



**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Wednesday, April 21, 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, March 24, 2021	Denise Figueroa
<b>Audit Committee</b>	
• Audit Plan	Sarah Matrose
<b>Investment Committee</b>	
• Approve Investment Policy	Denise Figueroa
<b>Administrative Discussion Items</b>	
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, May 19, 2021 at noon via Microsoft Teams and 110 Watervliet Avenue	
Adjourn	Denise Figueroa

# Capital District Transportation Authority

## Performance Monitoring/Audit Committee

Meeting Minutes – March 24, 2021 at 12:00 pm; 110 Watervliet Avenue, Albany

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

### Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the February 17, 2021 meeting were reviewed and approved.

### Consent Agenda Items

#### Approve Term Contracts for Engineers

- We issued an RFP for architectural/engineering services and received 19 proposals. We maintain a group of firms that offer a range of services and specialties that we can quickly access. This process pre-approves the firms. After an extensive review process, staff recommends contracts with 6 firms.
- Three-year contracts with one-year renewals to Bergmann Architects; WSP USA, Inc.; Weston & Sampson; CHA Companies; Creighton Manning Engineers; and Sage Engineering will be recommended to the board for approval.

#### Approve Contract for Albany Garage Expansion

- We issued an RFP to expand and renovate the Albany garage. This is part of the Washington/Western BRT project. We received 6 proposals. The project includes new bus washers, infrastructure, and improved lighting. After an extensive review, staff recommends a contract award to LeChase Construction Services.
- A contract to LeChase Construction Services, of Schenectady, for an amount not to exceed \$9,080,962 will be recommended to the board for approval.

#### Approve Contract for Bus Washers

- We need to replace the bus washers in our Troy and Schenectady divisions. The washers are more than 25 years old and are long past their useful life. An RFP was issued, 4 proposals were received, and staff recommends an award to Turner Construction.
- A contract to Turner Construction Company of Albany, with a maximum value of \$1,988,978 will be recommended to the board for approval.

#### Approve Contract for Troy Facility Renovations

- Part 2 of the Troy garage project is to upgrade employee areas - specifically, new bathrooms, locker rooms and upgraded breakrooms and dispatch office. An Invitation for Bids was issued, and 4 proposals were received. The low bidder was AOW Construction.
- A contract to AOW Construction of Albany for an amount not to exceed \$983,640 will be recommended to the board for approval.

### Approve Contract for CDPHP Cycle! Equipment

- We need to update the technology that supports our bike share program. The technology and expertise are available from our partner at Mobility Cloud, and we recommend a sole source purchase with them. The new units that they will install feature real-time GPS and accelerometer tracking technology.
- A contract to Mobility Cloud, Inc. of New York City for purchase of 400 bike controller units for an amount not to exceed \$80,000 will be recommended to the board for approval.

### Approve Procurement Manual

- Staff provided the committee with a report on the annual review of the procurement manual. A few very minor changes are being made.
- Revisions to the procurement manual will be recommended to the board for approval.

### Approve Resolution to Accept State Funding

- NYSDOT is providing \$6,740,594 for bus purchases through the Accelerated Transit Capital (ATC), and the Modernization and Enhancement Programs (MEP). They are also providing \$2,166,490 as the 10% match for FTA and FHWA programs for capital projects and preventative maintenance activities. The state requires a board resolution to accept state funding prior to providing reimbursement.
- A resolution to accept \$8,907,084 from NYSDOT will be recommended to the board for approval.

### Investment Committee

- The Investment Committee met on March 23 and the quarterly report will be provided to the board.

### Administrative Discussion Items

#### Monthly Management Report

- Mike Collins gave the Monthly Management Report. MRT continues to outperform expectations (\$3 million over budget for the year). Customer revenue remains a concern (65% under budget for the year); Rail Station revenue is down 75% for the year (little parking activity at the station). Wages are down 6.9% (short month); Materials & Supplies are 58% over budget due to the purchases of Air Purification units for STAR and Flex vehicles. Total expenses are down 6.5% for the year.
- We are in a good financial position entering the last month of the fiscal year.

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

- Chris Desany gave the Non-Financial Report. Ridership is down 41% this month and 37% for the year. STAR boardings are down 44% for the year. Fixed route on-time performance was at 79%; STAR on-time performance was at 87%. Preventable accidents are at 21 this month; there were 17 non-preventable accidents. There were 137 complaints about fixed route service and 15 complaints about STAR service; both well below average.

### Next Meeting

Wednesday, April 21, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

## Memorandum

April 21, 2021

To: Audit Committee Members  
Carm Basile, Chief Executive Officer

From: Sarah Matrose, Internal Auditor

Subject: Audit Plan and Internal Audit Progress

The following are highlights of the proposed FY2022 audit plan for Internal Audit.

### Document Retention

In the past year we have identified areas where physical documents containing sensitive information could have potentially been collected and maintained electronically, better safeguarding the individual's private information. The internal audit will review the existing document retention policy, as well as relevant guidance, to ensure current practices are supported by our policies and procedures and reflect the best results for CDTA. This has been identified as a reoccurring issue, highlighting the need to modernize and increase efficiency in this area.

### Prevailing Wages

As a Contracting Agency, CDTA has a part in ensuring contracted employees for construction services are paid according to a structure, set by New York State and the Department of Labor. Annually, a sample of construction related invoices are selected for audit to ensure CDTA is doing its due diligence to ensure compliance with Prevailing Wage regulations.

### Fuel

The FY2022 Budget projects fuel costs to be roughly \$5.6 million dollars. The internal audit will review current processes and controls considering areas such as deliveries, cleaning, record keeping, and inventory.

### APTA Standards Review

APTA provides a list of standards that are used by transit agencies to achieve operational efficiencies, improve safety, reliability, services, facilities, and vehicles. The internal audit will review applicable standards and creation of an implementation and/or review schedule for relevant documents to best capitalize on industry knowledge.

### APTA System Safety Program Plan Audit

In June of 2018, APTA performed a review of our System Safety Program Plan (SSPP) utilizing the Bus Safety Management Audit Program and provided recommendations to further our success in execution of all safety programs. The internal audit will review the report for ensuring remediations were implemented and operating effectively.

\*\* Please see the full FY2022 Audit Plan for the remaining audit plan items.

### **Quarterly Internal Audit Progress Report:**

#### Quarterly Progress Items –

- Project Post-Mortem Process
  - Development of a “look back” review process to help CDTA identify strengths and weaknesses and use the results to be more efficient and successful in future projects of the same nature.
- Emergency Response Documents
  - A final version of the Public Employer Health Emergency Plan was reviewed by the ATU and is being published throughout the organization.
- Audit Plan Creation & Review
  - Review previous plans, discussions with staff, and develop an audit plan for the upcoming fiscal year that focuses on emerging risks and adding value to the organization.

#### On-Going Items –

- Private Identifiable Information Remediation
  - Continued assistance in remediating our processes regarding the handling of sensitive personal information; identified during an external review.
- Davis-Bacon & Prevailing Wage Training
  - Training for CDTA Project Managers to be conducted by a knowledgeable DOL professional was postponed in the fall due to COVID but will be scheduled for early summer 2021.
- Public Transportation Agency Safety Plan/ Safety Management System Review
  - Continuing to work with Safety on an audit plan for the SMS that was adopted by CDTA. This will ensure CDTA is continuing to adhere to the guidelines set forth in the plan.
- Continued support and finalization of Standard Operating Procedures (SOP)
  - A resource for departments regarding policies and procedures to ensure consistency, validity, and comprehensiveness.

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

**Subject:** Annual review and approval of the CDTA Investment Policy

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** April 21, 2021

**Board Action Date:** April 28, 2021

**Background:**

The New York State Public Authorities Law Article 9, Title 7 annually requires public authorities to review and approve their Investment Policy.

**Purpose:**

The Performance Monitoring/Audit Committee is required to review and approve the CDTA Investment Policy on an annual basis. This policy details the operative policy for investing, monitoring, and reporting of funds for CDTA.

**Summary of Proposal:**

The Investment Policy (IP) is attached for review. General Counsel has reviewed our IP and appropriate laws for changes and does not recommend modifications at this time. Our investment advisor, Hugh Johnson Advisors has also reviewed our IP and does not recommend any changes.

Based on these assessments, it is recommended that we approve the IP this year with no changes.

**Financial Summary and Source of Funds:**

No financial impact

**Prepared by:**

Mike Collins, VP of Finance & Administration

**Project Manager(s):**

Mike Collins, VP of Finance & Administration

Amanda Avery, General Counsel

## Memorandum

April 21, 2021

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

From: Mike Collins, Vice President of Finance & Administration

Subject: Investment Policy 2021

### **Overview:**

The Performance Monitoring/Audit Committee reviews the Investment Policy (IP) on an annual basis to make revisions as necessary due to changes in the marketplace and/or legal requirements. The IP is reviewed by staff, General Counsel and CDTA's Investment Advisor.

### **Recommendation:**

Based on our annual review of the policy, we propose no changes to the IP this year.

April 28, 2021

**INVESTMENT POLICY  
CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

These guidelines detail the operative policy regarding the investing, monitoring and reporting of funds of the Capital District Transportation Authority (the “Authority”).

1. Purpose

- a) Establish a policy whereby current funds, in excess of immediate needs are invested to earn a reasonable rate of return while safeguarding the principal amount.
- b) Assure that invested funds are diversified and adequately safeguarded. The investment portfolios will, at all times, be diversified. No single issuer will represent more than 5% of a given portfolio. There is no limitation for the debt of the US Government or one of its agencies, except that the debt of a single agency will not represent more than 50% of a given portfolio. Certificates of deposit issued by a single bank are limited by the legal maximum for FDIC insurance.
- c) Assure that adequate accounts and records are maintained which accurately reflect all transactions.
- d) Assure that an adequate system of internal control is maintained.

2. Authorization and Management

All investment decisions are to conform to:

- a) Section 1306 (4) of the Public Authorities Law of the State of New York,  
and
- b) Article 9, Title 7 of the Public Authorities Law of New York,
- c) 2 NYCRR § 201.1, *et seq.*

The Board may retain at the recommendation of the Performance Monitoring/Audit Committee (“Committee”) one or more investment advisors, which meet the Authority’s qualifications and grant the advisor discretion to execute transactions within the context of these policies. The advisor (s) will be expected to act as a fiduciary at all times in the best interest of the Authority.



