



**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Wednesday, June 23, 2021 | 12:00 pm | Microsoft Teams Meeting**

<b>Committee Item</b>	<b>Responsibility</b>
Call to Order	Denise Figueroa
Approve Minutes of Wednesday, May 19, 2021	Denise Figueroa
<b>Consent Agenda Items</b>	
• Approve MCI Motorcoach Purchase	Stacy Sansky
• Approve Camera Purchases for NX/Trolley Vehicles	Stacy Sansky
• Approve Farebox Purchases for Flex Vehicles	Stacy Sansky
• Approve Annual Software Maintenance Contract	Stacy Sansky
• Approve Electric Car Share Contract	Stacy Sansky
• Approve DBE Triennial Goals	Stacy Sansky
<b>Investment Committee</b>	
• Update on Committee Activity/Report	Denise Figueroa
<b>Administrative Discussion Items</b>	
• Annual Accident Review	Rich Nasso, Jr.
• Annual Workplace Safety Report	Jack Grogan
• Monthly Management Report*	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, August 25, 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 – May 19, 2021 at 12:00 pm; 110 Watervliet Avenue, Albany**

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

**Meeting Purpose**

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the April 21, 2021 meeting were reviewed and approved.

**Audit Committee**

**Approve FYE2021 Audit Draft**

- Donna Gonser and Seth Hennard from Lumsden & McCormick, our external auditors, presented the draft FY2021 year-end audit. We received a clean opinion with no findings or weaknesses. Lumsden reviewed their audit process and approach, along with required communications, and the balance sheet.
- The draft FY2021 Financial Statements and Compliance Summary prepared by Lumsden & McCormick will be recommended to the board for approval.

**Consent Agenda Items**

**Approve 40' Bus Purchase**

- As part of our fleet replacement plan, we want to purchase 12, 40-foot Gillig buses. These will replace buses that are past their useful life. This is the last order off the five-year contract with Gillig, which expires in June. Total cost including warranties and radio installation is \$7.4 million.
- The purchase of 12 Gillig buses for \$7,408,644 will be recommended to the board for approval.

**Approve Articulated Bus Purchase**

- We want to purchase articulated buses to enhance service operations on our BusPlus line and staff recommends the purchase of four articulated buses.
- The purchase of four articulated buses from our contract with New Flyer for a cost of \$3,248,360 will be recommended to the board for approval.

**Approve Trolley Purchase**

- Staff recommends purchasing one trolley to replace a trolley that is past its useful life.
- The purchase of one trolley from our contract with Hometown Trolley for a cost \$179,054 will be recommended to the board for approval.

**Approve Contract for Vault Purchase**

- As part of the Albany Garage expansion, we need to relocate our cash vaults. The vaults are 30 years old and should be replaced as part of our upgraded fare collection infrastructure. The vaults and corresponding software are proprietary and must be purchased from our vendor SPX-Genfare.
- The purchase of vault hardware and services to SPX-Genfare of Elk Grove Village, Illinois for \$270,346 will be recommended to the board for approval.

## **Administrative Discussion Items**

### **Monthly Management Report**

- Mike Collins provided the Monthly Management Report. This is the first month of the new fiscal year. MRT continues to be very good with a record \$1.6 million in April; Customer revenue and Rail Station revenue performed well compared to lower budget expectations. Total revenue exceeded budget by 11.9%.
- Wages were down 7% and Other Benefits (pension) was down almost 20% because the new labor contract does not go into effect until June. Total expenses were down 6.8% for the month. We are in a good financial position to start off the year. We will make a budget adjustment next month due to changes that happened after we approved our budget.

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

- Chris Desany provided the Non-Financial Report. Ridership was up 55% versus the same time last year. Keep in mind that ridership plummeted last year when the pandemic started. STAR ridership was up 101% from last year for the same reasons as fixed route. Fixed route on-time performance was 79%; STAR on-time performance was 84%. Preventable accidents remained steady at 23 and non-preventable accidents were at 20.

### **Next Meeting**

Wednesday, June 23, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

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

**Subject:** Purchase two 45-foot commuter buses for Northway Commuter Service from Motor Coach Industries (MCI).

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** June 23, 2021  
**Board Action Date:** June 30, 2021

**Background:**

CDTA uses a “piggyback” option to purchase commuter buses from a Connecticut Department of Transportation (CTDOT) contract. Piggyback procurement allows CDTA to save time and money for small quantity purchases. We use this style bus for our Northway Commuter Service (NX).

**Purpose:**

To replace NX vehicles that have reached the end of their useful life.

**Summary of Proposal:**

A Request for Proposals (RFP) was issued by CTDOT for motorcoaches. We requested options from this contract for coach style buses to operate our NX service. CTDOT is allowing us to purchase two buses under this contract. There is a 3.4% price increase from a previous purchase we made in February 2020 and staff finds pricing to be fair and reasonable. We will execute our own agreement with MCI for the actual purchase.

Upon Board approval and contract execution, a purchase order will be issued for two vehicles with anticipated delivery in December 2021.

**Financial Summary and Source of Funds:**

The cost per vehicle is \$527,763 for a total cost of \$1,055,526. This purchase is funded through the FY2022 capital plan.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, Vice President of Operations

## Memorandum

June 23, 2021

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: NX Service Replacement Vehicles

We need to replace two commuter buses for our Northway Xpress service, and we want to purchase these buses off the State of Connecticut Department of Transportation contract. Staff recommends the purchase of two commuter style buses for the Northway Xpress service to Motor Coach Industries (MCI) of Schaumburg, Illinois.

The vehicle model is a D4500 MCI powered by an 11.9L ISX Cummins diesel engine. The bus is 45' long with 55 seats and equipped with a Ricon wheelchair lift arrangement. The NX fleet consists of 14 commuter style buses.

The Federal Transit Administration (FTA) useful life of this model bus is 12 years/ 500,000 miles. These buses will replace an equal number of vehicles that have reached the end of their useful life. Delivery is anticipated for December 2021.

### Recommendation

Staff recommends the purchase of two commuter style buses to MCI for \$1,055,526.

Copy: Chief Executive Officer  
Director of Procurement



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

**Subject:** Contract award for the purchase of cameras to March Networks of Atlanta, Georgia.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** June 23, 2021

**Board Action Date:** June 30, 2021

### **Background:**

CDTA began deploying cameras on our fixed route buses in 2007. Cameras have enhanced employee and customer safety; improved accident investigations; helped with training programs; and assisted law enforcement to solve crimes.

The only segments of our revenue fleet that does not have cameras, is our trolley buses and commuter coaches.

### **Purpose:**

To equip trolleys and commuter coaches with camera systems, which will complete camera installations on revenue vehicles.

### **Summary of Proposal:**

In 2007, the Board awarded a contract to March Networks for the purchase of an electronic surveillance equipment (cameras). To allow for continuity of equipment and software, a sole source contract is recommended. Staff has reviewed pricing by March Networks and found it to be fair and reasonable based on past purchases.

Staff recommends a contract for 17 camera systems be awarded to March Networks of Atlanta, Georgia for an amount not to exceed \$105,086. Upon approval a contract will be executed and cameras will be ordered.

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

The cost of this camera system is \$105,086 and is funded in the FY2022 Capital Plan.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Lance Zarcone, Vice President of Operations

## Memorandum

June 23, 2021

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Sole Source for Camera Retrofit

### Background

In 2007, cameras were introduced on CDTA's fixed-route bus fleet. The camera systems were competitively procured and awarded to March Networks, Inc. of Ottawa, Canada. We use these systems on all fixed-route buses and paratransit buses. Our trolley buses and commuter fleet are not equipped with camera systems.

The camera systems have numerous benefits; including, protecting drivers, enhancing passenger safety, reducing liability, and improving investigations. There has been a positive impact on training, and law enforcement, who frequently request footage to help them solve crimes.

We have 11 commuter buses and six trolleys that do not have cameras and we recommend retrofitting them with our camera system.

### Recommendation

Staff recommends a sole source contract award to March Networks of Ottawa, Canada, to install camera systems in the remaining fleet of revenue vehicles for \$105,086. Staff has reviewed pricing and finds it fair and reasonable compared to previous camera purchases.

Copy: Chief Executive Officer  
Director of Procurement  
Director of Maintenance



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

**Subject:** Contract award for the purchase of fareboxes to SPX Corporation of Elk Grove Village, Illinois.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** June 23, 2021  
**Board Action Date:** June 30, 2021

**Background:**

As our *FLEX* service expands and we purchase new buses, these vehicles require fareboxes.

**Purpose:**

To provide fareboxes to the *FLEX* vehicle fleet.

**Summary of Proposal:**

In July 2013, the Board awarded a contract to Genfare (a division of the SPX Corporation) for the purchase of fare collection equipment, including fareboxes. To allow for continuity of equipment and software on the *FLEX* fleet, a sole source contract is recommended. Staff has reviewed the pricing provided by SPX and found it to be fair and reasonable based on past purchases.

Staff recommends a contract for the purchase of 8 fareboxes be awarded to SPX Corporation of Elk Grove Village, Illinois for an amount not to exceed \$115,924. Upon approval, a contract will be executed and fareboxes will be ordered.

**Financial Summary and Source of Funds:**

The farebox cost is \$115,924 and is funded in the FY2022 Capital Plan.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, Vice President of Operations

## Memorandum

June 23, 2021

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Farebox Purchase

### Background

We are introducing *FLEX* service in Southern Saratoga County this summer. The service will connect Mechanicville and Clifton Park to provide access to employment, services, and recreation. As a result of the new service, we are increasing our *FLEX* fleet and the new vehicles require fareboxes.

### Summary

Our contract with SPX Genfare (GFI) expired, but we want to sole source this procurement to continue using the same farebox system.

### Recommendation

Staff recommends a sole source contract for the purchase of eight fareboxes be awarded to SPX Corporation of Elk Grove Village, IL, for an amount not to exceed \$115,924. These costs have been compared to previous purchases of the same items and are found to be fair and reasonable.

Copy: Chief Executive Officer  
Director of Procurement



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

**Subject:** Sole source contract award for a Scheduling software maintenance contract.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** June 23, 2021

**Board Action Date:** June 30, 2021

**Background:**

The maintenance agreement for GIRO scheduling software is set to expire. A new agreement is needed to continue support for this software.

**Purpose:**

The software is used for vehicle assignments, trip planning and scheduling.

