



## CDTA COMMITTEE AGENDA

### Performance Monitoring/Audit Committee

Wednesday, February 17, 2021 | 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, January 20, 2021	Denise Figueroa
<b>Consent Agenda Items</b>	
• Approve Contract for Electric Buses	Stacy Sansky
• Approve Contract for River BRT Communication Equipment	Stacy Sansky
• Approve Contract for Bus Operator Uniforms	Stacy Sansky
<b>Administrative Discussion Items</b>	
• Risk Management & Workers' Compensation Report	Amanda Avery
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, March 24, 2021 at noon via Microsoft Teams and 110 Watervliet Avenue	
Adjourn	Denise Figueroa

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

# **Capital District Transportation Authority**

## **Performance Monitoring/Audit Committee**

**Meeting Minutes – January 20, 2021 at 10:30 am; 110 Watervliet Avenue, Albany**

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

### **Meeting Purpose**

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the December 16, 2020 meeting were reviewed and approved.

### **Consent Agenda Items**

#### **Approve 2020 Surplus Sales**

- We dispose of equipment, vehicles and parts that have surpassed their useful life. Many items are auctioned on eBay, sold for scrap metal, or recycled. Some cell phones and accessories were auctioned to employees. \$21,656 was returned to the operating budget because of these disposals.
- The report on the disposition of surplus items will be recommended to the board for approval.

#### **Approve Contract for Fare Collection Software**

- The LINK fare collection system is used for Navigator smart cards, revenue/ridership reporting and retail point of sale systems. We need to renew our maintenance contract for support, maintenance and hosting of the LINK software; staff recommends a five-year sole source contract to Genfare.
- A five-year contract for a maintenance contract to SPX-Genfare of Elk Grove Village, Illinois for an amount not to exceed \$1,232,531 will be recommended to the board for approval.

#### **Approve Contract for Planning Software**

- Our Planning Department uses a software tool called Remix, that allows for reviewing and analyzing our service network. This tool provides demographic information for building service plans, ridership, and Title VI functionality and staff recommends a three-year sole source contract to Remix.
- A three-year contract to Remix of San Francisco, California for an amount not to exceed \$130,500 will be recommended to the board for approval.

#### **Approve Contract for River BRT Work**

- CDTA and the City of Troy agreed to combine BRT station construction and a Troy project at Powers Park into a single project with one contractor. This partnership improved construction schedules and reduced costs. The City of Troy coordinated the project and awarded Callanan Industries the contract.
- A sole source contract to the City of Troy for reimbursement to Callanan Industries for construction activities in an amount of \$75,656 will be recommended to the board for approval.

### Approve Contract for Armored Car Services

- A contract is needed for armored car services to transport cash and checks to our banking facility. An RFP was issued outlining service requirements. We received one bid from our incumbent provider. Staff recommends a three-year contract with one-year renewals to Brinks, Incorporated. The first-year cost is \$47,297 with future increases tied to the Consumer Price Index.
- A three-year contract with two optional one-year renewals to Brinks, Inc., of Dallas, Texas for a minimum value of \$236,485 over five years will be recommended to the board for approval.

### Approve Change Order for Bokland Project

- In June 2020, a contract was approved with New Castle Paving for demolition of the Bokland building. During construction, unknown issues were identified including additional asbestos abatement, water/sewer work and the addition of light poles. Because these additional costs exceeded 20% of the original contract, a change order is required for board approval.
- A change to the original contract with New Castle Paving of Troy, NY from \$411,201 to \$886,342 will be recommended to the board for approval.

### Audit Committee Items

- Sarah Matrose provided her quarterly report, which is included in your packets. Her Annual Independence and Objectivity Statement was reviewed, and a written summary was provided.

### Administrative Discussion Items

#### Annual Procurement Report

- Stacy Sansky provided the annual review of the Procurement Report; and a written summary is included in the packet.

#### Monthly Management Report

- Mike Collins gave the Monthly Management Report. MRT continues to surpass budget projections and we are now \$2 million over budget for the year. Customer revenue improved this month but remains 70% under budget for the year; Rail Station revenue is down 73%, mainly because there are still few rail travelers.
- On the expense side, wages are up 10.8% in December due to extra days, holidays, and high vacation levels; but remains 2.5% under budget for the year; Workers' Compensation is over budget because of two large scheduled loss of use awards; and General Insurance is 17% over budget because of recent insurance increases in our commercial lines; Total expenses are down 6.6% for the year.
- Our financial picture is good because of CARES funding 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 36% this month and 36% for the year. STAR boardings are down 45% for the year. Fixed route on-time performance was 75%; STAR on-time performance was at 85%. There were 29 preventable accidents and 22 non preventable accidents this month. Because accidents have been increasing, a detailed report will be provided next month.

### Next Meeting

Wednesday, February 17, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

# Capital District Transportation Authority Agenda Action Proposal

**Subject:** Contract award and initial order of Electric Buses to New Flyer, Inc of Winnipeg, Canada.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** February 17, 2021

**Board Action Date:** February 24, 2021

## **Background:**

Over the past year we introduced and are piloting four electric buses. To further integrate electric buses into our fleet, we are seeking a contract to purchase additional vehicles.

**Purpose:** Integrate no emission vehicles that use advanced technologies for our fleet of vehicles.

## **Summary of Proposal:**

A Request for Proposals (RFP) was issued for a 5-year contract to buy battery electric buses. Our plan is to purchase approximately four buses per year based upon available funding. As more funding becomes available and infrastructure is upgraded, more buses can be purchased.

The RFP provided specifications for vehicles and performance. Prices were requested for 40' electric vehicles along with optional prices for tooling, training and extended warranties.

Review criteria contained five areas: technical, warranty, delivery schedules, past performance and price.

Four major electric bus manufacturers submitted proposals. A technical review of each submittal was undertaken by a staff committee. Price proposals were opened separately, after all technical reviews were completed.

Two proposals were competitive in price and scores; they were asked to provide Best and Final Offers (BAFO). The incumbent manufacturer, New Flyer, was determined to have the best overall proposal. New Flyer has a proven track record in providing electric buses throughout North America and we have been very pleased with their product and after-market support. A summary of the procurement process is attached for review.

Staff is recommending the following:

1. Award a five-year contract for up to fifty 40' electric buses from New Flyer, LLC of Winnipeg, Canada.
2. Place an initial order of four buses from this contract for a cost of \$872,575 per vehicle. These buses will replace an equal number of vehicles that have reached the end of their useful life.

Upon Board approval of both actions, a contract will be executed, and the initial order will be placed. Anticipated delivery is in November 2021.

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

The total cost for four buses will not exceed \$3,490,300. Future year purchases will be tied to the Producer's Price Index (PPI). This purchase is funded in the FY2021 Capital Plan.

## **Prepared by:**

Stacy Sansky, Director of Procurement

## **Project Manager:**

Lance Zarcone, Director of Maintenance

## Memorandum

February 17, 2021

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Contract Award for Electric Buses to New Flyer, Inc.

### **Background:**

We issued a Request for Proposals (RFP) for bus manufactures to provide a 100% electric vehicle that meets our specifications. The American Public Transportation Association (APTA) Standard Bus Procurement Guidelines was used in creating the scope of work.

### **Justification:**

Four proposals were received (New Flyer, Gillig, Proterra and BYD). An evaluation team of Maintenance and Information Technology employees was assembled. The team was led by Stacy Sansky and Lance Zarcone.

After reviewing proposals, two were eliminated for consideration. New Flyer and Gillig participated in staff interviews. Gillig shipped their vehicle to be evaluated in a “kick the tires” session. Technicians and bus operators had a chance to examine the Gillig vehicle.

We have been piloting four New Flyer vehicles since last year; we are familiar with the operating systems and performance of these vehicles, which we are pleased with.

Following interviews and vehicle inspections, both manufacturers were given the opportunity to provide Best and Final Offers (BAFO). New Flyer provided the best overall proposal and staff recommends a contract with New Flyer.

### **Recommendation:**

It is recommended that we award a five-year contract for 40’ electric buses to New Flyer, LLC of Winnipeg, Canada. The contract would allow us to buy up to 50 vehicles.

We want to place an order of four buses at a cost of \$872,575 per vehicle. The total cost of this order will not exceed \$3.49 million.

Copy: Chief Executive Officer  
Director of Procurement

# **Capital District Transportation Authority**

## **Electric Buses - Summary of Procurement Process**

### **Overview:**

Selection of a bus manufacturer is conducted using a Request for Proposal (RFP) process. An RFP allows us to consider criteria beyond price, and it allows for negotiation with manufacturers. The negotiation process provides an opportunity for clarification and to request Best and Final Offers (BAFO).

The RFP for electric buses was issued in accordance with federal, state and CDTA purchasing requirements. The RFP was publicly advertised, and proposals were opened on October 20, 2020. We used the APTA Bus Procurement Standard, which is regarded as the best foundation for bus specifications. We blended our needs with the APTA standards to create an RFP that outlined technical and performance requirements along with our purchasing expectations.

### **RFP and Review Process:**

The RFP sought proposals from manufacturers that could meet specifications that were detailed in the scope of work. A total of four manufacturers (Gillig, New Flyer, BYD and Proterra) submitted proposals. They were reviewed by a staff committee from Maintenance and Information Technology using review criteria established in the RFP (see below).

The initial review eliminated two proposals from consideration based on several factors, including vehicles not scheduled to complete Altoona testing in a timely manner; lack of compliance with technical requirements; and price.

The two remaining manufacturers participated in further evaluation. Due to COVID protocols, both manufacturers were interviewed via Microsoft Teams. Gillig complied with our request to test their bus “in service” to compare battery range, reliability, and ease of operation with the electric buses we have in service. A test bus was not requested from New Flyer (we operate the proposed bus). At the end of the process both manufacturers were still considered to be competitive. The review was based on the following criteria:

- **Technical (50%)** - Each manufacturer was rated and ranked in 600 technical aspects. The specifications outlined requirements for this criteria and manufacturers either met, exceeded, or did not meet the specification in each area. Technical points were categorized into one of four categories: Safety, Reliability, Maintenance and Operations.
- **Price (30%)** - The manufacturer’s price proposal was ranked with the lowest price best according to total acquisition cost (base price and delivery). Price proposals were received separately and were not opened until all other rankings were completed to reduce price bias.
- **Warranty (10%)** - Baseline warranty requirements were established for individual components.
- **Delivery (5%)** - A baseline delivery schedule of 36 weeks was established. The best delivery received the highest ranking.

- **Past Performance/References (5%)** - Manufacturers received higher credit for generally positive comments and fewer points for less favorable comments.

Both manufacturers were invited to submit Best and Final Offers (BAFO's) and additional clarification on specific aspects of their proposals. As a result of the evaluation process, we concluded that the proposal and BAFO submitted by New Flyer most closely aligned with CDTA's needs.

Updated: February 12, 2021

**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:**

\$3,490,300 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)                       Competitive Grant Process

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 4 or Advertised  
Number of Proposals/Bids Received # 4

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                                      0  
DBE Certification on file?                                      Yes    No    Not Applicable  
Was contract awarded to a DBE?                                      Yes    No  
Number of DBE Subcontractors                                      Transit Vehicle Manufacturers are required to have an approved DBE program on file with FTA.

