



CDTA COMMITTEE AGENDA
Performance Monitoring/Audit Committee
Wednesday, August 25, 2021 | 12:00 pm | Microsoft Teams Meeting

Committee Item	Responsibility
Call to Order	Denise Figueroa
Approve Minutes of Wednesday, June 23, 2021	Denise Figueroa
Consent Agenda Items	
• Approve Contract UV Disinfecting System	Stacy Sansky
• Approve Contract for Facilities Study	Stacy Sansky
• Approve Contract for Reconstruction of Alumni Drive	Stacy Sansky
• Approve Contract for Fixed Cameras	Stacy Sansky
• Approve Contract for Traffic Signal Priority Equipment/Software	Stacy Sansky
• Approve Annual Drug & Alcohol Policy*	Kelli Schreivogl
Administrative Discussion Items	
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, September 22, 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 – June 23, 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, Jon Scherzer, Stacy Sansky, Sarah Matrose, Jack Grogan, Gary Guy, David Williams, Rich Nasso, Kelli Schreivogl, Vanessa Salamy

Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the May 19, 2021 meeting were reviewed and approved.

Consent Agenda Items

Approve MCI Motorcoach Purchase

- Consistent with our fleet replacement plan, staff recommends the purchase of two MCI commuter style buses off the Connecticut Department of Transportation contract. These purchases replace buses that are past their useful life. They are used for our NX commuter service. The contract is with Motor Coach Industries (MCI) for a total cost of \$1,055,526.
- A contract for two buses to MCI of Schaumburg, Illinois, for an amount not to exceed \$1,055,526 will be recommended to the board for approval.

Approve Contract for Camera Purchase

- Staff recommends the purchase of cameras for trolleys, and the commuter coaches. These are the last buses that do not have cameras. With this purchase of 17 cameras, all buses will be equipped with cameras.
- A contract to March Networks of Atlanta, Georgia for 17 camera systems for \$105,086 will be recommended to the board for approval.

Approve Contract for Fareboxes

- As *FLEX* service expands, we need to equip vehicles with fareboxes.
- A contract to SPX Corporation of Elk Grove Village, Illinois for 8 fareboxes for \$115,924 will be recommended to the board for approval.

Approve Contract for Scheduling Software

- HASTUS software is used for fixed route scheduling. The maintenance contract includes software updates and issue resolution. Staff recommends a one-year sole source maintenance contract to GIRO.
- A contract to GIRO of Montreal, Quebec, Canada for an amount not to exceed \$156,228 will be recommended to the board for approval.

Approve Contract for Electric Car Share Program

- We will pilot a new carsharing program, which will be coordinated by the Mobility Development Group. Staff recommends a multi-year contract to Mobility Development Group at a total cost of \$840,000.
- A three-year contract with two optional renewals to Mobility Development Group of Chicago, Illinois for an amount of \$840,000 will be recommended to the board for approval.

Approve Disadvantaged Enterprise Program

- The FTA requires grantees to have a Disadvantaged Business Enterprise (DBE) program (and goal) in accordance with DOT regulations. The program is updated every three years.
- A DBE goal is calculated by identifying procurement opportunities by business segment and determining the relative number of DBE's available in those segments. Staff recommends a goal of 4.7%.
- Approving the Disadvantaged Business Enterprise Goal Plan for Federal Fiscal Years 2022-2024 will be recommended to the board for approval.

Investment Committee

- The Investment Committee met today, and a report will be provided to the board.

Administrative Discussion Items

Annual Accident Review

- Rich Nasso gave the annual report on bus accidents. There were 411 accidents this year, a reduction of 161 accidents. The accident rate decreased from 5.5 to 4.0 per 100,000 miles in FY21. There was small uptick in preventable accidents, about 40% were from new operators, which is a consistent metric. Our safety staff continues to incorporate Safety Management Systems (SMS) through risk assessments; identifying hazards; training; and improving our safety culture.

Annual Workplace Safety Report

- Jack Grogan gave the annual workplace safety report. Work injuries decreased to 80; the number of claims has been relatively consistent over the past several years. Majority of injuries are back, and shoulder and we are developing strategies to minimize these injuries. The major cost drivers are the state mandated Maximum Weekly Benefit; which will increase to \$1,063 in July; and Scheduled Loss of Use Awards. We are intensifying claims management; reinstating bi-weekly meetings; and collaborating with the NYS Business Council.

Monthly Management Report

- Mike Collins provided the Monthly Management Report. MRT continues to be very good with \$1.4 million in May; Customer and Rail Station revenue performed well, albeit with lower budget expectations. Total revenue exceeded budget by 10%. Wages were up 38% due to a one-time bonus from the new labor agreement. Workers' Compensation costs were down 40% because of several recoveries this month. Other Benefits were down 19% because of timing issues with unemployment insurance and contractual pension payments. Total expenses are up 4.5% for the year.
- We remain in a good financial position. We will make a budget adjustment in August to reflect changes that took place after we approved our budget.

Monthly Non-Financial (performance) Report

- Chris Desany provided the Non-Financial Report. Ridership is up 19% versus the same time last year; STAR ridership is up 78% from last year. Fixed route on-time performance was 79%; STAR on-time performance was 80%.

Next Meeting

Wednesday, August 25, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for a UV Disinfecting System to United Safety & Survivability Corporation of Exton, Pennsylvania.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 25, 2021
Board Action Date: September 1, 2021

Background:

We have enhanced our vehicle cleaning program to protect employees and customers from the COVID-19 virus. At the same time, we tested air-cleaning technologies to disinfect our vehicles.

Purpose:

UV Disinfecting Systems provides continuous sanitizing of the vehicle.

Summary of Proposal:

A Request for Proposals (RFP) was issued to install disinfecting units on all fixed route vehicles (all other revenue vehicles already have a smaller unit installed). The scope of work was written after testing units from different vendors for effectiveness.

We received five proposals. Two were considered non-responsive, and another withdrew their proposal. The remaining two firms were invited to submit a Best and Final Offer (BAFO). Staff recommends awarding a contract to U.S.S.C. of Exton, Pennsylvania for the purchase of UV Disinfecting Units for fixed-route buses. Total cost will not exceed \$666,875. Upon Board approval, we will immediately execute a one-year contract with U.S.S.C. for the purchase of these units.

Financial Summary and Source of Funds:

We will buy 275 units at a total cost of \$666,875. This purchase will be funded through the FY2022 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

August 25, 2021

To: Performance Monitoring/Audit Committee
From: Lance Zarcone, Vice President of Operations
Subject: UV Disinfecting System

Background

Due to the pandemic, CDTA implemented an enhanced cleaning and disinfecting program to protect our employees and customers. Every bus is disinfected before entering service, focusing on high-touch surfaces, such as grab rails, hand straps, farebox, seats, and the operator area. In addition, service technicians are positioned at staging areas to perform disinfectant wipe downs in between trips.

We collected ten months of testing data validating the effectiveness of surface and air-cleaning technologies. Beginning in August 2020, we installed units in two 40-foot Gillig buses as a pilot to evaluate two models provided by United Safety and Survivability Corporation.

United Safety provided an air-sanitizing PHI cell technology that utilizes UV-C light and a catalyst that releases low-level hydrogen peroxide into the air. Tested areas inside the bus were frequently touched areas that included the driver's area and steering wheel, door handles, seatbelts, backs and tops of passenger seats, stanchions, and handrails located in the lower and upper deck.

CDTA used adenosine triphosphate (ATP) testing swabs during the data collection process. ATP is the industry standard for detecting pathogens since only living organisms can produce organic compounds. Tested areas were found to be at a high level of cleanliness.

Justification

As a result of the product testing and proposal review United Safety & Survivability Corporation, they were found to be the most qualified and most effective product available.

Recommendation

Staff recommends the purchase the UV Disinfecting System from United Safety & Survivability Corporation of Exton, Pennsylvania for an amount not to exceed \$666,875.

Copy: Chief Executive Officer
Director of Procurement

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification**

1. TYPE OF CONTRACT (check one):

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

2. TERMS OF PERFORMANCE (check one):

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. CONTRACT VALUE:

\$666,875 **fixed** estimated (circle one)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # 35 or **Advertised**
Number of Proposals/Bids Received # 5

Attach Summary of Bids/Proposals

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

Are there known DMWBEs that provide this good or service? Yes **No**

Number of DMWBEs bidding/proposing _____

DMWBE Certification on file? Yes No **Not Applicable**

Was contract awarded to a DMWBE? Yes **No**

Number of DMWBE Subcontractors 0

DMWBE Subcontractor Name and Certification Type: _____

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: United Safety & Survivability Corporation (U.S.S.C.)

101 Gordon Drive

Exton, PA 19341

8. SOURCE OF FUNDS: Funded in the FY2022 Capital Plan

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: August 3, 2021

CDTA Maint 163-3000 UV Disinfecting System-Cummulative Scorecard

	USSC-Exton, PA	NFI Parts- Delaware, OH	ThermoKing of Middletown- Middletown, NY	Gene Therapy Systems-San Diego, CA	Pure Air NYC- New York, NY
Technical (105 points)	99	91			
Price-based on single unit pricing (75 points)	57	56			
Warranty (60 points)	49	45			
Delivery (45 points)	30	25			
D/M/WBE and/or SDVOB participation (15 points)	0	0			
Total (300 points)	235	217			
Price per unit:	\$2,425	\$2,645.96	\$2,728.48	\$2,995	\$1,319
			NOTE: does not meet requirements-may not be considered.	NOTE: does not meet requirements-may not be considered.	NOTE: withdrew proposal

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for a Facilities Condition Analysis and Master Plan to WSP USA Inc. of Valhalla, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 25, 2021
Board Action Date: September 1, 2021

Background:

We need to update our Facilities Master Plan. This includes a facility condition report; facility maintenance procedure review; and an organizational capacity analysis.

Purpose:

The Facilities Master Plan was completed ten years ago and as our organization expands, it needs to be updated.

Summary of Proposal:

A Request for Proposals (RFP) was issued for a facilities master plan that includes deliverables as outlined in the memo of support. We received five proposals. Proposals were reviewed and each firm was asked to provide clarification regarding their plans. Two firms were invited to participate in interviews. Staff recommends a contract to WSP USA Inc of Valhalla, New York for an amount not to exceed \$876,000. Up to 28% of the work will be subcontracted to DWBE and SDVOB vendors. Upon Board approval a contract will be executed immediately.

Financial Summary and Source of Funds:

This project will not exceed \$876,000 and will be funded in the FY2022 Capital Plan.

Prepared by: Stacy Sansky, Director of Procurement

Project Manager: Christopher Desany, Vice President of Planning & Infrastructure

Memorandum

August 25, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Facility Condition Analysis Report & Comprehensive Master Plan

Background:

The condition of our buildings and related assets is critical to sustain an effective operation. The Facilities Department maintains several different programs to ensure that those facilities are available to meet the demands of our internal and external customers. Planning for future needs and capacity is also a key component with which the Facilities Department is charged.

