



**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Wednesday, June 22, 2022 | 12:00 pm | 110 Watervliet Ave &**  
**Via Microsoft Teams**

| <b>Committee Item</b>  | <b>Responsibility</b> |
|--|-----------------------|
| Call to Order  | Denise Figueroa       |
| Approve Minutes of Wednesday, May 18, 2022   | Denise Figueroa       |
| <b>Consent Agenda Items</b>  |                       |
| • Approve Articulated Bus Purchase   | Stacy Sansky          |
| • Approve Contract for BRT Shelters  | Stacy Sansky          |
| • Approve Contract for RRS Top Deck Maintenance  | Stacy Sansky          |
| • Approve Contract for Red Line BRT Improvements   | Stacy Sansky          |
| • Approve Annual Drug & Alcohol Policy*  | Kelli Schreivogl      |
| <b>Investment Committee</b>  |                       |
| • Update on Committee Activity/Reports   | Denise Figueroa       |
| <b>Administrative Discussion Items</b>   |                       |
| • Annual Accident Review   | Rich Nasso            |
| • Annual Workplace Safety Report   | Jack Grogan           |
| • Monthly Management Report  | Mike Collins          |
| • Monthly Non-Financial Report   | Chris Desany          |
| Next Meeting: Wednesday, August 24, 2022 at TBD via Microsoft Teams & 110 Watervliet Ave |                       |
| 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 – May 18, 2022 at 12:00 pm; 85 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 April 20, 2022 meeting were reviewed and approved.

### Audit Committee

#### Approve FYE 2022 Audit Draft

- Seth Hennard and Liz Krause from Lumsden & McCormick, our external auditors, presented the draft FY2022 year-end audit. We received a clean opinion with no findings or weaknesses. Lumsden reviewed their audit process and approach, along with required communications, and the balance sheet. The audit presentation is included in your packets.
- The draft FY2022 Financial Statements and Compliance Summary prepared by Lumsden & McCormick will be recommended to the board for approval.

### Consent Agenda Items

#### Approve Contract for Sand & Gravel Cleaning Services

- Our contract for the cleaning of our sand & gravel separators in our garages is expiring and a new contract is required. An IFB was issued, and one bid was received from Precision Industrial Maintenance. Staff recommends Precision Industrial, a new vendor for us. References were all positive.
- A three-year contract with two one-year options to Precision Industrial Maintenance of Schenectady, for up to \$796,550 will be recommended to the board for approval.

#### Approve Contract for Trash & Recycling Services

- Our contract for Trash & Recycling Services is expiring and a new contract is required. An IFB was issued, and three bids were received. One bid was non-responsive, and the lowest bid was from County Waste and Recycling Services. Staff recommends award to County Waste, our incumbent, and are satisfied with their performance.
- A three-year contract with two one-year options to County Waste and Recycling Services of Clifton Park for an amount up to \$760,140 will be recommended to the board for approval.

#### Approve Contract for BRT Expansion Study

- An RFP was issued to evaluate additional BRT options as we wind down construction of our third BRT line. Four firms submitted proposals. A team of CDTA and CDTC staff evaluated proposals and recommends FHI Studios.
- A three-year contract with two one-year options to FHI Studios of Hartford, CT for an amount of \$316,021 will be recommended to the board for approval.

## **Administrative Discussion Items**

### Risk Management & Workers' Compensation Quarterly Reports

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

### Monthly Management Report

- Mike Collins gave the Monthly Management Report. MRT remains strong into the new fiscal year at 30% over budget; Customer fares are 4% over budget and RRS is 49% over budget. Wages are under budget by 10% because of the timing of Montgomery County service; Workers' Compensation is under budget due to a large claim recovery; and the parts line is over budget because of a few major component failures.
- We are in a good financial position to start off the year. We will make a budget adjustment in the next few months due to changes in operating assistance that happened after we approved our budget.

### Monthly Non-Financial (performance) Report

- Chris Desany provided the non-Financial Report. Fixed route ridership is up 22% versus the same time last year; STAR ridership is up 20%. Fixed route on-time performance is 77% and STAR on-time performance is 75%. We missed 206 trips and expect higher than normal missed trips for the foreseeable future due to manpower challenges. Preventable accidents were at 22, and non-preventable accidents were at 15.

## **Next Meeting**

Wednesday, June 22, 2022 at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

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

**Subject:** Fixed route articulated bus purchase from New Flyer of America.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** June 22, 2022

**Board Action Date:** June 29, 2022

**Background:**

As work advances on the Washington Western Bus Rapid Transit (WWBRT), articulated vehicles need to be ordered to prepare for service. Additionally, funding has recently become available to purchase one additional vehicle for the River Corridor Bus Rapid Transit.

**Purpose:**

To provide fully branded articulated buses for the WWBRT.

**Summary of Proposal:**

Articulated buses were competitively procured through the RFP process in October 2020. This contract was awarded to New Flyer of America and staff is recommending the purchase of seventeen vehicles.

Staff recommends purchasing seventeen articulated buses at a cost of \$916,988 per vehicle. There is an additional cost to include an extended warranty for engines. All vehicles will come painted and branded for the appropriate BRT. Anticipated delivery is slated for July 2023.

**Financial Summary and Source of Funds:**

| <b>Description</b>        | <b>Unit Cost</b> | <b>Quantity</b> | <b>Extended Cost</b> |
|---------------------------|------------------|-----------------|----------------------|
| Articulated Bus           | \$916,988        | 17              | \$15,588,796         |
| Cummins Extended Warranty | \$5,100          | 17              | \$86,700             |
| <b>TOTAL:</b>             |                  |                 | <b>\$15,675,496</b>  |

This will be funded through the Washington/Western BRT Small Starts Grant, with one bus funded through the River Corridor BRT Grant.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Lance Zarcone, Director of Maintenance

## Memorandum

June 22, 2022

To: Members, Performance Monitoring/Audit Committee

From: Lance Zarcone, Vice President of Operations

Subject: Fixed Route Articulated Bus Acquisition

### **Background:**

In October 2020, the Board awarded a five-year contract to purchase articulated vehicles from New Flyer of America, LLC. Staff recommends the purchase of seventeen vehicles for fixed-route service operations from this contract.

### **Justification:**

The vehicle model is an articulated New Flyer Xcelsior heavy-duty transit bus. This articulated bus is 60' long, comprised of two passenger areas connected by a joint mechanism. The mechanism allows the vehicle to bend when the bus turns corners yet has a continuous interior. It has three doors and almost twice the seating capacity of a standard 40' bus. Buses include passenger amenities such as WIFI and USB charging ports.

