



CDTA COMMITTEE AGENDA
Performance Monitoring/Audit Committee
Wednesday, May 18, 2022 | 12:00 pm | 85 Watervliet Ave &
Via Microsoft Teams

Committee Item	Responsibility
Call to Order	Denise Figueroa
Approve Minutes of Wednesday, April 20, 2022	Denise Figueroa
Audit Committee	
• Approve FYE Audit Draft*	Mike Collins
Consent Agenda Items	
• Approve Contract for Sand & Gravel Cleaning Services	Stacy Sansky
• Approve Contract for Trash & Recycling Services	Stacy Sansky
• Approve Contract for BRT Expansion Study	Stacy Sansky
Administrative Discussion Items	
• Risk Management & Workers Compensation Report	Amanda Avery
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, June 22, 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 – April 20, 2022 at 12:00 pm; 110 Watervliet Avenue, Albany

In Attendance: Denise Figueroa, Jayme Lahut, Dave Stackrow, Joe Spairana, Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Lance Zarcone, Jaime Kazlo, Trish Cooper, 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 March 23, 2022 meeting were reviewed and approved.

Consent Agenda Items

Approve Contract for Purchase of Paratransit Bus

- This is our annual order of paratransit vehicles; it is part of our fleet replacement program. It is part of a five-year contract to purchase these vehicles from Shepard Brothers. Staff recommends the purchase of six vehicles for STAR; it includes an upgraded wheelchair lift, cameras, and an air purification system. Delivery is expected in February 2023.
- The purchase of six vehicles from Shepard Brothers, Inc. of Canandaigua, NY for a total price of \$528,000 will be recommended to the board for approval.

Approve Contract for Purchase of Antifreeze

- Our contract for Antifreeze has expired, and a new contract is required. An IFB was issued, and a single bid was received from the incumbent, Solvents & Petroleum. There is a 50% price increase because Cummins our engine manufacture, requires a certain product to ensure the engine warranty. We had a lengthy discussion about this in committee.
- A one-year contract with one renewal year to Solvents & Petroleum Service of Syracuse for an estimated total of \$210,000 will be recommended to the board for approval.

Approve Procurement Manual

- Staff provided the committee with a report on the annual review of the procurement manual. A few minor changes were made.
- Revisions to the procurement manual will be recommended to the board for approval.

Approve Investment Policy

- Public Authorities Law requires an annual review of our investment policy. Our policy explains how we invest, monitor, and report on funds. There are no recommended changes to the policy.
- The 2022 Investment Policy will be recommended to the board for approval.

Administrative Discussion Items

Monthly Management Report

- Mike Collins gave the year-end Monthly Management Report. Revenue highlights include a record-breaking year for MRT, exceeding budget expectations by \$6.2 million; Customer Revenue surpassed budget by 66%; and RRS beat budget by more than \$1 million. On the expense side, health benefits were under budget by 5%; professional services were under budget by 13%; Wages were over budget by 1%, but given the manpower challenges, not a bad year.
- We finished the year strong, with revenue 13% over budget and expenses 0.5% under budget.

Monthly Non-Financial (performance) Report

- Chris Desany provided the year-end non-Financial Report. We finished the year with 11.6M rides, a 17% increase from last year and 75% of pre-pandemic levels. STAR ridership was up 45% from last year and has reached 90% of pre pandemic levels.
- Fixed route on-time performance was 78% and STAR on-time performance was 75%.
- We finished the year with 4,472 missed trips; total missed trips have been declining for the last few months.
- We had 47 more preventable accidents this year, along with a decrease of 17 non-preventable accidents. Staff will provide a report on this in June.
- STAR calls, applications, and complaints have been increasing. We are looking at internal measurements, and the results of the MORE surveys to get a better picture of service quality.

Next Meeting

Wednesday, May18, 2022 at 12:00pm via Microsoft Teams and at 85 Watervliet Ave.

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for sand and gravel separator cleaning services to Precision Industrial Maintenance of Schenectady, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: May 18, 2022
Board Action Date: May 25, 2022

Background:

The current contract for sand and gravel separator cleaning services is set to expire and a new one is required.

Purpose:

The separators filter oil, residue, and sand from water in maintenance drains and require semi-annual cleaning.

Summary of Proposal:

An Invitation for Bids (IFB) was issued outlining the cleaning needs of the separators at all three operating divisions.

Five vendors downloaded the IFB and one submitted a bid. Historically, there has been limited competition because of the specialized nature of this work. Additionally, the bid was widely publicized; the scope of services was not too restrictive; and the vendor pool was not unreasonably limited. The bid received from Precision Industrial Maintenance was deemed responsive and responsible.

Staff recommends a three-year contract with two optional renewal years be awarded to Precision Industrial Maintenance of Schenectady, NY for sand and gravel separator cleaning for an annual amount not to exceed \$159,310. Upon Board approval, the contract will be executed immediately.

Financial Summary and Source of Funds:

The estimated five-year contract value is \$796,550 and will be funded in our operating budgets FY2023 through FY2028. There will be nominal annual increases for Consumer Price Index and Prevailing Wage adjustments.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

May 18, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Contract Award Recommendation for Separator Cleaning

Background

As a byproduct of standard maintenance operations (bus washing, parts cleaning, snow melt), we generate wastewater. This water gets mixed with oil, dirt, sand, and other particulates. To support environmental responsibility and continuity of operations, it is important that this material is properly handled and removed as per prescribed procedures.

When wastewater is generated, it makes its way throughout an in-ground drainage system and is collected in a series of sumps (there are twelve of these sumps in Albany alone). There, the various components are separated and handled appropriately. It is necessary to clean these sumps (twice yearly) to ensure the long-term effectiveness of the system.

The contract for these cleaning services is about to expire, so we issued a new Invitation for Bids. Five vendors downloaded the bid package, and one response was received. Precision Industrial Maintenance of Schenectady, NY provided that response. Precision is a new vendor for CDTA. References were checked, all of which came back positive.

Recommendation

I recommend awarding a three-year contract, with two one-year options for separator cleaning services to Precision Industrial Maintenance of Schenectady, NY for a five-year amount of \$796,550.

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:**

Total 5-year contract value NTE \$796,550 (\$491,310 for initial 3 year term) 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 # 5 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:** Precision Industrial Maintenance, Inc.
1710 Erie Blvd
Schenectady, NY 12308

8. **SOURCE OF FUNDS:** Appropriate Operating Plan for Each Fiscal Year-FY2023-FY2028

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:** May 18, 2022



Bid Summary



Contract Name: Sand & Gravel Separator

Contract No: CDTA FAC 195-2000

Date/Time of Opening: April 15, 2022 1:00Pm EST

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Precision Industrial Maintenance, Inc. Address: 1710 Erie Blvd Schenectady, NY 12308 Contact: Jeffrey Kaleta Email: jkaleta@PPIM-Inc.com Phone: 518.346.5800	Total Cost Albany Division: \$58,940 Total Cost Schenectady Division: \$58,940 Total Cost of Troy Division: \$41,430 Total cost incl Labor/Materials/100ft: \$159,310	Alternate 1: \$35,200 (labor & materials to clean floor trench drains) 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: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for trash removal and recycling services to County Waste and Recycling Services of Clifton Park, New York.

Committee: Performance Monitoring/Audit
Committee Meeting Date: May 18, 2022
Board Action Date: May 25, 2022

Background:

The current contract for trash & recycling services is set to expire and a new one is required.

Purpose:

CDTA disposes of trash and recycling according to state environmental regulations.

Summary of Proposal:

An Invitation for Bids (IFB) was issued for a vendor to provide weekly trash and recycling pick-up for all three bus divisions and the Rensselaer Rail Station. The IFB listed pick-up frequency requirements as well as reports required for submittal to New York State.

Six vendors downloaded the IFB and three submitted bids. One bid was deemed non-responsive. The bid received from County Waste and Recycling Services was the lowest responsive and responsible bid. County Waste is the incumbent and staff is satisfied with their performance.

Staff recommends a three-year contract with two optional renewal years be awarded to County Waste and Recycling of Clifton Park, NY for trash and recycling pick up for an annual amount not to exceed \$152,028. Upon Board approval, the contract will be executed immediately.

Financial Summary and Source of Funds:

The estimated five-year contract value is \$760,140 and will be funded in our operating budgets FY2023 through FY2028.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Jeremy Smith, Director of Facilities

Memorandum

May 18, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Recommendation for Trash Removal & Recycling

Background

As part of our day-to-day operations, we generate a significant amount of waste (trash). This can be in the form of liquid/solid household waste, hazardous waste, electrical waste (e-waste), recyclable waste, and construction/demolition debris. Maintenance of our facilities requires the pickup and removal of such waste.

We maintain a contract to provide for periodic pickup of most household and recyclable waste. This contract covers the three operating divisions and the Rensselaer Rail Station. Additionally, trash removed from our 300+ shelters is also transferred to the divisions before it is removed by our contractor. Pick-up frequencies vary between locations. For example, trash is removed from a thirty-yard dumpster at 110 Watervliet Avenue three times per week. Cardboard is removed from two, eight-yard dumpsters twice per week. Hazardous waste, e-waste, and construction waste are handled through other methods.

This contract is set to expire, so an Invitation for Bid was issued for the services. Eight vendors downloaded the package, and three vendors responded. County Waste provided the lowest bid, has provided these services in the past, and is qualified to do the work.

Recommendation

I recommend awarding a three-year contract, with two one-year options for trash/recycling services to County Waste and Recycling Services of Clifton Park, NY for a five-year amount of \$760,140.