**Summary of Proposal:**

In 2000, CDTA competitively procured a route scheduling system from GIRO, called HASTUS. The software is proprietary in nature, requiring a sole source procurement for a maintenance contract. The maintenance contract includes software updates, consulting services and issue resolution that can only be performed by GIRO. Therefore, staff recommends a one-year contract be awarded to GIRO for a maintenance contract for the Scheduling Software System (HASTUS) for an amount not to exceed \$156,228. Staff has reviewed the pricing and finds it to be fair and reasonable.

**Financial Summary and Source of Funds:**

The \$156,228 is funded in our FY2022 Operating Budget.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Christopher Desany, Vice President of Planning and Infrastructure

## Memorandum

June 23, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Scheduling Software Maintenance Contract

### Overview

In 2000, CDTA purchased a fixed route scheduling system (HASTUS) from GIRO. HASTUS software is used for fixed route scheduling, work optimization, mapping, trip planning, stop/route/network development and customer comment tracking, making it one of the most widely used applications at CDTA. Over the past couple of years, CDTA has installed a number of new HASTUS software modules for work bidding, vehicle assignments, and other related packages. The support and maintenance agreement is due for renewal and covers existing HASTUS software and 20 days of training and consulting services. CDTA has been very satisfied with GIRO's performance.

### Justification

Our recommendation for a renewal of the HASTUS system maintenance agreement is based on a number of considerations. Most importantly, the HASTUS system is proprietary, which prevents us from pursuing an independent means to support the system through another vendor. Services include software updates, configuration, and issue resolution that can only be performed by GIRO. Additional reasons to support this sole source recommendation include:

- GIRO is familiar with the nuances of their system and its relationship to our requirements and therefore has full knowledge of CDTA needs.
- Utilizing this vendor will result in a zero-net increase in vendors at CDTA.
- Utilizing this vendor will require no third-party integration or customization, which reduces the risk inherent in custom third-party vendor development.
- We have documentation on file confirming fair and reasonable pricing for this purchase. Additionally, this is single year renewal and next term we will be pursuing a multi-year agreement to minimize the annual increases.

### Recommendation

I am requesting that a one-year sole source maintenance contract be awarded to GIRO of Montréal, Québec, Canada for an amount of \$156,228.

Copy: Chief Executive Officer  
Director of Information Technology



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

**Subject:** Contract award for Electric Car Share Pilot to Mobility Development Group of Chicago, IL.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** June 23, 2021  
**Board Action Date:** June 30, 2021

**Background:**

Capital CarShare ceased operations at the end of 2020 because of few customers, outdated systems and high operating costs leaving the area with no carsharing options. We want to pilot a new program with electric vehicles by joining a carsharing collaborative with Mobility Development Group.

**Purpose:**

Carshare is an opportunity to expand CDTA’s network of services; fits our mission and is consistent with our strategic pillars.

**Summary of Proposal:**

Staff has performed research on electric car share programs and found that no other firms will participate in a community-based carsharing program. Mobility Development Group has experience operating car share across the country and is the only entity interested in establishing a program in the Capital District. Mobility Development Group will establish a 501(c)(3) non-profit to support the program which will reduce operating costs while providing a high-quality electric car share service.

Staff recommends awarding a three-year contract with two optional renewals for an electric car share pilot program to Mobility Development Group of Chicago, Illinois for an amount not to exceed \$840,000. Upon Board approval staff will execute the agreement immediately.

**Financial Summary and Source of Funds:**

The cost of this program is \$840,000 and will be funded starting with the FY2022 Capital Plan.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Jonathan Scherzer, Director of Marketing

## Memorandum

June 23, 2021

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

From: Jonathan Scherzer, Director of Marketing

Subject: Electric Car Sharing Pilot Program Overview

### Background

Capital CarShare ceased operations at the end of 2020 due to a small customer base, outdated software systems and high insurance costs. CDTA supported the effort using funds available through CDTC.

### Current Status

We have worked on bringing car sharing into our mix of services. We know we can improve the program with better branding and marketing, improved operational support and modernizing membership options. We would integrate electric vehicles into the operation, immediately positioning carsharing as different, innovative and in keeping with the desires of the target market.

The program fits our mission and is consistent with our strategic pillars. We know that people who use transit and bikes are likely to use car share. Electric carsharing in tandem with CDPHP *Cycle!*, *FLEX* On Demand, *SCOOT* electric scooters along with our network of transit services will support development of regional mobility hubs.

We propose to join a carsharing collaborative with a company called Mobility Development Group. The collaborative would encompass carsharing vehicles in the Capital Region, Rochester, and Boston. The collaborative addresses the challenges faced by Capital Carshare with respect to a cost-effective fleet, competitive commercial insurance rates, and improved software packages.

### Justification

Mobility Development is a national enterprise, with offices in California, New York, and Chicago. They support the launch and growth of community-controlled mobility networks. The MD team has led programs that total over \$80 million in public and private investments towards shared mobility networks.

We have surveyed the field of service providers and found no other firms available to establish development parameters for a community-based carsharing program. MD is the only operator of public, electric vehicle carsharing programs at scale in New York State.

MD would establish a 501(c)(3) non-profit to support this program in connection with the rest of the collaborative partners. This will be the only model of this kind in New York State, and will ensure that public benefits for this program are captured. Their non-profit model would reduce operating costs, providing CDTA and our customers with quality service, pricing, and access to electric car sharing services. Our research shows:

Current carsharing entities in New York State include:

- Ithaca Carshare, which has 30 vehicles in Tompkins County. They have no plan to expand geographically or to use electric vehicles. They are closely aligned with Cornell University.
- Zipcar, whose presence in Upstate New York has receded significantly, serves colleges and universities (primarily in suburban settings). Zipcar has no plans to expand. We attempted to discuss programming options with Zipcar with no response.

**Recommendation:**

We recommend award of a contract to Mobility Development Group of Chicago, IL to operate an electric car sharing pilot program for a minimum of three years (with two optional years) for a total cost of \$840,000. This will be funded through CDTA’s Capital Plan. We have grant submissions in process and anticipate being able to offset some of our cost.

copy: Chief Executive Officer  
Mobility Manager



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

**Subject:** Approval of Disadvantaged Business Enterprise (DBE) Goal Plan for FFY2022-2024.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** June 23, 2021  
**Board Action Date:** June 30, 2021

### **Background:**

The Federal Transit Administration (FTA) requires grantees to comply with the regulations contained within 49 CFR, part 26. These regulations require the promulgation of a DBE Program, which is intended to “level the playing field” by affording qualifying DBE businesses the opportunity to compete for federally funded contracts. Our DBE Program closely follows the DBE Program format provided to grantees by the FTA.

### **Purpose:**

CDTA is required to establish new goals every three years. A new plan must be filed with FTA no later than August 1, 2021.

### **Summary of Action:**

Staff recommends a goal of 4.7% for federal fiscal years (FFY) 2022-2024 for the estimated \$74 million in federal dollars slated to be spent (non-vehicle) over the reporting period.

The goal is calculated by identifying what procurement opportunities exist, by business segment (e.g. engineering, construction) for the reporting period and then calculating the relative number of DBE’s available in those segments using the North American Industry Classification System (NAICS) County Business Patterns data. That calculation is adjusted to reflect the expected participation of DBE’s. The adjustment of this base figure is based on CDTA’s recent history of DBE participation and analysis of upcoming contract work.

During the most recent reporting period CDTA had a goal of 5.3% and participation was 6.3%.

Staff utilizes minority and trade publications, small business events and direct outreach to encourage participation. Staff recommends a goal of 4.7% participation for the FFYs 2022-2024 for the Disadvantaged Business Enterprise Program.

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

There are no financial implications to the Authority.

### **Prepared by:**

Stacy Sansky, Director of Procurement & Disadvantaged Business Enterprise Liaison Officer

### **Project Manager:**

Stacy Sansky, Director of Procurement & Disadvantaged Business Enterprise Liaison Officer

## Memorandum

June 23, 2021

To: Performance Monitoring/Audit Committee  
From: Stacy Sansky, Director of Procurement  
Subject: Disadvantaged Business Enterprise Triennial Goal Setting

### **Background:**

The Disadvantaged Business Enterprise (DBE) program seeks to ensure nondiscrimination in the award and administration of federally funded transit projects and to create a level playing field on which DBE's can fairly compete for these contracts.

### **Justification:**

The FTA has set forth a specific way to calculate goals:

1. Ascertain the anticipated contracts to be awarded during the reporting period.
  - a. Determine the weight of total DOT funds for each project.
  - b. Determine the relative availability in your area based on NAICS codes.
  - c. Calculate the "Weighted Base Figure" (Weight x Availability=Weighted Base Figure)
2. Adjustment of the Weighted Base Figure using demographic data from NAICS codes and current census data.
3. Average the most recent three years participation data.
4. Average the Weighted Base Figure and the past participation data to determine a goal.

Once a goal has been determined, a consultative process with stakeholders and other interested parties must be performed. This process includes publishing the goal on the CDTA website, local newspapers, and minority focused newspapers. Additionally, public comment periods are provided to these stakeholders. Stakeholders include local civil rights organizations, chambers of commerce and other professional trade organizations. Interested parties include vendors and the public.

After the consultative process, any feedback is considered and adjustments to the goal may be made. (In CDTA's case there were no adjustments made.)

The goal is then submitted to FTA for review and approval no later than August 1<sup>st</sup>.

### **Recommendation:**

Staff has followed the FTA goal setting and consultative process and recommends setting a goal of 4.7% DBE participation for DOT assisted contracts (exclusive of the purchase of transit vehicles) for the Federal Fiscal Years 2022, 2023 and 2024.

Copy: Chief Executive Officer  
Vice President of Finance and Administration

## Memorandum

June 23, 2021

To: Performance Monitoring/Audit Committee  
From: Rich Nasso, Manager of Safety & Training  
Subject: FY2021 Year End Accident Report

### Overview

This is the annual performance report on accidents that occurred throughout our system. The report highlights current safety activities along with upcoming accident reduction initiatives to help improve safety performance.

Highlights of FY2021 include a significant decrease in accidents (161 less). Non-Preventable accidents are the main reason for the decrease. However, preventable accidents increased by 10. The reasons behind the preventable accident increase will be discussed in more detail at the meeting.

### Program

The annual accident report for FY2021 highlights three key areas:

- Total number of accidents in FY2021.
- Comparison of accident data between FY2021 and FY2020.
- A recap of the current steps being taken to decrease accidents.

