



CDTA COMMITTEE AGENDA
Performance Monitoring/Audit Committee
Wednesday, March 24, 2021 | 12:00 pm | Microsoft Teams Meeting

| Committee Item | Responsibility |
|---|-----------------------|
| Call to Order | Denise Figueroa |
| Ascertain Quorum | Denise Figueroa |
| Agenda Approval | Denise Figueroa |
| Approve Minutes of Wednesday, February 17, 2021 | Denise Figueroa |
| Consent Agenda Items | |
| • Approve Contract for Term Engineers | Stacy Sansky |
| • Approve Contract for Albany Garage Expansion | Stacy Sansky |
| • Approve Contract for Bus Washers | Stacy Sansky |
| • Approve Contract for Troy Facility Rehab | Stacy Sansky |
| • Approve Contract for CDPHP Cycle! Equipment | Stacy Sansky |
| • Approve Procurement Manual | Stacy Sansky |
| • Resolution to Accept State Funding | Philip Parella, Jr |
| Investment Committee | |
| • Update on Committee Activity/Reports | Denise Figueroa |
| Administrative Discussion Items | |
| • Monthly Management Report | Mike Collins |
| • Monthly Non-Financial Report | Chris Desany |
| Next Meeting: Wednesday, April 21, 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 – February 17, 2021 at 10:30 am; 110 Watervliet Avenue, Albany

In Attendance: via MT - Denise Figueroa; at 110 – Jayme Lahut, Mike Criscione, Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Lance Zarcone, Phil Parella, Jaime Watson, Dave Williams, Vanessa Salamy; via MT - Stacy Sansky, Jeremy Smith, Jon Scherzer, Sarah Matrose, Ross Farrell, Rich Nasso, Jack Grogan, Thomas Guggisberg, Brint Irving, Gary Guy

Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the January 20, 2021 meeting were reviewed and approved.

Consent Agenda Items

Approve Contract for Electric Buses

- We issued an RFP for the manufacture and purchase of forty-foot Electric Buses. Four proposals were received. After an extensive review process, New Flyer was determined to have the best overall proposal and staff recommends a 5- year contract. We have purchased 4 electric buses and 10 articulated buses from New Flyer. Staff also recommends placing an order for four electric buses at a cost of \$872,575 per vehicle.
- A five-year contract to New Flyer, LLC of Winnipeg, Canada; and to approve an initial order of four buses at a cost not to exceed \$3,490,300 will be recommended to the board for approval.

Approve Contract for River BRT Communication Equipment

- Our BRT services use Traffic Signal Priority (TSP) technology at intersections along the corridor. TSP provides priority to buses by accessing traffic signal data in real time. A contract is needed to purchase communication equipment to support TSP at 27 BRT intersections. Staff recommends a sole source contract to Northeast Signal for \$152,888.
- A contract to purchase TSP equipment to Northeast Signal, Inc. of Elbridge, New York for an amount not to exceed \$152,888 will be recommended to the board for approval.

Approve Contract for Bus Operator Uniforms

- A contract is needed to provide uniforms for our bus operators. An RFP was issued, and four proposals were received. Staff recommends a contract to the incumbent vendor, Galls, Inc. They provided a 14% price decrease from the prior contract.
- A three-year contract with two optional one-year renewals to Galls, LLC of Lexington, Kentucky with a maximum contract value of \$875,000 will be recommended to the board for approval.

Administrative Discussion Items

Risk Management & Workers' Compensation Quarterly Report

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

Monthly Management Report

- Mike Collins gave the Monthly Management Report. January MRT was the best month of the fiscal year, and we are now \$2.7 million over budget. Customer revenue improved slightly but remains 67% under budget for the year; Rail Station revenue is down 75% for the year because there is little activity at the rail station.
- On the expense side, wages are flat and remain 2.3% under budget for the year; Workers' Compensation received some insurance recoveries this month but remains 8.5% over budget for the year; Materials & Supplies are over budget this month due to invoice timing issues. Total expenses are down 6.2% for the year.
- We are in a good financial position because of CARES funding, but cash flow is tight because our STOA payment is overdue.

Monthly Non-Financial (performance) Report

- Chris Desany gave the Non-Financial Report. Ridership is down 44% this month and 36% for the year. STAR boardings are down 45% for the year. Fixed route on-time performance was at 81%; STAR on-time performance was at 83%. Preventable accidents are at 18 this month and non-preventable accidents are at 13, much more in line with our averages. A detailed report on accidents was provided at the meeting.

Next Meeting

Wednesday, March 24, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

Agenda Action Proposal

Subject: Recommendation to award term engineering contracts to Bergmann, CHA Companies, Weston and Sampson, Creighton Manning Engineers, Sage Engineering and WSP (all firms located in Albany, New York).

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 24, 2021

Board Action Date: March 31, 2021

Background:

CDTA maintains contracts with a group of architectural and engineering (A&E) firms to ensure availability of qualified firms with negotiated rates available for projects valued under \$100,000. The current term engineering contract has expired.

Purpose:

To provide architectural and engineering services.

Summary of Proposal:

A Request for Proposals (RFP) was issued to provide architectural and engineering services. Nineteen proposals were received. A review committee evaluated all proposals and ranked them in order of preference based on project experience, qualifications, and references. Staff reached agreement on fee schedules with the six firms below and we are recommending a three-year contract with two optional one-year renewals for term engineering:

Bergmann Architects and Engineers

WSP USA, Inc

Weston & Sampson

CHA Companies

Creighton Manning Engineers

Sage Engineering

Upon Board approval, agreements will be executed with each firm, however if the need arises staff is not precluded from engaging other A/E firms for specialized work. These contracts require Board approval as multi-year professional services contracts.

Financial Summary and Source of Funds:

The annual financial value of each contract shall vary and be dependent upon projects in need of engineering services. There is no guarantee of work or minimum contract values. The fund source will be determined by the type of project.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

March 24, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Term Engineers

Background

A term agreement is one such that firms are qualified and vetted as able to perform services for CDTA on an “as needed” basis. The purpose of a term agreement is to provide for design and other professional services necessary to advance our projects as they arise. The existence of a term agreement does not guarantee work for a consultant, nor does it guarantee that a consultant will have an opportunity to propose on any specific project. When services are required, the Project Manager will develop a detailed scope of work and submit it to one or more term consultants.

Under a term agreement, the engineering consultants will work at the direction of CDTA to perform functions that include, but are not limited to, the following tasks:

- Develop designs and specifications
- Develop concept drawings
- Certify and/or stamp designs
- Formulate and present reliable project cost estimates
- Respond to requests for information
- Review shop drawings
- Perform construction administration
- Develop timelines with identified milestones
- Assist with the development and planning of budgets
- Coordinate with other consultants and stakeholders as needed

Examples of term engineer work includes designing office and locker room renovations, parking lot improvements, stations, and conducting feasibility studies. Work is awarded to the firm submitting the most favorable proposal for a specific set of tasks.

Justification

The terms of our contracts are for three years with two, one-year options, and are now up for renewal. An RFP was sent out in October to solicit new proposals. A committee was established to review the proposals which were based upon experience, qualifications, references, and D/MWBE participation.

Nineteen firms submitted proposals for review. The committee evaluated and negotiated the offers, conducted reference checks, and eight firms were interviewed. We are recommending awarding contracts to six companies:

- WSP
- Weston & Sampson
- Bergmann
- Creighton Manning Engineers
- CHA
- Sage Engineering

Recommendation

At this time, I am recommending awarding term engineer agreements to the above firms.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities

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:

Undetermined at this time 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 # 79 or **Advertised**
Number of Proposals/Bids Received # 19

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 2
DBE Certification on file? Yes No **Not Applicable**
Number of DBE Subcontractors 15

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: See Action Item -6 Firms

8. SOURCE OF FUNDS: Operating or Capital Budget depending on amount and type of project

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:** January 7, 2016

| Scorecard for CDTA FAC 176-2000 Term Engineers | | | | | | | | | | |
|--|-------------------|-------------------|-----------------------------------|----------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|--|--------------------------------|---|
| | CHA Albany, NY | WSP Albany, NY | Sage Engineering Albany, NY | Friedman Fisher Albany, NY | Passero Associates Albany, NY | Weston & Sampson Albany, NY | FPM Engineering Bohemia, NY | H2M Architects & Engineers Latham, NY | Lothrop White Plains, NY | McFarland Johnson Saratoga Springs, NY |
| Qualifications 225 points | 207 | 215 | 201 | 193 | 200 | 208 | 172 | 209 | 183 | 197 |
| Experience 125 points | 113 | 117 | 114 | 99 | 107 | 114 | 84 | 113 | 98 | 102 |
| References 125 points | 108 | 119 | 110 | 101 | 104 | 120 | 94 | 112 | 106 | 112 |
| DBE and/or MWBE Participation 25 points | 7.5 | 3.75 | 2.5 | 3.75 | 5 | 7.5 | 8.75 | 6.25 | 6.25 | 1.25 |
| TOTAL | 435.5 | 454.75 | 427.5 | 396.75 | 416 | 449.5 | 358.75 | 440.25 | 393.25 | 412.25 |

| (Cont.) | Creighton Manning Albany, NY | Tetra Tech Albany, NY | Phinney Design Saratoga Springs, NY | HVEA Engineers Beacon, NY | B Thayer Assoc Woodbury, NY | McLaren Eng Woodcliff, NJ | Atane Consulting New York, NY | C2 Design Group Schenectady, NY | Bergmann Albany, NY |
|--|------------------------------------|--------------------------|--|---------------------------------|--------------------------------------|------------------------------|-------------------------------------|--|------------------------|
| Qualifications 225 points | 215 | 197 | 207 | 180 | 169 | 188 | 174 | 193 | 206 |
| Experience 125 points | 118 | 104 | 110 | 96 | 86 | 99 | 98 | 101 | 111 |
| References 125 points | 116 | 103 | 107 | 103 | 96 | 110 | 106 | 105 | 102 |
| DBE and/or MWBE Participation 25 points | 5 | 1.25 | 1.25 | 25 | 25 | 2.5 | 8.75 | 7.5 | 12.5 |
| TOTAL | 454 | 405.25 | 425.25 | 404 | 376 | 399.5 | 386.75 | 406.5 | 431.5 |

Capital District Transportation Authority Agenda Action Proposal

Subject: Recommendation to award a contract to expand the Albany Bus Garage to LeChase Construction Services, LLC of Schenectady, New York.

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 24, 2021

Board Action Date: March 31, 2021

Background:

As we continue forward with the development of the Washington Western BRT, we are expanding the Albany garage to accommodate additional vehicles that are needed for the new service. This project involves the expansion of additional heated bus storage and renovation of the existing articulated bus maintenance area.

Purpose:

To allow for storage of additional vehicles and installation of new vehicle lifts to align with service needs.

Summary of Proposal:

A Request for Proposals (RFP) was issued to extend the Albany garage to include new bus lanes, lighting, ventilation, and new bus washes. Firms were invited to participate in site walk-thrus that included project review and expectations. Six proposals were received. A review committee evaluated all proposals and ranked them in order of preference based on project experience, qualifications, and references. The two firms that scored the highest participated in interviews to discuss their proposals and answer questions from the review team.

Staff recommends awarding a contract for the Albany Bus Garage Expansion to LeChase Construction Services, LLC of Schenectady, New York for an amount not to exceed \$9,080,962. This includes a 20% contingency. LeChase has committed to utilizing DMWBE contractors for up to 20% of the work. Upon Board approval a contract will be executed. Substantial completion is expected by May 2023.

Financial Summary and Source of Funds:

| | |
|------------------|--------------------|
| Base Price: | \$7,567,468 |
| 20% Contingency: | <u>\$1,513,494</u> |
| TOTAL: | \$9,080,962 |

This project is funded by the Washington/Western BRT Small Starts Grant

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

March 24, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Albany Garage Expansion

Background

We have begun construction of the Washington Western Bus Rapid Transit (BRT) line. In June 2019, the Board approved the relocation of the station at Crossgates Mall. In March 2020, the Board approved the construction of stations at Harriman West and the Downtown UAlbany Campus.

The next step is to expand the Albany garage to accommodate additional vehicles needed for the service. We have worked with our architects and engineers to develop a design and detailed specification. In January we released an RFP to engage a construction firm to complete this expansion work. This project involves the development of additional heated bus storage and a renovation of the existing articulated bus maintenance area in CDTA's Albany division.

In the storage house, we will extend the garage to the west side of the building adding approximately 22,400 square feet of heated storage space. This will accommodate an additional 16-60' articulated buses. This area will also include new ventilation, LED lighting, and unit heaters. Once the expansion is completed, the two bus wash systems will also be replaced.

