



**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Wednesday, April 20, 2022 | 12:00 pm | Microsoft Teams Meeting**

<b>Committee Item</b>	<b>Responsibility</b>
Call to Order	Denise Figueroa
Approve Minutes of Wednesday, March 23, 2022	Denise Figueroa
<b>Consent Agenda Items</b>	
• Approve Contract for Purchase of Paratransit Bus	Stacy Sansky
• Approve Contract for Purchase of Antifreeze	Stacy Sansky
• Approve Procurement Manual*	Stacy Sansky
<b>Investment Committee</b>	
• Approve Investment Policy	Denise Figueroa
<b>Administrative Discussion Items</b>	
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, May 18, 2022 at noon via Microsoft Teams & 85 Watervliet Avenue	
Adjourn	Denise Figueroa

*\*Additional Materials will be attached separately and/or emailed before the meeting.*

# Capital District Transportation Authority

## Performance Monitoring/Audit Committee

Meeting Minutes – March 23, 2022 at 12:00 pm; 110 Watervliet Avenue, Albany

In Attendance: Denise Figueroa, Jayme Lahut, Mike Criscione, Joe Spairana, Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Lance Zarcone, Jaime Kazlo, Phil Parella, Jon Scherzer, Stacy Sansky, David Williams, Jeremy Smith, Thomas Guggisberg

### Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the February 16, 2022 meeting were reviewed and approved.

### Consent Agenda Items

#### Approve Contract for Bus Shelter Purchase

- Our contract for bus shelters has expired and a new contract is needed. An Invitation for Bid was issued, and one bid was received from the incumbent, Brasco International. The IFB included shelter styles, quantities, and delivery schedules. Pricing is in line with prior contracts and staff is satisfied with Brasco. Staff recommends a contract to Brasco.
- A three-year contract with two optional renewal years to Brasco International of Madison Heights, MI for a total contract value of \$1,547,500 will be recommended to the board for approval.

#### Approve Contract for Bus Shelter Installation

- As a follow up to the last item, we need a contract to “install” shelters. An IFB was issued, and two bids were received. The low bidder was disqualified as not responsible. HMA Contracting was the only qualified bidder. HMA is the incumbent and have performed satisfactory work; Staff recommends HMA Contracting.
- A three-year contract with two optional renewal years to HMA Contracting Corp. of Mechanicville for a total value of \$2,017,750 will be recommended to the board for approval.

#### Approve Contract for Scheduling Software Maintenance

- HASTUS software is used for fixed route scheduling. The proprietary maintenance contract includes software updates and issue resolution. Pricing represents a year over year increase of 2.5%, which is consistent with industry standards. Staff recommends a three-year sole source maintenance contract to GIRO for the HASTUS software system.
- A three-year contract to GIRO of Montreal, Quebec, Canada for an amount not to exceed \$875,294 will be recommended to the board for approval.

#### Approve Contract for Farebox Purchase

- We need to purchase fareboxes for our Washington/Western BRT buses that will be delivered this fall. However, the farebox contract with SPX Genfare has expired. For continuity reasons, staff recommends a sole source contract for 16 fare boxes to SPX Genfare. The cost is fair and reasonable.
- A contract to SPX Corporation of Elk Grove Village, Illinois for an amount not to exceed \$212,701 will be recommended to the board for approval.

### Accept State Funding

- We receive FTA funding from a variety of grant programs that requires NYSDOT to provide CDTA a 10% match to these funds. NYSDOT also provides two separate capital programs; the Accelerated Transit Capital and the Modernization and Enhancement Program.
- Accepting \$9,916,003 in State Funding for our 10% match; and 100% of the two NYS Capital Programs will be recommended to the board for approval.

### **Investment Committee**

- The Committee met on March 23, 2022 and a summary report was sent to the board after fiscal year-end reports were complete.

### **Administrative Discussion Items**

#### Monthly Management Report

- Mike Collins provided the Monthly Management Report. MRT has exceeded budget projections 11 straight months and continues its record-breaking run; we are \$5.6 million over budget YTD. Customer Fares and Rail Station revenue continue to recover and outperform forecasts; YTD they are 62% and 110% above estimates. Expenses improved in February and we are 1.4% under budget for the year. The YTD wage line remains over budget due to headcount challenges; but most other expense lines are under budget for the year.
- We are in a good financial position, and 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 26% this month and 16% for the year. STAR ridership is up 33% for the month and 47% for the year. Fixed route on-time performance is 78%; STAR on-time performance is 75%. Missed remain higher than usual. Continued staffing issues are contributing to this uneven pattern, and we expect this to continue for the next few months as we balance services and manpower. Preventable accidents are at 24 this month; and non-preventable accidents are at 17.

### **Next Meeting**

Wednesday, April 20, 2022 at 12:00pm via Microsoft Teams and at 85 Watervliet Ave.

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

**Subject:** Purchase six Paratransit buses from Shepard Brothers (Coach & Equipment).

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** April 20, 2022

**Board Action Date:** April 27, 2022

**Background:**

In January of 2022, the Board awarded a contract for the purchase of paratransit vehicles to Shepard Brothers of Canandaigua, New York.

**Purpose:**

Each year we replace an equal number of vehicles that have reached the end of their useful life for paratransit service.

**Summary of Proposal:**

Staff recommends the purchase of six vehicles from Shepard Brothers to replace vehicles that have reached the end of their useful life. The price per vehicle is \$88,000 including painting and branding.

The vehicle model is a Coach & Equipment body on a Ford chassis, powered by a 6.2L gas engine. Upon Board approval, the order will be placed with vehicle delivery expected in February 2023.

**Financial Summary and Source of Funds:**

The vehicle price per unit is  $\$88,000 \times 6 = \$528,000$ . This purchase is funded through the FY2023 Capital Plan.

**Prepared by:** Stacy Sansky, Director of Procurement

**Project Manager:** Lance Zarcone, VP of Operations

## Memorandum

Date: April 20, 2022  
To: Performance Monitoring/Audit Committee  
From: Lance Zarcone, Vice President of Operations  
Subject: Paratransit Bus Acquisition

### **Background:**

On January 26, 2022, the Board awarded a five-year contract to purchase Paratransit vehicles from Shepard Brothers Inc. (Coach & Equipment) of Canandaigua, New York. This will be the first order of vehicles purchased from this contract. The useful life of these vehicles is 5yrs/150,000 miles.

The vehicles feature a Coach & Equipment manufactured body on a Ford chassis powered by a 7.3L gas engine. The bus has a 158” wheelbase with several seat options that holds up to four wheelchair passengers and includes an upgraded wheelchair lift. In addition, the buses will have cameras, active air purification, and mask dispensers installed.

These buses will replace an equal number of STAR vehicles that have reached the end of their useful life with delivery anticipated in February 2023.

### **Recommendation**

Staff recommends the purchase of six Paratransit vehicles from Shepard Brothers.

Copy: Chief Executive Officer  
Director of Procurement

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

**Subject:** Purchase Antifreeze from Solvents & Petroleum Service of Syracuse, New York

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** April 20, 2022

**Board Action Date:** April 27, 2022

**Background:**

The current contract for Antifreeze has expired and a new contract is required. Antifreeze is a vital liquid to help maintain engine life.

**Purpose:**

Antifreeze is a necessary maintenance component in preserving engines.

**Summary of Proposal:**

An Invitation for Bids was issued for the purchase of antifreeze. A single bid was received from Solvents & Petroleum (the incumbent) to provide antifreeze for two years. Generally, we do not receive many bids for antifreeze because of the high volume of product required by this contract. The procurement was widely advertised, including on our website. Staff determined that the procurement was not too restrictive, and that competition was encouraged.

The scope of work required a product that was approved for Cummins engines to improve performance and ensure that engines remain under warranty. This product represents a 50% price increase for the cost of antifreeze. Staff reviewed pricing and compared it to other transit systems. The price of \$8.75 per gallon was similar to what our peers pay and we find the price to be fair and reasonable. Staff recommends a contract to Solvents & Petroleum (the incumbent) for the purchase of antifreeze. Upon Board approval staff will execute a one-year agreement with one optional renewal year.

**Financial Summary and Source of Funds:**

The total contract value is estimated at \$210,000. Actual costs will vary slightly based upon usage. A breakdown of costs by year is below:

Year 1: \$105,000

Year 2: \$105,000

This purchase will be funded in the FY2023 and FY2024 operating budgets.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, VP of Operations

## Memorandum

Date: April 20, 2022  
To: Performance Monitoring/Audit Committee  
From: Lance Zarcone, Vice President of Operations  
Subject: Antifreeze

### **Background:**

Most automotive engines use antifreeze (engine coolant) to help maintain proper operating temperature. This additive controls corrosion and protects against pitting and surface scaling, and also extends engine life. The antifreeze is delivered as a pre-mix, ensuring mixture consistency to help preserve engines in extreme weather conditions.

