



**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Wednesday, February 16, 2022 | 12:00 pm | Microsoft Teams Meeting**

<b>Committee Item</b>	<b>Responsibility</b>
Call to Order	Denise Figueroa
Approve Minutes of Wednesday, January 19, 2022	Denise Figueroa
<b>Consent Agenda Items</b>	
• Approve Contracts for Paratransit Outsourcing	Stacy Sansky
• Approve Contract for INIT Maintenance Agreement	Stacy Sansky
• Approve Contract for MaaS Payment Integration	Stacy Sansky
• Approve Contract for WW BRT Infrastructure	Stacy Sansky
• Approve Contracts for Legal Services	Stacy Sansky
<b>Administrative Discussion Items</b>	
• Risk Management & Workers' Compensation Report	Amanda Avery
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, March 23, 2022 at noon via Microsoft Teams & 110 Watervliet Avenue	
Adjourn	Denise Figueroa

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

# **Capital District Transportation Authority**

## **Performance Monitoring/Audit Committee**

**Meeting Minutes – January 19, 2022 at 12:00 pm; 110 Watervliet Avenue, Albany**

In Attendance: Denise Figueroa, Joe Spairana, Dave Stackrow, Jayme Lahut, Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Lance Zarcone, Jaime Kazlo, Phil Parella, Jon Scherzer, Stacy Sansky, Sarah Matrose, Gary Guy, David Williams, Jeremy Smith, Thomas Guggisberg, Jack Grogan, Allie Schreffler, Vanessa Salamy

### **Meeting Purpose**

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the December 15, 2021 meeting were reviewed and approved.

### **Consent Agenda Items**

#### **Approve Contract for 40' Fixed Route Buses**

- Our contract for the purchase of fixed route buses has expired, and a new five-year contract is required. An RFP was issued, and three proposals were received. An evaluation team conducted reviews of Gillig, New Flyer and NOVA.
- All three proposers provided Best and Final Offers; Gillig provided the best price at \$491,407. Gillig is the incumbent, and we are very satisfied with vehicle performance and after-market sales and support. Staff recommends a five-year contract to Gillig.
- A five-year contract to purchase up to 100 40' buses to Gillig, LLC of Hayward, CA at \$491,407 per bus, plus options. Future year costs will be tied to the Producer's Price Index will be recommended to the board for approval.

#### **Approve Fixed Route Bus Purchase**

- We now need to order buses from the new fixed route contract that we just approved. Staff recommends buying 24 forty-foot vehicles consistent with our fleet purchasing plan and service needs. The cost per bus is \$505,372, which includes delivery and extended warranties.
- The purchase of 24 forty-foot buses to Gillig, LLC of Hayward, CA for a total cost not to exceed \$12,128,928 will be recommended to the board for approval.

#### **Approve Contract for Paratransit Vehicles**

- Our contract for the purchase of paratransit vehicles has expired, and a new five-year contract is required. An RFP was issued, and three proposals were received, but one was determined to be non-responsive. Based on the review process, staff recommends an award to Coach & Equipment (the incumbent).
- A five-year contract for up to 30 vehicles at a cost of \$88,000 per vehicle to Coach & Equipment of Canandaigua, New York. Future year costs will be tied to the Producer's Price Index will be recommended to the board for approval.

#### **Approve Contract for Audit Services**

- We are required to have an independent audit completed each year and our current contract for external audit services has expired. An RFP was issued, and three proposals were received. All three firms were qualified to perform the work.
- Lumsden and McCormick is the incumbent; they have been an excellent partner for the past 15 years and instrumental in providing sound accounting advice for our organization. Staff recommends award to Lumsden & McCormick.

- A three-year contract with two optional one-year renewals to Lumsden & McCormick LLP of Buffalo, NY for a three-year cost not to exceed \$180,000 will be recommended to the board for approval.

#### Approve Surplus Sales from 2021

- Each year we dispose of equipment, vehicles and parts that are beyond their useful life. Items are auctioned on eBay, sold for scrap metal, or recycled. Some cell phones and accessories were auctioned to employees. \$51,245 was returned to the operating budget because of these disposals.
- The report on disposition of surplus items will be recommended to the board for approval.

#### Audit Committee

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

#### Administrative Discussion Items

##### Annual Procurement Report

- Stacy Sansky provided the annual review of the Procurement Report; and a written summary was included in committee packets.

##### Monthly Management Report

- Mike Collins provided the Monthly Management Report. We had a record month for MRT with over \$1.6 million in receipts. Customer Fares and Rail Station revenue continue to outperform forecasts and are 55% and 112% above projections YTD. Expenses tightened in December but remain 1.4% under budget for the year. The wage line was over budget due to elevated OT related to headcount issues; a year-end payout for unused personal time; and an additional holiday. Most other expenses are under budget for the year.
- We are in a good financial position through nine months and anticipate a solid finish to the year.

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

- Chris Desany provided the Non-Financial Report. Ridership continues to improve; Total ridership is up 28% this month and 28% for the year. STAR ridership is up 52% for the month and 50% for the year. Fixed route on-time performance is 77%; STAR on-time performance is 72%. Missed trips continue to decline but are still too high. We expect this to continue for the next few months as we balance services and manpower. Preventable accidents are at 15 this month; and non-preventable accidents are at 20.

#### Next Meeting

Wednesday, February 16, 2022 at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

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

**Subject:** Contract awards to A+MediTrans and Suburban Transportation both of Albany, New York.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** February 16, 2022

**Board Action Date:** February 23, 2022

### **Background:**

The current contract for outsourcing paratransit services is set to expire. We contract with outside firms to help support STAR services.

### **Purpose:**

A percentage of STAR trips is contracted to a third party to provide resources to maintain appropriate service levels for the STAR operation.

### **Summary of Proposal:**

A Request for Proposals (RFP) was issued for firms to provide reliable and high-quality services for STAR. The RFP outlined Federal, State and CDTA requirements for paratransit service. The Contractor(s) will use their own vehicles, which must be high quality vehicles and subject to approval by CDTA.

Two firms submitted proposals, and both firms (incumbents) participated in interviews with the review team. Hourly rates increased 20% based on current economic conditions, a shortage of qualified drivers and the higher cost of vehicles and fuel. Staff recommends contracts to both contractors as outlined in the attached memo.

Staff recommends three-year contracts with two optional one-year renewals be awarded to A+MediTrans (M/WBE firm) and Suburban Transportation both of Albany, New York for outsourced paratransit service. Upon Board approval, contracts will be executed immediately.

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

The estimated annual maximum budget is \$6.5 million based on hourly rates, projected ridership and increased service. There is no guaranteed minimum dollar value. The first year will be funded through the FY2022 and FY2023 operating budgets.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Lance Zarcone, Vice President of Operations

## Memorandum

February 16, 2022

To: Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Re: Contract Recommendation for Outsourcing Paratransit Services

### Background

In November 2021, a Request for Proposals was issued to provide safe, reliable, and quality transportation services to STAR customers. CDTA outsources trips during peak and off-peak periods to help with load shedding the STAR workload. We outsource up to 65% of all customer trips daily.

### Summary of Proposal

We requested proposals from qualified firms to provide transportation services for STAR. We received two proposals from our incumbent providers. Our vendors provide STAR trips under the direction of CDTA. They hire and screen their own employees and must be able to meet our service requirements. Employees and vehicles must meet the same federal and state requirements that we are held to. Vehicles are purchased by the provider and subject to our approval. The provider(s) is reimbursed based on hourly rates provided in their proposal.

The current annual cost for purchase transportation to support STAR is \$4.7 million. This is based on the hourly rate structure for trips provided by A+ and Suburban. Due to current resource challenges in STAR, we sometimes outsource up to 75% of our trips. This comes about as STAR ridership reaches pre-pandemic levels and our headcounts continue to be a challenge. The proposed new hourly contract rates increase by 20%. However, for the foreseeable future we expect to outsource more work which increases our total expenditures.

Suburban Transportation is a locally owned business providing taxi, ambulatory, non-ambulatory, and shuttle transportation services for over thirty years. Their current fleet of over 130 vehicles meets several different transportation needs. Suburban Transportation has provided service for CDTA since 2019.

A+ MediTrans is a local women-owned business that has been in operation since 2007. A+ offers assorted services: taxi, ambulatory, non-ambulatory, and school bus transportation for preschool-aged children. They have a fleet size of over 200 vehicles. A+ has worked with CDTA since 2017.

It should be noted that both Suburban and A+ have been extremely helpful by providing additional service while we have experienced STAR headcount challenges over the past few months. They rebounded nicely from the early pandemic days when ridership and service levels in STAR were very low. They have both proven to be good partners.

**Recommendation**

The review team recommends awarding contracts to A+ MediTrans of Albany, and Suburban Transportation of Albany.

We favor the selection of two contractors for this work to give added flexibility and resource capacity to schedule and deliver daily paratransit services. Both providers transport ambulatory and non-ambulatory customers as the core of their business.

We recommend a three-year contract with two one-year renewal options. We expect to spend approximately \$6.5 million in year one and will use the Consumer Price Index for future year increases with a cap increase of 5%. How the work gets assigned to each provider is to be determined.

Copy: Chief Executive Officer  
Director of Procurement  
Superintendent of Flexible Services

**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:**

Total contract value for both vendors shall not exceed \$6.5M annually. \*No guaranteed minimum value

**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 # 24 or Advertised  
Number of Proposals/Bids Received # 2

Attach Summary of Bids/Proposals

**7. 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 1  
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: Suburban Transportation Group**

22 Kraft Ave

Albany, NY 12205

**8. SOURCE OF FUNDS: Funded in the appropriate operating budgets starting with FY2022.**

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

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

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

Stacy Sansky, Director of Procurement      **DATED:** January 31, 2022

**SCORECARD - CDTA TRANS 19-8000 Paratransit Outsourcing**

<b>Criteria</b>	<b>A+-Albany, NY</b>	<b>Suburban Taxi, Inc-Albany, NY</b>
Relevant Experience/Qualifications 140 Points	122	136
Cost Effectiveness 160 Points	120	151
Ability to Meet Schedule 100 Points	74	87
D/MWBE Participation 20 <b>points</b>	20	0
<b>TOTAL 400 points</b>	<b>336</b>	<b>374</b>

Reviewer Signature:

**NOTES:**



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

**Subject:** Sole source contract award to Innovations in Technology, Inc (INIT) of Chesapeake, Virginia for maintenance and support.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** February 16, 2022  
**Board Action Date:** February 23, 2022

### **Background:**

In 2017 CDTA awarded a competitively procured contract for an Intelligent Transportation Management System (ITMS) to INIT. This system performs computer aided dispatch and automatic vehicle location functions, along with a number of other reporting tools.