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** New Flyer, Inc.

711 Kernaghan Ave  
Winnipeg, MB Canada

8. **SOURCE OF FUNDS:** FY2021 Capital Plan

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:** February 11, 2021



# SCORE SHEET

Proposer	Technical - 50 points				
	9744 Points x 3 scorers=29,232 Maximum Score Highest Wins				
	Score	Max. Value	Rating	Max Points	Points
<b>Gillig</b>	20636	29232	0.71	50.00	35.30
<b>New Flyer</b>	21740	29232	0.74	50.00	37.19

Price - 30 points				
Average				
Base Bus Price including delivery				
Lowest Wins				
Score	Min. Value	Rating	Max. Points	Points
\$847,270	800000.00	0.944	30.00	28.33
\$872,575	800000.00	0.917	30.00	27.50

Warranty - 10 points					
279 Points Maximum Score Highest Wins					
	Score	Max. Value	Rating	Max. Points	Points
<b>Gillig</b>	161	279	0.577	10.00	5.77
<b>New Flyer</b>	99	279	0.355	10.00	3.55

Delivery - 5 points				
# Days from Order to Delivery Lowest Wins				
Score	Min. Value	Rating	Max. Points	Points
322	1.00	0.00	5.00	0.02
310	1.00	0.00	5.00	0.02

Performance - 5 points (References)					
10 Points Maximum Score Highest Wins					
	Score	Max. Value	Rating	Max. Points	Points
<b>Gillig</b>	2.00	10.00	0.20	5.00	1.00
<b>New Flyer</b>	9.00	10.00	0.90	5.00	4.50

Total - 100 points Highest Wins	Ranking
70.41	2
72.75	1

New Flyer has provided excellent references for multi bus orders

Gillig received 1 reference for a single bus order-we did follow up on an additional reference

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

**Subject:** Contract award for signal priority hardware and software to Northeast Signal, Inc. of Elbridge, New York.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** February 17, 2021  
**Board Action Date:** February 24, 2021

**Background:**

The River Corridor Bus Rapid Transit (BRT) project includes over 60 Traffic Signal Priority (TSP) enabled intersections. This equipment helps to improve traffic flow and real time performance monitoring at TSP intersections.

**Purpose:**

Enhanced data capability allows staff to adjust timing plans to optimize on-time performance.

**Summary of Proposal:**

The equipment must be compatible with the system purchased by The City of Albany, which is exclusively supported by Northeast Signal, Inc. Northeast Signal is also the provider for other municipalities along the River BRT corridor for seamless integration.

To ensure cost effectiveness, and continuity of operations, a sole source contract is recommended to Northeast Signal, Inc., for signal priority hardware and software. Staff reviewed the pricing provided by Northeast Signal and found it to be fair and reasonable based upon past projects.

Staff recommends that a contract for the traffic signal priority hardware and software for the River Corridor be awarded to Northeast Signal, Inc of Elbridge, New York for an amount not to exceed \$152,888. Upon approval a contract will be immediately executed.

**Financial Summary and Source of Funds:**

This contract will be funded through the River BRT Small Starts Grant.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Thomas Guggisberg, Director of Information Technology

## Memorandum

February 17, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Contract Award for Communications Equipment

### Background:

In November, CDTA launched the new Bus Rapid Transit service along the River Corridor. This included over 60 Traffic Signal Priority (TSP) enabled intersections. This technology allows our vehicles to communicate with signals by shortening red lights or extending green lights, giving BRT vehicles priority in the appropriate circumstances. To assist in monitoring the performance of TSP, the installation of communications infrastructure at each intersection is needed to access traffic signal data in real time. The use of this data will allow us to adjust timing plans to optimize the on-time performance of the service. This sole source purchase is for communications equipment at the 27 City of Albany owned traffic signals at BRT intersections.

### Justification:

The communications infrastructure must be compatible with the City of Albany's existing system, which is exclusively supported by Northeast Signal, Inc. Additional reasons to support a sole source recommendation include:

- Northeast Signal, Inc. is the vendor responsible for providing the existing traffic signal system and support to the City of Albany Traffic Department, and other municipalities on the corridor.
- Northeast Signal, Inc. is familiar with the nuances of the CDTA TSP system and its link to the City of Albany system, and therefore has full knowledge of the scope of this project.
- Utilizing this vendor will require no third-party integration or customization, which reduces the risk inherent in custom third-party vendor development.
- Northeast Signal, Inc. can provide training, support, and additional engineering assistance to CDTA and City of Albany technical personnel on an as-needed basis.
- The pricing provided is consistent with that of the existing River Corridor BRT project, and past projects in the City of Albany.
- Portions of this work are part of the City of Albany's routine maintenance of their current infrastructure, for which they have an existing services contract.

### Recommendation:

I am requesting that a sole source contract be awarded to Northeast Signal, Inc. for TSP hardware, software and services in an amount not to exceed \$152,888.

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:**

\$152,888                      **fixed**                      estimated                      (circle one)

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

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

5. **TYPE OF PROCEDURE USED (check one):**

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

6. **SELECTION CRITERION USED:**

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

Attach Summary of Bids/Proposals

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

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

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Northeast Signal, LLC  
101 W Main Street  
Elbridge, New York 13060

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

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

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

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

Stacy Sansky, Director of Procurement                      **DATED:** February 9, 2021

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

**Subject:** Contract award for the purchase of Uniforms to Galls, LLC of Lexington, Kentucky.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** February 17, 2021

**Board Action Date:** February 24, 2021

### **Background:**

The contract for bus operator uniforms has expired and a new one is required to maintain availability and pricing.

### **Purpose:**

A standardized, well-tailored uniform provides our bus operators with a professional appearance that is in line with current branding.

### **Summary of Proposal:**

A Request for Proposals (RFP) was issued requesting firms provide a uniform management program. Firms were asked to provide pricing for separate uniform pieces with estimated quantities.

Thirty-seven vendors downloaded the proposal, and four proposals were submitted. Staff reviewed all proposals and recommends a contract be awarded to the incumbent vendor, Galls, LLC. Staff is satisfied with the quality of uniforms as well as the service. The prices represent a 14% decrease from the previous contract.

Staff recommends a three-year contract with two optional renewals be awarded to Galls, LLC of Lexington, Kentucky for the purchase of bus operator uniforms. Upon Board approval a contract will be executed immediately.

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

The maximum contract value is \$875,000. Actual costs will be determined by operator needs. This contract is funded in the annual operating budgets.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Lance Zarcone, Vice President of Operations

## Memorandum

February 17, 2021

To: Performance Monitoring/Audit Committee  
From: Lance Zarcone, Vice President of Operations  
Subject: Bus Operator Uniforms

### **Background:**

We solicited a Request for Proposal (RFP) asking firms to provide uniforms for bus operators and supervisors for a term of three years with two additional one-year options. The contractor will provide new and replacement clothing, to maintain a professional appearance for our operators. Upon hire operators receive a \$600 uniform allowance; and an additional uniform allowance of \$387.50 for each year of service. All clothing is branded with CDTA logo.

### **Justification:**

Four proposals were received. After a review of proposals, interviews, and reference checks we recommend that a contract be awarded to Galls LLC. Galls is the incumbent provider and has been a solid partner. The level of service provided, and quality of material is reasonable and reliable.

### **Recommendation:**

Staff recommends a contract award to Galls LLC of Lexington, Kentucky in an amount not to exceed \$875,000 over the term of five years.

Copy: Chief Executive Officer  
Director of Procurement



Cummulative Scorecard for CDTA TRANS 16-8000

	Galls-Lexington, KY	MES-Albany, NY	Wicked Smart-Watervliet, NY	United Uniforms -Buffalo, NY
Proponents Experience & Performance in Managing a Uniform Program 120 points	109	98	80	89
Price Proposal 90 points	72	84	57	60
Lead Time from Order to Receipt 60 points	43	39	37	38
Percentage of US Made Goods 15 points	13	13	13	13
D/MWBE Participation 15 points	0	0	15	0
<b>TOTAL</b>	<b>237</b>	<b>234</b>	<b>202</b>	<b>200</b>

Signature: \_\_\_\_\_

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Comments:



## Memorandum

February 17, 2021

To: Chairperson, Performance Monitoring/Audit Committee

From: General Counsel

Subject: Risk Management and workers Compensation Self-Insurance Accounts,  
as of 1/1/2021

Our procedures require a quarterly review of the adequacy of the Risk Management Self-Insurance Account and the separate Workers Compensation Self-Insurance Account.

### 1. Risk Management:

CDTA is self-insured for most liability exposures up to \$2 million. If at all possible, liability and automobile (AL and PD) claims are managed and defended internally. These claims include bodily injury, property damage, and certain other claims including no-fault.

Reasonable prudence dictates that in view of the \$2 million self-insured retention and the volatility of the market, we should be prepared to absorb at least one total loss (preferably two) along with the projected value of incurred losses.

- **Projected Losses** (incurred but unpaid): \$2,470,611  
(increase of \$606,250 (+33%) for the quarter)
- **Self-Insured Retention** (one) \$2,000,000
- **Market Value of Account:** \$3,820,768  
(increase of \$2,053 (+.054%) for the quarter)

### 2. Workers Compensation:

We have retained an actuary to project monthly expenditures under the self-insurance program for workers' compensation that was initiated on 8/14/02. This formula is based upon actual experience, an annual valuation at the end of the fiscal year, and an annual projection of expenses adjusted for actual expenses in the current year. The projection includes both IBNR and the projected value of claims, expenses and assessment.

- **Projected Claims:** \$8,367,518  
(decrease of \$197,456 (-2.3%) for the quarter)
- **Market Value of Account:** \$8,457,061  
(decrease of \$69,652 (-.82%) for the quarter)

### 3. Liability/Auto Claims:

As of 1/1/21, we had 44 pending liability claims, 29 of which were in suit. A number of inactive cases have been closed out. The majority of the active claims are in various stages of discovery, while a few have been referred to outside counsel and are scheduled for trial (once trials are permitted). As of 1/1/21, CDTA had 21 liability claims with reserves of \$10,000 or more, including 13 liability claims with reserves of \$25,000 or more. It is always our intention to carry adequate funds to cover the aggregate value of anticipated losses.