The engine manufacture, Cummins, has a new requirement specifying that antifreeze must be approved to maintain their warranty. This new requirement will increase cost by about 50%.

An Invitation for Bids (IFB) was issued for a term of up to two years.

### **Recommendation:**

Staff recommends a one-year contract with one optional renewal year be awarded to Solvents & Petroleum Service of Syracuse, New York, at the estimated amount of \$210,000. The actual price is based on usage.

Copy: Chief Executive Officer  
Director of Procurement





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

**Subject:** Approve updated Procurement Manual

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** April 20, 2022

**Board Action Date:** April 27, 2022

**Background:**

The New York Public Authorities Law section 2879 requires that public authorities review their procurement guidelines on an annual basis.

**Purpose:**

Each year staff reviews the procurement manual to ensure it meets our needs.

**Summary of Proposal:**

The Procurement Manual provides a blueprint to internal and external stakeholders for procuring goods and services that conforms to CDTA, Federal and State regulations.

The Procurement Manual was provided to General Counsel, Internal Audit and Finance for feedback on proposed changes. The attached memo outlines the proposed changes to the Procurement Manual.

**Financial Summary and Source of Funds:**

No impact

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Stacy Sansky, Director of Procurement

**Procurement Manual Attached Separately**

## Memorandum

April 20, 2022

To: Performance Monitoring/Audit Committee

From: Stacy Sansky, Director of Procurement

Subject: Procurement Manual Updates

### Overview:

The Procurement Manual provides a blueprint for how goods and services are procured at CDTA. The manual provides easy to understand guidance that conforms to CDTA, Federal and State regulations. It is reviewed annually to ensure compliance and conformance with common business practice.

### Background:

There were no substantive changes for the Procurement Manual this year. Last year, staff committed to making the Manual more succinct.

Procurement Manuals for other New York transit systems were reviewed for style and content. As a result, several updates were made, none of which change the way CDTA procures goods and services. The changes are outlined below:

- The Manual was long and appropriate changes were made. Several factors attributed to the reduction in size:
  - The Manual was rewritten with uniform formatting.
  - The Petty Cash Policy was removed; it will continue to be maintained with other financial policies.
  - The annual procurement update provided each January was removed because it is a report and not a tool used to procure items.
- Definitions Pg. 8: **Advertisements** -updated to include minority focused publications
- Definitions Pg. 10: **MBE/WBE** - combined into one definition to avoid repetition.
- General Procurement Guidelines/Responsibilities Pg. 14: **Vice President of Finance and Administration**-Added “or designee”, while the functions described are performed by the Finance Department, they are not necessarily performed by the Vice President of Finance and Administration.
- Appendix 2 **Prompt Payment Policy** Pg 39-The sentence “Contractor invoices covering labor on public work contracts must include complete and accurate certified payrolls.” was added.

Copy: Chief Executive Officer  
VP of Finance & Administration

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

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

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** April 20, 2022

**Board Action Date:** April 27, 2022

**Background:**

The New York State Public Authorities Law Article 9, Title 7 requires public authorities to review and approve their Investment Policy on an annual basis. This is a routine action.

**Purpose:**

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

**Summary of Proposal:**

The Investment Policy (IP) is attached for review. General Counsel reviewed it and appropriate laws for any changes and does not recommend adjustments at this time. Our Investment Advisor, Hugh Johnson Advisors also reviewed it and does not recommend any changes.

Based on these reviews, it is recommended that we approve the IP for another year with no changes.

**Financial Summary and Source of Funds:**

No financial impact

**Prepared by:**

Mike Collins, VP of Finance & Administration

**Project Manager(s):**

Mike Collins, VP of Finance & Administration

Amanda Avery, General Counsel

**INVESTMENT POLICY  
CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

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

1. Purpose

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

2. Authorization and Management

All investment decisions are to conform to:

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

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

### 3. Types of Investments

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

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

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

### 4. Operating Procedures

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

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

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

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

- d) If a Bank or Investment Broker/Dealer is operating as an agent for another Bank or any of its customers, such information must be disclosed to the Authority. To the extent the Board has retained an investment advisor, the advisor will act solely as agent on behalf of the Authority. The Advisor(s) may act as the Principal in a transaction only if it is authorized in writing by the Performance Monitoring/Audit Committee.

- e) In addition to the normal entries in cash receipts, cash disbursements and general ledger regarding investments, the following additional records shall be maintained.

- 1) A schedule for each Bank or Investment Broker/Dealer with which the Authority makes investments, maintained by the Accountant, showing:

- a. Date of transactions
- b. Description and amount of investment
- c. Interest rate
- d. Due date of CD, or Bond
- e. Market value of collateral or investment security
- f. Indication of at least monthly recheck of market values

- f) Investments may be made by a telephone call. If the investment is a Certificate of Deposit (CD) that is eligible to be traded and cleared through the Depository Trust Company (DTC), it will be delivered directly to the custodian by the bank or broker/dealer. If the CD is not DTC eligible, such Certificate shall be mailed to the Authority or, if feasible, picked up by an agent of the Authority. The Vice President of Finance & Administration will immediately contact the designated custodian or trustee of the collateral for such investments, requesting telephone confirmation of deposit of collateral and receive from custodian a written instrument requiring the Authority's agreement before custody may be relinquished. In practice, Banks will

usually deposit a certain amount of securities for a specified period of time, equal to the probable maximum amount the Authority would be investing during such period, i.e., a month or ninety days. CDs that are fully insured by the FDIC (principal and expected interest) are not required to be collateralized. If authorization is initially given verbally, it shall be followed by written confirmation.

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

5. Collateralization

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

6. Review of Investment Guidelines and Audit Procedures

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

7. Evaluation and Reporting

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

8. Settlement of Securities Transactions

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

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

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

- a) Investment Banks or Firms and Brokers authorized to do business within New York State.
- b) Investment Banks or Firms and Brokers in business for over (5) five years.



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

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

# Monthly Management Report

March 2022



**Monthly Management Report - March 2022**  
Executive Summary - Year-End Report

			Current Month		Year to Date		
	Actual	Budget	(\$) Variance	(%) Variance	(\$) Variance	(%) Variance	
<b>REVENUE</b>							
1	Mortgage Tax	\$ 1,572,466	\$ 937,500	\$ 634,966	67.73%	\$ 6,210,845	55.21%
2	Customer Fares	\$ 1,439,191	\$ 705,750	\$ 733,441	103.92%	\$ 5,576,982	65.85%
3	RRS & Facilities	\$ 220,369	\$ 76,076	\$ 144,293	189.67%	\$ 1,066,277	116.80%
<b>EXPENSES</b>							
4	Wages	\$ 4,492,724	\$ 4,387,113	\$ 105,611	2.41%	\$ 543,211	1.03%
5	Health Benefits	\$ 889,829	\$ 914,241	\$ (24,412)	-2.67%	\$ (564,127)	-5.14%
6	Workers' Compensation	\$ 450,930	\$ 237,394	\$ 213,536	89.95%	\$ 160,841	5.65%
7	Professional Services	\$ 414,040	\$ 349,145	\$ 64,895	18.59%	\$ (550,041)	-13.13%
8	Purchased Transportation	\$ 656,521	\$ 555,447	\$ 101,074	18.20%	\$ 198,583	2.98%
9	Liability Claims	\$ 23,910	\$ 31,573	\$ (7,663)	-24.27%	\$ 214,113	56.51%
10	Fuel	\$ 421,268	\$ 450,939	\$ (29,671)	-6.58%	\$ (612,448)	-11.32%
						<b>YTD Revenue</b>	13.22%
						<b>YTD Expenses</b>	-0.58%

*Revenue Summary*

- We shattered our MRT record this year with \$17.5 million in receipts; \$2.7 million more than last years. The housing market, refinancings and low interest rates were key factors.
- Customer Fares ended the year 66% over budget. We are making progress to regain ridership and trends continue to improve.
- Similar to ridership, RRS customers (Amtrak) steadily increased; we ended at 116% over budget.

*Expense Summary*

- Wages finished 1% over budget, and given the manpower challenges, this was a positive outcome.
- Health benefits finished 5% under budget due to turnover and more employees not taking health care.
- Workers' Compensation ended up 5.6% over budget due to settlements and scheduled loss of use awards.
- Professional Services was 13% under budget (we had budgeted for law enforcement at the RRS).
- Purchased Transportation was over budget by 3%; this is trending higher due to more STAR trips being outsourced. We have increased the budget for this year.
- Liability Claims ended over budget because of higher settlement payments to claimants.
- Fuel finished under budget by 11%.