In the maintenance area, we will relocate the foreman's office to make additional space for operations. The footprint of the area will not increase, but modifications will be made to allow for three new in-ground articulated bus lifts.

Eighty contractors downloaded the RFP. We conducted a vendor conference and contractor walkthrough. Six responses were received. A review team consisting of members of Facilities, Maintenance, and Transportation departments, and our engineering firm reviewed all proposals. The two top-scoring firms were interviewed to clarify their submittals and ask questions about the project. After review and final scoring based on experience, cost effectiveness, schedule and D/MWBE participation, staff decided that LeChase Construction Services, LLC, should be advanced for recommendation.

Justification

LeChase Construction Services, LLC is a well-known, local firm. Their portfolio includes work with school districts, airports, maintenance facilities, manufacturing, entertainment, and transit centers. All references were checked and found to be satisfactory.

Recommendation

At this time, I am recommending awarding the contract for the Albany garage expansion to LeChase Construction Services, LLC. of Schenectady, NY for a base amount of \$7,567,468 plus 20% contingency, for a total value of \$9,080,962.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities

Cumulative Scorecard CDTA FAC 178-2000

| | AOW-Albany, NY | LeChase- Schenectady, NY | Bette & Cring- Latham, NY | Turner- Albany, NY | Jersen- Waterford, NY | PJ Dick, Inc- Pittsburgh, PA |
|--|---------------------------|---|--|-----------------------------------|----------------------------------|---|
| Relevant Experience & Qualifications of Firm (175Points) | 120 | 171 | 155 | 167 | 84 | 150 |
| Cost Effectiveness (250 points) | 237 | 239 | 199 | 197 | 97 | 156 |
| Ability to Meet Schedule (50points) | 40 | 42 | 42 | 45 | 9 | 33 |
| D/M/WBE (25 points) | 10 | 25 | 20 | 20 | 0 | 0 |
| TOTAL (500 points) | 407 | 477 | 416 | 429 | 190 | 339 |

Reviewer Signature:

Date:

NOTES:

Capital District Transportation Authority Agenda Action Proposal

Subject: Recommendation to award a contract to replace bus washers to Turner Construction Company of Albany, NY.

Committee: Performance Monitoring/Audit
Committee Meeting Date: March 24, 2021
Board Action Date: March 31, 2021

Background:

The current bus wash systems in Troy and Schenectady are beyond their useful life and require replacement.

Purpose:

To provide a well maintained and clean fleet of vehicles.

Summary of Proposal:

A Request for Proposals (RFP) was issued to dismantle and remove the current bus wash system in the Troy Division and replace it with a new system. An alternate bid price was also requested for the same work to be performed at the Schenectady Division. Four proposals were received. A review committee evaluated all proposals and ranked them based on project experience, qualifications, and references. The three highest scoring firms participated in interviews to discuss their proposal and answer questions from the review team.

Staff recommends awarding a contract for bus washer replacements to Turner Construction Company of Albany, New York for an amount not to exceed \$1,988,978. This includes the base price for the Troy Division, the alternate bid for Schenectady and a 20% contingency. Turner Construction has committed to utilizing DMWBE contractors for up to 34% of the work.

Upon Board approval, a contract will be executed with substantial completion expected by May of 2023.

Financial Summary and Source of Funds:

| | |
|-------------------------------------|--------------------|
| Base cost for Troy Division: | \$826,939 |
| Alternate for Schenectady Division: | \$830,543 |
| 20% Contingency: | <u>\$331,496</u> |
| TOTAL: | \$1,988,978 |

These projects will be funded by the River BRT Smalls Starts Grant; Section 5307 and Section 5339 Bus and Facility grants.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

March 24, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Bus Wash Replacements

Background

We pride ourselves not just on the quality of our service, but also on the proper maintenance and cleanliness of the fleet. The appearance of the vehicles is due largely to the daily washes that the buses receive and has the added benefit of extending the life of the vehicle. These are completed on site at each of our three divisions via our hard lined bus wash and water reclaim systems.

Over the past several years it has become difficult to continue to acquire parts and maintain these aging systems. At our Troy and Schenectady locations, the washes are 25+ years old, deteriorating, have progressed beyond their useful life, and require decommissioning.

A request for proposals for replacements was issued in January and 38 contractors downloaded the package. The scope of work included the demolition and removal of the current bus wash systems, infrastructure required to install the new systems (plumbing, electrical, etc.) and the new wash systems themselves.

We received four proposals. A review team consisting of members of the facilities department, maintenance department, and our engineer scored the proposals and interviewed the top three firms. After review and scoring based on experience, cost effectiveness, ability to meet schedule and D/MWBE participation, staff determined that Turner Construction Company would be advanced for recommendation.

Justification

Turner Construction is a well-known, national firm. Its portfolio includes work with school districts, housing, health care, and transit agencies, including bus wash systems. Turner also recently completed a locker room/bathroom renovation project at 110 Watervliet Avenue. All references were checked and found to be satisfactory.

Recommendation

At this time, I am recommending awarding a contract for bus wash replacements to Turner Construction Company of Albany, NY for a base amount of \$826,939 (Troy), an alternate for \$830,543 (Schenectady), and a 20% contingency. The total value is \$1,988,978.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities

Cumulative Scorecard CDTA FAC 174-2000

| | AOW-Albany, NY | Gallo-Watervliet, NY | Bette & Cring-Latham, NY | Turner-Albany, NY |
|--|-----------------------|-----------------------------|-------------------------------------|--------------------------|
| Relevant Experience & Qualifications of Firm (140Points) | 105 | 55 | 125 | 125 |
| Cost Effectiveness (200 points) | 190 | 135 | 162 | 184 |
| Ability to Meet Schedule (40 points) | 34 | 32 | 40 | 32 |
| D/M/WBE (20 points) | 4 | 0 | 16 | 20 |
| TOTAL | 333 | 222 | 343 | 361 |

Capital District Transportation Authority Agenda Action Proposal

Subject: Recommendation to award a contract for Troy facility renovations to AOW Construction, LLC of Albany, NY.

Committee: Performance Monitoring/Audit
Committee Meeting Date: March 24, 2021
Board Action Date: March 31, 2021

Background:

In conjunction with the River BRT construction, the Troy storage and maintenance expansions were approved in 2019. This project will complete the Troy Division upgrades in support of the River BRT service.

Purpose:

To provide modernized facilities that reflect increased staffing levels in the Troy Division.

Summary of Proposal:

An Invitation for Bids (IFB) outlining upgrades to the Troy Division was issued with associated construction drawings and reports. Eight bids were received and AOW Construction, LLC provided the lowest responsive and responsible bid. Staff confirmed AOW's ability to perform work through reference checks, a qualifications interview and through an accuracy review completed by the Engineer of Record.

Staff recommends a contract for Troy facility renovations be awarded to AOW Construction, LLC for an amount not to exceed \$983,640. This includes bid alternate #1 to remove and replace precast concrete panels and a 20% contingency. Up to 15% of the work will be performed by D/MWBE and SDVOB subcontractors. Upon Board approval, a contract will be executed with substantial completion scheduled for December 2021.

Financial Summary and Source of Funds:

| | |
|-------------------|------------------|
| Base Bid: | \$800,700 |
| Bid Alternate #1: | \$19,000 |
| 20% Contingency: | <u>\$163,940</u> |
| TOTAL: | \$983,640 |

This project is funded by the River BRT Small Starts Grant.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

March 24, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Troy Locker and Bathroom Renovations

Background

Construction of the River Corridor BRT is nearly complete, including the Troy storage and maintenance expansion which was approved by the Board in September of 2019. To support the increase in service and staffing levels in Troy, it is also necessary to reconfigure, upgrade and modernize the locker rooms, bathrooms, inventory area, break room, and dispatch office.

The scope of the proposed project consists of:

- Combining and reconfiguring the front bathrooms into a dedicated women's locker room with bathroom
- Combining the current men's and women's bathrooms and locker rooms into a single, larger men's locker room and bathroom
- Expanding the maintenance parts storage area
- Reconfiguring and upgrading the maintenance personnel bathroom and locker rooms,
- Creation of a gender-neutral bathroom
- Upgrades to the drivers' breakroom and the dispatch office

An invitation for bid for this work was released in January and 45 contractors downloaded it.

Justification

We received eight bids, the lowest of which came from AOW Construction, LLC in an amount of \$819,700. Our engineer reviewed the bids to check for accuracy and large discrepancies. AOW's bid was found to be accurate and reasonable. AOW is a reputable local contractor that specializes in renovation work. They also recently completed the health center project at 110 Watervliet Avenue. All references were checked and found to be satisfactory.

Recommendation

At this time, I am recommending awarding a contract for the Troy division renovations to AOW Construction, LLC of Albany, NY in an amount of \$819,700 plus a 20% contingency for a total amount of \$983,640.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities



Bid Summary



Contract Name: Troy Division Staff Facilities Rehab

Contract No: CDTA FAC 177-2000

Date/Time of
Opening:

February 26, 2021 - 1:00pm

| Bidder Contact Information | Base Bid/Lump Sum Price | Bid Alternate- If Applicable | Subcontractors if known/as applicable (Names only) | DBE/MWBE/SDVOB Status |
|---|---|---|--|---|
| Name: AOW Construction Address: 30 Essex Street Albany, NY 12206 Contact: Jim Urner Jr. Email: jurner@aowconstruction.com Phone: 518.482.3400 | \$ <u>800,700</u> Total w/selected Alternates: \$ <u>819,700</u> | Alternate 1: \$19,000 Alternate 2: | 1 Action Waste 2 Flooring Environment 3 Nickerson Corp 4 Kittredge Equipment 5 Titan Roofing | DBE <u>X</u> MBE <u>WBE X</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE X</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE X</u> SDVOB <u>X</u> DBE <u> </u> MBE <u>WBE X</u> SDVOB <u> </u> DBE <u> </u> MBE <u>X</u> WBE <u>SDVOB</u> |
| Name: Duncan & Cahill, Inc. Address: 11 Oakwood Ave Troy, NY 12180 Contact: D Scott Cahill Email: Phone: 518.274.3631 | \$ <u>1,298,819</u> Total w/selected Alternates: \$ <u>1,333,819</u> | Alternate 1: \$35,000 Alternate 2: | 1 2 3 4 5 | DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> |
| Name: Riverview Construction Associates, Inc. Address: 718 Riverview Road Rexford, NY 12148 Contact: Robert R Romano Email: rromano@riverviewconstructionassociates.com Phone: 518.322.7899 | \$ <u>1,028,800</u> Total w/selected Alternates: \$ <u>1,043,800</u> | Alternate 1: \$15,000 Alternate 2: | 1 Stilsing Electric 2 Advance Glass 3 R&H Fire 4 Flooring Environment 5 | DBE <u> </u> MBE <u>WBE X</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE X</u> SDVOB <u> </u> DBE <u>X</u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE X</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> |
| Name: Bette & Cring, LLC Address: 22 Century Hill Dr Suite 201 Latham, NY 12110 Contact: Tom Owens Email: towens@bettecring.com Phone: 518.213.1010 | \$ <u>896,000</u> Total w/selected Alternates: \$ <u>911,000</u> | Alternate 1: \$15,000 Alternate 2: | 1 RBM Guardian Fire Protection, Inc. 2 Nickerson Corporation, Inc. 3 4 5 | DBE <u> </u> MBE <u>WBE X</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE X</u> SDVOB <u>X</u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> |
| Name: Turner Construction Company Address: 1 Computer Dr South Albany, NY 12205 Contact: Carlton E Stewart III Email: cstewart@tcco.com Phone: 518.432.0277 | \$ <u>861,449</u> Total w/selected Alternates: \$ <u>901,327</u> | Alternate 1: \$39,878 Alternate 2: | 1 Advance Glass 2 Flooring Environment 3 4 5 | DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> |
| Name: Gallo Construction Corp. Address: 50 Lincoln Ave Watervliet, NY 12189 Contact: Karen Gallo Email: kgallo@gallog.com Phone: 518.273.0234 | \$ <u>940,000</u> Total w/selected Alternates: \$ <u>965,600</u> | Alternate 1: \$25,600 Alternate 2: | 1 2 3 4 5 | DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> |
| Name: B.B.A. Inc dba Bonacquisti Brothers Construction Address: 20 Center St Suite 1 Albany, NY 12204 Contact: Clay Slaughter Email: estimating@bonbroconst.com Phone: 518.238.2115 | \$ <u>948,500</u> Total w/selected Alternates: \$ <u>955,000</u> | Alternate 1: \$6,500 Alternate 2: | 1 2 3 4 5 | DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> |
| Name: Hoosick Valley Contractors, Inc. Address: 52 Melrose-Valley Falls Rd Melrose, NY 12121 Contact: Jim Griffen Email: jgriffen@hoosickvalley.com Phone: 518.235.7108 | \$ <u>971,000</u> Total w/selected Alternates: \$ <u>1,007,500</u> | Alternate 1: \$36,500 Alternate 2: | 1 2 3 4 5 | DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> DBE <u> </u> MBE <u>WBE</u> SDVOB <u> </u> |

I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.

