



CDTA COMMITTEE AGENDA
Performance Monitoring/Audit Committee
Wednesday, March 23, 2022 | 12:00 pm | Microsoft Teams Meeting

Committee Item	Responsibility
Call to Order	Denise Figueroa
Approve Minutes of Wednesday, February 16, 2022	Denise Figueroa
Consent Agenda Items	
• Approve Contract for Bus Shelter Purchase	Stacy Sansky
• Approve Contract for Bus Shelter Installation	Stacy Sansky
• Approve Contract for Scheduling Software Maintenance	Stacy Sansky
• Approve Contract for Farebox Purchase	Stacy Sansky
• Accept State Funding	Melissa Shanley
Investment Committee	
• Update on Committee Activity/Reports	Denise Figueroa
Administrative Discussion Items	
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, April 20, 2022 at noon via Microsoft Teams & 85 Watervliet Avenue	
Adjourn	Denise Figueroa

Capital District Transportation Authority

Performance Monitoring/Audit Committee

Meeting Minutes – February 16, 2022 at 12:00 pm; 110 Watervliet Avenue, Albany

In Attendance: Denise Figueroa, 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, Lindsey Bradt, Steve Wacksman, Ross Farrell

Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the January 19, 2022 meeting were reviewed and approved.

Consent Agenda Items

Approve Contract for Paratransit Outsourcing

- Our contracts to provide paratransit outsourcing has expired and new contracts are required. An RFP was issued, and two proposals were received. An evaluation team conducted reviews of A+MeditTrans and Suburban Transportation, both incumbents.
- Due to current economic conditions, and the pandemic, hourly rates have increased about 20%. Staff recommends contracts to A+MeditTrans and Suburban Transportation. Having two contractors provides flexibility and resource capacity for STAR service. Both vendors have performed well.
- A three-year contract with two renewal one-year options to A+ MeditTrans and Suburban Transportation, at a total first-year cost not to exceed \$6.5 million will be recommended to the board for approval. Future increases are tied to the Consumer Price Index with a maximum increase of 5% per year.

Approve Contract for INIT Maintenance

- Our INIT warranty is expiring, and a new agreement is required to continue support, training, and licensing. The system contains a suite of tools including CAD/AVL, scheduling functions and several customer features. Because the current system is proprietary, we cannot receive support from other vendors. Staff recommends a contract to INIT for a total amount not to exceed \$2.3 million over the next five years.
- A one-year contract with four one-year extensions to Innovations in Transportation, Inc. of Chesapeake, VA for a total value of \$2,375,730 will be recommended to the board for approval.

Approve Contract for Genfare MaaS Payment Integration

- In December we awarded a contract to Moovit as our Mobility as a Service provider. The award today is for the second part of this platform. This contract to Genfare is for integration of software, hardware, and services between the fare collection system and the Moovit platform. This will allow us to integrate fare payment with the Moovit platform. The Genfare system is proprietary.
- A one-year contract to SPX-Genfare of Elk Grove, Illinois for an amount not to exceed \$581,124 will be recommended to the board for approval.

Approve Contract for WWBRT Corridor Improvements

- An Invitation for Bids (IFB) was issued to construct WWBRT stations, roadway improvements and transit signal priority. The IFB included options to upgrade the Red Line BRT, which is almost a dozen years old. Three bids were received, and James H. Maloy Construction was the lowest bid. Staff recommends James H. Maloy which has extensive experience with NYSDOT roadway and bridge projects.

- A contract to James H. Maloy, Inc of Loudonville NY for a total value of \$14,259,600 will be recommended to the board for approval.

Approve Contract for Legal Services

- From time to time, General Counsel requires the services of outside counsel. An RFP was issued, and six firms submitted proposals. Four firms were determined to be suited to provide legal services for us. Three of the four firms are incumbents and staff recommend contracts to these four firms. These contracts set terms and conditions for legal services, but there is no guarantee of work.
- A five-year term contracts to the following firms, which all have offices in the Albany area will be recommended to the board for approval. The Firms are:
 - O'Connor, O'Connor, Bresee & First, PC
 - Monaco Cooper Lamme & Carr, PLLC
 - Harris Beach, PLLC
 - Hedgeman Law Firm

Administrative Discussion Items

Quarterly Risk Management & Workers' Compensation Report

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

Monthly Management Report

- Mike Collins provided the Monthly Management Report. MRT continues its record-breaking run and has exceeded YTD projections by \$5.4 million. Customer Fares and Rail Station revenue continue to rebound and outperform forecasts; YTD they are 59% and 112% above estimates.
- Expenses in January tightened, which is typical of the season; they remain 1% under budget for the year. The wage line remains over budget due to headcount challenges; the parts line was over budget due to invoice timing; but most other expenses are under budget for the year.
- Our financial position is strong as we 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 18% this month and 15% for the year. STAR ridership is up 39% for the month and 48% for the year. Fixed route on-time performance is 80%; STAR on-time performance is 71%. Missed trips are coming down but ticked up a little this month. We expect this uneven pattern to continue for the next few months as we balance services and manpower. Preventable accidents are at 22 this month; and non-preventable accidents are at 17.

Next Meeting

Wednesday, March 23, 2022 at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for fabrication and delivery of passenger shelters to Brasco International of Madison Heights, MI.

Committee: Performance Monitoring/Audit
Committee Meeting Date: March 23, 2022
Board Action Date: March 30, 2022

Background:

We provide bus shelters throughout our system and typically order between 20 and 40 shelters per year. Shelters provided a safe, clean waiting area for customers. The current contract for bus shelters is expiring and a new contract is required.

Purpose:

Our shelter program allows for repair, replacement and addition of shelters based on current needs.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for the fabrication and delivery of shelters. The IFB outlined shelter styles, annual quantities, delivery schedules and CDTA design details. Although 17 vendors downloaded the IFB, only one bid was received. Bus shelter fabrication is a specialized process and participation is historically low. Generally, we receive two bids. We were notified by a probable bidder that they were understaffed and overcommitted and would not be submitting a bid. Based on this information and the level of advertising and initial interest, staff does not think that the scope of work was too restrictive to promote bidding and recommends moving forward with a contract award to Brasco International (the incumbent).

Staff recommends a three-year contract with two optional renewal years be awarded to Brasco International of Madison Heights, MI for the fabrication and delivery of transit shelters for a term of three years with two optional renewal years. The annual cost shall be determined by size and quantity of shelters needed. The Consumer Price Index (CPI) will be used for price increases over the year one base amount. The total contract value shall not exceed \$1,547,500. Upon Board approval, a contract will be executed immediately.

Financial Summary and Source of Funds:

The contract amount shall not exceed \$1,547,500 and will be funded in the appropriate Capital Plan starting in FY2023.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

March 23, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Shelter Manufacturing and Delivery

Background

CDTA seeks to ensure that our customers have safe, convenient, clean and modern places to wait for buses, and that we are projecting a professional image. To support these goals, CDTA has a robust shelter maintenance and replacement program. Shelters may be replaced due to damage beyond repair, addition of new stop locations (or upgrading an existing location from a sign to a shelter), or because the shelter is old and is showing signs of excessive wear. Shelters typically last between 10 and 15 years, depending on ridership.

We engage a subcontractor to provide for the fabrication and delivery of new shelters. Shelters are typically ordered once per year, take approximately 13 weeks to build, and are delivered directly to our installer's warehouse. The shelters are inspected by CDTA personnel and are approved for installation or are added to inventory. Historically we order between 20 and 40 shelters per year.

An Invitation for Bid was issued in February 2022 to provide pricing primarily for three sizes of shelters in predefined quantities. The bid was for our standard shelters, not the BRT style shelters.

One bid was received. Brasco International was the bidder. The pricing provided by Brasco is in line with previous contracts of this nature and was compared to prices provided to other transit systems. There is no guarantee or requirement for ordering a minimum number of shelters. The contract amount fixes pricing and identifies shelter specifications and delivery requirements only. Brasco is the incumbent supplier, has been working with CDTA for over 17 years, and we are very satisfied with their performance.

Recommendation

I am recommending awarding a three-year contract with two optional one-year extensions for the fabrication and delivery of bus shelters to Brasco International of Madison Heights, MI in an amount not to exceed \$1,547,500. The actual annual cost will be based on the unit prices provided in the bid and the number of units ordered each year.

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:**

\$1,547,500 (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 # 17 or Advertised
Number of Proposals/Bids Received # 1

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

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Brasco International
32400 Industrial Drive
Madison Heights, MI 48071

8. **SOURCE OF FUNDS:** Funded in the appropriate Capital Plan starting in 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: March 23, 2022



Bid Summary



Contract Name: **Fabrication & Delivery of Transit Passenger Shelters**

Contract No: **CDTA FAC 191-2000**

Date/Time of
Opening:

February 18, 2022 1:00PM

Bidder Contact Information	Base Bid Unit Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Brasco International, Inc. Address: 32400 Industrial Dr Madison Heights, MI 48071 Contact: Sean Loewe Email: sloewe@brasco.com Phone: 1.800.893.3665 x202	5x15 Shelter \$10,200	Alternate 1: Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
	3x10 Shelter \$5,950		2	DBE __ MBE __ WBE __ SDVOB __
	5x10 Shelter \$7,750		3	DBE __ MBE __ WBE __ SDVOB __
	7x15 Shelter \$13,975		4	DBE __ MBE __ WBE __ SDVOB __
	7x10 Shelter \$9,450		5	DBE __ MBE __ WBE __ SDVOB __
	3 Seat Bench \$675			
Name: Address: \$ _____ Contact: Email: Total w/selected Alternates: \$ Phone:		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 __
Name: Address: \$ _____ Contact: Email: Total w/selected Alternates: \$ Phone:		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: Contract award for installation of bus shelters to HMA Contracting Corp.

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 23, 2022

Board Action Date: March 30, 2022

Background:

The current contract for shelter installation is expiring and a new one is required.