### **Purpose:**

Upon system acceptance in 2020 a two-year warranty began, and that warranty is set to expire. In order to continue IT support and training, a new agreement is required.

### **Summary of Proposal:**

The current maintenance contract is due to expire for the support of the ITMS system. This system includes a suite of tools including CAD/AVL, planning, scheduling, reporting and several customer focused features such as real time bus arrivals. Since the current system is proprietary, CDTA is not able to receive this type of support from any other vendor.

Staff has reviewed and compared these costs to historical pricing for similar services and found pricing to be fair and reasonable. After the first year, the annual price increase is 2.5%.

Staff recommends a one-year contract with four optional renewal years for maintenance and support be awarded to Innovations in Technology, Inc. for a total amount not to exceed \$2,375,738. Upon Board approval a contract will be executed immediately.

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

Year 1: \$87,062  
Year 2: \$552,519  
Year 3: \$565,664  
Year 4: \$579,125  
Year 5: \$591,369

The total Contract value is \$2,375,738, and each year will be funded in the appropriate operating budget starting with FY2023.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Christopher Desany, Vice President of Planning, and Infrastructure

## Memorandum

February 16, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Contract Award for Intelligent Transportation Management System Maintenance

### Background

In 2017, we implemented our Intelligent Transportation Management System (ITMS) which was competitively procured and provided by INIT (Innovations In Transportation). In addition to computer aided dispatch/automatic vehicle location (CAD/AVL) and P25 radio functionality, the ITMS includes a suite of planning, scheduling, work bidding, daily operations, monitoring, and reporting tools. It also provides for customer focused products like real time bus arrival and occupancy information, infotainment messaging, automatic passenger counting, stop announcements, vehicle health monitoring, a performance reporting dashboard, and many other features.

Upon system acceptance in 2020, we entered into a two-year warranty period for software licensing and support. This warranty is set to expire, requiring a new agreement to cover the expected future life of the hardware, software, and support services.

### Justification

This recommendation for a sole source maintenance renewal of the ITMS is based on a number of important considerations. Most importantly, the ITMS is proprietary, which prevents us from pursuing an independent means to cost effectively support the existing hardware and software through another vendor. Additional reasons to support this sole source recommendation include:

- INIT is familiar with the many nuances of their system and its relationship to our requirements and therefore has full knowledge of CDTA needs.
- All data (files) are encoded and readable only by an INIT based product.
- 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 noting the historical pricing cost is fair and reasonable for this contract. Additionally, the pricing represents a year over year increase of 2.5%, which is more than consistent with industry standards.

## Cost Summary

A summary of the costs for hardware, software, and related services is provided below.

Description	Year 1	Year 2	Year 3	Year 4	Year 5
Hardware Support & Maintenance	\$79,701	\$81,694	\$83,736	\$85,829	\$88,404
Software Licensing	Included*	\$313,942	\$321,790	\$329,835	\$336,432
24x7x365 Support Hotline	Included*	\$61,284	\$62,816	\$64,387	\$65,674
Reporting Licensing & Support	Included*	\$78,078	\$79,639	\$81,232	\$82,857
Software Escrow	Included*	\$10,000	\$10,000	\$10,000	\$10,000
Training & Development (40 hrs/year)	\$7,360	\$7,520	\$7,680	\$7,840	\$8,000
Hourly Rate for Additional Services	\$184	\$188	\$192	\$196	\$200
<b>Annual Cost Totals:</b>	<b>\$87,061</b>	<b>\$552,518</b>	<b>\$565,661</b>	<b>\$579,123</b>	<b>\$591,367</b>

\* Two-year warranty included with initial purchase of the ITMS.

## Recommendation

I am requesting that a one-year contract with four one-year extensions be awarded to Innovations in Transportation, Inc. of Chesapeake, VA for a year one value of \$87,061, and a total five-year value of \$2,375,730.

Copy: Chief Executive Officer  
 Vice President of Operations  
 Director of Information Technology  
 Director of Transportation  
 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:**

\$2,375,738 (Not To Exceed over 5 years)      fixed      estimated      (circle one)

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

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

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

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

**6. SELECTION CRITERION USED:**

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

Attach Summary of Bids/Proposals

**8. Disadvantaged Business Enterprise (DBE) involvement**

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

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: INIT, Innovations in Transportation, Inc.**

1420 Kristina Way, Suite 101

Chesapeake, VA 23320

**8. SOURCE OF FUNDS:   This will be funded in the appropriate operating budget starting with FY2023**

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

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

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

Stacy Sansky, Director of Procurement      **DATED:** February 16, 2022

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

**Subject:** Contract award for Mobility as a Service (MaaS) fare payment integration to SPX-Genfare of Elk Grove, Illinois.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** February 16, 2022  
**Board Action Date:** February 23, 2022

### **Background:**

CDTA previously awarded to contracts for the LINK fare collection system to SPX-Genfare and recently to Moovit for a MaaS platform.

### **Purpose:**

To allow for integration of software, hardware and services between the LINK fare collection system and the new Moovit Maas platform.

### **Summary of Proposal:**

In 2017 CDTA implemented the LINK fare collection system, which was competitively procured and provided by SPX-Genfare. In January of 2022 we awarded a contract to Moovit for their Maas Platform. Part of the rationale for the Moovit contract award was that Genfare is already working exclusively with Moovit and have a preliminary design in place to provide for this integration.

A sole source contract with SPX-Genfare is required to allow for the purchase of hardware, software and services to integrate fare payment with the new MaaS platform. Staff recommends a sole source contract for payment integration to SPX-Genfare of Elk Grove Village, Illinois for an amount not to exceed \$581,124.

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

The \$581,124 will be funded in the FY2023 Capital Plan.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Thomas Guggisberg, Director of Information Technology

## Memorandum

February 16, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Purchase of Mobility as a Service Fare Payment Integration Contract

### Overview

In 2015, we implemented a new fare collection system (the vendor's proprietary name is LINK) which was competitively procured and provided by SPX-Genfare. LINK software is used throughout CDTA for Navigator smart card and cash revenue/ridership reporting, smart card media management, business to business account management, retail and administrative point of sale systems, and customer web portals. It is the most highly utilized hosted application at CDTA. In 2021, CDTA entered into a five-year contract for support, maintenance, and hosting based on pricing from the original contract. Overall, CDTA has been very satisfied with SPX-Genfare's performance.

In 2021, the Board authorized the purchase of a new Mobility as a Service (MaaS) mobile and web platform with Moovit. Moovit's platform connects transportation modes within a single environment focusing on seamless, adaptable, and customer-focused choices. Customers can plan, book, and pay within a single application, while having flexibility to choose trips based on price, speed and convenience, or even minimizing their carbon footprint. We have been working with Moovit and Genfare over the last 6 months to define the scope of work and technical requirements to fully integrate both platforms.

This purchase is for the payment integration portion of the project, which includes software development, project management, system configuration, testing, and an expansion of our existing PCI compliant credit card processing platform (GenPay). Also included with this purchase are a number of important upgrades to our point of sale credit card terminals, wireless communications hardware for our existing fareboxes, and new DESFire smart cards for account based payment functionality.

This purchase will result in a \$0 increase to our existing five-year support, maintenance, and hosting agreement with SPX-Genfare.

### Justification

This recommendation for a sole source purchase of software, hardware, and services to integrate fare payment with CDTA's new Moovit MaaS platform is based on a number of important considerations. Most importantly, the LINK system is proprietary, which prevents us from pursuing an independent means to integrate our existing fare payment products and services through another vendor. Services include software updates, configuration, and issue resolution that can only be performed by SPX-Genfare. Additional reasons to support this sole source recommendation include:

- Our incumbent revenue collection vendor (Genfare) is *only* using Moovit as their MaaS partner, and already has a preliminary design in place to provide for this integration. Genfare does not have a relationship with any other MaaS providers.
- SPX-Genfare is familiar with the many nuances of the LINK 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 noting how the cost is justified by SPX-Genfare, which confirms fair and reasonable pricing for this purchase.

## Cost Summary

A summary of the costs for services, software, hardware, and media is as follows:

<b>Totals</b>	<b>Cost</b>
Software Engineering Services - System Configuration	\$73,800
Customer Web & Sales Channel Software Development	\$55,200
Project Management Services	\$95,380
GenPay Payment Processing – System Configuration	\$7,040
Dual Band Wi-Fi Module Upgrade – Fareboxes (288 x \$414.06)	\$119,250
Ethernet Cabling (550 x \$52)	\$28,600
DESFire Smart Cards (50,000 x \$2.10)	\$105,000
<b>Subtotal:</b>	<b>\$484,270</b>
20% Contingency	\$96,854
<b>Total:</b>	<b>\$581,124</b>

## Recommendation

I am recommending that a one-year sole source contract for MaaS services be awarded to SPX-Genfare of Elk Grove Village, Illinois for an amount not to exceed \$581,124.

Copy: Chief Executive Officer  
Director of Information Technology

**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:**

\$581,124 (Not to Exceed)                      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

**9. Disadvantaged Business Enterprise (DBE) involvement**

Are there known DBEs that provide this good or service?                      Yes                      No  
Number of DBEs bidding/proposing                      \_\_\_\_\_  
DBE Certification on file?                      Yes                      No                      Not Applicable  
Was contract awarded to a DBE?                      Yes                      No  
Number of DBE Subcontractors                      0  
DBE Subcontractor Name and Certification Type:

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: SPX Genfare**

751 Pratt Boulevard

Elk Grove, IL 60007

**8. SOURCE OF FUNDS: Funded in the FY2023 Capital Plan**

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

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

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

Stacy Sansky, Director of Procurement                      DATED: February 16, 2022



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

**Subject:** Contract award for Washington Western Bus Rapid Transit (WWBRT) Station and Corridor Enhancements to James H. Maloy, Inc of Loudonville, NY.

**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** February 16, 2022  
**Board Action Date:** February 23, 2022

### **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 construct and reconstruct WWBRT stations, roadway improvements and transit signal priority. It includes customer amenities such as expanded sidewalks, ADA-compliant curb ramps and countdown timers. A bid alternate was included to upgrade the Redline BRT with updated lighting, branding and customer amenities.

### **Summary of Proposal:**

An Invitation for Bids (IFB) was issued detailing the work to be performed. Three bids were received, and James H. Maloy, Inc provided the lowest responsive and responsible bid. Maloy has retained three D/MWBE subcontractors and has committed to a 7% participation by these subcontractors.