Copy: Chief Executive Officer
Director of Procurement
Director of Facilities

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

1. TYPE OF CONTRACT (check one):

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

2. TERMS OF PERFORMANCE (check one):

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

3. CONTRACT VALUE:

Total 5-year contract value NTE \$760,140 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 # 6 or Advertised
Number of Proposals/Bids Received # 3

Attach Summary of Bids/Proposals

8. 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: County Waste & Recycling Services
1927 Route 9
Clifton Park, NY 12065

8. SOURCE OF FUNDS: Appropriate Operating Plan for Each Fiscal Year-FY2023-FY2028

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: May 18, 2022



Bid Summary



Contract Name: Trash Removal & Recycling

Contract No: CDTA FAC 196-2000

Date/Time of Opening: April 28, 2022 1:00PM EST

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Waste Management of New York, LLC Address: 100 Ransier Dr West Seneca, NY 14224 Contact: Jacqueline Bialaszewski Email: jbialasz@wm.com Phone: 716.374.0073	Bid deemed non responsive.	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: Action Waste Services, LLC Address: 3396 River Road Rensselaer, NY 12144 Contact: Diane Rich Email: actionwaste@yahoo.com Phone: 518.727.9506	See attached detailed bid summary including alternates.	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: County Waste & Recycling Service, Inc. Address: 1927 Route 9 PO Box 431 Clifton Park, NY 12065 Contact: Charles Mahoney Email: dawnr@wcnx.org Phone: 518.877.7007	See attached detailed bid summary including alternates.	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	\$ _____ Total w/selected Alternates: \$	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

Trash Price Breakdown

	County Waste & Recycling	County Waste & Recycling	Waste Management	Waste Management	Action Waste Services, LLC	Action Waste Services, LLC
Year 1	Monthly Cost	Yearly Cost	Monthly Cost	Yearly Cost	Monthly Cost	Yearly Cost
Albany-Trash	\$2,922.75	\$35,073.00	\$6,105.00	\$73,260.00	\$4,741.35	\$56,896.20
Albany Recyclables & Cardboard	\$142.02	\$1,704.24	\$325.00	\$3,900.00	\$100.00	\$1,200.00
Schenectady-Trash	\$273.66	\$3,283.92	\$501.00	\$6,012.00	\$325.00	\$3,900.00
Schenectady Recyclables & Cardboard	\$71.01	\$852.12	\$130.00	\$1,560.00	\$40.00	\$480.00
Troy-Trash	\$273.66	\$3,283.92	\$490.00	\$5,880.00	\$325.00	\$3,900.00
Troy Recyclables & Cardboard	\$71.06	\$852.72	\$130.00	\$1,560.00	\$40.00	\$480.00
RRS-Trash	\$273.66	\$3,283.92	\$472.00	\$5,664.00	\$325.00	\$3,900.00
RRS-Recyclables & Cardboards	\$71.06	\$852.72	\$210.00	\$2,520.00	\$50.00	\$600.00
TOTAL ANNUAL COST		\$49,186.56		\$100,356.00		\$71,356.20
Year 2						
Albany-Trash	\$3,010.43	\$36,125.16	\$6,471.30	\$77,655.60	\$4,946.65	\$59,359.80
Albany Recyclables & Cardboard	\$146.28	\$1,755.36	\$344.50	\$4,134.00	\$104.33	\$1,251.96
Schenectady-Trash	\$281.87	\$3,382.44	\$531.06	\$6,372.72	\$339.07	\$4,068.84
Schenectady Recyclables & Cardboard	\$73.14	\$877.68	\$137.80	\$1,653.60	\$41.73	\$500.76
Troy-Trash	\$281.87	\$3,382.44	\$519.40	\$6,232.80	\$339.07	\$4,068.84
Troy Recyclables & Cardboard	\$73.14	\$877.68	\$137.80	\$1,653.60	\$41.73	\$500.76
RRS-Trash	\$281.87	\$3,382.44	\$500.32	\$6,003.84	\$339.07	\$4,068.84
RRS-Recyclables & Cardboards	\$73.14	\$877.68	\$222.60	\$2,671.20	\$52.17	\$626.04
TOTAL ANNUAL COST		\$50,660.88		\$106,377.36		\$74,445.84
Year 3						
Albany-Trash	\$3,100.71	\$37,208.52	\$6,859.58	\$82,314.96	\$5,160.84	\$61,930.08
Albany Recyclables & Cardboard	\$150.67	\$1,808.04	\$365.17	\$4,382.04	\$108.85	\$1,306.20
Schenectady-Trash	\$290.33	\$3,483.96	\$562.92	\$6,755.04	\$353.75	\$4,245.00
Schenectady Recyclables & Cardboard	\$75.33	\$903.96	\$146.07	\$1,752.84	\$43.54	\$522.48
Troy-Trash	\$290.33	\$3,483.96	\$550.56	\$6,606.72	\$353.75	\$4,245.00
Troy Recyclables & Cardboard	\$75.33	\$903.96	\$146.07	\$1,752.84	\$43.54	\$522.48
RRS-Trash	\$290.33	\$3,483.96	\$530.34	\$6,364.08	\$353.75	\$4,245.00
RRS-Recyclables & Cardboards	\$75.33	\$903.96	\$235.96	\$2,831.52	\$54.42	\$653.04
TOTAL ANNUAL COST		\$52,180.32		\$112,760.04		\$77,669.28
TOTAL ANNUAL COST YRS 1-3		\$152,027.76		\$319,493.40		\$223,471.32
Alternate 1 Twenty Yard Roll Off (per pick up)		\$225 PER HAUL		\$190 PER HAUL/\$90 PER TON		\$225 PER HAUL/\$105 PER TON
Alternate 2 Ten Yard Roll Off (per pick up)		\$225 PER HAUL		\$190 PER HAUL/\$90 PER TON		\$225 PER HAUL/\$105 PER TON
			Note: Items in red had additional restrictions that were not allowed in the bid-this bid is being rejected as non-responsive			

Capital District Transportation Authority Agenda Action Proposal

Subject: Contract award for Bus Rapid Transit (BRT) expansion study to FHI Studio of Harford, CT.

Committee: Performance Monitoring/Audit
Committee Meeting Date: May 18, 2022
Board Action Date: May 25, 2022

Background:

We are in the final stages of completing our third BRT line, and as such, we want to look forward and evaluate the feasibility of expanding more BRT lines to other corridors.

Purpose:

This study will review ridership, travel patterns and other data to identify which corridors may be appropriate for BRT expansion.

Summary of Proposal:

A Request for Proposals (RFP) was issued outlining CDTA's current BRT plans and routes, including expected study deliverables. Thirty-three firms downloaded the RFP and four submitted proposals. A team of CDTA and CDTC staff reviewed proposals and interviewed two firms. As a result of the initial proposals, interviews and references, staff recommends awarding a contract to FHI Studios for a term of three years with two one-year extensions. FHI Studios is a New York State Women's Business Enterprise (WBE) and Disadvantaged Business Enterprise (DBE). Upon Board approval a contract will be executed immediately.

Financial Summary and Source of Funds:

The BRT expansion study will cost \$316,021 and is funded through the FY2023 Capital Plan.

Prepared by:

Stacy Sansky, Director of Procurement

Project Manager:

Ros Farrell, Director of Planning

Memorandum

May 18, 2022

To: Performance Monitoring & Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Contract Award for Bus Rapid Transit Expansion Study

Background

As we construct our third bus rapid transit line to establish 40 miles of BRT in the Capital Region, we continue to look forward by assessing the feasibility of expanding BRT to other corridors.

A study will begin by reviewing our existing and pre-covid ridership, population and employment densities, and other data available on regional travel patterns. Future growth potential will be assessed based on proposed development projects and zoning codes. This will identify which corridors might require more service for existing riders and have the propensity to attract new riders.

Candidate service plans will be developed based on anticipated demand and will identify requirements for buses, operators, mechanics, and other operational needs. For corridors where the potential ridership is greatest, conceptual designs of stations, intersections, pedestrian infrastructure, and transit priority infrastructure will be completed to determine capital costs and right-of-way requirements.

With the increase in funding for BRT through the Federal Transit Administration, the final report of the BRT Expansion Study could serve as a submission to the Small Starts program. This will allow us to progress new BRT lines into the design phase, obtain environmental clearance, and position us to access construction funds.

Justification

A Request For Proposals was released in March outlining the scope of work. A committee composed staff from CDTA and CDTC was established to review the proposals based upon experience, qualifications, references, and D/MWBE participation. Four firms submitted proposals, reference checks were checked, and two firms were interviewed. We are recommending awarding a contract to FHI Studio. FHI and their subconsultants were the most qualified team based on their project manager and staff experience with similar studies. Their team members have worked with each other in different capacities for nearly two decades and this was evident during the interview process.

Recommendation

I recommend awarding a three-year contract with two, one-year extensions for a Bus Rapid Transit Expansion Study to FHI Studio of Hartford, CT for an amount of \$316,021.