To support these responsibilities, we periodically assess the condition of each building and system, compare those results to future requirements, and plan accordingly. We typically engage the assistance of a consultant to assist with this work. A scope of services was developed that included the following deliverables:

- Facility Condition Analysis Report
- Comprehensive Facilities Master Plan
- Maintenance Procedures Manual Audit/Update
- Organizational Capacity Analysis

This report was last completed over ten years ago and is therefore due for an update.

Justification:

Nearly fifty firms downloaded the request for proposals and five firms provided responses. A five-person team consisting of members of the Facilities and Maintenance Departments scored each of the proposals based on qualifications/experience, approach, and D/M/WBE participation. Secondary Q&As were exchanged. The top two firms were then interviewed by the team.

After the interviews, the team updated scores and selected WSP USA Inc. based on their background, sample work products, and presentation of their framework for completing the study.

Recommendation

I am recommending a one-year contract, with a one-year extension be awarded to WSP USA Inc. of Valhalla, NY to update the Facility Condition Analysis Report & Comprehensive Master Plan in an amount not to exceed \$876,000.

Copy: Chief Executive Officer
Director of Facilities
Director of Procurement

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

1. **TYPE OF CONTRACT (check one):**

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

2. **TERMS OF PERFORMANCE (check one):**

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. **CONTRACT VALUE:**

\$876,000 **fixed** estimated (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 47 or **Advertised**
Number of Proposals/Bids Received # 5

Attach Summary of Bids/Proposals

8. **Disadvantaged/Minority Womens Business Enterprise (D/MWBE) involvement**

Are there known D/MWBEs that provide this good or service? **Yes** No
Number of D/MWBEs bidding/proposing 0
D/MWBE Certification on file? Yes No **Not Applicable**
Was contract awarded to a D/MWBE? Yes **No**
Number of D/MWBE Subcontractors 3 (1DWBE, 1WBE, 1SDVOB)

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** WSP USA Inc.
500 Summit Lake Drive
Valhalla, NY 10595

8. **SOURCE OF FUNDS:** The FY2022 Capital Plan

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

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

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

Stacy Sansky, Director of Procurement DATED: August 9, 2021

CDTA FAC 183-2000 Facilities Study

	CHA Companies- Albany, NY	Weston & Sampson- Albany, NY	WSP USA Inc, Valhala, NY	Wendel- Williamsville, NY	Lizardos-Mineola, NY
Qualifications (20 points)	84	84	92	89	85
Conditions Analysis Experience (20 points)	69	74	91	76	71
Comprehensive Plan Experience (15 points)	54	62	71	67	63
Cost Effectiveness (30 points)	82	119	121	101	107
References (10 points)	31	34	36	34	31
D/M/WBE and/or SDVOB participation (5 points)	2.5	15	10	1.5	10
Total (100 points)	322.5	388	421	368.5	367
(Listing of Subs)	Trophy Point-SDVOB	Sowinski Sullivan-DBE, WBE EMD-Effective Management Decisions, LLC Ryan Biggs Clark Davis-WBE MH Professional-W/DBE Trophy Point-SDVOB	Shumaker Consulting-WBE Trophy Point-SDVOB Sowinski Sullivan-DBE, WBE Sage	CME Trophy Point-SDVOB MLD Services-DBE Atlantic Testing-WBE Eagle Hawk One (EH1) Revette Studio	Trophy Point-SDVOB Studio 5-WBE Ysrael Seinuk-MBE Quality Environmental Solutions and Tech-WBE

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for the reconstruction of Alumni Drive at UAlbany to New Castle Paving, LLC of Troy, NY.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 25, 2021
Board Action Date: September 1, 2021

Background:

This project is another phase of building the Washington Western Bus Rapid Transit (WWBRT) line. Several WWBRT projects have been completed such as relocation of Crossgates Mall Station; construction of Downtown UAlbany station; and Harriman West station and roadway reconfiguration.

Purpose:

This project will reconstruct Alumni Drive leading into the UAlbany campus. This includes building a limited use bus roadway and realigning an existing service road.

Summary of Proposal:

An Invitation for Bids (IFB) was issued detailing the work to be performed. Five bids were received, and New Castle Paving provided the lowest responsive and responsible bid. New Castle has retained three D/MWBE subcontractors and has committed to a 4.3% participation by its subcontractors. The bid is lower than the engineers estimate.

Staff recommends a contract for the reconstruction of Alumni Drive be awarded to New Castle Paving, LLC of Troy for an amount not to exceed \$9,722,140. Upon Board approval, a contract will be awarded immediately.

Financial Summary and Source of Funds:

Base Bid:	\$8,101,783
Contingency (20%):	<u>\$1,620,357</u>
TOTAL:	\$9,722,140

This contract award will be funded by the Washington/Western BRT Grant.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

August 25, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Reconstruction of Alumni Drive at SUNY Albany

Background

Construction of the Washington Western Bus Rapid Transit (WWBRT) line is well under way:

- 2019: completed relocation of Crossgates Mall station
- 2020: completed construction of Downtown UAlbany station
- 2021: completed Bokland and Harriman West station/roadway reconfiguration
- 2021: began Albany garage expansion

The next phase of the project is the reconstruction of Alumni Drive leading into the UAlbany campus (“the gardenway”). It includes building a limited use bus and emergency access roadway which requires replacing and realigning the existing service road in the heart of the property. Fuller Road will be connected to the Boor Sculpture Studio, providing a connection to the recently completed Harriman West/ETEC station.

Additional improvements include an east/west pedestrian pathway, tie-ins to existing roadways, installation of a traffic signal with ADA compliant pedestrian accommodations, access gates to limit unauthorized traffic, stormwater mitigation measures, lighting, security gates, electric upgrades, a new bus shelter with site amenities, and landscaping.

Over 40 contractors downloaded the specification. Five bids were received. The low bid is from New Castle Paving, LLC in a total amount of \$8,101,783. All bids were reviewed by the Facilities Department as well our engineers at Creighton Manning Engineering LLP.

Justification

New Castle Paving, LLC is a well-known, local firm. They have completed several projects for CDTA (including WWBRT work). They are familiar with the BRT and our team and have continued to complete CDTA projects on time and on budget. All references were checked and found to be satisfactory.

Recommendation

At this time, I am recommending awarding the contract for the SUNY Gardenway/Reconstruction of Alumni Drive to New Castle Paving, LLC. of Troy, NY for an amount of \$8,101,783 plus 20% contingency, for a total value of \$9,722,140.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

1. **TYPE OF CONTRACT (check one):**

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

2. **TERMS OF PERFORMANCE (check one):**

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. **CONTRACT VALUE:**

\$876,000 **fixed** estimated (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 47 or **Advertised**
Number of Proposals/Bids Received # 5

Attach Summary of Bids/Proposals

9. **Disadvantaged/Minority Womens Business Enterprise (D/MWBE) involvement**

Are there known D/MWBEs that provide this good or service?	<u>Yes</u>	No
Number of D/MWBEs bidding/proposing	<u>0</u>	
D/MWBE Certification on file?	Yes	No <u>Not Applicable</u>
Was contract awarded to a D/MWBE?	Yes	<u>No</u>
Number of D/MWBE Subcontractors	<u>3 (1DWBE, 1WBE, 1SDVOB)</u>	

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** WSP USA Inc.

500 Summit Lake Drive

Valhalla, NY 10595

8. **SOURCE OF FUNDS:** Washington/Western BRT Grant

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

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

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

Stacy Sansky, Director of Procurement DATED: August 9, 2021



Bid Summary



Contract Name: **Reconstruction of Alumni Dr & Other Campus Enhancements**

Contract No: **CDTA FAC 182-2000**

Date/Time of Opening:

May 21, 2021 1:00PM

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: New Castle Paving, LLC Address: 1 Madison St Suite 100 Troy, NY 12180 Contact: Dale Swartwout Email: Phone: 518.275.0226	\$ <u>7,600,926.88</u> Total w/selected Alternates: \$8,102,223.80	Alternate 1: \$92,811.21 Alternate 2: \$408,485.71	1 Access Technology Integration 2 TLE Contracting 3 CLA & Son Trucking 4 5	DBE __ MBE __ WBE <input checked="" type="checkbox"/> SDVOB __ DBE <input checked="" type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE __ SDVOB __ DBE <input checked="" type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Kubricky Construction Corp Address: 269 Ballard Road Wilton, NY 12831 Contact: Mark Alexander Email: Phone: 518.792.5864	\$ <u>8,641,229.05</u> Total w/selected Alternates: \$ 9,397,562.20	Alternate 1: \$108,763.70 Alternate 2: \$647,569.45	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Callanan Industries, Inc. Address: PO Box 15097 Albany, NY 12212 Contact: Michael Mastropietro Email: Phone: 518.374.2222	\$ <u>9,133,460.14</u> Total w/selected Alternates: \$ 9,872,757.89	Alternate 1: \$127,997 Alternate 2: \$611,300.25	1 Stilsing Electric 2 Access Technology Integration 3 EMI Guiderail 4 SY Kim 5	DBE __ MBE __ WBE <input checked="" type="checkbox"/> SDVOB __ DBE __ MBE __ WBE <input checked="" type="checkbox"/> SDVOB __ DBE <input checked="" type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE <input checked="" type="checkbox"/> SDVOB __ DBE <input checked="" type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: James H Maloy, Inc. Address: PO Box 11016, 421 Albany Shaker Rd Loudonville, NY 12211 Contact: Peter J Maloy Email: Phone: 518.438.7881	\$ <u>8,918,000</u> Total w/selected Alternates: \$ 9,583,000* Note bid bond not included-bid not responsive.	Alternate 1: \$101,000 Alternate 2: \$564,000	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Carver Construction, Inc. Address: 494 Western Turnpike Altamont, NY 12009 Contact: Gabriel Hanoufa Email: ghanoufa@carvercompanies.com Phone: 518.355.6034	\$ <u>8,757,145</u> Total w/selected Alternates: \$ 9,427,145	Alternate 1: \$103,750 Alternate 2: \$566,250	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

Capital District Transportation Authority Agenda Action Proposal

Subject: Sole source contract for fixed camera system to Integrated Video Solutions, LLC of Succasunna, New Jersey.

Committee: Performance Monitoring/Audit

Committee Meeting Date: August 25, 2021

Board Action Date: September 1, 2021

Background:

As a result of the Albany garage expansion, we need to expand our camera system to cover additional storage and maintenance areas. The current fixed camera system for our facilities was competitively procured and awarded to March Networks. March Networks uses Integrated Video Solutions to provide installation services.

Purpose:

Camera coverage in the garage expansion for operational and safety/security purposes; and for continuity of our fixed camera systems.