Staff recommends a contract for Washington Western Bus Rapid Transit Station and Corridor Enhancements be awarded to James H. Maloy, Inc for an amount not to exceed \$14,259,600. Upon Board approval, a contract will be awarded immediately.

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

Base Bid:	\$9,802,000
Alternate 1:	\$2,081,000
Contingency (20%):	<u>\$2,376,600</u>
TOTAL:	\$14,259,600

This contract award is funded by the Washington/Western BRT Small Starts Grant Program

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Jeremy Smith, Director of Facilities

## Memorandum

February 16, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for WWBRT Station Construction and Corridor Upgrades

### 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
- 2021: began reconstruction of Alumni Drive

The next phases involve construction of additional WWBRT components:

- Build out of WWBRT stations, including roadway improvements and transit signal priority, pedestrian signals and lighting, pads and expanded sidewalks, countdown timers, curb extensions, crosswalks, ADA-compliant curb ramps, and traffic pattern upgrades
- Reconfiguration of Brevator and Harriman ring road intersection
- Reconstruction of Northway at Crossgates Mall Road intersection

Furthermore, now that the Red Line is 11 years old, it is showing signs of wear in the form of damaged shelters/pylons, faded panels, and lack of amenities not provisioned in the first BRT (upgraded lighting, solar, lean rails, USB ports). It is time to replace (“refresh”) many of these components. An alternate for this refresh was also included in the solicitation.

Over 40 contractors downloaded the specification. Three bids were received. The low bid is from James H. Maloy, Inc. for a total amount of \$11,883,000. All bids were reviewed by the Facilities Department and our engineers.

### Justification

James H. Maloy, Inc is a well-known, local firm. Maloy has extensive experience with NYSDOT roadway and bridge projects. References were checked and found to be satisfactory.

### Recommendation

I am recommending awarding a contract for WWBRT Station Construction and Corridor Upgrades to James H. Maloy, Inc of Loudonville, NY for an amount of \$11,883,000 plus 20% contingency, for a total value of \$14,259,600.

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:**

\$14,259,600 (Not to Exceed)

**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 # 40      or      Advertised  
Number of Proposals/Bids Received # 2

Attach Summary of Bids/Proposals

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

Are there known D/MWBEs that provide this good or service?	Yes	<u>No</u>	
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>4 WBE</u>	

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: James H. Maloy, Inc.**

421 Albany Shaker Road PO Box 11016  
Loudonville, NY 12211

**8. SOURCE OF FUNDS: W/WBRT Small Starts 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)	( <u>Yes</u> , No, N/A)
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:** February 16, 2022



## Bid Summary



Contract Name: **Western BRT Station & Corridor Improvements**

Contract No: **CDTA FAC 190-2000**

Date/Time of  
Opening:

**February 8, 2022 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: Kubricky Construction Corp. Address: 269 Ballard Road Wilton, NY 12831 Contact: Thomas Garrett Email: Phone: 518.792.5864	\$ <u>9,609,228.43</u>  Total w/ Alternates: \$12,104,728.27	Alternate 1: \$2,495,499.84  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 __
Name: James H. Maloy, Inc.  Address: 421 Albany Shaker Rd PO Box 11016 Loudonville, NY 12211 Contact: Peter J Maloy Email: pmaloy@jhmalo.com  Phone: 518.438.7881	\$ <u>9,802,000</u>  Total w/ Alternates: \$11,883,000	Alternate 1: \$2,081,000  Alternate 2:	1 DLC Electric, LLC (will sub a portion of material to a WBE)  2 Callanan Industries 3 JJP 4 A&K Slipforming 5 Straightline 6 EMI Guide Rail, LLC 5 Harbor Roads	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: New Castle Paving, LLC Address: 1 Madison Street Suite 100 Troy, NY 12180 Contact: Dale Swartwout Email: dswartwout@newcastlepaving.com Phone: 518.275.0226	\$ <u>12,659,861.91</u>  Total w/ Alternates: \$14,659,529.91* (this is the number on the bid sheet but when the base+alternate are added up it comes to \$14,584,429)	Alternate 1: \$1,924,568  Alternate 2:	1 CLA & Sons Trucking 2 TLE Contracting 3 EMI Guide Rail, LLC 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:** Contract Award recommendation for Legal Services Panel Counsel

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** February 16, 2022

**Board Action Date:** February 23, 2022

### **Background:**

General Counsel maintains contracts with law firms to assist in a wide array of specialties on an as needed basis.

### **Purpose:**

To select outside legal assistance if needed.

### **Summary of Proposal:**

A Request for Proposals (RFP) was issued for firms to provide legal services in up to six areas of expertise. The RFP outlined CDTA's current case volume and asked firms to provide competitive hourly rates for each individual engagement.

Six firms submitted proposals in multiple areas of expertise out of thirty-eight prospective proposers. Two firms were dismissed as too costly or not a good fit. Four firms were deemed well suited to provide legal services; three of whom have worked with CDTA previously.

Staff recommends that contracts be awarded to the following firms in the specified areas of practice:

- **O'Connor, O'Connor, Bresee & First, PC:** Personal Injury/Claim Litigation and Subrogation/Recovery,
- **Monaco Cooper Lamme & Carr, PLLC:** Personal Injury/Claim Litigation, Labor & Employment, Real Property, Subrogation/Recovery,
- **Harris Beach, PLLC:** Contracting and Procurement, Corporate Governance & Compliance,
- **Hedgeman Law Firm:** Contracting and Procurement, Corporate Governance & Compliance, Real Property (WBE)

Upon Board approval, contracts will be executed immediately for a five-year term.

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

If outside legal services are required, up to \$100,000 is budgeted in the appropriate fiscal year starting with FY2023.

### **Prepared by:**

Stacy Sansky, Director of Procurement

### **Project Manager:**

Amanda Avery, General Counsel

## Memorandum

February 16, 2022

To: Performance Monitoring/Audit Committee

From: Amanda Avery, Esq., General Counsel

Subject: Recommendations for Panel Counsel

### Background:

Through the General Counsel, CDTA's internal legal department provides legal services, risk management and administrative assistance to the Authority

From time to time, the legal department requires the assistance of outside counsel covering certain distinct practice areas: Corporate Governance & Compliance, Contracting/Procurement, Real Property, Labor, Personal Injury and Subrogation/Recovery. As the need for these particular services can be predicted, it is in the best interests of the Authority to enter into term contracts covering these practice areas. Term contracts allow the legal department to utilize outside firms on an as-needed basis, as matters arise, at specified rates that are agreed-upon in advance.

### Justification:

After issuance of a Request for Proposals, proposals were received and reviewed by General Counsel. A number of proposals were dismissed as either too costly or otherwise not in the Authority's best interests, while the remaining firms warranted further consideration. After conclusion of the review process, a number of firms were deemed well qualified and suited to provide legal services for various practice areas:

- O'Connor, O'Connor, Bresee & First, P.C.: Personal Injury/Claim Litigation and Subrogation/Recovery
- Monaco Cooper Lamme & Carr, PLLC: Personal Injury/Claim Litigation, Labor & Employment, Real Property, Subrogation/Recovery
- Harris Beach PLLC: Contracting and Procurement, Corporate Governance & Compliance
- Hedgeman Law Firm: Contracting and Procurement, Corporate Governance & Compliance, Real Property

### Recommendation:

It is recommended that the Authority enter into five-year term contracts with the aforementioned firms. Please note that these contracts merely set the terms and conditions for the possible future performance of legal services – there is no guarantee that any work will be requested or performed.

Copy: Chief Executive Officer

**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:**

\$100,000/yr (total budget)      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 # 38      or      Advertised  
Number of Proposals/Bids Received # 6

**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      1  
D/MWBE Certification on file?      Yes      No      Not Applicable  
Number of DBE Subcontractors      0

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: (Full Addresses Available Upon Request)**

- O'Connor, O'Connor, Bresee & First, PC-Albany, NY
- Monaco Copper Lamme & Carr, PLLC-Albany, NY
- Harris Beach PLLC-Albany, NY
- Hedgeman Law Firm-Slingerlands, NY (WBE)

**9. SOURCE OF FUNDS: Funded in the appropriate operating budgets starting in FY2023**

**10. 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)

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

Stacy Sansky, Director of Procurement      **DATED:** February 16, 2022

## Memorandum

February 16, 2022

To: Chairperson, Performance Monitoring/Audit Committee

From: General Counsel

Subject: Risk Management and Workers Compensation Self-Insurance Accounts,  
**as of 1/1/22 Overview**

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

### 1. Risk Management:

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

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

- **Projected Losses** (incurred but unpaid): \$1,782,461  
(increase of \$81,750 (+4.8%) for the quarter)
- **Self-Insured Retention** (one) \$2,000,000
- **Market Value of Account:** \$3,572,136  
(decrease of \$1,829 (-.051%) for the quarter)

### 2. Workers Compensation:

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

- **Projected Claims:** \$7,520,790  
(decrease of \$419,242 (-5.28%) for the quarter)
- **Market Value of Account:** \$9,147,312  
(decrease of \$518,594 (-5.37%) for the quarter)



### 3. Liability/Auto Claims:

As of 1/1/22, we had 47 pending liability claims, 35 of which were in suit. A number of inactive cases have been closed out. The majority of the active claims are in various stages of discovery, while a few have been referred to outside counsel and are scheduled for trial. As of 1/1/22, CDTA had 15 liability claims with reserves of \$10,000 or more, including 11 liability claims with reserves of \$25,000 or more. It is always our intention to carry adequate funds to cover the aggregate value of anticipated losses.

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

# Monthly Management Report

January 2022



## Monthly Management Report - January 2022

### Executive Summary

			Current Month		Year to Date		
REVENUE	Actual	Budget	(\$ Variance	(%) Variance	(\$ Variance	(%) Variance	
1	Mortgage Tax	\$ 1,518,384	\$ 937,500	\$ 580,884	61.96%	\$ 5,420,497	57.82%
2	Customer Fares	\$ 1,378,303	\$ 705,750	\$ 672,553	95.30%	\$ 4,149,648	58.80%
3	RRS & Facilities	\$ 159,851	\$ 76,076	\$ 83,775	110.12%	\$ 854,846	112.37%
EXPENSES	Actual	Budget	(\$ Variance	(%) Variance	(\$ Variance	(%) Variance	
4	Wages	\$ 4,493,585	\$ 4,387,113	\$ 106,472	2.43%	\$ 831,055	1.89%
5	Workers' Compensation	\$ 181,680	\$ 237,394	\$ (55,714)	-23.47%	\$ 59,165	2.49%
6	Professional Services	\$ 208,865	\$ 349,145	\$ (140,280)	-40.18%	\$ (575,845)	-16.49%
7	Utilities	\$ 166,392	\$ 85,935	\$ 80,457	93.63%	\$ (1,148)	-0.13%
8	Parts, Tires, Oil	\$ 598,258	\$ 436,981	\$ 161,277	36.91%	\$ 141,472	3.24%
						YTD Revenue	13.01%
						YTD Expenses	-1.09%

#### *Revenue Summary*

- 1 MRT continues to exceed budget projections with a positive YTD of \$5.4 million.
- 2 Customer Fares continue to be over budget and recovering nicely from last year.
- 3 Customer traffic has steadily increased at the RRS this year and YTD revenue is 112% over budget. Most of the revenue increase is from parking.