### 3. Types of Investments

The permissible types of investments (“Permitted Investments”) are as follows:

- a) Certificates of Deposit issued by banks which are members of the Federal Deposit Insurance Corporation (FDIC). Certificates of Deposit of qualifying banks may also be purchased from Broker/Dealers licensed to conduct business in New York State which are members of the Securities Investors Protection Corporation (SIPC) and the Financial Industry Regulatory Authority (FINRA).
- b) Deposits in “Money Market” accounts in banks specified in Item (a) above.
- c) Money Market Funds that invest exclusively in obligations of the United States Government or one of its agencies, except that up to 1% of each investment account may be held in a conventional money market fund provided that the fund holds more than \$500 million in assets and the sponsor is a substantial and well regarded financial institution with no less than \$1 billion of equity capital. Further, the principal objective of the fund must be preservation of capital. The purpose of this exception is to accommodate relatively small amounts of cash that are not invested and not substantial enough to qualify for a specialized Government-only fund.
- c) Obligations of New York State, the United States Government, or Agencies of the United States Government. Obligations guaranteed, as to principal and interest, by one of these entities is also permissible.
- d) The primary investment objective is the protection of principal. All bank deposits of money should be fully collateralized or insured (e.g., FDIC insurance).

Each purchase must be confirmed in writing and be made in accordance with the provisions of this Investment Policy.

### 4. Operating Procedures

- a) The investment selection process shall utilize competitive quotations or negotiated prices, except in the purchase of federal government securities at auction.
- b) Approvals: The Vice President of Finance & Administration shall approve all investment transactions, and report investment transactions to the Chief Executive Officer. The process of initiating, reviewing and approving requests to buy and sell investments shall be documented and retained for audit purposes. The Investment Committee Chairperson, the Vice President of Finance & Administration and the Chief Executive Officer (when necessary) will meet with any and all retained investment advisors no less than twice per year to review and approve the portfolio holdings.

- c) Collateral Custody: The custodian of all collateral involved in any investment transaction must be either the Authority or a Third-Party Bank or Trust Company acceptable to the Authority. Such Bank may not be the same as that with which the investment is made. The custody agreement must be joint with the Bank providing the collateral.

If, at any time during the term of a Certificate of Deposit or deposit in Money Market Account, the collateral or underlying security market value does not equal the principal value of the investment, the Authority shall inform the Bank of the additional collateral required. If additional collateral is not added immediately by the Bank involved, the Authority shall demand the return of the amount invested and remove such Bank from the list of approved Banks for investment and deposit of Authority funds.

Any custodian or trustee of securities in any transaction to which the Authority is a principal may not relinquish control over such securities without the written consent of the Authority and the Investment Manager.

- d) If a Bank or Investment Broker/Dealer is operating as an agent for another Bank or any of its customers, such information must be disclosed to the Authority. To the extent the Board has retained an investment advisor, the advisor will act solely as agent on behalf of the Authority. The Advisor(s) may act as the Principal in a transaction only if it is authorized in writing by the Performance Monitoring/Audit Committee.
- e) In addition to the normal entries in cash receipts, cash disbursements and general ledger regarding investments, the following additional records shall be maintained.
- I. A schedule for each Bank or Investment Broker/Dealer with which the Authority makes investments, maintained by the Accountant, showing:
    - a. Date of transactions
    - b. Description and amount of investment
    - c. Interest rate
    - d. Due date of CD, or Bond
    - e. Market value of collateral or investment security
    - f. Indication of at least monthly recheck of market values
- f) Investments may be made by a telephone call. If the investment is a Certificate of Deposit (CD) that is eligible to be traded and cleared through the Depository Trust Company (DTC), it will be delivered directly to the custodian by the bank or broker/dealer. If the CD is not DTC eligible, such Certificate shall be mailed to the Authority or, if feasible, picked up by an agent of the Authority.

The Vice President of Finance & Administration will immediately contact the designated custodian or trustee of the collateral for such investments, requesting telephone confirmation of deposit of collateral and receive from custodian a written instrument requiring the Authority's agreement before custody may be relinquished. In practice, Banks will usually deposit a certain amount of securities for a specified period of time, equal to the probable maximum amount the Authority would be investing during such period, i.e., a month or ninety days. CDs that are fully insured by the FDIC (principal and expected interest) are not required to be collateralized. If authorization is initially given verbally, it shall be followed by written confirmation.

- g) Payment of funds shall only be made upon delivery of securities.
- h) A record of investments shall be maintained. The records shall identify the security, the fund for which held, the place where kept, date of disposition and amount realized, if required, and the market value and custodian of collateral.
- i) Custodians of deposits and money market accounts shall be required to report monthly or more frequently on activity occurring in the Authority's custodial account to the Accountant. There shall be monthly verifications of both the principal amount and market values of all investments and collateral. Listings shall be obtained from the custodian and compared against the Authority's records.
- j) The Authority requires the custodian to send verification of securities held for the Authority whenever requested to do so by the Authority.
- k) The Vice President of Finance & Administration is authorized to deposit all funds received by the Authority in Money Market Accounts or Certificates of Deposit with Banks or Investment Broker/Dealer doing business in New York State, which are members of the FDIC; the SIPC and FINRA; and/or registered with the SEC and that have also expressed an interest in receiving requests for bids, consistent with these guidelines.
- l) The report of the status of all investments will be submitted by the Deputy Comptroller at least quarterly to the Chief Executive Officer and the Board Members of the Authority.

5. Collateralization

- a) Investments requiring collateralization must be fully collateralized by US Government obligations, or obligations guaranteed by a US Government entity.
- b) The collateral for a CD or Money Market Fund Deposit must equal the investment principal at all times.
- c) Market values of items mentioned in b) above will be checked by the Deputy Comptroller at least monthly to a nationally recognized financial publication.

- d) Investments in Certificates of Deposit and Money Market Accounts are limited to FDIC insurance limits, unless collateralized.

6. Review of Investment Guidelines and Audit Procedures

- a) These guidelines shall be reviewed by the Performance Monitoring/Audit Committee annually and revised as necessary to reflect changes in market conditions or legal requirements.
- b) An annual independent audit shall be conducted in accordance with the provisions of Article 9, Title 7 of PAL and 2 NYCRR § 201.1 *et seq*
- c) Collateral shall be verified monthly, if held by the Authority, by Members of the Performance Monitoring/Audit Committee. If held by a Bank, confirmation from such Bank will be given to Committee.
- d) The Authority shall maintain an internal control structure designed to protect the Authority's investment assets from loss, theft, and misuse.

7. Evaluation and Reporting

- a) An annual independent audit shall be performed by the Authority's independent accountants to evaluate investment program compliance. The annual audit report shall be filed within 90 days after the close of the Authority's fiscal year with the Office of Budget and Policy Analysis of the Office of the State Comptroller.
- b) The Authority shall prepare an annual investment report which shall be submitted to the Division of the Budget, with copies to the Office of the State Comptroller, the Senate Finance Committee, and the Assembly Ways and Means Committee.

8. Settlement of Securities Transactions

All purchases of securities by or on behalf of the Authority will be settled "delivered vs. payment", meaning that purchased securities will not be paid for until they are presented physically or electronically at the custodian by the seller or his agent.

9. Criteria for Selection of Investment Banks or Firms and Brokers

The Authority shall maintain a list of approved financial institutions and a list of approved security broker/dealers. As market conditions change, the Authority may find it necessary to place investments directly with Investment Banks or Firms and Brokers. The following are criteria for the selection of Investment Banks or Firms and Brokers:

- a) Investment Banks or Firms and Brokers authorized to do business within New York State.

- b) Investment Banks or Firms and Brokers in business for over (5) five years.
- c) Investment Banks or Firms and Brokers which have invested over \$500,000,000 in assets for their clients at the time of any investment made by the Authority.
- d) Investment Banks or Firms and Brokers that have demonstrated a proven record of returns, that meet or exceed the yield and total return generated from Treasury benchmarks.
- e) Investment Managers/Advisors must be registered with the Securities and Exchange Commission (SEC) while Investment Brokers/Dealers must be members in good standing with the Securities Investors Protection Corporation (SIPC) and the Financial Industry Regulatory Authority (FINRA).

All the foregoing sections of the Investment Policy that pertain to banks shall apply to Investment Broker/Dealers.

# Monthly Management Report

March 2021



**Monthly Management Report -March 2021**  
**Executive Summary - FY2021 Year-End Report**

	Actual	Budget	Current Month		Year to Date	
			(\$) Variance	(%) Variance	(\$) Variance	(%) Variance
<b>REVENUE</b>						
1 Mortgage Tax	\$ 1,504,887	\$ 937,500	\$ 567,387	60.52%	\$ 3,561,165	31.65%
2 Customer Fares	\$ 1,276,707	\$ 1,720,972	\$ (444,265)	-25.81%	\$ (12,662,671)	-61.32%
3 RRS & Facilities	\$ 109,373	\$ 304,303	\$ (194,930)	-64.06%	\$ (2,685,732)	-73.55%
4 STOA	\$ 3,685,397	\$ 3,685,397	\$ -	0.00%	\$ -	0.00%
5 5307	\$ 1,058,417	\$ 1,058,417	\$ -	0.00%	\$ -	0.00%
<b>EXPENSES</b>						
6 Wages	\$ 4,104,384	\$ 4,031,423	\$ 72,961	1.81%	\$ (1,138,459)	-2.35%
7 Workers' Compensation	\$ 858,960	\$ 887,613	\$ (28,653)	-3.23%	\$ 122,438	4.64%
8 Professional Services	\$ 240,687	\$ 324,145	\$ (83,458)	-25.75%	\$ (1,198,630)	-30.82%
9 Material/Supplies	\$ 156,074	\$ 140,529	\$ 15,545	11.06%	\$ 483,297	28.66%
10 Purchased Transportation	\$ 629,833	\$ 555,447	\$ 74,386	13.39%	\$ (1,928,400)	-28.93%
11 Liability - Claims	\$ 29,388	\$ 30,069	\$ (681)	-2.26%	\$ (26,563)	-7.36%
					<b>YTD Revenue</b>	17.02%
					<b>YTD Expenses</b>	-5.98%

*Revenue Summary*

- 1 MRT was \$1.5 million over budget this month leading us to a record \$14.8 million for the year. Low interest rates and a booming housing market made this record possible.
- 2 Customer fares have been under budget all year. We are optimistic that as vaccinations continue, ridership will increase.
- 3 RRS & Facilities revenue was under budget all year. Rail ridership was significantly impacted (even more than transit), from COVID. YTD was under budget by 74%.
- 4 We accrued STOA at 100% for the year, even though payments were uneven and unpredictable.
- 5 We did not use any of our 5307 operating grant this year.