Purpose:

Our shelter program allows for the maintenance, upkeep and installation of shelters throughout the service area.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for a vendor to perform shelter installation, including removal and storage services for a term of three years with two optional renewal years. The IFB outlined sizes and estimated quantities required for installation.

Nine vendors downloaded the IFB and two submitted bids. The low bidder was disqualified during the interview process as not responsible. The bid received from HMA Contracting Corporation was the lowest responsive and responsible bid. HMA is the incumbent contractor and has performed satisfactorily.

Staff recommends a three-year contract with two optional renewal years be awarded to HMA Contracting Corp of Mechanicville, NY for installation of bus shelters. Actual costs will be determined annually by need based on the unit costs provided. Upon Board approval, the contract will be executed immediately.

Financial Summary and Source of Funds:

The estimated five-year contract value is \$2,017,750 and it will be funded in the appropriate fiscal year of the capital plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

March 23, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Shelter Install

Background

CDTA seeks to ensure that our customers have safe, convenient, clean and modern places to wait for buses, and that we are projecting a professional image. To support these goals, CDTA has a robust shelter maintenance and replacement program. Shelters may be replaced due to damage beyond repair, addition of new stop locations (or upgrading an existing location from a sign to a shelter), or because the shelter is old and is showing signs of excessive wear. Shelters typically last between 10 and 15 years, depending on ridership.

CDTA issued an Invitation for Bid to install all concrete pads, shelters, benches and possible concrete work such as standing pads and curbs. We received two proposals. The low bidder was determined to be non-qualified. HMA Contracting Corp was the other bidder and has been qualified for the work. CDTA has worked with HMA in the past as has been very satisfied.

There is no guarantee or requirement for the minimum number of shelters to install. The contract amount is based on unit prices for specific sized concrete pads and shelters, including removing and disposition/storing of shelters if necessary.

Recommendation

I recommend awarding a three-year contract with two optional one-year extensions for the installation of shelters and shelter amenities to HMA Contracting Corp. of Mechanicville, NY in an amount not to exceed \$2,017,750. The actual annual cost will be based on the unit prices provided in the bid, and the total amount work assigned in that year.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities



Bid Summary



Contract Name: **Installation of Transit Passenger Shelters**

Contract No: **CDTA FAC 192-2000**

Date/Time of
Opening:

February 18, 2022 1:30PM

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: HMA Contracting Corporation Address: PO Box 151 Mechanicville, NY 12118 Contact: Thomas Schillinger Email: tschillinger@hmacontracting.com Phone: 518.664.1014	\$_403,550 (Base Bid) See Unit Price Breakdown attached	Alternate 1: \$5,200	1	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2: \$29/SF	2	DBE __ MBE __ WBE __ SDVOB __
		Alternate 3: \$90/LF	3	DBE __ MBE __ WBE __ SDVOB __
		Alternate 4: \$70/LF	4	DBE __ MBE __ WBE __ SDVOB __
		Alternate 5: \$23/SF	5	DBE __ MBE __ WBE __ SDVOB __
Name: Miller Excavating & Landscape Address: 580 Sager Road Amsterdam, NY 12010 Contact: Chad Miller Email: cmiller176@yahoo.com Phone: 518.848.8622	\$_377,900 (Base Bid) See Unit Price Breakdown attached	Alternate 1: \$3,400	1	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2: \$28/SF	2	DBE __ MBE __ WBE __ SDVOB __
		Alternate 3: \$100/LF	3	DBE __ MBE __ WBE __ SDVOB __
		Alternate 4: \$50/LF	4	DBE __ MBE __ WBE __ SDVOB __
		Alternate 5: \$28/SF	5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
		Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	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 award for a scheduling software maintenance contract to GIRO.

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 23, 2022

Board Action Date: March 30, 2022

Background:

Several years ago, we implemented a fixed route scheduling system (HASTUS) which was competitively procured and provided by GIRO. The current maintenance agreement for scheduling software is expiring and a new agreement is required.

Purpose:

The HASTUS software performs several tasks, including vehicle assignments, trip planning, work bidding and scheduling.

Summary of Proposal:

We competitively procured a fixed route scheduling system (HASTUS) from GIRO in 2000. The software is proprietary in nature, requiring a sole source procurement for a new maintenance contract. The maintenance contract includes software licenses, maintenance, support and consulting services that can only be performed by GIRO.

Staff recommends a three-year contract be awarded to GIRO for a maintenance contract for the Scheduling Software System (HASTUS) for an amount not to exceed \$875,294. Staff has reviewed the pricing and finds it to be fair and reasonable.

Financial Summary and Source of Funds:

The \$875,294 (Not to Exceed) will be funded in appropriate operating budget starting in FY2023.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Christopher Desany, Vice President of Planning and Infrastructure

Memorandum

March 23, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Scheduling Software Maintenance Contract

Overview

In 2000, CDTA implemented the fixed route scheduling system (HASTUS) which was competitively procured and provided by GIRO. HASTUS software is used throughout the agency for fixed route scheduling, run cutting, work bidding, daily work and vehicle assignments including operator payroll tracking, stop information displays, trip planning, development of stop/route/network maps and tracking customer comments, making it one of the most widely used and complex applications in place at CDTA. Over the past two years, CDTA completed the installation of a number of new HASTUS software modules for work bidding, daily crewing, and other related reporting packages. Upon 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 support services during the expected future life of the software. Overall, CDTA has been very satisfied with GIRO's performance.

Justification

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

- GIRO is familiar with the many nuances of their system and its relationship to our requirements and therefore has full knowledge of CDTA needs.
- Utilizing this vendor will result in a zero net increase in vendors at CDTA.
- Utilizing this vendor will require no third-party integration or customization, which reduces the risk inherent in custom third-party vendor development.
- We have documentation on file noting how the cost is justified by GIRO, which confirms fair and reasonable pricing for this purchase. Additionally, the pricing represents a year over year increase of 2.5% (not including the one-time license adjustment), which is more than consistent with industry standards.

Cost Summary

A summary of the costs for software licensing, maintenance, support, and related services is provided below:

Software Modules	Year 1	Year 2	Year 3
Existing Modules: Vehicle, Crew, CrewOpt, Minibus, Roster, Geo, HASTINFO, HASTINFO-Web, HASTOP, Bid, Comments	\$131,667	\$136,358	\$139,767
BidWeb, ATP, Rider, NetPlan	\$6,236	\$21,266	\$21,799
DailyCrew and DailyVehicle (<i>year one included</i>)	\$0	\$56,234	\$62,880
EPM (<i>year one prorated</i>)	\$600	\$4,908	\$5,030
Analytics (<i>year one prorated</i>)	\$118	\$3,681	\$3,773
Software escrow	\$1,250	\$1,250	\$1,250
Annual bank of 30 person-days (professional services)	\$41,400	\$42,435	\$43,496
Maintenance adjustment, peak vehicle increase to 250 (schools, Montgomery County, etc.)	\$0	\$15,212	\$16,124
One-time license adjustment, peak vehicle increase to 250 (schools, Montgomery County, etc.)	\$0	\$118,560	\$0
Total:	\$181,271	\$399,904	\$294,119

Recommendation

I am recommending awarding a three-year maintenance contract to GIRO of Montréal, Québec, Canada in an amount of \$875,294.

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:**

\$875,294 (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/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: GIRO**

75 rue de Port-Royal Est, bureau 500
Montreal, Quebec, Canada H3L 3T1

8. **SOURCE OF FUNDS: The appropriate operating budget starting in 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: **March 10, 2022**

Capital District Transportation Authority Agenda Action Proposal

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

Committee: Performance Monitoring/Audit
Committee Meeting Date: March 23, 2022
Board Action Date: March 30, 2022

Background:

As we continue preparations for the Washington Western Bus Rapid Transit (WWBRT), another step in this process requires the purchase of fareboxes for the articulated buses.

Purpose:

Procure fareboxes for sixteen articulated buses for WWBRT service.

Summary of Proposal:

In July 2013, the Board awarded a competitively procured contract to Genfare (a division of the SPX Corporation) for the purchase of a new fare collection system, including fareboxes. To allow for continuity of equipment and software, a sole source contract is recommended. Staff reviewed the pricing provided by SPX and found it to be fair and reasonable based upon past purchases of the same style farebox.

Staff recommends a contract for 16 fareboxes be awarded to SPX Corporation of Elk Grove Village, Illinois for an amount not to exceed \$212,701. Upon board approval, a contract will be immediately executed and fareboxes will be ordered.

Financial Summary and Source of Funds:

The total cost is \$212,701 and will be funded through the WWBRT grant program.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Lance Zarcone, Vice President of Operations

Memorandum

Date: March 23, 2022
To: Performance Monitoring/Audit Committee
From: Lance Zarcone, Vice President of Operations
Subject: Farebox Purchase

Summary

Progress on the Washington Western Bus Rapid Transit (WWBRT) continues to move toward completion. The Board previously approved the purchase of sixteen articulated buses to be branded and utilized in this service.

At this time, we need to purchase fareboxes for installation on these buses.

Background

A new fare collection system was competitively procured through SPX Genfare (GFI) in July 2013. The CDTA fleet is now equipped with the SPX Genfare Fast Fare farebox system.

However, since the contract has expired, we want to award a sole source contract to continue using the same SPX Genfare farebox. The Genfare farebox will minimize adding new parts to inventory, eliminate training for operators and technicians, and keep the customer experience identical to what they are accustomed to by utilizing the same farebox system.

Recommendation

To allow for fleet continuity and integration into existing systems, staff is recommending a sole source contract for the purchase of sixteen fareboxes be awarded to SPX Corporation of Elk Grove Village, IL, for an amount not to exceed \$212,701. These costs have been evaluated and compared to previous purchases of the same items and are found to be fair and reasonable.