#### *Expense Summary*

- 4 Wages are over budget because of OT related to headcount issues and COVID. YTD is 1.9% over budget.
- 5 Workers' Compensation is under budget because there were no special payments. Our YTD variance is down to 2.5% over budget.
- 6 Professional Services were under budget because of invoice timing issues with RRS, and other departments. YTD is well under budget by 16.5%.
- 7 Utilities are over budget this month due to cold weather and related increases to gas and electric expenditures.
- 8 The Parts line is over budget primarily due to our tire leases and the timing of invoices.

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

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

	Jan-22	Jan-21
<b>Assets</b>		
<b>Current Assets:</b>		
Cash	\$13,917,462	\$4,386,845
Investments	\$24,144,093	\$23,859,176
Receivables:		
Mortgage Tax	\$1,496,260	\$1,655,172
Federal Grants	\$0	\$12,088,988
New York State Operating Assistance	\$3,937,314	\$14,324,873
Trade and Other	\$11,876,279	\$6,381,894
Advances to Capital District Transportation Committee	\$1,201,498	\$1,002,325
Materials, Parts and Supplies	\$5,291,848	\$4,327,050
Prepaid Expenses	\$1,413,305	\$1,379,180
<b>Sub-Total Current Assets</b>	<b>\$63,278,058</b>	<b>\$69,405,505</b>
<b>Noncurrent Assets:</b>		
Capital Assets, net	\$121,873,467	\$108,252,342
<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>\$207,143,661</b>	<b>\$197,657,510</b>
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$7,876,615	\$4,803,342
Accrued Expenses	\$7,294,956	\$4,742,588
Unearned Revenue	\$2,448,636	\$1,572,188
Line of Credit	\$0	\$0
<b>Sub-Total Current Liabilities</b>	<b>\$17,620,207</b>	<b>\$11,118,097</b>
<b>Noncurrent Liabilities:</b>		
Capital Lease Agreement	\$1,507,550	\$3,134,504
Estimated Provision for Existing Claims and Settlements	\$9,337,875	\$10,764,739
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>\$102,318,705</b>	<b>\$120,862,149</b>
<b>Deferred inflows of resources:</b>		
Deferred inflows of resources from pension	\$326,095	\$737,493
Deferred inflows of resources from OPEB	\$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>\$152,478,827</b>	<b>\$143,725,469</b>
<b>Net Position</b>		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	(\$53,576,394)	(\$54,309,187)
<b>Total for Net Position</b>	<b>\$54,664,834</b>	<b>\$53,932,041</b>
<b>Total Liabilities and Net Position</b>	<b>\$207,143,661</b>	<b>\$197,657,510</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
January-22

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>83%</b>
<b>REVENUE:</b>			
AUTHORITY	\$14,675,224	\$11,355,000	129%
TRANSIT	\$81,115,458	\$91,399,593	89%
ACCESS	\$412,725	\$425,000	97%
CDTA FACILITIES	\$1,740,602	\$1,030,299	169%
<b>TOTAL REVENUE</b>	<hr/> \$97,944,009	<hr/> \$104,209,892	<hr/> 94%
<b>EXPENSE:</b>			
AUTHORITY	\$13,848,429	\$16,813,408	82%
TRANSIT	\$68,581,902	\$83,778,811	82%
ACCESS	\$1,149,771	\$1,308,812	88%
CDTA FACILITIES	\$1,438,924	\$2,308,860	62%
<b>TOTAL EXPENSE</b>	<hr/> \$85,019,026	<hr/> \$104,209,892	<hr/> 82%
Revenue over (under) Expenses	\$12,924,983		
Depreciation	<hr/> \$11,500,000		
Excess of Revenue over (under) Expenses	\$1,424,983		
Transfer from Project Fund	\$7,500,000		
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	(\$13,500,000)		
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	<hr/> (\$3,433,090)		
*Net Excess of Revenue over (under) Expenses	(\$9,645,860)		

\*Contribution to required fleet replacement.



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**MONTHLY MANAGEMENT REPORT**  
**January-22**

BUDGET VARIANCE REPORT	CONSOLIDATED								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$1,518,384	\$937,500	\$580,884	61.96%	\$14,795,497	\$9,375,000	\$5,420,497	57.82%	\$11,250,000
Customer Fares	\$1,378,303	\$705,750	\$672,553	95.30%	\$11,207,148	\$7,057,500	\$4,149,648	58.80%	\$8,469,000
Advertising Revenue	\$132,708	\$107,708	\$25,000	23.21%	\$1,285,173	\$1,077,083	\$208,090	19.32%	\$1,292,500
RRS & Facilities	\$159,851	\$76,076	\$83,775	110.12%	\$1,615,602	\$760,757	\$854,846	112.37%	\$912,908
Interest Income	\$41	\$1,667	(\$1,626)	-97.55%	\$594	\$16,667	(\$16,073)	-96.44%	\$20,000
Misc. Income	\$8,322	\$7,375	\$947	12.84%	\$750,872	\$73,750	\$677,122	918.13%	\$88,500
Total Operating Revenue	\$3,197,610	\$1,836,076	\$1,361,534	74.15%	\$29,654,887	\$18,360,757	\$11,294,130	61.51%	\$22,032,908
Operating Assistance									
New York State Aid	\$3,459,000	\$3,459,000	\$0	0.00%	\$34,590,000	\$34,590,000	\$0	0.00%	\$41,508,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,597,500	\$1,597,500	\$0	0.00%	\$1,917,000
Federal Aid	\$2,981,106	\$2,981,106	\$0	0.00%	\$29,811,058	\$29,811,058	\$0	0.00%	\$35,773,269
Operating Grants	\$248,226	\$248,226	\$0	0.00%	\$2,482,263	\$2,482,263	\$0	0.00%	\$2,978,715
Total Operating Assistance	\$6,848,082	\$6,848,082	\$0	0.00%	\$68,480,820	\$68,480,820	\$0	0.00%	\$82,176,984
Total Revenue and Assistance	\$10,045,692	\$8,684,158	\$1,361,534	15.68%	\$98,135,707	\$86,841,577	\$11,294,130	13.01%	\$104,209,892
Expenses									
Salaries and Wages	\$4,493,585	\$4,387,113	\$106,472	2.43%	\$44,702,185	\$43,871,130	\$831,055	1.89%	\$52,645,356
FICA	\$324,997	\$310,203	\$14,794	4.77%	\$3,229,681	\$3,102,028	\$127,653	4.12%	\$3,722,434
Health Benefits	\$872,998	\$914,241	(\$41,243)	-4.51%	\$8,638,309	\$9,142,410	(\$504,101)	-5.51%	\$10,970,892
Workers Compensation	\$181,680	\$237,394	(\$55,713)	-23.47%	\$2,433,103	\$2,373,938	\$59,165	2.49%	\$2,848,725
Other Benefits	\$339,166	\$370,828	(\$31,662)	-8.54%	\$3,414,678	\$3,708,276	(\$293,597)	-7.92%	\$4,449,931
Professional Services	\$208,865	\$349,145	(\$140,280)	-40.18%	\$2,915,609	\$3,491,454	(\$575,845)	-16.49%	\$4,189,745
Materials & Supplies	\$218,525	\$153,029	\$65,496	42.80%	\$1,392,824	\$1,530,288	(\$137,464)	-8.98%	\$1,836,346
Miscellaneous	\$92,523	\$61,404	\$31,119	50.68%	\$587,842	\$614,044	(\$26,202)	-4.27%	\$736,853
Purchased Transportation	\$581,104	\$555,447	\$25,657	4.62%	\$5,646,174	\$5,554,466	\$91,708	1.65%	\$6,665,359
Maintenance Services	\$248,696	\$259,605	(\$10,909)	-4.20%	\$2,557,557	\$2,596,048	(\$38,491)	-1.48%	\$3,115,258
Liability - Claims	\$40,907	\$31,573	\$9,334	29.56%	\$323,493	\$315,729	\$7,764	2.46%	\$378,875
Utilities	\$166,392	\$85,935	\$80,457	93.63%	\$858,202	\$859,350	(\$1,148)	-0.13%	\$1,031,220
Fuel	\$413,047	\$450,939	(\$37,892)	-8.40%	\$3,957,157	\$4,509,392	(\$552,235)	-12.25%	\$5,411,270
Parts, Tires, Oil	\$598,258	\$436,981	\$161,277	36.91%	\$4,511,285	\$4,369,813	\$141,472	3.24%	\$5,243,775
General Insurance	\$75,710	\$80,321	(\$4,611)	-5.74%	\$730,740	\$803,211	(\$72,471)	-9.02%	\$963,853
Total EXPENSES	\$8,856,452	\$8,684,158	\$172,294	1.98%	\$85,898,838	\$86,841,576	(\$942,738)	-1.09%	\$104,209,892
Surplus/Deficit	\$1,189,240	\$0	\$1,189,240		\$12,236,868	\$0	\$12,236,868		\$0

CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
MONTHLY MANAGEMENT REPORT  
January-22