*Expense Summary*

- 6 Wages were under budget for the year by 2.3%, a good year operating under a pandemic.
- 7 Workers' Compensation finished 4.6% over budget, compared to last year where we were 27% under budget (last year was an outlier because of less than normal Special Loss of Use awards).
- 8 Professional Services were 30% under budget, mainly because of reduced costs at the rail station.
- 9 Materials & Supplies were over budget by 28% because of the protective shields we purchased for our buses and operators.
- 10 Purchased Transportation was under budget by 29% (less service).
- 11 Liability - Claims were under budget by 7%.

**Note:** We ended the year in a good budget position. The budget handout provides a clear summary of how we performed this fiscal year.



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

	March-2021	March-2020
<b>Assets</b>		
<b>Current Assets:</b>		
Cash	\$16,588,969	\$3,339,447
Investments	\$16,939,345	\$17,584,279
Receivables:		
Mortgage Tax	\$1,504,887	\$821,962
Federal Grants	\$13,366,732	\$0
New York State Operating Assistance	\$9,112,470	\$0
Trade and Other	\$6,669,023	\$30,984,188
Advances to Capital District Transportation Committee	\$466,274	\$904,542
Materials, Parts and Supplies	\$4,606,739	\$4,262,794
Prepaid Expenses	\$1,027,581	\$837,776
<b>Sub-Total Current Assets</b>	<b>\$70,282,020</b>	<b>\$58,734,987</b>
<b>Noncurrent Assets:</b>		
Capital Assets, net	\$105,952,342	\$119,752,342
<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>\$196,234,024</b>	<b>\$181,096,232</b>
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$3,355,415	\$7,607,263
Accrued Expenses	\$5,415,981	\$4,522,131
Unearned passenger revenue	\$1,599,291	\$2,187,279
Line of Credit	\$0	\$0
<b>Sub-Total Current Liabilities</b>	<b>\$10,370,687</b>	<b>\$14,316,673</b>
<b>Noncurrent Liabilities:</b>		
Capital Lease Agreement	\$3,134,504	\$4,723,161
Estimated Provision for Existing Claims and Settlements	\$9,942,107	\$10,550,690
Other postemployment benefits	\$105,346,823	\$90,160,188
Net Pension Liability	\$1,616,083	\$735,846
<b>Sub-Total Noncurrent Liabilities</b>	<b>\$120,039,517</b>	<b>\$106,169,885</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>\$142,155,427</b>	<b>\$124,893,735</b>
<b>Net Position</b>		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	(\$54,162,631)	(\$52,038,731)
<b>Total for Net Position</b>	<b>\$54,078,597</b>	<b>\$56,202,497</b>
<b>Total Liabilities and Net Position</b>	<b>\$196,234,024</b>	<b>\$181,096,232</b>



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
CONSOLIDATED STATEMENT OF OPERATIONS**

March-21

	<u>To Date Actual</u>	<u>Annual Budget</u>	100%
<b>REVENUE:</b>			
AUTHORITY	\$14,970,010	\$11,455,000	131%
TRANSIT	\$89,084,646	\$81,953,820	109%
ACCESS	\$322,747	\$525,000	61%
CDTA FACILITIES	\$1,116,181	\$3,769,022	30%
<b>TOTAL REVENUE</b>	<b>\$105,493,583</b>	<b>\$97,702,842</b>	<b>108%</b>
<b>EXPENSE:</b>			
AUTHORITY	\$15,545,206	\$17,028,670	91%
TRANSIT	\$73,378,752	\$77,122,426	95%
ACCESS	\$1,106,115	\$1,283,750	86%
CDTA FACILITIES	\$1,472,314	\$2,267,995	65%
<b>TOTAL EXPENSE</b>	<b>\$91,502,386</b>	<b>\$97,702,842</b>	<b>94%</b>
 Revenue over (under) Expenses	 \$13,991,197		
Depreciation	\$13,800		
Excess of Revenue over (under) Expenses	\$13,977,397		
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	(\$10,500,000)		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	(\$3,387,708)		
 *Net Excess of Revenue over (under) Expenses	 \$11,339,689		

\*Contribution to required fleet replacement.

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

BUDGET VARIANCE REPORT	CONSOLIDATED								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
<b>Operating Revenue</b>									
Mortgage Tax	\$1,504,887	\$937,500	\$567,387	60.52%	\$14,811,165	\$11,250,000	\$3,561,165	31.65%	\$11,250,000
Customer Fares	\$1,276,707	\$1,720,972	(\$444,265)	-25.81%	\$7,988,996	\$20,651,667	(\$12,662,671)	-61.32%	\$20,651,667
Advertising Revenue	\$105,625	\$107,708	(\$2,083)	-1.93%	\$1,290,435	\$1,292,500	(\$2,065)	-0.16%	\$1,292,500
RRS & Facilities	\$109,373	\$304,303	(\$194,930)	-64.06%	\$965,899	\$3,651,631	(\$2,685,732)	-73.55%	\$3,651,631
Interest Income	\$109	\$1,667	(\$1,557)	-93.44%	\$1,453	\$20,000	(\$18,547)	-92.73%	\$20,000
Misc. Income	\$24,511	\$15,708	\$8,803	56.04%	\$186,881	\$188,500	(\$1,619)	-0.86%	\$188,500
<b>Total Operating Revenue</b>	<b>\$3,021,212</b>	<b>\$3,087,858</b>	<b>(\$66,646)</b>	<b>-2.16%</b>	<b>\$25,244,830</b>	<b>\$37,054,298</b>	<b>(\$11,809,468)</b>	<b>-31.87%</b>	<b>\$37,054,298</b>
<b>Operating Assistance</b>									
New York State Aid	\$3,685,397	\$3,685,397	\$0	0.00%	\$44,224,758	\$44,224,758	\$0	0.00%	\$44,224,758
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,917,000	\$1,917,000	\$0	0.00%	\$1,917,000
Federal Preventative Maintenance	\$1,058,417	\$1,058,417	\$0	0.00%	\$12,701,000	\$12,701,000	\$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%	\$1,805,786	\$1,805,786	\$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>\$89,084,646</b>	<b>\$60,648,544</b>	<b>\$28,436,102</b>	<b>46.89%</b>	<b>\$60,648,544</b>
<b>Total Revenue and Assistance</b>	<b>\$8,075,258</b>	<b>\$8,141,904</b>	<b>(\$66,646)</b>	<b>-0.82%</b>	<b>\$114,329,476</b>	<b>\$97,702,842</b>	<b>\$16,626,634</b>	<b>17.02%</b>	<b>\$97,702,842</b>
<b>Expenses</b>									
Salaries and Wages	\$4,104,384	\$4,031,423	\$72,961	1.81%	\$47,238,615	\$48,377,074	(\$1,138,459)	-2.35%	\$48,377,074
FICA	\$297,361	\$284,972	\$12,389	4.35%	\$3,416,262	\$3,419,663	(\$3,401)	-0.10%	\$3,419,663
Health Benefits	\$858,960	\$887,613	(\$28,652)	-3.23%	\$10,328,145	\$10,651,352	(\$323,207)	-3.03%	\$10,651,352
Workers Compensation	\$171,764	\$219,809	(\$48,045)	-21.86%	\$2,760,146	\$2,637,708	\$122,438	4.64%	\$2,637,708
Other Benefits	\$298,972	\$332,395	(\$33,423)	-10.06%	\$3,722,060	\$3,988,741	(\$266,681)	-6.69%	\$3,988,741
Professional Services	\$240,687	\$324,145	(\$83,459)	-25.75%	\$2,691,115	\$3,889,745	(\$1,198,630)	-30.82%	\$3,889,745
Materials & Supplies	\$156,074	\$140,529	\$15,545	11.06%	\$2,169,643	\$1,686,346	\$483,297	28.66%	\$1,686,346
Miscellaneous	\$67,393	\$61,404	\$5,989	9.75%	\$758,211	\$736,853	\$21,358	2.90%	\$736,853
Purchased Transportation	\$629,833	\$555,447	\$74,387	13.39%	\$4,736,958	\$6,665,358	(\$1,928,400)	-28.93%	\$6,665,358
Maintenance Services	\$188,656	\$251,272	(\$62,616)	-24.92%	\$2,505,604	\$3,015,258	(\$509,654)	-16.90%	\$3,015,258
Liability - Claims	\$29,388	\$30,069	(\$681)	-2.27%	\$334,270	\$360,833	(\$26,563)	-7.36%	\$360,833
Utilities	\$134,248	\$84,250	\$49,998	59.34%	\$915,744	\$1,011,000	(\$95,256)	-9.42%	\$1,011,000
Fuel	\$410,977	\$472,426	(\$61,448)	-13.01%	\$4,466,999	\$5,669,108	(\$1,202,109)	-21.20%	\$5,669,108
Parts, Tires, Oil	\$481,253	\$405,906	\$75,348	18.56%	\$5,018,489	\$4,870,870	\$147,619	3.03%	\$4,870,870
General Insurance	\$72,057	\$60,244	\$11,812	19.61%	\$802,382	\$722,933	\$79,449	10.99%	\$722,933
<b>Total EXPENSES</b>	<b>\$8,142,008</b>	<b>\$8,141,903</b>	<b>\$104</b>	<b>0.00%</b>	<b>\$91,864,644</b>	<b>\$97,702,842</b>	<b>(\$5,838,198)</b>	<b>-5.98%</b>	<b>\$97,702,842</b>
<b>Surplus/Deficit</b>	<b>(\$66,749)</b>	<b>\$0</b>	<b>(\$66,750)</b>		<b>\$22,464,832</b>	<b>\$0</b>	<b>\$22,464,831</b>		<b>\$0</b>