#### Conclusion:

**It is my opinion that the balances of the Risk Management and Workers' Compensation Self-Insurance Accounts are adequate to meet the anticipated needs of CDTA and its subsidiaries at the present time.** *Due to the high-risk nature of our operations, we anticipate an increase in claims made against the Authority. Because of our self-insured status, it is prudent to maintain adequate funds to account for the increases in claims.*

cc: Chairperson, Board of Directors  
Vice President of Finance and Administration  
Chief Executive Officer

# Monthly Management Report

January 2021



**Monthly Management Report - January 2021**  
Executive Summary

			Current Month		Year to Date	
REVENUE	Actual	Budget	(\$) Variance	(%) Variance	(\$) Variance	(%) Variance
1 Mortgage Tax	\$ 1,473,854	\$ 937,500	\$ 536,354	57.21%	\$ 2,775,591	29.61%
2 Customer Fares	\$ 1,066,406	\$ 1,720,972	\$ (654,566)	-38.03%	\$ (11,568,520)	-67.22%
3 RRS & Facilities	\$ 83,133	\$ 304,303	\$ (221,170)	-72.68%	\$ (2,272,228)	-74.67%
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	\$ 4,035,088	\$ 4,031,423	\$ 3,665	0.09%	\$ (932,244)	-2.31%
7 Workers' Compensation	\$ 208,737	\$ 219,809	\$ (11,072)	-5.04%	\$ 185,935	8.46%
8 Material/Supplies	\$ 194,692	\$ 140,529	\$ 54,163	38.54%	\$ 386,270	27.49%
9 Parts, Tires, Oil	\$ 498,234	\$ 405,906	\$ 92,328	22.75%	\$ 54,727	1.35%
					<b>YTD Revenue</b>	<b>22.31%</b>
					<b>YTD Expenses</b>	<b>-6.23%</b>

*Revenue Summary*

- 1 January MRT was the best month of the fiscal year. We are now \$2.7 million above budget for the year.
- 2 Customer fares continue to struggle; we are down 67% for the year.
- 3 RRS & Facilities revenue has been under budget by 75% all year. Most of the variance is due to the lack of parking revenue.
- 4 We continue to accrue STOA at 100%; the actual amount is between 68% and 70% of budget.
- 5 We have not used our 5307 grant this year.

*Expense Summary*

- 6 Wages are right on budget this month; we are 2.3% under budget for the year.
- 7 Workers' Compensation is under budget due to some recoveries, but remains 8.5% over budget for the year.
- 8 Materials & Supplies are over budget this month due to invoice timing issues.
- 9 Parts, Tires & Oil are over budget this month because of invoice timing issues.

**Note:** We are in a good budget position, but cash flow is tight as we wait for our quarterly STOA payment.

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

		January-2021	January-2020
<b>Assets</b>			
	<b>Current Assets:</b>		
	Cash	\$2,433,449	\$4,749,510
	Investments	\$23,859,178	\$17,540,465
	Receivables:		
	Mortgage Tax	\$1,655,172	\$839,177
	Federal Grants	\$12,088,988	(\$466,610)
	New York State Operating Assistance	\$14,324,873	\$3,563,848
	Trade and Other	\$6,584,739	\$6,657,590
	Advances to Capital District Transportation Committee	\$1,002,325	\$752,557
	Materials, Parts and Supplies	\$4,327,050	\$4,213,767
	Prepaid Expenses	\$1,379,180	\$1,107,372
	<b>Sub-Total Current Assets</b>	<b>\$67,654,953</b>	<b>\$38,957,677</b>
	<b>Noncurrent Assets:</b>		
	Capital Assets, net	\$108,252,342	\$97,302,933
	<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>\$195,906,957</b>	<b>\$138,869,512</b>
<b>Liabilities</b>			
	<b>Current Liabilities:</b>		
	Accounts Payable	\$4,486,562	\$4,977,409
	Accrued Expenses	\$5,059,368	\$3,929,856
	Unearned passenger revenue	\$1,572,168	\$2,169,706
	Line of Credit	\$0	\$0
	<b>Sub-Total Current Liabilities</b>	<b>\$11,118,097</b>	<b>\$11,076,972</b>
	<b>Noncurrent Liabilities:</b>		
	Capital Lease Agreement	\$3,134,504	\$4,723,161
	Estimated Provision for Existing Claims and Settlements	\$10,764,739	\$10,476,280
	Other postemployment benefits	\$105,346,823	\$90,160,188
	Net Pension Liability	\$1,616,083	\$735,846
	<b>Sub-Total Noncurrent Liabilities</b>	<b>\$120,862,149</b>	<b>\$106,095,475</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>\$143,725,469</b>	<b>\$121,579,623</b>
<b>Net Position</b>			
	Net Investment in Capital Assets	\$108,241,228	\$108,241,228
	Unrestricted	(\$58,059,740)	(\$90,951,339)
<b>Total for Net Position</b>		<b>\$52,181,488</b>	<b>\$17,289,889</b>
<b>Total Liabilities and Net Position</b>		<b>\$195,906,957</b>	<b>\$138,869,512</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
CONSOLIDATED STATEMENT OF OPERATIONS  
January-21**

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>83%</b>
<b>REVENUE:</b>			
AUTHORITY	\$12,293,012	\$11,455,000	107%
TRANSIT	\$78,976,555	\$81,953,820	96%
ACCESS	\$230,345	\$525,000	44%
CDTA FACILITIES	\$896,080	\$3,769,022	24%
<b>TOTAL REVENUE</b>	<b><u>\$92,395,993</u></b>	<b><u>\$97,702,842</u></b>	<b><u>95%</u></b>
<b>EXPENSE:</b>			
AUTHORITY	\$13,031,361	\$17,028,670	77%
TRANSIT	\$60,905,077	\$77,122,426	79%
ACCESS	\$897,360	\$1,283,750	70%
CDTA FACILITIES	\$1,170,156	\$2,267,995	52%
<b>TOTAL EXPENSE</b>	<b><u>\$76,003,954</u></b>	<b><u>\$97,702,842</u></b>	<b><u>78%</u></b>
Revenue over (under) Expenses	\$16,392,039		
Depreciation	<u>\$11,500</u>		
Excess of Revenue over (under) Expenses	\$16,380,539		
Transfer from Project Fund	\$0		
Transfer to Risk Mngt Fund	\$0		
Transfer from Risk Mngt Fund	\$750,000		
Transfer from Vehicle Replacement	\$0		
Transfer to Vehicle Replacement	\$0		
Transfer to Capital Projects Fund	\$0		
Transfer from Operating Fund	\$3,500,000		
Transfer to Operating Fund	(\$14,000,000)		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	<u>\$2,198,090</u>		
*Net Excess of Revenue over (under) Expenses	\$8,828,629		
*Contribution to required fleet replacement.			

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**MONTHLY MANAGEMENT REPORT**  
**January-21**

**BUDGET VARIANCE REPORT**

<b>CONSOLIDATED</b>									
	<b>This Month</b>				<b>Year to Date</b>				<b>Annual Budget</b>
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
	<b>Operating Revenue</b>								
Mortgage Tax	\$1,473,854	\$937,500	\$536,354	57.21%	\$12,150,591	\$9,375,000	\$2,775,591	29.61%	\$11,250,000
Customer Fares	\$1,066,406	\$1,720,972	(\$654,566)	-38.03%	\$5,641,202	\$17,209,723	(\$11,568,520)	-67.22%	\$20,651,667
Advertising Revenue	\$105,625	\$107,708	(\$2,083)	-1.93%	\$1,079,185	\$1,077,083	\$2,102	0.20%	\$1,292,500
RRS & Facilities	\$83,133	\$304,303	(\$221,169)	-72.68%	\$770,798	\$3,043,026	(\$2,272,228)	-74.67%	\$3,651,631
Interest Income	\$19	\$1,667	(\$1,648)	-98.85%	\$1,311	\$16,667	(\$15,355)	-92.13%	\$20,000
Misc. Income	\$15,720	\$15,708	\$12	0.08%	\$148,361	\$157,083	(\$8,723)	-5.55%	\$188,500
<b>Total Operating Revenue</b>	<b>\$2,744,758</b>	<b>\$3,087,858</b>	<b>(\$343,100)</b>	<b>-11.11%</b>	<b>\$19,791,449</b>	<b>\$30,878,582</b>	<b>(\$11,087,133)</b>	<b>-35.91%</b>	<b>\$37,054,298</b>
<b>Operating Assistance</b>									
New York State Aid	\$3,685,397	\$3,685,397	\$0	0.00%	\$36,853,965	\$36,853,965	\$0	0.00%	\$44,224,758
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,597,500	\$1,597,500	\$0	0.00%	\$1,917,000
Federal Preventative Maintenance	\$1,058,417	\$1,058,417	\$0	0.00%	\$10,584,167	\$10,584,167	\$0	0.00%	\$12,701,000
Federal Aid - Cares Act	\$0	\$0	\$0	0.00%	\$28,436,102	\$0	\$28,436,102	0.00%	\$0
Operating Grants	\$150,482	\$150,482	\$0	0.00%	\$1,504,822	\$1,504,822	\$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>\$78,976,555</b>	<b>\$50,540,453</b>	<b>\$28,436,102</b>	<b>56.26%</b>	<b>\$60,648,544</b>
<b>Total Revenue and Assistance</b>	<b>\$7,798,804</b>	<b>\$8,141,904</b>	<b>(\$343,100)</b>	<b>-4.21%</b>	<b>\$98,768,004</b>	<b>\$81,419,035</b>	<b>\$17,348,969</b>	<b>21.31%</b>	<b>\$97,702,842</b>
<b>Expenses</b>									
Salaries and Wages	\$4,035,088	\$4,031,423	\$3,665	0.09%	\$39,381,985	\$40,314,228	(\$932,244)	-2.31%	\$48,377,074
FICA	\$292,744	\$284,972	\$7,773	2.73%	\$2,847,311	\$2,849,719	(\$2,408)	-0.08%	\$3,419,663
Health Benefits	\$914,342	\$887,613	\$26,730	3.01%	\$8,595,937	\$8,876,126	(\$280,190)	-3.16%	\$10,651,352
Workers Compensation	\$208,737	\$219,809	(\$11,072)	-5.04%	\$2,384,025	\$2,198,090	\$185,935	8.46%	\$2,637,708
Other Benefits	\$288,615	\$332,395	(\$43,780)	-13.17%	\$3,155,287	\$3,323,951	(\$168,664)	-5.07%	\$3,988,741
Professional Services	\$266,594	\$324,145	(\$57,551)	-17.75%	\$2,295,329	\$3,241,454	(\$946,125)	-29.19%	\$3,889,745
Materials & Supplies	\$194,692	\$140,529	\$54,164	38.54%	\$1,791,559	\$1,405,288	\$386,270	27.49%	\$1,686,346
Miscellaneous	\$64,787	\$61,404	\$3,382	5.51%	\$653,339	\$614,044	\$39,294	6.40%	\$736,853
Purchased Transportation	\$383,867	\$555,447	(\$171,580)	-30.89%	\$3,714,534	\$5,554,465	(\$1,839,931)	-33.13%	\$6,665,358
Maintenance Services	\$163,527	\$251,272	(\$87,745)	-34.92%	\$2,133,171	\$2,512,715	(\$379,544)	-15.10%	\$3,015,258
Liability - Claims	\$35,751	\$30,069	\$5,681	18.89%	\$287,582	\$300,694	(\$13,112)	-4.36%	\$360,833
Utilities	\$92,542	\$84,250	\$8,292	9.84%	\$656,422	\$842,500	(\$186,078)	-22.09%	\$1,011,000
Fuel	\$391,864	\$472,426	(\$80,562)	-17.05%	\$3,684,122	\$4,724,257	(\$1,040,135)	-22.02%	\$5,669,108
Parts, Tires, Oil	\$498,234	\$405,906	\$92,328	22.75%	\$4,113,785	\$4,059,058	\$54,727	1.35%	\$4,870,870
General Insurance	\$72,381	\$60,244	\$12,136	20.14%	\$656,104	\$602,444	\$53,659	8.91%	\$722,933
<b>Total EXPENSES</b>	<b>\$7,903,765</b>	<b>\$8,141,903</b>	<b>(\$238,138)</b>	<b>-2.92%</b>	<b>\$76,350,490</b>	<b>\$81,419,035</b>	<b>(\$5,068,545)</b>	<b>-6.23%</b>	<b>\$97,702,842</b>
<b>Surplus/Deficit</b>	<b>(\$104,961)</b>	<b>\$0</b>	<b>(\$104,961)</b>	<b></b>	<b>\$22,417,515</b>	<b>\$0</b>	<b>\$22,417,514</b>	<b></b>	<b>\$0</b>

CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
MONTHLY MANAGEMENT REPORT  
January-21

BUDGET VARIANCE REPORT

		NON-TRANSIT								
		This Month				Year to Date				Annual
		Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	Budget
Operating Revenue										
	Mortgage Tax	\$1,473,854	\$937,500	\$536,354	57.21%	\$12,150,591	\$9,375,000	\$2,775,591	29.61%	\$11,250,000
	Interest Income	\$19	\$1,667	(\$1,648)	-98.88%	\$1,024	\$16,667	(\$15,642)	-93.85%	\$20,000
	Interest Inc-Invest/Change in Invest	\$2,092	\$0	\$2,092	0.00%	\$77,230	\$0	\$77,230	0.00%	\$0
	Misc. Income - Authority	\$6,250	\$15,417	(\$9,167)	-59.46%	\$64,167	\$154,167	(\$89,999)	0.00%	\$185,000
	Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
	<b>Total Operating Revenue</b>	<b>\$1,482,215</b>	<b>\$954,583</b>	<b>\$527,632</b>	<b>55.27%</b>	<b>\$12,293,012</b>	<b>\$9,545,833</b>	<b>\$2,747,179</b>	<b>28.78%</b>	<b>\$11,455,000</b>
Expenses										
	Labor - Authority	\$545,434	\$579,035	(\$33,601)	-5.80%	\$5,771,862	\$5,790,350	(\$18,488)	-0.32%	\$6,948,420
	Fringe - Authority	\$385,177	\$389,708	(\$4,531)	-1.16%	\$3,728,720	\$3,897,076	(\$168,356)	-4.32%	\$4,676,491
	Materials & Supplies - Authority	\$8,973	\$14,820	(\$5,847)	-39.45%	\$102,524	\$148,197	(\$45,673)	-30.82%	\$177,836
	Professional Services - Authority	\$162,906	\$234,695	(\$71,789)	-30.59%	\$1,486,801	\$2,346,954	(\$860,153)	-36.65%	\$2,816,349
	Other Expenses - Authority	\$152,566	\$200,798	(\$48,232)	-24.02%	\$1,941,454	\$2,007,982	(\$66,528)	-3.31%	\$2,409,578
	<b>Total Expenses</b>	<b>\$1,255,056</b>	<b>\$1,419,056</b>	<b>(\$164,000)</b>	<b>-11.56%</b>	<b>\$13,031,361</b>	<b>\$14,190,559</b>	<b>(\$1,159,197)</b>	<b>-8.17%</b>	<b>\$17,028,670</b>
	Surplus/(Deficit)	\$227,159	(\$464,473)	(\$363,632)		(\$738,349)	(\$4,644,725)	\$3,906,376		(\$5,573,670)



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**MONTHLY MANAGEMENT REPORT**  
**January-21**

**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	\$671,065	\$1,158,472	(\$487,407)	-42.07%	\$3,929,613	\$11,584,723	(\$7,655,110)	-66.08%	\$13,901,667
Contracts - Transit	\$346,875	\$518,750	(\$171,875)	-33.13%	\$1,481,250	\$5,187,500	(\$3,706,250)	-71.45%	\$6,225,000
Advertising-Transit	\$93,125	\$97,926	(\$4,801)	-4.90%	\$954,185	\$979,257	(\$25,072)	-2.56%	\$1,175,109
Misc. Income - Transit	\$9,470	\$292	\$9,179	3147.01%	\$84,194	\$2,917	\$81,277	2786.64%	\$3,500
<b>Total Operating Revenue</b>	<b>\$1,120,536</b>	<b>\$1,775,440</b>	<b>(\$654,904)</b>	<b>-36.89%</b>	<b>\$6,449,241</b>	<b>\$17,754,396</b>	<b>(\$11,305,155)</b>	<b>-63.68%</b>	<b>\$21,305,276</b>
<b>Operating Assistance</b>									
State Aid - General	\$159,750	\$159,750	\$0	0.00%	\$1,597,500	\$1,597,500	\$0	0.00%	\$1,917,000
State Aid - PBT	\$3,492,313	\$3,492,313	\$0	0.00%	\$34,923,132	\$34,923,132	\$0	0.00%	\$41,907,758
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$333,333	\$333,333	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,597,500	\$1,597,500	\$0	0.00%	\$1,917,000
Federal Aid - Transit	\$1,058,417	\$1,058,417	\$0	0.00%	\$10,584,167	\$10,584,167	\$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%	\$1,504,822	\$1,504,822	\$0	0.00%	\$1,805,786
<b>Total Operating Assistance</b>	<b>\$5,054,045</b>	<b>\$5,054,045</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$78,976,555</b>	<b>\$50,540,453</b>	<b>\$28,436,102</b>	<b>0.00%</b>	<b>\$60,648,544</b>
<b>Total Revenue and Assistance</b>	<b>\$6,174,581</b>	<b>\$6,829,485</b>	<b>(\$654,904)</b>	<b>-9.59%</b>	<b>\$85,425,797</b>	<b>\$68,294,850</b>	<b>\$17,130,947</b>	<b>25.08%</b>	<b>\$81,953,820</b>
<b>Expenses</b>									
Labor - Maintenance	\$725,092	\$722,271	\$2,821	0.39%	\$7,247,383	\$7,222,710	\$24,673	0.34%	\$8,667,252
Labor - Transportation	\$2,488,445	\$2,429,255	\$59,191	2.44%	\$23,405,813	\$24,292,545	(\$886,732)	-3.65%	\$29,151,054
Labor - STAR	\$214,453	\$230,230	(\$15,776)	-6.85%	\$2,300,094	\$2,302,297	(\$2,203)	-0.10%	\$2,762,756
Fringe	\$1,228,105	\$1,317,774	(\$89,669)	-6.80%	\$12,725,161	\$13,177,739	(\$452,578)	-3.43%	\$15,813,287
Materials & Supplies	\$1,074,068	\$985,070	\$88,998	9.03%	\$9,557,818	\$9,850,698	(\$292,881)	-2.97%	\$11,820,838
Professional Services	\$118,163	\$75,980	\$42,183	55.52%	\$969,588	\$759,802	\$209,787	27.61%	\$911,762
Other Expenses	\$3,332	\$4,379	(\$1,047)	-23.91%	\$30,051	\$43,792	(\$13,740)	-31.38%	\$52,550
Purchased Transportation - STAR	\$272,867	\$390,636	(\$117,768)	-30.15%	\$2,714,251	\$3,906,358	(\$1,192,108)	-30.52%	\$4,687,630
Liability - Claims	\$35,751	\$30,069	\$5,681	18.89%	\$287,582	\$300,694	(\$13,112)	-4.36%	\$360,833
Liability - Insurance	\$55,899	\$57,503	(\$1,603)	-2.79%	\$485,564	\$575,028	(\$89,463)	-15.56%	\$690,033
Utilities - Transit	\$61,382	\$48,817	\$12,565	25.74%	\$389,015	\$488,167	(\$99,151)	-20.31%	\$585,800
Mat & Supplies - NX	\$0	\$5,833	(\$5,833)	-100.00%	\$4,254	\$58,333	(\$54,079)	-92.71%	\$70,000
Purchased Transportation - NX	\$87,916	\$129,053	(\$41,137)	-31.88%	\$788,502	\$1,290,526	(\$502,024)	-38.90%	\$1,548,631
<b>Total Expenses</b>	<b>\$6,365,474</b>	<b>\$6,426,869</b>	<b>(\$61,395)</b>	<b>-0.96%</b>	<b>\$60,905,077</b>	<b>\$64,268,688</b>	<b>(\$3,363,612)</b>	<b>-5.23%</b>	<b>\$77,122,426</b>
<b>Surplus/(Deficit)</b>	<b>(\$190,893)</b>	<b>\$402,616</b>	<b>(\$593,510)</b>		<b>\$24,520,720</b>	<b>\$4,026,161</b>	<b>\$20,494,559</b>		<b>\$4,831,394</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**MONTHLY MANAGEMENT REPORT**  
**January-21**

**BUDGET VARIANCE REPORT**

	<b>ACCESS TRANSIT SERVICES</b>								<b>Annual Budget</b>
	<b>This Month</b>				<b>Year to Date</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	
<b>Operating Revenue</b>									
Contracts - Access	\$48,466	\$43,750	\$4,716	10.78%	\$230,340	\$437,500	(\$207,160)	-47.35%	\$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
<b>Total Operating Revenue</b>	<b>\$48,466</b>	<b>\$43,750</b>	<b>\$4,716</b>	<b>10.78%</b>	<b>\$230,345</b>	<b>\$437,500</b>	<b>(\$207,155)</b>	<b>-47.35%</b>	<b>\$525,000</b>
<b>Total Revenue and Assistance</b>	<b>\$48,466</b>	<b>\$43,750</b>	<b>\$4,716</b>	<b>10.78%</b>	<b>\$230,345</b>	<b>\$437,500</b>	<b>(\$207,155)</b>	<b>-47.35%</b>	<b>\$525,000</b>
<b>Expenses</b>									
Labor - Access	\$48,337	\$54,722	(\$6,384)	-11.67%	\$507,928	\$547,218	(\$39,291)	-7.18%	\$656,662
Fringe Benefits - Access	\$15,444	\$14,652	\$792	5.41%	\$156,537	\$146,516	\$10,021	6.84%	\$175,819
Purchased Transportation	\$23,084	\$33,333	(\$10,250)	-30.75%	\$211,782	\$333,333	(\$121,552)	-36.47%	\$400,000
Professional Services - Access	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Rent and Utilities - Access	\$1,742	\$1,643	\$99	6.03%	\$16,840	\$16,434	\$406	2.47%	\$19,721
Other Expenses - Access	\$48	\$2,629	(\$2,581)	-98.19%	\$4,274	\$26,290	(\$22,016)	-83.74%	\$31,548
<b>Total Expenses</b>	<b>\$88,655</b>	<b>\$106,979</b>	<b>(\$18,324)</b>	<b>-17.13%</b>	<b>\$897,360</b>	<b>\$1,069,792</b>	<b>(\$172,431)</b>	<b>-16.12%</b>	<b>\$1,283,750</b>
<b>Surplus/(Deficit)</b>	<b>(\$40,189)</b>	<b>(\$63,229)</b>	<b>\$23,040</b>		<b>(\$667,015)</b>	<b>(\$632,292)</b>	<b>(\$34,724)</b>		<b>(\$758,750)</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**MONTHLY MANAGEMENT REPORT**  
**January-21**