Copy: Chief Executive Officer
Director of Procurement
Director of Planning

**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:

\$316,021 (Not to Exceed)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # 33 or **Advertised**
 Number of Proposals/Bids Received # 4

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 1
 D/MWBE Certification on file? **Yes** No Not Applicable
 Was contract awarded to a D/MWBE? **Yes** No
 Number of D/MWBE Subcontractors 0

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: FHI Studios

416 Asylum Street
Hartford, CT 06103

8. SOURCE OF FUNDS: FY2023 Capital Plan

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement **DATED:** May 18, 2022

BRT Expansion Scorecard (Consolidated)

	FourSquare- Washington, DC	Nelson\Nygaard- New York, NY	WSP USA-Troy, NY	Fitzgerald & Halliday dba FHI Studio- Hartford, CT
Relevant experience and the successful completion of similar projects (in terms of scope and product) accomplished by the personnel assigned to the project. Extensive experience with feasibility studies for new BRT projects is required. (25 points)	20.75	18.25	19.5	23
Qualified personnel assigned to the project. The experience of the Project Manager will be heavily weighed, as will the number of hours by key personnel. (20 points)	16.5	15.25	16.25	18.5
Responsiveness to the RFP and understanding of the scope of products. (15 points)	14	12.5	13	14.5
Past performance of the offeror on CDTC or CDTA planning activities or other relevant planning work. (15 points)	12	8.5	11.75	9.25
Amount of work indicated to be accomplished within the budgeted amount for the study (if the offeror proposes adjustments to the scope of work outlined in this RFP). (10 points)	9.75	9	8.25	9.25
Demonstrated understanding of the context of the study area (knowledge of the Capital Region may be a plus). (10 points)	9.25	7.5	8.75	8.5
Disadvantaged/Minority Women’s Business Enterprise (D/MWBE) certification and/or Service-Disabled Veteran Owned Business (SDVOB) certification. DBE offerors are strongly encouraged. (5 points) Only firms registered in the directories referenced on page 19 will receive credit.	4	2.25	1.25	5
Total	86.3	73.3	78.8	88.0

Memorandum

May 18, 2022

To: Chairperson, Performance Monitoring/Audit Committee

From: General Counsel

Subject: Risk Management and Workers Compensation Self-Insurance Accounts,
as of 4/1/22

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

1. Risk Management:

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

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

- **Projected Losses** (incurred but unpaid): \$1,864,411
(increase of \$81,950 (+4.6%) for the quarter)
- **Self-Insured Retention** (one) \$2,000,000
- **Market Value of Account:** \$3,520,579
(decrease of \$51,557 (-1.4%) for the quarter)

2. Workers Compensation:

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

- **Projected Claims:** \$7,390,522
(decrease of \$130,268 (-1.7%) for the quarter)
- **Market Value of Account:** \$9,025,707
(decrease of \$121,605 (-1.3%) for the quarter)

3. Liability/Auto Claims:

As of 4/1/22, we had 47 pending liability claims, 35 of which were in suit. A number of inactive cases have been closed out. The majority of the active claims are in various stages of discovery, while a few have been referred to outside counsel and are scheduled for trial. As of 4/1/22, CDTA had 18 liability claims with reserves of \$10,000 or more, including 11 liability claims with reserves of \$25,000 or more. It is always our intention to carry adequate funds to cover the aggregate value of anticipated losses.

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

cc: Chairperson, Board of Directors
Vice President of Finance and Administration
Chief Executive Officer

Monthly Management Report

April 2022



Monthly Management Report - April 2022
Executive Summary

			Current Month		Year to Date	
	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance
REVENUE						
1 Mortgage Tax	\$ 1,348,816	\$ 1,045,833	\$ 302,983	28.97%	\$ 302,982	28.97%
2 Customer Fares	\$ 1,262,336	\$ 1,214,083	\$ 48,253	3.97%	\$ 48,253	3.97%
3 RRS & Facilities	\$ 238,123	\$ 159,409	\$ 78,714	49.38%	\$ 78,714	49.38%
	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance
EXPENSES						
4 Wages	\$ 4,210,718	\$4,670,521	\$ (459,803)	-9.84%	\$ (459,804)	-9.84%
5 Workers' Compensation	\$ (49,500)	\$ 248,893	\$ (298,393)	-119.89%	\$ (298,383)	-119.89%
6 Liability Claims	\$ 118,086	\$ 31,573	\$ 86,513	274.01%	\$ 86,513	274.01%
7 Parts, Tires, Oil	\$ 644,105	\$ 497,398	\$ 146,707	29.49%	\$ 146,707	29.49%
					YTD Revenue	4.69%
					YTD Expenses	-9.30%

Revenue Summary

- MRT starts strong in the new fiscal year at 29% over budget, despite increasing our annual budget projection by \$1.3 million.
- Customer Fares is 4% better than budget as ridership continues to improve.
- RRS was 49% over budget even with increasing our budget line by \$1 million this year.

Expense Summary

- Wages are under budget by 9.8% due to staffing challenges, and Montgomery County not starting until late summer. This line will be under budget for the foreseeable future.
- Workers' Compensation is under budget due to a large claim recovery and less than normal weekly payments.
- Liability Claims are over budget due to two settlement payments of \$50,000 and \$40,000.
- The Parts line is over budget because of our predictive maintenance schedule and higher than normal major component failures.

Note We have started off the new fiscal year in a good budget position.

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

		Apr-22		Apr-21
Assets				
	Current Assets:			
	Cash	\$10,661,597		\$10,383,831
	Investments	\$24,056,779		\$16,935,020
	Receivables:			
	Mortgage Tax	\$1,348,815		\$1,596,043
	Federal Grants	\$0		\$3,229,332
	New York State Operating Assistance	\$4,792,268		\$5,076,167
	Trade and Other	\$15,220,385		\$9,889,006
	Advances to Capital District Transportation Committee	\$837,112		\$611,202
	Materials, Parts and Supplies	\$4,864,334		\$4,539,966
	Prepaid Expenses	\$1,353,802		\$1,107,081
	Sub-Total Current Assets	\$63,135,091		\$53,367,649
	Noncurrent Assets:			
	Capital Assets, net	\$132,365,341		\$130,864,769
	Deferred outflows of resources:			
	Deferred outflows of resources related to OPEB	\$14,832,009		\$17,641,144
	Deferred outflows of resources from pension	\$5,680,235		\$4,350,993
	Sub-Total Deferred outflows of resources:	\$20,512,244		\$21,992,137
Total for Assets		\$216,012,676		\$206,224,555
Liabilities				
	Current Liabilities:			
	Accounts Payable	\$5,141,097		\$3,802,285
	Accrued Expenses	\$6,415,906		\$5,257,146
	Unearned Revenue	\$4,817,076		\$1,846,524
	Line of Credit	\$0		\$0
	Sub-Total Current Liabilities	\$16,374,079		\$10,905,956
	Noncurrent Liabilities:			
	Capital Lease Agreement	\$1,137,185		\$2,768,404
	Estimated Provision for Existing Claims and Settlements	\$9,312,585		\$9,954,583
	Other postemployment benefits	\$83,355,200		\$85,491,074
	Net Pension Liability	\$23,844		\$5,982,206
	Sub-Total Noncurrent Liabilities	\$93,828,814		\$104,196,267
	Deferred inflows of resources:			
	Deferred inflows of resources from pension	\$7,188,915		\$326,095
	Deferred inflows of resources from OPEB	\$33,307,240		\$32,213,820
	Sub-Total Deferred inflows of resources	\$40,496,155		\$32,539,915
Total for Liabilities		\$150,699,048		\$147,642,138
Net Position				
	Net Investment in Capital Assets	\$108,241,228		\$108,241,228
	Unrestricted	(\$42,927,599)		(\$49,658,811)
Total for Net Position		\$65,313,629		\$58,582,417
Total Liabilities and Net Position		\$216,012,676		\$206,224,555

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

	<u>To Date Actual</u>	<u>Annual Budget</u>	8%
REVENUE:			
AUTHORITY	\$1,298,451	\$12,660,000	10%
TRANSIT	\$8,332,694	\$99,233,918	8%
ACCESS	\$36,310	\$425,000	9%
CDTA FACILITIES	\$250,623	\$2,030,299	12%
TOTAL REVENUE	\$9,918,078	\$114,349,217	9%
EXPENSE:			
AUTHORITY	\$1,613,230	\$17,814,081	9%
TRANSIT	\$6,881,860	\$92,956,204	7%
ACCESS	\$91,976	\$1,270,072	7%
CDTA FACILITIES	\$113,749	\$2,308,860	5%
TOTAL EXPENSE	\$8,700,815	\$114,349,219	8%
Revenue over (under) Expenses	\$1,217,263		
Depreciation	\$1,150,000		
Excess of Revenue over (under) Expenses	\$67,263		
Transfer from Capital Project Fund	\$0		
Transfer to Risk Mngt Fund	\$0		
Transfer from Risk Mngt Fund	\$0		
Transfer from Vehicle Replacement	\$0		
Transfer to Vehicle Replacement	\$0		
Transfer to Capital Projects Fund	\$0		
Transfer from Operating Fund	\$0		
Transfer to Operating Fund	\$0		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	(\$421,721)		
*Net Excess of Revenue over (under) Expenses	(\$354,458)		
*Contribution to required fleet replacement.			