Copy: Chief Executive Officer
Director of Procurement

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
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:

\$212,701 **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 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 Corporation

800 Arthur Ave
Elk Grove Village, IL 60007

8. SOURCE OF FUNDS: Funded by the WWBRT Grant Program

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:** March 23, 2022

Capital District Transportation Authority Agenda Action Proposal

Subject: Resolution to accept \$9,916,003 in State funding.

Committee: Performance Monitoring/Audit

Committee Meeting Date: March 23, 2022

Board Action Date: March 30, 2022

Background:

The New York State Department of Transportation and the Federal Transit Administration provide grant funding that require board resolutions to advance. This allows CDTA to accept state funding as a match for these federal programs.

We receive FTA funds on an annual basis through the Section 5307 and Section 5339 programs. Typically, FTA funds 80% of the grant and the remaining 20% is split between NYSDOT and CDTA. This year, the NYSDOT 10% match for the 5307/5339 programs is \$2,165,458, which is the same amount CDTA will fund. Section 5339 funds the purchase of buses, while Section 5307 funds non-revenue vehicles, preventive maintenance, and the shelter replacement program.

In addition, Federal Highway Administration funds were transferred from the FHWA to the FTA to support Washington/Western BRT. Federal funds cover 80% of the costs for these activities; NYSDOT provides 10% (\$267,800), and we provide the remaining 10% (\$267,800).

CDTA is the pass through for federal funds to support commuter service between Albany and Ulster County (operated by Adirondack Trailways). FTA pays 80% of these costs; NYSDOT provides 10% (\$379,478) as local match.

Lastly, NYSDOT provides a capital program through the Accelerated Transit Capital Program and the Transportation Modernization and Enhancement Program. CDTA was awarded \$3,461,124 in MEP funds and \$3,642,143 in ATC funds. MEP funds support the purchase of 40-foot buses; ATC funds are used as local match for articulated buses and garage improvements in the Washington-Western BRT Small Starts grant. The State supports 100% of these costs.

Summary of Action:

NYSDOT requires a Board resolution before they will reimburse for expenses. The resolution allows us to execute an agreement with NYSDOT to accept \$9,916,003.

Financial Summary and Source of Funds:

NYSDOT Contract K007407, Attachment #4 will fund the following (total is \$9,916,003):

- 100% of the \$3,461,124 MEP program; 100% of the \$3,642,143 ATC program.
- 10% of 5339 & 5307 & Trailways FTA grants for \$2,544,936; 10% of FHWA funds for \$267,800

Prepared by:

Melissa Shanley, Grants Manager

Project Managers:

Dave Williams, Phil Parella, Jeremy Smith

Monthly Management Report

February 2022



Monthly Management Report - February 2022
Executive Summary

		Current Month			Year to Date		
REVENUE	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance	
1	Mortgage Tax	\$ 1,092,883	\$ 937,500	\$ 155,383	16.57%	\$ 5,575,880	54.07%
2	Customer Fares	\$ 1,399,642	\$ 705,750	\$ 693,892	98.32%	\$ 4,843,541	62.39%
3	RRS & Facilities	\$ 143,214	\$ 76,076	\$ 67,138	88.25%	\$ 921,984	110.18%
EXPENSES	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance	
4	Wages	\$ 3,993,658	\$ 4,387,113	\$ (393,455)	-8.97%	\$ 437,600	0.91%
5	Workers' Compensation	\$ 125,533	\$ 237,394	\$ (111,861)	-47.12%	\$ (52,695)	-2.02%
6	Liability - Claims	\$ 245,584	\$ 31,573	\$ 214,011	677.83%	\$ 221,776	63.86%
7	Utilities	\$ 188,698	\$ 85,935	\$ 102,763	119.58%	\$ 101,614	10.75%
					YTD Revenue	12.81%	
					YTD Expenses	-1.38%	

Revenue Summary

- MRT has exceeded budget projections 11 straight months; with a positive YTD variance of \$5.6 million.
- Customer Fares are 62% over budget for the year as ridership continues to improve.
- RRS customer traffic has steadily increased from last year and is 110% over budget; but it is still about 50% of what it was two years ago.

Expense Summary

- Wages are under budget this month because February is a short month, with a holiday and 8 weekend days.
- Workers' Compensation is under budget because we received \$65,000 in recoveries and there were no special payments. Our YTD variance is now 2% under budget.
- Liability Claims is over budget because of two large settlement payments of \$157,000 and \$75,000 causing the YTD variance to increase to 64% over budget.
- Utilities are over budget this month because the supply price of natural gas spiked 65% at the end of January; the largest jump ever recorded. The increase is attributed to inflation, increased demand (post-COVID) and increased usage due to cold weather.

Note: We are in a satisfactory budget position.

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

	Feb-22	Feb-21
Assets		
Current Assets:		
Cash	\$17,509,037	\$12,934,615
Investments	\$24,153,442	\$16,884,661
Receivables:		
Mortgage Tax	\$1,322,068	\$1,630,012
Federal Grants	\$566,897	\$13,297,887
New York State Operating Assistance	\$0	\$18,170,020
Trade and Other	\$10,308,374	\$5,105,375
Advances to Capital District Transportation Committee	\$1,076,396	\$591,698
Materials, Parts and Supplies	\$5,262,839	\$4,585,740
Prepaid Expenses	\$1,223,719	\$1,203,391
Sub-Total Current Assets	\$61,422,772	\$74,403,399
Noncurrent Assets:		
Capital Assets, net	\$120,723,467	\$107,102,342
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	\$204,138,376	\$201,505,404
Liabilities		
Current Liabilities:		
Accounts Payable	\$4,313,888	\$6,231,164
Accrued Expenses	\$6,466,673	\$4,797,814
Unearned Revenue	\$5,275,242	\$1,649,340
Line of Credit	\$0	\$5,000,000
Sub-Total Current Liabilities	\$16,055,803	\$17,678,318
Noncurrent Liabilities:		
Capital Lease Agreement	\$1,507,550	\$3,134,504
Estimated Provision for Existing Claims and Settlements	\$9,377,506	\$10,765,744
Other postemployment benefits	\$85,491,074	\$105,346,823
Net Pension Liability	\$5,982,206	\$1,816,083
Sub-Total Noncurrent Liabilities	\$102,358,336	\$120,863,154
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	\$150,954,054	\$150,286,694
Net Position		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	(\$55,056,906)	(\$57,022,519)
Total for Net Position	\$53,184,322	\$51,218,709
Total Liabilities and Net Position	\$204,138,376	\$201,505,404

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

	<u>To Date Actual</u>	<u>Annual Budget</u>	92%
REVENUE:			
AUTHORITY	\$15,717,949	\$11,355,000	138%
TRANSIT	\$89,455,012	\$91,399,593	98%
ACCESS	\$442,082	\$425,000	104%
CDTA FACILITIES	\$1,896,316	\$1,030,299	184%
TOTAL REVENUE	<hr/> \$107,511,360	<hr/> \$104,209,892	<hr/> 103%
EXPENSE:			
AUTHORITY	\$15,085,468	\$16,813,408	90%
TRANSIT	\$75,416,828	\$83,778,811	90%
ACCESS	\$1,234,385	\$1,308,812	94%
CDTA FACILITIES	\$1,789,678	\$2,308,860	78%
TOTAL EXPENSE	<hr/> \$93,526,359	<hr/> \$104,209,892	<hr/> 90%
Revenue over (under) Expenses	\$13,985,001		
Depreciation	<hr/> \$12,650,000		
Excess of Revenue over (under) Expenses	\$1,335,001		
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/> (\$3,652,899)		
*Net Excess of Revenue over (under) Expenses	(\$9,955,651)		
*Contribution to required fleet replacement.			

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
MONTHLY MANAGEMENT REPORT
February-22