<b>FY20</b>	<u>Collision:</u>	358	(62%)	<b>FY21</b>	<u>Collision:</u>	300	(72%)
	<u>Passenger:</u>	214	(32%)		<u>Passenger:</u>	111	(28%)
	<b>TOTAL</b>	<b>572</b>			<b>TOTAL</b>	<b>411</b>	
<b>FY20</b>	<u>Preventable:</u>	189	(33%)	<b>FY21</b>	<u>Preventable:</u>	199	(48%)
	<u>Non-Preventable:</u>	383	(67%)		<u>Non-Preventable:</u>	212	(52%)
	<b>TOTAL</b>	<b>572</b>			<b>TOTAL</b>	<b>411</b>	

### Safety Goals for FY2022

With the new Intelligent Transportation Management System (ITMS), the Safety Department has created a driver excellence dashboard. We will work closely with Transportation to identify “good” driving by using this data. This will help with training and produce safety messages, with the intention of using positive reinforcement to improve driver’s performance.

Safety will support the recruitment of individuals who demonstrate the competencies that are necessary to be successful bus operator. In addition, Safety will continue to focus on the areas below.

1. New hire mentor programs during the operators first week/s and month/s.
2. Work with maintenance and transportation on pull-out procedures to reduce property accidents.
3. The accident rate reduction goal is 5%.



Accidents per 100,000 miles was 5.5 in FY2020 compared to 4.0 accidents per 100,000 miles in FY21. The preventable accident rate per 100,000 miles was 2.0 in FY2021. If the 5% reduction goal is met, this will reduce the preventable accident rate to 1.8 accidents per 100,000 miles.

New Safety Committees are in place in all three divisions, and they are identifying a variety of safety issues. The safety committees have been a big part of our new policies and procedures to help reduce accidents.

Safety is working to develop a group of similar size transit properties to compare information and data. The goal is to build relationships to share accident and training data. This will provide information on how other properties categorize, determine and record accidents.

Copy: Mike Collins, VP of Finance & Administration  
Jack Grogan, Director of Human Resources

## Memorandum

June 23, 2021

To: Performance Monitoring/Audit Committee

From: Jack Grogan, Director of Risk Management

Subject: Annual Report on Workplace Injuries and Worker's Compensation Costs – FY21

In FY2021, we reported 80 injuries companywide: 68 in Transportation and 12 in Maintenance. Of those 80 cases, 15 lost more than 5 days of work.

<b>Fiscal Year</b>	<b>Number of Injuries</b>	<b>Lost Time Claims</b>
2017	77	19
2018	72	13
2019	65	11
2020	81	15
2021	80	15
<b>5 Year Average</b>	<b>75</b>	<b>14.6</b>

Back and shoulder injuries accounted for a higher percentage of injuries this year than previous. We are investigating root causes and developing strategies to minimize these injuries. Vehicular crashes, falls and non-specific injuries make up most cases.

The Albany division had 27 injuries; Troy had 24; Schenectady had 11; and STAR 6. It is expected that Albany would have the most injuries because it has the largest concentration of employees, but Troy accounted for almost the same number of injuries even though it has a much smaller percentage of employees. Schenectady's injuries are the same as last year and STAR injuries decreased by 3.

Worker's Compensation Costs consist of compensation, expenses, and medical fees. CDTA's total costs for FY2021 are \$2,506,057. This is an increase of \$500,000 from FY2020. The five-year average for Worker's Compensation costs is \$2,249,584. Based on this average, FY2021 was \$250,000 more than average.

### Background

Compensation is the clear driver for CDTA's costs. These are direct weekly payments to injured workers in the form of indemnity payments and Scheduled Loss of Use (SLU) awards. Indemnity payments are calculated by the Worker's Compensation Board based on an employee's wage; and an SLU award is based on the degree of injury of a specific body part. Costs also include payments to attorneys. SLU continues to be a significant factor in our WC costs, amounting to \$2.1 million over the past 5 years. SLU awards peaked at \$579,312 in FY2018.

Relief in future SLU awards will be noticed because of State Legislation enacted in 2018. The law now considers the injured worker's actual Range of Motion. A body part can no longer have more than 100% classification. In the past if an employee injured their arm, they could be awarded 50% each for their wrist, elbow, and shoulder for a total of 150%. This is a significant cost improvement for major joint or body part injuries.

As of July 1, 2021, the WC Board is raising the maximum weekly benefit rate to \$1,063. These annual increases contribute to why costs continue to increase. When these rates increase so do the SLU awards. The current rate is \$966.78. Every July 1<sup>st</sup> the rate will increase at a higher cost.

### **Recommendations**

I am including recommendations to address and improve claims and risk management.

- Intensify claims management; each injury/claim must be managed efficiently. We are investigating specific injury trends (Back, shoulders) and working with our Third-Party Administrator (TPA) to determine root cause and environmental factors to reduce claims.
- Reinstigate bi-weekly lost/sick time meetings with superintendents. These meetings are designed to review each case and to ensure that all is being done to facilitate an employee's return to work.
- Work with the Safety and Training department to develop a companywide Safety Culture where every employee is expected to think of safety first.
- Continue with workplace safety programs currently utilized and enhance where needed.
- Work with Facilities and Maintenance to identify and correct environmental factors that have or may lead to unsafe work areas.
- Implement items from the Safety and Security Assessment that address Operator safety.
- Collaborate with the NYS Business Council and participate in their claims and legislative meetings.
- 

Copy: Mike Collins, VP of Finance and Administration

# Monthly Management Report

May 2021

The logo for CDTA (California Department of Transportation) is located in the bottom right corner. It features the letters 'CDTA' in a bold, white, sans-serif font. The letters are stylized with horizontal lines passing through them, giving it a dynamic, modern appearance. The logo is set against a dark blue background that has a subtle pattern of road lines and curves.

## Monthly Management Report -May 2021

### Executive Summary

			Current Month		Year to Date		
	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance	
<b>REVENUE</b>							
1	Mortgage Tax	\$ 1,358,543	\$ 937,500	\$ 421,043	44.91%	\$ 1,079,587	57.58%
2	Customer Fares	\$ 886,638	\$ 705,750	\$ 180,888	25.63%	\$ 491,425	34.82%
3	RRS & Facilities	\$ 122,569	\$ 76,076	\$ 46,493	61.11%	\$ 75,932	49.91%
<b>EXPENSES</b>							
4	Wages	\$ 5,707,233	\$ 4,152,366	\$ 1,554,867	37.45%	\$ 1,263,995	15.22%
5	Workers' Compensation	\$ 141,862	\$ 237,394	\$ (95,532)	-40.24%	\$ (98,148)	-20.67%
6	Other Benefits	\$ 289,878	\$ 357,723	\$ (67,845)	-18.97%	\$ (140,179)	-19.59%
7	Purchased Transportation	\$ 499,388	\$ 555,447	\$ (56,059)	-10.09%	\$ (92,762)	-8.35%
8	Parts, Tires, Oil	\$ 466,701	\$ 420,315	\$ 46,386	11.04%	\$ 124,754	14.84%
						<b>YTD Revenue</b>	10.08%
						<b>YTD Expenses</b>	4.49%

#### *Revenue Summary*

- 1 MRT continues to perform well. We are \$1 million over budget for April/May.
- 2 Customer fares exceeded budget by 25%, but it is based on a lower budget vs. last year.
- 3 RRS & Facilities revenue exceeded budget by 61%, 20% higher than last month, but still based on a lower budget vs. last year.

#### *Expense Summary*

- 4 Wages were 37% over budget because of the new labor contract provision for a one-time bonus.
- 5 Workers' Compensation was under budget because of several recoveries and lower monthly payments.
- 6 Other Benefits are under budget because of timing issues with unemployment insurance and contractual pension payments.
- 7 Purchased Transportation was under budget by 10%. STAR ridership is increasing more quickly than expected and getting closer to monthly budget projections.
- 8 Parts are over budget due to some major componet replacements and an increase in preventative maintenance practices.

**Note:** We are in a satisfactory budget position.

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

	May-21	May-20
<b>Assets</b>		
<b>Current Assets:</b>		
Cash	\$23,739,098	\$9,228,738
Investments	\$16,976,798	\$17,688,759
Receivables:		
Mortgage Tax	\$1,358,542	\$1,056,711
Federal Grants	\$0	\$2,417,798
New York State Operating Assistance	(\$3,351,817)	\$7,690,293
Trade and Other	\$8,894,028	\$14,627,197
Advances to Capital District Transportation Committee	\$740,453	\$1,179,106
Materials, Parts and Supplies	\$4,545,949	\$4,214,967
Prepaid Expenses	\$984,377	\$682,089
<b>Sub-Total Current Assets</b>	<b>\$53,887,428</b>	<b>\$58,785,657</b>
<b>Noncurrent Assets:</b>		
Capital Assets, net	\$131,073,467	\$117,452,342
<b>Deferred outflows of resources:</b>		
Deferred outflows of resources related to OPEB	\$17,641,144	\$18,454,673
Deferred outflows of resources from pension	\$4,350,993	\$1,544,989
<b>Sub-Total Deferred outflows of resources:</b>	<b>\$21,992,137</b>	<b>\$19,999,662</b>
<b>Total for Assets</b>	<b>\$206,953,031</b>	<b>\$196,237,662</b>
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$3,919,302	\$10,044,916
Accrued Expenses	\$5,617,359	\$5,040,745
Unearned Revenue	\$2,966,827	\$2,190,734
Line of Credit	\$0	\$0
<b>Sub-Total Current Liabilities</b>	<b>\$12,503,488</b>	<b>\$17,276,395</b>
<b>Noncurrent Liabilities:</b>		
Capital Lease Agreement	\$3,134,504	\$3,933,562
Estimated Provision for Existing Claims and Settlements	\$9,976,188	\$10,576,868
Other postemployment benefits	\$85,491,074	\$105,346,823
Net Pension Liability	\$5,982,206	\$1,616,083
<b>Sub-Total Noncurrent Liabilities</b>	<b>\$104,583,972</b>	<b>\$121,473,136</b>
<b>Deferred inflows of resources:</b>		
Deferred inflows of resources from pension	\$326,095	\$737,493
Deferred inflows of resources from OBEP	\$32,213,820	\$11,007,730
<b>Sub-Total Deferred inflows of resources</b>	<b>\$32,539,915</b>	<b>\$11,745,223</b>
<b>Total for Liabilities</b>	<b>\$149,627,374</b>	<b>\$150,494,754</b>
<b>Net Position</b>		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	(\$50,915,571)	(\$62,498,320)
<b>Total for Net Position</b>	<b>\$57,325,657</b>	<b>\$45,742,908</b>
<b>Total Liabilities and Net Position</b>	<b>\$206,953,031</b>	<b>\$196,237,662</b>