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
April-22

BUDGET VARIANCE REPORT	CONSOLIDATED								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$1,348,816	\$1,045,833	\$302,982	28.97%	\$1,348,816	\$1,045,833	\$302,982	28.97%	\$12,550,000
Customer Fares	\$1,262,336	\$1,214,083	\$48,253	3.97%	\$1,262,336	\$1,214,083	\$48,253	3.97%	\$14,568,999
Advertising Revenue	\$135,417	\$116,042	\$19,375	16.70%	\$135,417	\$116,042	\$19,375	16.70%	\$1,392,500
RRS & Facilities	\$238,123	\$159,409	\$78,714	49.38%	\$238,123	\$159,409	\$78,714	49.38%	\$1,912,908
Interest Income	\$62	\$1,667	(\$1,605)	-96.27%	\$62	\$1,667	(\$1,605)	-96.27%	\$20,000
Misc. Income	\$10,308	\$11,542	(\$1,234)	-10.69%	\$10,308	\$11,542	(\$1,234)	-10.69%	\$138,500
Total Operating Revenue	\$2,995,062	\$2,548,576	\$446,486	17.52%	\$2,995,062	\$2,548,576	\$446,486	17.52%	\$30,582,907
Operating Assistance									
New York State Aid	\$4,094,800	\$4,094,800	\$0	0.00%	\$4,094,800	\$4,094,800	\$0	0.00%	\$49,137,600
County Aid	\$159,750	\$159,750	\$0	0.00%	\$159,750	\$159,750	\$0	0.00%	\$1,917,001
Federal Aid	\$2,575,494	\$2,575,494	\$0	0.00%	\$2,575,494	\$2,575,494	\$0	0.00%	\$30,905,923
Operating Grants	\$150,482	\$150,482	\$0	0.00%	\$150,482	\$150,482	\$0	0.00%	\$1,805,798
Total Operating Assistance	\$6,980,526	\$6,980,526	\$0	0.00%	\$6,980,526	\$6,980,526	\$0	0.00%	\$83,766,310
Total Revenue and Assistance	\$9,975,587	\$9,529,101	\$446,486	4.69%	\$9,975,587	\$9,529,101	\$446,486	4.69%	\$114,349,217
Expenses									
Salaries and Wages	\$4,210,718	\$4,670,521	(\$459,804)	-9.84%	\$4,210,718	\$4,670,521	(\$459,804)	-9.84%	\$56,046,254
FICA	\$304,815	\$330,229	(\$25,414)	-7.70%	\$304,815	\$330,229	(\$25,414)	-7.70%	\$3,962,750
Health Benefits	\$903,468	\$1,004,239	(\$100,772)	-10.03%	\$903,468	\$1,004,239	(\$100,772)	-10.03%	\$12,050,871
Workers Compensation	(\$49,500)	\$248,893	(\$298,393)	-119.89%	(\$49,500)	\$248,893	(\$298,393)	-119.89%	\$2,986,718
Other Benefits	\$331,194	\$405,457	(\$74,264)	-18.32%	\$331,194	\$405,457	(\$74,264)	-18.32%	\$4,865,487
Professional Services	\$269,854	\$392,479	(\$122,625)	-31.24%	\$269,854	\$392,479	(\$122,625)	-31.24%	\$4,709,745
Materials & Supplies	\$201,525	\$166,169	\$35,357	21.28%	\$201,525	\$166,169	\$35,357	21.28%	\$1,994,023
Miscellaneous	\$55,318	\$65,571	(\$10,253)	-15.64%	\$55,318	\$65,571	(\$10,253)	-15.64%	\$786,853
Purchased Transportation	\$689,121	\$778,591	(\$89,470)	-11.49%	\$689,121	\$778,591	(\$89,470)	-11.49%	\$9,343,094
Maintenance Services	\$298,684	\$280,438	\$18,246	6.51%	\$298,684	\$280,438	\$18,246	6.51%	\$3,365,258
Liability - Claims	\$118,086	\$31,573	\$86,513	274.01%	\$118,086	\$31,573	\$86,513	274.01%	\$378,875
Utilities	\$105,542	\$85,935	\$19,607	22.82%	\$105,542	\$85,935	\$19,607	22.82%	\$1,031,220
Fuel	\$484,739	\$487,271	(\$2,531)	-0.52%	\$484,739	\$487,271	(\$2,531)	-0.52%	\$5,847,249
Parts, Tires, Oil	\$644,105	\$497,398	\$146,707	29.49%	\$644,105	\$497,398	\$146,707	29.49%	\$5,968,775
General Insurance	\$75,496	\$84,337	(\$8,842)	-10.48%	\$75,496	\$84,337	(\$8,842)	-10.48%	\$1,012,046
Total EXPENSES	\$8,643,163	\$9,529,101	(\$885,938)	-9.30%	\$8,643,163	\$9,529,101	(\$885,938)	-9.30%	\$114,349,217
Surplus/Deficit	\$1,332,424	(\$0)	\$1,332,424		\$1,332,424	(\$0)	\$1,332,424		(\$0)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

April-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	\$1,348,816	\$1,045,833	\$302,982	28.97%	\$1,348,816	\$1,045,833	\$302,982	28.97%	\$12,550,000
Interest Income	\$62	\$1,667	(\$1,605)	-96.31%	\$62	\$1,667	(\$1,605)	-96.31%	\$20,000
Interest Inc-Invest/Change In Invest	(\$57,509)	\$0	(\$57,509)	0.00%	(\$57,509)	\$0	(\$57,509)	0.00%	\$0
Misc. Income - Authority	\$7,083	\$7,500	(\$417)	-5.56%	\$7,083	\$7,500	(\$417)	-5.56%	\$90,000
Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Total Operating Revenue	\$1,298,451	\$1,055,000	\$243,451	23.08%	\$1,298,451	\$1,055,000	\$243,451	23.08%	\$12,660,000
Expenses									
Labor - Authority	\$635,102	\$697,741	(\$62,639)	-8.98%	\$635,102	\$697,741	(\$62,639)	-8.98%	\$8,372,890
Fringe - Authority	\$422,160	\$301,276	\$120,884	40.12%	\$422,160	\$301,276	\$120,884	40.12%	\$3,615,315
Materials & Supplies - Authority	\$6,682	\$15,820	(\$9,137)	-57.76%	\$6,682	\$15,820	(\$9,137)	-57.76%	\$189,836
Professional Services - Authority	\$206,234	\$242,695	(\$36,461)	-15.02%	\$206,234	\$242,695	(\$36,461)	-15.02%	\$2,912,345
Other Expenses - Authority	\$343,052	\$226,975	\$116,077	51.14%	\$343,052	\$226,975	\$116,077	51.14%	\$2,723,695
Total Expenses	\$1,613,230	\$1,484,507	\$128,723	8.67%	\$1,613,230	\$1,484,507	\$128,723	8.67%	\$17,814,081
Surplus/(Deficit)	(\$314,779)	(\$429,507)	\$114,728		(\$314,779)	(\$429,507)	\$114,728		(\$5,154,081)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
April-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	\$765,811	\$676,583	\$89,027	13.16%	\$765,811	\$676,583	\$89,027	13.16%	\$8,118,999
Contracts - Transit	\$460,417	\$502,083	(\$41,667)	-8.30%	\$460,417	\$502,083	(\$41,667)	-8.30%	\$6,025,000
Advertising-Transit	\$122,917	\$106,259	\$16,658	15.68%	\$122,917	\$106,259	\$16,658	15.68%	\$1,275,109
Misc. Income - Transit	\$3,225	\$4,042	(\$817)	-20.21%	\$3,225	\$4,042	(\$817)	-20.21%	\$48,500
Total Operating Revenue	\$1,352,169	\$1,288,967	\$63,201	4.90%	\$1,352,169	\$1,288,967	\$63,201	4.90%	\$15,467,608
Operating Assistance									
State Aid - General	\$3,265,917	\$3,265,917	\$0	0.00%	\$3,901,717	\$3,901,717	\$0	0.00%	\$46,820,600
State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$159,750	\$159,750	\$0	0.00%	\$1,917,000
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$33,333	\$33,333	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$159,750	\$159,750	\$0	0.00%	\$1,917,001
Federal Aid - Transit	\$2,981,106	\$2,981,106	\$0	0.00%	\$2,575,494	\$2,575,494	\$0	0.00%	\$30,905,923
Other Grants - Federal	\$248,226	\$248,226	\$0	0.00%	\$150,482	\$150,482	\$0	0.00%	\$1,805,786
Total Operating Assistance	\$6,848,082	\$6,848,082	\$0	0.00%	\$6,980,526	\$6,980,526	\$0	0.00%	\$83,766,310
Total Revenue and Assistance	\$8,200,251	\$8,137,049	\$63,201	0.78%	\$8,332,694	\$8,269,493	\$63,201	0.76%	\$99,233,918
Expenses									
Labor - Maintenance	\$734,999	\$802,739	(\$67,740)	-8.44%	\$734,999	\$802,739	(\$67,740)	-8.44%	\$9,632,872
Labor - Transportation	\$2,566,776	\$2,932,325	(\$365,550)	-12.47%	\$2,566,776	\$2,932,325	(\$365,550)	-12.47%	\$35,187,904
Labor - STAR	\$207,630	\$253,345	(\$45,715)	-18.04%	\$207,630	\$253,345	(\$45,715)	-18.04%	\$3,040,134
Fringe	\$1,108,315	\$1,585,752	(\$477,437)	-30.11%	\$1,108,315	\$1,585,752	(\$477,437)	-30.11%	\$19,029,026
Materials & Supplies	\$1,286,016	\$1,115,468	\$170,547	15.29%	\$1,286,016	\$1,115,468	\$170,547	15.29%	\$13,385,619
Professional Services	\$80,593	\$140,064	(\$59,471)	-42.46%	\$80,593	\$140,064	(\$59,471)	-42.46%	\$1,680,762
Other Expenses	\$2,629	\$4,379	(\$1,750)	-39.96%	\$2,629	\$4,379	(\$1,750)	-39.96%	\$52,550
Purchased Transportation - STAR	\$561,397	\$515,636	\$45,761	8.87%	\$561,397	\$515,636	\$45,761	8.87%	\$6,187,630
Liability - Claims	\$118,086	\$31,573	\$86,513	274.01%	\$118,086	\$31,573	\$86,513	274.01%	\$378,875
Liability - Insurance	\$44,544	\$81,596	(\$37,051)	-45.41%	\$44,544	\$81,596	(\$37,051)	-45.41%	\$979,146
Utilities - Transit	\$64,937	\$50,443	\$14,494	28.73%	\$64,937	\$50,443	\$14,494	28.73%	\$805,320
Mat & Supplies - NX	\$1,714	\$5,833	(\$4,119)	-70.62%	\$1,714	\$5,833	(\$4,119)	-70.62%	\$70,000
Purchased Transportation - NX	\$104,225	\$129,053	(\$24,828)	-19.24%	\$104,225	\$129,053	(\$24,828)	-19.24%	\$1,548,631
Purchased Transportation - Montgomery	\$0	\$98,145	(\$98,145)	-100.00%	\$0	\$98,145	(\$98,145)	-100.00%	\$1,177,735
Total Expenses	\$6,881,860	\$7,648,208	(\$766,345)	-10.02%	\$6,881,860	\$7,648,208	(\$766,345)	-10.02%	\$92,956,204
Surplus/(Deficit)	\$1,318,390	\$488,844	\$829,547		\$1,450,834	\$621,287	\$829,547		\$6,277,714