Summary of Proposal:

Integrated Video Solutions is the preferred installer for March Networks and has performed upgrades to the CDTA camera system. Because the system is proprietary, we are limited to approved March Networks installers, therefore a sole source contract is required.

Staff recommends a contract to Integrated Video Solutions, LLC of Succasunna, New Jersey for fixed cameras as part of the Albany Bus Garage expansion for an amount not to exceed \$124,730. Staff finds this price to be fair and reasonable. Upon Board approval, contracts will be executed immediately.

Financial Summary and Source of Funds:

The cost of this camera system is \$124,730, and it is funded in the FY2022 Capital Plan.

Prepared by: Stacy Sansky, Director of Procurement

Project Manager: Christopher Desany, Vice President of Planning & Infrastructure

Memorandum

August 25, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Camera Equipment and Services

Background:

With the expansion of the Albany garage to support the Washington-Western BRT (WWBRT), it is necessary to build out our camera system to cover the additional storage and maintenance areas.

In 2010, we implemented our fixed camera system (at all five facilities) which was competitively procured and provided by March Networks. Between fixed and mobile, we currently manage 2,357 cameras. However, as the (and any) system ages, it is important to ensure that all equipment is operating reliably and using the latest and most effective technologies. Integrated Video Solutions (IVS) was contracted to complete a site survey and identify proposed improvements.

Since the original contract award, we have used IVS to provide expansion and support services for the fixed camera system. IVS has further developed a scope of work and budget to make these investments at our facilities, including specifications to support the growth of the Albany garage.

Justification:

This recommendation to award a sole source contract to add and upgrade various cameras throughout the Albany division in support of the WWBRT is based on several important considerations. Most importantly, the video system is proprietary, which limits our options to cost effectively do the work. Additional reasons to support this sole source recommendation include:

- Integrated Video Solutions has personnel that were integrally involved with the setup and configuration of the system when it was first put in.
- Integrated Video Solutions is familiar with the many nuances of the 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.
- This project is of a security/safety and time sensitive nature. Without doing this work, camera availability may be at risk.
- The cost is fair and reasonable based upon previous proposals and work completed for CDTA.

Recommendation

I am requesting that a two-year sole source contract be awarded to Integrated Video Solutions, LLC of Succasunna, NJ for fixed video system expansion and upgrades in an amount not to exceed \$124,730.

Copy: Chief Executive Officer
Directors of Facilities, Information Technology, & Procurement

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

1. **TYPE OF CONTRACT (check one):**

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

2. **TERMS OF PERFORMANCE (check one):**

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. **CONTRACT VALUE:**

\$124,730 **fixed** estimated (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

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

Attach Summary of Bids/Proposals

10. **Disadvantaged/Minority Womens Business Enterprise (D/MWBE) involvement**

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

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Integrated Video Solutions, LLC
19 Rt 10 East Building 1
Succasunna, NJ 07876

8. **SOURCE OF FUNDS:** FY2022 Capital Plan

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

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

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

Stacy Sansky, Director of Procurement DATED: August 9, 2021

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for the purchase of traffic signal priority hardware and software to Global Traffic Technologies Inc. of St. Paul, Minnesota.

Committee: Performance Monitoring/Audit
Committee Meeting Date: August 25, 2021
Board Action Date: September 1, 2021

Background:

The Washington Western Bus Rapid Transit (WWBRT) project includes Traffic Signal Priority (TSP) at enabled intersections. Installation of this equipment allows for improved traffic flow and real time performance monitoring at TSP intersections.

Purpose:

TSP improves traffic flow and real time performance monitoring at intersections.

Summary of Proposal:

The equipment must be compatible with the system purchased for other CDTA Bus Rapid Transit lines, which is exclusively supported by Global Traffic Technologies.

To ensure cost effectiveness, continuity of operations, a sole source contract is recommended to Global Traffic Technologies. Staff reviewed their pricing and found it to be fair and reasonable based on past CDTA projects.

Staff recommends a contract for the traffic signal priority hardware and software for the Washington Western BRT to Global Traffic Technologies Inc. of St. Paul, Minnesota for an amount not to exceed \$688,916. Upon Board approval, a contract will be immediately executed.

Financial Summary and Source of Funds:

The project cost is \$688,916 and will be funded by the Washington/Western BRT Grant.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Thomas Guggisberg, Director of Information Technology

Memorandum

August 25, 2021

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Traffic Signal Priority Equipment and Services

Overview

Traffic Signal Priority (TSP) is the idea of giving special treatment to transit vehicles at signalized intersections. Since transit vehicles can hold many customers, giving priority to transit can potentially increase the rate at which people can travel through an intersection. Using our Intelligent Transportation Management System (ITMS) as a trigger, buses communicate with traffic signals to adjust the timing of traffic lights in real-time.

In 2011, our first TSP system was installed at 50 intersections along the route 905 Bus Rapid Transit (BRT) red line. This first generation TSP system was provided with our legacy CAD/AVL system. In 2019, a new TSP system provided by Global Traffic Technologies (GTT) was installed as part of the new ITMS project. This new system was retrofitted on the red line and later installed on the blue line in 2020.

This purchase of equipment and services will further expand TSP to the purple line, resulting in over 150 TSP-enabled intersections. It is fully compatible with our existing TSP system. Overall, CDTA has been very satisfied with Global Traffic Technologies' performance. A scope of work and pricing structure was provided by GTT, a summary of which is as follows:

Intersection Components	\$265,336
Vehicle Components	\$65,440
Back-Office, Surveys, Maintenance	\$23,415
Installation	\$132,200
Kits, Testing, Project Management	\$102,525
Enhanced Reporting	\$100,000
Total:	\$688,916

Justification

This recommendation for a sole source purchase of Traffic Signal Priority infrastructure and services is based on a number of important considerations. Most importantly, the Global Traffic Technologies system is proprietary, which prevents us from pursuing an independent means to cost effectively support the existing system through another vendor while also maintaining a regional, coordinated traffic signal priority system. Services include software updates, configuration, and issue resolution

that can only be performed by Global Traffic Technologies. Additional reasons to support this sole source recommendation include:

- Global Traffic Technologies is familiar with the many nuances of their system and its relationship to our requirements *and* each of the regional stakeholder's equipment, 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.
- The software licensing, hardware, and services provided uses the same historical pricing provided under the existing ITMS and River BRT project contracts. Therefore, for the Washington-Western BRT pricing is deemed to be fair and reasonable.

Recommendation

I am requesting that a three-year sole source contract with two, one-year extensions be awarded to Global Traffic Technologies Inc. of St. Paul, MN for software licensing, hardware, and services for an amount not to exceed \$689,000.

Copy: Chief Executive Officer
Director of Information Technology
Director of Procurement

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification**

1. TYPE OF CONTRACT (check one):

Construction & Maintenance Goods, Commodities & Supplies Bus Purchase
 Services & Consultants Transportation & Operational Services

2. TERMS OF PERFORMANCE (check one):

One-Shot Deal: Complete scope and fixed value
 Fixed Fee For Services: Time and materials - open value
 Exclusive Purchase Contract: Fixed cost for defined commodity with indefinite quantity
 Open Purchase Contract: Commitment on specifications and price but no obligation to buy
 Change Order: Add on to existing contract

3. CONTRACT VALUE:

\$688,916 **fixed** estimated (circle one)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

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

Attach Summary of Bids/Proposals

11. Disadvantaged/Minority Women’s Business Enterprise (D/MWBE) involvement

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

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Global Traffic Technologies, Inc.
7800 Third Street N, Suite 100
St. Paul, Minnesota 55128

8. SOURCE OF FUNDS: Washington/Western BRT Grant

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: August 4, 2021

Capital District Transportation Authority Agenda Action Proposal

Subject: Annual Review and Approval of our Drug and Alcohol Policy

Committee: Performance Monitoring/Audit

Committee Meeting Date: August 25, 2021

Board Action Date: September 1, 2021

Background:

An annual review and approval of the Drug and Alcohol Policy is required by the Department of Transportation rule 49 CFR Parts 40 & 655 regulations.

Purpose:

The policy ensures that all regulations are up to date and in compliance with the Federal Transit Administration requirements. The policy must be available to all employees and specifically to employees that perform safety-sensitive functions.

Summary of Proposal:

There were no regulatory changes to the Drug & Alcohol Policy. Language was modified to provide clarity surrounding the new NYS laws governing the use of marijuana.

Copies of the Drug & Alcohol Policy will be available at the committee meeting.

Financial Summary and Source of Funds:

No impact

Prepared by:

Kelli Schreivogl, Director of Human Resources

Project Manager:

Kelli Schreivogl, Director of Human Resources

Memorandum

August 25, 2021

To: Performance Monitoring/Audit Committee
From: Kelli Schreivogl, Director of Human Resources
Subject: Approve Changes to the CDTA Drug & Alcohol Policy

Background:

Each year, the Human Resources Department reviews our Drug and Alcohol policy to make sure it is up to date and consistent with federal and state regulations.

Justification for Changes:

To make our policy clearer and more consistent, we added language specifically stating the drugs we test for, how NYS laws regarding marijuana has altered our policy, and what recourse will be taken if an employee tests positive or violates the policy. Additionally, as a result of our opening our Health Center, we have added a Medical Review Officer and a new lab to the list of resources.

Attached is the D&A policy with proposed changes highlighted in blue.

Staff Recommendation

Staff recommends that changes be approved, and copies of the revised policy be distributed to all CDTA employees.

Copy: Chief Executive Officer
VP of Finance and Administration

***Drug and Alcohol Policy 2021 - Attached Separately**

Monthly Management Report

July 2021

The logo for CDTA (Central District Transit Authority) is displayed in white on a dark blue background. The letters 'C', 'D', and 'T' are large and bold, with horizontal lines passing through them. The 'A' is smaller and positioned to the right of the 'T'.

CDTA

Monthly Management Report - July 2021

Executive Summary

			Current Month		Year to Date		
REVENUE	Actual	Budget	(\$) Variance	(%) Variance	(\$) Variance	(%) Variance	
1	Mortgage Tax	\$ 1,377,659	\$ 937,500	\$ 440,159	46.95%	\$ 1,861,091	49.63%
2	Customer Fares	\$ 1,031,471	\$ 705,750	\$ 325,721	46.15%	\$ 1,056,453	37.42%
3	RRS & Facilities	\$ 174,709	\$ 76,076	\$ 98,633	129.65%	\$ 240,335	78.98%
EXPENSES							
	Actual	Budget	(\$) Variance	(%) Variance	(\$) Variance	(%) Variance	
4	Wages	\$ 4,406,009	\$ 4,152,366	\$ 253,643	6.11%	\$ 1,593,807	9.60%
5	Workers' Compensation	\$ 292,662	\$ 237,394	\$ 55,268	23.28%	\$ (137,707)	-14.50%
6	Professional Services	\$ 220,779	\$ 349,145	\$ (128,366)	-36.77%	\$ (241,202)	-17.27%
7	Maintenance Services	\$ 366,765	\$ 259,606	\$ 107,159	41.28%	\$ (2,444)	-0.24%
						YTD Revenue	11.20%
						YTD Expenses	1.49%

Revenue Summary

- 1 MRT continues to exceed budget expectations with 14 consecutive months over \$1 million.
- 2 Customer fares exceeded budget by 46%. However, keep in mind this budget is much lower vs. last year (2020).
- 3 RRS & Facilities YTD revenue exceeds budget by 80%. Like fares, this budget line is much lower than last year (2020).