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

S		Mar-22	Mar-21
<b>Assets</b>			
	<b>Current Assets:</b>		
	Cash	\$10,722,022	\$16,798,457
	Investments	\$23,842,267	\$16,938,687
	Receivables:		
	Mortgage Tax	\$1,572,465	\$1,504,887
	Federal Grants	\$0	\$0
	New York State Operating Assistance	\$537,718	\$1,850,332
	Trade and Other	\$9,530,335	\$12,368,896
	Advances to Capital District Transportation Committee	\$1,170,579	\$478,770
	Materials, Parts and Supplies	\$5,535,305	\$4,660,019
	Prepaid Expenses	\$1,137,716	\$1,071,873
	<b>Sub-Total Current Assets</b>	<b>\$54,048,408</b>	<b>\$55,671,920</b>
	<b>Noncurrent Assets:</b>		
	Capital Assets, net	\$119,573,467	\$133,373,467
	<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>\$195,614,011</b>	<b>\$209,045,049</b>
<b>Liabilities</b>			
	<b>Current Liabilities:</b>		
	Accounts Payable	\$3,658,674	\$3,343,175
	Accrued Expenses	\$6,643,663	\$5,716,903
	Unearned Revenue	\$2,396,959	\$1,599,291
	Line of Credit	\$0	\$0
	<b>Sub-Total Current Liabilities</b>	<b>\$12,699,296</b>	<b>\$10,659,369</b>
	<b>Noncurrent Liabilities:</b>		
	Capital Lease Agreement	\$1,507,550	\$3,134,504
	Estimated Provision for Existing Claims and Settlements	\$9,254,933	\$9,942,107
	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>\$102,235,763</b>	<b>\$120,039,517</b>
	<b>Deferred inflows of resources:</b>		
	Deferred inflows of resources from pension	\$326,095	\$737,493
	Deferred inflows of resources from OBEP	\$32,213,820	\$11,007,730
	<b>Sub-Total Deferred inflows of resources</b>	<b>\$32,539,915</b>	<b>\$11,745,223</b>
<b>Total for Liabilities</b>		<b>\$147,474,974</b>	<b>\$142,444,109</b>
<b>Net Position</b>			
	Net Investment in Capital Assets	\$108,241,228	\$108,241,228
	Unrestricted	(\$60,102,191)	(\$41,640,287)
<b>Total for Net Position</b>		<b>\$48,139,037</b>	<b>\$66,600,941</b>
<b>Total Liabilities and Net Position</b>		<b>\$195,614,011</b>	<b>\$209,045,049</b>

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

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>100%</b>
<b>REVENUE:</b>			
AUTHORITY	\$17,129,888	\$11,355,000	151%
TRANSIT	\$97,879,188	\$91,399,593	107%
ACCESS	\$427,588	\$425,000	101%
CDTA FACILITIES	\$2,129,185	\$1,030,299	207%
<b>TOTAL REVENUE</b>	<hr/> \$117,565,849	<hr/> \$104,209,892	<hr/> 113%
<b>EXPENSE:</b>			
AUTHORITY	\$16,589,282	\$16,813,408	99%
TRANSIT	\$82,824,049	\$83,778,811	99%
ACCESS	\$1,257,491	\$1,308,812	96%
CDTA FACILITIES	\$2,045,773	\$2,308,860	89%
<b>TOTAL EXPENSE</b>	<hr/> \$102,716,595	<hr/> \$104,209,892	<hr/> 99%
Revenue over (under) Expenses	\$14,849,254		
Depreciation	<hr/> <b>\$13,800,000</b>		
Excess of Revenue over (under) Expenses	\$1,049,254		
Transfer from Capital 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/> <b>(\$3,872,708)</b>		
*Net Excess of Revenue over (under) Expenses	(\$10,461,207)		

\*Contribution to required fleet replacement.



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**March-22**

BUDGET VARIANCE REPORT	CONSOLIDATED								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$1,572,466	\$937,500	\$634,966	67.73%	\$17,460,845	\$11,250,000	\$6,210,845	55.21%	\$11,250,000
Customer Fares	\$1,439,191	\$705,750	\$733,441	103.92%	\$14,045,982	\$8,469,000	\$5,576,982	65.85%	\$8,469,000
Advertising Revenue	\$132,708	\$107,708	\$25,000	23.21%	\$1,550,590	\$1,292,500	\$258,090	19.97%	\$1,292,500
RRS & Facilities	\$220,369	\$76,076	\$144,293	189.67%	\$1,979,185	\$912,908	\$1,066,277	116.80%	\$912,908
Interest Income	\$58	\$1,667	(\$1,608)	-96.51%	\$657	\$20,000	(\$19,343)	-96.72%	\$20,000
Misc. Income	\$9,283	\$7,375	\$1,908	25.88%	\$768,217	\$88,500	\$679,717	768.04%	\$88,500
<b>Total Operating Revenue</b>	<b>\$3,374,075</b>	<b>\$1,836,076</b>	<b>\$1,538,000</b>	<b>83.77%</b>	<b>\$35,805,476</b>	<b>\$22,032,908</b>	<b>\$13,772,568</b>	<b>62.51%</b>	<b>\$22,032,908</b>
Operating Assistance									
New York State Aid	\$3,459,000	\$3,459,000	\$0	0.00%	\$41,508,000	\$41,508,000	\$0	0.00%	\$41,508,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,917,000	\$1,917,000	\$0	0.00%	\$1,917,000
Federal Aid	\$2,981,106	\$2,981,106	\$0	0.00%	\$35,773,269	\$35,773,269	\$0	0.00%	\$35,773,269
Operating Grants	\$248,226	\$248,226	\$0	0.00%	\$2,978,715	\$2,978,715	\$0	0.00%	\$2,978,715
<b>Total Operating Assistance</b>	<b>\$6,848,082</b>	<b>\$6,848,082</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$82,176,984</b>	<b>\$82,176,984</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$82,176,984</b>
<b>Total Revenue and Assistance</b>	<b>\$10,222,157</b>	<b>\$8,684,158</b>	<b>\$1,538,000</b>	<b>17.71%</b>	<b>\$117,982,460</b>	<b>\$104,209,892</b>	<b>\$13,772,568</b>	<b>13.22%</b>	<b>\$104,209,892</b>
Expenses									
Salaries and Wages	\$4,492,724	\$4,387,113	\$105,611	2.41%	\$53,188,567	\$52,645,356	\$543,211	1.03%	\$52,645,356
FICA	\$321,286	\$310,203	\$11,083	3.57%	\$3,835,424	\$3,722,434	\$112,990	3.04%	\$3,722,434
Health Benefits	\$889,829	\$914,241	(\$24,412)	-2.67%	\$10,406,764	\$10,970,892	(\$564,127)	-5.14%	\$10,970,892
Workers Compensation	\$450,930	\$237,394	\$213,536	89.95%	\$3,009,566	\$2,848,725	\$160,841	5.65%	\$2,848,725
Other Benefits	\$376,579	\$370,828	\$5,751	1.55%	\$4,106,878	\$4,449,931	(\$343,053)	-7.71%	\$4,449,931
Professional Services	\$414,040	\$349,145	\$64,894	18.59%	\$3,639,704	\$4,189,745	(\$550,041)	-13.13%	\$4,189,745
Materials & Supplies	\$193,137	\$153,029	\$40,109	26.21%	\$1,753,737	\$1,836,346	(\$82,609)	-4.50%	\$1,836,346
Miscellaneous	\$55,418	\$61,404	(\$5,986)	-9.75%	\$701,129	\$736,853	(\$35,724)	-4.85%	\$736,853
Purchased Transportation	\$656,521	\$555,447	\$101,074	18.20%	\$6,863,942	\$6,665,359	\$198,583	2.98%	\$6,665,359
Maintenance Services	\$397,427	\$259,605	\$137,822	53.09%	\$3,170,658	\$3,115,258	\$55,400	1.78%	\$3,115,258
Liability - Claims	\$23,910	\$31,573	(\$7,663)	-24.27%	\$592,988	\$378,875	\$214,113	56.51%	\$378,875
Utilities	\$184,920	\$85,935	\$98,985	115.19%	\$1,231,819	\$1,031,220	\$200,599	19.45%	\$1,031,220
Fuel	\$421,268	\$450,939	(\$29,671)	-6.58%	\$4,798,822	\$5,411,270	(\$612,448)	-11.32%	\$5,411,270
Parts, Tires, Oil	\$443,066	\$436,981	\$6,085	1.39%	\$5,422,491	\$5,243,775	\$178,716	3.41%	\$5,243,775
General Insurance	\$76,627	\$80,321	(\$3,694)	-4.60%	\$881,989	\$963,853	(\$81,864)	-8.49%	\$963,853
<b>Total EXPENSES</b>	<b>\$9,397,682</b>	<b>\$8,684,158</b>	<b>\$713,525</b>	<b>8.22%</b>	<b>\$103,604,479</b>	<b>\$104,209,892</b>	<b>(\$605,413)</b>	<b>-0.58%</b>	<b>\$104,209,892</b>
Surplus/Deficit	\$824,475	\$0	\$824,475		\$14,377,981	\$0	\$14,377,981		\$0

CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
March-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	\$1,572,466	\$937,500	\$634,966	67.73%	\$17,460,845	\$11,250,000	\$6,210,845	55.21%	\$11,250,000
Interest Income	\$58	\$1,667	(\$1,609)	-96.54%	\$652	\$20,000	(\$19,348)	-96.74%	\$20,000
Interest Inc-Invest/Change in Invest	(\$167,668)	\$0	(\$167,668)	0.00%	(\$416,611)	\$0	(\$416,611)	0.00%	\$0
Misc. Income - Authority	\$7,083	\$7,083	(\$0)	0.00%	\$85,001	\$85,000	\$1	0.00%	\$85,000
Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Total Operating Revenue	\$1,411,939	\$946,250	\$465,689	49.21%	\$17,129,888	\$11,355,000	\$5,774,888	50.86%	\$11,355,000
Expenses									
Labor - Authority	\$652,487	\$608,991	\$43,496	7.14%	\$7,491,657	\$7,307,890	\$183,767	2.51%	\$7,307,890
Fringe - Authority	\$407,775	\$374,970	\$32,805	8.75%	\$4,518,828	\$4,499,642	\$19,186	0.43%	\$4,499,642
Materials & Supplies - Authority	\$8,152	\$15,820	(\$7,667)	-48.47%	\$100,344	\$189,836	(\$89,492)	-47.14%	\$189,836
Professional Services - Authority	\$219,838	\$199,362	\$20,476	10.27%	\$2,051,746	\$2,392,345	(\$340,599)	-14.24%	\$2,392,345
Other Expenses - Authority	\$218,484	\$201,975	\$16,510	8.17%	\$2,426,707	\$2,423,695	\$3,012	0.12%	\$2,423,695
Total Expenses	\$1,506,737	\$1,401,117	\$105,619	7.54%	\$16,589,282	\$16,813,408	(\$224,126)	-1.33%	\$16,813,408
Surplus/(Deficit)	(\$94,798)	(\$454,867)	\$360,070		\$540,606	(\$5,458,408)	\$5,999,014		(\$5,458,408)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**March-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	\$809,935	\$526,583	\$283,352	53.81%	\$9,442,874	\$6,319,000	\$3,123,874	49.44%	\$6,319,000
Contracts - Transit	\$643,750	\$143,750	\$500,000	347.83%	\$4,175,524	\$1,725,000	\$2,450,524	142.06%	\$1,725,000
Advertising-Transit	\$120,208	\$97,926	\$22,283	22.75%	\$1,400,590	\$1,175,109	\$225,481	19.19%	\$1,175,109
Misc. Income - Transit	\$2,200	\$292	\$1,908	654.29%	\$683,216	\$3,500	\$679,716	19420.47%	\$3,500
<b>Total Operating Revenue</b>	<b>\$1,576,094</b>	<b>\$768,551</b>	<b>\$807,543</b>	<b>105.07%</b>	<b>\$15,702,204</b>	<b>\$9,222,609</b>	<b>\$6,479,595</b>	<b>70.26%</b>	<b>\$9,222,609</b>
Operating Assistance									
State Aid - General	\$3,265,917	\$3,265,917	\$0	0.00%	\$39,191,000	\$39,191,000	\$0	0.00%	\$39,191,000
State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$1,917,000	\$1,917,000	\$0	0.00%	\$1,917,000
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$400,000	\$400,000	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,917,000	\$1,917,000	\$0	0.00%	\$1,917,000
Federal Aid - Transit	\$2,981,106	\$2,981,106	\$0	0.00%	\$35,773,269	\$35,773,269	\$0	0.00%	\$35,773,269
Other Grants - Federal	\$248,226	\$248,226	\$0	0.00%	\$2,978,715	\$2,978,715	\$0	0.00%	\$2,978,715
<b>Total Operating Assistance</b>	<b>\$6,848,082</b>	<b>\$6,848,082</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$82,176,984</b>	<b>\$82,176,984</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$82,176,984</b>
<b>Total Revenue and Assistance</b>	<b>\$8,424,176</b>	<b>\$7,616,633</b>	<b>\$807,543</b>	<b>10.60%</b>	<b>\$97,879,188</b>	<b>\$91,399,593</b>	<b>\$6,479,595</b>	<b>7.09%</b>	<b>\$91,399,593</b>
Expenses									
Labor - Maintenance	\$773,275	\$802,739	(\$29,464)	-3.67%	\$9,322,775	\$9,632,872	(\$310,097)	-3.22%	\$9,632,872
Labor - Transportation	\$2,780,846	\$2,648,917	\$131,929	4.98%	\$32,693,359	\$31,787,006	\$906,353	2.85%	\$31,787,006
Labor - STAR	\$217,117	\$253,345	(\$36,227)	-14.30%	\$2,821,130	\$3,040,134	(\$219,004)	-7.20%	\$3,040,134
Fringe	\$1,409,044	\$1,441,426	(\$32,383)	-2.25%	\$15,731,790	\$17,297,115	(\$1,565,326)	-9.05%	\$17,297,115
Materials & Supplies	\$1,028,049	\$1,005,580	\$22,469	2.23%	\$11,869,766	\$12,066,963	(\$197,197)	-1.63%	\$12,066,963
Professional Services	\$270,455	\$140,064	\$130,391	93.09%	\$1,793,902	\$1,680,762	\$113,140	6.73%	\$1,680,762
Other Expenses	\$6,308	\$4,379	\$1,929	44.05%	\$52,577	\$52,550	\$27	0.05%	\$52,550
Purchased Transportation - STAR	\$604,928	\$390,636	\$214,292	54.86%	\$5,450,574	\$4,687,630	\$762,944	16.28%	\$4,687,630
Liability - Claims	\$23,910	\$31,573	(\$7,663)	-24.27%	\$592,988	\$378,875	\$214,113	56.51%	\$378,875
Liability - Insurance	\$66,010	\$77,579	(\$11,570)	-14.91%	\$678,573	\$930,953	(\$252,380)	-27.11%	\$930,953
Utilities - Transit	\$128,303	\$50,443	\$77,860	154.35%	\$748,142	\$605,320	\$142,822	23.59%	\$605,320
Mat & Supplies - NX	\$0	\$5,833	(\$5,833)	-100.00%	\$7,017	\$70,000	(\$62,983)	-89.98%	\$70,000
Purchased Transportation - NX	\$98,976	\$129,053	(\$30,076)	-23.31%	\$1,061,458	\$1,548,631	(\$487,173)	-31.46%	\$1,548,631
<b>Total Expenses</b>	<b>\$7,407,221</b>	<b>\$6,981,568</b>	<b>\$425,654</b>	<b>6.10%</b>	<b>\$82,824,049</b>	<b>\$83,778,811</b>	<b>(\$954,762)</b>	<b>-1.14%</b>	<b>\$83,778,811</b>
<b>Surplus/(Deficit)</b>	<b>\$1,016,954</b>	<b>\$635,065</b>	<b>\$381,889</b>		<b>\$15,055,139</b>	<b>\$7,620,782</b>	<b>\$7,434,357</b>		<b>\$7,620,782</b>



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**March-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	\$20,506	\$35,417	\$6,846	19.33%	\$427,584	\$425,000	\$2,584	0.61%	\$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	\$20,506	\$35,417	\$6,847	19.33%	\$427,588	\$425,000	\$2,588	0.61%	\$425,000
Total Revenue and Assistance	\$20,506	\$35,417	\$6,847	19.33%	\$427,588	\$425,000	\$2,588	0.61%	\$425,000
Expenses									
Labor - Access	\$54,003	\$56,810	(\$2,808)	-4.94%	\$682,753	\$681,724	\$1,029	0.15%	\$681,724
Fringe Benefits - Access	\$14,844	\$14,652	\$192	1.31%	\$189,907	\$175,819	\$14,088	8.01%	\$175,819
Purchased Transportation	\$17,617	\$33,333	(\$15,716)	-47.15%	\$351,910	\$400,000	(\$48,090)	-12.02%	\$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%	\$21,770	\$19,721	\$2,049	10.39%	\$19,721
Other Expenses - Access	\$0	\$2,629	(\$2,629)	-100.00%	\$2,151	\$31,548	(\$29,397)	-93.18%	\$31,548
Total Expenses	\$88,107	\$109,068	(\$20,961)	-19.22%	\$1,257,491	\$1,308,812	(\$51,321)	-3.92%	\$1,308,812
Surplus/(Deficit)	(\$67,601)	(\$73,651)	\$27,807		(\$829,903)	(\$883,812)	\$53,909		(\$883,812)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**March-22**