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

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>17%</b>
<b>REVENUE:</b>			
AUTHORITY	\$2,976,584	\$11,358,500	26%
TRANSIT	\$15,233,039	\$89,015,094	17%
ACCESS	\$74,043	\$425,000	17%
CDTA FACILITIES	\$253,083	\$824,086	31%
<b>TOTAL REVENUE</b>	<b>\$18,536,749</b>	<b>\$101,622,680</b>	<b>18%</b>
<b>EXPENSE:</b>			
AUTHORITY	\$2,718,515	\$16,763,547	16%
TRANSIT	\$14,381,280	\$80,618,091	18%
ACCESS	\$248,715	\$1,302,244	19%
CDTA FACILITIES	\$272,939	\$2,308,858	12%
<b>TOTAL EXPENSE</b>	<b>\$17,621,449</b>	<b>\$100,992,741</b>	<b>17%</b>
Revenue over (under) Expenses	\$915,300		
Depreciation	\$2,300,000		
Excess of Revenue over (under) Expenses	(\$1,384,700)		
Transfer from Project Fund	\$0		
Transfer to Risk Mngt Fund	\$0		
Transfer from Risk Mngt Fund	\$0		
Transfer from Vehicle Replacement	\$0		
Transfer to Vehicle Replacement	\$0		
Transfer to Capital Projects Fund	\$0		
Transfer from Operating Fund	\$0		
Transfer to Operating Fund	\$0		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	(\$439,618)		
<b>*Net Excess of Revenue over (under) Expenses</b>	<b>(\$1,824,318)</b>		

\*Contribution to required fleet replacement.

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

**BUDGET VARIANCE REPORT**

	<b>CONSOLIDATED</b>								<b>Annual Budget</b>
	<b>This Month</b>				<b>Year to Date</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	
<b>Operating Revenue</b>									
Mortgage Tax	\$1,358,543	\$937,500	\$421,043	44.91%	\$2,954,587	\$1,875,000	\$1,079,587	57.58%	\$11,250,000
Customer Fares	\$886,638	\$705,750	\$180,888	25.63%	\$1,902,925	\$1,411,500	\$491,425	34.82%	\$8,469,000
Advertising Revenue	\$105,625	\$107,708	(\$2,083)	-1.93%	\$211,250	\$215,417	(\$4,167)	-1.93%	\$1,292,500
RRS & Facilities	\$122,569	\$76,076	\$46,493	61.11%	\$228,083	\$152,151	\$75,932	49.91%	\$912,908
Interest Income	\$82	\$1,667	(\$1,585)	-95.10%	\$144	\$3,333	(\$3,190)	-95.69%	\$20,000
Misc. Income	\$58,615	\$7,375	\$51,240	694.78%	\$72,101	\$14,750	\$57,351	388.82%	\$88,500
<b>Total Operating Revenue</b>	<b>\$2,532,072</b>	<b>\$1,836,076</b>	<b>\$695,996</b>	<b>37.91%</b>	<b>\$5,369,090</b>	<b>\$3,672,151</b>	<b>\$1,696,938</b>	<b>46.21%</b>	<b>\$22,032,908</b>
<b>Operating Assistance</b>									
New York State Aid	\$3,230,842	\$3,230,842	\$0	0.00%	\$6,461,683	\$6,461,683	\$0	0.00%	\$38,770,100
County Aid	\$119,813	\$119,813	\$0	0.00%	\$239,626	\$239,625	\$0	0.00%	\$1,437,751
Federal Aid	\$2,981,106	\$2,981,106	\$0	0.00%	\$5,962,212	\$5,962,212	\$0	0.00%	\$35,773,269
Operating Grants	\$248,226	\$248,226	\$0	0.00%	\$496,452	\$496,453	\$0	0.00%	\$2,978,715
<b>Total Operating Assistance</b>	<b>\$6,579,986</b>	<b>\$6,579,986</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$13,159,973</b>	<b>\$13,159,973</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$78,959,835</b>
<b>Total Revenue and Assistance</b>	<b>\$9,112,058</b>	<b>\$8,416,062</b>	<b>\$695,996</b>	<b>8.27%</b>	<b>\$18,529,063</b>	<b>\$16,832,124</b>	<b>\$1,696,938</b>	<b>10.08%</b>	<b>\$100,992,743</b>
<b>Expenses</b>									
Salaries and Wages	\$5,707,233	\$4,152,366	\$1,554,867	37.45%	\$9,568,726	\$8,304,731	\$1,263,995	15.22%	\$49,828,387
FICA	\$418,224	\$289,960	\$128,265	44.24%	\$695,369	\$579,919	\$115,450	19.91%	\$3,479,514
Health Benefits	\$846,242	\$914,241	(\$67,999)	-7.44%	\$1,751,360	\$1,828,482	(\$77,122)	-4.22%	\$10,970,892
Workers Compensation	\$141,862	\$237,394	(\$95,531)	-40.24%	\$376,639	\$474,788	(\$98,148)	-20.67%	\$2,848,725
Other Benefits	\$289,878	\$357,723	(\$67,845)	-18.97%	\$575,266	\$715,445	(\$140,179)	-19.59%	\$4,292,671
Professional Services	\$336,774	\$349,145	(\$12,371)	-3.54%	\$647,634	\$698,291	(\$50,657)	-7.25%	\$4,189,745
Materials & Supplies	\$147,297	\$153,029	(\$5,732)	-3.75%	\$304,732	\$306,058	(\$1,325)	-0.43%	\$1,836,346
Miscellaneous	\$64,492	\$61,404	\$3,088	5.03%	\$118,486	\$122,809	(\$4,322)	-3.52%	\$736,853
Purchased Transportation	\$499,388	\$555,447	(\$56,059)	-10.09%	\$1,018,131	\$1,110,893	(\$92,762)	-8.35%	\$6,665,359
Maintenance Services	\$247,594	\$259,605	(\$12,011)	-4.63%	\$455,595	\$519,210	(\$63,614)	-12.25%	\$3,115,258
Liability - Claims	\$30,406	\$31,573	(\$1,167)	-3.69%	\$61,896	\$63,146	(\$1,250)	-1.98%	\$378,875
Utilities	\$90,691	\$85,935	\$4,756	5.53%	\$144,346	\$171,870	(\$27,524)	-16.01%	\$1,031,220
Fuel	\$383,591	\$467,606	(\$84,015)	-17.97%	\$759,096	\$935,212	(\$176,116)	-18.83%	\$5,611,270
Parts, Tires, Oil	\$466,701	\$420,315	\$46,387	11.04%	\$965,383	\$840,629	\$124,754	14.84%	\$5,043,775
General Insurance	\$72,328	\$80,321	(\$7,993)	-9.95%	\$144,709	\$160,642	(\$15,933)	-9.92%	\$963,853
<b>Total EXPENSES</b>	<b>\$9,742,702</b>	<b>\$8,416,062</b>	<b>\$1,326,640</b>	<b>15.76%</b>	<b>\$17,587,368</b>	<b>\$16,832,124</b>	<b>\$755,244</b>	<b>4.49%</b>	<b>\$100,992,743</b>
<b>Surplus/Deficit</b>	<b>(\$630,643)</b>	<b>\$0</b>	<b>(\$630,644)</b>		<b>\$941,695</b>	<b>\$0</b>	<b>\$941,694</b>		<b>\$0</b>

CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
MONTHLY MANAGEMENT REPORT  
May-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	\$1,358,543	\$937,500	\$421,043	44.91%	\$2,954,587	\$1,875,000	\$1,079,587	57.58%	\$11,250,000
Interest Income	\$81	\$1,667	(\$1,585)	-95.13%	\$143	\$3,333	(\$3,190)	-95.71%	\$20,000
Interest Inc-Invest/Change in Invest	\$4,047	\$0	\$4,047	0.00%	\$7,686	\$0	\$7,686	0.00%	\$0
Misc. Income - Authority	\$7,084	\$7,375	(\$291)	-3.94%	\$14,168	\$14,750	(\$582)	0.00%	\$88,500
Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Total Operating Revenue	\$1,369,755	\$946,542	\$423,214	44.71%	\$2,976,584	\$1,893,083	\$1,083,500	57.23%	\$11,358,500
Expenses									
Labor - Authority	\$596,104	\$693,586	(\$97,482)	-14.05%	\$1,163,253	\$1,387,172	(\$223,919)	-16.14%	\$8,323,029
Fringe - Authority	\$349,095	\$286,220	\$62,875	21.97%	\$741,708	\$572,440	\$169,267	29.57%	\$3,434,642
Materials & Supplies - Authority	\$5,189	\$15,820	(\$10,631)	-67.20%	\$16,614	\$31,639	(\$15,025)	-47.49%	\$189,836
Professional Services - Authority	\$243,386	\$199,362	\$44,024	22.08%	\$383,228	\$398,724	(\$15,496)	-3.89%	\$2,392,345
Other Expenses - Authority	\$212,116	\$201,975	\$10,141	5.02%	\$413,713	\$403,949	\$9,764	2.42%	\$2,423,695
Total Expenses	\$1,405,890	\$1,396,962	\$8,927	0.64%	\$2,718,515	\$2,793,925	(\$75,409)	-2.70%	\$16,763,547
Surplus/(Deficit)	(\$36,134)	(\$450,421)	(\$432,141)		\$258,068	(\$900,841)	\$1,158,909		(\$5,405,047)

