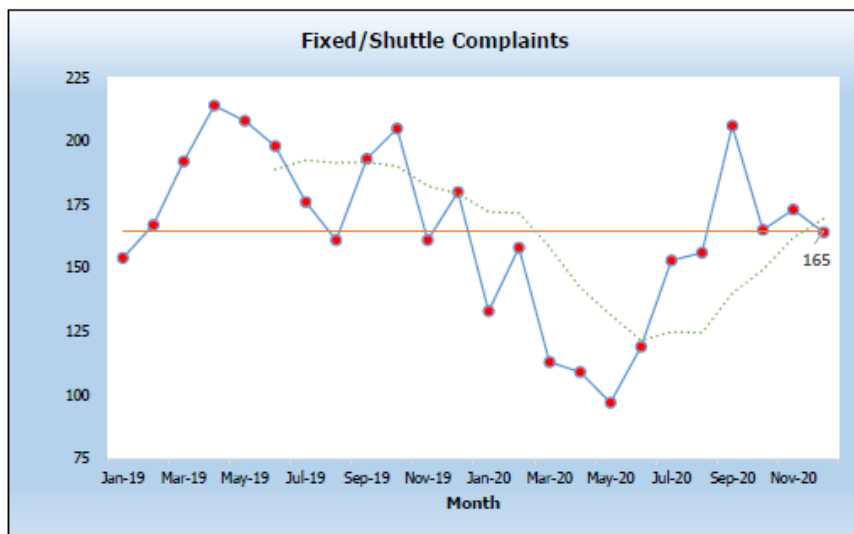
Current: 29



Previous: 43

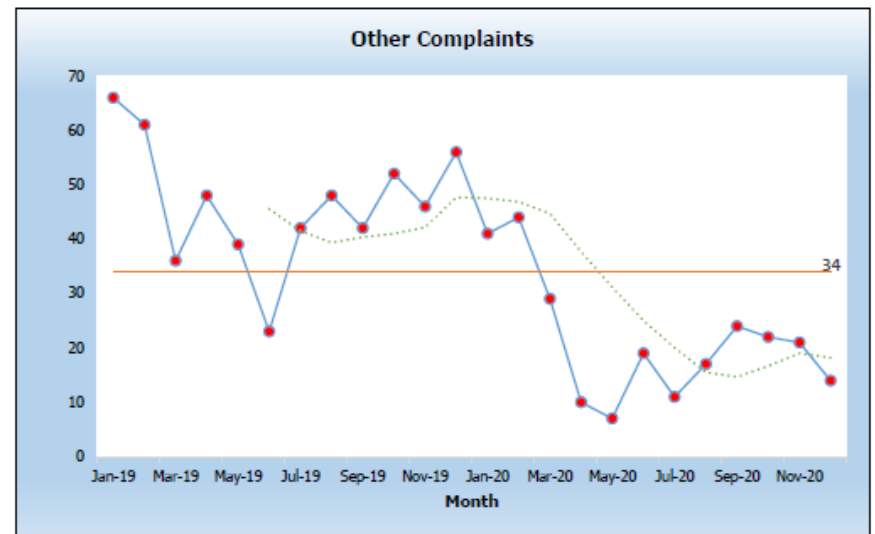
Current: 22

Customer Service



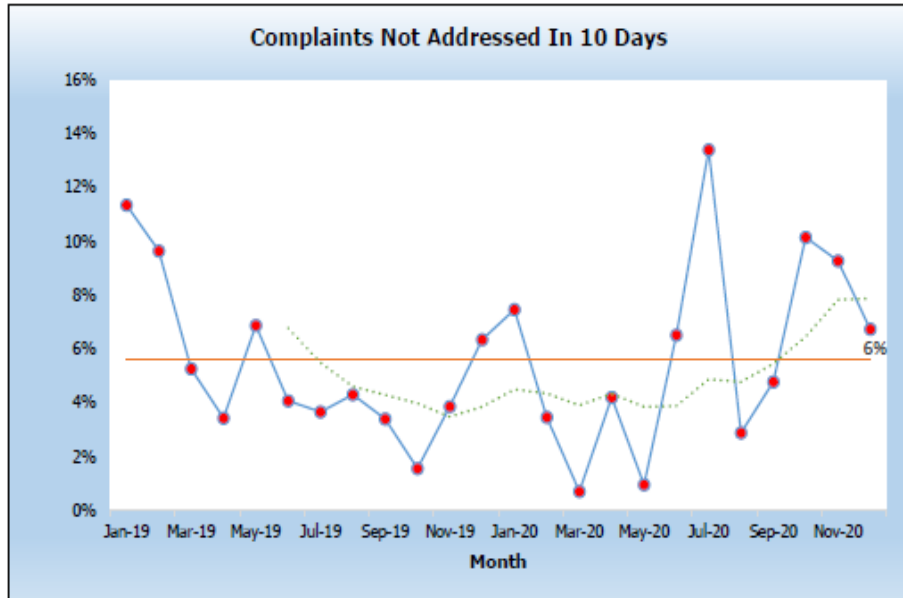
Previous: 180

Current: 164



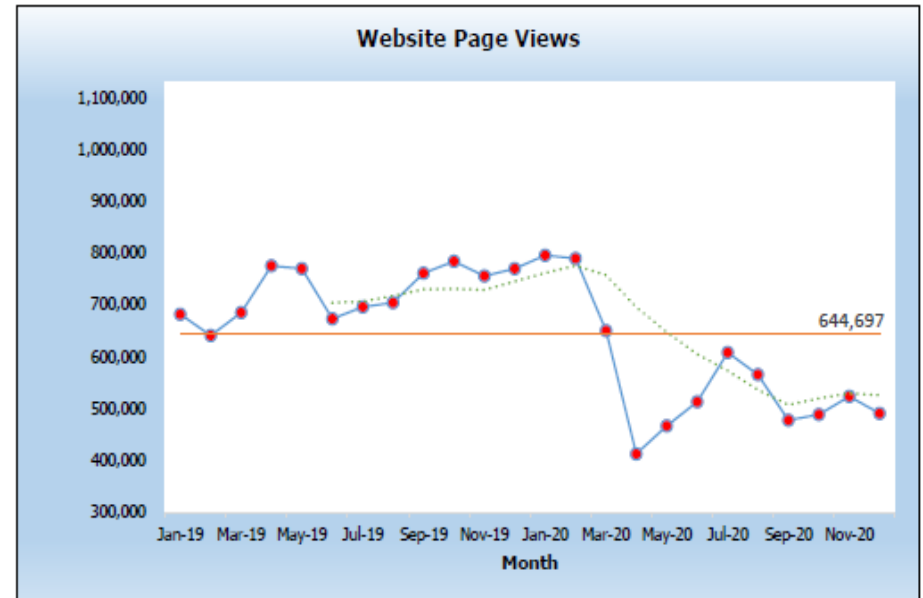