Sixteen of these buses will operate on the Washington/Western BRT Corridor and one bus will operate on the River Corridor BRT line.

### **Recommendation:**

Staff recommends the purchase of seventeen articulated vehicles for fixed-route operations. Delivery is anticipated for July 2023.

Copy: Chief Executive Officer  
Director of Procurement

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

**Subject:** Sole source contract for Bus Rapid Transit (BRT) shelter and amenity manufacture and delivery to Duo-Gard of Canton, MI.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** June 22, 2022

**Board Action Date:** June 29, 2022

**Background:**

We have constructed several BRT routes over the past few years that included shelters and other customer amenities. Duo-Gard won the competitive award in March 2017 and successfully delivered on the implementation of the River Corridor BRT shelters.

**Purpose:**

Approve a new contract to complete BRT shelter and amenity installations for Washington/Western BRT and the Red Line Refresh project.

**Summary of Proposal:**

In 2017, the Board approved a contract for BRT shelter and amenities to Duo-Gard. Duo-Gard successfully provided quality shelters for the River Corridor BRT, and we want to continue with a uniform style across all BRT lines.

Additionally, the original contract value is nearly exhausted due to additional stations, upgraded amenities, and overall price increases. Staff has determined that these prices are fair and reasonable in comparison to current prices.

Staff recommends a two-year contract with three optional one-year renewals be awarded to Duo-Gard. of Canton, MI for shelter and amenity manufacture and delivery for an amount not to exceed \$2,700,000. Upon Board approval the contract will be executed immediately.

**Financial Summary and Source of Funds:**

The \$2,700,000 is funded through the BRT Setaside Grant.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Jeremy Smith, Director of Facilities

## Memorandum

June 22, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: BRT Shelter Contract Award

### Overview

Over the past several years, CDTA has been progressing the construction of BRT routes throughout the region. The BRT shelter manufacturing and installation contract was competitively bid and awarded in March 2017. Duo-Gard successfully delivered on the implementation of the River Corridor BRT shelters and now we seek to provide for the same-style shelters for the Washington/Western BRT and the Red Line Refresh.

This BRT shelter contract is set to expire. Additionally, the existing contract value has almost been met. This was due to costs related to additional stations, upgraded amenities, and pricing increases over the previous five-years.

### Justification:

The recommendation to award a sole source contract is based on cost effectiveness and the ability to deliver satisfactory services and support. Additional reasons to support this recommendation include:

- Duo-Gard has the proven ability to provide the same quality and style shelter that has become a standard at all our BRT Stations.
- The development work for WWBRT and the Red Line shelters is underway.
- Duo-Gard has the ability to provide the additional amenities that provide safer and more comfortable accommodations for riders.

### Recommendation

I recommend awarding a two-year sole source contract with three, one-year extensions to Duo-Gard Canton, MI for BRT shelter and amenities manufacturing and delivery. The contract value is for a total not to exceed \$2,700,000.

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

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

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

3. **CONTRACT VALUE:**

\$2,700,000 NTE fixed estimated (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

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

Attach Summary of Bids/Proposals

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:** Duo-Gard Industries, Inc.  
40442 Koppernick Road  
Canton, MI 48187

8. **SOURCE OF FUNDS:** BRT Setaside Grant

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

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

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

Stacy Sansky, Director of Procurement DATED: June 22, 2022



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

**Subject:** Contract for maintenance and repairs at the Rensselaer Rail Station (RRS) top deck.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** June 22, 2022

**Board Action Date:** June 29, 2022

**Background:**

In 2017 the top deck at the Rensselaer Rail Station was replaced, and since that time there has been normal wear and tear on the top deck which requires maintenance and repairs.

**Purpose:**

Provide repairs and preventative maintenance for the RRS top deck.

**Summary of Proposal:**

The membrane manufacturer was contacted to assess the state of the deck membrane and to recommend contractors experienced in working with their product. Two local vendors were contacted for proposals, but one was unable to complete the work required. The other, PCC Contracting, Inc. provided a complete proposal including fees for maintenance and repair. PCC Contracting is experienced in this type of work and has performed preventative maintenance work for CDTA.

Staff recommends a one-year contract be awarded to PCC Contracting, Inc. of Schenectady, NY for deck repairs at the RRS for an amount not to exceed \$106,428.

**Financial Summary and Source of Funds:**

Base Amount: \$88,690

Contingency (20%): \$17,738

Total: \$106,428

This is funded in our FY2023 Capital Plan.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Jeremy Smith, Director of Facilities

## Memorandum

June 22, 2022

To: Performance Monitoring/Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Contract Award for RRS Top Deck Maintenance and Repairs

### Background

Major capital assets require ongoing preventive maintenance to ensure a useful life. The RRS parking structure is no exception. Since its opening in 2001, it has experienced a greater than expected need for ongoing attention. In 2018, the top deck was stripped, and a new membrane installed. In 2020, that project was completed and closed out. Since then, several areas have delaminated and need additional repairs. Some of these repairs were expected based on the Operations and Maintenance Plan.

In 2021 the manufacturer of the product (Kelmar) was contacted, visited the site and given background on the issues. They provided information for a regional vendor who has worked with them in the past and suggested that we utilize them for maintenance and repairs.

Two local vendors were engaged at that time, with one vendor stating that they could complete the effort. PCC Contracting Incorporated, completed some of this work last fall and is the provider recommended by Kelmar. PCC and Kelmar have been working together on updated solutions for the maintenance and repairs of the top deck membrane system.

### Justification

PCC Contracting Incorporated is the manufacturer's recommended local vendor. PCC has extensive experience with applicable restoration and new construction projects that include masonry, plaster, concrete, and waterproofing for historic buildings, commercial and mixed-use buildings, civil infrastructure, and parking structures. PCC has completed this work in the past has a proven track record of maintaining and repairing the deck.

### Recommendation

I recommend executing a contract for top deck maintenance and repairs with PCC Contracting Inc. of Schenectady, NY for a base amount of \$88,690 and a 20% contingency with a total value of \$106,428.

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:**

\$106,428 (NTE)      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)-Emergency

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 2      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 | <u>No</u> |                       |
| Number of D/MWBEs bidding/proposing                        |     | <u>0</u>  |                       |
| D/MWBE Certification on file?                              | Yes | No        | <u>Not Applicable</u> |
| Number of D/MWBE Subcontractors                            |     | <u>0</u>  |                       |

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** PCC Contracting, Inc.