Signature: _____

Capital District Transportation Authority Agenda Action Proposal

Subject: Sole source contract award for purchase of bicycle controllers from Mobility Cloud, Inc of New York, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: March 24, 2021
Board Action Date: March 31, 2021

Background:

Our CDPHP *Cycle!* program requires equipment upgrades. We currently use older bicycle controller equipment to operate and track bikes. We need to upgrade and procure new controller units that will replace outdated technology.

Purpose:

To ensure bicycle functionality by replacing outdated technology.

Summary of Proposal:

In March of 2020, the Board approved a contract to Mobility Cloud, Inc for the CDPHP *Cycle!* program. The bicycle controllers that allow vehicle access are outdated and are no longer supported by mobile network carriers. Mobility Cloud developed a new controller unit allowing bikes to remain functional. The new controllers offer a wide range of upgrades as outlined in the attached support memo and will provide a better customer experience.

The controllers are proprietary in nature and must be purchased from Mobility Cloud. Without the new controllers the bikes will become inoperable within the next few months. Staff has reviewed the pricing and finds it to be fair and reasonable. Staff recommends that a contract for the purchase of bicycle controllers be awarded to Mobility Cloud, Inc of New York, New York for an amount not to exceed \$80,000. Upon Board approval the contract will be executed to ensure all upgrades are made for the upcoming CDPHP *Cycle!* season.

Financial Summary and Source of Funds:

The cost of these controllers will not exceed \$80,000 and will be funded in the FY2022 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jonathan Scherzer, Director of Marketing

Memorandum

March 24, 2021

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

From: Jonathan Scherzer, Director of Marketing

Subject: CDPHP *Cycle!* equipment purchase

Background:

Social Bicycles of Brooklyn, New York was our original bike share vendor, providing equipment and support to manage the program. Uber Technologies, Inc. purchased Social Bicycles, which operated as wholly-owned subsidiary under the name of JUMP for two years. We entered into an agreement last March with Mobility Cloud Inc., which had purchased Social Bicycles' assets. The company is headed by a former Social Bicycles executive, who owns the proprietary specifications for bicycles, stations, and infrastructure that match our current offerings.

Current Status:

CDPHP *Cycle!* is a key element of CDTA providing a broader menu of mobility options. The system allows people to rent bicycles within a network of self-serve stations, and we are looking toward new technology as some parts are nearing the end of their useful life. We need to procure new controller units that will replace outdated technology that unlock and track ridership.

The original controllers allow access to the vehicle and connect to the backend using 2G and 3G mobile network technology that is no longer supported by national carriers. The transition could occur at any point in the next few months to a year as providers move toward a stronger mobile network. The new controller, which will feature a QR code for accessing bicycles, includes onboard real-time GPS, accelerometer tracking and RFID technology. The units also offer solar and dynamo power generators capable of connecting even in difficult areas. We have run a successful demo with the new product and are excited by the ease of use for our customers.

Social Bicycles controllers, backend and connectivity is manufactured, sold, distributed, and supported exclusively by Mobility Cloud Inc. No division of Mobility Cloud Inc, nor any other company, makes a compatible product which can work with the proprietary technology of Mobility Cloud. This product must be purchased directly from Mobility Cloud Inc.

Recommendation:

We recommend award of a single source contract to Mobility Cloud, Inc. of New York City for the purchase of 400 new bike share controller units for \$80,000. This will be funded through the FY22 Capital Plan.

Copy: Chief Executive Officer
Mobility Manager

Capital District Transportation Authority Agenda Action Proposal

Subject: Review and approval of revised CDTA Procurement Manual

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 24, 2021

Board Action Date: March 31, 2021

Background:

The New York Public Authorities Law section 2879 requires that public authorities annually review their procurement guidelines.

Purpose:

Staff reviews the procurement manual annually to ensure it still meets CDTA's needs.

Summary of Proposal:

The Procurement Manual is utilized by Authority staff, subsidiary employees, sub-grantees and contractors in procuring goods and services necessary to advance the CDTA mission.

The Procurement Manual was provided to members of staff including General Counsel, Internal Audit and Finance for feedback on proposed changes. The attached memo outlines the proposed changes to the Procurement Manual.

Financial Summary and Source of Funds:

No impact

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Stacy Sansky, Director of Procurement

The manual is attached separately

Memorandum

March 24, 2021

To: Performance Monitoring/Audit Committee

From: Stacy Sansky, Director of Procurement

Subject: Procurement Manual Updates

Overview:

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

It is reviewed annually to ensure we comply with state and federal regulations, and to review procedures for conformance with common business practice.

Background:

Last year substantive changes were made to the Procurement Manual to change approval thresholds for the purchase of goods and services. This year there are minor changes that do not change how CDTA approaches procurement.

The changes include inclusion of a revised Procurement Checklist (Page 39), minor update of the Prompt Payment Policy (Page 47) and inclusion of the current Annual Procurement Report (Page 63).

Justification:

- As the number of certifications and requirements for awarding a contract increases due to changes at the Federal and State level it was appropriate to update the Procurement Checklist to ensure CDTA is creating complete procurement records.
- An email address (accountspayable@cdta.org) was added to allow vendors to submit invoices to reduce paper and increase efficiency.
- It is standard practice to include the current Procurement Report (provided to the Board of Directors each January) for informational purposes in the appendix of the procurement manual.

Staff is recommending that these changes be incorporated into the procurement manual that will be distributed to all staff. During the upcoming year the Procurement Manual will undergo a review for content and style to deliver a meaningful document in a more concise format.

Capital District Transportation Authority

Agenda Action Proposal

Subject: Resolution to accept \$8,907,084 in State funding.

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 24, 2021

Board Action Date: March 31, 2021

Background:

Each year New York State Department of Transportation (NYSDOT) and the Federal Transit Administration (FTA) provide grant funding opportunities for our capital program, which in some cases require a board resolution.

We receive FTA funds on an annual basis through Section 5307 and Section 5339 programs. A variety of our projects are funded with these federal grants. Section 5339 funds will support the replacement of two commuter buses, seven paratransit vehicles, and six FLEX vehicles. Section 5307 funds support preventive maintenance associated with federally funded assets, the bus shelter replacement program, and passenger amenities.

The FTA supports 80% of these grants. NYSDOT provides 10% (\$2,069,400) as local match and we provide the remaining 10% (\$2,069,400) to support the 5307/5339 programs.

CDTA was awarded Federal Highway Funds (STP-Flex) via CDTC for River BRT operations. The FTA funds 80 percent of these costs; NYSDOT provides 10 percent (\$97,090) as local match and we provide the remaining 10% (\$97,090).

NYSDOT provides a separate capital program to fund transit systems needs through the Accelerated Transit Capital (ATC) Program and the Transportation Modernization and Enhancement Program (MEP). CDTA was allocated \$3,461,124 in MEP funds, and is currently accepting \$3,279,470 in ATC funds. The MEP and ATC funds were budgeted in our FY2021 capital program to support the purchase of 40-foot buses. The State supports 100% of these costs.

Purpose:

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

Summary of Proposal:

The resolution permits CDTA to execute an agreement with NYSDOT to accept \$8,907,084.

Financial Summary and Source of Funds:

NYSDOT Supplemental Agreement #3, K007407 will fund the following;

- 100% of the \$3,461,124 MEP program;
- 100% of the \$3,279,470 ATC program;
- 10% of the 5339 and 5307 FTA grants for \$2,069,400;
- 10% of the FHWA funds for \$97,090;

The total of these grant reimbursements is \$8,907,084.

Prepared by:

Melissa Shanley, Grants Manager

Project Managers:

Lance Zarccone, Vice President of Operations

Philip Parella, Jr., Director of Finance

Jeremy Smith, Director of Facilities

Monthly Management Report

February 2021



Monthly Management Report - February 2021

Executive Summary

| | | | Current Month | | Year to Date | |
|-------------------------|--------------|--------------|---------------|--------------|---------------------|--------------|
| REVENUE | Actual | Budget | (\$) Variance | (%) Variance | (\$) Variance | (%) Variance |
| 1 Mortgage Tax | \$ 1,155,688 | \$ 937,500 | \$ 218,188 | 23.27% | \$ 2,993,779 | 29.03% |
| 2 Customer Fares | \$ 1,071,086 | \$ 1,720,972 | \$ (649,886) | -37.76% | \$ (12,218,407) | -64.54% |
| 3 RRS & Facilities | \$ 85,728 | \$ 304,303 | \$ (218,575) | -71.83% | \$ (2,490,802) | -74.41% |
| 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 | \$ 3,752,247 | \$ 4,031,423 | \$ (279,176) | -6.92% | \$ (1,211,420) | -2.73% |
| 7 Professional Services | \$ 155,098 | \$ 324,145 | \$ (169,047) | -52.15% | \$ (1,115,172) | -31.28% |
| 8 Material/Supplies | \$ 222,011 | \$ 140,529 | \$ 81,482 | 57.98% | \$ 467,753 | 30.26% |
| 9 Utilities | \$ 125,075 | \$ 84,250 | \$ 40,825 | 48.46% | \$ (145,254) | -15.67% |
| | | | | | | |
| | | | | | YTD Revenue | 18.64% |
| | | | | | YTD Expenses | -6.52% |

Revenue Summary

- 1 February MRT was \$1.1 million, making it the tenth month in a row over \$1 million. We are close to a record pace; we are \$3 million over budget for the year.
- 2 Customer fares continue to struggle; we are down 65% for the year.
- 3 RRs & Facilities revenue continues to be under budget due to lack of parking revenue. YTD is under budget by 74%.
- 4 We continue to accrue STOA at 100%.
- 5 We have not used our 5307 grant this year.

Expense Summary

- 6 Wages are under budget this month due to a short month; and are under budget by 2.7% for the year.
- 7 Professional services are 52% under budget this month due to timing issues with our bike share vendor and advertising. YTD we are 31% under budget.
- 8 Materials & Supplies are 58% over budget this month because we purchased Air/Surface Purification units for STAR and FLEX vehicles. YTD we are 30% over budget due to purchasing protective shields.
- 9 Utilities are 48% above budget for the month, which is expected in the winter season. YTD is 15% under budget.

Note: We are in a good budget position entering the last month of the fiscal year.

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

| | | February-2021 | February-2020 |
|---|---|----------------------|----------------------|
| Assets | | | |
| | Current Assets: | | |
| | Cash | \$12,936,129 | \$8,798,347 |
| | Investments | \$16,884,661 | \$17,634,564 |
| | Receivables: | | |
| | Mortgage Tax | \$1,630,012 | \$1,153,396 |
| | Federal Grants | \$13,297,887 | \$589,040 |
| | New York State Operating Assistance | \$18,170,020 | (\$3,290,155) |
| | Trade and Other | \$4,904,018 | \$6,948,797 |
| | Advances to Capital District Transportation Committee | \$591,698 | \$1,018,537 |
| | Materials, Parts and Supplies | \$4,557,543 | \$4,183,347 |
| | Prepaid Expenses | \$1,203,391 | \$946,335 |
| | Sub-Total Current Assets | \$74,175,358 | \$37,982,208 |
| | Noncurrent Assets: | | |
| | Capital Assets, net | \$107,102,342 | \$94,895,086 |
| | 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 | | \$201,277,362 | \$135,486,197 |
| Liabilities | | | |
| | Current Liabilities: | | |
| | Accounts Payable | \$6,188,950 | \$6,341,041 |
| | Accrued Expenses | \$4,813,343 | \$4,109,864 |
| | Unearned passenger revenue | \$1,649,340 | \$2,287,031 |
| | Line of Credit | \$5,000,000 | \$0 |
| | Sub-Total Current Liabilities | \$17,651,633 | \$12,737,936 |
| | Noncurrent Liabilities: | | |
| | Capital Lease Agreement | \$3,134,504 | \$4,723,161 |
| | Estimated Provision for Existing Claims and Settlements | \$10,765,744 | \$10,502,470 |
| | Other postemployment benefits | \$105,346,823 | \$90,160,188 |
| | Net Pension Liability | \$1,616,083 | \$735,846 |
| | Sub-Total Noncurrent Liabilities | \$120,863,154 | \$106,121,665 |
| | 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 | | \$150,260,010 | \$123,266,777 |
| Net Position | | | |
| | Net Investment in Capital Assets | \$108,241,228 | \$108,241,228 |
| | Unrestricted | (\$57,223,876) | (\$96,021,809) |
| Total for Net Position | | \$51,017,352 | \$12,219,419 |
| Total Liabilities and Net Position | | \$201,277,362 | \$135,486,197 |