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

**BUDGET VARIANCE REPORT**

	<b>NON-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>									
Mortgage Tax	\$1,504,887	\$937,500	\$567,387	60.52%	\$14,811,165	\$11,250,000	\$3,561,165	31.65%	\$11,250,000
Interest Income	\$109	\$1,667	(\$1,558)	-93.48%	\$1,165	\$20,000	(\$18,835)	-94.17%	\$20,000
Interest Inc-Invest/Change in Invest	\$486	\$0	\$486	0.00%	\$81,012	\$0	\$81,012	0.00%	\$0
Misc. Income - Authority	\$6,250	\$15,417	(\$9,167)	-59.46%	\$76,667	\$185,000	(\$108,333)	0.00%	\$185,000
Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
<b>Total Operating Revenue</b>	<b>\$1,511,732</b>	<b>\$954,583</b>	<b>\$557,148</b>	<b>58.37%</b>	<b>\$14,970,010</b>	<b>\$11,455,000</b>	<b>\$3,515,010</b>	<b>30.69%</b>	<b>\$11,455,000</b>
<b>Expenses</b>									
Labor - Authority	\$589,535	\$579,035	\$10,500	1.81%	\$6,915,740	\$6,948,420	(\$32,680)	-0.47%	\$6,948,420
Fringe - Authority	\$348,536	\$389,708	(\$41,172)	-10.56%	\$4,425,017	\$4,676,491	(\$251,474)	-5.38%	\$4,676,491
Materials & Supplies - Authority	\$9,044	\$14,820	(\$5,776)	-38.97%	\$122,933	\$177,836	(\$54,903)	-30.87%	\$177,836
Professional Services - Authority	\$168,053	\$234,695	(\$66,643)	-28.40%	\$1,778,165	\$2,816,345	(\$1,038,180)	-36.86%	\$2,816,345
Other Expenses - Authority	\$189,845	\$200,798	(\$10,953)	-5.45%	\$2,303,352	\$2,409,578	(\$106,226)	-4.41%	\$2,409,578
<b>Total Expenses</b>	<b>\$1,305,013</b>	<b>\$1,419,056</b>	<b>(\$114,043)</b>	<b>-8.04%</b>	<b>\$15,545,206</b>	<b>\$17,028,670</b>	<b>(\$1,483,464)</b>	<b>-8.71%</b>	<b>\$17,028,670</b>
<b>Surplus/(Deficit)</b>	<b>\$206,719</b>	<b>(\$464,473)</b>	<b>(\$443,105)</b>		<b>(\$575,196)</b>	<b>(\$5,573,670)</b>	<b>\$4,998,474</b>		<b>(\$5,573,670)</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
MONTHLY MANAGEMENT REPORT  
March-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	\$791,287	\$1,158,472	(\$367,185)	-31.70%	\$5,340,460	\$13,901,667	(\$8,561,207)	-61.58%	\$13,901,667
Contracts - Transit	\$447,670	\$518,750	(\$71,080)	-13.70%	\$2,325,795	\$6,225,000	(\$3,899,205)	-62.64%	\$6,225,000
Advertising-Transit	\$93,125	\$97,926	(\$4,801)	-4.90%	\$1,140,435	\$1,175,109	(\$34,673)	-2.95%	\$1,175,109
Misc. Income - Transit	\$18,261	\$292	\$17,969	6160.89%	\$110,214	\$3,500	\$106,714	3048.97%	\$3,500
<b>Total Operating Revenue</b>	<b>\$1,350,342</b>	<b>\$1,775,440</b>	<b>(\$425,097)</b>	<b>-23.94%</b>	<b>\$8,916,904</b>	<b>\$21,305,276</b>	<b>(\$12,388,372)</b>	<b>-58.15%</b>	<b>\$21,305,276</b>
<b>Operating Assistance</b>									
State Aid - General	\$159,750	\$159,750	\$0	0.00%	\$1,917,000	\$1,917,000	\$0	0.00%	\$1,917,000
State Aid - PBT	\$3,492,313	\$3,492,313	\$0	0.00%	\$41,907,758	\$41,907,758	\$0	0.00%	\$41,907,758
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$400,000	\$400,000	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,917,000	\$1,917,000	\$0	0.00%	\$1,917,000
Federal Aid - Transit	\$1,058,417	\$1,058,417	\$0	0.00%	\$12,701,000	\$12,701,000	\$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
Other Grants - Federal	\$150,482	\$150,482	\$0	0.00%	\$1,805,786	\$1,805,786	\$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>\$89,084,646</b>	<b>\$60,648,544</b>	<b>\$28,436,102</b>	<b>0.00%</b>	<b>\$60,648,544</b>
<b>Total Revenue and Assistance</b>	<b>\$6,404,388</b>	<b>\$6,829,485</b>	<b>(\$425,097)</b>	<b>-6.22%</b>	<b>\$98,001,550</b>	<b>\$81,953,820</b>	<b>\$16,047,730</b>	<b>19.58%</b>	<b>\$81,953,820</b>
<b>Expenses</b>									
Labor - Maintenance	\$719,034	\$722,271	(\$3,237)	-0.45%	\$8,659,190	\$8,667,252	(\$8,062)	-0.09%	\$8,667,252
Labor - Transportation	\$2,497,267	\$2,429,255	\$68,012	2.80%	\$28,141,757	\$29,151,054	(\$1,009,297)	-3.46%	\$29,151,054
Labor - STAR	\$231,169	\$230,230	\$939	0.41%	\$2,737,246	\$2,762,756	(\$25,510)	-0.92%	\$2,762,756
Fringe	\$1,242,534	\$1,317,774	(\$75,240)	-5.71%	\$15,220,216	\$15,813,287	(\$593,071)	-3.75%	\$15,813,287
Materials & Supplies	\$1,025,786	\$985,070	\$40,717	4.13%	\$11,567,332	\$11,820,838	(\$253,506)	-2.14%	\$11,820,838
Professional Services	\$69,806	\$75,980	(\$6,174)	-8.13%	\$1,079,611	\$911,762	\$167,849	18.41%	\$911,762
Other Expenses	\$2,958	\$4,379	(\$1,422)	-32.46%	\$35,530	\$52,550	(\$17,020)	-32.39%	\$52,550
Purchased Transportation - STAR	\$512,401	\$390,636	\$121,765	31.17%	\$3,490,718	\$4,687,630	(\$1,196,912)	-25.53%	\$4,687,630
Liability - Claims	\$29,388	\$30,069	(\$681)	-2.27%	\$334,270	\$360,833	(\$26,563)	-7.36%	\$360,833
Liability - Insurance	\$66,634	\$57,503	\$9,131	15.88%	\$578,385	\$690,033	(\$111,648)	-16.18%	\$690,033
Utilities - Transit	\$87,774	\$48,817	\$38,958	79.80%	\$565,909	\$585,800	(\$19,891)	-3.40%	\$585,800
Mat & Supplies - NX	\$0	\$5,833	(\$5,833)	-100.00%	\$4,254	\$70,000	(\$65,746)	-93.92%	\$70,000
Purchased Transportation - NX	\$87,916	\$129,053	(\$41,137)	-31.88%	\$964,333	\$1,548,631	(\$584,298)	-37.73%	\$1,548,631
<b>Total Expenses</b>	<b>\$6,572,667</b>	<b>\$6,428,869</b>	<b>\$143,798</b>	<b>2.27%</b>	<b>\$73,378,752</b>	<b>\$77,122,426</b>	<b>(\$3,743,675)</b>	<b>-4.85%</b>	<b>\$77,122,426</b>
<b>Surplus/(Deficit)</b>	<b>(\$168,279)</b>	<b>\$400,616</b>	<b>(\$570,895)</b>		<b>\$24,622,798</b>	<b>\$4,831,394</b>	<b>\$19,791,405</b>		<b>\$4,831,394</b>

CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
 MONTHLY MANAGEMENT REPORT  
 March-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	\$37,751	\$43,750	(\$5,999)	-13.71%	\$322,741	\$525,000	(\$202,259)	-38.53%	\$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	\$37,752	\$43,750	(\$5,998)	-13.71%	\$322,747	\$525,000	(\$202,253)	-38.52%	\$525,000
Total Revenue and Assistance	\$37,752	\$43,750	(\$5,998)	-13.71%	\$322,747	\$525,000	(\$202,253)	-38.52%	\$525,000
Expenses									
Labor - Access	\$53,301	\$54,722	(\$1,421)	-2.60%	\$608,966	\$656,662	(\$47,696)	-7.26%	\$656,662
Fringe Benefits - Access	\$16,877	\$14,652	\$2,225	15.19%	\$188,841	\$175,819	\$13,022	7.41%	\$175,819
Purchased Transportation	\$29,517	\$33,333	(\$3,816)	-11.45%	\$281,907	\$400,000	(\$118,093)	-29.52%	\$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%	\$20,127	\$19,721	\$406	2.06%	\$19,721
Other Expenses - Access	\$2,000	\$2,629	(\$629)	-23.93%	\$6,274	\$31,548	(\$25,274)	-80.11%	\$31,548
Total Expenses	\$103,338	\$106,979	(\$3,641)	-3.40%	\$1,106,115	\$1,283,750	(\$177,635)	-13.84%	\$1,283,750
Surplus/(Deficit)	(\$65,587)	(\$63,229)	(\$2,358)		(\$783,368)	(\$758,750)	(\$24,618)		(\$758,750)