BUDGET VARIANCE REPORT	CDTA FACILITIES								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
<b>Operating Revenue</b>									
RRS Station & Garage	\$57,997	\$68,707	(\$10,710)	-15.59%	\$543,621	\$687,068	(\$143,446)	-20.88%	\$824,481
RRS Parking Revenue	\$18,919	\$223,596	(\$204,677)	-91.54%	\$138,122	\$2,235,958	(\$2,097,836)	-93.82%	\$2,683,150
RRS Advertising	\$12,500	\$9,783	\$2,717	27.78%	\$125,000	\$97,826	\$27,174	27.78%	\$117,391
SSTS	\$199	\$2,467	(\$2,268)	-91.95%	\$27,936	\$24,667	\$3,269	13.25%	\$29,600
Greyhound	\$0	\$2,500	(\$2,500)	-100.00%	\$1,015	\$25,000	(\$23,985)	-95.94%	\$30,000
85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$58,007	\$66,667	(\$8,659)	-12.99%	\$80,000
Interest Income	\$218	\$367	(\$148)	-40.46%	\$2,379	\$3,667	(\$1,287)	-35.11%	\$4,400
<b>Total Operating Revenue</b>	<b>\$95,633</b>	<b>\$314,085</b>	<b>(\$218,452)</b>	<b>-69.55%</b>	<b>\$896,080</b>	<b>\$3,140,852</b>	<b>(\$2,244,772)</b>	<b>-71.47%</b>	<b>\$3,769,022</b>
<b>Expenses</b>									
Labor	\$13,326	\$15,911	(\$2,585)	-16.25%	\$148,568	\$159,108	(\$10,541)	-6.62%	\$190,930
Fringe-Benefits	\$2,324	\$2,656	(\$332)	-12.50%	\$25,605	\$26,556	(\$951)	-3.58%	\$31,867
Professional Services	\$625	\$10,417	(\$9,792)	-94.00%	\$5,182	\$104,167	(\$98,984)	-95.02%	\$125,000
Insurance	\$2,936	\$2,417	\$520	21.50%	\$22,517	\$24,167	(\$1,649)	-6.82%	\$29,000
Security	\$31,755	\$33,617	(\$1,861)	-5.54%	\$117,624	\$336,167	(\$218,543)	-65.01%	\$403,400
Facilities Upkeep	\$2,392	\$24,542	(\$22,149)	-90.25%	\$162,304	\$245,417	(\$83,112)	-33.87%	\$294,500
Facilities Repairs	\$10,200	\$6,608	\$3,591	54.34%	\$66,631	\$66,083	\$548	0.83%	\$79,300
Utilities	\$27,907	\$28,983	(\$1,077)	-3.71%	\$223,435	\$289,833	(\$66,398)	-22.91%	\$347,800
Materials & Supplies	\$1,737	\$1,250	\$487	38.94%	\$18,373	\$12,500	\$5,873	46.98%	\$15,000
Parking Garage	\$18,659	\$40,833	(\$22,175)	-54.31%	\$231,510	\$408,333	(\$176,823)	-43.30%	\$490,000
Greyhound	\$0	\$667	(\$667)	-100.00%	\$338	\$6,667	(\$6,329)	-94.94%	\$8,000
85 Watervliet Avenue	\$8,756	\$8,342	\$414	4.96%	\$74,263	\$83,417	(\$9,154)	-10.97%	\$100,100
SSTS	\$575	\$12,758	(\$12,183)	-95.49%	\$73,806	\$127,583	(\$53,778)	-42.15%	\$153,100
<b>Total Expenses</b>	<b>\$121,190</b>	<b>\$189,000</b>	<b>(\$67,810)</b>	<b>-35.88%</b>	<b>\$1,170,156</b>	<b>\$1,889,998</b>	<b>(\$719,842)</b>	<b>-38.09%</b>	<b>\$2,267,997</b>
<b>Surplus/(Deficit)</b>	<b>(\$25,557)</b>	<b>\$125,085</b>	<b>(\$150,642)</b>		<b>(\$274,076)</b>	<b>\$1,250,854</b>	<b>(\$1,524,930)</b>		<b>\$1,501,025</b>

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

Jan-21		
	Amount	% of Total
Current	\$3,932,058	39.49%
31 - 60	\$1,055,161	10.60%
61 - 90	\$3,194,240	32.08%
91 - 120	\$3,833	0.04%
Over 120	\$1,770,578	17.78%
<b>Total Accounts Receivable</b>	<b>\$9,955,870</b>	<b>100.00%</b>

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%
<b>Total Accounts Receivable</b>	<b>\$6,134,336</b>	<b>100.00%</b>

## AGING OF ACCOUNTS PAYABLE

Jan-21		
	Amount	% of Total
Current	\$3,236,606	81.66%
31 - 60	\$565,116	14.26%
61 - 90	\$39,311	0.99%
90 & Over	\$122,549	3.09%
<b>Total Accounts Payable</b>	<b>\$3,963,582</b>	<b>100.00%</b>

<b>Jan-21 Receivables over 120 days:</b>	<b>\$1,770,578</b>
Breakdown of outstanding receivables over 120 days.	
\$1,405,277	NYS DEPT. OF TRANSPORTATION
\$114,143	ADVANTAGE TRANSIT GROUP, INC.
\$112,500	CITY OF ALBANY
\$138,658	OTHER
<b>\$1,770,578</b>	

## ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX	Current Month				Fiscal Year to Date			
	Jan-21	Jan-20	Difference	%	2021	2020	Difference	%
Albany	\$474,324	\$306,765	\$167,559	54.62%	\$4,008,064	\$3,590,414	\$417,649	11.63%
Rensselaer	\$222,443	\$107,412	\$115,031	107.09%	\$1,675,736	\$1,650,811	\$24,925	1.51%
Saratoga	\$578,829	\$328,230	\$250,599	76.35%	\$4,784,598	\$3,818,712	\$965,886	25.29%
Schenectady	\$198,259	\$96,937	\$101,322	104.52%	\$1,682,193	\$1,141,280	\$540,913	47.40%
<b>Total</b>	<b>\$1,473,854</b>	<b>\$839,344</b>	<b>\$634,510</b>	<b>75.60%</b>	<b>\$12,150,591</b>	<b>\$10,201,217</b>	<b>\$1,949,374</b>	<b>19.11%</b>

	<u>Current Month</u>	<u>Year To Date</u>
FY 2021	\$1,473,854	\$12,150,591
FY 2020	\$839,344	\$10,201,217

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.

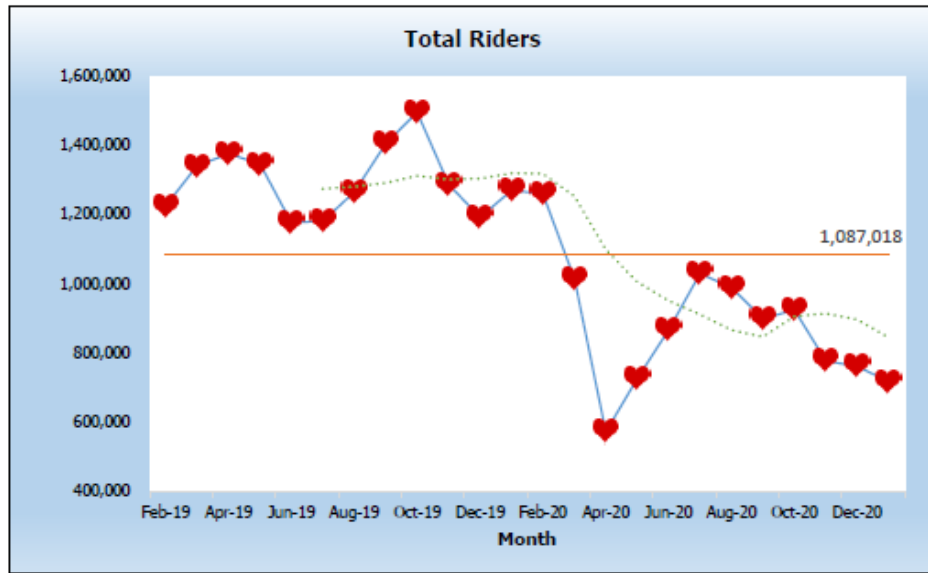
**Highlight Summary**  
**January 31, 2021**

<u><b>RESTRICTED INVESTMENTS</b></u>	<u><b>Fund Balances</b></u>	<u><b>Current Obligations</b></u>
Risk Management Account (Self-Insured)	\$3,073,670	\$2,470,611
Workers' Comp. Account (Self-Insured)	\$8,313,075	\$8,294,128
Operating Account	\$8,970,571	
 <u><b>Current Operating Reserve Obligations</b></u>		
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
 <u><b>Current Capital Reserve Obligations</b></u>		
Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) System Upgrade	\$2,548,833	
		\$931,231
		\$931,231
 <u><b>Current Vehicle Replacement Reserve Obligations</b></u>		
Paratransit Fleet Replacement (6)	\$953,027	
		\$61,817
		\$61,817

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	1.17%
Workers' Compensation	0.90%
Operating Fund	0.07%
Vehicle Replacement Fund	0.09%
Capital Project	0.08%

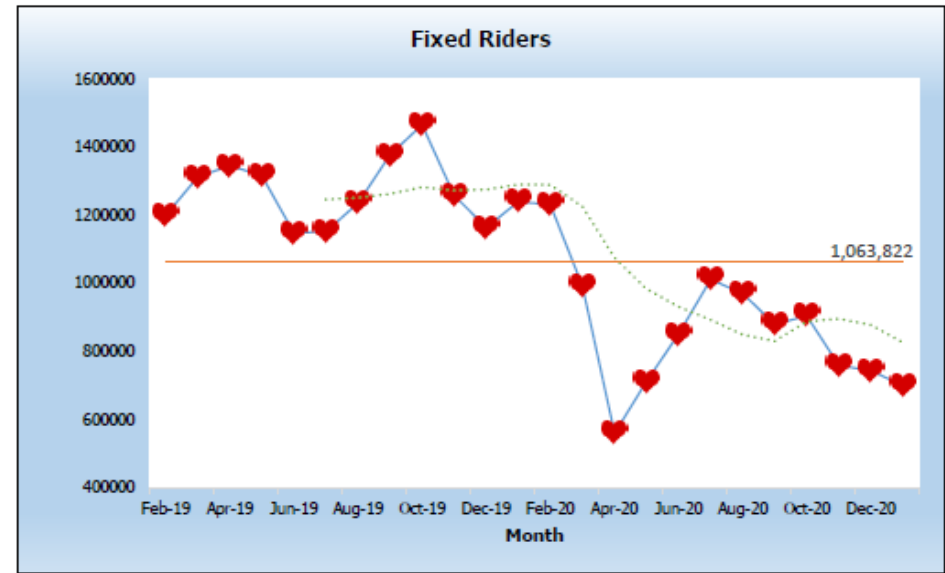
\* CDTA self insures the first two million of loss per occurrence of any lawsuit in addition to the current obligations and we reserve enough to cover one full loss.