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

**BUDGET VARIANCE REPORT**

	<b>TRANSIT</b>								<b>Annual Budget</b>
	<b>This Month</b>				<b>Year to Date</b>				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
<b>Operating Revenue</b>									
Passenger Fares-Transit	\$712,164	\$526,583	\$185,580	35.24%	\$1,541,382	\$1,053,167	\$488,216	46.36%	\$6,318,999
Contracts - Transit	\$143,750	\$143,750	\$0	0.00%	\$287,500	\$287,500	\$0	0.00%	\$1,725,000
Advertising-Transit	\$93,125	\$97,926	(\$4,801)	-4.90%	\$186,250	\$195,852	(\$9,602)	-4.90%	\$1,175,109
Misc. Income - Transit	\$51,531	\$69,679	(\$18,148)	-26.05%	\$57,934	\$139,359	(\$81,425)	-58.43%	\$836,151
<b>Total Operating Revenue</b>	<b>\$1,000,569</b>	<b>\$837,938</b>	<b>\$162,631</b>	<b>19.41%</b>	<b>\$2,073,066</b>	<b>\$1,675,877</b>	<b>\$397,189</b>	<b>23.70%</b>	<b>\$10,055,259</b>
<b>Operating Assistance</b>									
State Aid - General	\$3,026,602	\$3,026,602	\$0	0.00%	\$6,053,204	\$6,053,204	\$0	0.00%	\$36,319,226
State Aid - PBT	\$179,240	\$179,240	\$0	0.00%	\$358,480	\$358,479	\$0	0.00%	\$2,150,874
State Aid - Northway Commuter S.	\$25,000	\$25,000	\$0	0.00%	\$50,000	\$50,000	\$0	0.00%	\$300,000
County Aid	\$119,813	\$119,813	\$0	0.00%	\$239,626	\$239,625	\$0	0.00%	\$1,437,751
Federal Aid - Transit	\$2,981,106	\$2,981,106	\$0	0.00%	\$5,962,212	\$5,962,212	\$0	0.00%	\$35,773,269
Other Grants - Federal	\$248,226	\$248,226	\$0	0.00%	\$496,453	\$496,453	\$0	0.00%	\$2,978,715
<b>Total Operating Assistance</b>	<b>\$6,579,987</b>	<b>\$6,579,987</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$13,159,973</b>	<b>\$13,159,973</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$78,959,835</b>
<b>Total Revenue and Assistance</b>	<b>\$7,580,556</b>	<b>\$7,417,925</b>	<b>\$162,632</b>	<b>2.19%</b>	<b>\$15,233,039</b>	<b>\$14,835,849</b>	<b>\$397,190</b>	<b>2.68%</b>	<b>\$89,015,094</b>
<b>Expenses</b>									
Labor - Maintenance	\$1,092,345	\$743,939	\$348,406	46.83%	\$1,776,559	\$1,487,878	\$288,682	19.40%	\$8,927,266
Labor - Transportation	\$3,545,660	\$2,478,023	\$1,067,637	43.08%	\$5,867,931	\$4,956,045	\$911,886	18.40%	\$29,736,270
Labor - STAR	\$376,031	\$252,995	\$123,037	48.63%	\$596,398	\$505,989	\$90,409	17.87%	\$3,035,936
Fringe	\$1,348,502	\$1,408,078	(\$59,576)	-4.23%	\$2,652,848	\$2,816,156	(\$163,308)	-5.80%	\$16,896,935
Materials & Supplies	\$987,014	\$1,005,580	(\$18,566)	-1.85%	\$1,988,570	\$2,011,161	(\$22,591)	-1.12%	\$12,066,963
Professional Services	\$118,342	\$140,064	(\$21,721)	-15.51%	\$269,606	\$280,127	(\$10,521)	-3.76%	\$1,680,762
Other Expenses	\$7,555	\$4,379	\$3,176	72.53%	\$10,128	\$8,758	\$1,369	15.64%	\$52,550
Purchased Transportation - STAR	\$383,998	\$390,636	(\$6,638)	-1.70%	\$778,593	\$781,272	(\$2,679)	-0.34%	\$4,687,630
Liability - Claims	\$30,406	\$31,573	(\$1,167)	-3.69%	\$61,896	\$63,146	(\$1,250)	-1.98%	\$378,875
Liability - Insurance	\$58,545	\$77,579	(\$19,034)	-24.54%	\$125,088	\$155,159	(\$30,071)	-19.38%	\$930,953
Utilities - Transit	\$55,515	\$50,443	\$5,072	10.05%	\$77,832	\$100,887	(\$23,054)	-22.85%	\$605,320
Mat & Supplies - NX	\$0	\$5,833	(\$5,833)	-100.00%	\$0	\$11,667	(\$11,667)	-100.00%	\$70,000
Purchased Transportation - NX	\$87,916	\$129,053	(\$41,137)	-31.88%	\$175,831	\$258,105	(\$82,274)	-31.88%	\$1,548,631
<b>Total Expenses</b>	<b>\$8,091,830</b>	<b>\$6,718,174</b>	<b>\$1,373,655</b>	<b>20.45%</b>	<b>\$14,381,280</b>	<b>\$13,436,349</b>	<b>\$944,931</b>	<b>7.03%</b>	<b>\$80,618,091</b>
<b>Surplus/(Deficit)</b>	<b>(\$511,273)</b>	<b>\$699,751</b>	<b>(\$1,211,024)</b>		<b>\$851,759</b>	<b>\$1,399,500</b>	<b>(\$547,741)</b>		<b>\$8,397,003</b>

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

**BUDGET VARIANCE REPORT**

	<b>ACCESS TRANSIT SERVICES</b>								<b>Annual Budget</b>
	<b>This Month</b>				<b>Year to Date</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	
<b>Operating Revenue</b>									
Contracts - Access	\$30,725	\$35,417	(\$4,692)	-13.25%	\$74,043	\$70,833	\$3,209	4.53%	\$425,000
Interest Income	\$0	\$0	\$0	0.00%	\$1	\$0	\$1	0.00%	\$0
Misc. Income	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Other Grants - State & Federal	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
<b>Total Operating Revenue</b>	<b>\$30,725</b>	<b>\$35,417</b>	<b>(\$4,692)</b>	<b>-13.25%</b>	<b>\$74,043</b>	<b>\$70,833</b>	<b>\$3,210</b>	<b>4.53%</b>	<b>\$425,000</b>
<b>Total Revenue and Assistance</b>	<b>\$30,725</b>	<b>\$35,417</b>	<b>(\$4,692)</b>	<b>-13.25%</b>	<b>\$74,043</b>	<b>\$70,833</b>	<b>\$3,210</b>	<b>4.53%</b>	<b>\$425,000</b>
<b>Expenses</b>									
Labor - Access	\$83,772	\$56,263	\$27,509	48.89%	\$137,416	\$112,526	\$24,890	22.12%	\$675,156
Fringe Benefits - Access	\$17,895	\$14,652	\$3,243	22.13%	\$33,487	\$29,303	\$4,184	14.28%	\$175,819
Purchased Transportation	\$27,474	\$33,333	(\$5,859)	-17.58%	\$63,707	\$66,667	(\$2,960)	-4.44%	\$400,000
Professional Services - Access	\$9,000	\$0	\$9,000	0.00%	\$9,000	\$0	\$9,000	0.00%	\$0
Rent and Utilities - Access	\$3,287	\$1,643	\$1,643	100.00%	\$5,029	\$3,287	\$1,743	53.02%	\$19,721
Other Expenses - Access	\$0	\$2,629	(\$2,629)	-100.00%	\$76	\$5,258	(\$5,182)	-98.56%	\$31,548
<b>Total Expenses</b>	<b>\$141,428</b>	<b>\$108,520</b>	<b>\$32,907</b>	<b>30.32%</b>	<b>\$248,715</b>	<b>\$217,041</b>	<b>\$31,674</b>	<b>14.59%</b>	<b>\$1,302,244</b>
<b>Surplus/(Deficit)</b>	<b>(\$110,703)</b>	<b>(\$73,104)</b>	<b>(\$37,599)</b>		<b>(\$174,672)</b>	<b>(\$146,207)</b>	<b>(\$28,464)</b>		<b>(\$877,244)</b>

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

**BUDGET VARIANCE REPORT**

		CDTA FACILITIES								Annual Budget
		This Month				Year to Date				
		Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
<b>Operating Revenue</b>										
	RRS Station & Garage	\$60,892	\$16,887	\$44,005	260.58%	\$123,138	\$33,774	\$89,364	264.59%	\$202,644
	RRS Parking Revenue	\$53,493	\$31,929	\$21,564	67.54%	\$88,664	\$63,858	\$24,805	38.84%	\$383,150
	RRS Advertising	\$12,500	\$9,783	\$2,717	27.78%	\$25,000	\$19,565	\$5,435	27.78%	\$117,391
	SSTS	\$2,174	\$542	\$1,633	301.42%	\$4,270	\$1,083	\$3,187	294.19%	\$6,500
	Greyhound	\$0	\$2,500	(\$2,500)	-100.00%	\$0	\$5,000	(\$5,000)	-100.00%	\$30,000
	85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$11,601	\$13,333	(\$1,732)	-12.99%	\$80,000
	Interest Income	\$209	\$367	(\$158)	-43.08%	\$410	\$733	(\$323)	-44.10%	\$4,400
	<b>Total Operating Revenue</b>	<b>\$135,069</b>	<b>\$68,674</b>	<b>\$66,395</b>	<b>96.68%</b>	<b>\$253,083</b>	<b>\$137,348</b>	<b>\$115,735</b>	<b>84.26%</b>	<b>\$824,086</b>
<b>Expenses</b>										
	Labor	\$13,321	\$16,311	(\$2,990)	-18.33%	\$27,168	\$32,622	(\$5,453)	-16.72%	\$195,730
	Fringe-Benefits	\$2,319	\$1,617	\$701	43.38%	\$4,672	\$3,234	\$1,438	44.45%	\$19,405
	Professional Services	\$2,046	\$10,417	(\$8,371)	-80.36%	\$3,352	\$20,833	(\$17,481)	-83.91%	\$125,000
	Insurance	\$2,936	\$2,417	\$520	21.50%	\$5,873	\$4,833	\$1,039	21.50%	\$29,000
	Security	\$1,183	\$33,617	(\$32,434)	-96.48%	\$33,230	\$67,233	(\$34,003)	-50.57%	\$403,400
	Facilities Upkeep	\$25,231	\$24,833	\$398	1.60%	\$49,738	\$49,667	\$71	0.14%	\$298,000
	Facilities Repairs	\$7,785	\$8,474	(\$689)	-8.13%	\$12,830	\$16,947	(\$4,117)	-24.30%	\$101,683
	Utilities	\$29,957	\$28,983	\$974	3.36%	\$56,672	\$57,967	(\$1,295)	-2.23%	\$347,800
	Materials & Supplies	\$725	\$1,333	(\$608)	-45.61%	\$1,544	\$2,667	(\$1,123)	-42.12%	\$16,000
	Parking Garage	\$24,885	\$40,833	(\$15,948)	-39.06%	\$47,566	\$81,667	(\$34,101)	-41.76%	\$490,000
	Greyhound	\$0	\$667	(\$667)	-100.00%	\$0	\$1,333	(\$1,333)	-100.00%	\$8,000
	85 Watervliet Avenue	\$3,782	\$9,395	(\$5,613)	-59.74%	\$10,271	\$18,790	(\$8,520)	-45.34%	\$112,742
	SSTS	\$10,989	\$13,508	(\$2,519)	-18.65%	\$20,024	\$27,017	(\$6,993)	-25.88%	\$162,100
	<b>Total Expenses</b>	<b>\$125,160</b>	<b>\$192,405</b>	<b>(\$67,245)</b>	<b>-34.95%</b>	<b>\$272,939</b>	<b>\$384,810</b>	<b>(\$111,871)</b>	<b>-29.07%</b>	<b>\$2,308,860</b>
	<b>Surplus/(Deficit)</b>	<b>\$9,909</b>	<b>(\$123,731)</b>	<b>\$133,640</b>		<b>(\$19,856)</b>	<b>(\$247,462)</b>	<b>\$227,607</b>		<b>(\$1,484,775)</b>