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

| | <u>To Date Actual</u> | <u>Annual Budget</u> | 92% |
|---|-----------------------|----------------------|-------------|
| REVENUE: | | | |
| AUTHORITY | \$13,458,278 | \$11,455,000 | 117% |
| TRANSIT | \$84,030,601 | \$81,953,820 | 103% |
| ACCESS | \$284,996 | \$525,000 | 54% |
| CDTA FACILITIES | \$994,308 | \$3,769,022 | 26% |
| TOTAL REVENUE | \$98,768,183 | \$97,702,842 | 101% |
| EXPENSE: | | | |
| AUTHORITY | \$14,237,816 | \$17,028,670 | 84% |
| TRANSIT | \$66,806,085 | \$77,122,426 | 87% |
| ACCESS | \$1,002,776 | \$1,283,750 | 78% |
| CDTA FACILITIES | \$1,328,051 | \$2,267,995 | 59% |
| TOTAL EXPENSE | \$83,374,728 | \$97,702,842 | 85% |
| Revenue over (under) Expenses | \$15,393,455 | | |
| Depreciation | \$12,650,000 | | |
| Excess of Revenue over (under) Expenses | \$2,743,455 | | |
| 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 | \$10,500,000 | | |
| Transfer to Operating Fund | (\$14,000,000) | | |
| Transfer from Worker's Comp Fund | \$0 | | |
| Transfer to Worker's Comp Fund | (\$2,417,899) | | |
| *Net Excess of Revenue over (under) Expenses | (\$2,424,444) | | |

*Contribution to required fleet replacement.

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
MONTHLY MANAGEMENT REPORT
February-21

BUDGET VARIANCE REPORT

| | CONSOLIDATED | | | | | | | | Annual Budget |
|-------------------------------------|---------------------|--------------------|--------------------|-------------------|----------------------|---------------------|-----------------------|-------------------|----------------------|
| | This Month | | | | Year to Date | | | | |
| | Actual | Budget | Variance | % Variance | Actual | Budget | Variance | % Variance | |
| Operating Revenue | | | | | | | | | |
| Mortgage Tax | \$1,155,688 | \$937,500 | \$218,188 | 23.27% | \$13,306,279 | \$10,312,500 | \$2,993,779 | 29.03% | \$11,250,000 |
| Customer Fares | \$1,071,086 | \$1,720,972 | (\$649,886) | -37.76% | \$6,712,288 | \$18,930,695 | (\$12,218,407) | -64.54% | \$20,651,667 |
| Advertising Revenue | \$105,625 | \$107,708 | (\$2,083) | -1.93% | \$1,184,810 | \$1,184,792 | \$19 | 0.00% | \$1,292,500 |
| RRS & Facilities | \$85,728 | \$304,303 | (\$218,574) | -71.83% | \$856,526 | \$3,347,328 | (\$2,490,802) | -74.41% | \$3,651,631 |
| Interest Income | \$33 | \$1,667 | (\$1,634) | -98.04% | \$1,344 | \$18,333 | (\$16,989) | -92.67% | \$20,000 |
| Misc. Income | \$14,009 | \$15,708 | (\$1,699) | -10.82% | \$162,370 | \$172,792 | (\$10,422) | -6.03% | \$188,500 |
| Total Operating Revenue | \$2,432,169 | \$3,087,858 | (\$655,690) | -21.23% | \$22,223,617 | \$33,966,440 | (\$11,742,822) | -34.57% | \$37,054,298 |
| Operating Assistance | | | | | | | | | |
| New York State Aid | \$3,685,397 | \$3,685,397 | \$0 | 0.00% | \$40,539,362 | \$40,539,362 | \$0 | 0.00% | \$44,224,758 |
| County Aid | \$159,750 | \$159,750 | \$0 | 0.00% | \$1,757,250 | \$1,757,250 | \$0 | 0.00% | \$1,917,000 |
| Federal Preventative Maintenance | \$1,058,417 | \$1,058,417 | \$0 | 0.00% | \$11,642,583 | \$11,642,583 | \$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% | \$1,655,304 | \$1,655,304 | \$0 | 0.00% | \$1,805,786 |
| Total Operating Assistance | \$5,054,046 | \$5,054,045 | \$0 | 0.00% | \$84,030,601 | \$55,594,499 | \$28,436,102 | 51.15% | \$60,648,544 |
| Total Revenue and Assistance | \$7,486,215 | \$8,141,904 | (\$655,689) | -8.05% | \$106,254,218 | \$89,560,939 | \$16,693,280 | 18.64% | \$97,702,842 |
| Expenses | | | | | | | | | |
| Salaries and Wages | \$3,752,247 | \$4,031,423 | (\$279,176) | -6.93% | \$43,134,231 | \$44,345,651 | (\$1,211,420) | -2.73% | \$48,377,074 |
| FICA | \$271,590 | \$284,972 | (\$13,382) | -4.70% | \$3,118,901 | \$3,134,691 | (\$15,790) | -0.50% | \$3,419,663 |
| Health Benefits | \$873,248 | \$887,613 | (\$14,365) | -1.62% | \$9,469,184 | \$9,763,739 | (\$294,555) | -3.02% | \$10,651,352 |
| Workers Compensation | \$204,358 | \$219,809 | (\$15,451) | -7.03% | \$2,588,383 | \$2,417,899 | \$170,484 | 7.05% | \$2,637,708 |
| Other Benefits | \$267,800 | \$332,395 | (\$64,595) | -19.43% | \$3,423,087 | \$3,656,346 | (\$233,258) | -6.38% | \$3,988,741 |
| Professional Services | \$155,098 | \$324,145 | (\$169,047) | -52.15% | \$2,450,428 | \$3,565,600 | (\$1,115,172) | -31.28% | \$3,889,745 |
| Materials & Supplies | \$222,011 | \$140,529 | \$81,482 | 57.98% | \$2,013,570 | \$1,545,817 | \$467,753 | 30.26% | \$1,686,346 |
| Miscellaneous | \$35,102 | \$61,404 | (\$26,302) | -42.83% | \$688,441 | \$675,449 | \$12,992 | 1.92% | \$736,853 |
| Purchased Transportation | \$392,591 | \$555,447 | (\$162,856) | -29.32% | \$4,107,125 | \$6,109,912 | (\$2,002,787) | -32.78% | \$6,665,358 |
| Maintenance Services | \$183,778 | \$251,272 | (\$67,493) | -26.86% | \$2,316,949 | \$2,763,987 | (\$447,038) | -16.17% | \$3,015,258 |
| Liability - Claims | \$17,300 | \$30,069 | (\$12,770) | -42.47% | \$304,882 | \$330,764 | (\$25,882) | -7.82% | \$360,833 |
| Utilities | \$125,075 | \$84,250 | \$40,825 | 48.46% | \$781,496 | \$926,750 | (\$145,254) | -15.67% | \$1,011,000 |
| Fuel | \$371,900 | \$472,426 | (\$100,525) | -21.28% | \$4,056,022 | \$5,196,682 | (\$1,140,661) | -21.95% | \$5,669,108 |
| Parts, Tires, Oil | \$423,450 | \$405,906 | \$17,545 | 4.32% | \$4,537,235 | \$4,464,964 | \$72,271 | 1.62% | \$4,870,870 |
| General Insurance | \$74,222 | \$60,244 | \$13,977 | 23.20% | \$730,325 | \$662,689 | \$67,636 | 10.21% | \$722,933 |
| Total EXPENSES | \$7,369,770 | \$8,141,903 | (\$772,134) | -9.48% | \$83,720,259 | \$89,560,938 | (\$5,840,679) | -6.52% | \$97,702,842 |
| Surplus/Deficit | \$116,445 | \$0 | \$116,445 | | \$22,533,959 | \$0 | \$22,533,959 | | \$0 |

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
 MONTHLY MANAGEMENT REPORT
 February-21

BUDGET VARIANCE REPORT

| | NON-TRANSIT | | | | | | | | Annual Budget |
|--------------------------------------|-------------|-------------|-------------|------------|--------------|---------------|---------------|------------|------------------|
| | This Month | | | | Year to Date | | | | |
| | Actual | Budget | Variance | % Variance | Actual | Budget | Variance | % Variance | |
| Operating Revenue | | | | | | | | | |
| Mortgage Tax | \$1,155,688 | \$937,500 | \$218,188 | 23.27% | \$13,306,279 | \$10,312,500 | \$2,993,779 | 29.03% | \$11,250,000 |
| Interest Income | \$32 | \$1,667 | (\$1,635) | -98.07% | \$1,057 | \$18,333 | (\$17,277) | -94.24% | \$20,000 |
| Interest Inc-Invest/Change in Invest | \$3,296 | \$0 | \$3,296 | 0.00% | \$80,526 | \$0 | \$80,526 | 0.00% | \$0 |
| Misc. Income - Authority | \$6,250 | \$15,417 | (\$9,167) | -59.46% | \$70,417 | \$169,583 | (\$99,166) | 0.00% | \$185,000 |
| Operating Fund | \$0 | \$0 | \$0 | 0.00% | \$0 | \$0 | \$0 | 0.00% | \$0 |
| Total Operating Revenue | \$1,165,266 | \$954,583 | \$210,683 | 22.07% | \$13,458,278 | \$10,500,417 | \$2,957,862 | 28.17% | \$11,455,000 |
| Expenses | | | | | | | | | |
| Labor - Authority | \$554,343 | \$579,035 | (\$24,692) | -4.26% | \$6,326,205 | \$6,369,385 | (\$43,180) | -0.68% | \$6,948,420 |
| Fringe - Authority | \$347,761 | \$389,708 | (\$41,947) | -10.76% | \$4,076,481 | \$4,286,784 | (\$210,303) | -4.91% | \$4,676,491 |
| Materials & Supplies - Authority | \$11,365 | \$14,820 | (\$3,455) | -23.31% | \$113,889 | \$163,016 | (\$49,128) | -30.14% | \$177,836 |
| Professional Services - Authority | \$123,311 | \$234,695 | (\$111,384) | -47.46% | \$1,610,112 | \$2,581,650 | (\$971,537) | -37.63% | \$2,816,345 |
| Other Expenses - Authority | \$169,676 | \$200,798 | (\$31,122) | -15.50% | \$2,111,130 | \$2,208,780 | (\$97,650) | -4.42% | \$2,409,578 |
| Total Expenses | \$1,206,455 | \$1,419,056 | (\$212,601) | -14.98% | \$14,237,816 | \$15,609,614 | (\$1,371,798) | -8.79% | \$17,028,670 |
| Surplus/(Deficit) | (\$41,189) | (\$464,473) | \$1,918 | | (\$779,538) | (\$5,109,198) | \$4,329,660 | | (\$5,573,670) |

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
MONTHLY MANAGEMENT REPORT
February-21