Previous: 56

Current: 14



Previous: 6%

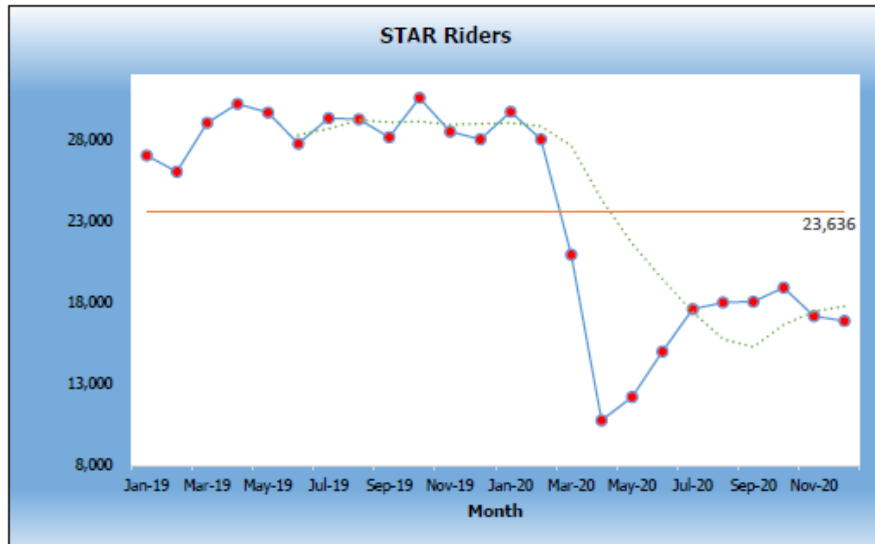
Current: 7%



Previous: 769,629

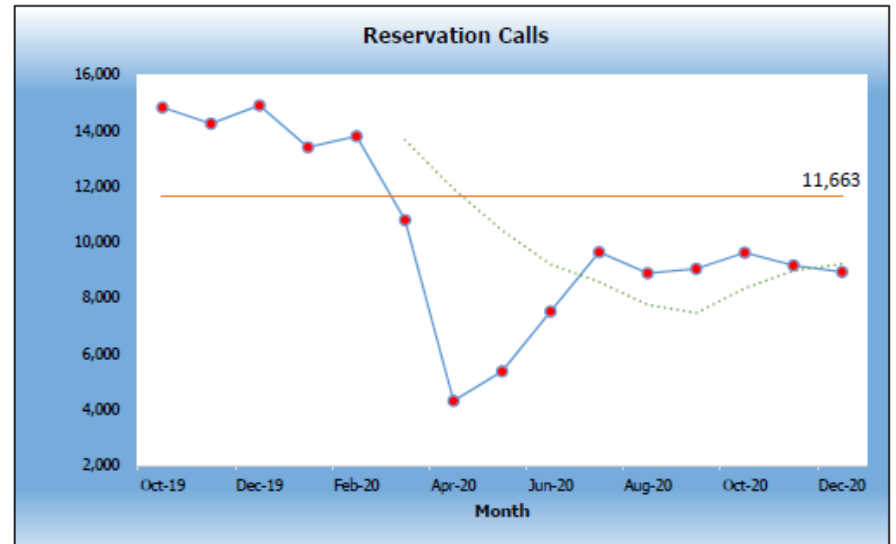
Current: 490,200

STAR Service



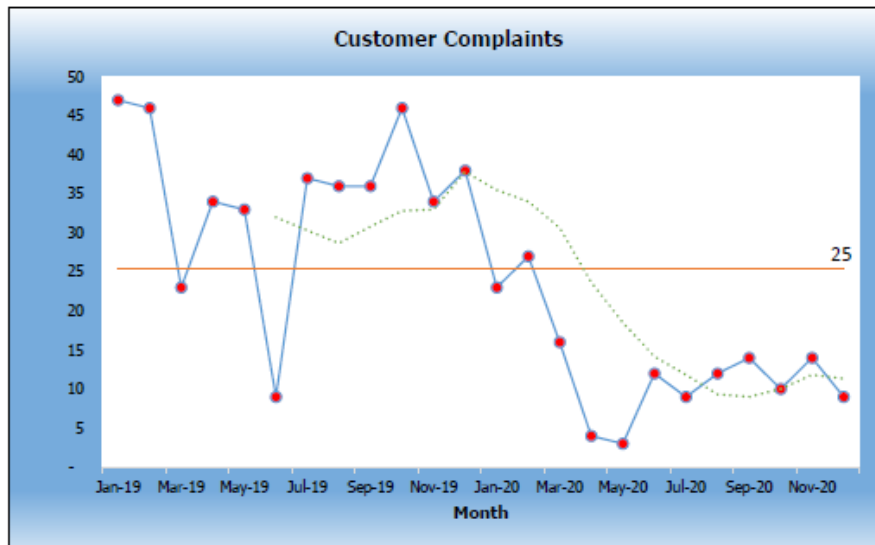