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

May-21		
	Amount	% of Total
Current	\$575,799	6.47%
31 - 60	\$356,058	4.00%
61 - 90	\$3,796,236	42.68%
91 - 120	\$222,550	2.50%
Over 120	\$3,943,385	44.34%
<b>Total Accounts Receivable</b>	<b>\$8,894,028</b>	<b>100.00%</b>

Apr-21		
	Amount	% of Total
Current	\$3,792,097	38.35%
31 - 60	\$1,668,312	16.87%
61 - 90	\$478,683	4.84%
91 - 120	\$104,270	1.05%
Over 120	\$3,845,645	38.89%
<b>Total Accounts Receivable</b>	<b>\$9,889,007</b>	<b>100.00%</b>

## AGING OF ACCOUNTS PAYABLE

May-21		
	Amount	% of Total
Current	\$3,627,327	92.55%
31 - 60	\$195,145	4.98%
61 - 90	\$61,002	1.56%
90 & Over	\$35,828	0.91%
<b>Total Accounts Payable</b>	<b>\$3,919,302</b>	<b>100.00%</b>

<b>May-21 Receivables over 120 days:</b>	<b>\$3,943,385</b>
Breakdown of outstanding receivables over 120 days.	
\$3,642,054 NYS DEPT. OF TRANSPORTATION	
\$114,143 ADVANTAGE TRANSIT GROUP, INC.	
\$112,500 CITY OF ALBANY	
\$74,688 OTHER	
<b>Total</b>	<b>\$3,943,385</b>

## ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX	Current Month				Fiscal Year to Date			
	May-21	May-20	Difference	%	2022	2021	Difference	%
Albany	\$403,928	\$252,909	\$151,019	59.71%	\$838,181	\$631,136	\$207,045	32.81%
Rensselaer	\$158,980	\$120,322	\$38,658	32.13%	\$585,487	\$249,066	\$336,421	135.07%
Saratoga	\$586,376	\$306,190	\$280,185	91.51%	\$1,125,553	\$671,458	\$454,095	67.63%
Schenectady	\$209,259	\$106,310	\$102,949	96.84%	\$405,367	\$255,253	\$150,114	58.81%
<b>Total</b>	<b>\$1,358,543</b>	<b>\$785,732</b>	<b>\$572,811</b>	<b>72.90%</b>	<b>\$2,954,587</b>	<b>\$1,806,913</b>	<b>\$1,147,674</b>	<b>63.52%</b>

	<u>Current Month</u>	<u>Year To Date</u>
FY 2022	\$1,358,543	\$2,954,587
FY 2021	\$785,732	\$1,806,913

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  
May 31, 2021**

**RESTRICTED INVESTMENTS**

	<b><u>Fund Balances</u></b>	<b><u>Current Obligations</u></b>
Risk Management Account (Self-Insured)	\$3,066,424	\$1,663,701
Workers' Comp. Account (Self-Insured)	\$8,436,428	\$8,312,487
Operating Account	\$1,971,169	

**Current Operating Reserve Obligations**

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

**Current Capital Reserve Obligations**

Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) System Upgrade	\$2,549,444	
		\$931,231
		\$931,231

**Current Vehicle Replacement Reserve Obligations**

Paratransit Fleet Replacement (6)	\$953,333	
		\$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.