BUDGET VARIANCE REPORT	CDTA FACILITIES								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
<b>Operating Revenue</b>									
RRS Station & Garage	\$90,583	\$32,147	\$58,437	181.78%	\$779,335	\$385,758	\$393,577	102.03%	\$385,758
RRS Parking Revenue	\$120,904	\$31,929	\$88,975	278.66%	\$1,092,106	\$383,150	\$708,956	185.03%	\$383,150
RRS Advertising	\$12,500	\$9,783	\$2,717	27.78%	\$150,000	\$117,391	\$32,609	27.78%	\$117,391
SSTS	\$2,658	\$2,467	\$191	7.74%	\$33,072	\$29,600	\$3,472	11.73%	\$29,600
Greyhound	\$176	\$2,500	(\$2,324)	-92.98%	\$2,237	\$30,000	(\$27,763)	-92.54%	\$30,000
85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$69,608	\$80,000	(\$10,392)	-12.99%	\$80,000
Interest Income	\$248	\$367	(\$119)	-32.32%	\$2,827	\$4,400	(\$1,573)	-35.74%	\$4,400
<b>Total Operating Revenue</b>	<b>\$232,869</b>	<b>\$85,858</b>	<b>\$147,011</b>	<b>171.22%</b>	<b>\$2,129,185</b>	<b>\$1,030,299</b>	<b>\$1,098,886</b>	<b>106.66%</b>	<b>\$1,030,299</b>
<b>Expenses</b>									
Labor	\$14,997	\$16,311	(\$1,314)	-8.06%	\$176,529	\$195,730	(\$19,201)	-9.81%	\$195,730
Fringe-Benefits	\$2,438	\$1,617	\$821	50.74%	\$30,225	\$19,405	\$10,819	55.76%	\$19,405
Professional Services	\$4,451	\$10,417	(\$5,965)	-57.27%	\$50,197	\$125,000	(\$74,803)	-59.84%	\$125,000
Insurance	\$3,213	\$2,417	\$796	32.94%	\$35,512	\$29,000	\$6,512	22.45%	\$29,000
Security	\$22,649	\$33,617	(\$10,968)	-32.63%	\$195,404	\$403,400	(\$207,996)	-51.56%	\$403,400
Facilities Upkeep	\$40,218	\$24,833	\$15,384	61.95%	\$256,490	\$298,000	(\$41,510)	-13.93%	\$298,000
Facilities Repairs	\$15,098	\$8,474	\$6,624	78.18%	\$117,999	\$101,683	\$16,316	16.05%	\$101,683
Utilities	\$46,577	\$28,983	\$17,594	60.70%	\$408,150	\$347,800	\$60,350	17.35%	\$347,800
Materials & Supplies	\$837	\$1,333	(\$496)	-37.20%	\$10,026	\$16,000	(\$5,974)	-37.34%	\$16,000
Parking Garage	\$58,304	\$40,833	\$17,470	42.78%	\$504,721	\$490,000	\$14,721	3.00%	\$490,000
Greyhound	\$0	\$667	(\$667)	-100.00%	\$364	\$8,000	(\$7,636)	-95.45%	\$8,000
85 Watervliet Avenue	\$26,694	\$9,395	\$17,299	184.12%	\$116,876	\$112,742	\$4,134	3.67%	\$112,742
SSTS	\$20,620	\$13,508	\$7,112	52.65%	\$143,281	\$162,100	(\$18,819)	-11.61%	\$162,100
<b>Total Expenses</b>	<b>\$256,095</b>	<b>\$192,405</b>	<b>\$63,690</b>	<b>33.10%</b>	<b>\$2,045,773</b>	<b>\$2,308,860</b>	<b>(\$263,088)</b>	<b>-11.39%</b>	<b>\$2,308,860</b>
<b>Surplus/(Deficit)</b>	<b>(\$23,226)</b>	<b>(\$106,547)</b>	<b>\$83,321</b>		<b>\$83,412</b>	<b>(\$1,278,561)</b>	<b>\$1,361,973</b>		<b>(\$1,278,561)</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT**

**AGING OF ACCOUNTS RECEIVABLE**

Mar-22		
	Amount	% of Total
Current	\$506,939	5.32%
31 - 60	\$396,249	4.16%
61 - 90	\$668,989	7.02%
91 - 120	\$14,057	0.15%
Over 120	\$7,944,101	83.36%
<b>Total Accounts Receivable</b>	<b>\$9,530,335</b>	<b>100.00%</b>

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%
<b>Total Accounts Receivable</b>	<b>\$10,308,374</b>	<b>100.00%</b>

**AGING OF ACCOUNTS PAYABLE**

Mar-22		
	Amount	% of Total
Current	\$2,491,663	81.22%
31 - 60	\$233,105	7.60%
61 - 90	\$174,474	5.69%
90 & Over	\$168,541	5.49%
<b>Total Accounts Payable</b>	<b>\$3,067,783</b>	<b>100.00%</b>

<b>Mar-22 Receivables over 120 days:</b>	<b>\$7,944,101</b>
<b>Breakdown of outstanding receivables over 120 days.</b>	
<b>\$7,694,702 NYS DEPT. OF TRANSPORTATION</b>	
<b>\$87,500 CITY OF ALBANY</b>	
<b>\$75,000 BIKE SHARE MOU CONTRACTS</b>	
<b>\$73,191 UNIVERSITY AT ALBANY</b>	
<b>\$13,708 OTHER</b>	
<hr/>	
	<b>\$7,944,101</b>

**ADDITIONAL INFORMATION**

MORTGAGE RECORDING TAX	Current Month				Fiscal Year to Date			
	Mar-22	Mar-21	Difference	%	2022	2021	Difference	%
Albany	\$539,798	\$562,257	(\$22,459)	-3.99%	\$5,788,958	\$4,975,021	\$813,937	16.36%
Rensselaer	\$343,594	\$205,357	\$138,238	67.32%	\$2,954,231	\$2,040,123	\$914,107	44.81%
Saratoga	\$498,822	\$551,969	(\$53,147)	-9.63%	\$6,054,080	\$5,786,824	\$267,256	4.62%
Schenectady	\$190,251	\$185,304	\$4,947	2.67%	\$2,663,577	\$2,009,197	\$654,380	32.57%
<b>Total</b>	<b>\$1,572,466</b>	<b>\$1,504,887</b>	<b>\$67,579</b>	<b>4.49%</b>	<b>\$17,460,845</b>	<b>\$14,811,165</b>	<b>\$2,649,680</b>	<b>17.89%</b>

	<u>Current Month</u>	<u>Year To Date</u>
FY 2022	\$1,572,466	\$17,460,845
FY 2021	\$1,504,887	\$14,811,165

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 \$17. million.

**Highlight Summary**  
**March 31, 2022**

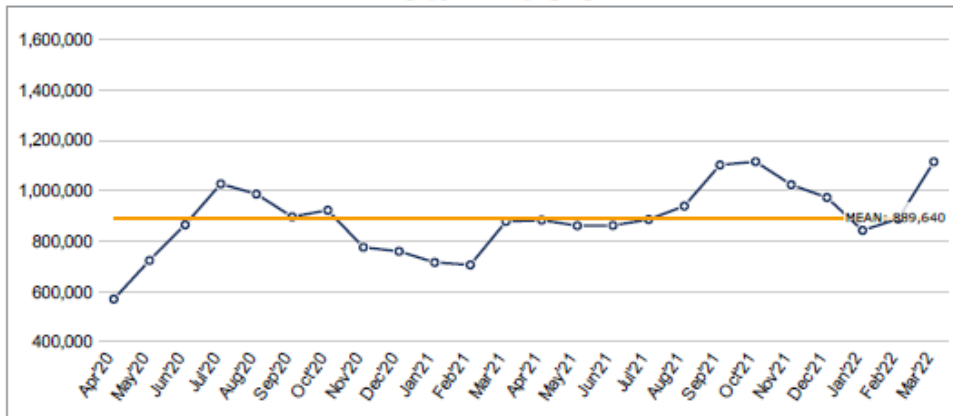
**RESTRICTED INVESTMENTS**

	<b><u>Fund Balances</u></b>	<b><u>Current Obligations</u></b>
Risk Management Account (Self-Insured)	\$3,520,579	\$1,864,411
Workers' Comp. Account (Self-Insured)	\$8,957,355	\$7,390,522
Operating Account	\$3,071,435	
 <b><u>Current Operating Reserve Obligations</u></b>		
Acquire New Fare Collection System		\$22,437
River Corridor BRT Design/Engineering		\$2,271
Multi-Modal (GRH & Vanpool)		\$23,116
Washington/Western BRT Design/Engineering		\$115,154
Gateway		\$182,460
Bus Shelter Program		\$9,979
		\$355,415
 <b><u>Current Capital Reserve Obligations</u></b>		
Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) System Upgrade	\$7,356,529	
		\$931,231
		\$931,231
 <b><u>Current Vehicle Replacement Reserve Obligations</u></b>		
Paratransit Fleet Replacement (6)	\$936,369	
		\$61,817
		\$61,817

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	0.33%
Workers' Compensation	0.32%
Operating Fund	0.71%
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.