1861 Chrisler Avenue

Schenectady, NY 12303

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, <u>N/A</u> ) |
| Certification with FTA's Bus Testing Requirements                   | (Yes, No, <u>N/A</u> ) |

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

Stacy Sansky, Director of Procurement                      DATED: June 22, 2022

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

**Subject:** Contract award for Red Line Station Roadway/Intersection Improvements to Creighton Manning Engineering of Albany, NY.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** June 22, 2022

**Board Action Date:** June 29, 2022

**Background:**

The Bus Plus Red Line began service in 2011, eleven years ago, and it is now time for a “refresh” of our highest ridership route in our system. The plan includes not only station enhancements, but also improvements like sidewalks, pedestrian crossings and queue jump lanes.

**Purpose:**

To provide customer improvements and safety enhancements to the BRT Red Line.

**Summary of Proposal:**

A Request for Proposals (RFP) was issued outlining the required tasks summarized in the attached memo.

Twenty-Nine firms downloaded the RFP and three submitted proposals. A team made up of CDTA and stakeholders from the City of Schenectady and the Schenectady Metroplex reviewed proposals. Staff recommends awarding a contract to Creighton Manning Engineering for a term of two years with a one-year extension. Creighton Manning has committed to subcontract 16% of the work to DMWBE vendors. Upon Board approval a contract will be executed immediately.

**Financial Summary and Source of Funds:**

The \$642,257 award will be funded through the BRT Setaside Grant.

**Prepared by:**

Stacy Sansky, Director of Procurement

**Project Manager:**

Ros Farrell, Director of Planning



## Memorandum

June 22, 2022

To: Performance Monitoring & Audit Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Contract Award for Design of Red Line Roadway / Intersection Improvements

### Background

The BusPlus Red Line began service in 2011 and is the highest ridership route in the system. We have since identified several new treatments that can further improve transit operations and pedestrian access. CDTA will implement these improvements in phases beginning in the City of Schenectady.

The first task will be completing the design for improvements to stations and intersections along State Street east of downtown. It will focus on Veeder Ave / Nott Terrace, Steuben Station, Division Station, and Woodlawn Station. The infrastructure proposed will vary by site and include components such as raised center medians, road-diets / land reductions, curb extensions, sidewalk replacements, and mid-block pedestrian crossings.

The second task will focus on the design of bus priority infrastructure such as queue-jump lanes, updates to traffic signal technology, and adjustments to traffic signal timing. It will also include the option to design bus lanes between Veeder / Nott and Division Street, as identified in the CDTC's Regional Bus Lane Feasibility Study.

### Justification

A Request For Proposals was released in February outlining the scope of work. A committee made up of staff from CDTA, the City of Schenectady, and the Schenectady Metroplex Development Authority was established to review the proposals based upon experience and qualifications, hours allocated, ability to meet timelines, and D/MWBE participation. Three firms submitted proposals. We recommend awarding a contract to Creighton Manning Engineering, LLP. CME and their subconsultants were the most qualified team based on their staff experience, project schedule, and the lowest total hours allocated.

### Recommendation

I am recommending awarding a two-year contract with a one-year extension for design of Red Line Roadway / Intersection Improvements to Creighton Manning of Albany, NY for an amount of \$642,257.

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:**

\$642,257 (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 # 29                      or                      Advertised  
Number of Proposals/Bids Received # 3

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  
Was contract awarded to a D/MWBE?                      Yes    No  
Number of D/MWBE Subcontractors                      2 (Foit-Albert-DMBE, FourSquare-DWBE)

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Creighton Manning  
2 Winners Circle  
Albany, NY 12205

8. **SOURCE OF FUNDS:** BRT Setaside Grant

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

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

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

Stacy Sansky, Director of Procurement                      DATED: June 22, 2022

### Red Line Scorecard

|  | <b>LaBella Associates<br/>Latham, NY</b> | <b>Creighton Manning<br/>Albany, NY</b> | <b>WSP<br/>Troy, NY</b> |
|--|--|---|-------------------------|
| <b>Relevant experience and qualifications of the personnel assigned to the project 35 Points</b> | 25.0                                     | 33.3                                    | 27.3                    |
| <b>Allocation of Hours 35 Points</b>   | 18.3                                     | 32.3                                    | 29.3                    |
| <b>Responsiveness to the RFP/Ability to meet Schedule 25 Points</b>                              | 19.0                                     | 23.7                                    | 21.0                    |
| <b>MWBE / DBE/SDVOB Participation 5 Points</b>   | 4.0                                      | 5.0                                     | 3.0                     |
| <b>TOTAL</b>   | <b>66.3</b>                              | <b>94.3</b>                             | <b>80.7</b>             |

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

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

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** June 22, 2022

**Board Action Date:** June 29, 2022

**Background:**

An annual review of the Drug and Alcohol Policy is required by the Federal Transit Administration (49 CFR Parts 40 & 655 regulations).

**Purpose:**

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

**Summary of Proposal:**

There were no required regulatory changes to the Drug & Alcohol Policy. Language was modified to provide updated contact information for one of our Medical Review Officer's (MRO).

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

**Financial Summary and Source of Funds:**

No impact

**Prepared by:**

Kelli Schreivogl, Director of Human Resources

**Project Manager:**

Kelli Schreivogl, Director of Human Resources





## Memorandum

June 22, 2022

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

### Background:

Each year the Human Resources Department is responsible for making changes and/or updates to the Drug and Alcohol policy and bringing those updates to the Board of Directors for approval. There are several reasons why a change might be made, some of which might be:

- A DOT regulatory change that has to be incorporated
- Altering policy language to make it easier and clearer for employees to follow
- A procedural or policy change made by management to improve our overall Drug and Alcohol program, or in response to a specific issue

### Justification:

We did not make any regulatory changes to the policy for this year, but we did add a new Medical Review Officer (MRO) because of a personnel change by the lab we use for drug and alcohol testing.

### Recommendation

Staff recommends adding the new MRO into the Drug and Alcohol Policy.

Copy: Chief Executive Officer  
VP of Finance & Administration



# Memorandum

June 22, 2022

**To:** Performance Monitoring/Audit Committee

**From:** Rich Nasso, Manager of Safety & Training

**Subject:** FY2022 Year End Accident Report

## Background

This is the annual performance report on accidents. It compares data from our current fiscal year to the prior fiscal year. The report highlights current safety activities along with upcoming accident reduction initiatives designed to help improve safety performance.