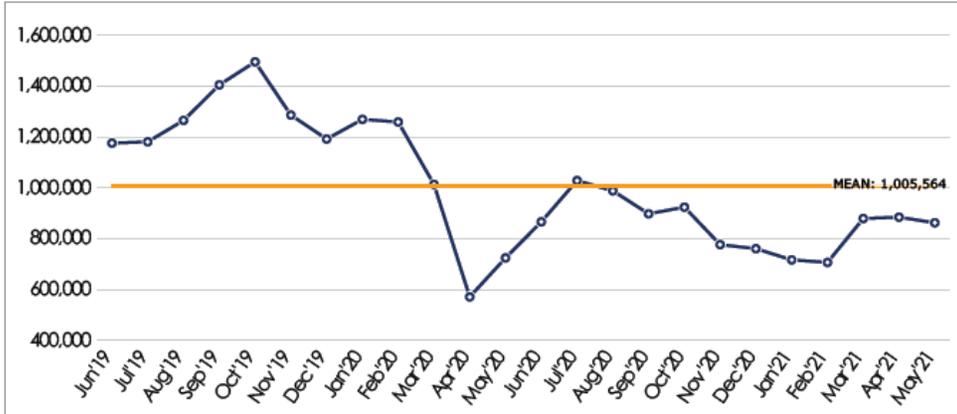
# Monthly Performance Report

Period: May'21

Meeting: Jun'21

Patronage / Mobility

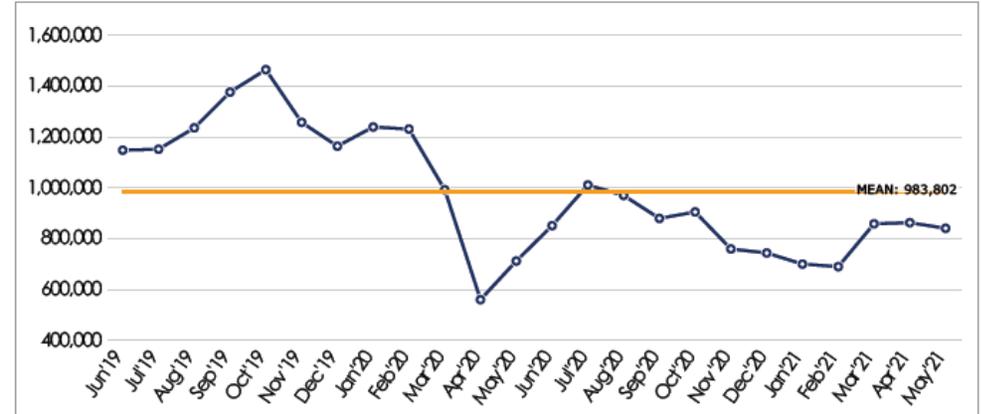
## Total Riders



Previous: 724,476

Current: 862,703

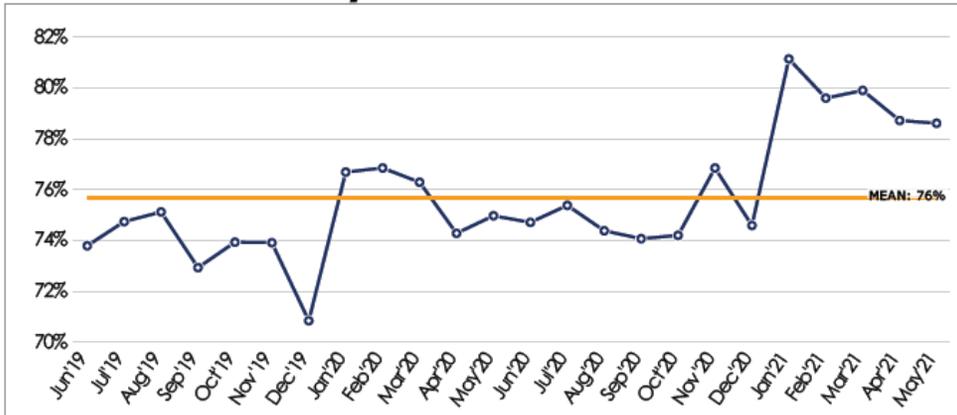
## Fixed Riders



Previous: 712,281

Current: 841,000

## System Wide OTP



Previous: 74.97%

Current: 78.61%

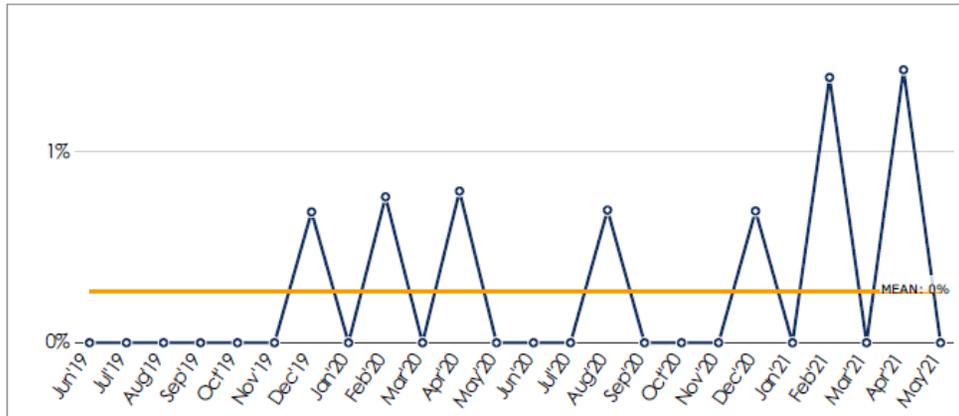
# Monthly Performance Report

Period: May'21

Meeting: Jun'21

## Reliability

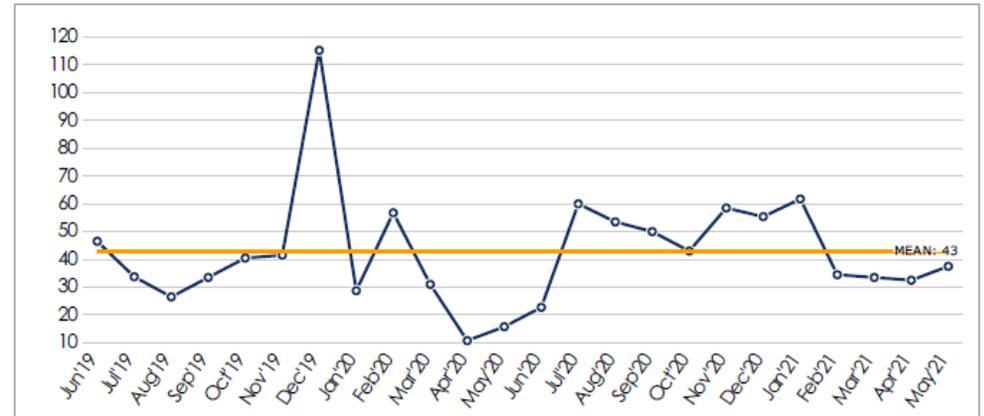
### PMI Not On Time



Previous: 0.0%

Current: 0.0%

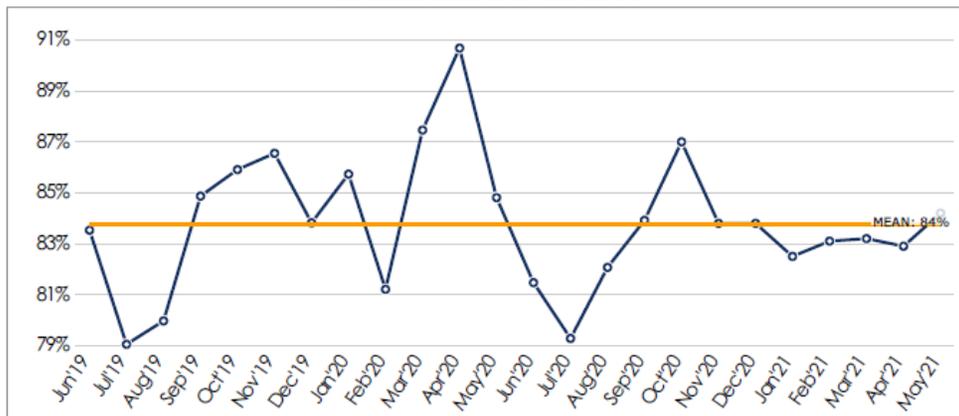
### Missed Trips



Previous: 16

Current: 38

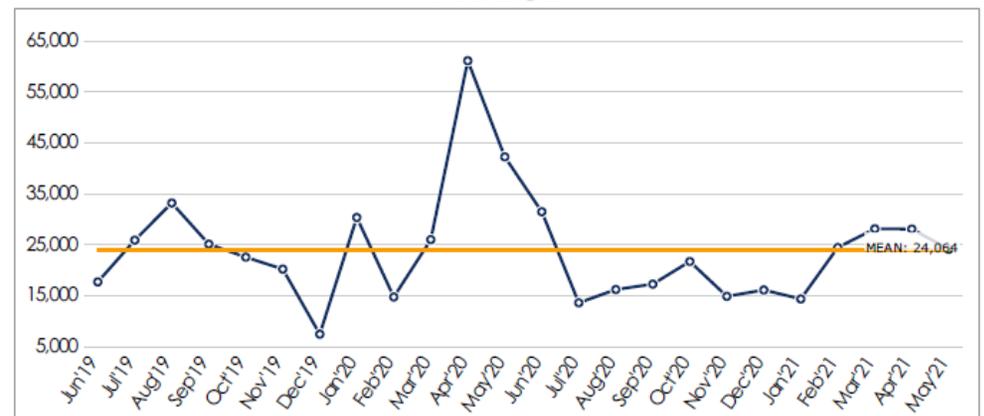
### Scheduled Work



Previous: 84.8%

Current: 84.2%

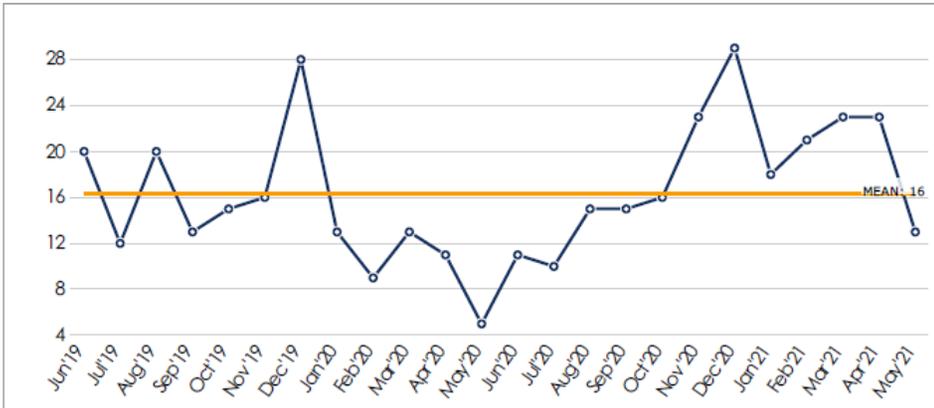
### MDBSI



Previous: 42,274

Current: 24,142

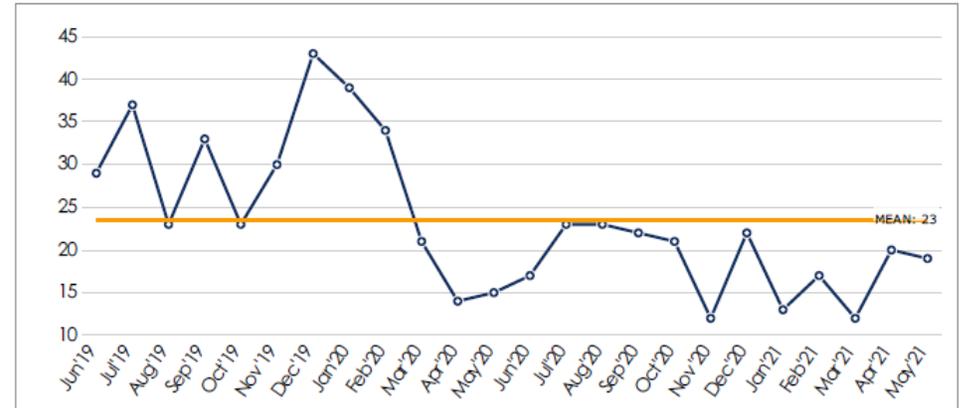
## Preventable Accidents



Previous: 5

Current: 13

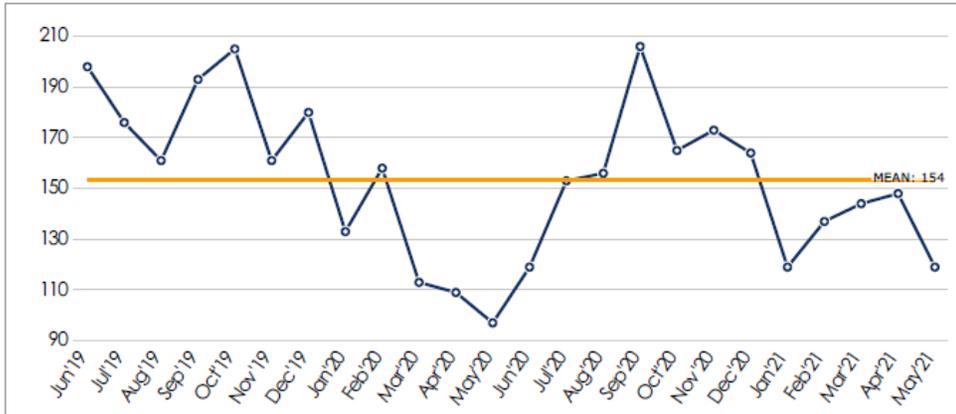
## Non-Preventable Accidents



Previous: 15

Current: 19

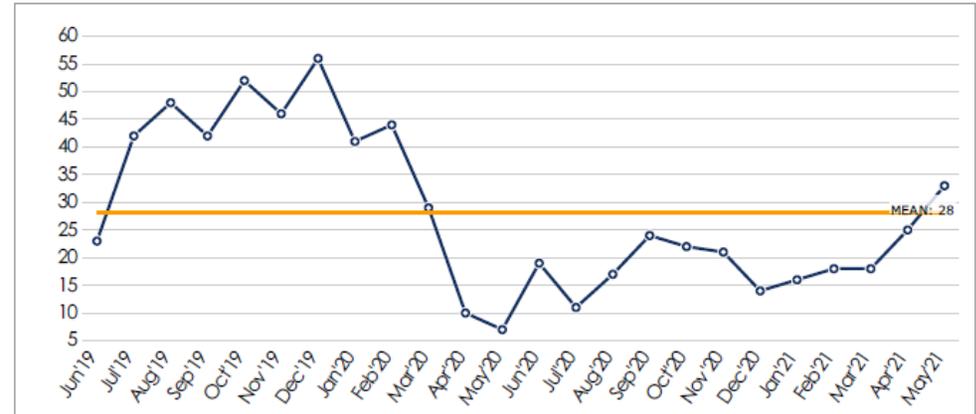
## Fixed/Shuttle Complaints



Previous: 97

Current: 119

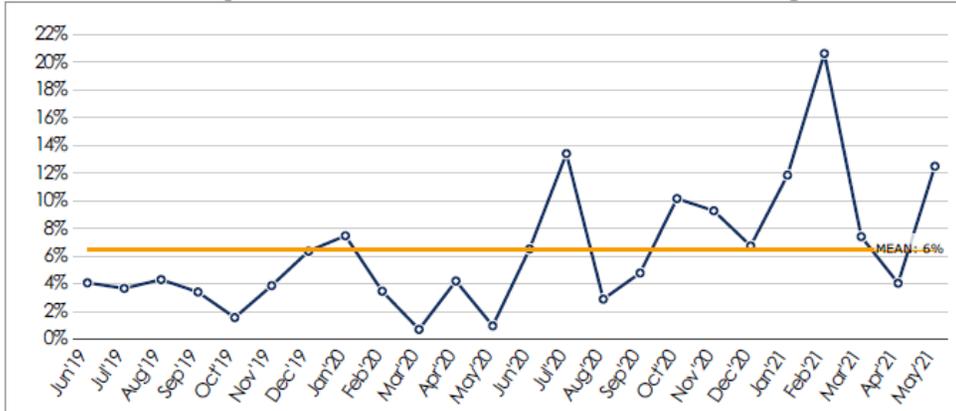