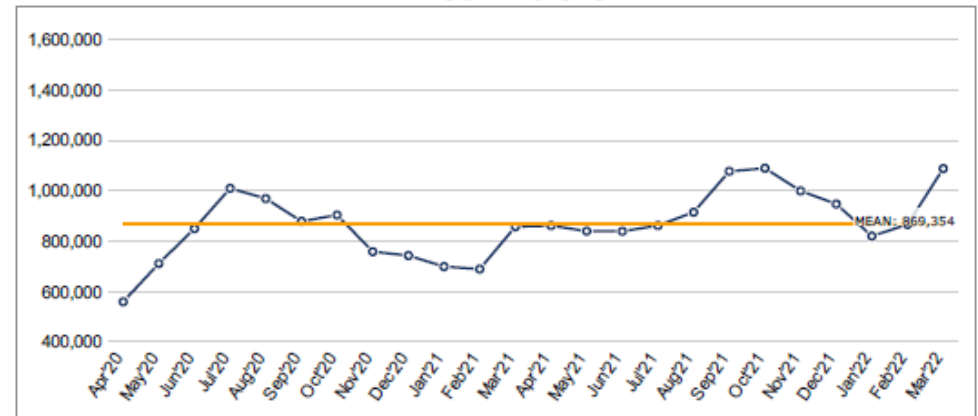
## Total Riders



Previous: 879,466

Current: 1,116,599

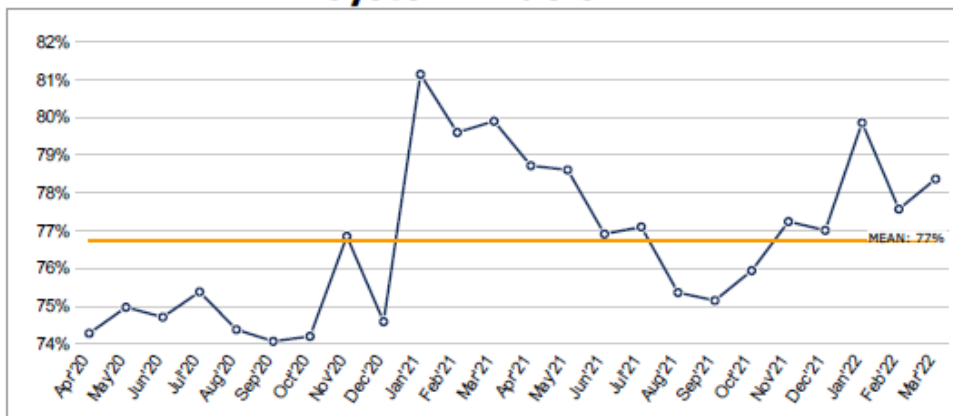
## Fixed Riders



Previous: 858,696

Current: 1,089,368

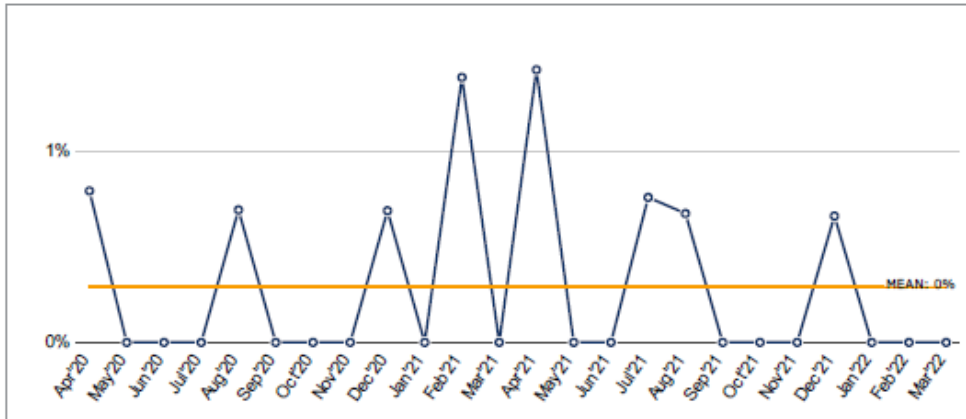
## System Wide OTP



Previous: 79.90%

Current: 78.37%

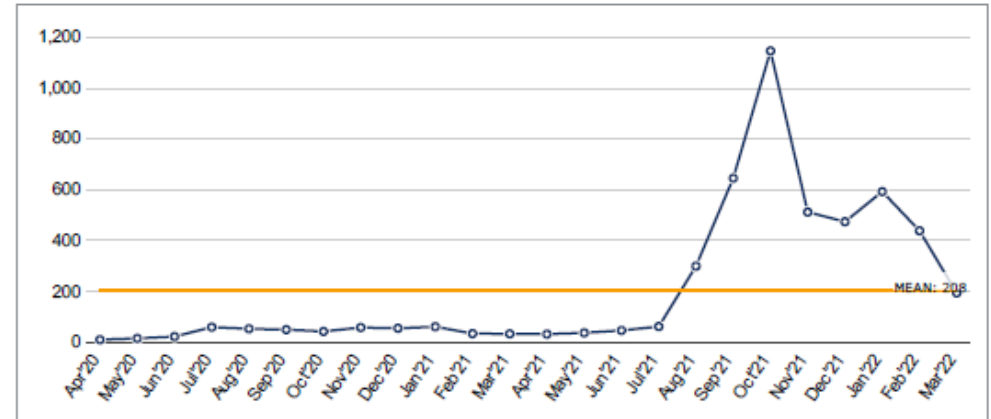
## PMI Not On Time



Previous: 0.0%

Current: 0.0%

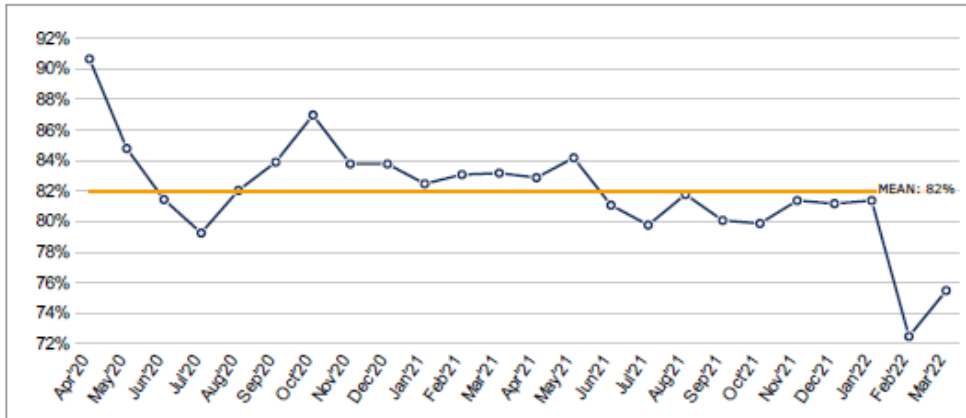
## Missed Trips



Previous: 34

Current: 194

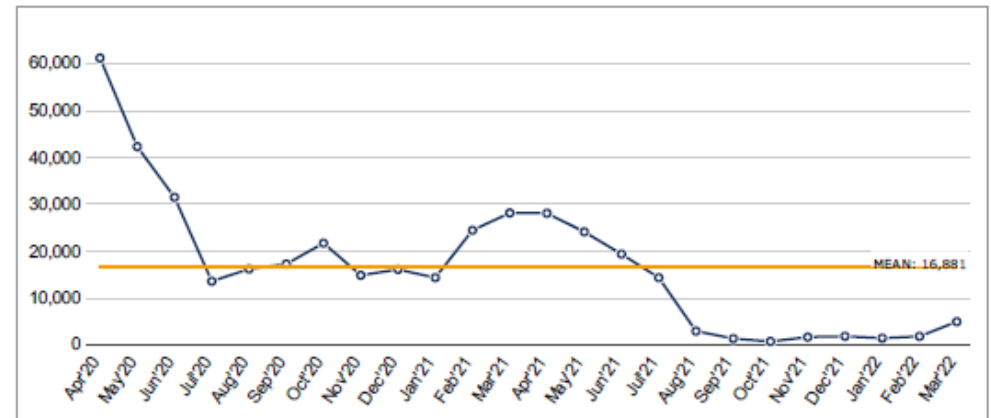
## Scheduled Work



Previous: 83.2%

Current: 75.5%

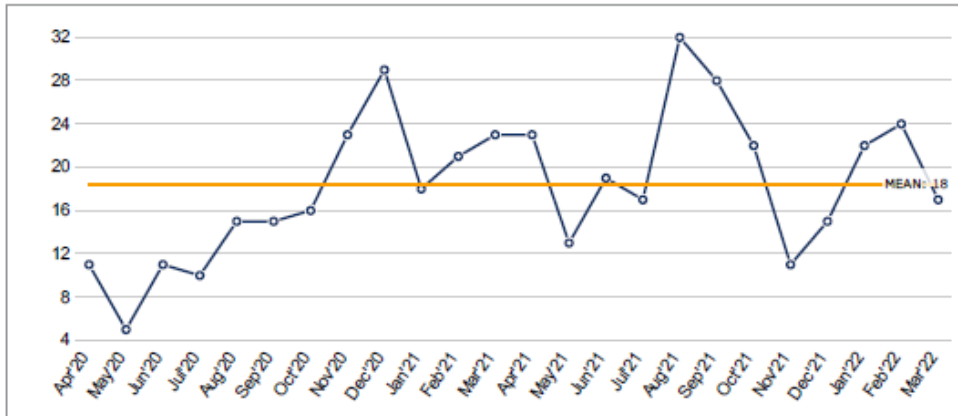
## MDBSI



Previous: 28,155

Current: 5,008