BUDGET VARIANCE REPORT

NON-TRANSIT									
This Month					Year to Date				Annual
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	Budget
Operating Revenue									
Mortgage Tax	\$1,518,384	\$937,500	\$580,884	61.96%	\$14,795,497	\$9,375,000	\$5,420,497	57.82%	\$11,250,000
Interest Income	\$41	\$1,667	(\$1,626)	-97.57%	\$591	\$16,667	(\$16,076)	-96.46%	\$20,000
Interest Inc-Invest/Change in Invest	(\$113,909)	\$0	(\$113,909)	0.00%	(\$191,698)	\$0	(\$191,698)	0.00%	\$0
Misc. Income - Authority	\$7,083	\$7,083	(\$0)	0.00%	\$70,834	\$70,833	\$1	0.00%	\$85,000
Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Total Operating Revenue	\$1,411,599	\$946,250	\$465,349	49.18%	\$14,675,224	\$9,462,500	\$5,212,724	55.09%	\$11,355,000
Expenses									
Labor - Authority	\$609,090	\$608,991	\$99	0.02%	\$6,263,930	\$6,089,908	\$174,022	2.86%	\$7,307,890
Fringe - Authority	\$368,609	\$374,970	(\$6,362)	-1.70%	\$3,761,574	\$3,749,702	\$11,872	0.32%	\$4,499,642
Materials & Supplies - Authority	\$3,476	\$15,820	(\$12,343)	-78.03%	\$82,075	\$158,197	(\$76,122)	-48.12%	\$189,836
Professional Services - Authority	\$99,323	\$199,362	(\$100,039)	-50.18%	\$1,739,342	\$1,993,621	(\$254,279)	-12.75%	\$2,392,345
Other Expenses - Authority	\$216,795	\$201,975	\$14,820	7.34%	\$2,001,508	\$2,019,746	(\$18,237)	-0.90%	\$2,423,695
Total Expenses	\$1,297,293	\$1,401,117	(\$103,825)	-7.41%	\$13,848,429	\$14,011,173	(\$162,745)	-1.16%	\$16,813,408
Surplus/(Deficit)	\$114,307	(\$454,867)	\$569,174		\$826,795	(\$4,548,673)	\$5,375,469		(\$5,458,408)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**MONTHLY MANAGEMENT REPORT**  
**January-22**

BUDGET VARIANCE REPORT		TRANSIT								Annual Budget
		This Month				Year to Date				
		Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue										
	Passenger Fares-Transit	\$692,292	\$526,583	\$165,709	31.47%	\$7,906,427	\$5,265,833	\$2,640,593	50.15%	\$6,319,000
	Contracts - Transit	\$643,750	\$143,750	\$500,000	347.83%	\$2,888,000	\$1,437,500	\$1,450,500	100.90%	\$1,725,000
	Advertising-Transit	\$120,208	\$97,926	\$22,283	22.75%	\$1,160,173	\$979,258	\$180,916	18.47%	\$1,175,109
	Misc. Income - Transit	\$1,239	\$292	\$947	324.76%	\$680,038	\$2,917	\$677,121	23215.58%	\$3,500
Total Operating Revenue		\$1,457,489	\$768,551	\$688,939	89.64%	\$12,634,638	\$7,685,508	\$4,949,130	64.40%	\$9,222,609
Operating Assistance										
	State Aid - General	\$3,265,917	\$3,265,917	\$0	0.00%	\$32,659,167	\$32,659,167	\$0	0.00%	\$39,191,000
	State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$1,597,500	\$1,597,500	\$0	0.00%	\$1,917,000
	State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$333,333	\$333,333	\$0	0.00%	\$400,000
	County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,597,500	\$1,597,500	\$0	0.00%	\$1,917,000
	Federal Aid - Transit	\$2,981,106	\$2,981,106	\$0	0.00%	\$29,811,058	\$29,811,058	\$0	0.00%	\$35,773,269
	Other Grants - Federal	\$248,226	\$248,226	\$0	0.00%	\$2,482,263	\$2,482,263	\$0	0.00%	\$2,978,715
Total Operating Assistance		\$6,848,082	\$6,848,082	\$0	0.00%	\$68,480,820	\$68,480,820	\$0	0.00%	\$82,176,984
Total Revenue and Assistance		\$8,305,571	\$7,616,633	\$688,939	9.05%	\$81,115,458	\$76,166,328	\$4,949,130	6.50%	\$91,399,593
Expenses										
	Labor - Maintenance	\$795,914	\$802,739	(\$6,825)	-0.85%	\$7,852,414	\$8,027,393	(\$174,979)	-2.18%	\$9,632,872
	Labor - Transportation	\$2,805,321	\$2,648,917	\$156,404	5.90%	\$27,439,099	\$26,489,172	\$949,928	3.59%	\$31,787,006
	Labor - STAR	\$217,933	\$253,345	(\$35,412)	-13.98%	\$2,416,293	\$2,533,445	(\$117,152)	-4.62%	\$3,040,134
	Fringe	\$1,210,804	\$1,441,426	(\$230,622)	-16.00%	\$12,888,299	\$14,414,263	(\$1,525,964)	-10.59%	\$17,297,115
	Materials & Supplies	\$1,228,507	\$1,005,580	\$222,927	22.17%	\$9,841,675	\$10,055,803	(\$214,128)	-2.13%	\$12,066,963
	Professional Services	\$129,232	\$140,064	(\$10,831)	-7.73%	\$1,462,195	\$1,400,635	\$61,560	4.40%	\$1,680,762
	Other Expenses	\$3,960	\$4,379	(\$419)	-9.57%	\$41,698	\$43,792	(\$2,094)	-4.78%	\$52,550
	Purchased Transportation - STAR	\$448,010	\$390,636	\$57,374	14.69%	\$4,382,332	\$3,906,358	\$475,974	12.18%	\$4,687,630
	Liability - Claims	\$40,907	\$31,573	\$9,334	29.56%	\$323,493	\$315,729	\$7,764	2.46%	\$378,875
	Liability - Insurance	\$60,038	\$77,579	(\$17,541)	-22.61%	\$541,966	\$775,794	(\$233,829)	-30.14%	\$930,953
	Utilities - Transit	\$115,470	\$50,443	\$65,027	128.91%	\$499,530	\$504,433	(\$4,903)	-0.97%	\$605,320
	Mat & Supplies - NX	\$0	\$5,833	(\$5,833)	-100.00%	\$7,017	\$58,333	(\$51,316)	-87.97%	\$70,000
	Purchased Transportation - NX	\$91,283	\$129,053	(\$37,770)	-29.27%	\$885,890	\$1,290,526	(\$404,636)	-31.35%	\$1,548,631
Total Expenses		\$7,147,380	\$6,981,568	\$165,812	2.37%	\$68,581,902	\$69,815,676	(\$1,233,774)	-1.77%	\$83,778,811
Surplus/(Deficit)		\$1,158,192	\$635,065	\$523,127		\$12,533,556	\$6,350,652	\$6,182,905		\$7,620,782



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**MONTHLY MANAGEMENT REPORT**  
**January-22**

**BUDGET VARIANCE REPORT**

<b>ACCESS TRANSIT SERVICES</b>									
	<b>This Month</b>				<b>Year to Date</b>				<b>Annual Budget</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>	
Operating Revenue									
Contracts - Access	\$42,261	\$35,417	\$6,846	19.33%	\$412,721	\$354,167	\$58,555	16.53%	\$425,000
Interest Income	\$0	\$0	\$1	0.00%	\$4	\$0	\$4	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	\$42,261	\$35,417	\$6,847	19.33%	\$412,725	\$354,167	\$58,558	16.53%	\$425,000
Total Revenue and Assistance	\$42,261	\$35,417	\$6,847	19.33%	\$412,725	\$354,167	\$58,558	16.53%	\$425,000
Expenses									
Labor - Access	\$51,036	\$56,810	(\$5,774)	-10.16%	\$581,828	\$568,103	\$13,725	2.42%	\$681,724
Fringe Benefits - Access	\$14,838	\$14,652	\$187	1.27%	\$160,630	\$146,516	\$14,114	9.63%	\$175,819
Purchased Transportation	\$41,811	\$33,333	\$8,478	25.43%	\$377,952	\$333,333	\$44,618	13.39%	\$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%	\$18,285	\$16,434	\$1,851	11.26%	\$19,721
Other Expenses - Access	\$0	\$2,629	(\$2,629)	-100.00%	\$2,076	\$26,290	(\$24,214)	-92.11%	\$31,548
Total Expenses	\$109,329	\$109,068	\$262	0.24%	\$1,149,771	\$1,090,677	\$59,094	5.42%	\$1,308,812
Surplus/(Deficit)	(\$67,068)	(\$73,651)	\$6,585		(\$737,046)	(\$736,510)	(\$536)		(\$883,812)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**MONTHLY MANAGEMENT REPORT**  
**January-22**

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	\$86,848	\$32,147	\$54,701	170.16%	\$643,965	\$321,465	\$322,500	100.32%	\$385,758
	RRS Parking Revenue	\$64,076	\$31,929	\$32,147	100.68%	\$881,426	\$319,292	\$562,134	176.06%	\$383,150
	RRS Advertising	\$12,500	\$9,783	\$2,717	27.78%	\$125,000	\$97,826	\$27,174	27.78%	\$117,391
	SSTS	\$2,362	\$2,467	(\$104)	-4.23%	\$27,992	\$24,667	\$3,325	13.48%	\$29,600
	Greyhound	\$488	\$2,500	(\$2,012)	-80.46%	\$1,871	\$25,000	(\$23,129)	-92.52%	\$30,000
	85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$58,007	\$66,667	(\$8,660)	-12.99%	\$80,000
	Interest Income	\$276	\$367	(\$91)	-24.78%	\$2,342	\$3,667	(\$1,325)	-36.14%	\$4,400
Total Operating Revenue		\$172,351	\$85,858	\$86,493	100.74%	\$1,740,602	\$858,583	\$882,019	102.73%	\$1,030,299
Expenses										
	Labor	\$14,290	\$16,311	(\$2,021)	-12.39%	\$148,256	\$163,108	(\$14,852)	-9.11%	\$195,730
	Fringe-Benefits	\$2,392	\$1,617	\$775	47.95%	\$25,456	\$16,171	\$9,285	57.42%	\$19,405
	Professional Services	\$6,427	\$10,417	(\$3,990)	-38.30%	\$42,532	\$104,167	(\$61,634)	-59.17%	\$125,000
	Insurance	\$2,936	\$2,417	\$520	21.50%	\$29,363	\$24,167	\$5,196	21.50%	\$29,000
	Security	\$20,888	\$33,617	(\$12,728)	-37.86%	\$172,347	\$336,167	(\$163,820)	-48.73%	\$403,400
	Facilities Upkeep	\$31,608	\$24,833	\$6,775	27.28%	\$188,886	\$248,333	(\$59,447)	-23.94%	\$298,000
	Facilities Repairs	\$2,732	\$8,474	(\$5,741)	-67.75%	\$99,123	\$84,736	\$14,387	16.98%	\$101,683
	Utilities	\$44,438	\$28,983	\$15,455	53.32%	\$303,896	\$289,833	\$14,062	4.85%	\$347,800
	Materials & Supplies	\$837	\$1,333	(\$497)	-37.25%	\$8,419	\$13,333	(\$4,915)	-36.86%	\$16,000
	Parking Garage	\$23,266	\$40,833	(\$17,567)	-43.02%	\$243,363	\$408,333	(\$164,970)	-40.40%	\$490,000
	Greyhound	\$0	\$667	(\$667)	-100.00%	\$364	\$6,667	(\$6,303)	-94.55%	\$8,000
	85 Watervliet Avenue	\$10,653	\$9,395	\$1,258	13.39%	\$70,472	\$93,952	(\$23,479)	-24.99%	\$112,742
	SSTS	\$19,784	\$13,508	\$6,276	46.46%	\$106,447	\$135,083	(\$28,636)	-21.20%	\$162,100
Total Expenses		\$180,253	\$192,405	(\$12,152)	-6.32%	\$1,438,924	\$1,924,050	(\$485,126)	-25.21%	\$2,308,860
Surplus/(Deficit)		(\$7,902)	(\$106,547)	\$98,644		\$301,678	(\$1,065,467)	\$1,367,145		(\$1,278,561)