Highlights of FY2022 include a significant decrease in passenger accidents (111 down to 44). Non-Preventable accidents are also down by 20. Preventable accidents increased by 47, primarily because of inexperienced operators. We trained almost 100 new operators this past year.

## Program

The FY2022 annual accident report includes the below key areas:

- Total number of accidents in FY2022.
- Comparison of accident data between FY2022 and FY2021.
- Accident rate per 100,000 miles.
- A recap of the current steps being taken to decrease accidents.
- Sneak preview on up-coming items to reduce accidents.

|             |                         |            |             |                         |            |
|-------------|-------------------------|------------|-------------|-------------------------|------------|
| <b>FY21</b> | <u>Collision:</u>       | 300        | <b>FY22</b> | <u>Collision:</u>       | 394        |
|             | <u>Passenger:</u>       | 111        |             | <u>Passenger:</u>       | 44         |
|             | <b>TOTAL</b>            | <b>411</b> |             | <b>TOTAL</b>            | <b>438</b> |
| <b>FY21</b> | <u>Preventable:</u>     | 199        | <b>FY22</b> | <u>Preventable:</u>     | 246        |
|             | <u>Non-Preventable:</u> | 212        |             | <u>Non-Preventable:</u> | 192        |
|             | <b>TOTAL</b>            | <b>411</b> |             | <b>TOTAL</b>            | <b>438</b> |

Total accidents per 100,000 miles was 4.0 in FY2021 compared to 4.2 accidents per 100,000 miles in FY22. The *preventable accident rate* per 100,000 miles was 2.0 in FY2022, our most meaningful metric. Although there was a significant increase in preventable accidents, the corresponding rate per 100,00 miles did not change much because of the type of accidents. The leading cause of preventable accidents this year were accidents that occurred on property, which reduces the impact on the rate because no miles are included in the accident data. The main contributing factor was the Albany division construction, and inexperienced operators driving in tight spaces.

### Safety initiatives for FY2023

1. New hire mentor program pairing experienced operators with new operators during the first few weeks of actual driving.
2. The accident rate goal is 4%, a 5% reduction.
3. A new “hands-on” defensive driving program.
4. A new revamped safety committee.
5. Pilot a new crash avoidance technology.
6. Pilot a new mirrorless bus.

Through our Safety Management System Plan (SMS), and utilizing the safety risk assessment, the top three types of preventable accidents occurred on property, followed by hitting stationary objects in tight areas, and right/left turns.

To focus on reducing the above accidents, for the first time we will conduct our annual refresher and defensive driving training on a “live” course instead of a classroom environment. A driving course will be set up like our bus Roadeo course and operators will navigate the course with a safety and training supervisor. We believe this training will help reduce the overall number of accidents. The goal of this training is to improve driving skill sets; tight area maneuvers; and build operator confidence.

We are recalibrating our three safety committees into one larger safety committee, in part due to a new safety change by the FTA. The safety committees have been a big part of our new SMS policies and procedures to help reduce accidents. The new safety committee will be even more collaborative with 50% of the committee coming from the union and the other half by management. This will streamline the process to get safety concerns addressed and corrected faster.

We will work with maintenance to pilot a mirrorless bus that is also equipped with crash avoidance technology. The bus(s) will be equipped with infrared cameras outside the bus, and inside the bus there will be monitors. This reduces the exterior width of the bus by one foot, providing the operator more room to maneuver in tight spaces. The operator will always see a clear “daylike” display, even in inclement weather conditions because of the inferred camera. A crash avoidance system will be included on this bus, and it is similar to the technology on newer automobiles. The bus includes 360-degree sensors with audible alerts to advise the driver of potential danger.

Safety is working towards developing a group of similar size transit properties to compare safety information and data. We intend to build relationships to share accident and training data to make our system safer. This will also help to provide insight on how other properties categorize, determine and record accidents.

Copy: Mike Collins, VP of Finance & Administration  
Jack Grogan, Director of Risk Management



## Memorandum

June 22, 2022

To: Performance Monitoring/Audit Committee

From: Jack Grogan, Director of Risk Management

Subject: Annual Report on Workplace Injuries and Worker’s Compensation Costs – FY22

In FY2022, we reported 86 injuries companywide: 70 in Transportation and 16 in Maintenance. Of those 86 cases, 16 lost more than 5 days of work.

| Fiscal Year              | Number of Injuries | Lost Time Claims |
|--------------------------|--------------------|------------------|
| 2018                     | 72                 | 13               |
| 2019                     | 65                 | 11               |
| 2020                     | 81                 | 15               |
| 2021                     | 80                 | 15               |
| 2022                     | 86                 | 16               |
| <b>Five Year Average</b> | <b>76</b>          | <b>14</b>        |

Back and knee injuries accounted for a higher percentage of injuries this year than previous. We are investigating root causes and developing strategies to minimize these injuries. Vehicular crashes, falls and non-specific injuries make up most cases.

The Albany division had 36 injuries; Troy had 27, Schenectady had 19, and STAR 4. Albany had the most injuries, but it is also the largest division. Troy’s injuries stayed consistent with last year’s numbers, but Schenectady injuries increased to 19 from 11. The number of STAR injuries increased by 1, for a total of 4.

Worker’s Compensation Costs consist of compensation, expenses, and medical fees. CDTA’s total costs for FY2022 are \$3,196,421. This is an increase of \$690,364 from FY2021. The five-year average for Worker’s Compensation costs is \$2,249,584.

### **Background**

Compensation (money paid by the workers’ compensation board to an employee injured on the job) is the main driver of CDTA’s costs. These are direct weekly payments to injured workers in the form of indemnity payments and Scheduled Loss of Use (SLU) awards. Indemnity payments are calculated by the Worker’s Compensation Board based on an employee’s wage; and an SLU award is based on the degree of injury of a specific body part. Costs also include payments to attorneys. SLU continues to be a significant factor in our WC costs, amounting to \$2.1 million over the past 5 years. SLU awards peaked at \$579,312 in FY2018.



We will see some relief in future SLU awards because of State Legislation enacted in 2018. The law now considers the injured worker's actual range of motion when making determinations. A body part can no longer have more than 100% classification. In the past if an employee injured their arm, they could be awarded 50% each for their wrist, elbow, and shoulder for a total of 150%. This is a significant legislative change and positive cost improvement for major joint and/or body part injuries.

As of July 1, 2022, the WC Board will raise the maximum weekly benefit rate to \$1,125 from \$1,063, a \$62 per week increase. These annual increases (effective on July 1) are the major reason why costs continue to increase.