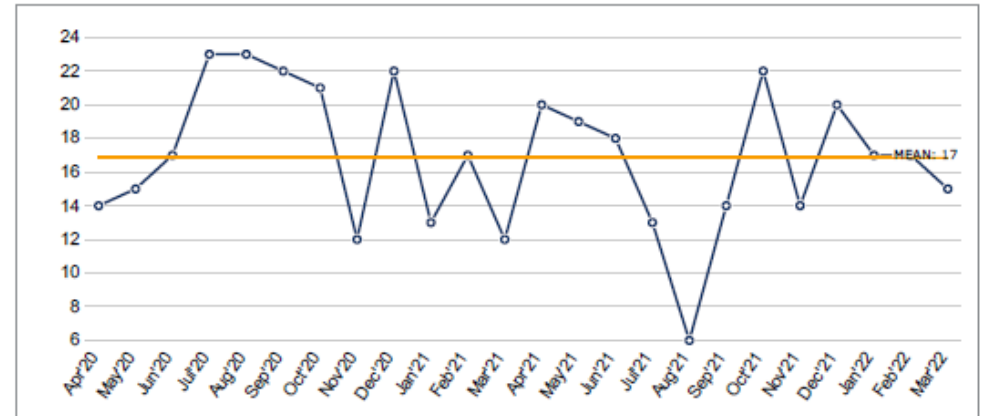
## Preventable Accidents



Previous: 23

Current: 17

## Non-Preventable Accidents

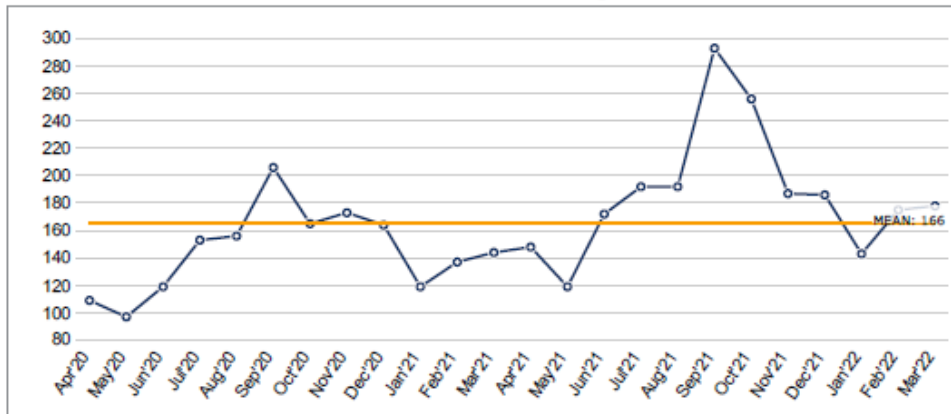


Previous: 12

Current: 15



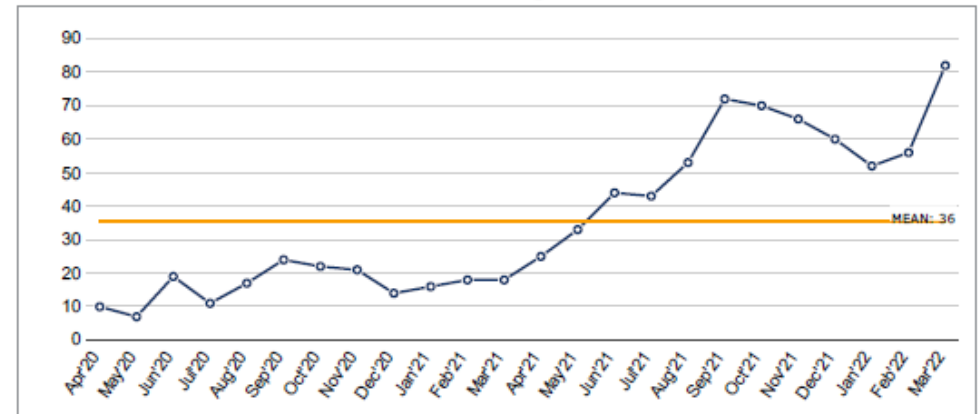
## Fixed/Shuttle Complaints



Previous: 144

Current: 178

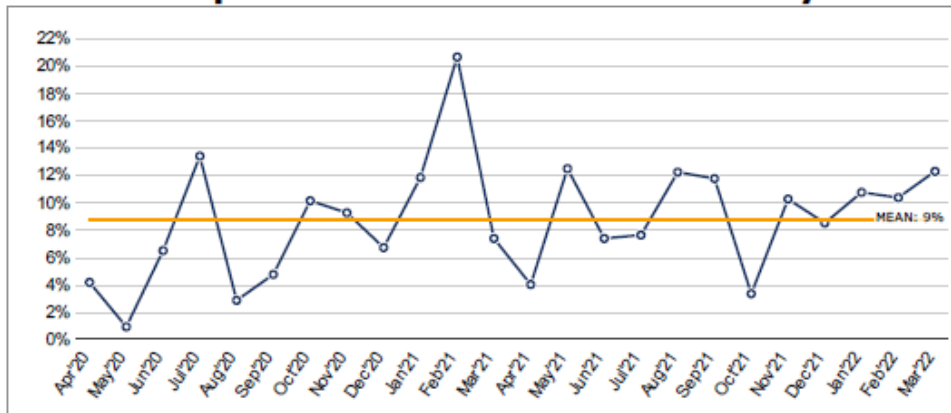
## Other Complaints



Previous: 18

Current: 82

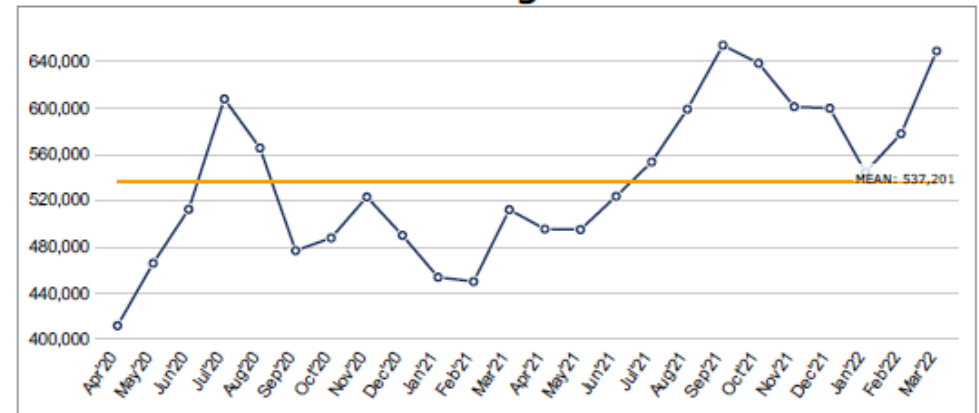
## Complaints Not Addressed in Ten Days



Previous: 7.4%

Current: 12.3%

## Website Page Views

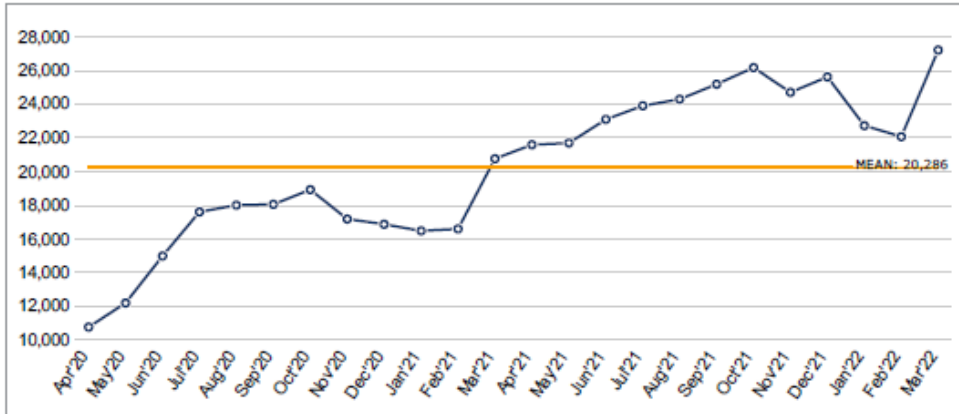


Previous: 512,364

Current: 649,176



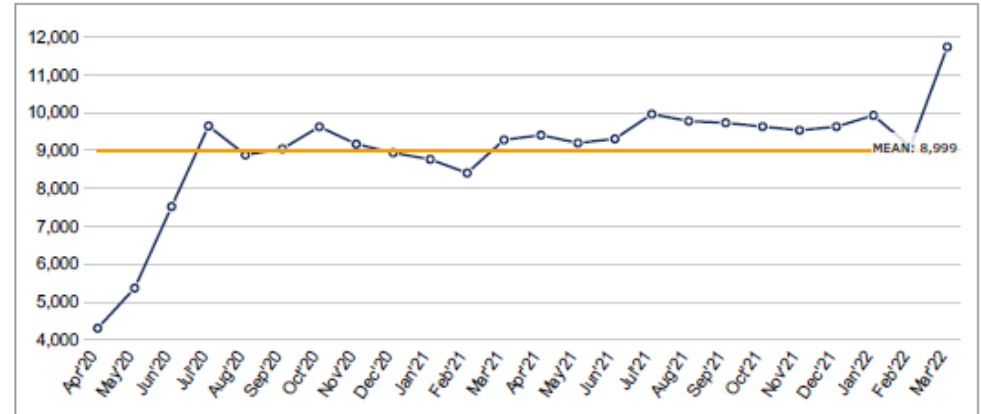
## STAR Riders



Previous: 20,770