## Other Complaints



Previous: 7

Current: 33

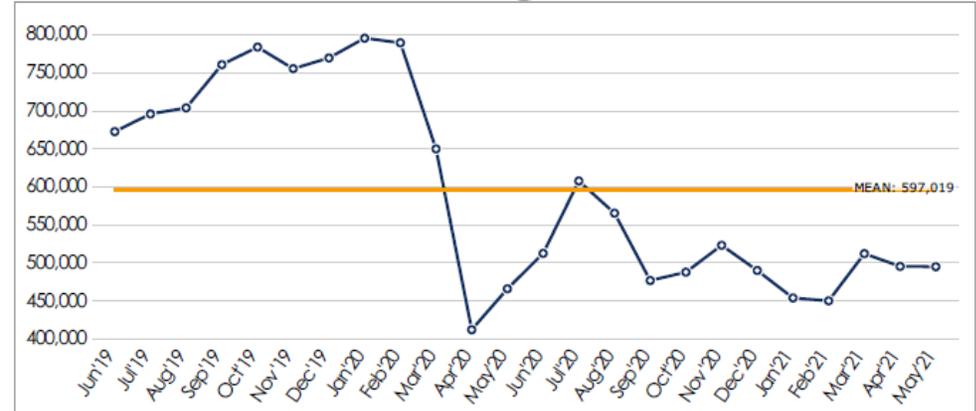
## Complaints Not Adressed in Ten Days



Previous: 1.0%

Current: 12.5%

## Website Page Views



Previous: 466,164

Current: 495,244

# Monthly Performance Report

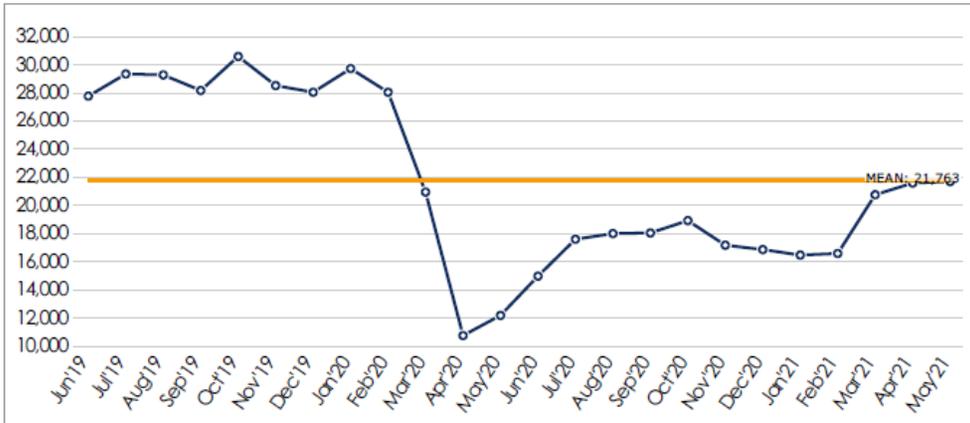
Period: May'21

Meeting: Jun'21

STAR Service

Page 5

## STAR Riders



Previous: 12,195

Current: 21,703

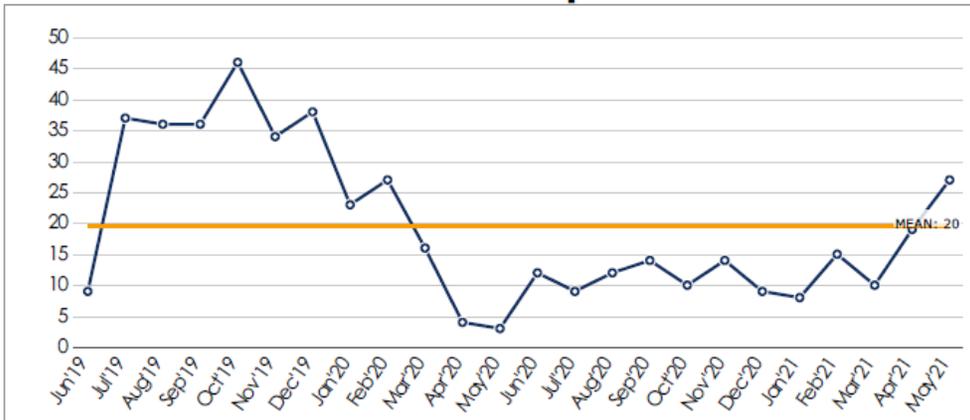
## Reservation Calls



Previous: 5,368

Current: 9,201

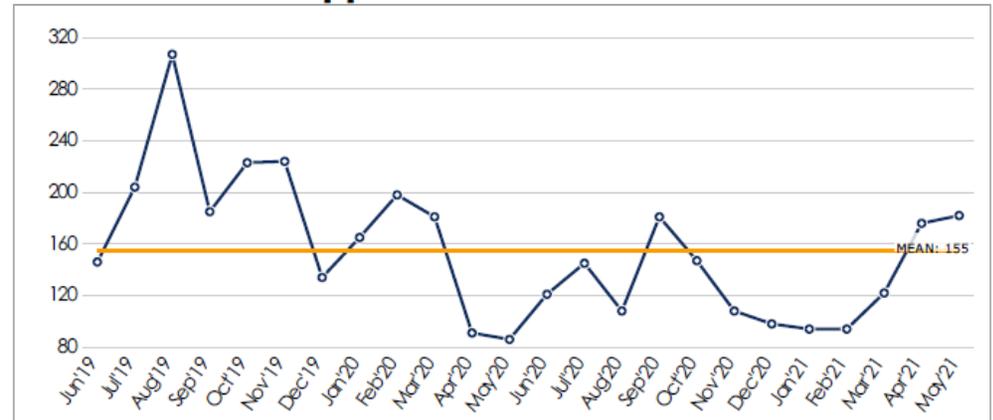
## Customer Complaints



Previous: 3

Current: 27

## Applications Received



Previous: 86

Current: 182

# Monthly Performance Report

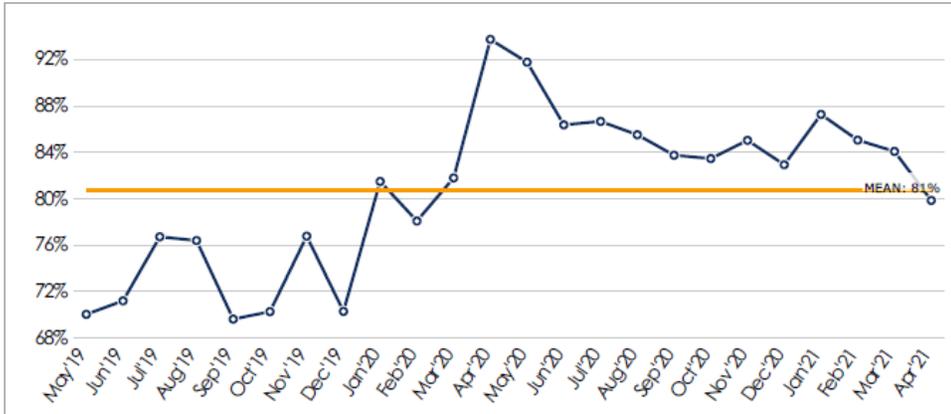
Period: May'21

Meeting: Jun'21

STAR Service

Page 6

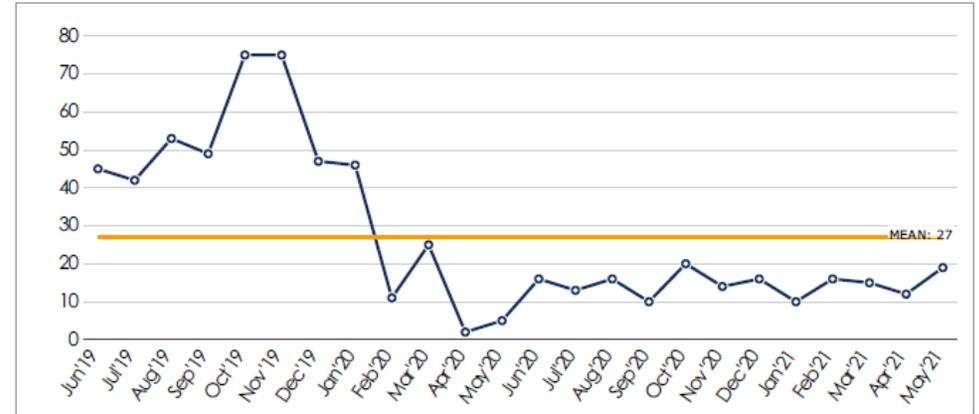
## On-Time Performance (0-10 Minutes) Period: Apr'21



Previous: 93.7%

Current: 79.9%

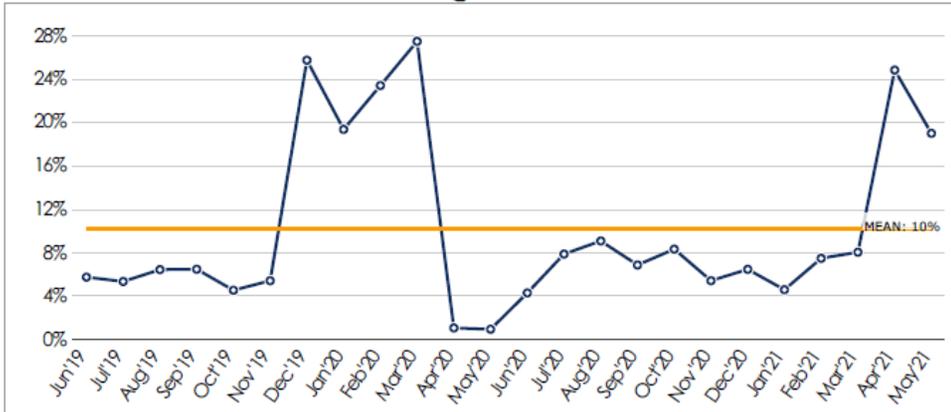
## Trip Denials



Previous: 5

Current: 19

## Reservation Calls in Queue Over Five Minutes



Previous: 1.0%

Current: 19.0%

**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 is 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.