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

Jan-22		
	Amount	% of Total
Current	\$681,182	5.74%
31 - 60	\$847,071	7.13%
61 - 90	\$1,522,142	12.82%
91 - 120	\$699,461	5.89%
Over 120	\$8,126,423	68.43%
Total Accounts Receivable	\$11,876,279	100.00%

Dec-21		
	Amount	% of Total
Current	\$1,032,730	8.94%
31 - 60	\$1,323,753	11.47%
61 - 90	\$376,720	3.26%
91 - 120	\$1,314,119	11.38%
Over 120	\$7,498,293	64.94%
Total Accounts Receivable	\$11,545,615	100.00%

## AGING OF ACCOUNTS PAYABLE

Jan-22		
	Amount	% of Total
Current	\$3,663,299	46.51%
31 - 60	\$3,156,848	40.08%
61 - 90	\$53,263	0.68%
90 & Over	\$1,003,205	12.74%
Total Accounts Payable	\$7,876,615	100.00%

Jan-22 Receivables over 120 days:	\$8,126,423
Breakdown of outstanding receivables over 120 days.	
\$7,398,172	NYS DEPT. OF TRANSPORTATION
\$199,999	OFFICE OF GENERAL SERVICES
\$180,948	ALBANY SCHOOL DISTRICT
\$112,500	CITY OF ALBANY
\$75,000	BIKE SHARE MOU CONTRACTS
\$73,191	UNIVERSITY AT ALBANY
\$86,613	OTHER
\$8,126,423	

## ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX	Current Month				Fiscal Year to Date			
	Jan-22	Jan-21	Difference	%	2022	2021	Difference	%
Albany	\$510,938	\$474,324	\$36,614	7.72%	\$4,913,593	\$4,008,064	\$905,529	22.59%
Rensselaer	\$252,100	\$222,443	\$29,658	13.33%	\$2,385,343	\$1,675,736	\$709,608	42.35%
Saratoga	\$526,160	\$578,829	(\$52,669)	-9.10%	\$5,151,407	\$4,784,598	\$366,809	7.67%
Schenectady	\$229,186	\$198,259	\$30,927	15.60%	\$2,345,153	\$1,682,193	\$662,960	39.41%
Total	\$1,518,384	\$1,473,854	\$44,530	3.02%	\$14,795,497	\$12,150,591	\$2,644,906	21.77%

	Current Month	Year To Date
FY 2022	\$1,518,384	\$14,795,497
FY 2021	\$1,473,854	\$12,150,591

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**  
**January 31, 2022**

**RESTRICTED INVESTMENTS**

	<b><u>Fund Balances</u></b>	<b><u>Current Obligations</u></b>
Risk Management Account (Self-Insured)	\$3,554,605	\$1,782,461
Workers' Comp. Account (Self-Insured)	\$9,105,643	\$7,555,414
Operating Account	\$3,090,924	

**Current Operating Reserve Obligations**

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

**Current Capital Reserve Obligations**

	\$7,448,011	
Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) System Upgrade		\$931,231
		<hr/> \$931,231

**Current Vehicle Replacement Reserve Obligations**

	\$944,910	
Paratransit Fleet Replacement (6)		\$61,817
		<hr/> \$61,817

All Investment Accounts are reviewed quarterly.

Average annual returns:

Risk Management	0.33%
Workers' Compensation	0.27%
Operating Fund	0.20%
Vehicle Replacement Fund	0.29%
Capital Project	0.30%