Previous: 28,058

Current: 16,874



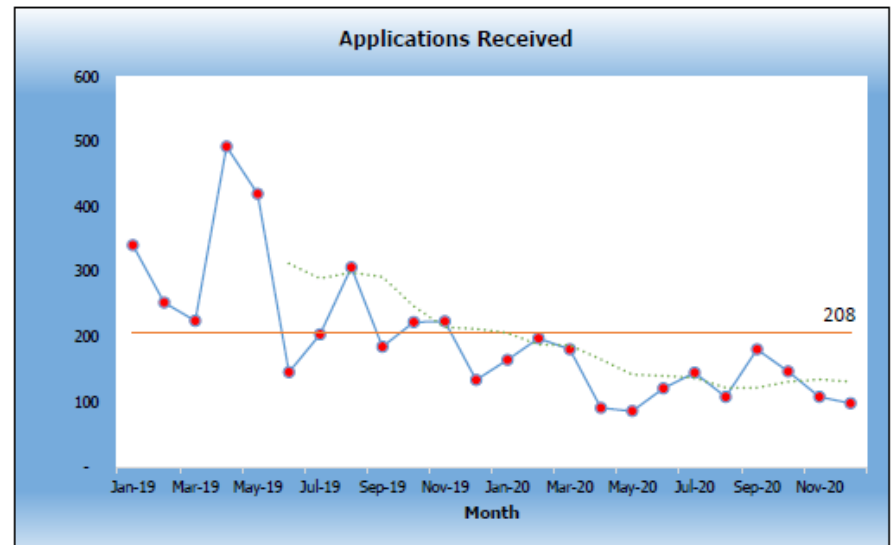
Previous: 14,914

Current: 8,942



Previous: 38

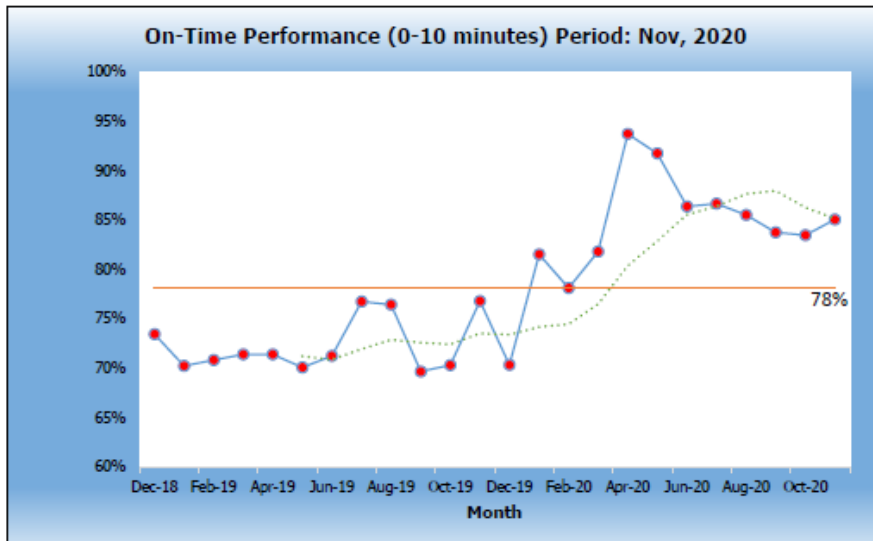
Current: 9



Previous: 134

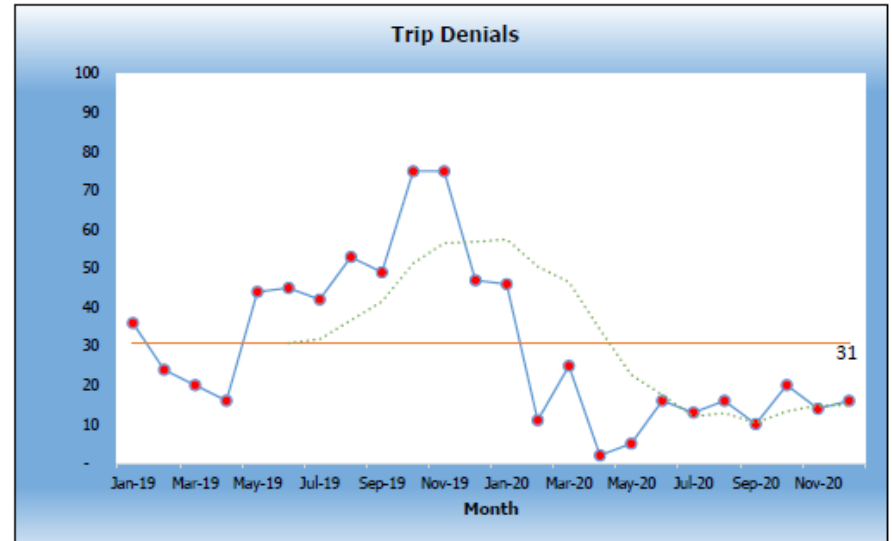