BUDGET VARIANCE REPORT	CONSOLIDATED								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$1,092,883	\$937,500	\$155,383	16.57%	\$15,888,380	\$10,312,500	\$5,575,880	54.07%	\$11,250,000
Customer Fares	\$1,399,642	\$705,750	\$693,892	98.32%	\$12,606,791	\$7,763,250	\$4,843,541	62.39%	\$8,469,000
Advertising Revenue	\$132,708	\$107,708	\$25,000	23.21%	\$1,417,882	\$1,184,792	\$233,090	19.67%	\$1,292,500
RRS & Facilities	\$143,214	\$76,076	\$67,138	88.25%	\$1,758,816	\$836,832	\$921,984	110.18%	\$912,908
Interest Income	\$4	\$1,667	(\$1,662)	-99.73%	\$599	\$18,333	(\$17,735)	-96.74%	\$20,000
Misc. Income	\$8,062	\$7,375	\$687	9.31%	\$758,934	\$81,125	\$677,809	835.51%	\$88,500
Total Operating Revenue	\$2,776,514	\$1,836,076	\$940,438	51.22%	\$32,431,401	\$20,196,832	\$12,234,569	60.58%	\$22,032,908
Operating Assistance									
New York State Aid	\$3,459,000	\$3,459,000	\$0	0.00%	\$38,049,000	\$38,049,000	\$0	0.00%	\$41,508,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,757,250	\$1,757,250	\$0	0.00%	\$1,917,000
Federal Aid	\$2,981,106	\$2,981,106	\$0	0.00%	\$32,792,163	\$32,792,163	\$0	0.00%	\$35,773,269
Operating Grants	\$248,226	\$248,226	\$0	0.00%	\$2,730,489	\$2,730,489	\$0	0.00%	\$2,978,715
Total Operating Assistance	\$6,848,082	\$6,848,082	\$0	0.00%	\$75,328,902	\$75,328,902	\$0	0.00%	\$82,176,984
Total Revenue and Assistance	\$9,624,596	\$8,684,158	\$940,438	10.83%	\$107,760,303	\$95,525,734	\$12,234,569	12.81%	\$104,209,892
Expenses									
Salaries and Wages	\$3,993,658	\$4,387,113	(\$393,455)	-8.97%	\$48,695,843	\$48,258,243	\$437,600	0.91%	\$52,645,356
FICA	\$284,457	\$310,203	(\$25,746)	-8.30%	\$3,514,138	\$3,412,231	\$101,907	2.99%	\$3,722,434
Health Benefits	\$878,627	\$914,241	(\$35,614)	-3.90%	\$9,516,936	\$10,056,651	(\$539,715)	-5.37%	\$10,970,892
Workers Compensation	\$125,533	\$237,394	(\$111,860)	-47.12%	\$2,558,636	\$2,611,331	(\$52,695)	-2.02%	\$2,848,725
Other Benefits	\$318,544	\$370,828	(\$52,284)	-14.10%	\$3,733,222	\$4,079,103	(\$345,881)	-8.48%	\$4,449,931
Professional Services	\$260,632	\$349,145	(\$88,514)	-25.35%	\$3,225,665	\$3,840,600	(\$614,935)	-16.01%	\$4,189,745
Materials & Supplies	\$167,775	\$153,029	\$14,747	9.64%	\$1,560,599	\$1,683,317	(\$122,718)	-7.29%	\$1,836,346
Miscellaneous	\$57,869	\$61,404	(\$3,536)	-5.76%	\$645,711	\$675,449	(\$29,738)	-4.40%	\$736,853
Purchased Transportation	\$566,467	\$555,447	\$11,021	1.98%	\$6,207,421	\$6,109,912	\$97,508	1.60%	\$6,665,359
Maintenance Services	\$215,674	\$259,605	(\$43,931)	-16.92%	\$2,773,231	\$2,855,653	(\$82,423)	-2.89%	\$3,115,258
Liability - Claims	\$245,584	\$31,573	\$214,011	677.83%	\$569,078	\$347,302	\$221,776	63.86%	\$378,875
Utilities	\$188,698	\$85,935	\$102,763	119.58%	\$1,046,899	\$945,285	\$101,614	10.75%	\$1,031,220
Fuel	\$420,397	\$450,939	(\$30,542)	-6.77%	\$4,377,554	\$4,960,331	(\$582,777)	-11.75%	\$5,411,270
Parts, Tires, Oil	\$468,140	\$436,981	\$31,159	7.13%	\$4,979,425	\$4,806,794	\$172,631	3.59%	\$5,243,775
General Insurance	\$74,622	\$80,321	(\$5,699)	-7.10%	\$805,362	\$883,532	(\$78,170)	-8.85%	\$963,853
Total EXPENSES	\$8,266,678	\$8,684,158	(\$417,480)	-4.81%	\$94,209,720	\$95,525,734	(\$1,316,014)	-1.38%	\$104,209,892
Surplus/Deficit	\$1,357,918	\$0	\$1,357,918		\$13,550,583	\$0	\$13,550,583		\$0

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
 MONTHLY MANAGEMENT REPORT
 February-22

BUDGET VARIANCE REPORT

	NON-TRANSIT								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$1,092,883	\$937,500	\$155,383	16.57%	\$15,888,380	\$10,312,500	\$5,575,880	54.07%	\$11,250,000
Interest Income	\$4	\$1,667	(\$1,663)	-99.75%	\$595	\$18,333	(\$17,739)	-96.76%	\$20,000
Interest Inc-Invest/Change in Invest	(\$57,245)	\$0	(\$57,245)	0.00%	(\$248,943)	\$0	(\$248,943)	0.00%	\$0
Misc. Income - Authority	\$7,083	\$7,083	(\$0)	0.00%	\$77,918	\$77,917	\$1	0.00%	\$85,000
Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Total Operating Revenue	\$1,042,725	\$946,250	\$96,475	10.20%	\$15,717,949	\$10,408,750	\$5,309,199	51.01%	\$11,355,000
Expenses									
Labor - Authority	\$575,241	\$608,991	(\$33,750)	-5.54%	\$6,839,171	\$6,698,899	\$140,272	2.09%	\$7,307,890
Fringe - Authority	\$352,401	\$374,970	(\$22,569)	-6.02%	\$4,113,975	\$4,124,672	(\$10,697)	-0.26%	\$4,499,642
Materials & Supplies - Authority	\$10,117	\$15,820	(\$5,702)	-36.05%	\$92,192	\$174,016	(\$81,824)	-47.02%	\$189,836
Professional Services - Authority	\$92,566	\$199,362	(\$106,796)	-53.57%	\$1,831,908	\$2,192,983	(\$361,075)	-16.47%	\$2,392,345
Other Expenses - Authority	\$206,714	\$201,975	\$4,739	2.35%	\$2,208,222	\$2,221,720	(\$13,498)	-0.61%	\$2,423,695
Total Expenses	\$1,237,040	\$1,401,117	(\$164,078)	-11.71%	\$15,085,468	\$15,412,291	(\$326,822)	-2.12%	\$16,813,408
Surplus/(Deficit)	(\$194,314)	(\$454,867)	\$260,553		\$632,481	(\$5,003,541)	\$5,636,022		(\$5,458,408)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
MONTHLY MANAGEMENT REPORT
February-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	\$726,512	\$526,583	\$199,929	37.97%	\$8,632,939	\$5,792,417	\$2,840,522	49.04%	\$6,319,000
Contracts - Transit	\$643,774	\$143,750	\$500,024	347.84%	\$3,531,774	\$1,581,250	\$1,950,524	123.35%	\$1,725,000
Advertising-Transit	\$120,208	\$97,926	\$22,283	22.75%	\$1,280,382	\$1,077,183	\$203,198	18.86%	\$1,175,109
Misc. Income - Transit	\$978	\$292	\$687	235.48%	\$681,016	\$3,208	\$677,808	21126.48%	\$3,500
Total Operating Revenue	\$1,491,472	\$768,551	\$722,922	94.06%	\$14,126,110	\$8,454,058	\$5,672,052	67.09%	\$9,222,609
Operating Assistance									
State Aid - General	\$3,265,917	\$3,265,917	\$0	0.00%	\$35,925,083	\$35,925,083	\$0	0.00%	\$39,191,000
State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$1,757,250	\$1,757,250	\$0	0.00%	\$1,917,000
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$366,667	\$366,667	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,757,250	\$1,757,250	\$0	0.00%	\$1,917,000
Federal Aid - Transit	\$2,981,106	\$2,981,106	\$0	0.00%	\$32,792,163	\$32,792,163	\$0	0.00%	\$35,773,269
Other Grants - Federal	\$248,226	\$248,226	\$0	0.00%	\$2,730,489	\$2,730,489	\$0	0.00%	\$2,978,715
Total Operating Assistance	\$6,848,082	\$6,848,082	\$0	0.00%	\$75,328,902	\$75,328,902	\$0	0.00%	\$82,176,984
Total Revenue and Assistance	\$8,339,554	\$7,616,633	\$722,922	9.49%	\$89,455,012	\$83,782,960	\$5,672,052	6.77%	\$91,399,593
Expenses									
Labor - Maintenance	\$697,085	\$802,739	(\$105,654)	-13.16%	\$8,549,500	\$8,830,133	(\$280,633)	-3.18%	\$9,632,872
Labor - Transportation	\$2,473,413	\$2,648,917	(\$175,504)	-6.63%	\$29,912,512	\$29,138,089	\$774,424	2.66%	\$31,787,006
Labor - STAR	\$187,720	\$253,345	(\$65,624)	-25.90%	\$2,604,013	\$2,786,790	(\$182,776)	-6.56%	\$3,040,134
Fringe	\$1,277,627	\$1,441,426	(\$163,800)	-11.36%	\$14,322,746	\$15,855,689	(\$1,532,943)	-9.67%	\$17,297,115
Materials & Supplies	\$1,000,042	\$1,005,580	(\$5,539)	-0.55%	\$10,841,716	\$11,061,383	(\$219,667)	-1.99%	\$12,066,963
Professional Services	\$61,252	\$140,064	(\$78,812)	-56.27%	\$1,523,447	\$1,540,699	(\$17,252)	-1.12%	\$1,680,762
Other Expenses	\$4,571	\$4,379	\$192	4.38%	\$46,269	\$48,171	(\$1,902)	-3.95%	\$52,550
Purchased Transportation - STAR	\$463,313	\$390,636	\$72,677	18.60%	\$4,845,646	\$4,296,994	\$548,651	12.77%	\$4,687,630
Liability - Claims	\$245,584	\$31,573	\$214,011	677.83%	\$569,078	\$347,302	\$221,776	63.86%	\$378,875
Liability - Insurance	\$70,598	\$77,579	(\$6,982)	-9.00%	\$612,563	\$853,374	(\$240,811)	-28.22%	\$930,953
Utilities - Transit	\$120,309	\$50,443	\$69,865	138.50%	\$619,839	\$554,877	\$64,962	11.71%	\$605,320
Mat & Supplies - NX	\$0	\$5,833	(\$5,833)	-100.00%	\$7,017	\$64,167	(\$57,150)	-89.06%	\$70,000
Purchased Transportation - NX	\$81,812	\$129,053	(\$47,241)	-36.61%	\$962,482	\$1,419,578	(\$457,097)	-32.20%	\$1,548,631
Total Expenses	\$6,683,325	\$6,981,568	(\$298,242)	-4.27%	\$75,416,828	\$76,797,244	(\$1,380,416)	-1.80%	\$83,778,811
Surplus/(Deficit)	\$1,656,229	\$635,065	\$1,021,164		\$14,038,185	\$6,985,717	\$7,052,468		\$7,620,782

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
MONTHLY MANAGEMENT REPORT
February-22