### **Recommendations**

Recommendations to address and reduce claim activity.

- Intensify claims management; each injury/claim must be managed efficiently. We are investigating specific injury trends (Lower back, knee and shoulders) and working with our Third-Party Administrator (TPA) to determine root cause and environmental factors to reduce claims.
- Improve employee contacts after incidents are reported.
- Work with the Safety and Training, and the Safety Committee to develop Safety Culture where every employee automatically thinks "Safety First".
- Continue with workplace safety programs and enhance where needed.
- Form Safety Teams to conduct quarterly assessments of our facilities.
- Work with Facilities and Maintenance to identify and correct environmental factors that may lead to unsafe work areas.
- Implement items from the Safety and Security Assessment that address Operator safety.
- Collaborate with the Business Council and participate in their claims and legislative meetings.

Copy: Carm Basile, Chief Executive Officer  
Mike Collins, VP of Finance and Administration

# Monthly Management Report

May 2022

The logo for CDTA (Central District Transportation Authority) is located in the bottom right corner. It features the letters 'CDTA' in a bold, white, sans-serif font. The letters are stylized with horizontal lines passing through them, giving it a dynamic, motion-oriented appearance. The background of the slide is a dark blue gradient with a faint, aerial view of a highway interchange.

## Monthly Management Report - May 2022

### Executive Summary

|                            |              |              | Current Month |              | Year to Date  |              |
|----------------------------|--------------|--------------|---------------|--------------|---------------|--------------|
| REVENUE                    | Actual       | Budget       | (\$ Variance) | (%) Variance | (\$ Variance) | (%) Variance |
| 1 Mortgage Tax             | \$ 1,640,357 | \$ 1,045,833 | \$ 594,524    | 56.85%       | \$ 897,506    | 42.91%       |
| 2 Customer Fares           | \$ 1,458,060 | \$ 1,214,083 | \$ 243,977    | 20.10%       | \$ 292,229    | 12.03%       |
| 3 RRS & Facilities         | \$ 201,574   | \$ 159,409   | \$ 42,165     | 26.45%       | \$ 120,879    | 37.91%       |
| <b>EXPENSES</b>            |              |              |               |              |               |              |
| EXPENSES                   | Actual       | Budget       | (\$ Variance) | (%) Variance | (\$ Variance) | (%) Variance |
| 4 Wages                    | \$ 4,693,648 | \$ 4,670,521 | \$ 23,127     | 0.50%        | \$ (436,677)  | -4.67%       |
| 5 Workers' Compensation    | \$ 127,175   | \$ 248,893   | \$ (121,718)  | -48.90%      | \$ (420,111)  | -84.40%      |
| 6 Purchased Transportation | \$ 626,315   | \$ 778,591   | \$ (152,276)  | -19.56%      | \$ (255,173)  | -16.39%      |
| 7 Maintenance Services     | \$ 324,632   | \$ 280,438   | \$ 44,194     | 15.76%       | \$ 63,894     | 11.39%       |
| <b>YTD Revenue</b>         |              |              |               |              |               | 7.12%        |
| <b>YTD Expenses</b>        |              |              |               |              |               | -7.88%       |

#### *Revenue Summary*

- 1 MRT continues strong for the 2nd month of the new year at 57% over budget, despite increasing our budget projection by \$1.3 million.
- 2 Customer Fares is up 20% this month as ridership continues to improve.
- 3 RRS continues to exceed budgeted projections by 38% after two months.

#### *Expense Summary*

- 4 Wages are just about on budget for May, and almost 5% under budget for the year as our attendance incentive kicked in.
- 5 For the second month in a row, Workers' Compensation is under budget due to a large recovery and less weekly payments.
- 6 Purchased Transportation is under budget by 20% due to timing.
- 7 Maintenance Services is over budget by 16% due to timing of IT invoices. We had several annual invoices come due in May.

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

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

|   | May-22               | May-21               |
|---|----------------------|----------------------|
| <b>Assets</b>   |                      |                      |
| <b>Current Assets:</b>                                  |                      |                      |
| Cash  | \$19,229,944         | \$23,710,849         |
| Investments   | \$24,176,977         | \$16,976,798         |
| Receivables:  |                      |                      |
| Mortgage Tax  | \$1,640,356          | \$1,358,542          |
| Federal Grants  | \$451,952            | (\$1,143,412)        |
| New York State Operating Assistance                     | \$0                  | \$0                  |
| Trade and Other   | \$11,288,880         | \$8,919,028          |
| Advances to Capital District Transportation Committee   | \$1,045,048          | \$740,545            |
| Materials, Parts and Supplies                           | \$5,084,349          | \$4,545,949          |
| Prepaid Expenses  | \$1,176,456          | \$984,377            |
| <b>Sub-Total Current Assets</b>                         | <b>\$64,093,961</b>  | <b>\$56,092,677</b>  |
| <b>Noncurrent Assets:</b>                               |                      |                      |
| Capital Assets, net                                     | \$131,215,341        | \$128,258,457        |
| <b>Deferred outflows of resources:</b>                  |                      |                      |
| 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          |
| <b>Sub-Total Deferred outflows of resources:</b>        | <b>\$20,512,244</b>  | <b>\$21,992,137</b>  |
| <b>Total for Assets</b>                                 | <b>\$215,821,546</b> | <b>\$206,343,271</b> |
| <b>Liabilities</b>                                      |                      |                      |
| <b>Current Liabilities:</b>                             |                      |                      |
| Accounts Payable  | \$3,633,421          | \$4,761,933          |
| Accrued Expenses  | \$6,590,471          | \$5,616,900          |
| Unearned Revenue  | \$6,739,166          | \$5,175,231          |
| Line of Credit  | \$0                  | \$0                  |
| <b>Sub-Total Current Liabilities</b>                    | <b>\$16,963,058</b>  | <b>\$15,554,064</b>  |
| <b>Noncurrent Liabilities:</b>                          |                      |                      |
| Capital Lease Agreement                                 | \$1,137,185          | \$2,321,655          |
| Estimated Provision for Existing Claims and Settlements | \$10,047,176         | \$9,976,188          |
| Other postemployment benefits                           | \$83,355,200         | \$85,491,074         |
| Net Pension Liability                                   | \$23,844             | \$5,982,206          |
| <b>Sub-Total Noncurrent Liabilities</b>                 | <b>\$94,563,405</b>  | <b>\$103,771,123</b> |
| <b>Deferred inflows of resources:</b>                   |                      |                      |
| Deferred inflows of resources from pension              | \$7,188,915          | \$326,095            |
| Deferred inflows of resources from OBEP                 | \$33,307,240         | \$32,213,820         |
| <b>Sub-Total Deferred inflows of resources</b>          | <b>\$40,496,155</b>  | <b>\$32,539,915</b>  |
| <b>Total for Liabilities</b>                            | <b>\$152,022,618</b> | <b>\$151,865,102</b> |
| <b>Net Position</b>                                     |                      |                      |
| Net Investment in Capital Assets                        | \$108,241,228        | \$108,241,228        |
| Unrestricted  | (\$44,442,300)       | (\$53,763,059)       |
| <b>Total for Net Position</b>                           | <b>\$63,798,928</b>  | <b>\$54,478,169</b>  |
| <b>Total Liabilities and Net Position</b>               | <b>\$215,821,546</b> | <b>\$206,343,271</b> |