Expense Summary

- 4 Wages are over budget this month because there was an extra full work day, a paid holiday, and higher OT due to vacations. The YTD variance is high due to the contract bonus paid out earlier this year.
- 5 Workers' Compensation was over budget 23% because of a quarterly assessment to the WC Board and three high claim payments.
- 6 Professional Services are under budget because of invoice timing issues and lower RRS garage/security expenses related to COVID-19.
- 7 Maintenance Services was over budget due to invoice timing issues, but slightly under budget for the year.

Note: We are in a satisfactory budget position.

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

		Jul-21		Jul-20
Assets				
	Current Assets:			
	Cash	\$16,888,253		\$13,895,870
	Investments	\$28,141,882		\$24,685,731
	Receivables:			
	Mortgage Tax	\$1,377,658		\$1,200,125
	Federal Grants	\$0		\$4,835,595
	New York State Operating Assistance	\$3,169,991		\$7,318,773
	Trade and Other	\$8,377,447		\$6,796,369
	Advances to Capital District Transportation Committee	\$1,013,225		\$1,470,290
	Materials, Parts and Supplies	\$4,529,429		\$4,206,137
	Prepaid Expenses	\$925,086		\$639,000
	Sub-Total Current Assets	\$64,422,971		\$65,047,890
	Noncurrent Assets:			
	Capital Assets, net	\$128,773,467		\$115,152,342
	Deferred outflows of resources:			
	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
	Sub-Total Deferred outflows of resources:	\$21,992,137		\$19,999,662
	Total for Assets	\$215,188,575		\$200,199,894
Liabilities				
	Current Liabilities:			
	Accounts Payable	\$5,126,515		\$3,443,258
	Accrued Expenses	\$5,564,158		\$5,062,124
	Unearned Revenue	\$13,730,967		\$1,984,832
	Line of Credit	\$0		\$6,200,000
	Sub-Total Current Liabilities	\$24,421,639		\$16,690,213
	Noncurrent Liabilities:			
	Capital Lease Agreement	\$2,321,655		\$3,933,562
	Estimated Provision for Existing Claims and Settlements	\$9,729,809		\$10,525,863
	Other postemployment benefits	\$85,491,074		\$105,346,823
	Net Pension Liability	\$5,982,206		\$1,616,083
	Sub-Total Noncurrent Liabilities	\$103,524,744		\$121,422,331
	Deferred inflows of resources:			
	Deferred inflows of resources from pension	\$326,095		\$737,493
	Deferred inflows of resources from OBEP	\$32,213,820		\$11,007,730
	Sub-Total Deferred inflows of resources	\$32,539,915		\$11,745,223
	Total for Liabilities	\$160,486,298		\$149,857,768
Net Position				
	Net Investment in Capital Assets	\$108,241,228		\$108,241,228
	Unrestricted	(\$53,538,951)		(\$57,899,102)
	Total for Net Position	\$54,702,277		\$50,342,126
	Total Liabilities and Net Position	\$215,188,575		\$200,199,894

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

	<u>To Date Actual</u>	<u>Annual Budget</u>	33%
REVENUE:			
AUTHORITY	\$5,644,664	\$11,358,500	50%
TRANSIT	\$31,063,250	\$89,015,094	35%
ACCESS	\$137,583	\$425,000	32%
CDTA FACILITIES	\$594,638	\$824,086	72%
TOTAL REVENUE	\$37,440,134	\$101,622,680	37%
EXPENSE:			
AUTHORITY	\$5,565,638	\$16,763,547	33%
TRANSIT	\$27,548,548	\$80,618,091	34%
ACCESS	\$472,755	\$1,302,244	36%
CDTA FACILITIES	\$545,112	\$2,308,858	24%
TOTAL EXPENSE	\$34,132,053	\$100,992,741	34%
Revenue over (under) Expenses	\$3,308,082		
Depreciation	\$4,600,000		
Excess of Revenue over (under) Expenses	(\$1,291,918)		
Transfer from Project Fund	\$0		
Transfer to Risk Mngt Fund	(\$500,000)		
Transfer from Risk Mngt Fund	\$0		
Transfer from Vehicle Replacement	\$0		
Transfer to Vehicle Replacement	\$0		
Transfer to Capital Projects Fund	(\$9,500,000)		
Transfer from Operating Fund	\$0		
Transfer to Operating Fund	(\$1,137,753)		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	(\$1,879,236)		
*Net Excess of Revenue over (under) Expenses	(\$14,308,907)		

*Contribution to required fleet replacement.

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
MONTHLY MANAGEMENT REPORT
July-21

BUDGET VARIANCE REPORT

	CONSOLIDATED								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$1,377,659	\$937,500	\$440,159	46.95%	\$5,611,091	\$3,750,000	\$1,861,091	49.63%	\$11,250,000
Customer Fares	\$1,031,471	\$705,750	\$325,721	46.15%	\$3,879,453	\$2,823,000	\$1,056,453	37.42%	\$8,469,000
Advertising Revenue	\$105,625	\$107,708	(\$2,083)	-1.93%	\$422,500	\$430,833	(\$8,333)	-1.93%	\$1,292,500
RRS & Facilities	\$174,709	\$76,076	\$98,633	129.65%	\$544,638	\$304,303	\$240,335	78.98%	\$912,908
Interest Income	\$53	\$1,667	(\$1,614)	-96.84%	\$277	\$6,667	(\$6,389)	-95.84%	\$20,000
Misc. Income	\$24,221	\$7,375	\$16,846	228.42%	\$657,267	\$29,500	\$627,767	2128.02%	\$88,500
Total Operating Revenue	\$2,713,738	\$1,836,076	\$877,662	47.80%	\$11,115,226	\$7,344,303	\$3,770,923	51.34%	\$22,032,908
Operating Assistance									
New York State Aid	\$3,230,842	\$3,230,842	\$0	0.00%	\$12,923,367	\$12,923,367	\$0	0.00%	\$38,770,100
County Aid	\$119,813	\$119,813	\$0	0.00%	\$479,252	\$479,252	\$0	0.00%	\$1,437,750
Federal Aid	\$2,981,106	\$2,981,106	\$0	0.00%	\$11,924,423	\$11,924,423	\$0	0.00%	\$35,773,269
Operating Grants	\$248,226	\$248,226	\$0	0.00%	\$992,905	\$992,905	\$0	0.00%	\$2,978,715
Total Operating Assistance	\$6,579,986	\$6,579,986	\$0	0.00%	\$26,319,946	\$26,319,947	\$0	0.00%	\$78,959,834
Total Revenue and Assistance	\$9,293,724	\$8,416,062	\$877,662	10.43%	\$37,435,172	\$33,664,249	\$3,770,923	11.20%	\$100,992,742
Expenses									
Salaries and Wages	\$4,406,009	\$4,152,366	\$253,643	6.11%	\$18,203,270	\$16,609,462	\$1,593,807	9.60%	\$49,828,387
FICA	\$318,801	\$289,960	\$28,842	9.95%	\$1,319,271	\$1,159,838	\$159,433	13.75%	\$3,479,514
Health Benefits	\$874,113	\$914,241	(\$40,128)	-4.39%	\$3,466,610	\$3,656,964	(\$190,354)	-5.21%	\$10,970,892
Workers Compensation	\$292,662	\$237,394	\$55,268	23.28%	\$811,869	\$949,575	(\$137,707)	-14.50%	\$2,848,725
Other Benefits	\$370,711	\$357,723	\$12,989	3.63%	\$1,329,796	\$1,430,890	(\$101,094)	-7.07%	\$4,292,671
Professional Services	\$220,779	\$349,145	(\$128,367)	-36.77%	\$1,155,379	\$1,396,582	(\$241,202)	-17.27%	\$4,189,745
Materials & Supplies	\$117,356	\$153,029	(\$35,673)	-23.31%	\$519,442	\$612,115	(\$92,674)	-15.14%	\$1,836,346
Miscellaneous	\$48,898	\$61,404	(\$12,507)	-20.37%	\$209,079	\$245,617	(\$36,538)	-14.88%	\$736,852
Purchased Transportation	\$525,519	\$555,447	(\$29,927)	-5.39%	\$2,100,728	\$2,221,786	(\$121,058)	-5.45%	\$6,665,359
Maintenance Services	\$366,765	\$259,605	\$107,161	41.28%	\$1,035,975	\$1,038,419	(\$2,444)	-0.24%	\$3,115,258
Liability - Claims	\$9,863	\$31,573	(\$21,710)	-68.76%	\$106,447	\$126,292	(\$19,845)	-15.71%	\$378,875
Utilities	\$74,530	\$85,935	(\$11,405)	-13.27%	\$280,401	\$343,740	(\$63,339)	-18.43%	\$1,031,220
Fuel	\$453,333	\$467,606	(\$14,273)	-3.05%	\$1,552,150	\$1,870,423	(\$318,273)	-17.02%	\$5,611,270
Parts, Tires, Oil	\$372,860	\$420,315	(\$47,454)	-11.29%	\$1,767,824	\$1,681,258	\$86,566	5.15%	\$5,043,775
General Insurance	\$72,381	\$80,321	(\$7,940)	-9.89%	\$289,470	\$321,284	(\$31,814)	-9.90%	\$963,853
Total EXPENSES	\$8,524,581	\$8,416,062	\$108,519	1.29%	\$34,147,711	\$33,664,247	\$483,464	1.44%	\$100,992,742
Surplus/Deficit	\$769,144	\$0	\$769,143		\$3,287,461	\$2	\$3,287,460		\$0