Patronage/Mobility



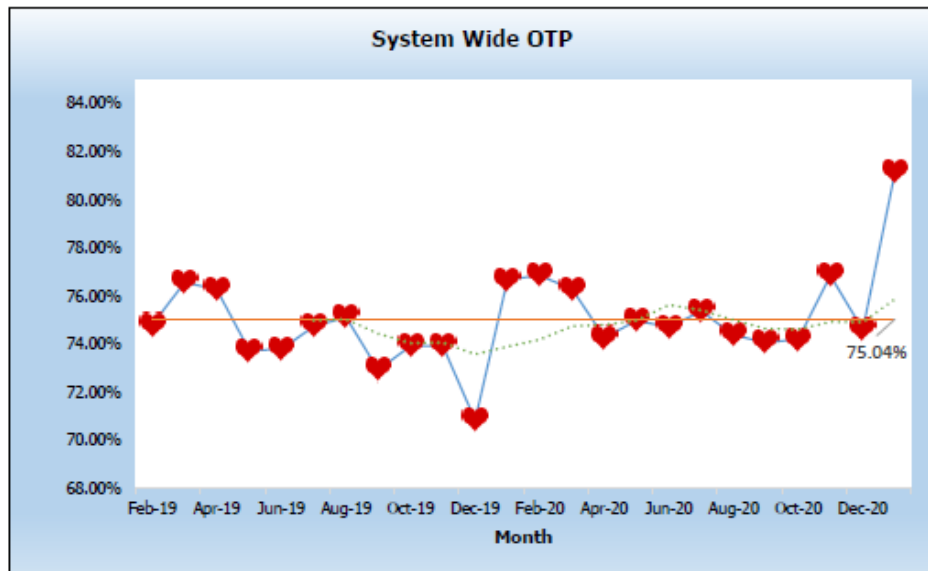
Previous: 1,269,421

Current: 716,660



Previous: 1,239,684

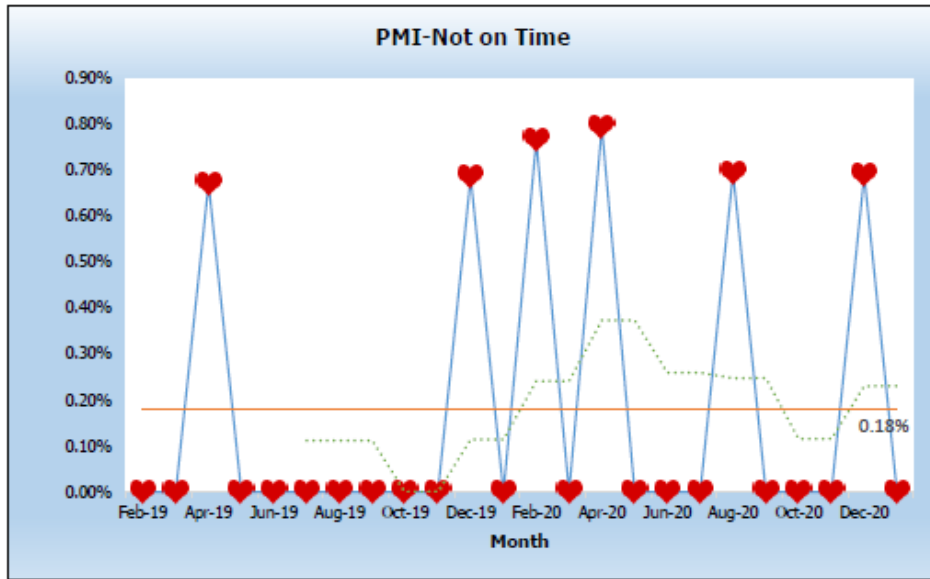
Current: 700,179



Previous: 76.69%

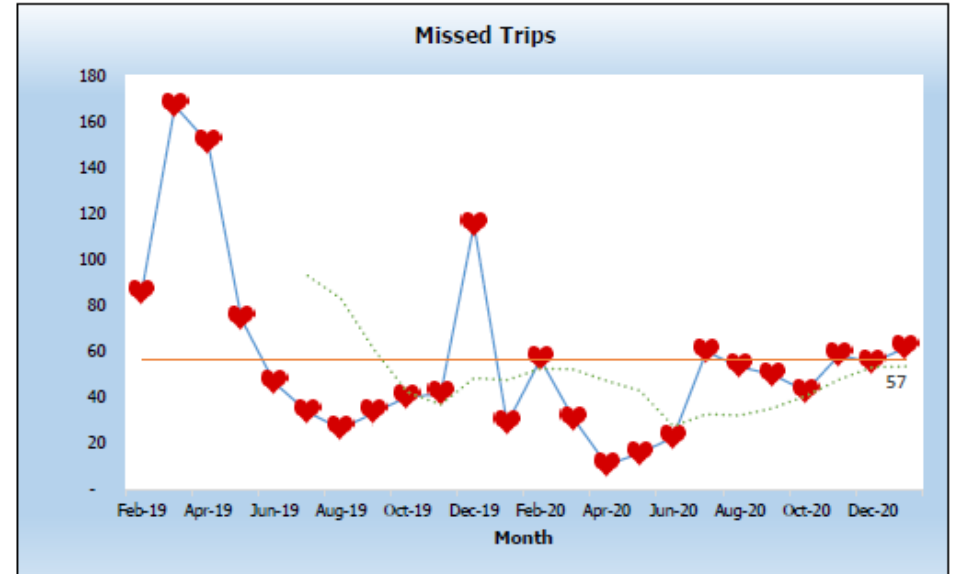
Current: 81.14%

Reliability



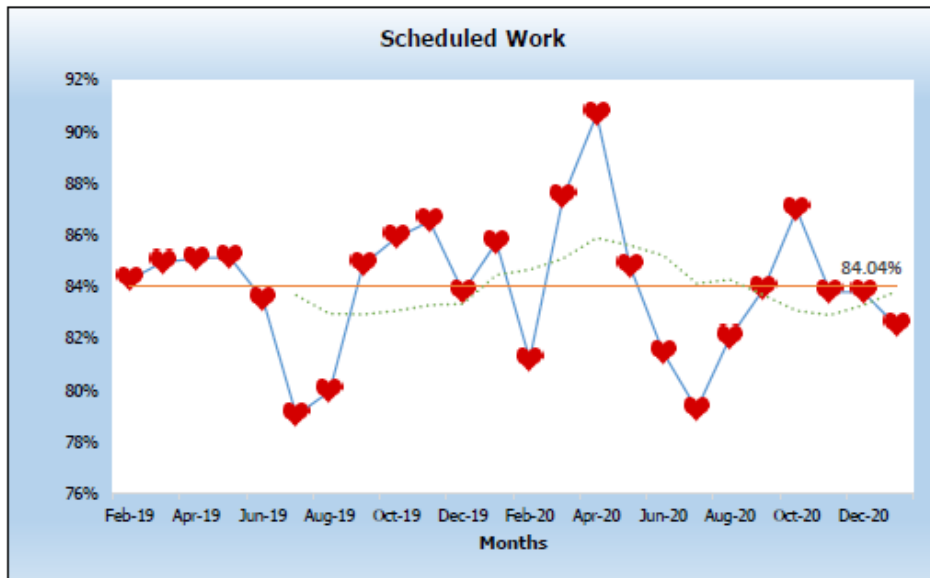
Previous: 0.00%

Current: 0.00%



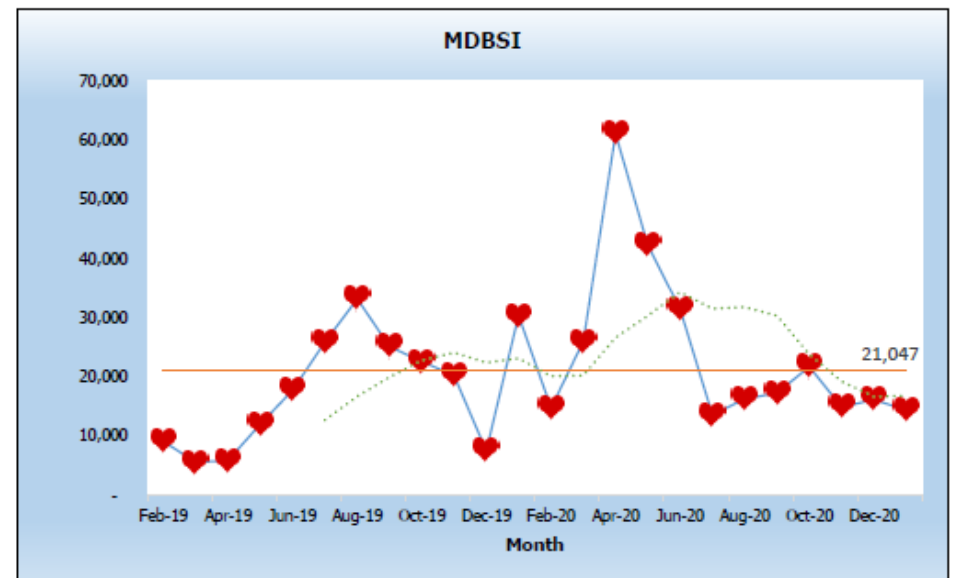
Previous: 29

Current: 62



Previous: 85.73%

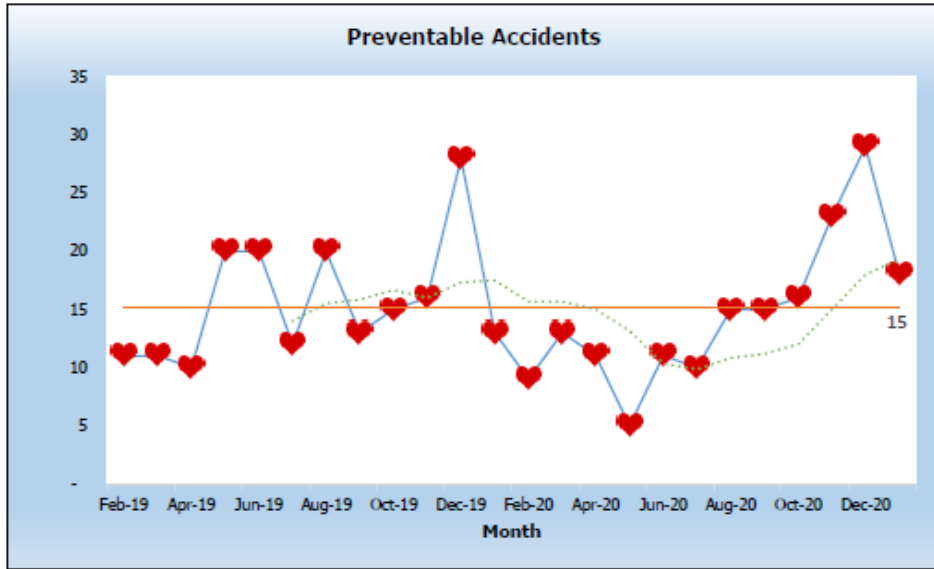
Current: 82.50%



Previous: 30,382