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

April-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	\$36,309	\$35,417	\$6,846	19.33%	\$36,309	\$35,417	\$892	2.52%	\$425,000
Interest Income	\$1	\$0	\$1	0.00%	\$1	\$0	\$1	0.00%	\$0
Misc. Income	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Other Grants - State & Federal	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Total Operating Revenue	\$36,310	\$35,417	\$6,847	19.33%	\$36,310	\$35,417	\$893	2.52%	\$425,000
Total Revenue and Assistance	\$36,310	\$35,417	\$6,847	19.33%	\$36,310	\$35,417	\$893	2.52%	\$425,000
Expenses									
Labor - Access	\$52,065	\$56,810	(\$4,745)	-8.35%	\$52,065	\$56,810	(\$4,745)	-8.35%	\$681,724
Fringe Benefits - Access	\$14,769	\$11,423	\$3,345	29.29%	\$14,769	\$11,423	\$3,345	29.29%	\$137,079
Purchased Transportation	\$23,499	\$33,333	(\$9,834)	-29.50%	\$23,499	\$33,333	(\$9,834)	-29.50%	\$400,000
Professional Services - Access	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$1,643	\$1,643	\$0	0.00%	\$19,721
Other Expenses - Access	\$0	\$2,629	(\$2,629)	-100.00%	\$0	\$2,629	(\$2,629)	-100.00%	\$31,548
Total Expenses	\$91,976	\$105,839	(\$13,863)	-13.10%	\$91,976	\$105,839	(\$13,863)	-13.10%	\$1,270,072
Surplus/(Deficit)	(\$55,667)	(\$70,423)	\$20,709		(\$55,667)	(\$70,423)	\$14,756		(\$845,072)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

April-22

BUDGET VARIANCE REPORT	CDTA FACILITIES								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
RRS Station & Garage	\$86,620	\$40,480	\$46,140	113.98%	\$86,620	\$40,480	\$46,140	113.98%	\$485,758
RRS Parking Revenue	\$142,956	\$106,929	\$36,026	33.69%	\$142,956	\$106,929	\$36,026	33.69%	\$1,283,150
RRS Advertising	\$12,500	\$9,783	\$2,717	27.78%	\$12,500	\$9,783	\$2,717	27.78%	\$117,391
SSTS	\$2,291	\$2,467	(\$175)	-7.10%	\$2,291	\$2,467	(\$175)	-7.10%	\$29,600
Greyhound	\$219	\$2,500	(\$2,281)	-91.23%	\$219	\$2,500	(\$2,281)	-91.23%	\$30,000
85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$5,801	\$6,667	(\$866)	-12.99%	\$80,000
Interest Income	\$236	\$367	(\$130)	-35.59%	\$236	\$367	(\$130)	-35.59%	\$4,400
Total Operating Revenue	\$250,623	\$169,192	\$81,431	48.13%	\$250,623	\$169,192	\$81,431	48.13%	\$2,030,296
Expenses									
Labor	\$14,146	\$16,311	(\$2,164)	-13.27%	\$14,146	\$16,311	(\$2,164)	-13.27%	\$195,730
Fringe-Benefits	\$2,385	\$1,617	\$767	47.46%	\$2,385	\$1,617	\$767	47.46%	\$19,405
Professional Services	\$5,360	\$10,417	(\$5,057)	-48.54%	\$5,360	\$10,417	(\$5,057)	-48.54%	\$125,000
Insurance	\$3,028	\$2,417	\$612	25.31%	\$3,028	\$2,417	\$612	25.31%	\$29,000
Security	\$1,986	\$33,617	(\$31,630)	-94.09%	\$1,986	\$33,617	(\$31,630)	-94.09%	\$403,400
Facilities Upkeep	\$13,545	\$24,833	(\$11,289)	-45.46%	\$13,545	\$24,833	(\$11,289)	-45.46%	\$298,000
Facilities Repairs	\$19,951	\$8,474	\$11,477	135.45%	\$19,951	\$8,474	\$11,477	135.45%	\$101,683
Utilities	\$33,914	\$28,983	\$4,930	17.01%	\$33,914	\$28,983	\$4,930	17.01%	\$347,800
Materials & Supplies	\$898	\$1,333	(\$436)	-32.68%	\$898	\$1,333	(\$436)	-32.68%	\$16,000
Parking Garage	\$2,717	\$40,833	(\$38,117)	-93.35%	\$2,717	\$40,833	(\$38,117)	-93.35%	\$490,000
Greyhound	\$0	\$667	(\$667)	-100.00%	\$0	\$667	(\$667)	-100.00%	\$8,000
85 Watervliet Avenue	\$5,324	\$9,395	(\$4,071)	-43.33%	\$5,324	\$9,395	(\$4,071)	-43.33%	\$112,742
SSTS	\$10,495	\$13,508	(\$3,013)	-22.31%	\$10,495	\$13,508	(\$3,013)	-22.31%	\$162,100
Total Expenses	\$113,749	\$192,405	(\$78,656)	-40.88%	\$113,749	\$192,405	(\$78,656)	-40.88%	\$2,308,860
Surplus/(Deficit)	\$136,875	(\$23,213)	\$160,088		\$136,875	(\$23,213)	\$160,088		(\$278,561)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

AGING OF ACCOUNTS RECEIVABLE

Apr-22		
	Amount	% of Total
Current	\$2,448,764	16.09%
31 - 60	\$635,591	4.18%
61 - 90	\$278,207	1.83%
91 - 120	\$1,910,636	12.55%
Over 120	\$9,947,187	65.35%
Total Accounts Receivable	\$15,220,385	100.00%

Mar-22		
	Amount	% of Total
Current	\$508,939	5.32%
31 - 60	\$398,249	4.18%
61 - 90	\$668,989	7.02%
91 - 120	\$14,057	0.15%
Over 120	\$7,944,101	83.36%
Total Accounts Receivable	\$9,530,335	100.00%

AGING OF ACCOUNTS PAYABLE

Apr-22		
	Amount	% of Total
Current	\$2,780,370	67.58%
31 - 60	\$1,060,145	25.77%
61 - 90	\$208,577	5.07%
90 & Over	\$65,101	1.58%
Total Accounts Payable	\$4,114,193	100.00%

Apr-22 Receivables over 120 days: \$9,947,187

Breakdown of outstanding receivables over 120 days.	
\$8,650,412	NYS DEPT. OF TRANSPORTATION
\$1,000,000	FEDERAL TRASIT ADMIN
\$87,500	CITY OF ALBANY
\$75,000	BIKE SHARE MOU CONTRACTS
\$73,191	UNIVERSITY AT ALBANY
\$61,084	OTHER
\$9,947,187	

ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX	Current Month				Fiscal Year to Date			
	Apr-22	Apr-21	Difference	%	2023	2022	Difference	%
Albany	\$580,901	\$234,704	\$346,197	147.50%	\$580,901	\$234,704	\$346,197	147.50%
Rensselaer	\$183,153	\$95,515	\$87,638	91.75%	\$183,153	\$95,515	\$87,638	91.75%
Saratoga	\$394,392	\$338,128	\$56,264	16.64%	\$394,392	\$338,128	\$56,264	16.64%
Schenectady	\$190,370	\$81,854	\$108,516	132.57%	\$190,370	\$81,854	\$108,516	132.57%
Total	\$1,348,816	\$750,202	\$598,614	79.79%	\$1,348,816	\$750,201	\$598,615	79.79%

	<u>Current Month</u>	<u>Year To Date</u>
FY 2023	\$1,348,816	\$1,348,816
FY 2022	\$750,202	\$750,201

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.