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

|  | <u>To Date Actual</u> | <u>Annual Budget</u> | <b>17%</b> |
|--|-----------------------|----------------------|------------|
| <b>REVENUE:</b>                              |                       |                      |            |
| AUTHORITY                                    | \$3,017,146           | \$12,660,000         | 24%        |
| TRANSIT                                      | \$16,878,817          | \$99,233,918         | 17%        |
| ACCESS                                       | \$68,598              | \$425,000            | 16%        |
| CDTA FACILITIES                              | \$464,697             | \$2,030,299          | 23%        |
| <b>TOTAL REVENUE</b>                         | <b>\$20,429,258</b>   | <b>\$114,349,217</b> | <b>18%</b> |
| <b>EXPENSE:</b>                              |                       |                      |            |
| AUTHORITY                                    | \$3,212,762           | \$17,814,081         | 18%        |
| TRANSIT                                      | \$14,023,912          | \$92,956,204         | 15%        |
| ACCESS                                       | \$199,486             | \$1,270,072          | 16%        |
| CDTA FACILITIES                              | \$292,767             | \$2,308,860          | 13%        |
| <b>TOTAL EXPENSE</b>                         | <b>\$17,728,927</b>   | <b>\$114,349,219</b> | <b>16%</b> |
| Revenue over (under) Expenses                | \$2,700,331           |                      |            |
| Depreciation                                 | <b>\$2,300,000</b>    |                      |            |
| Excess of Revenue over (under) Expenses      | \$400,331             |                      |            |
| 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               | <b>(\$641,530)</b>    |                      |            |
| *Net Excess of Revenue over (under) Expenses | (\$241,199)           |                      |            |
| *Contribution to required fleet replacement. |                       |                      |            |

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**May-22**

**BUDGET VARIANCE REPORT**

|                                     | <b>CONSOLIDATED</b> |                    |                    |                   |                     |                     |                      |                   | <b>Annual<br/>Budget</b> |
|-------------------------------------|---------------------|--------------------|--------------------|-------------------|---------------------|---------------------|----------------------|-------------------|--------------------------|
|                                     | <b>This Month</b>   |                    |                    |                   | <b>Year to Date</b> |                     |                      |                   |                          |
|                                     | <b>Actual</b>       | <b>Budget</b>      | <b>Variance</b>    | <b>% Variance</b> | <b>Actual</b>       | <b>Budget</b>       | <b>Variance</b>      | <b>% Variance</b> |                          |
| Operating Revenue                   |                     |                    |                    |                   |                     |                     |                      |                   |                          |
| Mortgage Tax                        | \$1,640,357         | \$1,045,833        | \$594,523          | 56.85%            | \$2,989,172         | \$2,091,667         | \$897,506            | 42.91%            | \$12,550,000             |
| Customer Fares                      | \$1,458,060         | \$1,214,083        | \$243,976          | 20.10%            | \$2,720,396         | \$2,428,167         | \$292,229            | 12.03%            | \$14,568,999             |
| Advertising Revenue                 | \$135,417           | \$116,042          | \$19,375           | 16.70%            | \$270,833           | \$232,083           | \$38,750             | 16.70%            | \$1,392,500              |
| RRS & Facilities                    | \$201,574           | \$159,409          | \$42,165           | 26.45%            | \$439,697           | \$318,818           | \$120,879            | 37.91%            | \$1,912,908              |
| Interest Income                     | \$228               | \$1,667            | (\$1,438)          | -86.29%           | \$291               | \$3,333             | (\$3,043)            | -91.28%           | \$20,000                 |
| Misc. Income                        | \$23,991            | \$11,542           | \$12,449           | 107.86%           | \$34,299            | \$23,083            | \$11,215             | 48.59%            | \$138,500                |
| <b>Total Operating Revenue</b>      | <b>\$3,459,627</b>  | <b>\$2,548,576</b> | <b>\$911,051</b>   | <b>35.75%</b>     | <b>\$6,454,688</b>  | <b>\$5,097,151</b>  | <b>\$1,357,537</b>   | <b>26.63%</b>     | <b>\$30,582,907</b>      |
| Operating Assistance                |                     |                    |                    |                   |                     |                     |                      |                   |                          |
| New York State Aid                  | \$4,094,800         | \$4,094,800        | \$0                | 0.00%             | \$8,189,600         | \$8,189,600         | \$0                  | 0.00%             | \$49,137,600             |
| County Aid                          | \$159,750           | \$159,750          | \$0                | 0.00%             | \$319,500           | \$319,500           | \$0                  | 0.00%             | \$1,917,001              |
| Federal Aid                         | \$2,575,494         | \$2,575,494        | \$0                | 0.00%             | \$5,150,987         | \$5,150,987         | \$0                  | 0.00%             | \$30,905,923             |
| Operating Grants                    | \$150,482           | \$150,482          | \$0                | 0.00%             | \$300,964           | \$300,964           | \$0                  | 0.00%             | \$1,805,786              |
| <b>Total Operating Assistance</b>   | <b>\$6,980,526</b>  | <b>\$6,980,526</b> | <b>\$0</b>         | <b>0.00%</b>      | <b>\$13,961,052</b> | <b>\$13,961,052</b> | <b>\$0</b>           | <b>0.00%</b>      | <b>\$83,766,310</b>      |
| <b>Total Revenue and Assistance</b> | <b>\$10,440,152</b> | <b>\$9,529,101</b> | <b>\$911,051</b>   | <b>9.56%</b>      | <b>\$20,415,740</b> | <b>\$19,058,203</b> | <b>\$1,357,537</b>   | <b>7.12%</b>      | <b>\$114,349,217</b>     |
| Expenses                            |                     |                    |                    |                   |                     |                     |                      |                   |                          |
| Salaries and Wages                  | \$4,693,648         | \$4,670,521        | \$23,127           | 0.50%             | \$8,904,365         | \$9,341,042         | (\$436,677)          | -4.67%            | \$56,046,254             |
| FICA                                | \$339,249           | \$330,229          | \$9,020            | 2.73%             | \$644,064           | \$660,458           | (\$16,394)           | -2.48%            | \$3,962,750              |
| Health Benefits                     | \$856,484           | \$1,004,239        | (\$147,755)        | -14.71%           | \$1,747,092         | \$2,008,478         | (\$261,387)          | -13.01%           | \$12,050,871             |
| Workers Compensation                | \$127,175           | \$248,893          | (\$121,718)        | -48.90%           | \$77,675            | \$497,786           | (\$420,111)          | -84.40%           | \$2,986,718              |
| Other Benefits                      | \$349,294           | \$405,457          | (\$56,163)         | -13.85%           | \$680,848           | \$810,915           | (\$130,067)          | -16.04%           | \$4,865,487              |
| Professional Services               | \$243,067           | \$392,479          | (\$149,411)        | -38.07%           | \$551,251           | \$784,958           | (\$233,706)          | -29.77%           | \$4,709,745              |
| Materials & Supplies                | \$182,050           | \$166,169          | \$15,881           | 9.56%             | \$383,575           | \$332,337           | \$51,238             | 15.42%            | \$1,994,023              |
| Miscellaneous                       | \$59,322            | \$65,571           | (\$6,249)          | -9.53%            | \$114,640           | \$131,142           | (\$16,502)           | -12.58%           | \$786,853                |
| Purchased Transportation            | \$626,315           | \$778,591          | (\$152,276)        | -19.56%           | \$1,302,010         | \$1,557,182         | (\$255,173)          | -16.39%           | \$9,343,094              |
| Maintenance Services                | \$324,632           | \$280,438          | \$44,193           | 15.76%            | \$624,770           | \$560,876           | \$63,894             | 11.39%            | \$3,365,258              |
| Liability - Claims                  | \$30,407            | \$31,573           | (\$1,166)          | -3.69%            | \$148,493           | \$63,146            | \$85,347             | 135.16%           | \$378,875                |
| Utilities                           | \$117,778           | \$85,935           | \$31,843           | 37.05%            | \$223,319           | \$171,870           | \$51,449             | 29.94%            | \$1,031,220              |
| Fuel                                | \$398,331           | \$487,271          | (\$88,940)         | -18.25%           | \$883,070           | \$974,542           | (\$91,471)           | -9.39%            | \$5,847,249              |
| Parts, Tires, Oil                   | \$470,539           | \$497,398          | (\$26,859)         | -5.40%            | \$1,114,643         | \$994,796           | \$119,847            | 12.05%            | \$5,968,775              |
| General Insurance                   | \$81,021            | \$84,337           | (\$3,316)          | -3.93%            | \$156,517           | \$168,674           | (\$12,157)           | -7.21%            | \$1,012,046              |
| <b>Total EXPENSES</b>               | <b>\$8,899,312</b>  | <b>\$9,529,101</b> | <b>(\$629,789)</b> | <b>-6.61%</b>     | <b>\$17,556,334</b> | <b>\$19,058,203</b> | <b>(\$1,501,869)</b> | <b>-7.88%</b>     | <b>\$114,349,217</b>     |
| Surplus/Deficit                     | \$1,540,840         | (\$0)              | \$1,540,840        |                   | \$2,859,406         | (\$0)               | \$2,859,406          |                   | (\$0)                    |