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

**BUDGET VARIANCE REPORT**

		<b>CDTA FACILITIES</b>								
		<b>This Month</b>				<b>Year to Date</b>				<b>Annual</b>
		<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Budget</b>
<b>Operating Revenue</b>										
	RRS Station & Garage	\$71,968	\$68,707	\$3,261	4.75%	\$673,417	\$824,481	(\$151,064)	-18.32%	\$824,481
	RRS Parking Revenue	\$29,186	\$223,596	(\$194,410)	-86.95%	\$187,070	\$2,683,150	(\$2,496,080)	-93.03%	\$2,683,150
	RRS Advertising	\$12,500	\$9,783	\$2,717	27.78%	\$150,000	\$117,391	\$32,609	27.78%	\$117,391
	SSTS	\$2,210	\$2,467	(\$256)	-10.39%	\$32,293	\$29,600	\$2,693	9.10%	\$29,600
	Greyhound	\$0	\$2,500	(\$2,500)	-100.00%	\$1,015	\$30,000	(\$28,985)	-96.62%	\$30,000
	85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$69,609	\$80,000	(\$10,391)	-12.99%	\$80,000
	Interest Income	\$208	\$367	(\$159)	-43.34%	\$2,778	\$4,400	(\$1,622)	-36.87%	\$4,400
	<b>Total Operating Revenue</b>	<b>\$121,873</b>	<b>\$314,085</b>	<b>(\$192,212)</b>	<b>-61.20%</b>	<b>\$1,116,181</b>	<b>\$3,769,022</b>	<b>(\$2,652,842)</b>	<b>-70.39%</b>	<b>\$3,769,022</b>
<b>Expenses</b>										
	Labor	\$14,078	\$15,911	(\$1,832)	-11.52%	\$175,379	\$190,930	(\$15,551)	-8.15%	\$190,930
	Fringe-Benefits	\$2,384	\$2,656	(\$272)	-10.24%	\$30,281	\$31,867	(\$1,586)	-4.98%	\$31,867
	Professional Services	\$1,009	\$10,417	(\$9,408)	-90.31%	\$10,686	\$125,000	(\$114,314)	-91.45%	\$125,000
	Insurance	\$2,936	\$2,417	\$520	21.50%	\$28,390	\$29,000	(\$610)	-2.10%	\$29,000
	Security	\$377	\$33,617	(\$33,240)	-98.88%	\$120,260	\$403,400	(\$283,140)	-70.19%	\$403,400
	Facilities Upkeep	\$28,255	\$24,542	\$3,714	15.13%	\$216,630	\$294,500	(\$77,870)	-26.44%	\$294,500
	Facilities Repairs	\$2,129	\$6,608	(\$4,479)	-67.78%	\$81,866	\$79,300	\$2,566	3.24%	\$79,300
	Utilities	\$38,951	\$28,983	\$9,968	34.39%	\$292,841	\$347,800	(\$54,959)	-15.80%	\$347,800
	Materials & Supplies	\$747	\$1,250	(\$503)	-40.27%	\$20,302	\$15,000	\$5,302	35.35%	\$15,000
	Parking Garage	\$19,561	\$40,833	(\$21,273)	-52.10%	\$280,598	\$490,000	(\$209,402)	-42.74%	\$490,000
	Greyhound	\$0	\$667	(\$667)	-100.00%	\$338	\$8,000	(\$7,662)	-95.78%	\$8,000
	85 Watervliet Avenue	\$22,825	\$8,342	\$14,483	173.62%	\$121,955	\$100,100	\$21,855	21.83%	\$100,100
	SSTS	\$11,011	\$12,758	(\$1,747)	-13.69%	\$92,788	\$153,100	(\$60,312)	-39.39%	\$153,100
	<b>Total Expenses</b>	<b>\$144,262</b>	<b>\$189,000</b>	<b>(\$44,737)</b>	<b>-23.67%</b>	<b>\$1,472,314</b>	<b>\$2,267,997</b>	<b>(\$795,684)</b>	<b>-35.08%</b>	<b>\$2,267,997</b>
	<b>Surplus/(Deficit)</b>	<b>(\$22,390)</b>	<b>\$125,085</b>	<b>(\$147,475)</b>		<b>(\$356,133)</b>	<b>\$1,501,025</b>	<b>(\$1,857,158)</b>		<b>\$1,501,025</b>



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT**

**AGING OF ACCOUNTS RECEIVABLE**

Mar-21		
	Amount	% of Total
Current	\$2,107,583	31.60%
31 - 60	\$574,933	8.62%
61 - 90	\$116,292	1.74%
91 - 120	\$90,774	1.36%
Over 120	\$3,779,441	56.67%
<b>Total Accounts Receivable</b>	<b>\$6,669,023</b>	<b>100.00%</b>

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%
<b>Total Accounts Receivable</b>	<b>\$4,904,018</b>	<b>100.00%</b>

**AGING OF ACCOUNTS PAYABLE**

Mar-21		
	Amount	% of Total
Current	\$2,903,003	86.52%
31 - 60	\$326,992	9.75%
61 - 90	\$30,488	0.91%
90 & Over	\$94,932	2.83%
<b>Total Accounts Payable</b>	<b>\$3,355,415</b>	<b>100.00%</b>

<b>Mar-21 Receivables over 120 days:</b>	<b>\$3,779,441</b>
Breakdown of outstanding receivables over 120 days.	
\$3,467,893 NYS DEPT. OF TRANSPORTATION	
\$114,143 ADVANTAGE TRANSIT GROUP, INC.	
\$112,500 CITY OF ALBANY	
\$84,905 OTHER	
<hr/>	<hr/>
	<b>\$3,779,441</b>

**ADDITIONAL INFORMATION**

MORTGAGE RECORDING TAX	Current Month				Fiscal Year to Date			
	Mar-21	Mar-20	Difference	%	2021	2020	Difference	%
Albany	\$562,257	\$319,984	\$242,273	75.71%	\$4,975,021	\$4,233,764	\$741,257	17.51%
Rensselaer	\$205,357	\$114,960	\$90,397	78.63%	\$2,040,123	\$1,868,683	\$171,440	9.17%
Saratoga	\$661,969	\$312,725	\$349,244	111.68%	\$5,786,824	\$4,749,142	\$1,037,682	21.85%
Schenectady	\$185,304	\$74,459	\$110,845	148.87%	\$2,009,197	\$1,325,022	\$684,175	51.63%
<b>Total</b>	<b>\$1,614,887</b>	<b>\$822,128</b>	<b>\$792,759</b>	<b>96.43%</b>	<b>\$14,811,165</b>	<b>\$12,176,611</b>	<b>\$2,634,554</b>	<b>21.64%</b>

	<u>Current Month</u>	<u>Year To Date</u>
FY 2021	\$1,614,887	\$14,811,165
FY 2020	\$822,128	\$12,176,611

Mortgage tax is unpredictable. Average annual receipts over the past 20 years were \$11 million with an annual low of \$6.2 million and an annual high of \$14.8 million.

**Highlight Summary  
March 31, 2021**

**RESTRICTED INVESTMENTS**

	<u>Fund Balances</u>	<u>Current Obligations</u>
Risk Management Account (Self-Insured)	\$3,073,711	\$1,663,701
Workers' Comp. Account (Self-Insured)	\$8,391,733	\$8,278,406
Operating Account	\$1,970,810	

**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	\$2,549,692	
		<hr/> \$931,231
		\$931,231

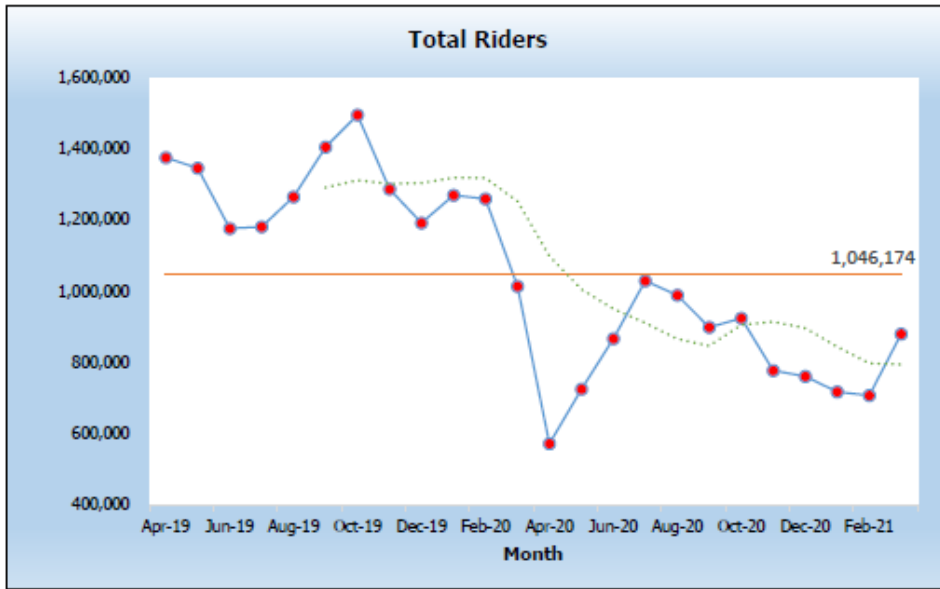
**Current Vehicle Replacement Reserve Obligations**

Paratransit Fleet Replacement (6)	\$953,399	
		<hr/> \$61,817
		\$61,817

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	0.86%
Workers' Compensation	0.60%
Operating Fund	0.10%
Vehicle Replacement Fund	0.09%
Capital Project	0.08%

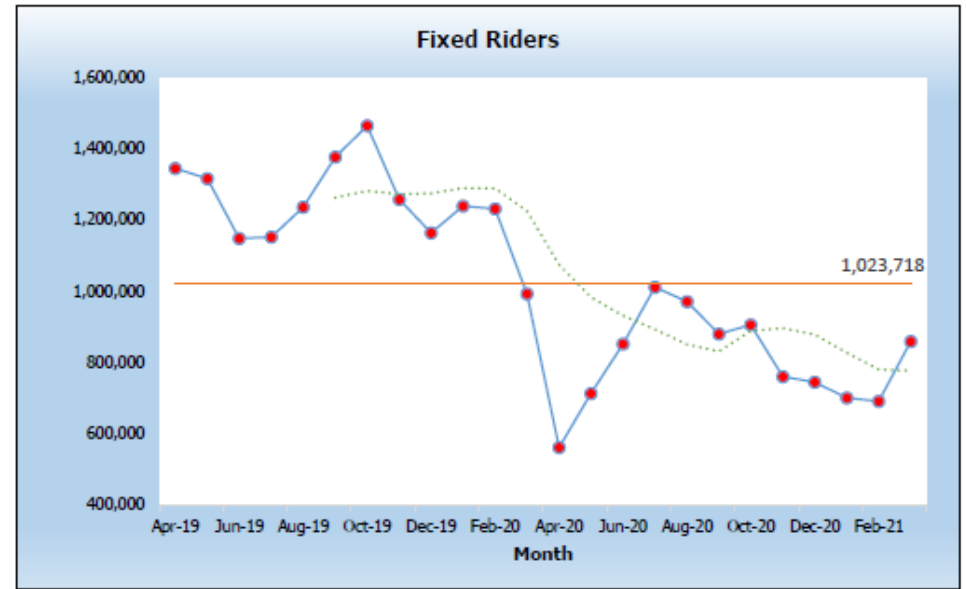
\* CDTA self insures the first two million of loss per occurrence of any lawsuit in addition to the current obligations and we reserve enough to cover one full loss.