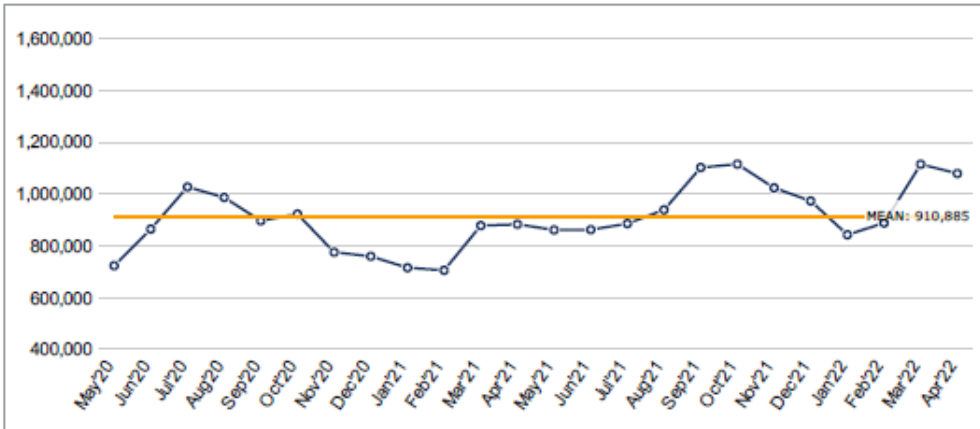
Highlight Summary
April 30, 2022

<u>RESTRICTED INVESTMENTS</u>	<u>Fund Balances</u>	<u>Current Obligations</u>
Risk Management Account (Self-Insured)	\$3,511,798	\$1,864,411
Workers' Comp. Account (Self-Insured)	\$9,214,606	\$7,448,174
Operating Account	\$3,066,420	
 <u>Current Operating Reserve Obligations</u>		
Multi-Modal (GRH & Vanpool)		\$23,116
Washington/Western BRT Design/Engineering Gateway		\$115,154
Bus Shelter Program		\$182,460
		\$9,979
		\$330,708
 <u>Current Capital Reserve Obligations</u>		
Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) System Upgrade	\$7,330,408	
		\$931,231
		\$931,231
 <u>Current Vehicle Replacement Reserve Obligations</u>		
Paratransit Fleet Replacement (6)	\$933,547	
		\$61,817
		\$61,817

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	0.33%
Workers' Compensation	0.42%
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.