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
MONTHLY MANAGEMENT REPORT
July-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	\$1,377,659	\$937,500	\$440,159	46.95%	\$5,611,091	\$3,750,000	\$1,861,091	49.63%	\$11,250,000
Interest Income	\$52	\$1,667	(\$1,614)	-96.87%	\$276	\$6,667	(\$6,391)	-95.86%	\$20,000
Interest Inc-Invest/Change in Invest	\$2,387	\$0	\$2,387	0.00%	\$4,963	\$0	\$4,963	0.00%	\$0
Misc. Income - Authority	\$7,083	\$7,375	(\$292)	-3.95%	\$28,334	\$29,500	(\$1,166)	0.00%	\$88,500
Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Total Operating Revenue	\$1,387,182	\$946,542	\$440,640	46.55%	\$5,644,664	\$3,786,167	\$1,858,497	49.09%	\$11,358,500
Expenses									
Labor - Authority	\$629,861	\$693,586	(\$63,725)	-9.19%	\$2,552,537	\$2,774,343	(\$221,806)	-7.99%	\$8,323,029
Fringe - Authority	\$431,099	\$286,220	\$144,879	50.62%	\$1,557,801	\$1,144,881	\$412,920	36.07%	\$3,434,642
Materials & Supplies - Authority	\$11,423	\$15,820	(\$4,396)	-27.79%	\$31,223	\$63,279	(\$32,056)	-50.66%	\$189,836
Professional Services - Authority	\$145,913	\$199,362	(\$53,449)	-26.81%	\$690,266	\$797,448	(\$107,182)	-13.44%	\$2,392,345
Other Expenses - Authority	\$139,341	\$201,975	(\$62,633)	-31.01%	\$733,811	\$807,898	(\$74,087)	-9.17%	\$2,423,695
Total Expenses	\$1,357,638	\$1,396,962	(\$39,325)	-2.82%	\$5,565,638	\$5,587,849	(\$22,211)	-0.40%	\$16,763,547
Surplus/(Deficit)	\$29,544	(\$450,421)	(\$401,315)		\$79,026	(\$1,801,682)	\$1,880,709		(\$5,405,047)

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

BUDGET VARIANCE REPORT	TRANSIT								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Passenger Fares-Transit	\$854,177	\$526,583	\$327,594	62.21%	\$3,166,872	\$2,106,333	\$1,060,539	50.35%	\$6,318,999
Contracts - Transit	\$143,750	\$143,750	\$0	0.00%	\$575,000	\$575,000	\$0	0.00%	\$1,725,000
Advertising-Transit	\$93,125	\$97,926	(\$4,801)	-4.90%	\$372,500	\$391,703	(\$19,203)	-4.90%	\$1,175,109
Misc. Income - Transit	\$17,138	\$69,679	(\$52,541)	-75.40%	\$628,932	\$278,717	\$350,215	125.65%	\$836,151
Total Operating Revenue	\$1,108,190	\$837,938	\$270,252	32.25%	\$4,743,305	\$3,351,753	\$1,391,552	41.52%	\$10,055,259
Operating Assistance									
State Aid - General	\$3,026,602	\$3,026,602	\$0	0.00%	\$12,106,409	\$12,106,409	\$0	0.00%	\$36,319,226
State Aid - PBT	\$179,240	\$179,240	\$0	0.00%	\$716,959	\$716,958	\$0	0.00%	\$2,150,874
State Aid - Northway Commuter S.	\$25,000	\$25,000	\$0	0.00%	\$100,000	\$100,000	\$0	0.00%	\$300,000
County Aid	\$119,813	\$119,813	\$0	0.00%	\$479,250	\$479,250	\$0	0.00%	\$1,437,751
Federal Aid - Transit	\$2,981,106	\$2,981,106	\$0	0.00%	\$11,924,423	\$11,924,423	\$0	0.00%	\$35,773,269
Other Grants - Federal	\$248,226	\$248,226	\$0	0.00%	\$992,905	\$992,905	\$0	0.00%	\$2,978,715
Total Operating Assistance	\$6,579,987	\$6,579,987	\$0	0.00%	\$26,319,945	\$26,319,945	\$0	0.00%	\$78,959,835
Total Revenue and Assistance	\$7,688,177	\$7,417,925	\$270,252	3.64%	\$31,063,250	\$29,671,698	\$1,391,552	4.69%	\$89,015,094
Expenses									
Labor - Maintenance	\$754,356	\$743,939	\$10,417	1.40%	\$3,215,671	\$2,975,755	\$239,916	8.06%	\$8,927,266
Labor - Transportation	\$2,678,250	\$2,478,023	\$200,227	8.08%	\$11,005,023	\$9,912,090	\$1,092,933	11.03%	\$29,736,270
Labor - STAR	\$274,831	\$252,995	\$21,837	8.63%	\$1,117,856	\$1,011,979	\$105,877	10.46%	\$3,035,936
Fringe	\$1,328,659	\$1,408,078	(\$79,419)	-5.64%	\$5,279,322	\$5,632,312	(\$352,990)	-6.27%	\$16,896,935
Materials & Supplies	\$926,991	\$1,005,580	(\$78,590)	-7.82%	\$3,771,568	\$4,022,321	(\$250,753)	-6.23%	\$12,066,963
Professional Services	\$256,622	\$140,064	\$116,558	83.22%	\$685,629	\$560,254	\$125,375	22.38%	\$1,680,762
Other Expenses	\$3,202	\$4,379	(\$1,177)	-26.88%	\$16,870	\$17,517	(\$646)	-3.69%	\$52,550
Purchased Transportation - STAR	\$415,788	\$390,636	\$25,152	6.44%	\$1,609,486	\$1,562,543	\$46,943	3.00%	\$4,687,630
Liability - Claims	\$9,863	\$31,573	(\$21,710)	-68.76%	\$106,447	\$126,292	(\$19,845)	-15.71%	\$378,875
Liability - Insurance	\$57,926	\$77,579	(\$19,654)	-25.33%	\$237,090	\$310,318	(\$73,228)	-23.60%	\$930,953
Utilities - Transit	\$37,003	\$50,443	(\$13,441)	-26.65%	\$147,232	\$201,773	(\$54,541)	-27.03%	\$605,320
Mat & Supplies - NX	\$0	\$5,833	(\$5,833)	-100.00%	\$4,692	\$23,333	(\$18,641)	-79.89%	\$70,000
Purchased Transportation - NX	\$87,916	\$129,053	(\$41,137)	-31.88%	\$351,662	\$516,210	(\$164,548)	-31.88%	\$1,548,631
Total Expenses	\$6,831,405	\$6,718,174	\$113,231	1.69%	\$27,548,548	\$26,872,697	\$675,851	2.52%	\$80,618,091
Surplus/(Deficit)	\$856,772	\$699,751	\$157,021		\$3,514,702	\$2,799,001	\$715,700		\$8,397,003

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
MONTHLY MANAGEMENT REPORT
July-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	\$33,544	\$35,417	(\$1,873)	-5.29%	\$137,581	\$141,667	(\$4,086)	-2.88%	\$425,000
Interest Income	\$0	\$0	\$0	0.00%	\$2	\$0	\$2	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	\$33,544	\$35,417	(\$1,872)	-5.29%	\$137,583	\$141,667	(\$4,084)	-2.88%	\$425,000
Total Revenue and Assistance	\$33,544	\$35,417	(\$1,872)	-5.29%	\$137,583	\$141,667	(\$4,084)	-2.88%	\$425,000
Expenses									
Labor - Access	\$54,282	\$56,263	(\$1,981)	-3.52%	\$250,786	\$225,052	\$25,734	11.43%	\$675,156
Fringe Benefits - Access	\$15,605	\$14,652	\$953	6.50%	\$64,889	\$58,606	\$6,283	10.72%	\$175,819
Purchased Transportation	\$21,816	\$33,333	(\$11,518)	-34.55%	\$139,580	\$133,333	\$6,247	4.69%	\$400,000
Professional Services - Access	\$0	\$0	\$0	0.00%	\$9,000	\$0	\$9,000	0.00%	\$0
Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$8,425	\$6,574	\$1,851	28.16%	\$19,721
Other Expenses - Access	\$0	\$2,629	(\$2,629)	-100.00%	\$76	\$10,516	(\$10,440)	-99.28%	\$31,548
Total Expenses	\$93,346	\$108,520	(\$15,175)	-13.98%	\$472,755	\$434,081	\$38,674	8.91%	\$1,302,244
Surplus/(Deficit)	(\$59,801)	(\$73,104)	\$13,302		(\$335,172)	(\$292,415)	(\$42,757)		(\$877,244)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
MONTHLY MANAGEMENT REPORT
July-21

BUDGET VARIANCE REPORT

	CDTA FACILITIES								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
RRS Station & Garage	\$70,377	\$16,887	\$53,490	316.75%	\$240,440	\$67,548	\$172,892	255.95%	\$202,644
RRS Parking Revenue	\$96,215	\$31,929	\$64,286	201.34%	\$271,699	\$127,717	\$143,983	112.74%	\$383,150
RRS Advertising	\$12,500	\$9,783	\$2,717	27.78%	\$50,000	\$39,130	\$10,870	27.78%	\$117,391
SSTS	\$2,092	\$542	\$1,551	286.27%	\$8,455	\$2,167	\$6,288	290.23%	\$6,500
Greyhound	\$0	\$2,500	(\$2,500)	-100.00%	\$0	\$10,000	(\$10,000)	-100.00%	\$30,000
85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$23,203	\$26,667	(\$3,464)	-12.99%	\$80,000
Interest Income	\$224	\$367	(\$143)	-39.04%	\$841	\$1,467	(\$626)	-42.68%	\$4,400
Total Operating Revenue	\$187,209	\$68,674	\$118,535	172.61%	\$594,638	\$274,695	\$319,942	116.47%	\$824,086
Expenses									
Labor	\$14,429	\$16,311	(\$1,882)	-11.54%	\$61,397	\$65,243	(\$3,847)	-5.90%	\$195,730
Fringe-Benefits	\$2,400	\$1,617	\$783	48.40%	\$9,876	\$6,468	\$3,408	52.69%	\$19,405
Professional Services	\$10,588	\$10,417	\$171	1.64%	\$16,818	\$41,667	(\$24,848)	-59.64%	\$125,000
Insurance	\$2,936	\$2,417	\$520	21.50%	\$11,745	\$9,667	\$2,078	21.50%	\$29,000
Security	\$33,318	\$33,617	(\$299)	-0.89%	\$70,137	\$134,467	(\$64,330)	-47.84%	\$403,400
Facilities Upkeep	\$11,303	\$24,833	(\$13,530)	-54.48%	\$62,007	\$99,333	(\$37,326)	-37.58%	\$298,000
Facilities Repairs	\$13,312	\$8,474	\$4,838	57.10%	\$38,442	\$33,894	\$4,548	13.42%	\$101,683
Utilities	\$32,330	\$28,983	\$3,347	11.55%	\$115,504	\$115,933	(\$430)	-0.37%	\$347,800
Materials & Supplies	\$692	\$1,333	(\$642)	-48.13%	\$3,002	\$5,333	(\$2,331)	-43.71%	\$16,000
Parking Garage	\$25,727	\$40,833	(\$15,106)	-36.99%	\$94,431	\$163,333	(\$68,902)	-42.18%	\$490,000
Greyhound	\$0	\$667	(\$667)	-100.00%	\$0	\$2,667	(\$2,667)	-100.00%	\$8,000
85 Watervliet Avenue	\$10,712	\$9,395	\$1,317	14.02%	\$31,137	\$37,581	(\$6,443)	-17.15%	\$112,742
SSTS	\$5,920	\$13,508	(\$7,588)	-56.17%	\$30,615	\$54,033	(\$23,418)	-43.34%	\$162,100
Total Expenses	\$163,668	\$192,405	(\$28,737)	-14.94%	\$545,112	\$769,620	(\$224,508)	-29.17%	\$2,308,860
Surplus/(Deficit)	\$23,541	(\$123,731)	\$147,272		\$49,526	(\$494,925)	\$544,451		(\$1,484,775)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