BUDGET VARIANCE REPORT

| | TRANSIT | | | | | | | | Annual Budget |
|-------------------------------------|--------------------|--------------------|--------------------|----------------|---------------------|---------------------|-----------------------|----------------|---------------------|
| | This Month | | | | Year to Date | | | | |
| | Actual | Budget | Variance | % Variance | Actual | Budget | Variance | % Variance | |
| Operating Revenue | | | | | | | | | |
| Passenger Fares-Transit | \$619,560 | \$1,158,472 | (\$538,912) | -46.52% | \$4,549,173 | \$12,743,195 | (\$8,194,022) | -64.30% | \$13,901,667 |
| Contracts - Transit | \$396,875 | \$518,750 | (\$121,875) | -23.49% | \$1,878,125 | \$5,706,250 | (\$3,828,125) | -67.09% | \$6,225,000 |
| Advertising-Transit | \$93,125 | \$97,926 | (\$4,801) | -4.90% | \$1,047,310 | \$1,077,183 | (\$29,873) | -2.77% | \$1,175,109 |
| Misc. Income - Transit | \$7,759 | \$292 | \$7,468 | 2560.35% | \$91,953 | \$3,208 | \$88,745 | 2766.06% | \$3,500 |
| Total Operating Revenue | \$1,117,320 | \$1,775,440 | (\$658,120) | -37.07% | \$7,566,561 | \$19,529,836 | (\$11,963,275) | -61.26% | \$21,305,276 |
| Operating Assistance | | | | | | | | | |
| State Aid - General | \$159,750 | \$159,750 | \$0 | 0.00% | \$1,757,250 | \$1,757,250 | \$0 | 0.00% | \$1,917,000 |
| State Aid - PBT | \$3,492,313 | \$3,492,313 | \$0 | 0.00% | \$38,415,445 | \$38,415,445 | \$0 | 0.00% | \$41,907,758 |
| State Aid - Northway Commuter S. | \$33,333 | \$33,333 | \$0 | 0.00% | \$366,667 | \$366,667 | \$0 | 0.00% | \$400,000 |
| County Aid | \$159,750 | \$159,750 | \$0 | 0.00% | \$1,757,250 | \$1,757,250 | \$0 | 0.00% | \$1,917,000 |
| Federal Aid - Transit | \$1,058,417 | \$1,058,417 | \$0 | 0.00% | \$11,642,583 | \$11,642,583 | \$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% | \$1,655,304 | \$1,655,304 | \$0 | 0.00% | \$1,805,786 |
| Total Operating Assistance | \$5,054,045 | \$5,054,045 | \$0 | 0.00% | \$84,030,601 | \$55,594,499 | \$28,436,102 | 0.00% | \$60,648,544 |
| Total Revenue and Assistance | \$6,171,365 | \$6,829,485 | (\$658,120) | -9.64% | \$91,597,162 | \$75,124,335 | \$16,472,827 | 21.93% | \$81,953,820 |
| Expenses | | | | | | | | | |
| Labor - Maintenance | \$692,773 | \$722,271 | (\$29,498) | -4.08% | \$7,940,156 | \$7,944,981 | (\$4,825) | -0.06% | \$8,667,252 |
| Labor - Transportation | \$2,238,678 | \$2,429,255 | (\$190,577) | -7.85% | \$25,644,491 | \$26,721,800 | (\$1,077,309) | -4.03% | \$29,151,054 |
| Labor - STAR | \$205,983 | \$230,230 | (\$24,247) | -10.53% | \$2,506,077 | \$2,532,526 | (\$26,450) | -1.04% | \$2,762,756 |
| Fringe | \$1,252,521 | \$1,317,774 | (\$65,253) | -4.95% | \$13,977,682 | \$14,495,513 | (\$517,831) | -3.57% | \$15,813,287 |
| Materials & Supplies | \$983,728 | \$985,070 | (\$1,342) | -0.14% | \$10,541,546 | \$10,835,768 | (\$294,222) | -2.72% | \$11,820,838 |
| Professional Services | \$40,216 | \$75,980 | (\$35,764) | -47.07% | \$1,009,804 | \$835,782 | \$174,023 | 20.82% | \$911,762 |
| Other Expenses | \$2,521 | \$4,379 | (\$1,858) | -42.43% | \$32,573 | \$48,171 | (\$15,598) | -32.38% | \$52,550 |
| Purchased Transportation - STAR | \$264,067 | \$390,636 | (\$126,569) | -32.40% | \$2,978,318 | \$4,296,994 | (\$1,318,676) | -30.69% | \$4,687,630 |
| Liability - Claims | \$17,300 | \$30,069 | (\$12,770) | -42.47% | \$304,882 | \$330,764 | (\$25,882) | -7.82% | \$360,833 |
| Liability - Insurance | \$26,187 | \$57,503 | (\$31,316) | -54.46% | \$511,751 | \$632,530 | (\$120,779) | -19.09% | \$690,033 |
| Utilities - Transit | \$89,119 | \$48,817 | \$40,302 | 82.56% | \$478,134 | \$536,983 | (\$58,849) | -10.96% | \$585,800 |
| Mat & Supplies - NX | \$0 | \$5,833 | (\$5,833) | -100.00% | \$4,254 | \$64,167 | (\$59,913) | -93.37% | \$70,000 |
| Purchased Transportation - NX | \$87,916 | \$129,053 | (\$41,137) | -31.88% | \$876,417 | \$1,419,578 | (\$543,161) | -38.26% | \$1,548,631 |
| Total Expenses | \$5,901,008 | \$6,426,869 | (\$525,861) | -8.18% | \$66,806,085 | \$70,695,557 | (\$3,889,473) | -5.50% | \$77,122,426 |
| Surplus/(Deficit) | \$270,357 | \$402,616 | (\$132,259) | | \$24,791,077 | \$4,428,777 | \$20,362,300 | | \$4,831,394 |

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

| 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 | \$54,650 | \$43,750 | \$10,900 | 24.92% | \$284,990 | \$481,250 | (\$196,260) | -40.78% | \$525,000 |
| Interest Income | \$1 | \$0 | \$1 | 0.00% | \$6 | \$0 | \$6 | 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 | \$54,651 | \$43,750 | \$10,901 | 24.92% | \$284,996 | \$481,250 | (\$196,254) | -40.78% | \$525,000 |
| Total Revenue and Assistance | \$54,651 | \$43,750 | \$10,901 | 24.92% | \$284,996 | \$481,250 | (\$196,254) | -40.78% | \$525,000 |
| Expenses | | | | | | | | | |
| Labor - Access | \$47,738 | \$54,722 | (\$6,984) | -12.76% | \$555,665 | \$601,940 | (\$46,275) | -7.69% | \$656,662 |
| Fringe Benefits - Access | \$15,427 | \$14,652 | \$775 | 5.29% | \$171,964 | \$161,167 | \$10,796 | 6.70% | \$175,819 |
| Purchased Transportation | \$40,608 | \$33,333 | \$7,275 | 21.82% | \$252,389 | \$366,667 | (\$114,277) | -31.17% | \$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% | \$18,483 | \$18,078 | \$406 | 2.25% | \$19,721 |
| Other Expenses - Access | \$0 | \$2,629 | (\$2,629) | -100.00% | \$4,274 | \$28,919 | (\$24,645) | -85.22% | \$31,548 |
| Total Expenses | \$105,416 | \$106,979 | (\$1,563) | -1.46% | \$1,002,776 | \$1,176,771 | (\$173,994) | -14.79% | \$1,283,750 |
| Surplus/(Deficit) | (\$50,765) | (\$63,229) | \$12,464 | | (\$717,780) | (\$695,521) | (\$22,260) | | (\$758,750) |

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

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 | \$57,828 | \$68,707 | (\$10,879) | -15.83% | \$601,449 | \$755,774 | (\$154,325) | -20.42% | \$824,481 |
| RRS Parking Revenue | \$19,762 | \$223,596 | (\$203,834) | -91.16% | \$157,884 | \$2,459,554 | (\$2,301,670) | -93.58% | \$2,683,150 |
| RRS Advertising | \$12,500 | \$9,783 | \$2,717 | 27.78% | \$137,500 | \$107,609 | \$29,891 | 27.78% | \$117,391 |
| SSTS | \$2,147 | \$2,467 | (\$320) | -12.97% | \$30,083 | \$27,133 | \$2,949 | 10.87% | \$29,600 |
| Greyhound | \$0 | \$2,500 | (\$2,500) | -100.00% | \$1,015 | \$27,500 | (\$26,485) | -96.31% | \$30,000 |
| 85 Watervliet Avenue | \$5,801 | \$6,667 | (\$866) | -12.99% | \$63,808 | \$73,333 | (\$9,525) | -12.99% | \$80,000 |
| Interest Income | \$191 | \$367 | (\$176) | -48.05% | \$2,570 | \$4,033 | (\$1,463) | -36.28% | \$4,400 |
| Total Operating Revenue | \$98,228 | \$314,085 | (\$215,857) | -68.73% | \$994,308 | \$3,454,937 | (\$2,460,629) | -71.22% | \$3,769,022 |
| Expenses | | | | | | | | | |
| Labor | \$12,733 | \$15,911 | (\$3,178) | -19.97% | \$161,300 | \$175,019 | (\$13,719) | -7.84% | \$190,930 |
| Fringe-Benefits | \$2,292 | \$2,656 | (\$363) | -13.68% | \$27,897 | \$29,212 | (\$1,314) | -4.50% | \$31,867 |
| Professional Services | \$4,495 | \$10,417 | (\$5,922) | -56.85% | \$9,677 | \$114,583 | (\$104,906) | -91.55% | \$125,000 |
| Insurance | \$2,936 | \$2,417 | \$520 | 21.50% | \$25,454 | \$26,583 | (\$1,130) | -4.25% | \$29,000 |
| Security | \$2,260 | \$33,617 | (\$31,357) | -93.28% | \$119,883 | \$369,783 | (\$249,900) | -67.58% | \$403,400 |
| Facilities Upkeep | \$26,070 | \$24,542 | \$1,528 | 6.23% | \$188,375 | \$269,958 | (\$81,584) | -30.22% | \$294,500 |
| Facilities Repairs | \$13,106 | \$6,608 | \$6,497 | 98.32% | \$79,736 | \$72,692 | \$7,045 | 9.69% | \$79,300 |
| Utilities | \$30,455 | \$28,983 | \$1,472 | 5.08% | \$253,890 | \$318,817 | (\$64,926) | -20.36% | \$347,800 |
| Materials & Supplies | \$1,183 | \$1,250 | (\$67) | -5.38% | \$19,556 | \$13,750 | \$5,806 | 42.22% | \$15,000 |
| Parking Garage | \$29,528 | \$40,833 | (\$11,306) | -27.69% | \$261,037 | \$449,167 | (\$188,129) | -41.88% | \$490,000 |
| Greyhound | \$0 | \$667 | (\$667) | -100.00% | \$338 | \$7,333 | (\$6,996) | -95.40% | \$8,000 |
| 85 Watervliet Avenue | \$24,868 | \$8,342 | \$16,526 | 198.11% | \$99,131 | \$91,758 | \$7,372 | 8.03% | \$100,100 |
| SSTS | \$7,971 | \$12,758 | (\$4,787) | -37.52% | \$81,777 | \$140,342 | (\$58,565) | -41.73% | \$153,100 |
| Total Expenses | \$157,896 | \$189,000 | (\$31,104) | -16.46% | \$1,328,051 | \$2,078,997 | (\$750,946) | -36.12% | \$2,267,997 |
| Surplus/(Deficit) | (\$59,668) | \$125,085 | (\$184,753) | | (\$333,743) | \$1,375,940 | (\$1,709,683) | | \$1,501,025 |

CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

AGING OF ACCOUNTS RECEIVABLE

| Feb-21 | | |
|----------------------------------|--------------------|----------------|
| | Amount | % of Total |
| Current | \$968,168 | 19.74% |
| 31 - 60 | \$414,037 | 8.44% |
| 61 - 90 | \$500,877 | 10.21% |
| 91 - 120 | \$2,178,514 | 44.42% |
| Over 120 | \$842,422 | 17.18% |
| Total Accounts Receivable | \$4,904,018 | 100.00% |

| 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% |
| Total Accounts Receivable | \$9,955,870 | 100.00% |

AGING OF ACCOUNTS PAYABLE

| Feb-21 | | |
|-------------------------------|--------------------|----------------|
| | Amount | % of Total |
| Current | \$3,444,530 | 55.66% |
| 31 - 60 | \$2,244,647 | 36.27% |
| 61 - 90 | \$417,112 | 6.74% |
| 90 & Over | \$82,661 | 1.34% |
| Total Accounts Payable | \$6,188,950 | 100.00% |

Feb-21 Receivables over 120 days: \$842,422

Breakdown of outstanding receivables over 120 days.

\$548,008 NYS DEPT. OF TRANSPORTATION

\$114,143 ADVANTAGE TRANSIT GROUP, INC.