Patronage/Mobility



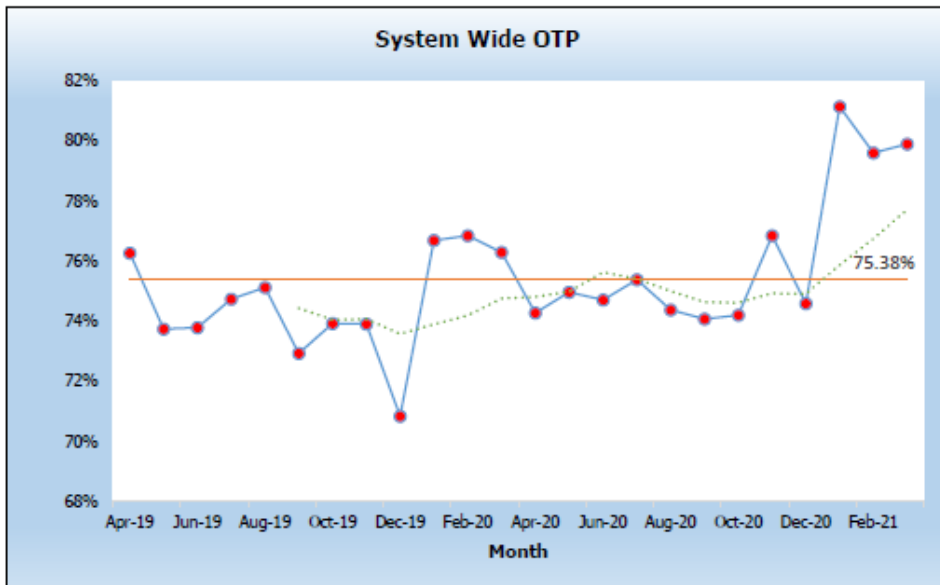
Previous: 1,013,789

Current: 879,466



Previous: 992,830

Current: 858,696

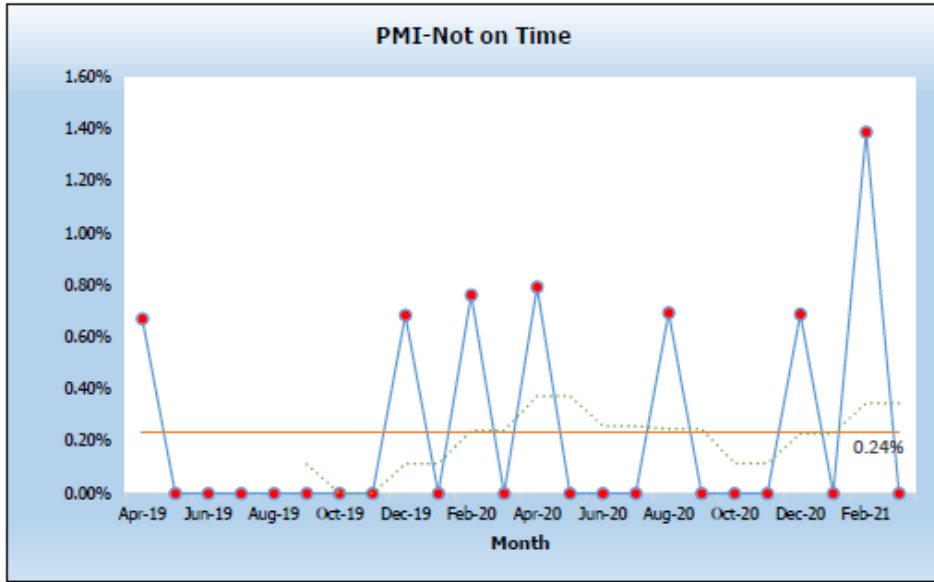


Previous: 76.29%

Current: 79.90%

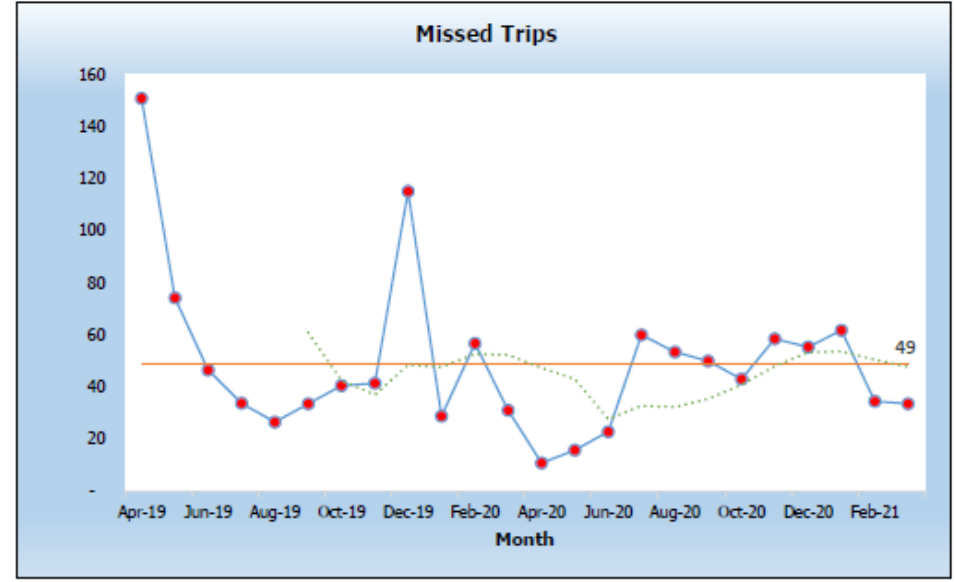


Reliability



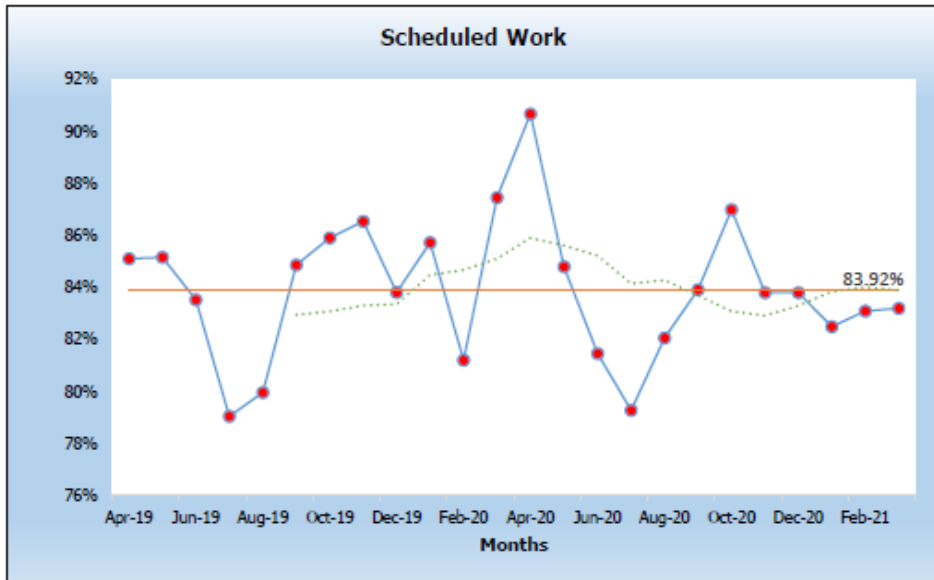
Previous: 0.00%

Current: 0.00%



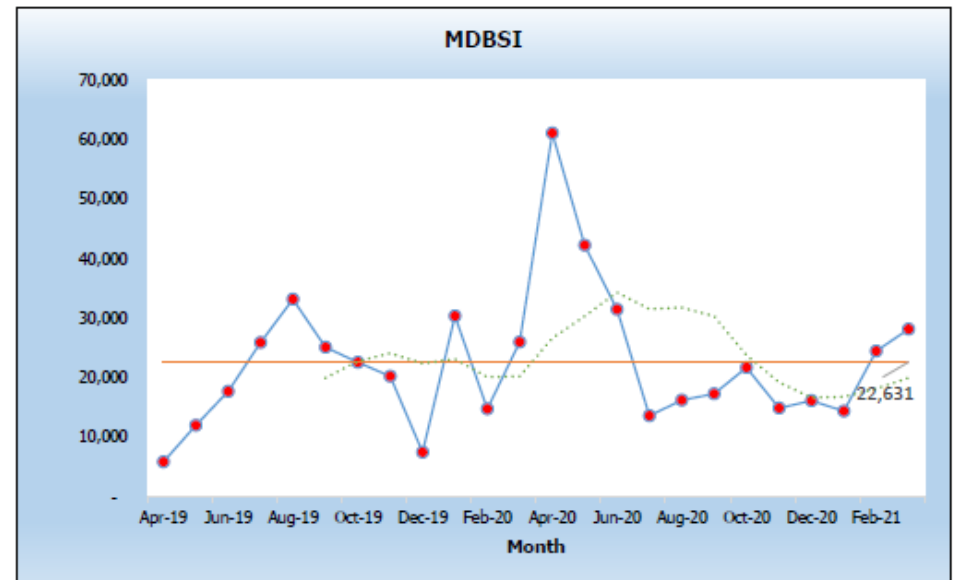
Previous: 31

Current: 34



Previous: 87.46%

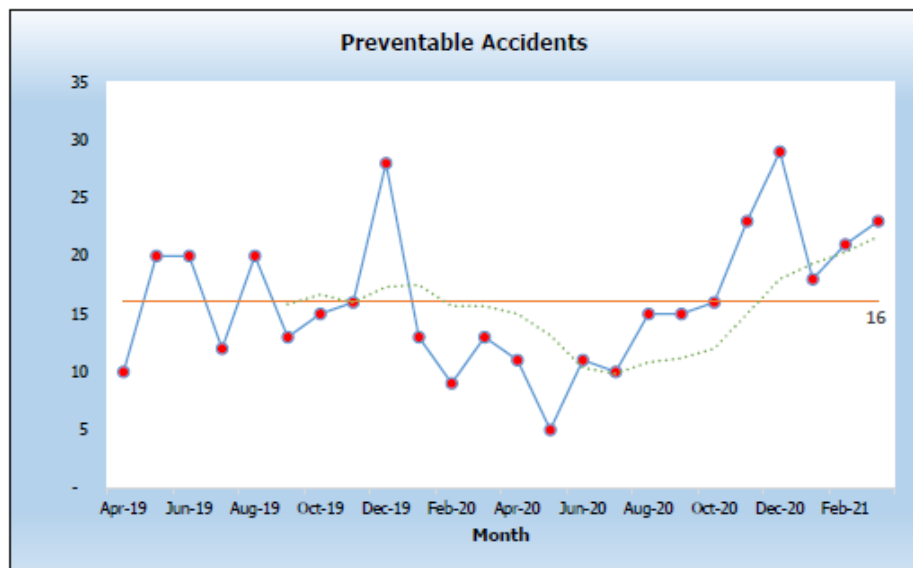
Current: 83.20%



Previous: 26,014