AGING OF ACCOUNTS RECEIVABLE

Jul-21		
	Amount	% of Total
Current	\$480,088	5.75%
31 - 60	\$187,512	2.24%
61 - 90	\$248,073	2.97%
91 - 120	\$229,147	2.74%
Over 120	\$7,207,696	86.29%
Total Accounts Receivable	\$8,352,516	100.00%

Jun-21		
	Amount	% of Total
Current	\$624,408	7.32%
31 - 60	\$247,399	2.90%
61 - 90	\$97,789	1.15%
91 - 120	\$3,606,545	42.25%
Over 120	\$3,959,526	46.39%
Total Accounts Receivable	\$8,535,667	100.00%

AGING OF ACCOUNTS PAYABLE

Jul-21		
	Amount	% of Total
Current	\$3,719,539	72.55%
31 - 60	\$515,151	10.05%
61 - 90	\$727,155	14.18%
90 & Over	\$164,669	3.21%
Total Accounts Payable	\$5,126,514	100.00%

Jul-21 Receivables over 120 days: \$7,207,696

Breakdown of outstanding receivables over 120 days.	
\$6,848,093	NYS DEPT. OF TRANSPORTATION
\$247,102	BIKE SHARE MOU CONTRACTS
\$112,500	CITY OF ALBANY
\$7,207,695	

ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX	Current Month				Fiscal Year to Date			
	Jul-21	Jul-20	Difference	%	2022	2021	Difference	%
Albany	\$499,259	\$397,772	\$101,487	25.51%	\$1,734,407	\$1,404,869	\$329,538	23.46%
Rensselaer	\$186,877	\$130,000	\$56,877	43.75%	\$948,829	\$523,568	\$425,261	81.22%
Saratoga	\$495,232	\$480,415	\$14,816	3.08%	\$2,127,806	\$1,582,723	\$545,083	34.44%
Schenectady	\$196,291	\$191,938	\$4,353	2.27%	\$800,049	\$608,135	\$191,914	31.56%
Total	\$1,377,659	\$1,200,125	\$177,534	14.79%	\$5,611,091	\$4,119,296	\$1,491,796	36.21%

	<u>Current Month</u>	<u>Year To Date</u>
FY 2022	\$1,377,659	\$5,611,091
FY 2021	\$1,200,125	\$4,119,296

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
July 31, 2021**

RESTRICTED INVESTMENTS

	<u>Fund Balances</u>	<u>Current Obligations</u>
Risk Management Account (Self-Insured)	\$3,579,079	\$1,467,061
Workers' Comp. Account (Self-Insured)	\$9,459,821	\$8,262,748
Operating Account	\$3,107,925	

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	\$11,041,921	
		\$931,231
		\$931,231

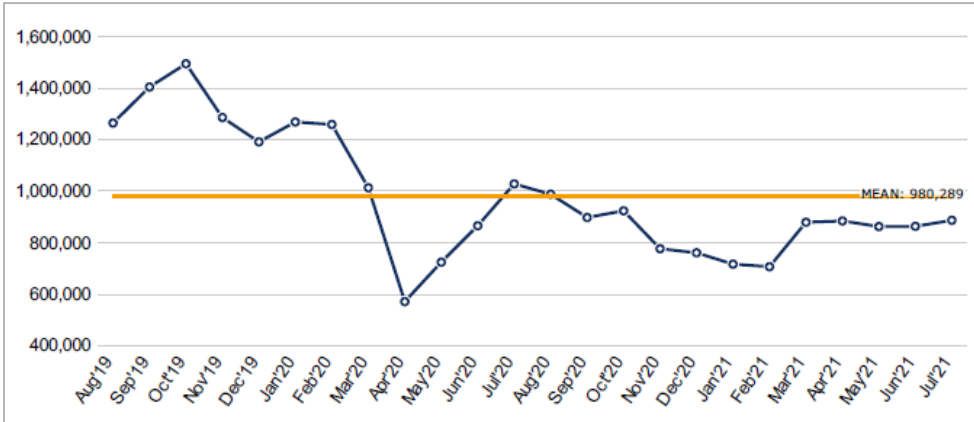
Current Vehicle Replacement Reserve Obligations

Paratransit Fleet Replacement (6)	\$953,135	
		\$61,817
		\$61,817

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	0.55%
Workers' Compensation	0.54%
Operating Fund	0.08%
Vehicle Replacement Fund	0.09%
Capital Project	0.13%

* 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.