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**May-22**

**BUDGET VARIANCE REPORT**

|                                      | <b>NON-TRANSIT</b> |                    |                  |                   |                     |                    |                  |                   | <b>Annual<br/>Budget</b> |
|--------------------------------------|--------------------|--------------------|------------------|-------------------|---------------------|--------------------|------------------|-------------------|--------------------------|
|                                      | <b>This Month</b>  |                    |                  |                   | <b>Year to Date</b> |                    |                  |                   |                          |
|                                      | <b>Actual</b>      | <b>Budget</b>      | <b>Variance</b>  | <b>% Variance</b> | <b>Actual</b>       | <b>Budget</b>      | <b>Variance</b>  | <b>% Variance</b> |                          |
| Operating Revenue                    |                    |                    |                  |                   |                     |                    |                  |                   |                          |
| Mortgage Tax                         | \$1,640,357        | \$1,045,833        | \$594,523        | 56.85%            | \$2,989,172         | \$2,091,667        | \$897,506        | 42.91%            | \$12,550,000             |
| Interest Income                      | \$227              | \$1,667            | (\$1,439)        | -86.37%           | \$289               | \$3,333            | (\$3,045)        | -91.34%           | \$20,000                 |
| Interest Inc-Invest/Change in Invest | \$71,028           | \$0                | \$71,028         | 0.00%             | \$13,518            | \$0                | \$13,518         | 0.00%             | \$0                      |
| Misc. Income - Authority             | \$7,083            | \$7,500            | (\$417)          | -5.56%            | \$14,167            | \$15,000           | (\$833)          | -5.56%            | \$90,000                 |
| Operating Fund                       | \$0                | \$0                | \$0              | 0.00%             | \$0                 | \$0                | \$0              | 0.00%             | \$0                      |
| <b>Total Operating Revenue</b>       | <b>\$1,718,695</b> | <b>\$1,055,000</b> | <b>\$663,695</b> | <b>62.91%</b>     | <b>\$3,017,146</b>  | <b>\$2,110,000</b> | <b>\$907,146</b> | <b>42.99%</b>     | <b>\$12,660,000</b>      |
| Expenses                             |                    |                    |                  |                   |                     |                    |                  |                   |                          |
| Labor - Authority                    | \$781,449          | \$697,741          | \$83,709         | 12.00%            | \$1,416,551         | \$1,395,482        | \$21,069         | 1.51%             | \$8,372,890              |
| Fringe - Authority                   | \$383,513          | \$301,276          | \$82,237         | 27.30%            | \$793,173           | \$602,553          | \$190,621        | 31.64%            | \$3,615,315              |
| Materials & Supplies - Authority     | \$7,543            | \$15,820           | (\$8,276)        | -52.32%           | \$14,226            | \$31,639           | (\$17,414)       | -55.04%           | \$189,836                |
| Professional Services - Authority    | \$146,103          | \$242,695          | (\$96,593)       | -39.80%           | \$353,905           | \$485,391          | (\$131,486)      | -27.09%           | \$2,912,345              |
| Other Expenses - Authority           | \$291,855          | \$226,975          | \$64,881         | 28.58%            | \$634,907           | \$453,949          | \$180,958        | 39.86%            | \$2,723,695              |
| <b>Total Expenses</b>                | <b>\$1,610,464</b> | <b>\$1,484,507</b> | <b>\$125,957</b> | <b>8.48%</b>      | <b>\$3,212,762</b>  | <b>\$2,969,014</b> | <b>\$243,749</b> | <b>8.21%</b>      | <b>\$17,814,081</b>      |
| <b>Surplus/(Deficit)</b>             | <b>\$108,231</b>   | <b>(\$429,507)</b> | <b>\$537,738</b> |                   | <b>(\$195,616)</b>  | <b>(\$859,014)</b> | <b>\$663,397</b> |                   | <b>(\$5,154,081)</b>     |