\* 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

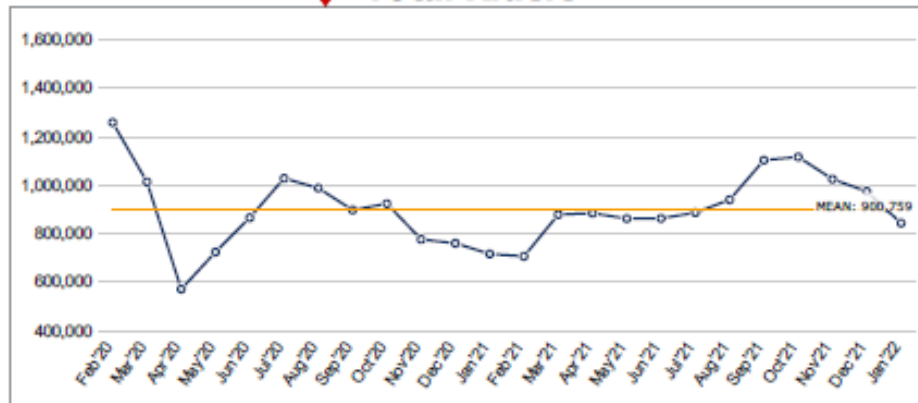
Period: Jan'22

Meeting: Feb'22

Patronage / Mobility

Page 1

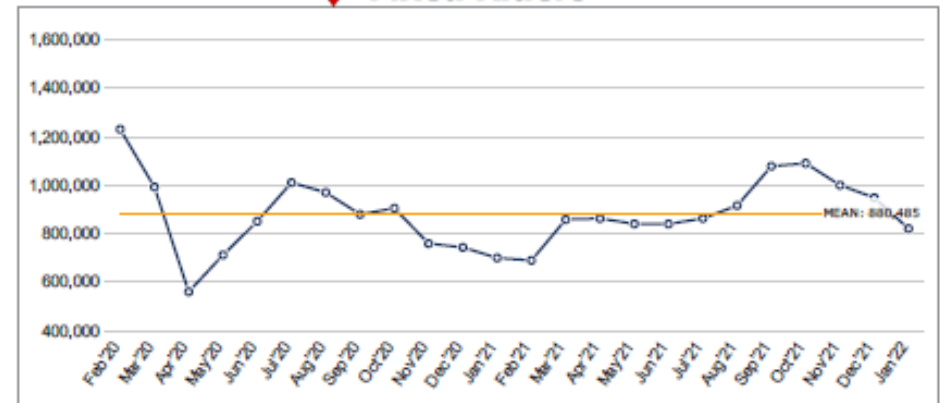
## ♥ Total Riders



Previous: 716,660

Current: 844,008

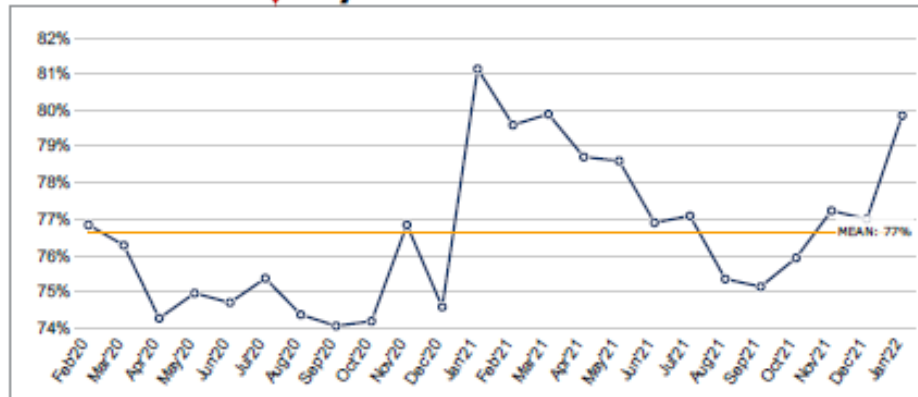
## ♥ Fixed Riders



Previous: 700,179

Current: 821,272

## ♥ System Wide OTP



Previous: 81.14%

Current: 79.86%

# Monthly Performance Report

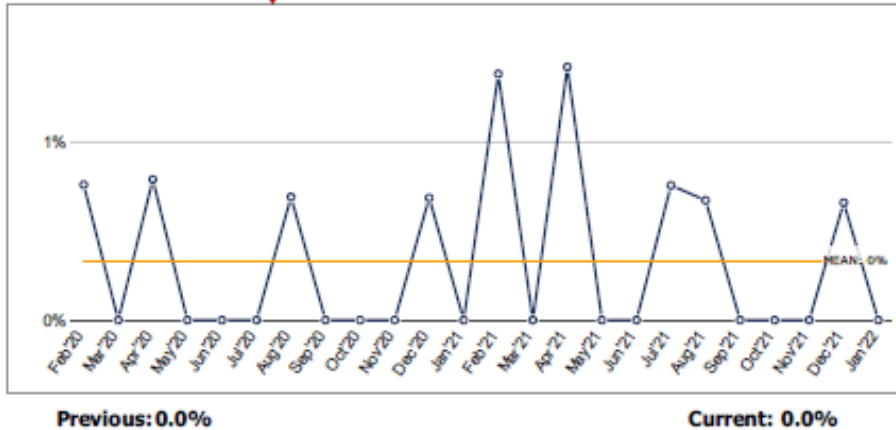
Period: Jan'22

Meeting: Feb'22

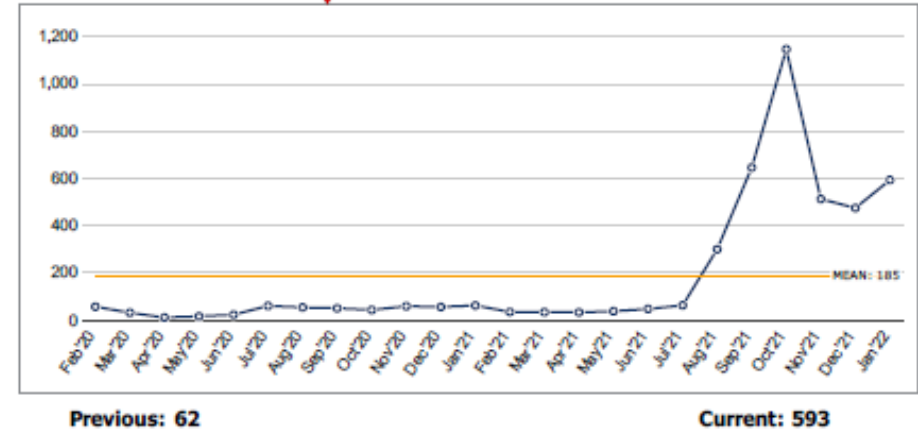
## Reliability

Page 2

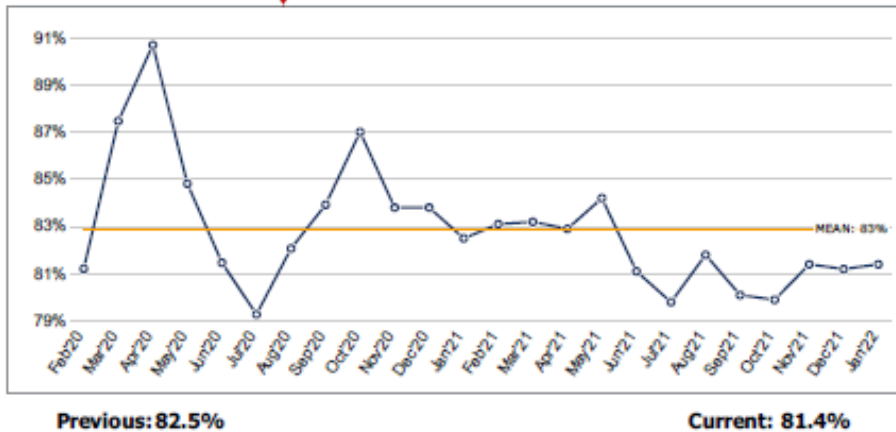
### ♥ PMI Not On Time



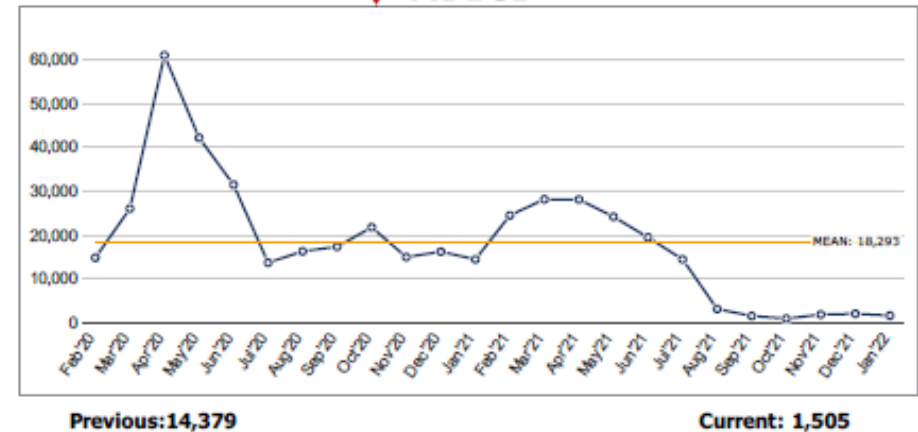
### ♥ Missed Trips



### ♥ Scheduled Work



### ♥ MDBSI





## Monthly Performance Report

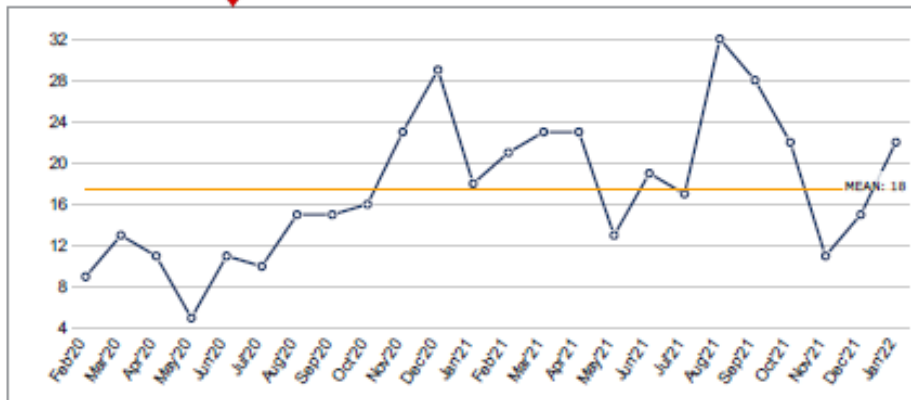
Period: Jan'22

Meeting: Feb'22

### Safety

Page 3

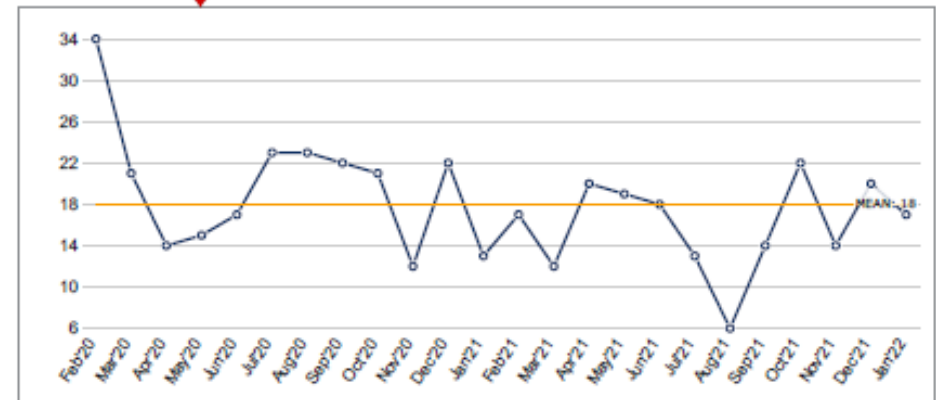
#### ♥ Preventable Accidents



Previous: 18

Current: 22

#### ♥ Non-Preventable Accidents



Previous: 13

Current: 17

# Monthly Performance Report

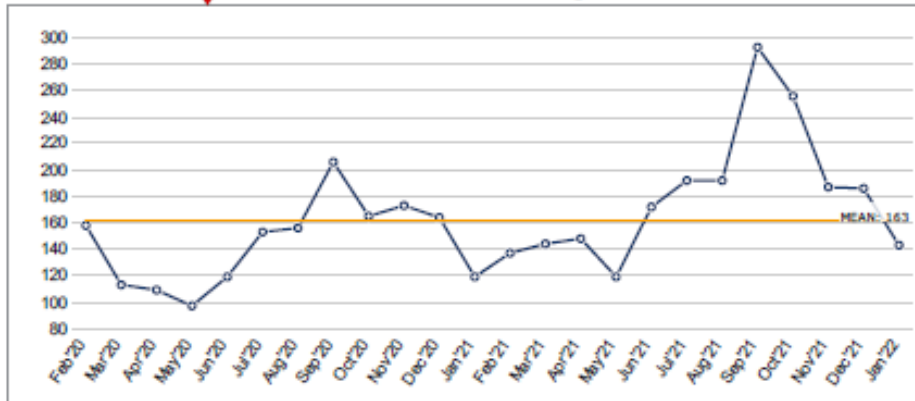
Period: Jan'22

Meeting: Feb'22

Customer Service

Page 4

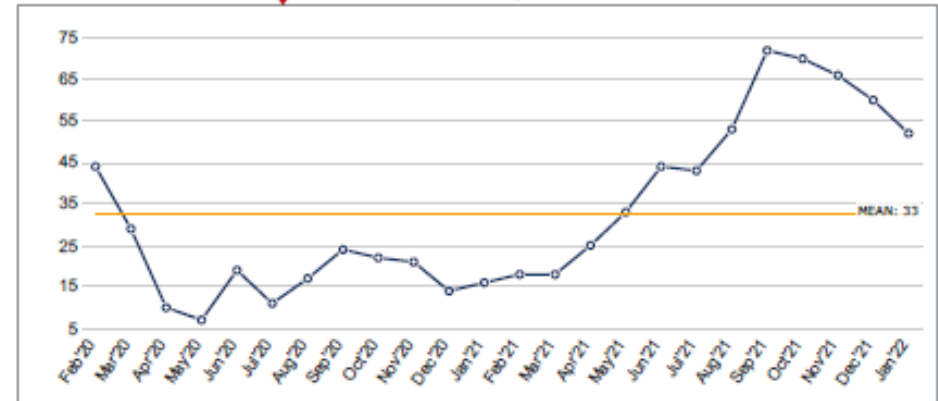
## Fixed/Shuttle Complaints



Previous: 119