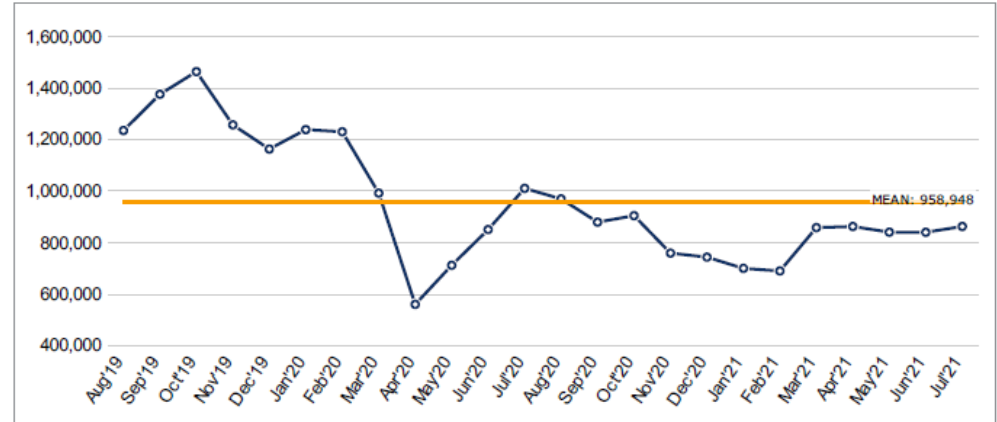
Total Riders



Previous: 1,028,768

Current: 887,083

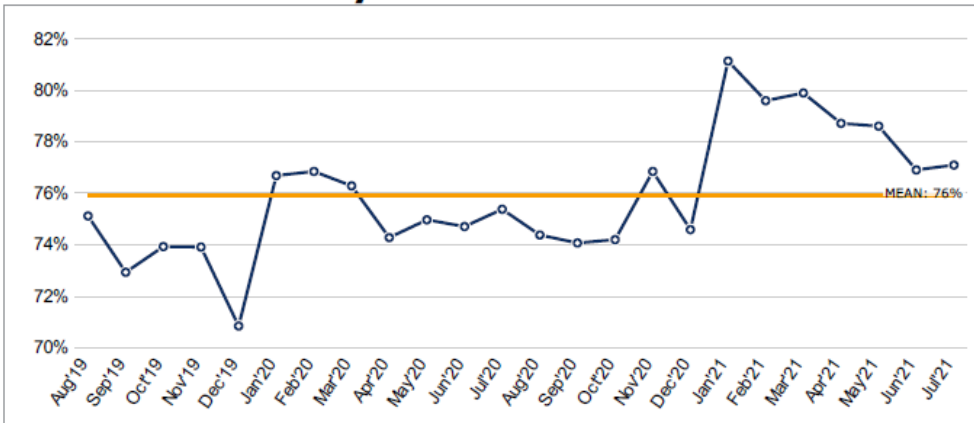
Fixed Riders



Previous: 1,011,159

Current: 863,167

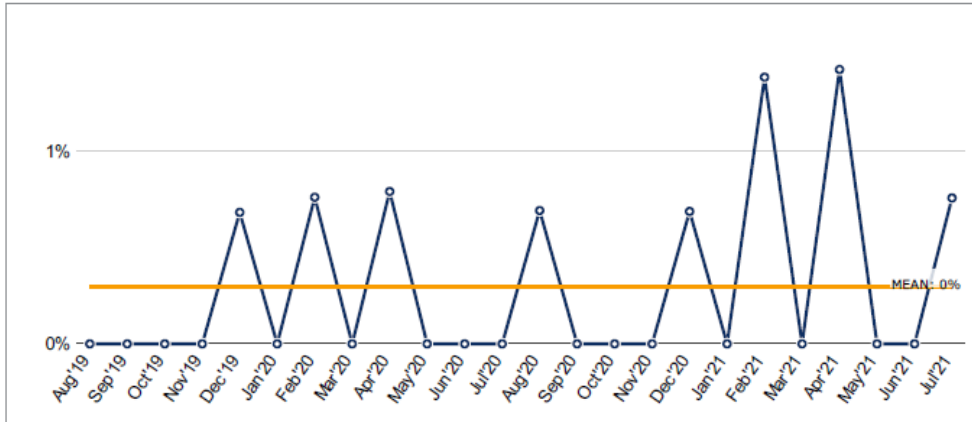
System Wide OTP



Previous: 75.38%

Current: 77.10%

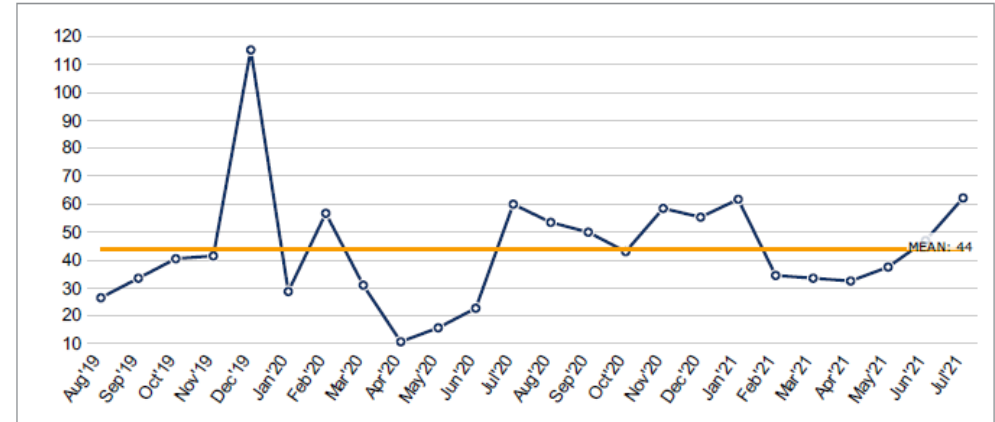
PMI Not On Time



Previous: 0.0%

Current: 0.8%

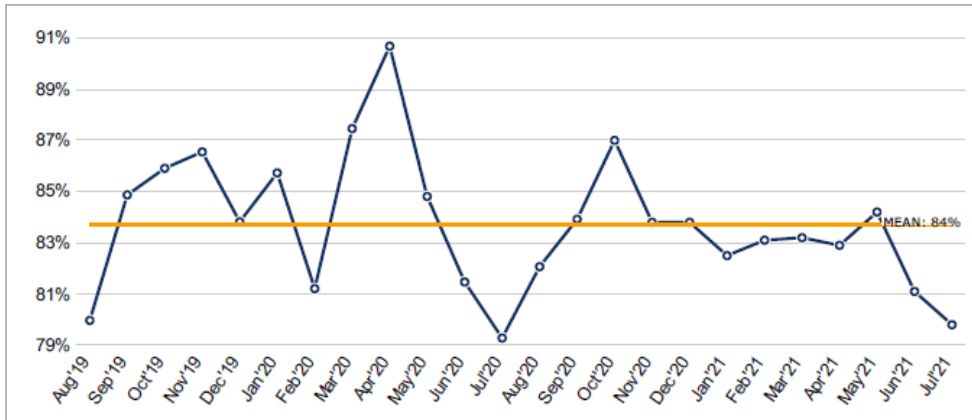
Missed Trips



Previous: 60

Current: 62

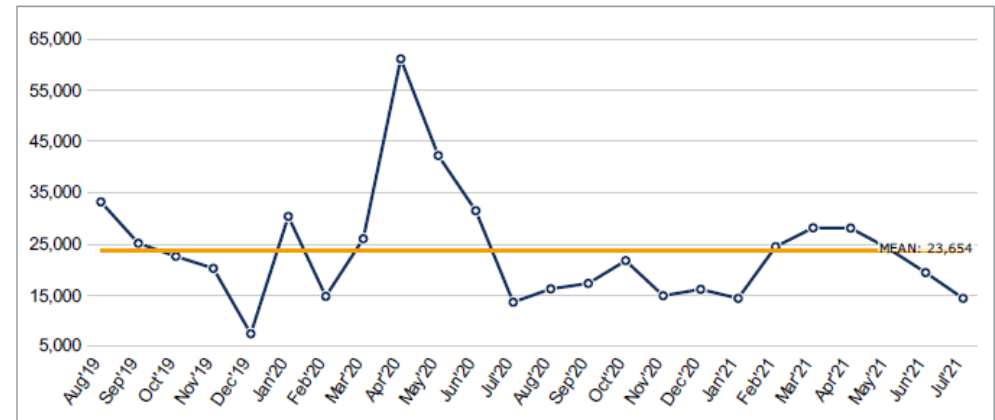
Scheduled Work



Previous: 79.3%

Current: 79.8%

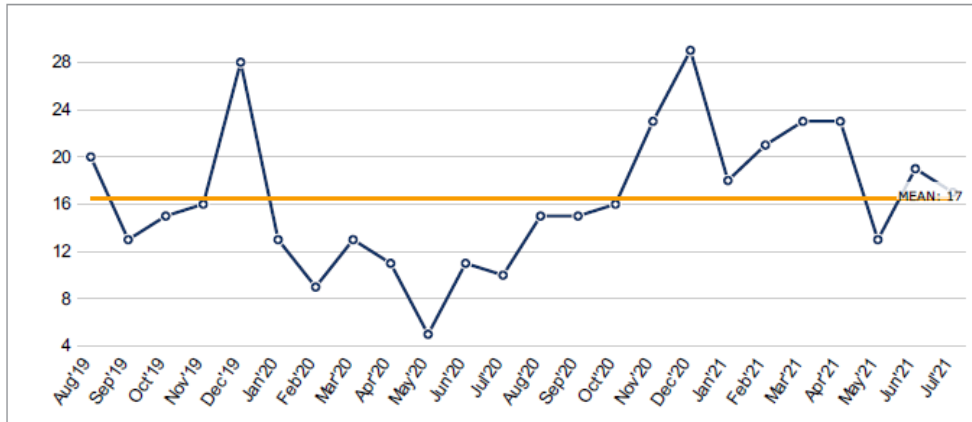
MDBSI



Previous: 13,617

Current: 14,385

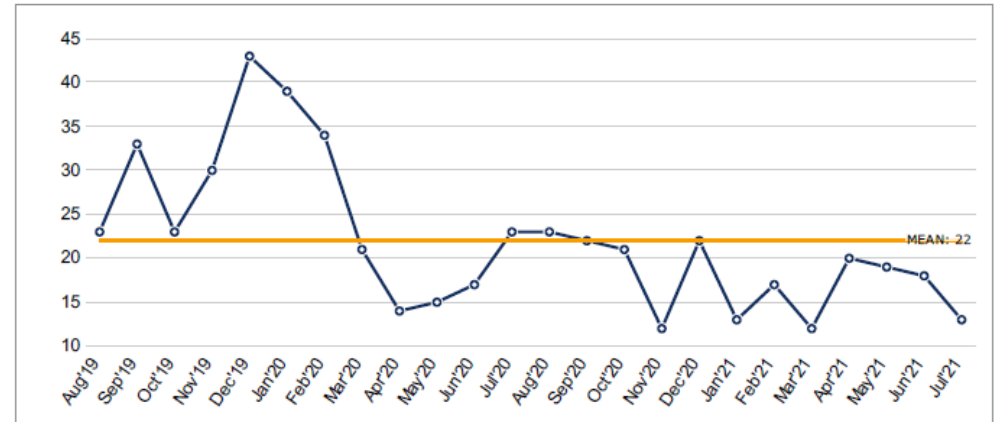
Preventable Accidents



Previous: 10

Current: 17

Non-Preventable Accidents



Previous: 23

Current: 13

Monthly Performance Report

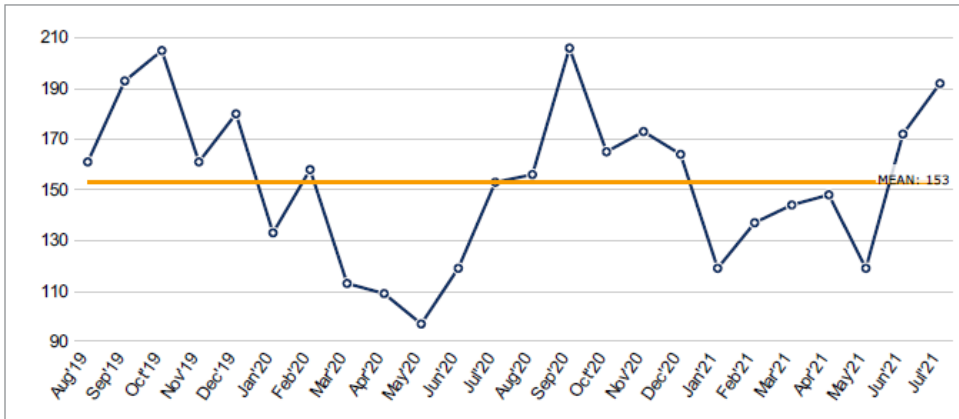
Period: Jul'21

Meeting: Aug'21

Customer Service

Page 4

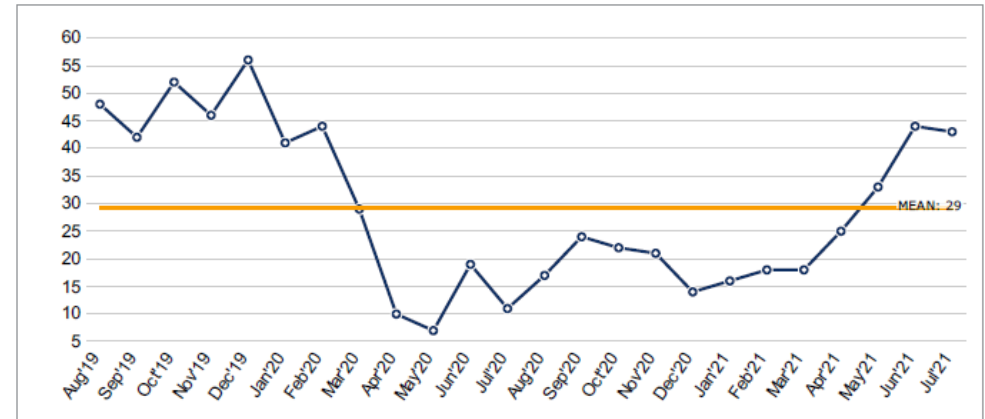
Fixed/Shuttle Complaints



Previous: 153

Current: 192