Current: 27,231

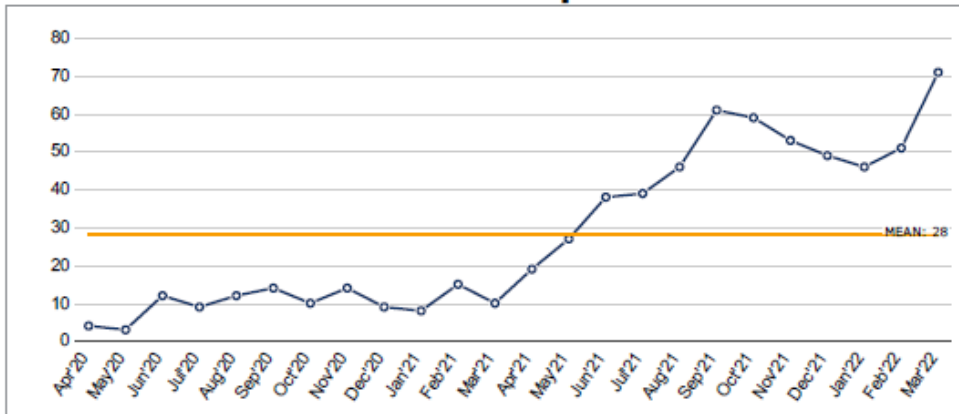
## Reservation Calls



Previous: 9,285

Current: 11,739

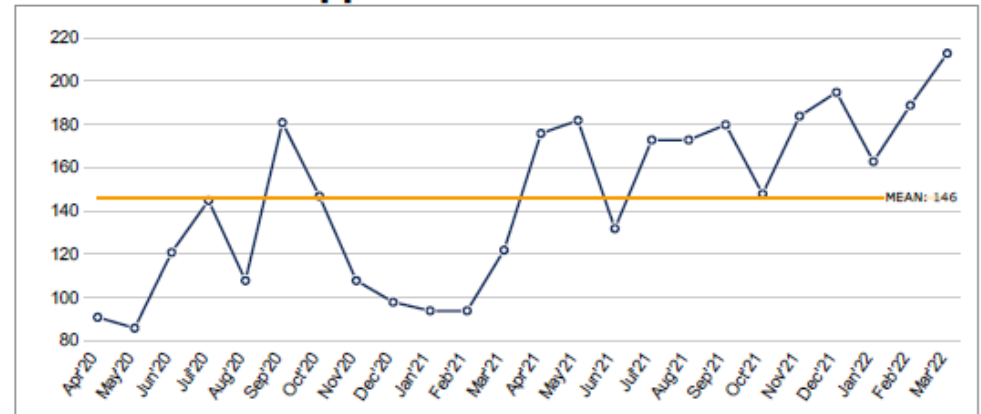
## Customer Complaints



Previous: 10

Current: 71

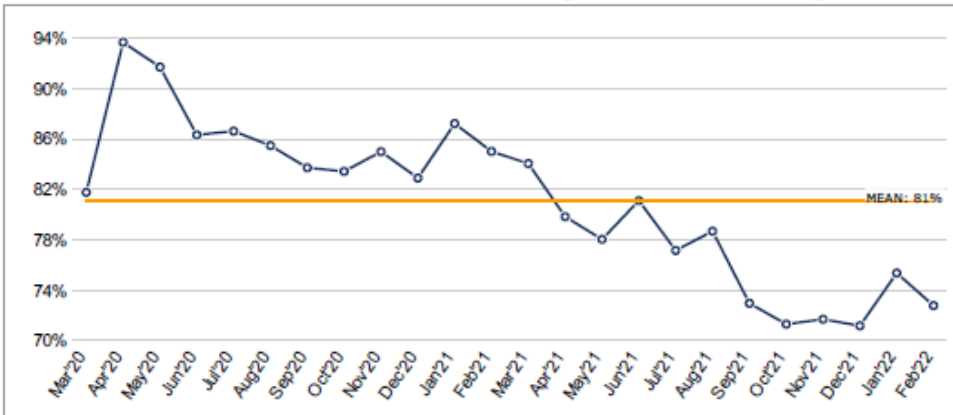
## Applications Received



Previous: 122

Current: 213

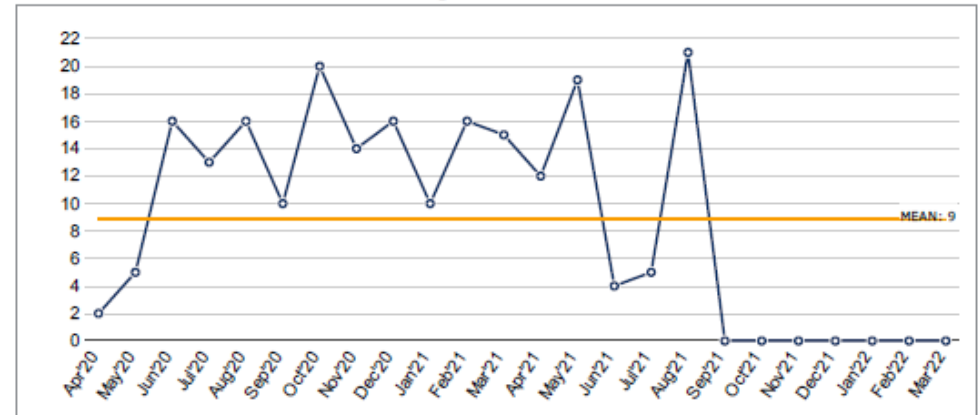
## On-Time Performance (0-10 Minutes) Period: Feb'22



Previous: 85.1%

Current: 72.8%

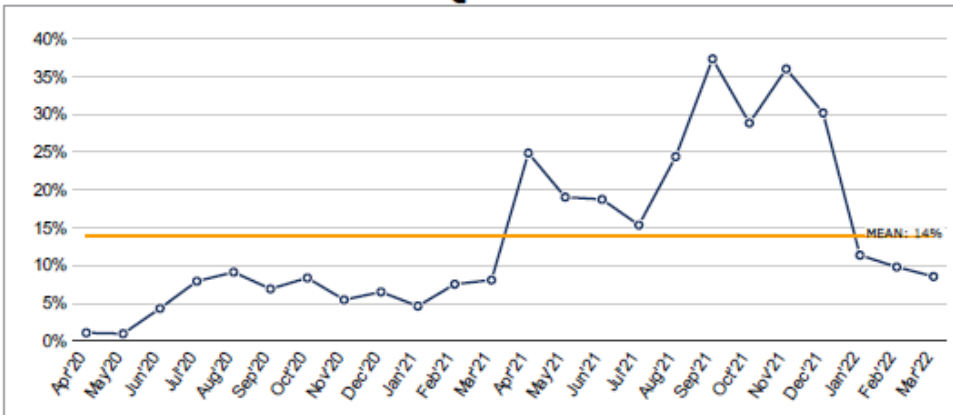
## Trip Denials



Previous: 15

Current: 0

## Reservation Calls in Queue Over Five Minutes



Previous: 8.1%

Current: 8.5%

**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.