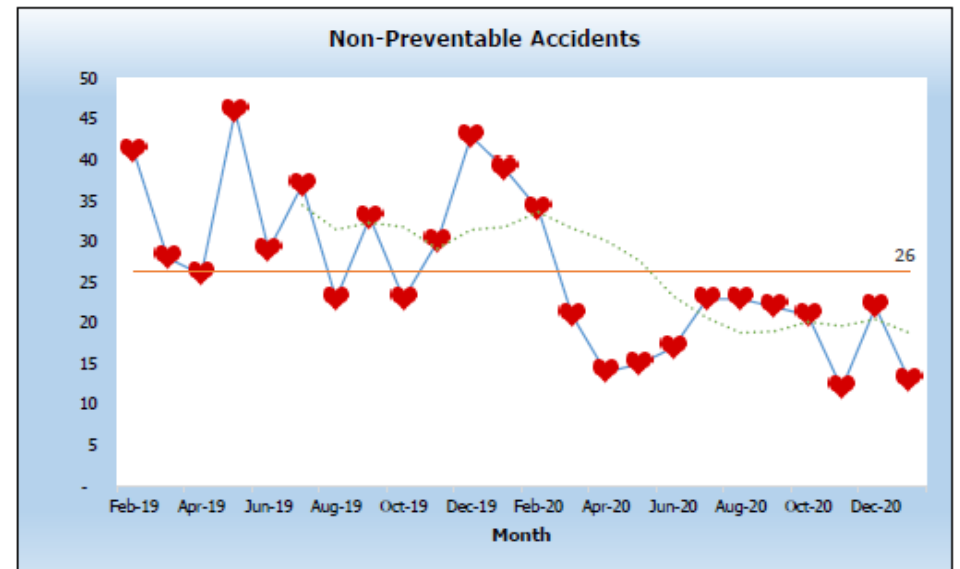
Current: 14,379

Safety



Previous: 13

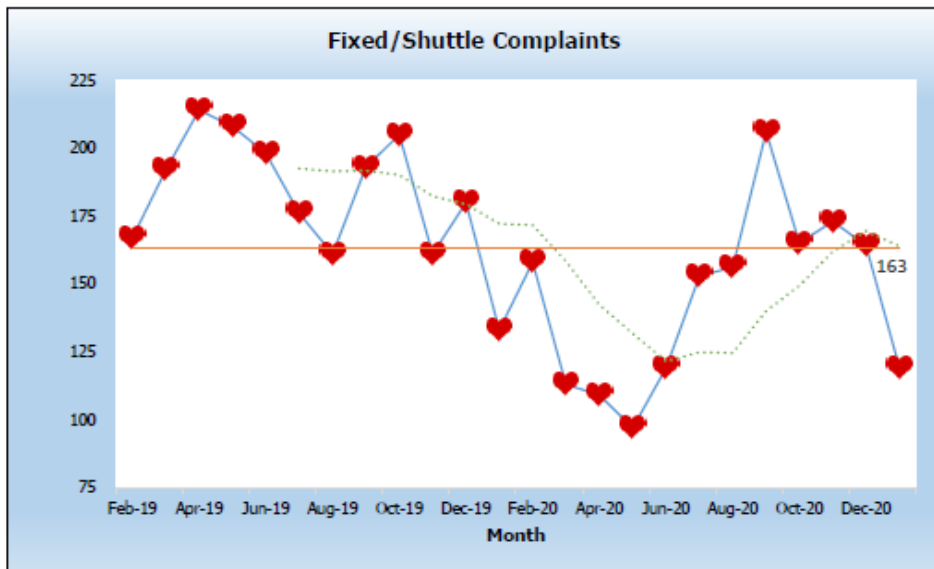
Current: 18



Previous: 39

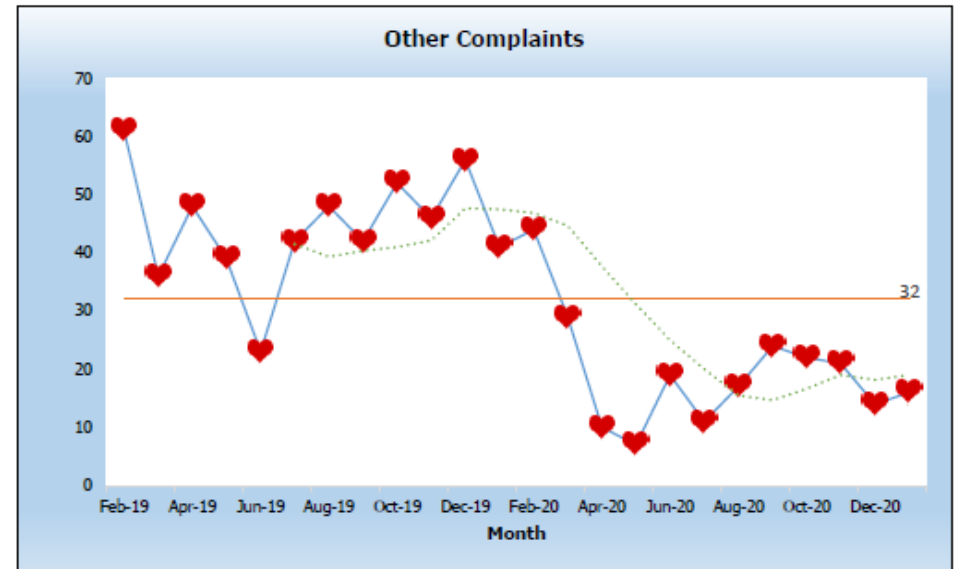
Current: 13

Customer Service



Previous: 133

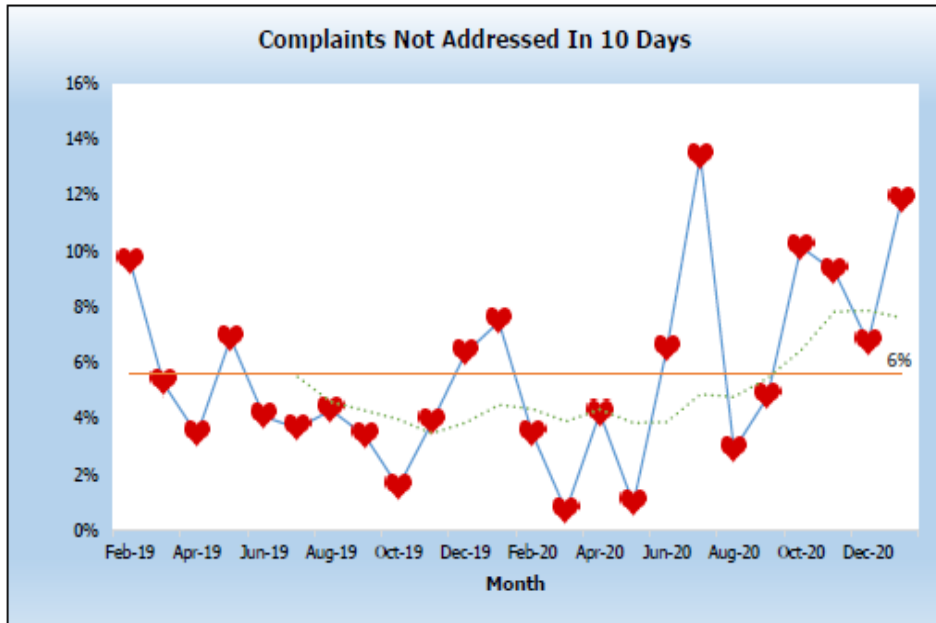
Current: 119



Previous: 41

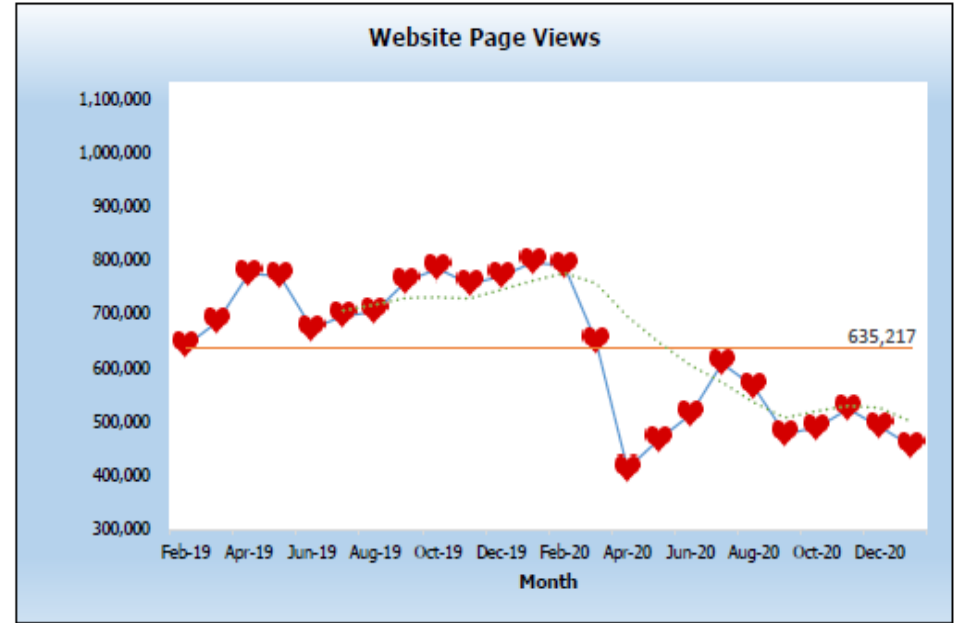
Current: 16





Previous: 7%

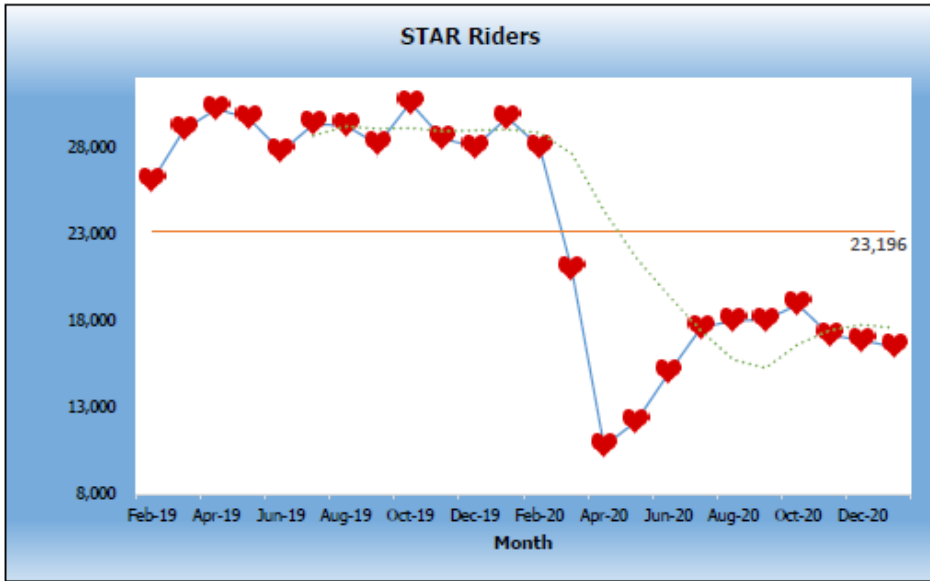
Current: 12%



Previous: 795,601

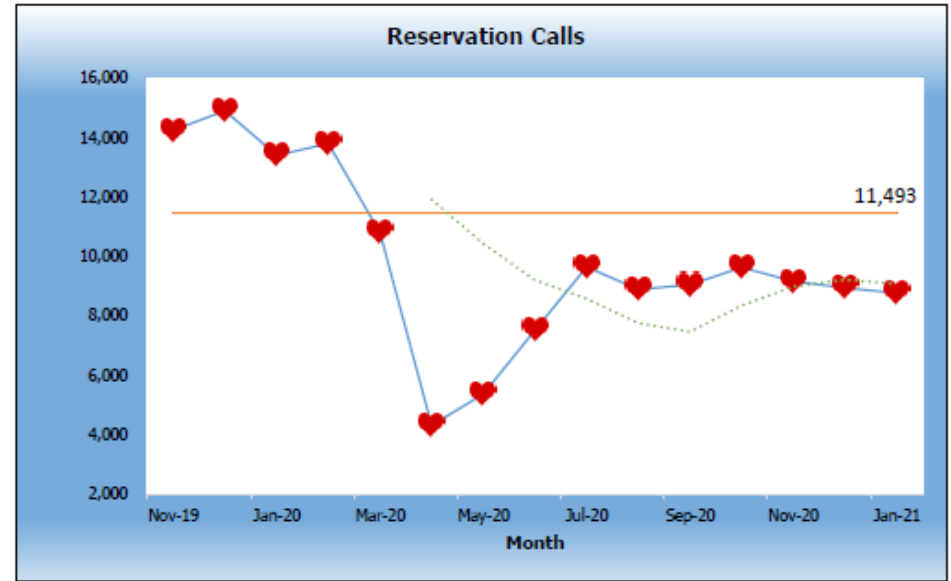
Current: 454,106

STAR Service