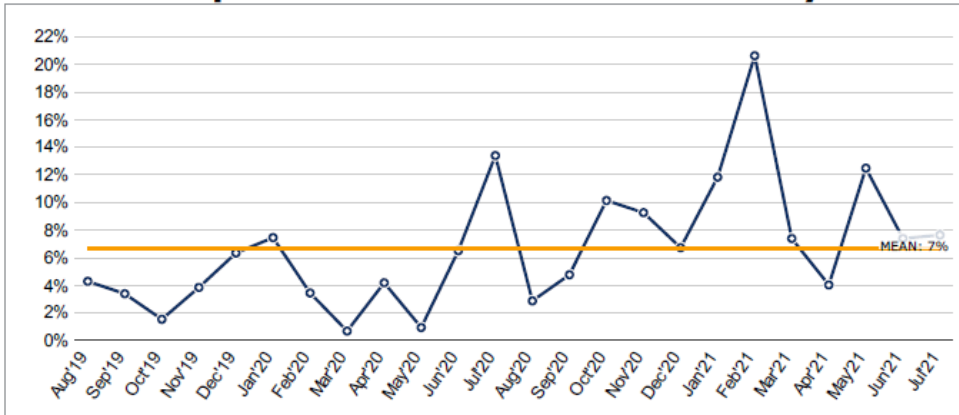
Other Complaints



Previous: 11

Current: 43

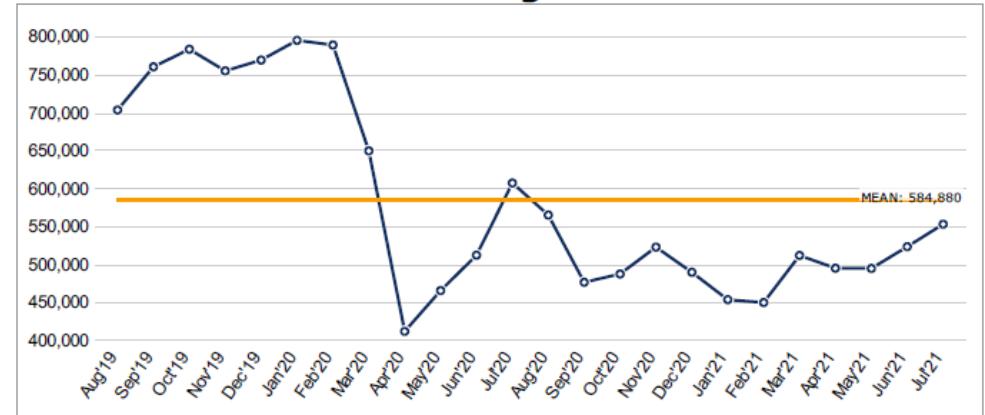
Complaints Not Addressed in Ten Days



Previous: 13.4%

Current: 7.7%

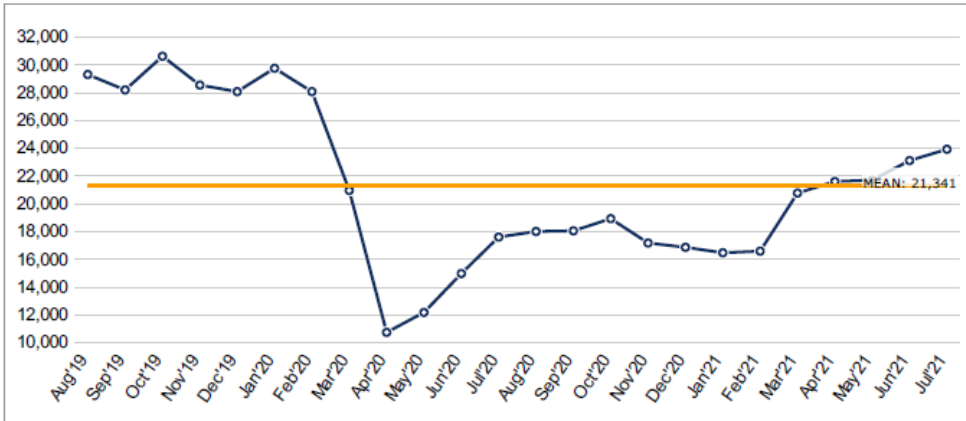
Website Page Views



Previous: 607,816

Current: 553,522

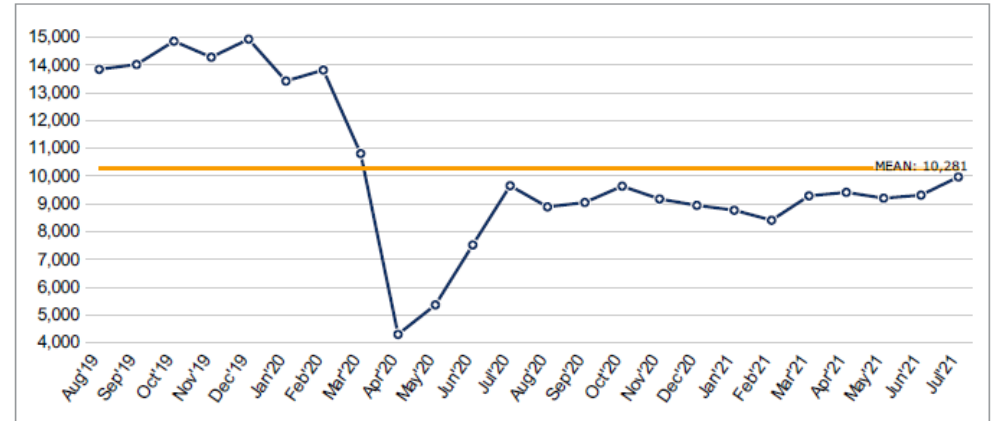
STAR Riders



Previous: 17,609

Current: 23,916

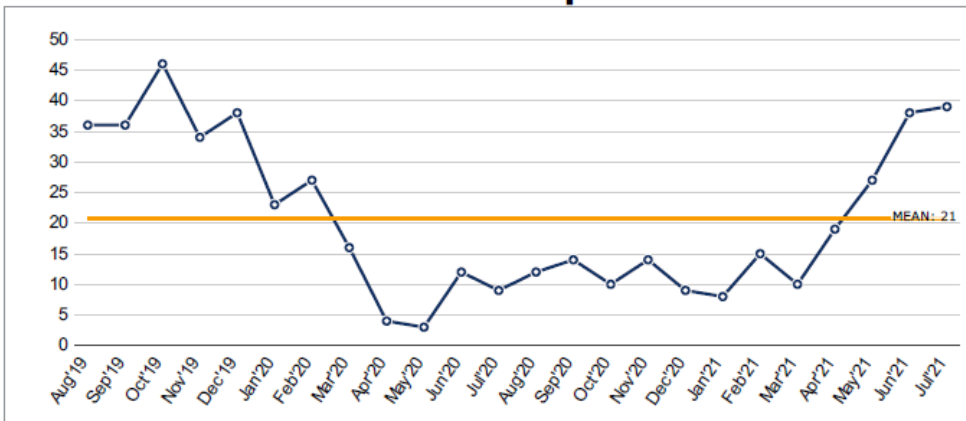
Reservation Calls



Previous: 9,650

Current: 9,964

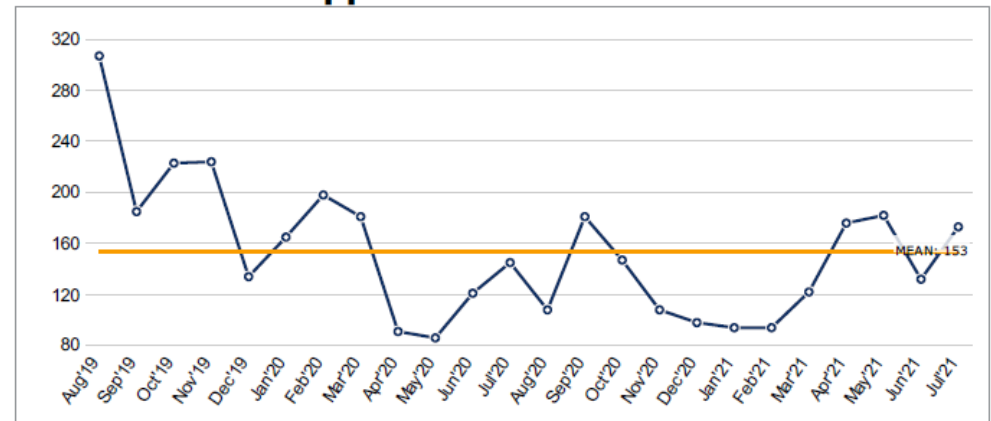
Customer Complaints



Previous: 9

Current: 39

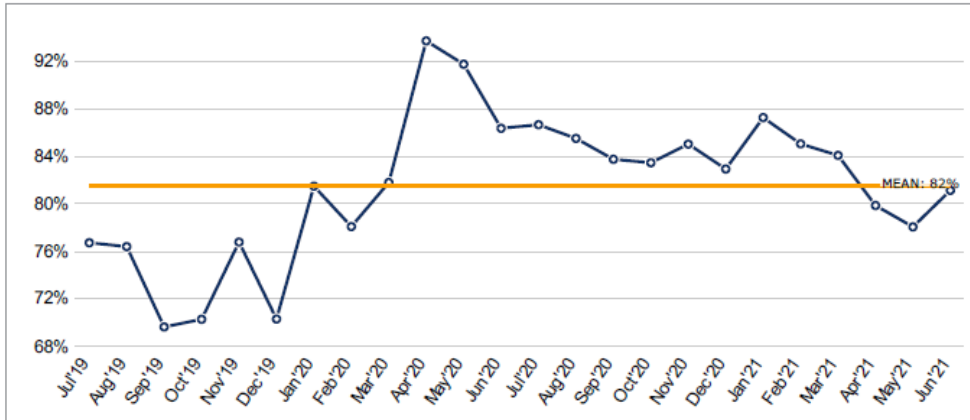
Applications Received



Previous: 145

Current: 173

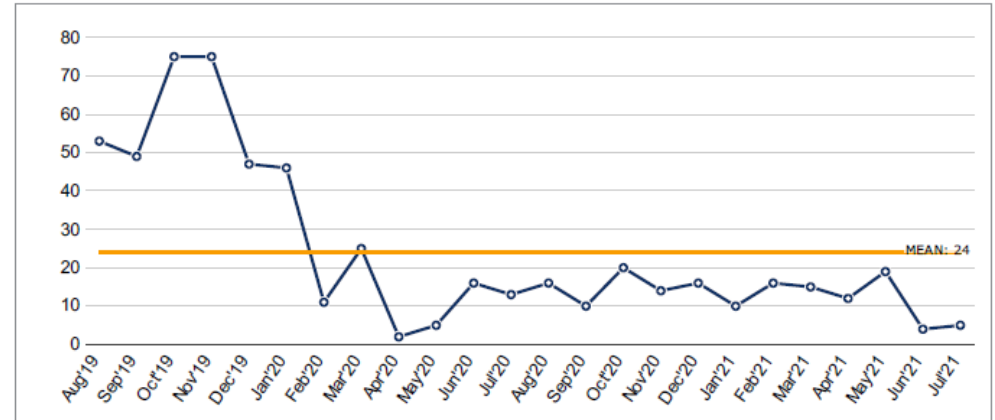
On-Time Performance (0-10 Minutes) Period: Jun'21



Previous: 86.4%

Current: 81.1%

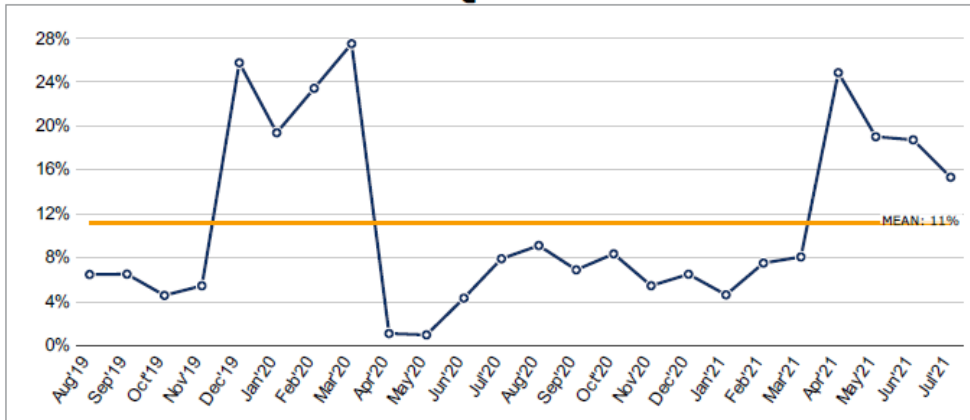
Trip Denials



Previous: 13

Current: 5

Reservation Calls in Queue Over Five Minutes



Previous: 7.9%

Current: 15.3%

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.