Current: 98

STAR Service Quality and ADA Compliance



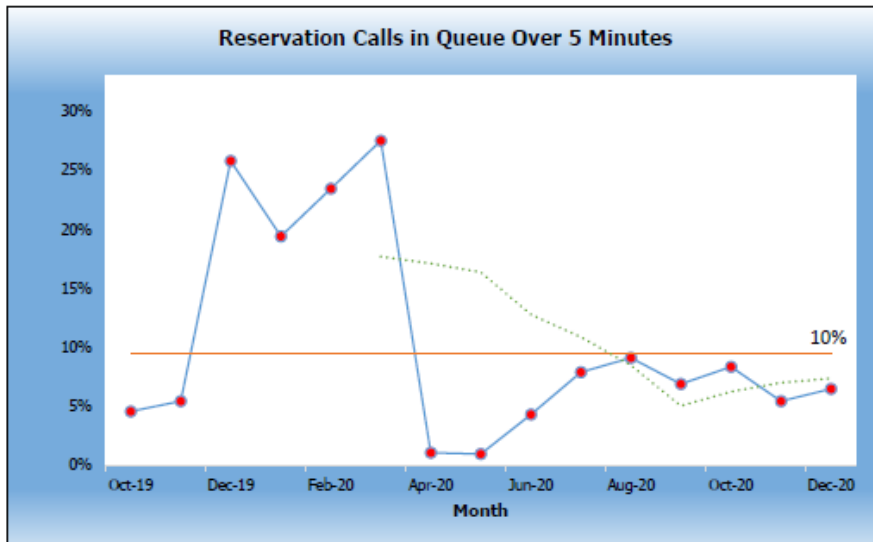
Previous: 77%

Current: 85%



Previous: 47

Current: 16



Previous: 26%

Current: 6%

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.