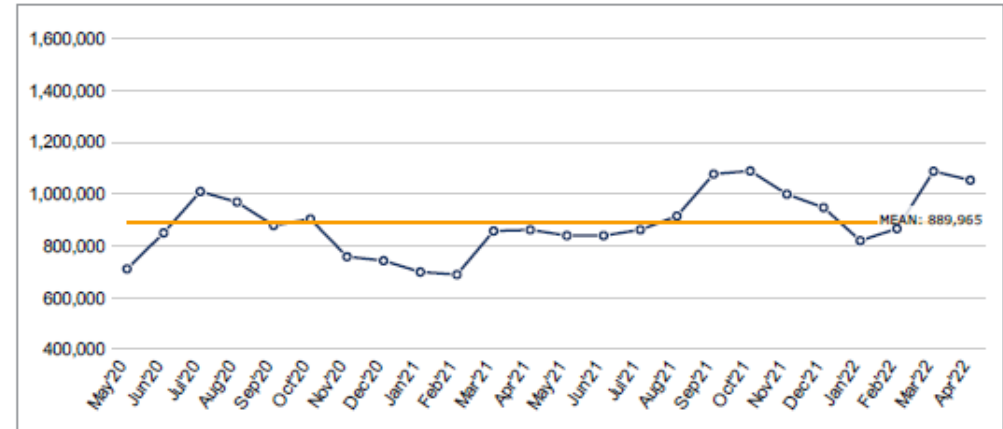
Total Riders



Previous: 884,631

Current: 1,081,044

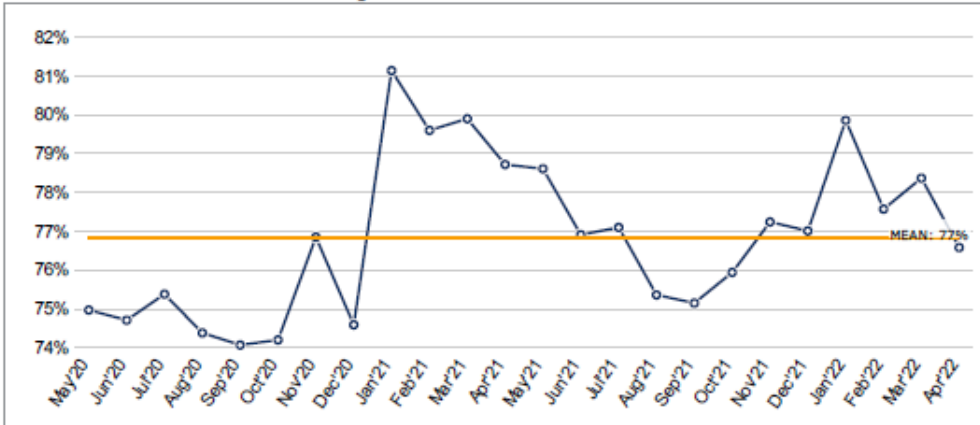
Fixed Riders



Previous: 863,031

Current: 1,055,064

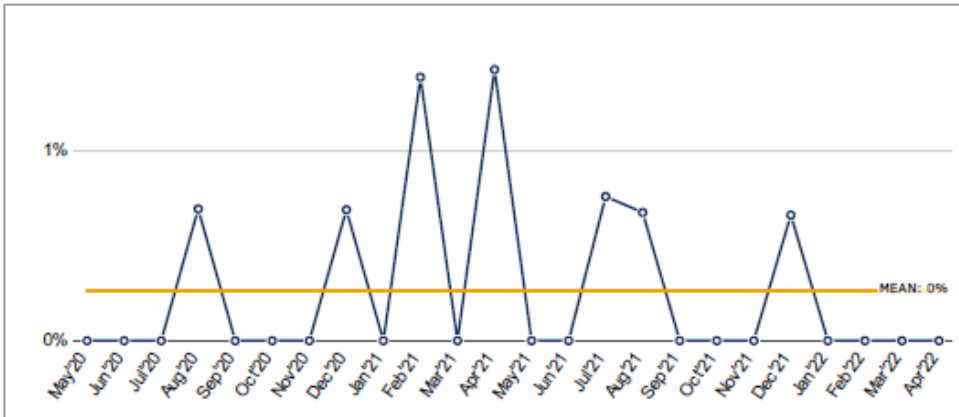
System Wide OTP



Previous: 78.72%

Current: 76.58%

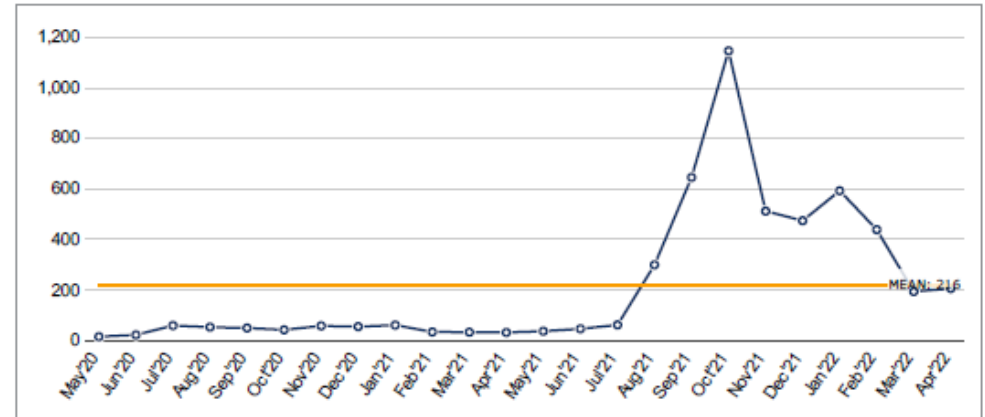
PMI Not On Time



Previous: 1.4%

Current: 0.0%

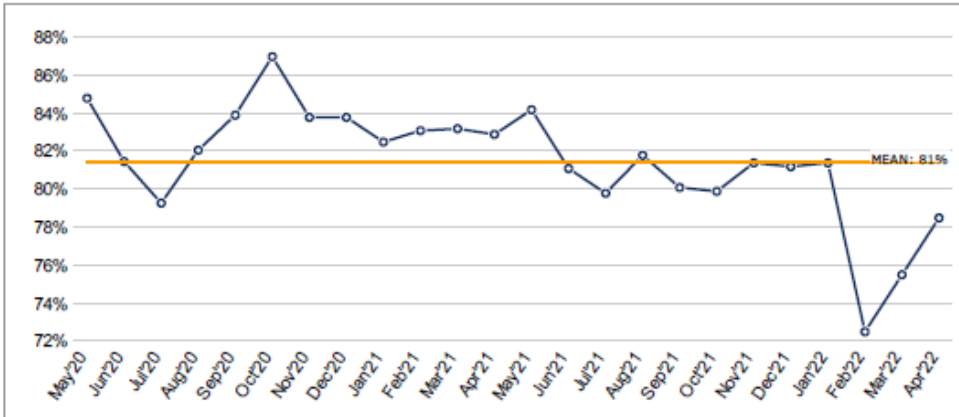
Missed Trips



Previous: 33

Current: 206

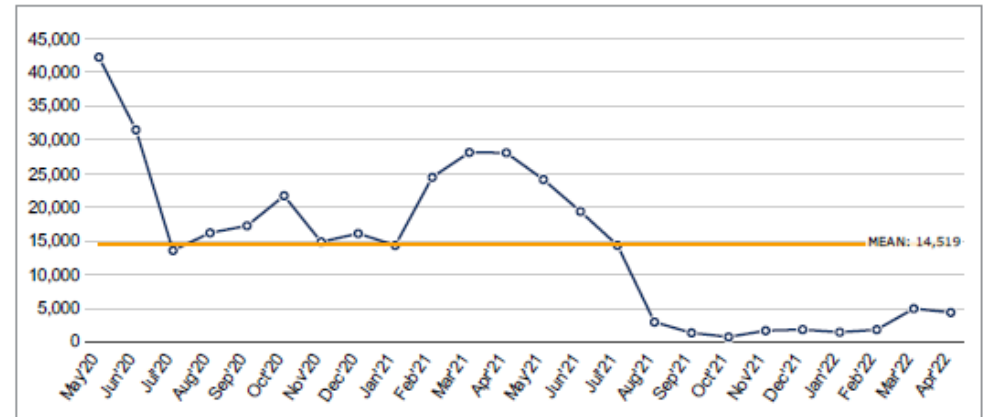
Scheduled Work



Previous: 82.9%

Current: 78.5%

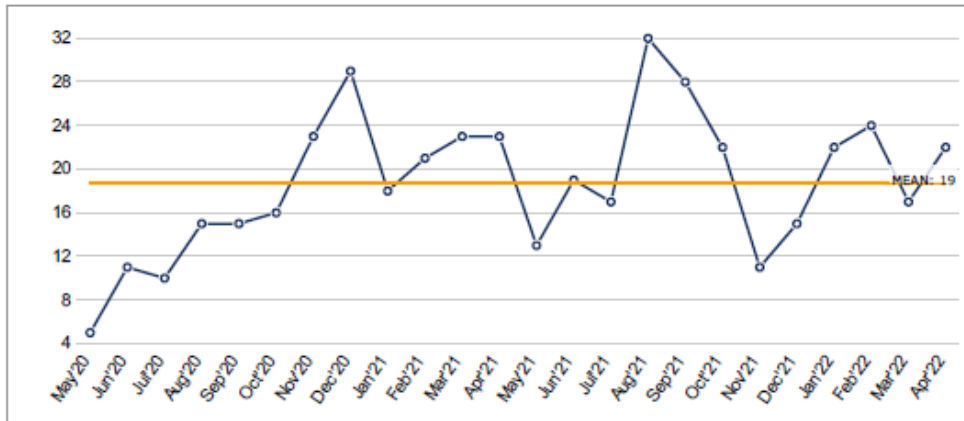
MDBSI



Previous: 28,100

Current: 4,440

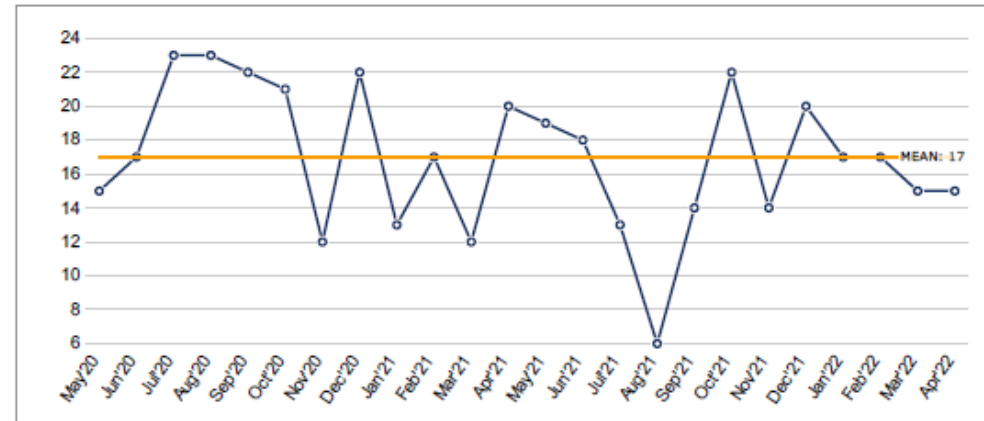
Preventable Accidents



Previous: 23

Current: 22

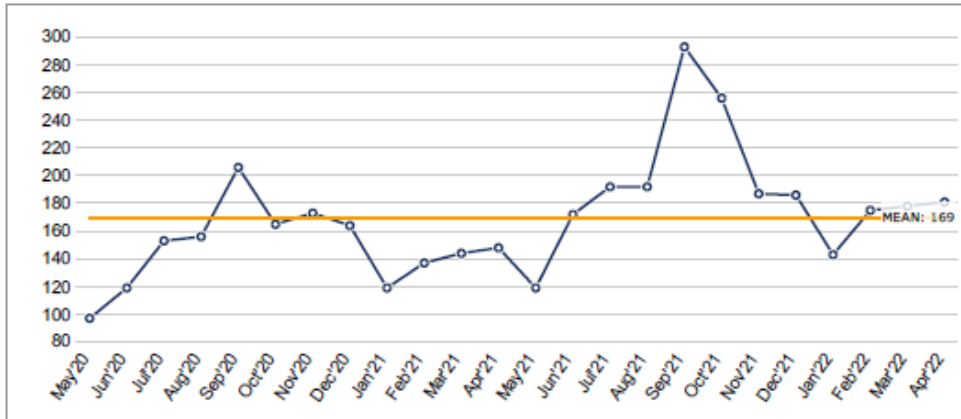
Non-Preventable Accidents



Previous: 20

Current: 15

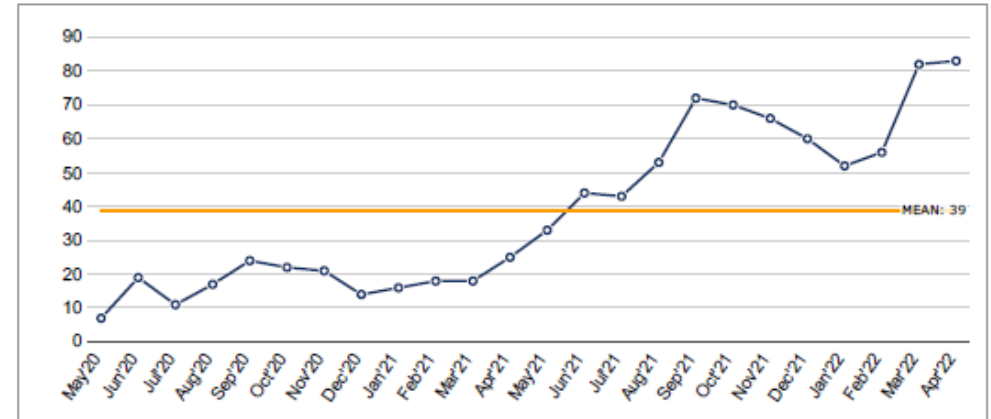
Fixed/Shuttle Complaints



Previous: 148

Current: 181

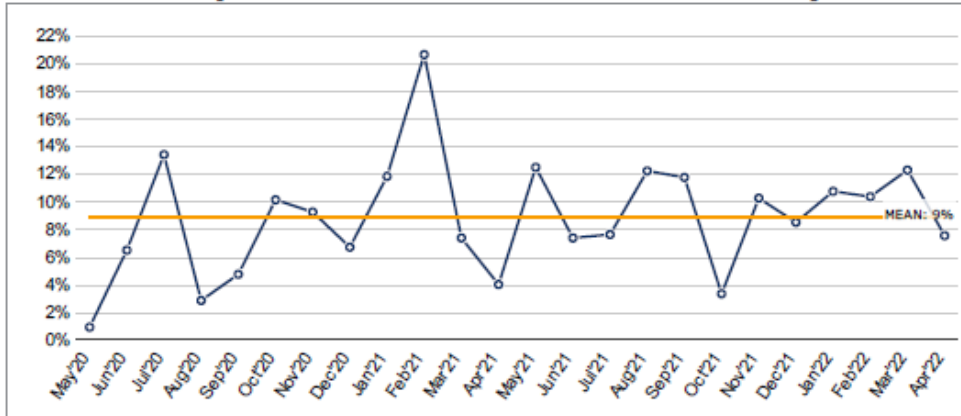