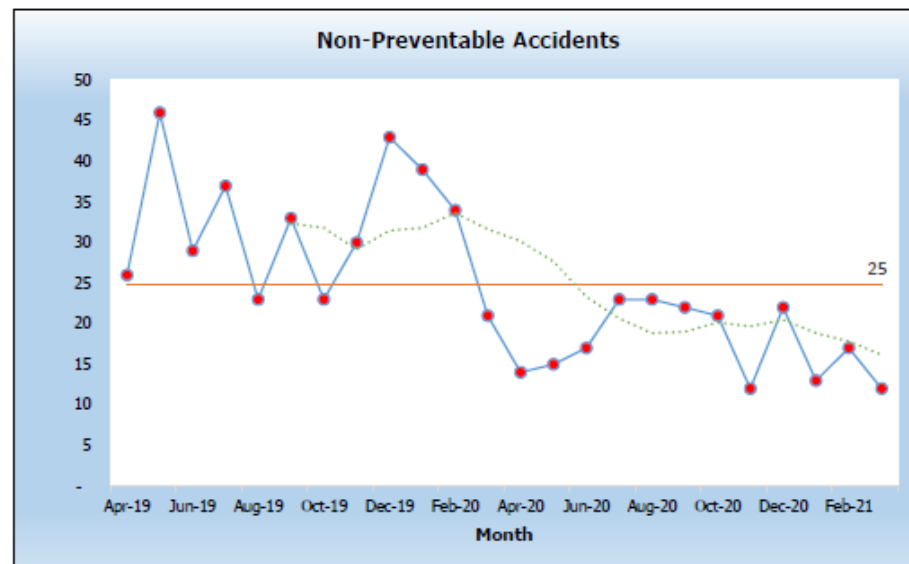
Current: 28,155

Safety



Previous: 13

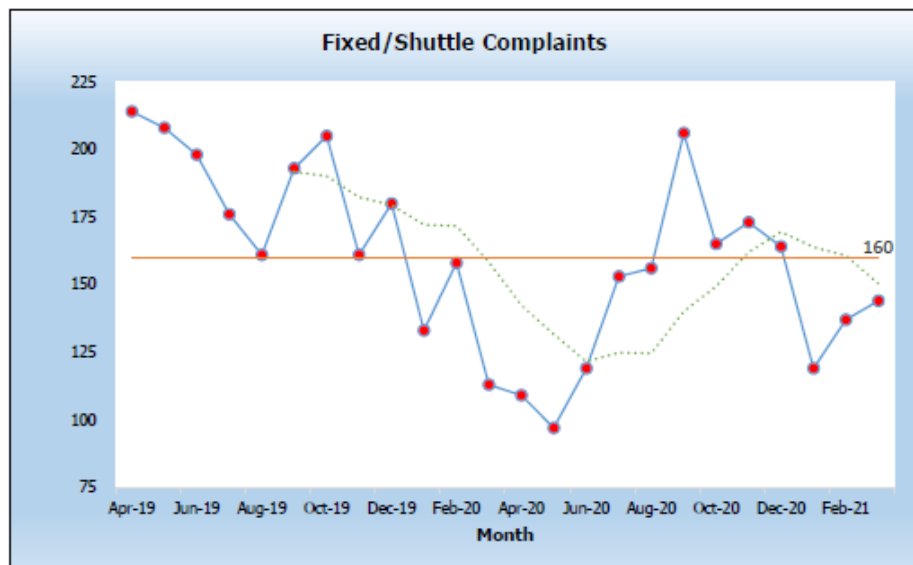
Current: 23



Previous: 21

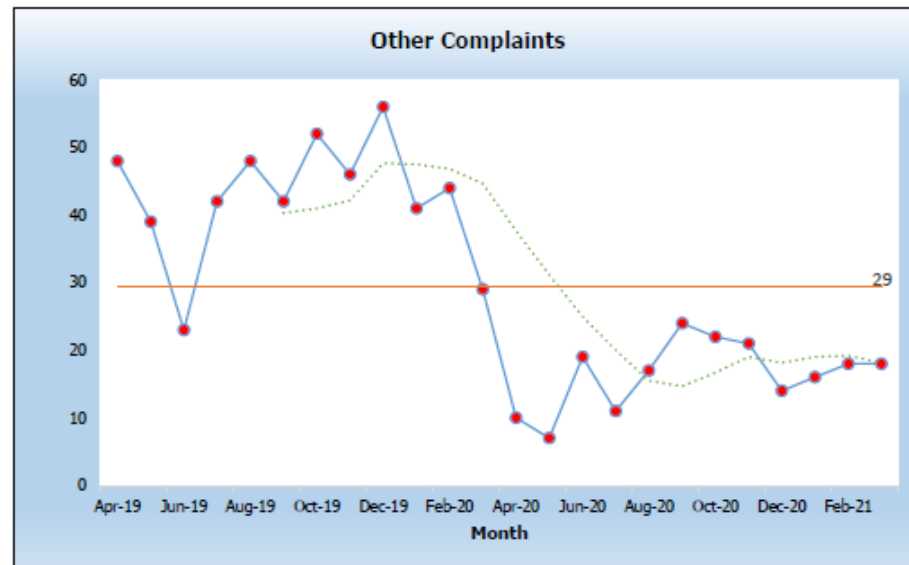
Current: 12

Customer Service



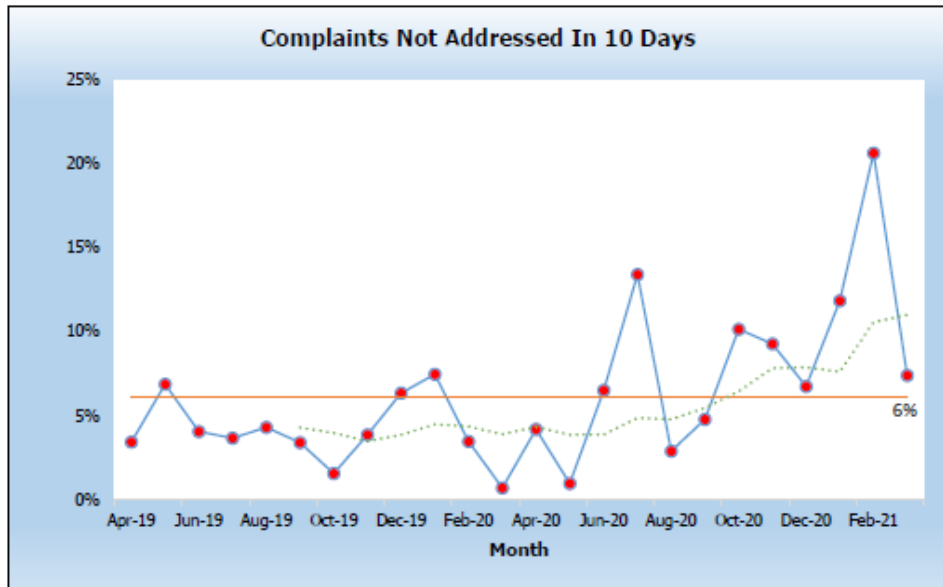
Previous: 113

Current: 144



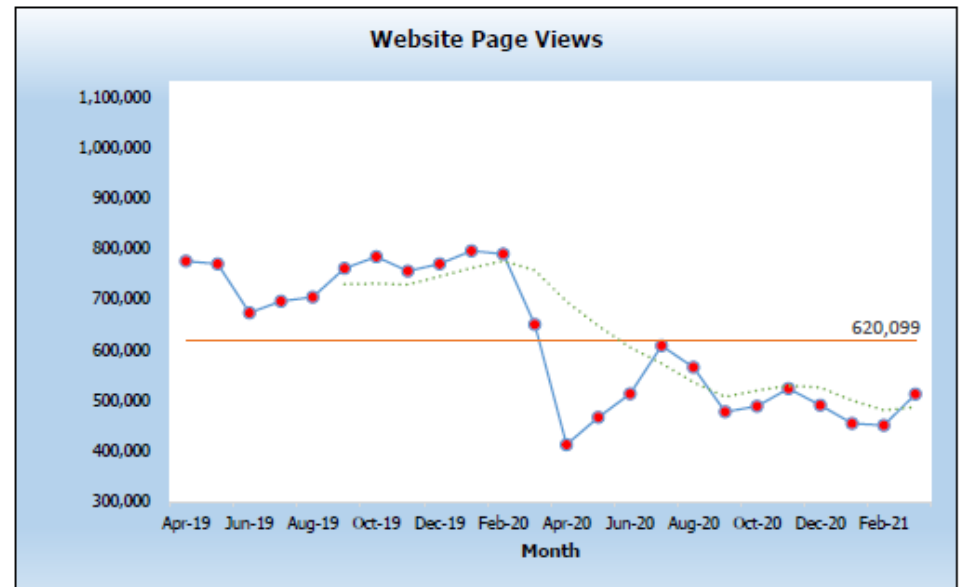
Previous: 29

Current: 18



Previous: 1%

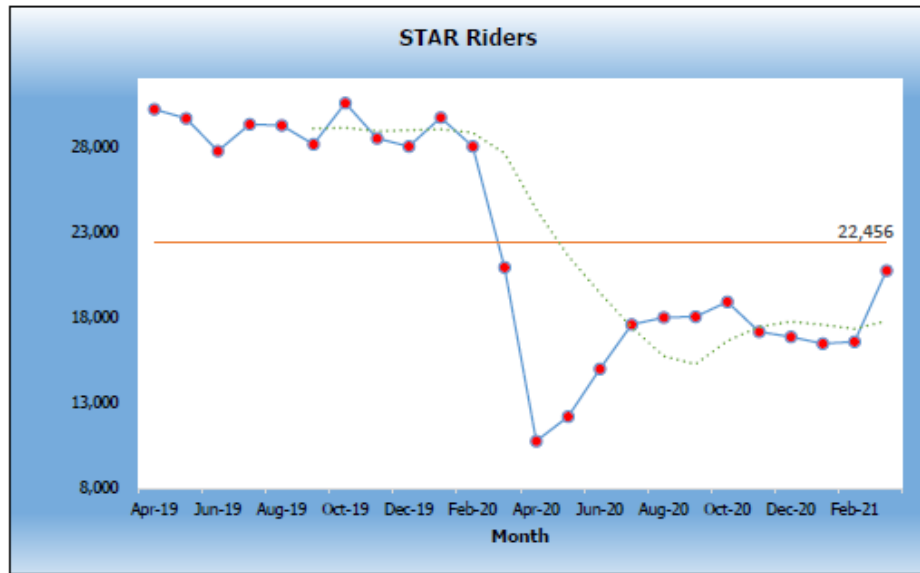
Current: 7%



Previous: 650,091

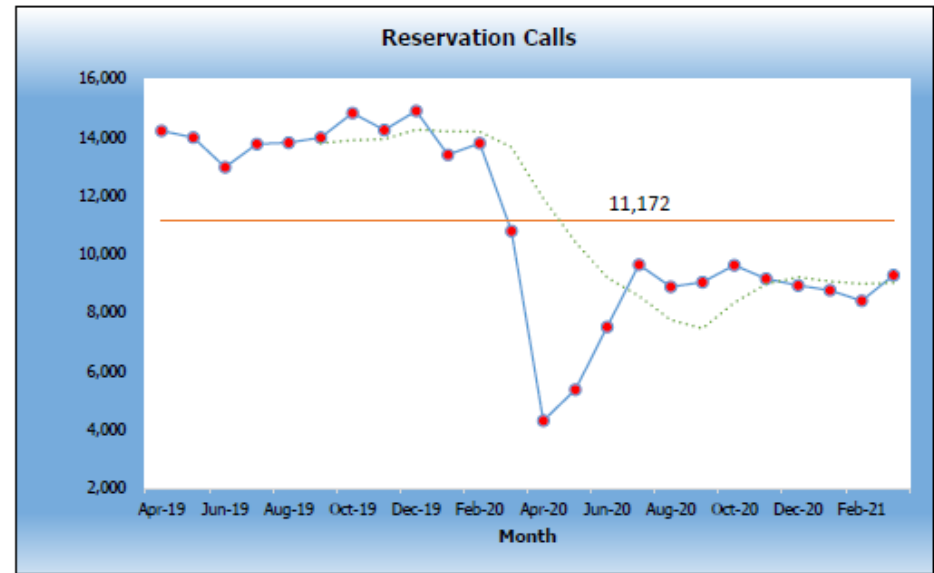
Current: 512,364