\$112,500 CITY OF ALBANY

\$67,771 OTHER

\$842,422

ADDITIONAL INFORMATION

| MORTGAGE RECORDING TAX | Current Month | | | | Fiscal Year to Date | | | |
|------------------------|--------------------|--------------------|----------------|--------------|---------------------|---------------------|--------------------|---------------|
| | Feb-21 | Feb-20 | Difference | % | 2021 | 2020 | Difference | % |
| Albany | \$404,701 | \$323,366 | \$81,335 | 25.15% | \$4,412,764 | \$3,913,780 | \$498,984 | 12.75% |
| Rensselaer | \$159,031 | \$102,912 | \$56,119 | 54.53% | \$1,834,767 | \$1,753,723 | \$81,044 | 4.62% |
| Saratoga | \$450,257 | \$617,706 | (\$167,449) | -27.11% | \$5,234,855 | \$4,436,418 | \$798,438 | 18.00% |
| Schenectady | \$141,699 | \$109,282 | \$32,417 | 29.66% | \$1,823,893 | \$1,250,562 | \$573,330 | 45.85% |
| Total | \$1,155,688 | \$1,153,266 | \$2,422 | 0.21% | \$13,306,279 | \$11,354,483 | \$1,951,796 | 17.19% |

Current Month

Year To Date

FY 2021

\$1,155,688

\$13,306,279

FY 2020

\$1,153,266

\$11,354,483

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**

RESTRICTED INVESTMENTS

| | <u>Fund Balances</u> | <u>Current Obligations</u> |
|--|----------------------|----------------------------|
| Risk Management Account (Self-Insured) | \$3,070,189 | \$2,470,611 |
| Workers' Comp. Account (Self-Insured) | \$8,341,608 | \$8,295,133 |
| Operating Account | \$1,970,469 | |

Current Operating Reserve Obligations

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

Current Capital Reserve Obligations

| | | |
|--|-------------|-----------------|
| Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) System Upgrade | \$2,549,211 | |
| | | <hr/> \$931,231 |
| | | \$931,231 |

Current Vehicle Replacement Reserve Obligations

| | | |
|-----------------------------------|-----------|----------------|
| Paratransit Fleet Replacement (6) | \$953,184 | |
| | | <hr/> \$61,817 |
| | | \$61,817 |

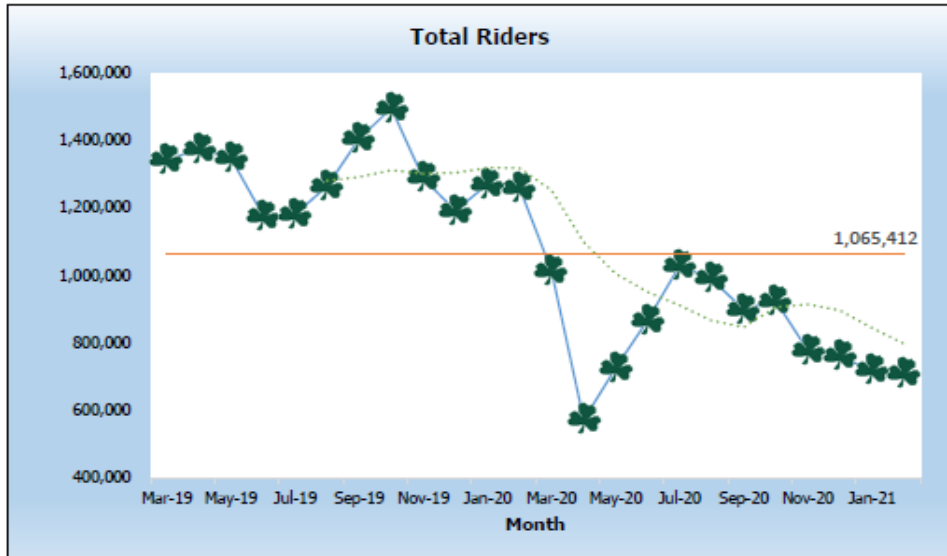
All Investment Accounts are reviewed quarterly.

Average annual returns:

| | |
|--------------------------|-------|
| Risk Management | 1.17% |
| Workers' Compensation | 0.90% |
| Operating Fund | 0.07% |
| Vehicle Replacement Fund | 0.09% |
| Capital Project | 0.08% |

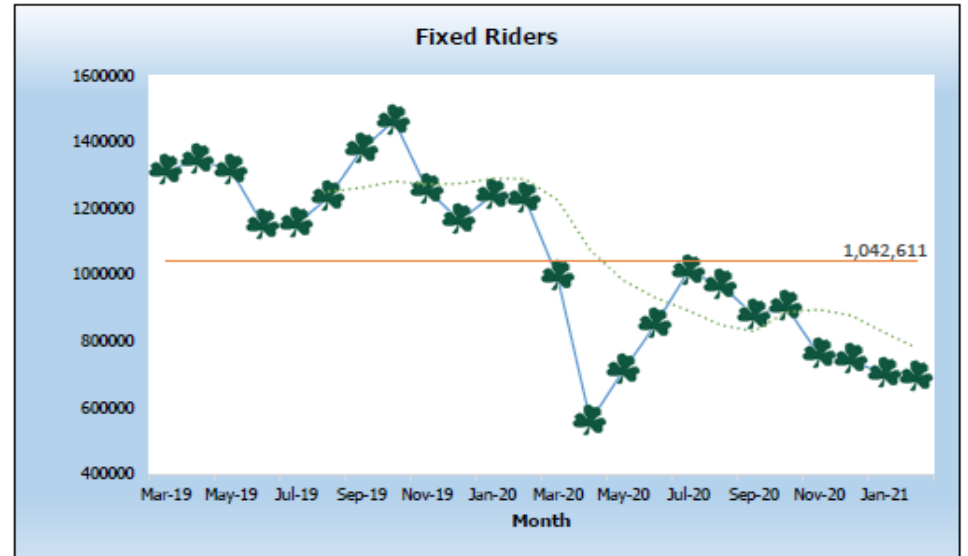
CDTA self insures the first two million of loss per occurrence of any lawsuit in addition to the current obligations and we reserve enough to cover one full loss.