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	\$29,357	\$35,417	\$6,846	19.33%	\$442,078	\$389,583	\$52,495	13.47%	\$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	\$29,357	\$35,417	\$6,847	19.33%	\$442,082	\$389,583	\$52,499	13.48%	\$425,000
Total Revenue and Assistance	\$29,357	\$35,417	\$6,847	19.33%	\$442,082	\$389,583	\$52,499	13.48%	\$425,000
Expenses									
Labor - Access	\$46,922	\$56,810	(\$9,888)	-17.41%	\$628,750	\$624,914	\$3,837	0.61%	\$681,724
Fringe Benefits - Access	\$14,433	\$14,652	(\$219)	-1.49%	\$175,063	\$161,167	\$13,896	8.62%	\$175,819
Purchased Transportation	\$21,342	\$33,333	(\$11,991)	-35.97%	\$399,293	\$366,667	\$32,627	8.90%	\$400,000
Professional Services - Access	\$0	\$0	\$0	0.00%	\$9,000	\$0	\$9,000	0.00%	\$0
Rent and Utilities - Access	\$1,841	\$1,643	\$198	12.05%	\$20,127	\$18,078	\$2,049	11.34%	\$19,721
Other Expenses - Access	\$76	\$2,629	(\$2,553)	-97.13%	\$2,151	\$28,919	(\$26,768)	-92.56%	\$31,548
Total Expenses	\$84,614	\$109,068	(\$24,454)	-22.42%	\$1,234,385	\$1,199,744	\$34,640	2.89%	\$1,308,812
Surplus/(Deficit)	(\$55,257)	(\$73,651)	\$31,300		(\$792,302)	(\$810,161)	\$17,859		(\$883,812)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
MONTHLY MANAGEMENT REPORT
February-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	\$44,787	\$32,147	\$12,640	39.32%	\$688,752	\$353,612	\$335,140	94.78%	\$385,758
RRS Parking Revenue	\$89,776	\$31,929	\$57,847	181.17%	\$971,202	\$351,221	\$619,981	176.52%	\$383,150
RRS Advertising	\$12,500	\$9,783	\$2,717	27.78%	\$137,500	\$107,609	\$29,891	27.78%	\$117,391
SSTS	\$2,423	\$2,467	(\$44)	-1.77%	\$30,415	\$27,133	\$3,281	12.09%	\$29,600
Greyhound	\$190	\$2,500	(\$2,310)	-92.40%	\$2,061	\$27,500	(\$25,439)	-92.51%	\$30,000
85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$63,808	\$73,333	(\$9,526)	-12.99%	\$80,000
Interest Income	\$238	\$367	(\$129)	-35.18%	\$2,579	\$4,033	(\$1,454)	-36.05%	\$4,400
Total Operating Revenue	\$155,714	\$85,858	\$69,856	81.36%	\$1,896,316	\$944,441	\$951,875	100.79%	\$1,030,299
Expenses									
Labor	\$13,277	\$16,311	(\$3,034)	-18.60%	\$161,533	\$179,419	(\$17,886)	-9.97%	\$195,730
Fringe-Benefits	\$2,332	\$1,617	\$714	44.18%	\$27,787	\$17,788	\$9,999	56.21%	\$19,405
Professional Services	\$3,213	\$10,417	(\$7,204)	-69.16%	\$45,745	\$114,583	(\$68,838)	-60.08%	\$125,000
Insurance	\$2,936	\$2,417	\$520	21.50%	\$32,299	\$26,583	\$5,716	21.50%	\$29,000
Security	\$408	\$33,617	(\$33,209)	-98.79%	\$172,755	\$369,783	(\$197,028)	-53.28%	\$403,400
Facilities Upkeep	\$27,386	\$24,833	\$2,552	10.28%	\$216,272	\$273,167	(\$56,895)	-20.83%	\$298,000
Facilities Repairs	\$3,778	\$8,474	(\$4,696)	-55.42%	\$102,901	\$93,209	\$9,691	10.40%	\$101,683
Utilities	\$57,677	\$28,983	\$28,694	99.00%	\$361,573	\$318,817	\$42,756	13.41%	\$347,800
Materials & Supplies	\$771	\$1,333	(\$563)	-42.21%	\$9,189	\$14,667	(\$5,478)	-37.35%	\$16,000
Parking Garage	\$153,630	\$40,833	\$112,797	276.24%	\$446,417	\$449,167	(\$2,749)	-0.61%	\$490,000
Greyhound	\$0	\$667	(\$667)	-100.00%	\$364	\$7,333	(\$6,970)	-95.04%	\$8,000
85 Watervliet Avenue	\$19,710	\$9,395	\$10,315	109.79%	\$90,182	\$103,347	(\$13,164)	-12.74%	\$112,742
SSTS	\$16,214	\$13,508	\$2,706	20.03%	\$122,661	\$148,592	(\$25,930)	-17.45%	\$162,100
Total Expenses	\$301,330	\$192,405	\$108,925	56.61%	\$1,789,678	\$2,116,455	(\$326,777)	-15.44%	\$2,308,860
Surplus/(Deficit)	(\$145,616)	(\$106,547)	(\$39,069)		\$106,638	(\$1,172,014)	\$1,278,652		(\$1,278,561)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

AGING OF ACCOUNTS RECEIVABLE

Feb-22		
	Amount	% of Total
Current	\$689,813	6.69%
31 - 60	\$766,160	7.43%
61 - 90	\$583,203	5.66%
91 - 120	\$1,346,007	13.06%
Over 120	\$6,923,191	67.16%
Total Accounts Receivable	\$10,308,374	100.00%

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%

AGING OF ACCOUNTS PAYABLE

Feb-22		
	Amount	% of Total
Current	\$3,998,799	92.70%
31 - 60	\$284,343	6.59%
61 - 90	\$2,906	0.07%
90 & Over	\$27,840	0.65%
Total Accounts Payable	\$4,313,888	100.00%

Feb-22 Receivables over 120 days: \$6,923,191

Breakdown of outstanding receivables over 120 days.	
\$6,644,310	NYS DEPT. OF TRANSPORTATION
\$87,500	CITY OF ALBANY
\$75,000	BIKE SHARE MOU CONTRACTS
\$73,191	UNIVERSITY AT ALBANY
\$43,190	OTHER
\$6,923,191	

ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX	Current Month				Fiscal Year to Date			
	Feb-22	Feb-21	Difference	%	2022	2021	Difference	%
Albany	\$335,567	\$404,701	(\$69,134)	-17.08%	\$5,249,160	\$4,412,764	\$836,396	18.95%
Rensselaer	\$225,293	\$159,031	\$66,262	41.67%	\$2,610,636	\$1,834,767	\$775,869	42.29%
Saratoga	\$403,850	\$450,257	(\$46,407)	-10.31%	\$5,555,258	\$5,234,855	\$320,403	6.12%
Schenectady	\$128,172	\$141,699	(\$13,527)	-9.55%	\$2,473,326	\$1,823,893	\$649,433	35.61%
Total	\$1,092,882	\$1,155,688	(\$62,806)	-5.43%	\$15,888,380	\$13,306,279	\$2,582,101	19.41%

	<u>Current Month</u>	<u>Year To Date</u>
FY 2022	\$1,092,882	\$15,888,380
FY 2021	\$1,155,688	\$13,306,279

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
February 28, 2022**

RESTRICTED INVESTMENTS

	<u>Fund Balances</u>	<u>Current Obligations</u>
Risk Management Account (Self-Insured)	\$3,546,096	\$1,782,461
Workers' Comp. Account (Self-Insured)	\$9,151,158	\$7,595,045
Operating Account	\$3,086,227	

Current Operating Reserve Obligations

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

Current Capital Reserve Obligations

Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) System Upgrade	\$7,427,132	
		<hr/> \$931,231
		\$931,231

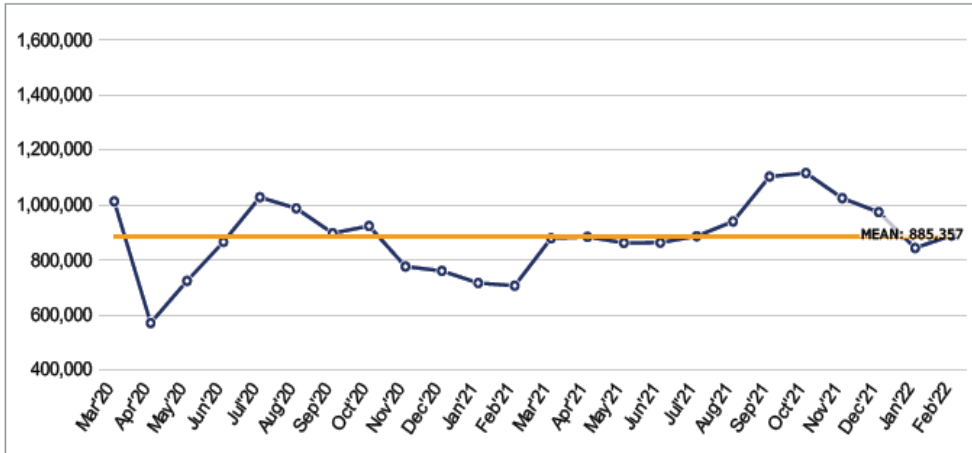
Current Vehicle Replacement Reserve Obligations

Paratransit Fleet Replacement (6)	\$942,829	
		<hr/> \$61,817
		\$61,817

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	0.33%
Workers' Compensation	0.25%
Operating Fund	0.19%
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.