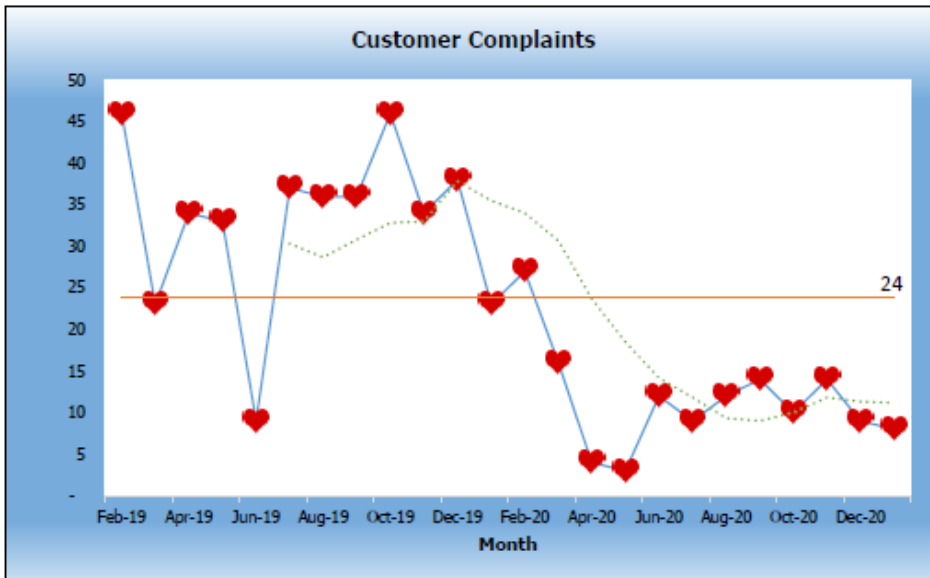
Previous: 29,737

Current: 16,481



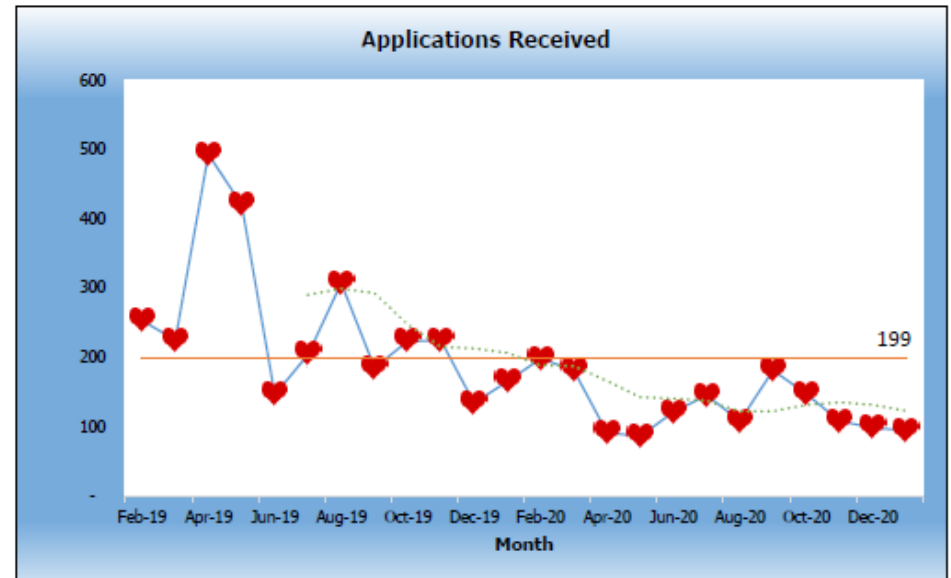
Previous: 13,410

Current: 8,770



Previous: 23

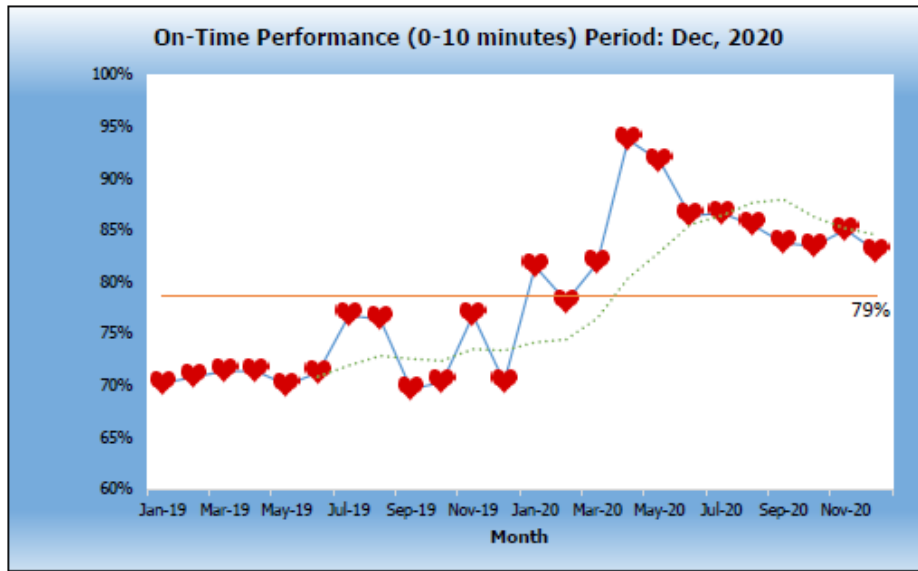
Current: 8



Previous: 165

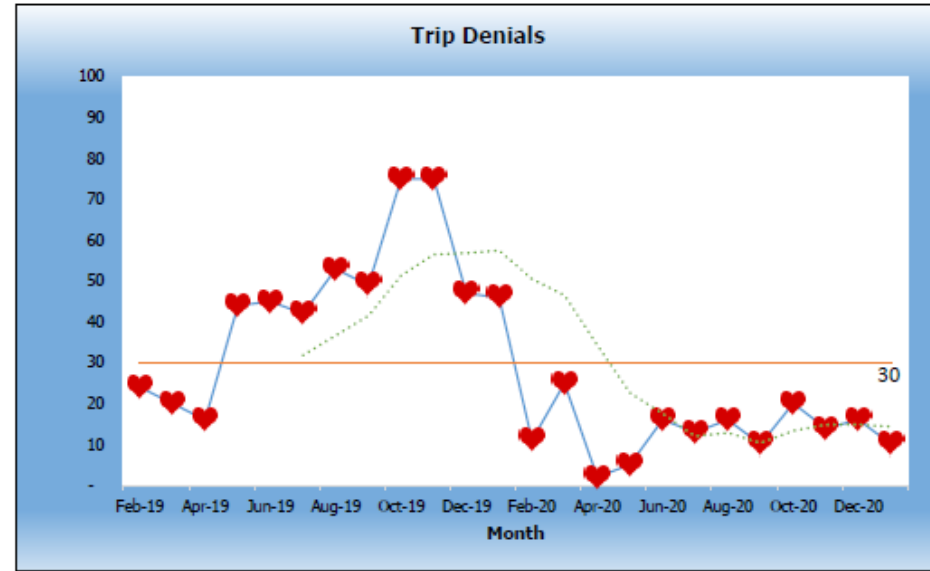
Current: 94

STAR Service Quality and ADA Compliance



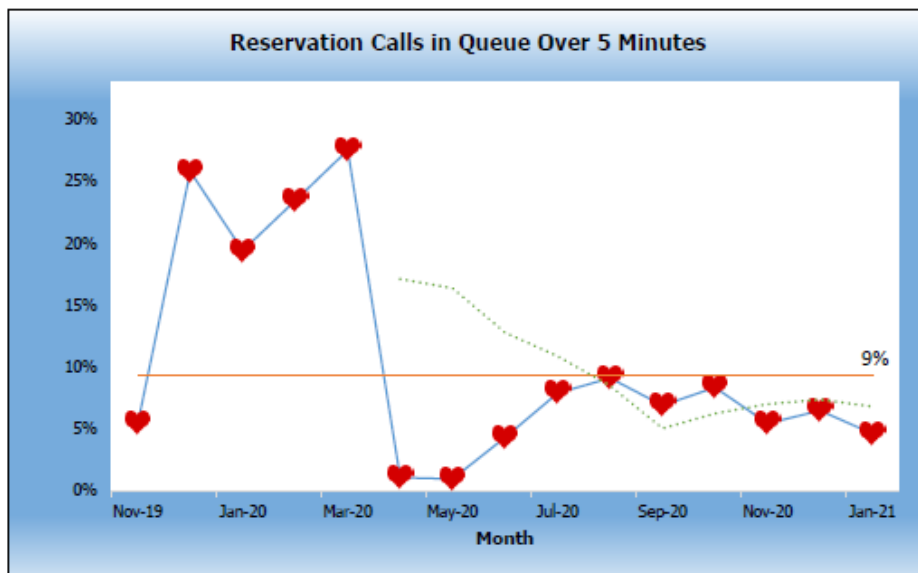
Previous: 70%

Current: 83%



Previous: 46

Current: 10



Previous: 19%

Current: 5%

**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.