Patronage/Mobility



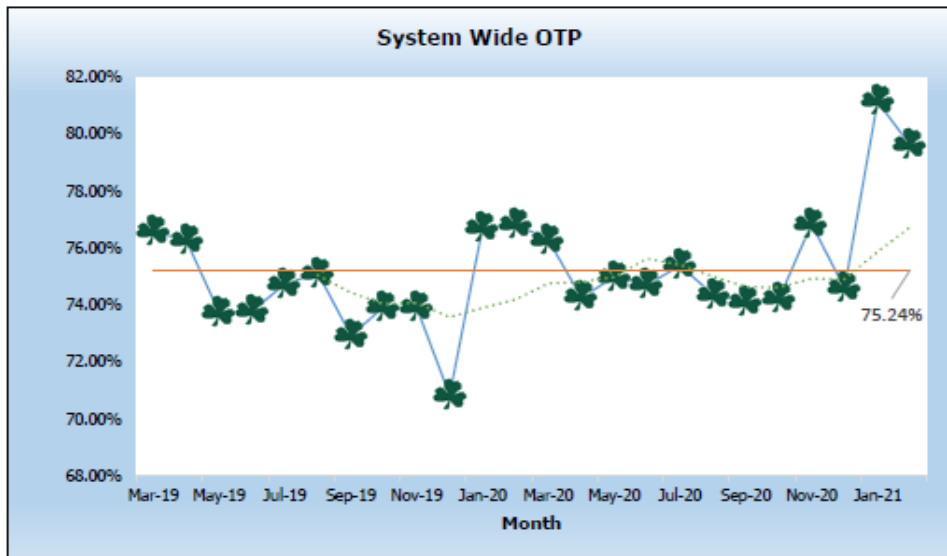
Previous: 1,259,359

Current: 706,806



Previous: 1,231,302

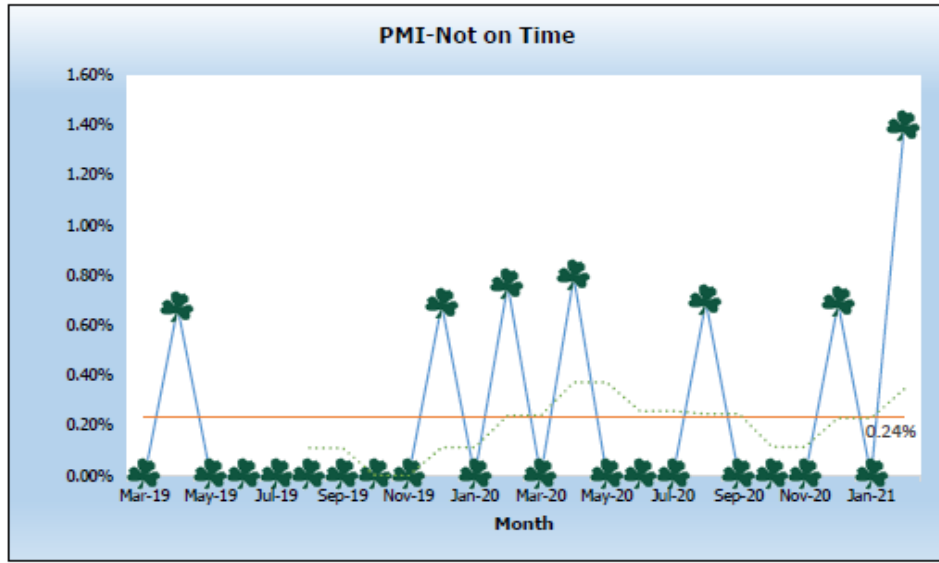
Current: 690,208



Previous: 76.85%

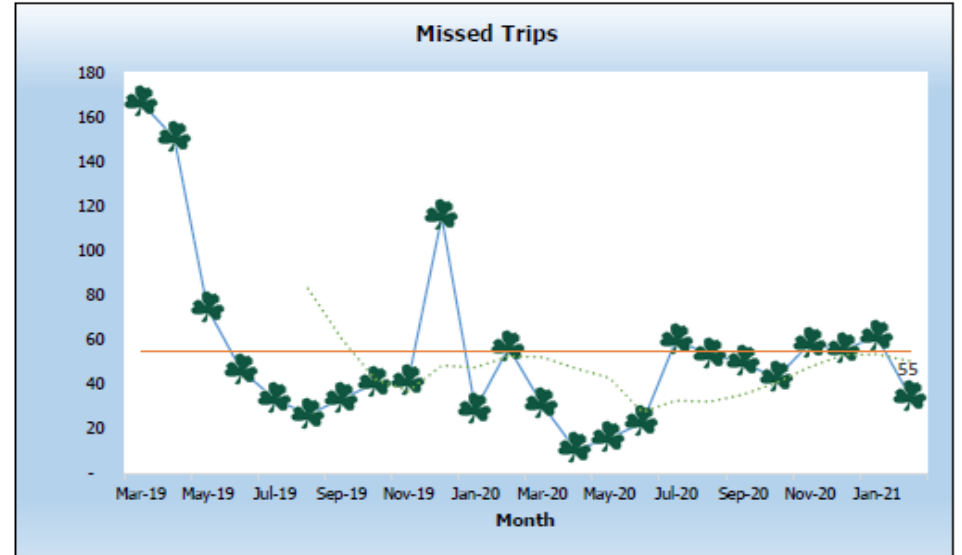
Current: 79.60%

Reliability



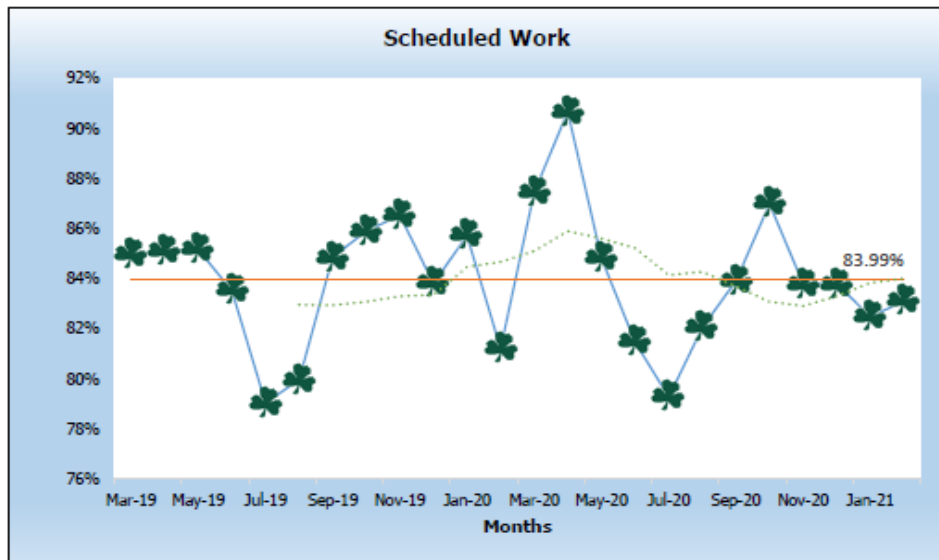
Previous: 0.76%

Current: 1.39%



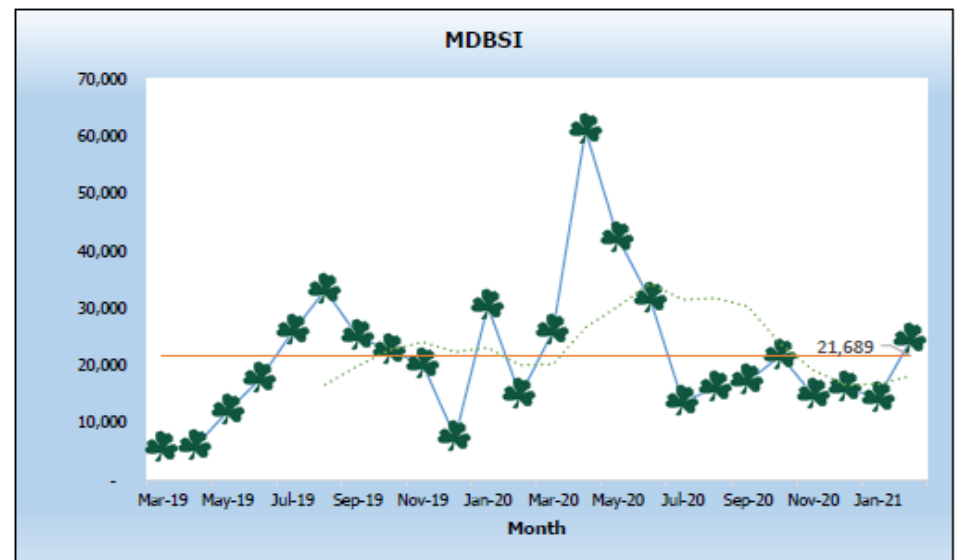
Previous: 57

Current: 35



Previous: 81.21%

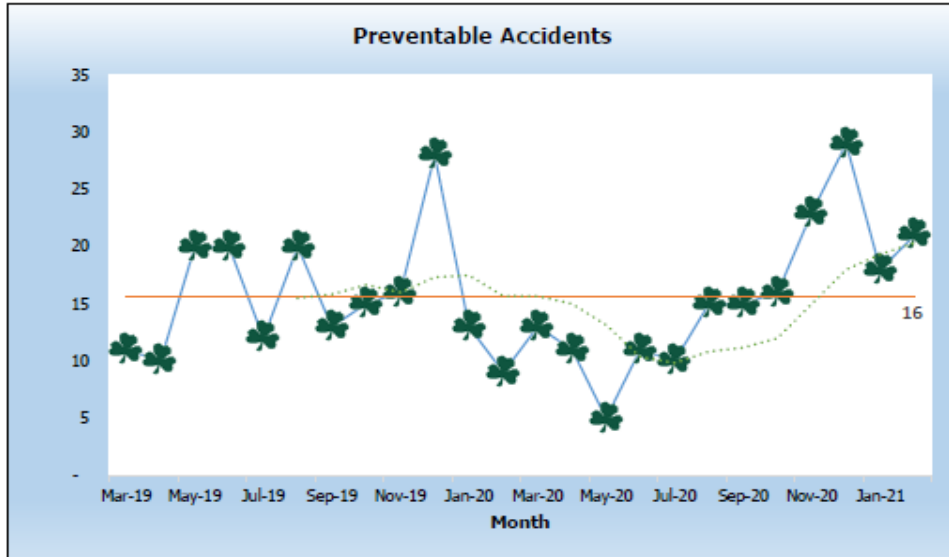
Current: 83.10%



Previous: 14,762

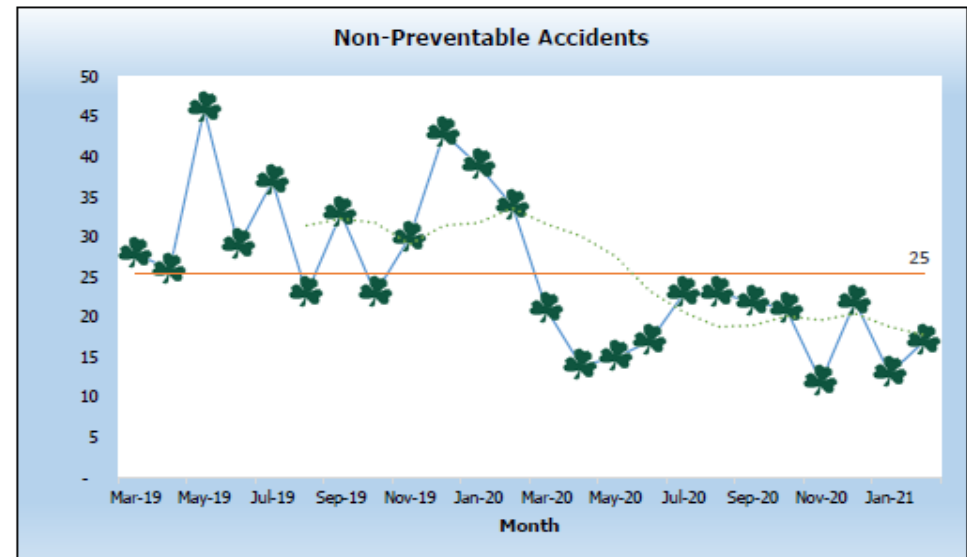
Current: 24,479

Safety



Previous: 9

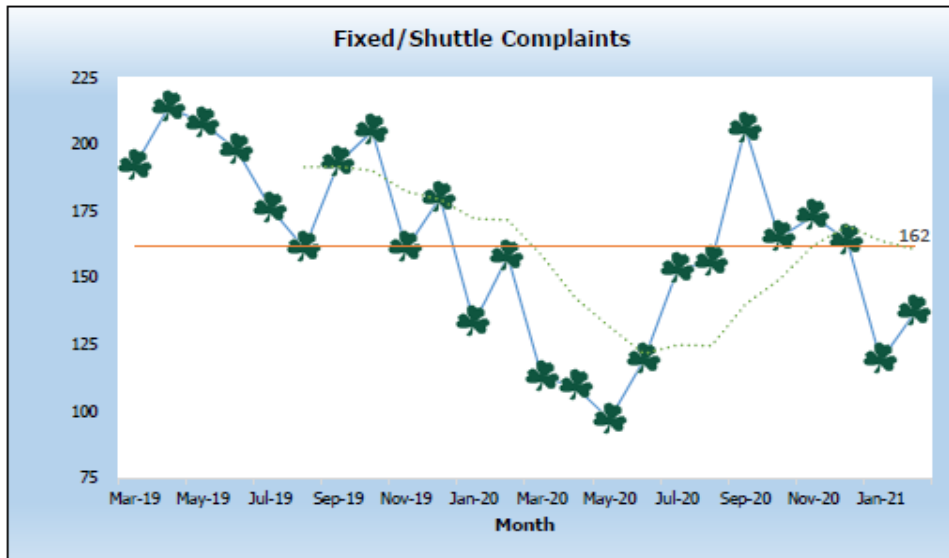
Current: 21



Previous: 34

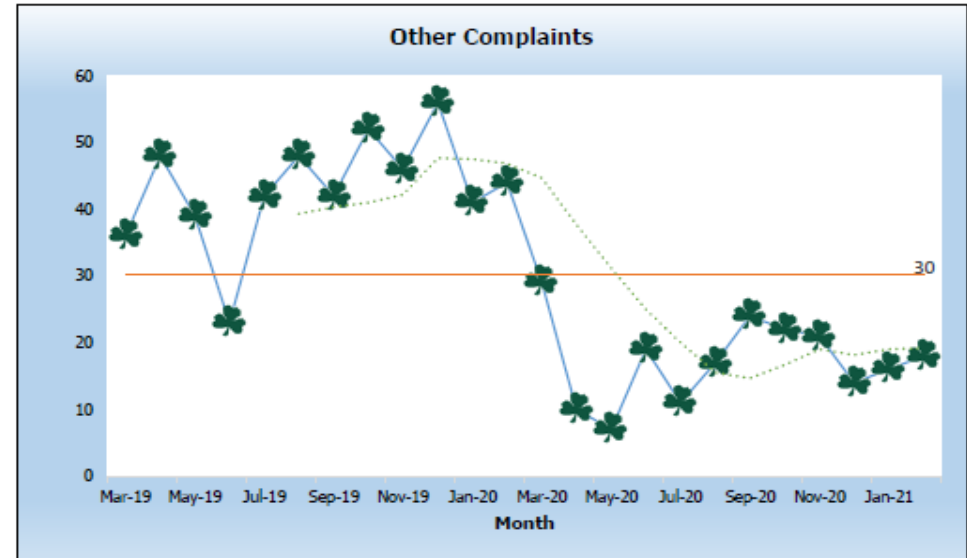
Current: 17

Customer Service



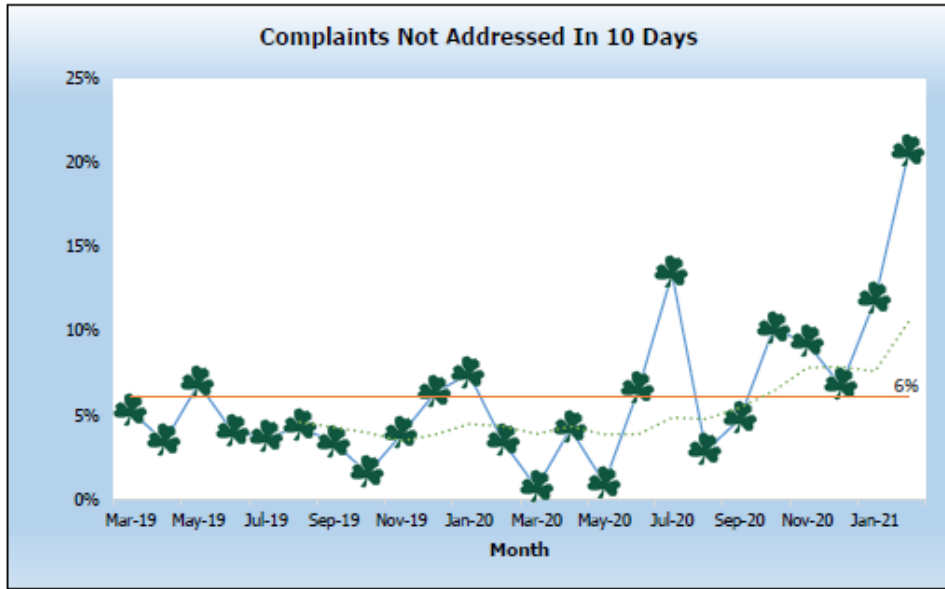
Previous: 158

Current: 137



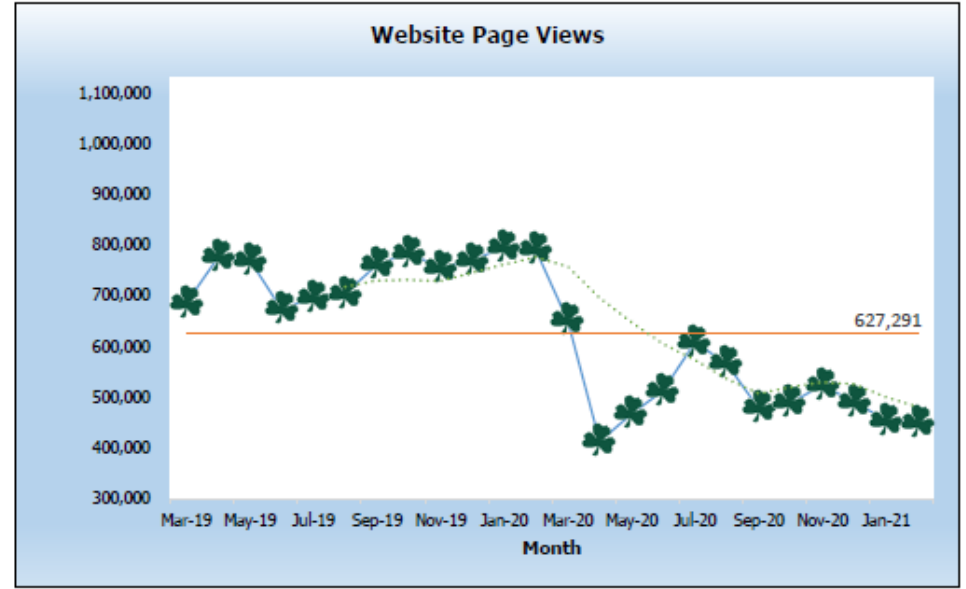
Previous: 44

Current: 18



Previous: 3%

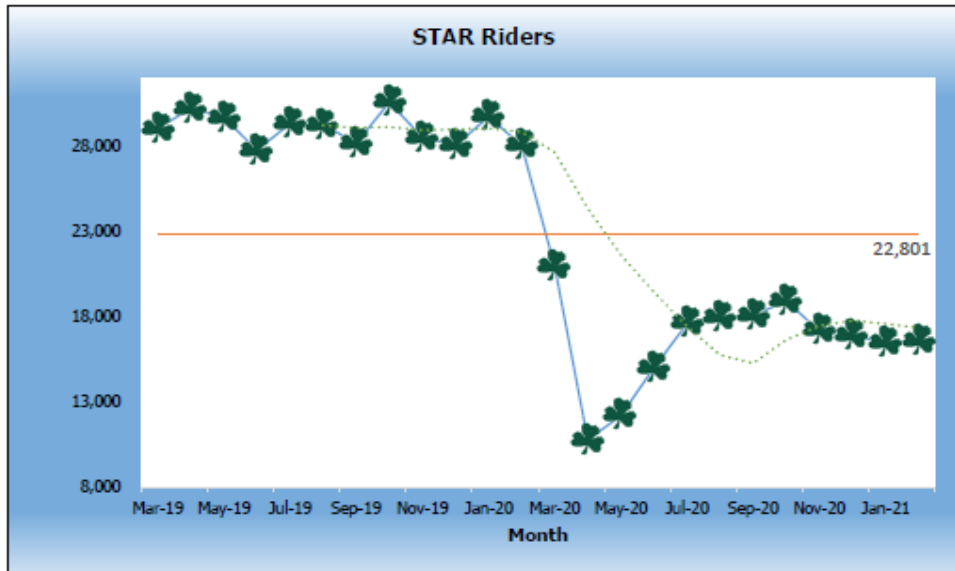
Current: 21%



Previous: 789,457