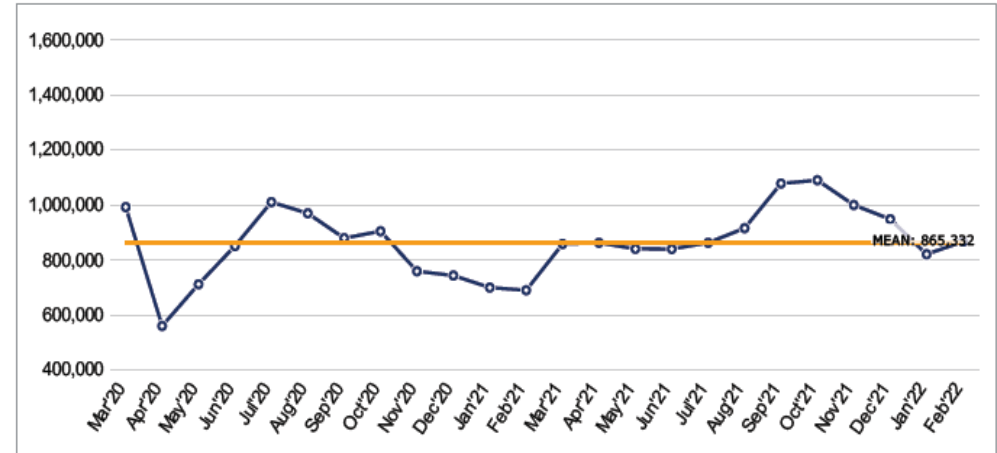
☘ Total Riders



Previous: 706,806

Current: 889,710

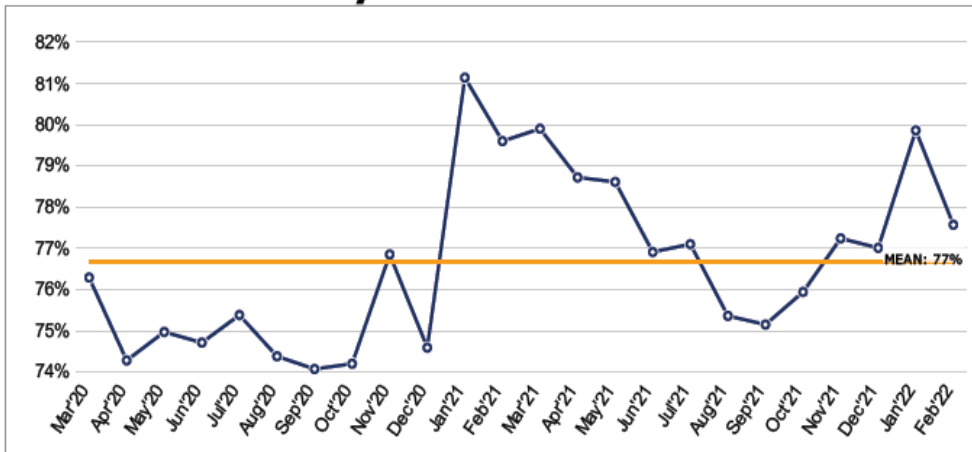
☘ Fixed Riders



Previous: 690,208

Current: 867,627

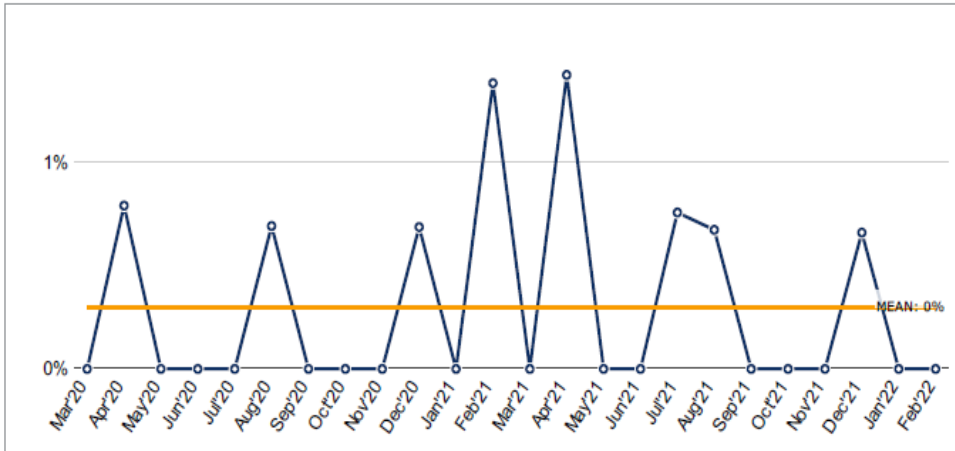
☘ System Wide OTP



Previous: 79.60%

Current: 77.57%

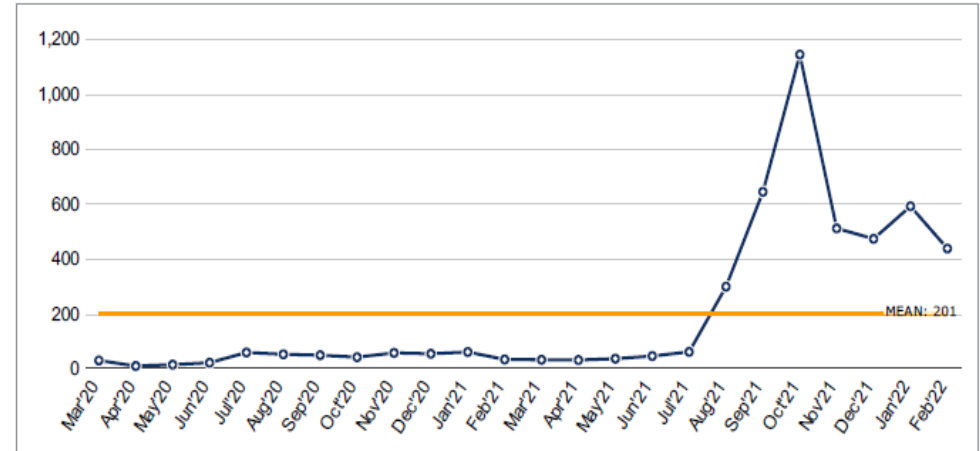
PMI Not On Time



Previous: 1.4%

Current: 0.0%

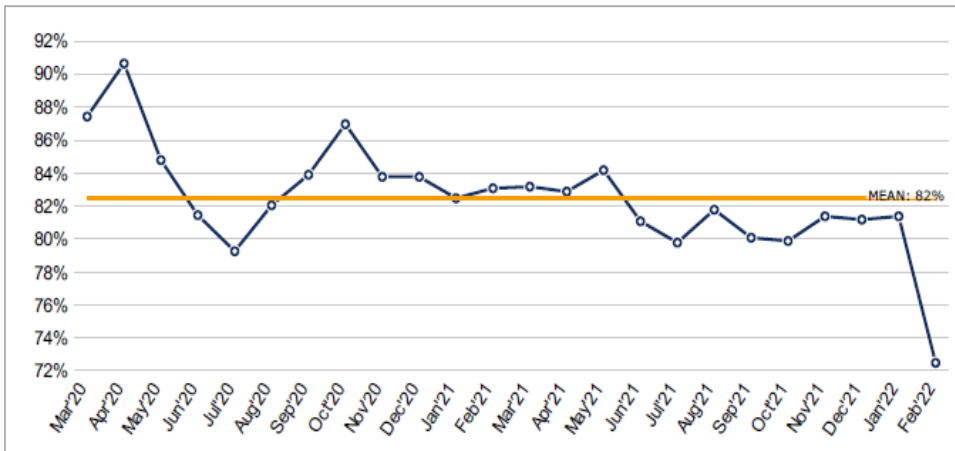
Missed Trips



Previous: 35

Current: 439

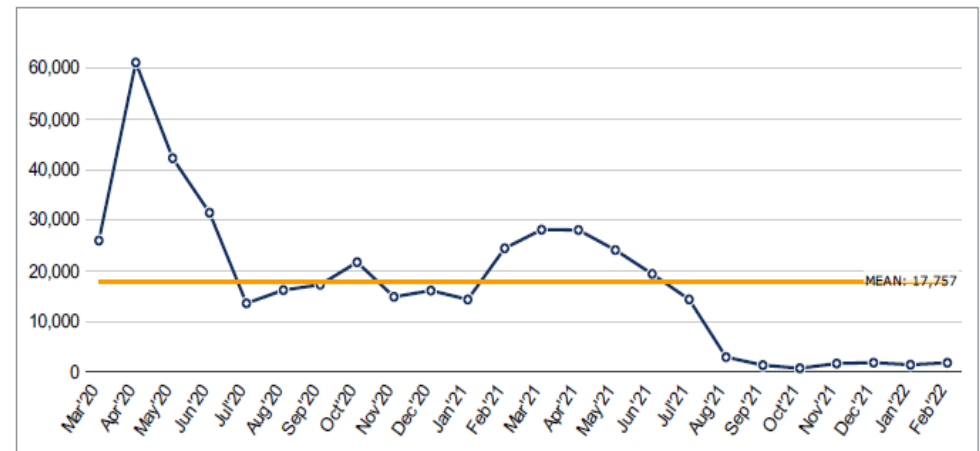
Scheduled Work



Previous: 83.1%

Current: 72.5%

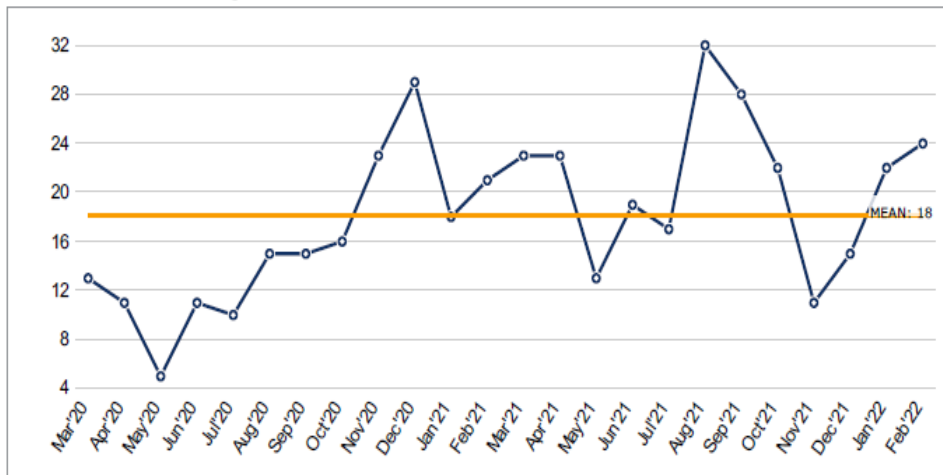
MDBSI



Previous: 24,479

Current: 1,889

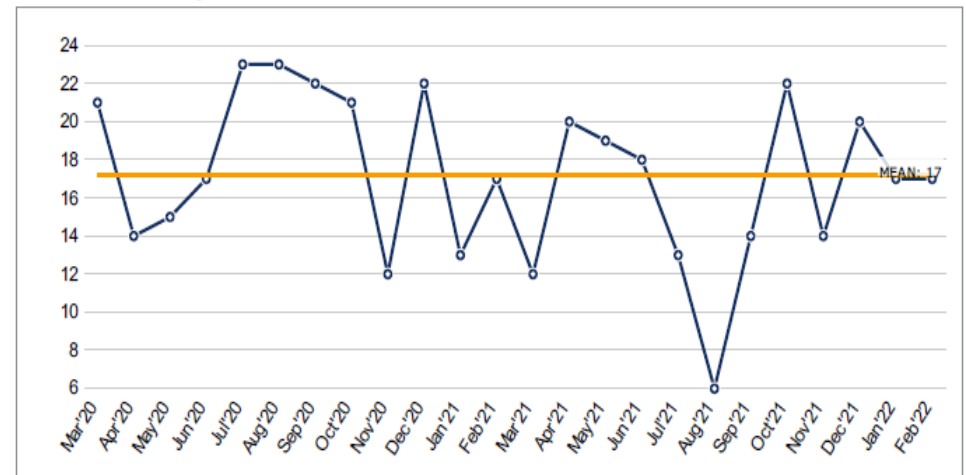
☘ Preventable Accidents



Previous: 21

Current: 24

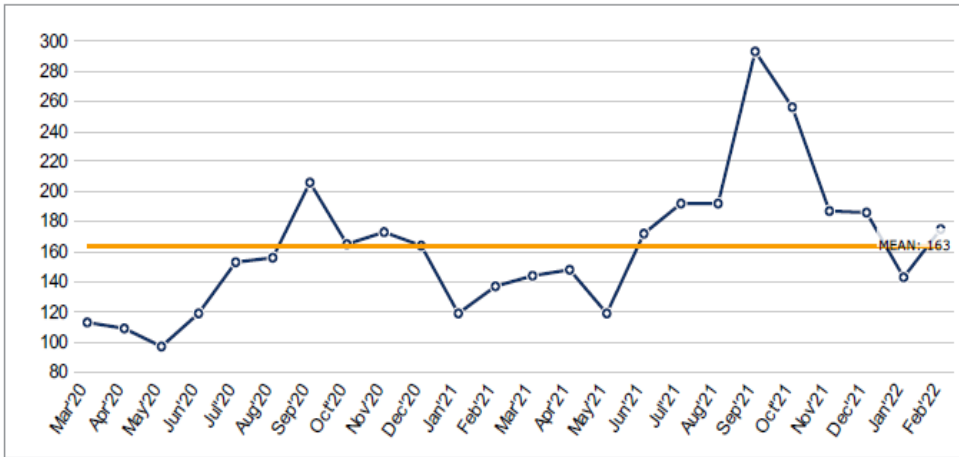
☘ Non-Preventable Accidents



Previous: 17

Current: 17

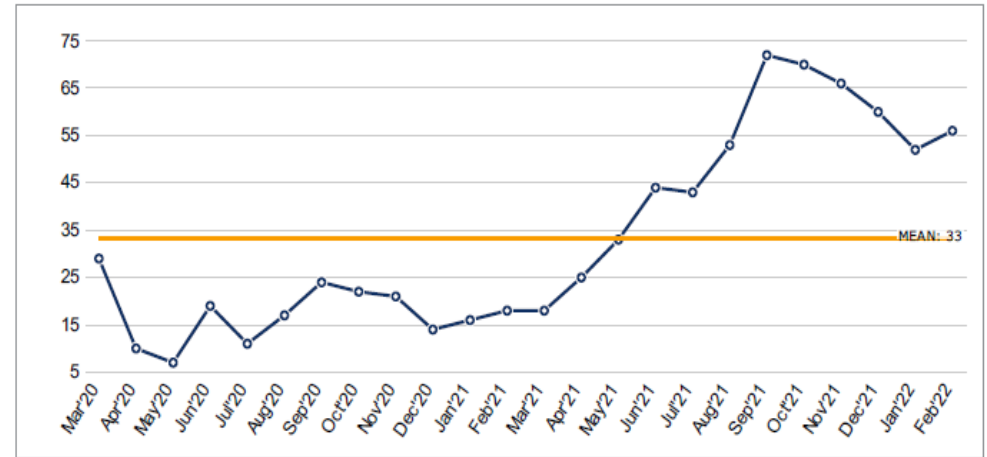
Fixed/Shuttle Complaints



Previous:137

Current: 175

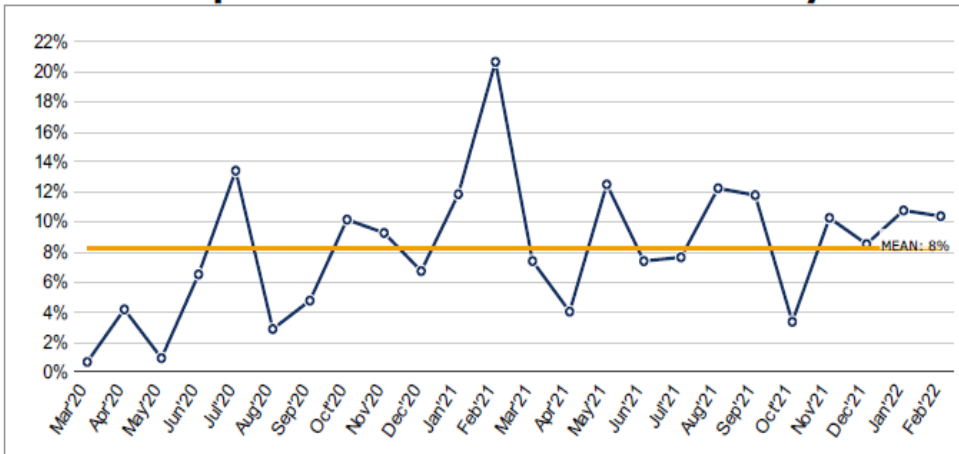
Other Complaints



Previous:18

Current: 56

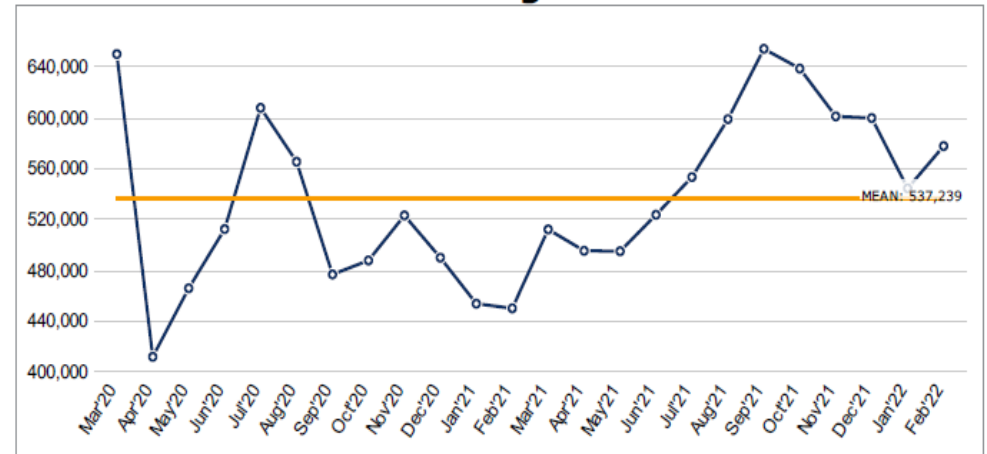
Complaints Not Addressed in Ten Days



Previous:20.6%