Current: 143

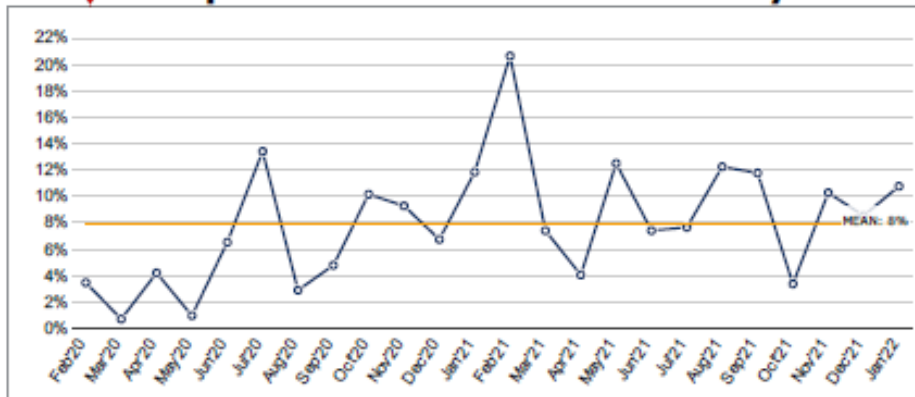
## Other Complaints



Previous: 16

Current: 52

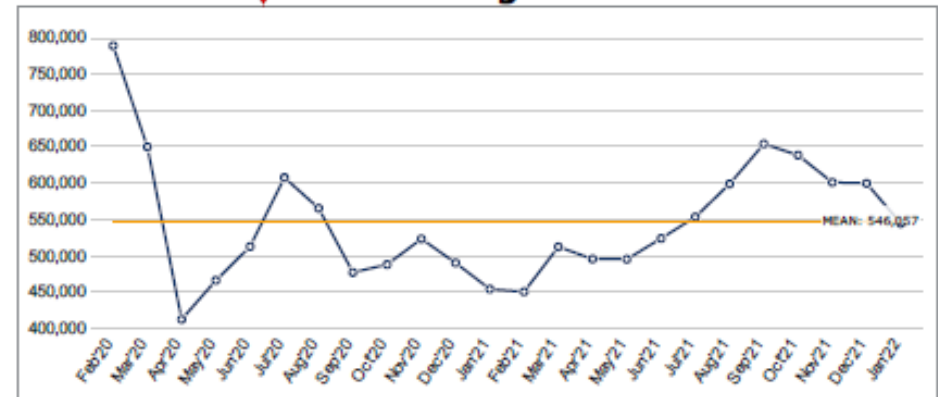
## Complaints Not Addressed in Ten Days



Previous: 11.9%

Current: 10.8%

## Website Page Views



Previous: 454,106

Current: 544,660



# Monthly Performance Report

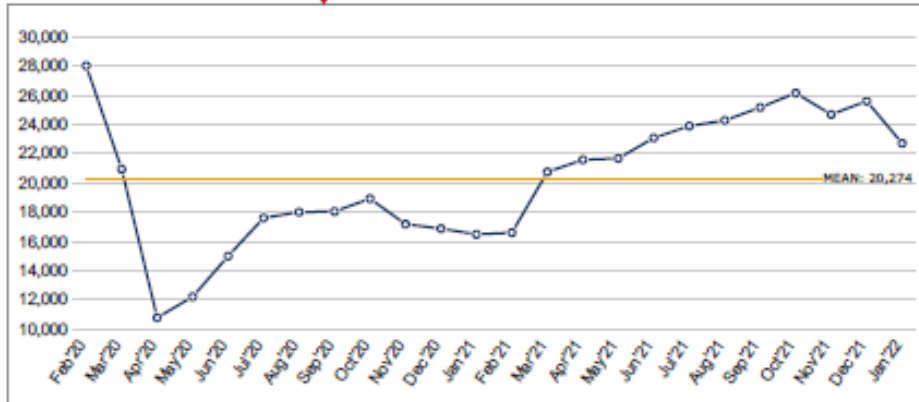
STAR Service

Period: Jan'22

Meeting: Feb'22

Page 5

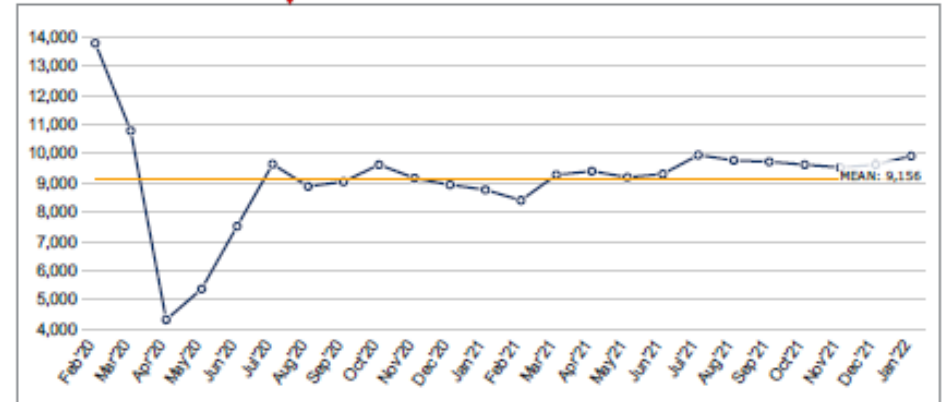
## ♥ STAR Riders



Previous: 16,481

Current: 22,736

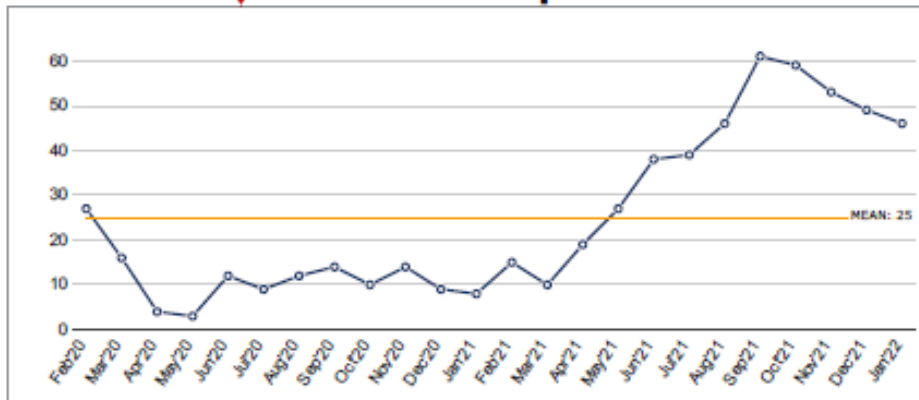
## ♥ Reservation Calls



Previous: 8,770

Current: 9,931

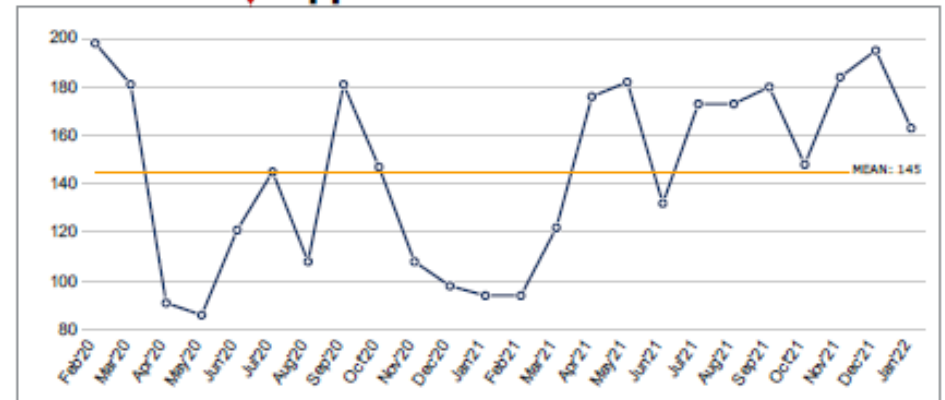
## ♥ Customer Complaints



Previous: 8

Current: 46

## ♥ Applications Received



Previous: 94

Current: 163

# Monthly Performance Report

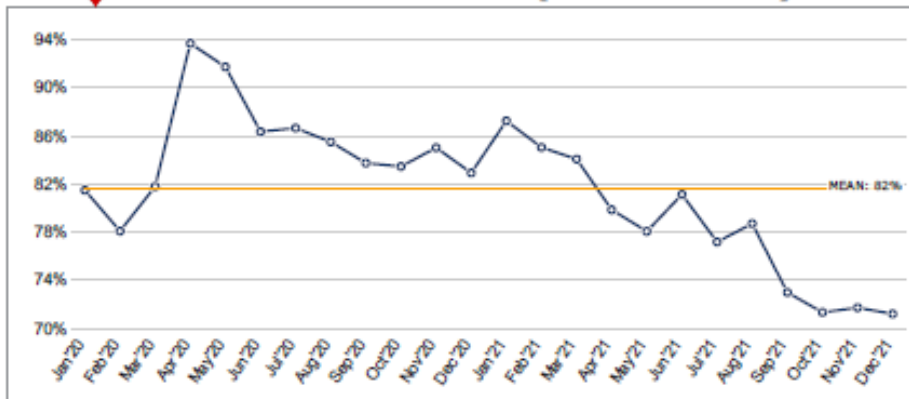
Period: Jan'22

Meeting: Feb'22

STAR Service

Page 6

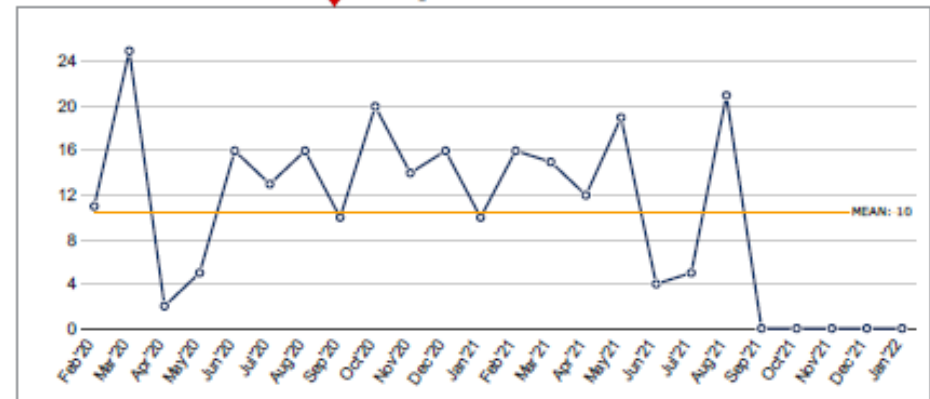
## ♥ On-Time Performance (0-10 Minutes) Period: Dec'21



Previous: 82.9%

Current: 71.2%

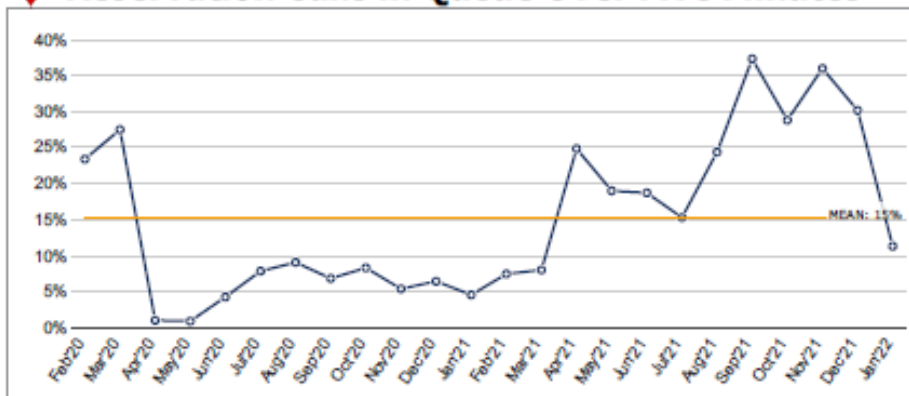
## ♥ Trip Denials



Previous: 10

Current: 0

## ♥ Reservation Calls in Queue Over Five Minutes



Previous: 4.6%

Current: 11.4%

# Monthly Performance Report

Period: Jan'22

Meeting: Feb'22

Definitions

Page 7