Other Complaints



Previous: 25

Current: 83

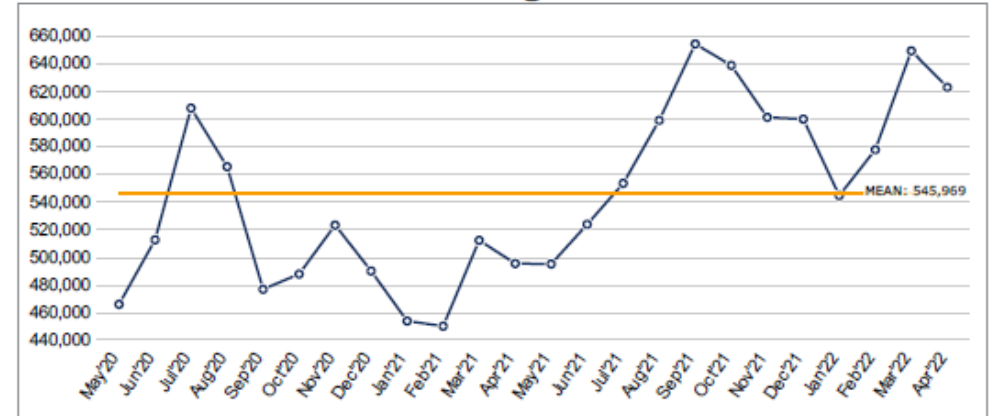
Complaints Not Addressed in Ten Days



Previous: 4.0%

Current: 7.6%

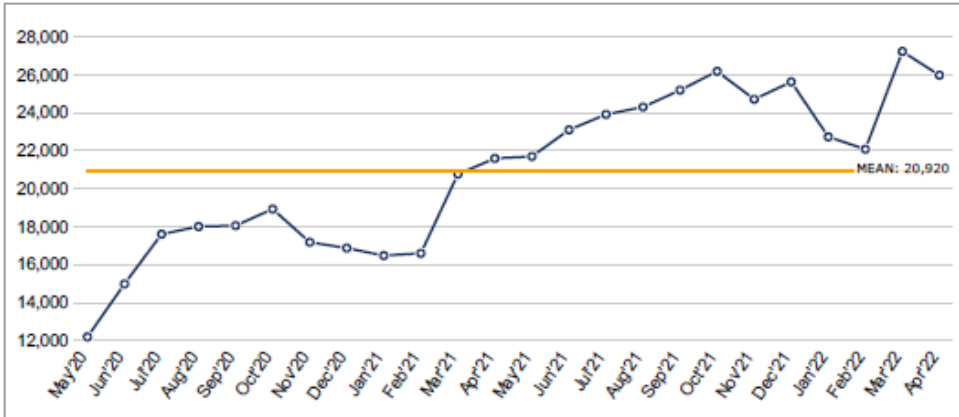
Website Page Views



Previous: 495,605

Current: 622,810

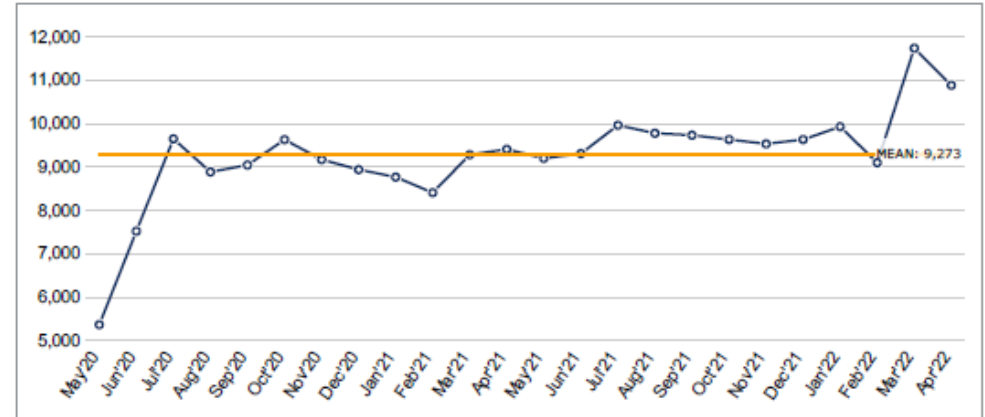
STAR Riders



Previous: 21,600

Current: 25,980

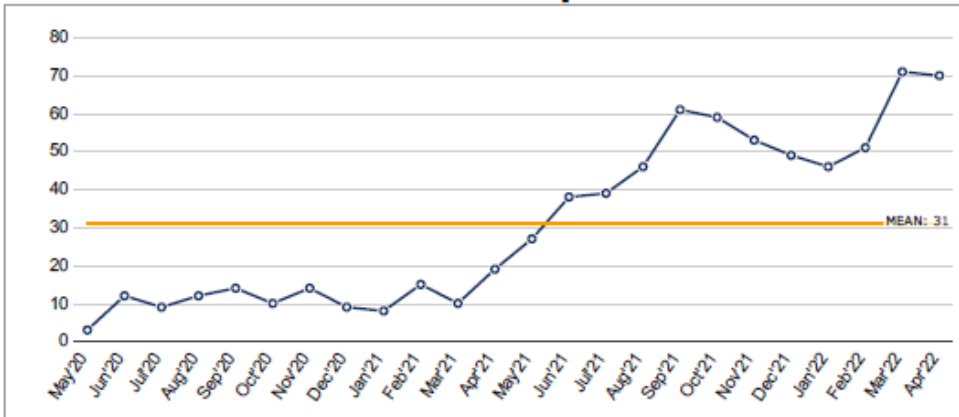
Reservation Calls



Previous: 9,410

Current: 10,886

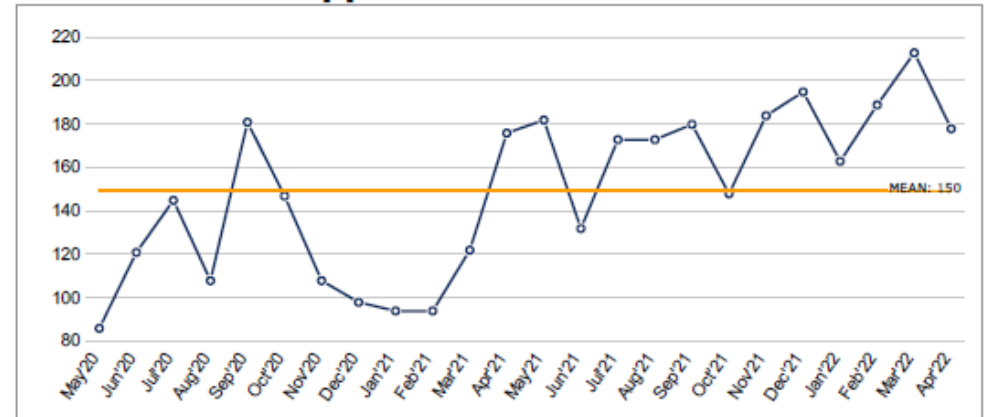
Customer Complaints



Previous: 19

Current: 70

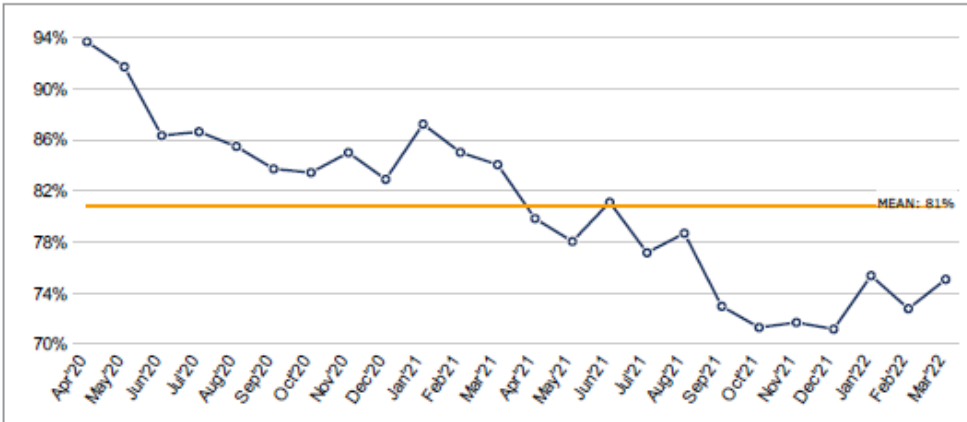
Applications Received



Previous: 176

Current: 178

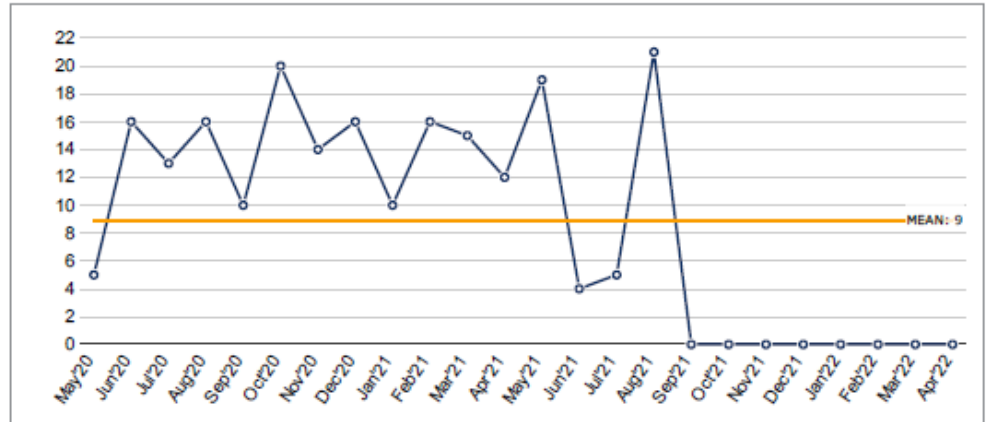
On-Time Performance (0-10 Minutes) Period: Mar'22



Previous: 84.1%

Current: 75.1%

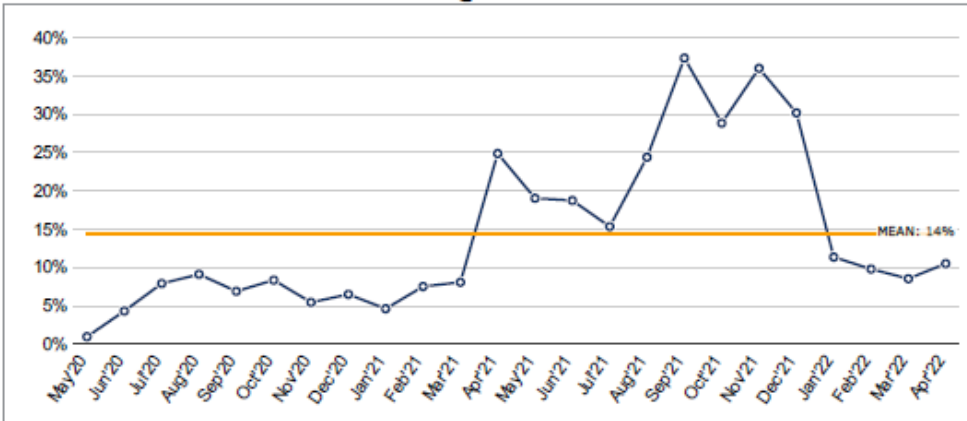
Trip Denials



Previous: 12

Current: 0

Reservation Calls in Queue Over Five Minutes



Previous: 24.9%

Current: 10.5%

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.