STAR Service



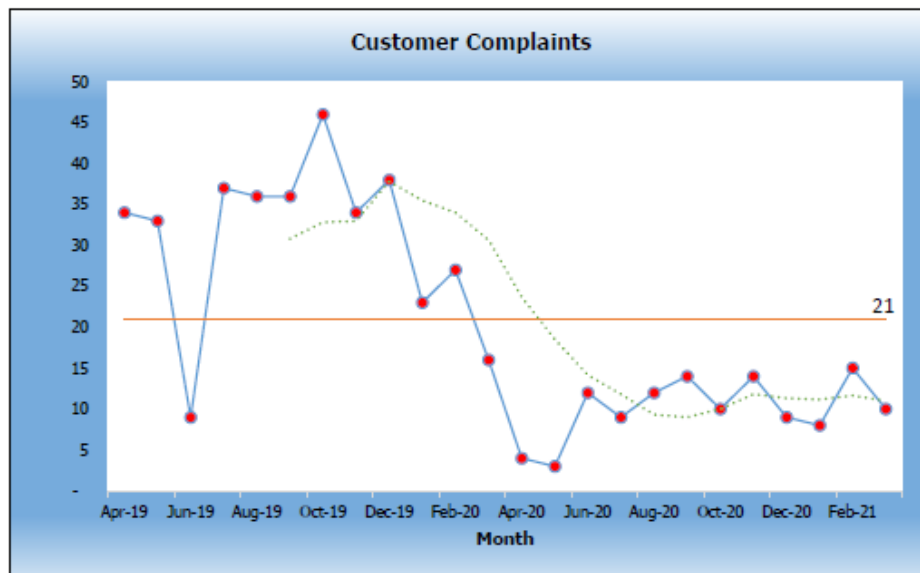
Previous: 20,959

Current: 20,770



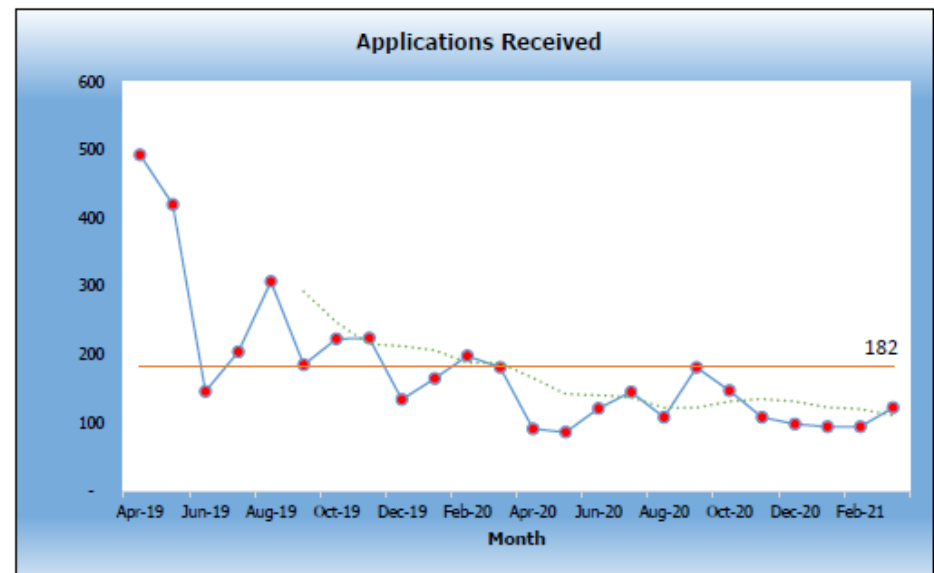
Previous: 10,803

Current: 9,285



Previous: 16

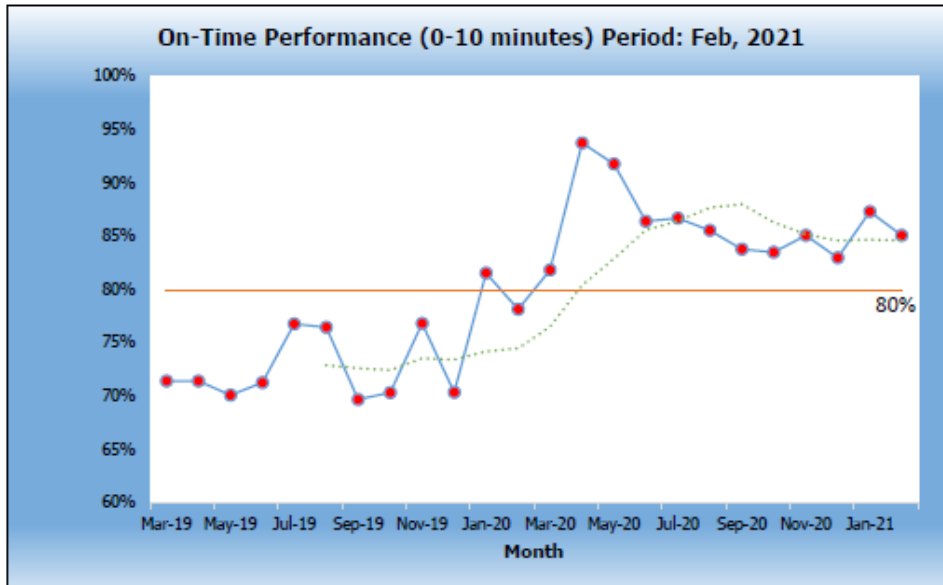
Current: 10



Previous: 181

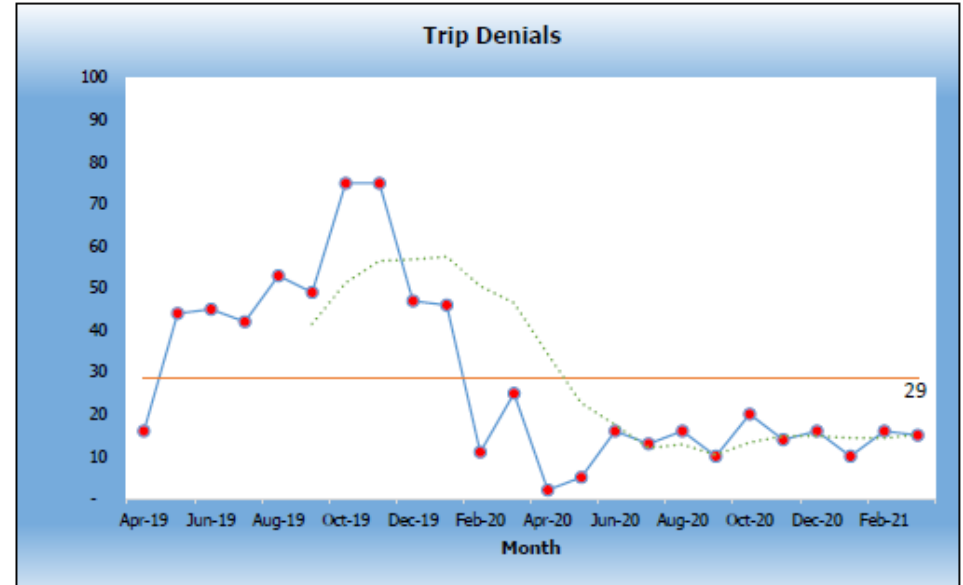
Current: 122

STAR Service Quality and ADA Compliance



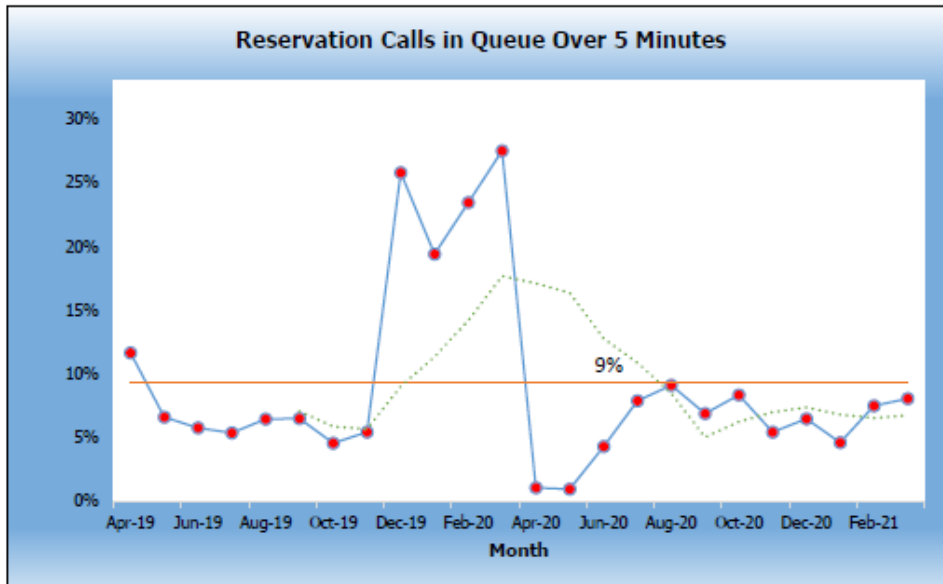
Previous: 78%

Current: 85%



Previous: 25

Current: 15



Previous: 28%

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.