Current: 10.4%

Website Page Views



Previous:450,393

Current: 577,838

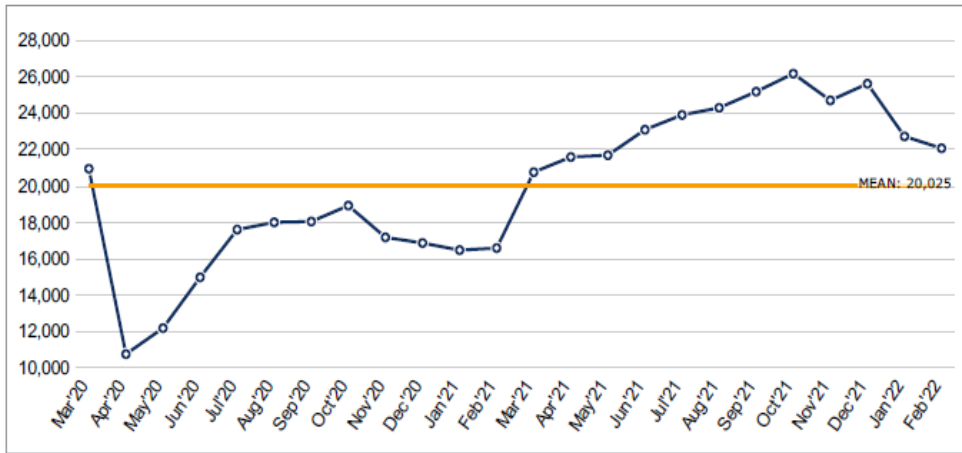
Monthly Performance Report

Period: Feb'22

Meeting: Mar'22

STAR Service

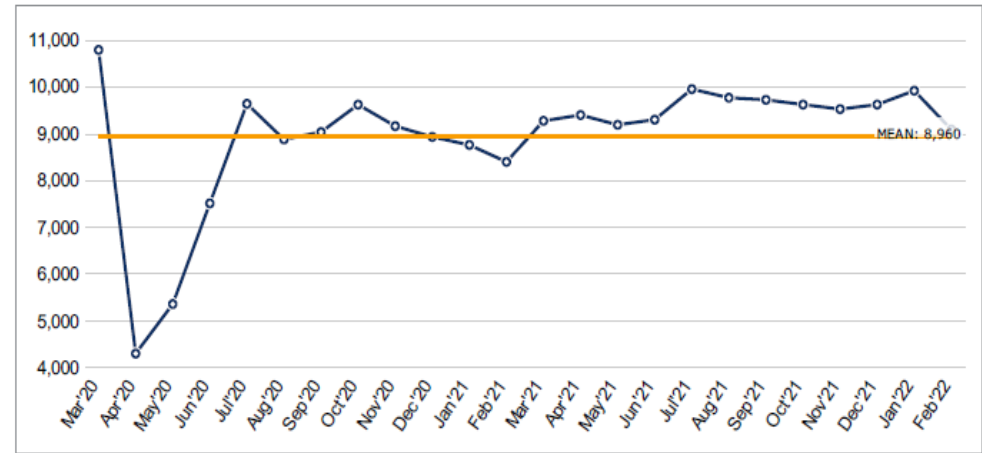
☘ STAR Riders



Previous: 16,598

Current: 22,083

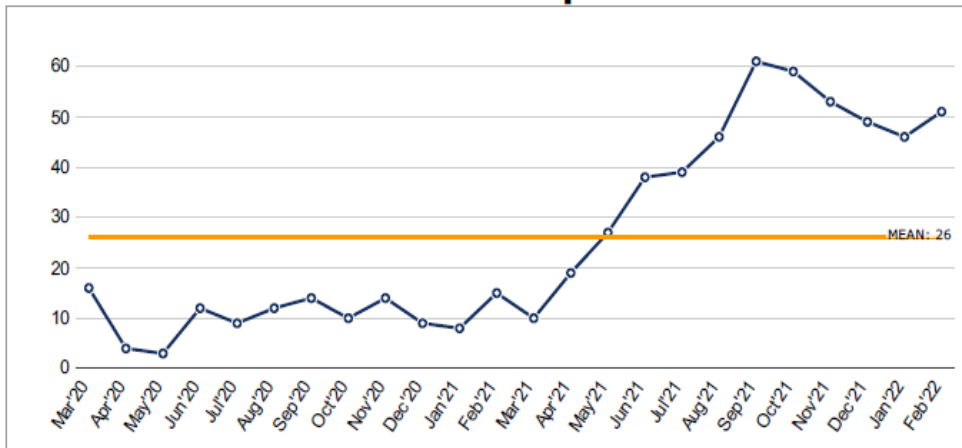
☘ Reservation Calls



Previous: 8,409

Current: 9,100

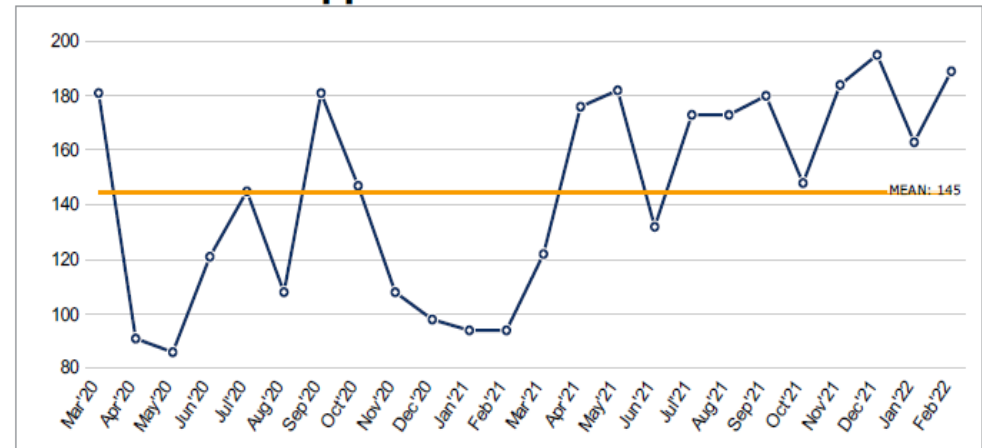
☘ Customer Complaints



Previous: 15

Current: 51

☘ Applications Received



Previous: 94

Current: 189

Monthly Performance Report

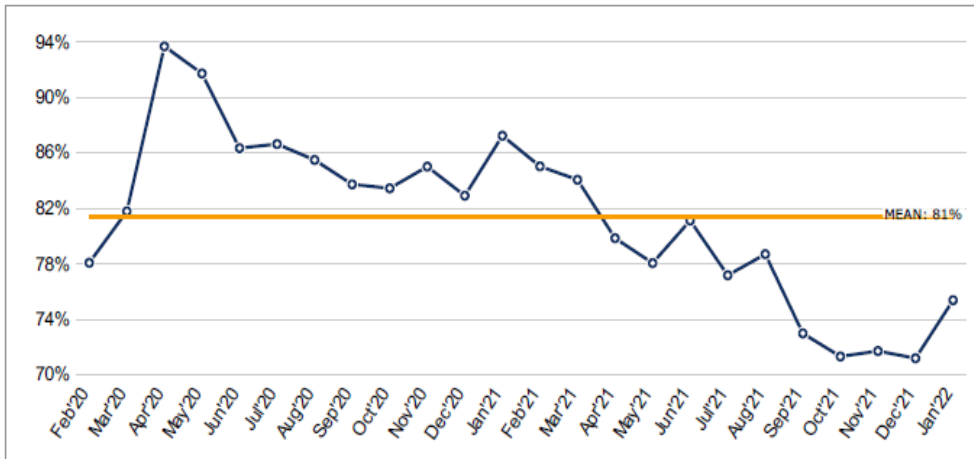
Period: Feb'22

Meeting: Mar'22

STAR Service

Page 6

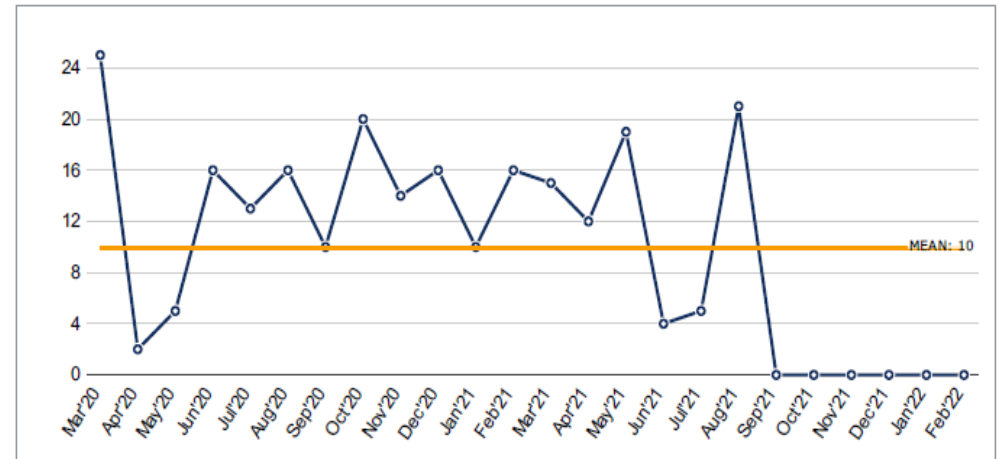
☘ On-Time Performance (0-10 Minutes) Period: Jan'22



Previous: 87.3%

Current: 75.4%

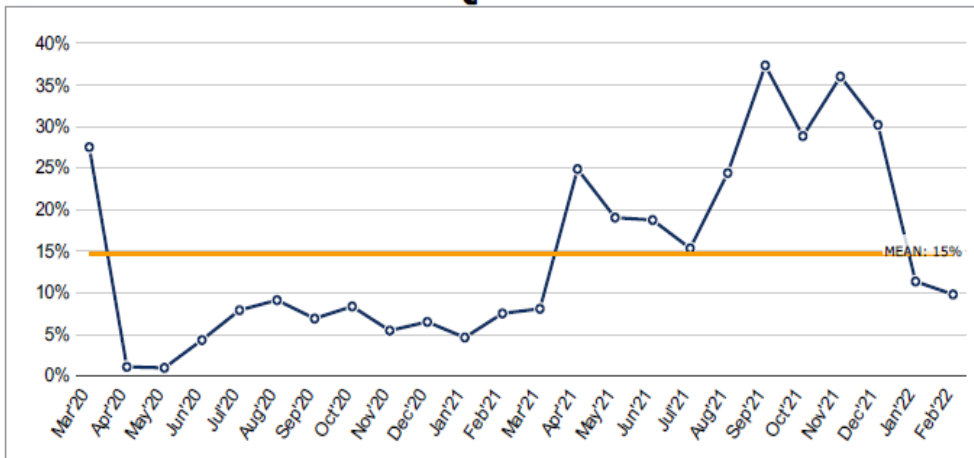
☘ Trip Denials



Previous: 16

Current: 0

☘ Reservation Calls in Queue Over Five Minutes



Previous: 7.5%

Current: 9.8%

Total Riders – Includes fixed route, STAR, NX, cash fare, Navigator, contracts (primarily UA), employees, and special events/trolley.

Fixed Riders – Includes fixed route, NX, cash fare, Navigator, contracts (primarily UA), employees, and special events/trolley.

System Wide OTP % – On-time performance: The percentage of departures that occurred between 5 minutes late and 1 minute early. This is calculated across all time points in all routes in the system except at the last time point of a route, which calculates On-Time as between 5 minutes late and 15 minutes early. Departures more than 30 minutes late or more than 15 minutes early are excluded along with School Trips, Shopping Trips, and NX routes.

PMI – Not on Time – A Preventive Maintenance Inspection (PMI) is a routine (periodic) service and examination of the vehicle to identify potential defects before they fail. This measure is the work orders completed within 500 miles before and 500 miles after the scheduled mileage (6,000), divided by the number of PMI's done for the month.

Missed Trips – Collected by dispatchers and aggregated by administration. This includes missed trips due to mechanical issues and operator availability.

Scheduled Work – Unscheduled work 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.