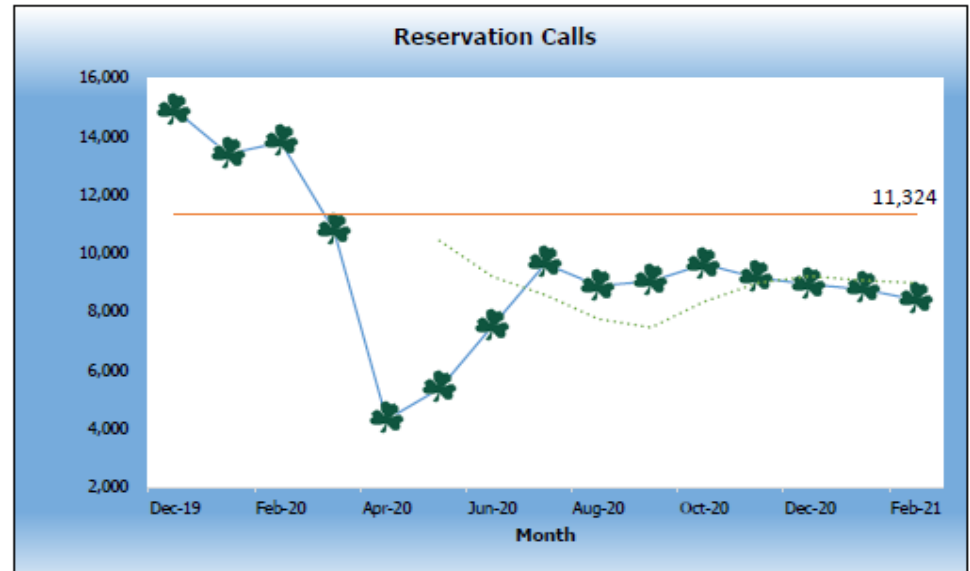
Current: 450,393

STAR Service



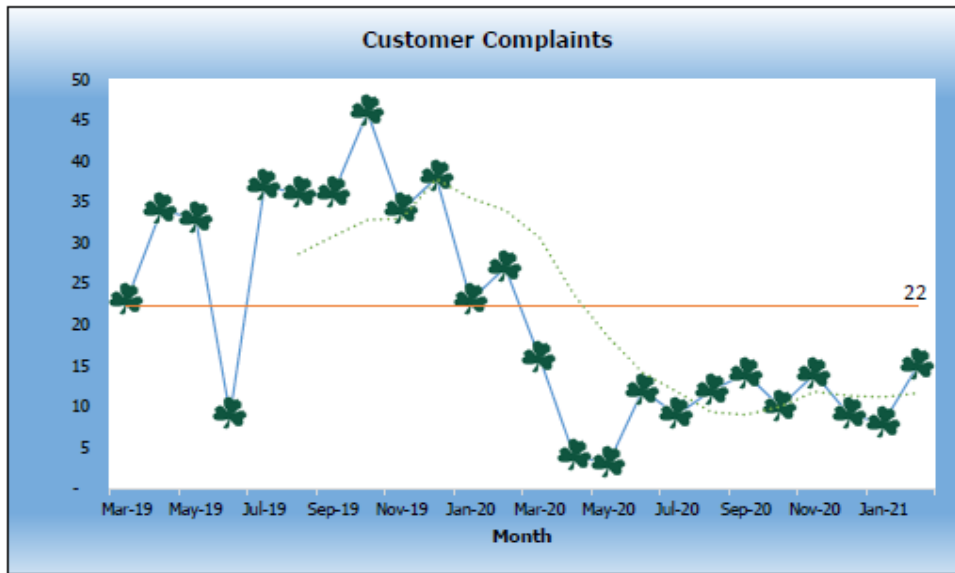
Previous: 28,057

Current: 16,598



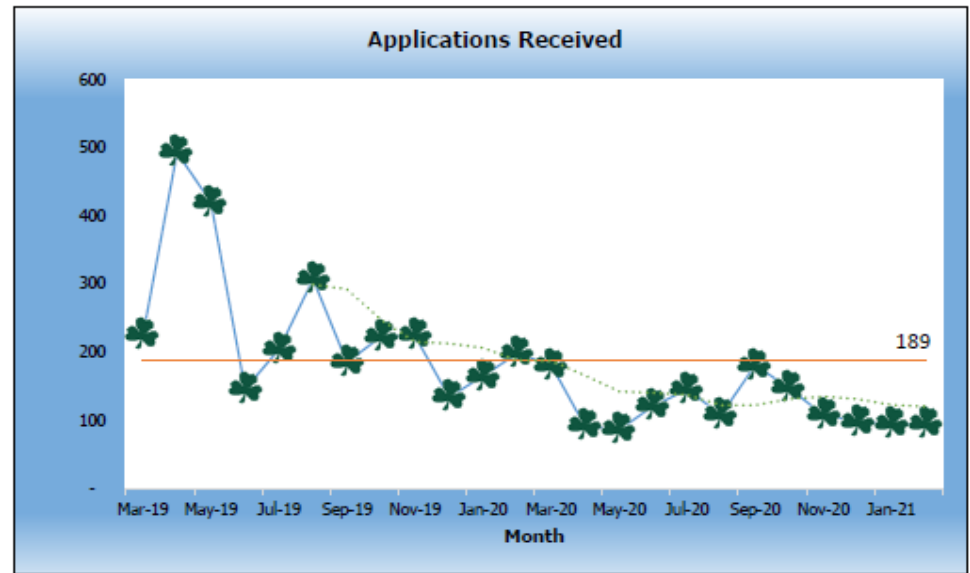
Previous: 13,804

Current: 8,409



Previous: 27

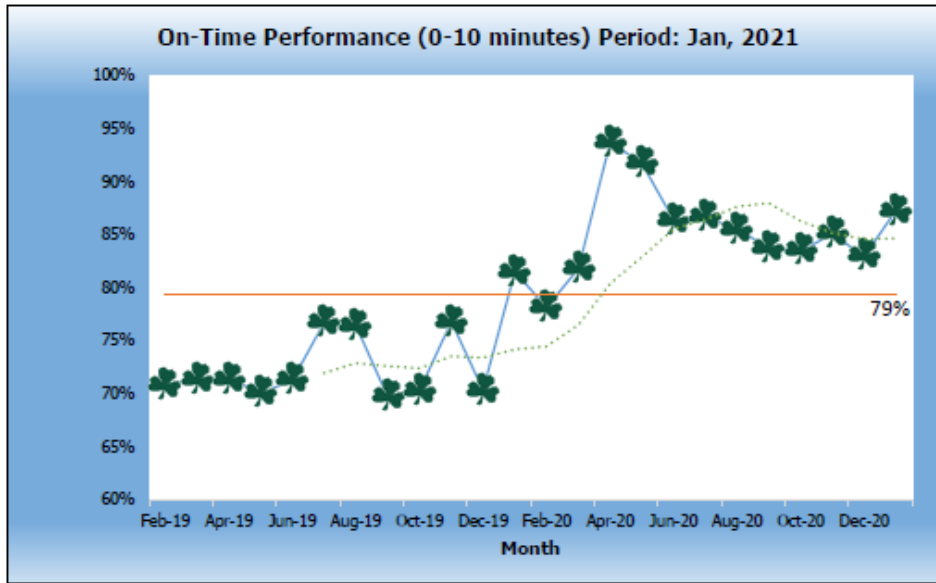
Current: 15



Previous: 198

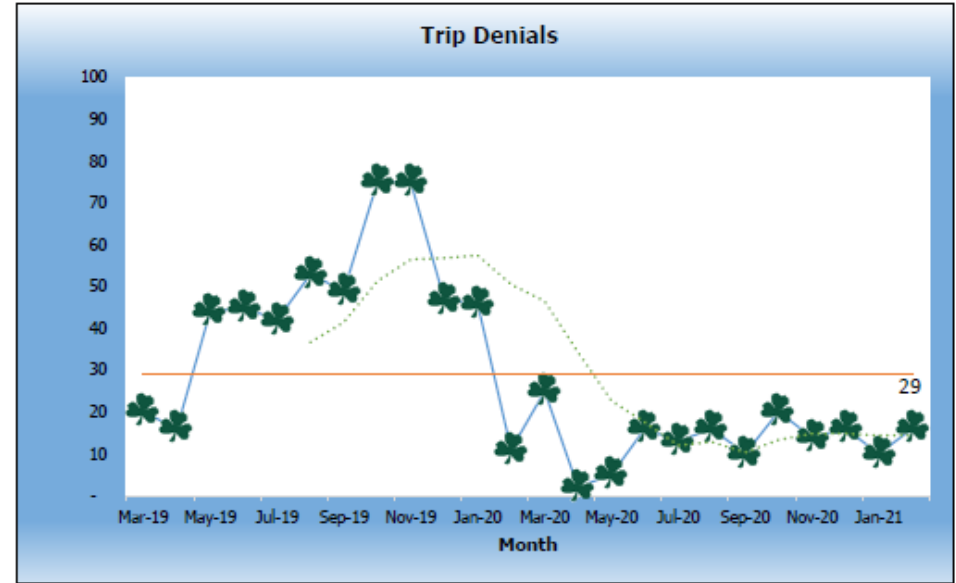
Current: 94

STAR Service Quality and ADA Compliance



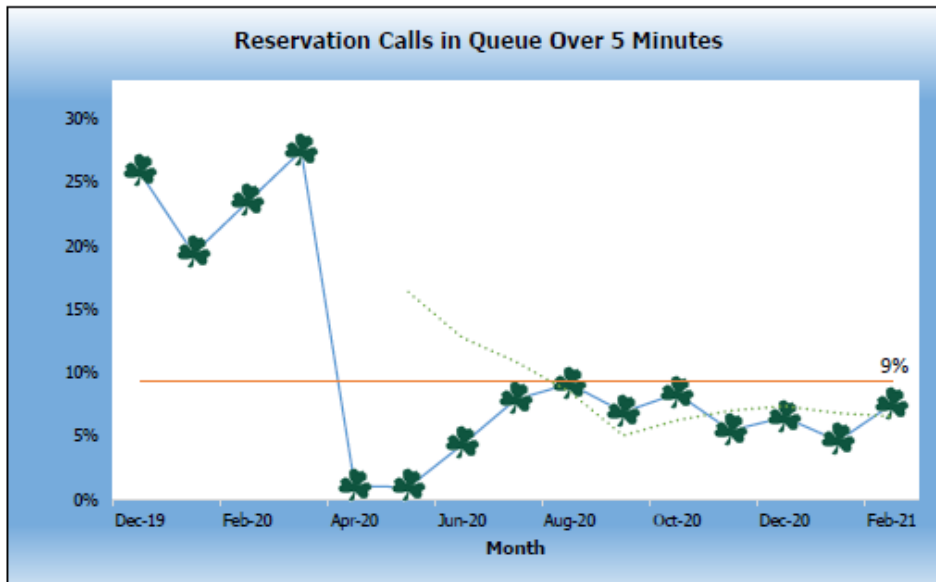
Previous: 81%

Current: 87%



Previous: 11

Current: 16



Previous: 23%

Current: 8%

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. This is calculated across all time points in all routes in the system except at the last time point of a route, which calculates On-Time as between 5 minutes late and 15 minutes early. Departures more than 30 minutes late or more than 15 minutes early are excluded along with School Trips, Shopping Trips, and NX routes.

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.