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**May-22**

**BUDGET VARIANCE REPORT**

|                                       | <b>TRANSIT</b>     |                    |                    |                   |                     |                     |                      |                   | <b>Annual<br/>Budget</b> |
|---------------------------------------|--------------------|--------------------|--------------------|-------------------|---------------------|---------------------|----------------------|-------------------|--------------------------|
|                                       | <b>This Month</b>  |                    |                    |                   | <b>Year to Date</b> |                     |                      |                   |                          |
|                                       | <b>Actual</b>      | <b>Budget</b>      | <b>Variance</b>    | <b>% Variance</b> | <b>Actual</b>       | <b>Budget</b>       | <b>Variance</b>      | <b>% Variance</b> |                          |
| Operating Revenue                     |                    |                    |                    |                   |                     |                     |                      |                   |                          |
| Passenger Fares-Transit               | \$965,356          | \$676,583          | \$288,772          | 42.68%            | \$1,730,966         | \$1,353,167         | \$377,800            | 27.92%            | \$8,118,999              |
| Contracts - Transit                   | \$460,417          | \$502,083          | (\$41,667)         | -8.30%            | \$920,833           | \$1,004,167         | (\$83,333)           | -8.30%            | \$6,025,000              |
| Advertising-Transit                   | \$122,917          | \$106,259          | \$16,658           | 15.68%            | \$245,833           | \$212,518           | \$33,315             | 15.68%            | \$1,275,109              |
| Misc. Income - Transit                | \$16,907           | \$4,042            | \$12,866           | 318.33%           | \$20,132            | \$8,083             | \$12,049             | 149.06%           | \$48,500                 |
| <b>Total Operating Revenue</b>        | <b>\$1,565,596</b> | <b>\$1,288,967</b> | <b>\$276,629</b>   | <b>21.46%</b>     | <b>\$2,917,765</b>  | <b>\$2,577,935</b>  | <b>\$339,830</b>     | <b>13.18%</b>     | <b>\$15,467,608</b>      |
| Operating Assistance                  |                    |                    |                    |                   |                     |                     |                      |                   |                          |
| State Aid - General                   | \$3,901,717        | \$3,901,717        | \$0                | 0.00%             | \$7,803,433         | \$7,803,433         | \$0                  | 0.00%             | \$46,820,600             |
| State Aid - PBT                       | \$159,750          | \$159,750          | \$0                | 0.00%             | \$319,500           | \$319,500           | \$0                  | 0.00%             | \$1,917,000              |
| State Aid - Northway Commuter S.      | \$33,333           | \$33,333           | \$0                | 0.00%             | \$66,667            | \$66,667            | \$0                  | 0.00%             | \$400,000                |
| County Aid                            | \$159,750          | \$159,750          | \$0                | 0.00%             | \$319,500           | \$319,500           | \$0                  | 0.00%             | \$1,917,001              |
| Federal Aid - Transit                 | \$2,575,494        | \$2,575,494        | \$0                | 0.00%             | \$5,150,987         | \$5,150,987         | \$0                  | 0.00%             | \$30,905,923             |
| Other Grants - Federal                | \$150,482          | \$150,482          | \$0                | 0.00%             | \$300,964           | \$300,964           | \$0                  | 0.00%             | \$1,805,786              |
| <b>Total Operating Assistance</b>     | <b>\$6,980,526</b> | <b>\$6,980,526</b> | <b>\$0</b>         | <b>0.00%</b>      | <b>\$13,961,052</b> | <b>\$13,961,052</b> | <b>\$0</b>           | <b>0.00%</b>      | <b>\$83,766,310</b>      |
| <b>Total Revenue and Assistance</b>   | <b>\$8,546,123</b> | <b>\$8,269,493</b> | <b>\$276,629</b>   | <b>3.35%</b>      | <b>\$16,878,817</b> | <b>\$16,538,986</b> | <b>\$339,830</b>     | <b>2.05%</b>      | <b>\$99,233,918</b>      |
| Expenses                              |                    |                    |                    |                   |                     |                     |                      |                   |                          |
| Labor - Maintenance                   | \$788,587          | \$802,739          | (\$14,152)         | -1.76%            | \$1,523,586         | \$1,605,479         | (\$81,892)           | -5.10%            | \$9,632,872              |
| Labor - Transportation                | \$2,829,915        | \$2,932,325        | (\$102,410)        | -3.49%            | \$5,396,691         | \$5,864,651         | (\$467,960)          | -7.98%            | \$35,187,904             |
| Labor - STAR                          | \$215,668          | \$253,345          | (\$37,676)         | -14.87%           | \$423,298           | \$506,689           | (\$83,391)           | -16.46%           | \$3,040,134              |
| Fringe                                | \$1,295,729        | \$1,585,752        | (\$290,024)        | -18.29%           | \$2,404,044         | \$3,171,504         | (\$767,461)          | -24.20%           | \$19,029,026             |
| Materials & Supplies                  | \$1,076,606        | \$1,115,468        | (\$38,862)         | -3.48%            | \$2,362,622         | \$2,230,937         | \$131,685            | 5.90%             | \$13,385,619             |
| Professional Services                 | \$115,071          | \$140,064          | (\$24,993)         | -17.84%           | \$195,663           | \$280,127           | (\$84,464)           | -30.15%           | \$1,680,762              |
| Other Expenses                        | \$4,409            | \$4,379            | \$30               | 0.68%             | \$7,038             | \$8,758             | (\$1,720)            | -19.64%           | \$52,550                 |
| Purchased Transportation - STAR       | \$597,418          | \$515,636          | \$81,782           | 15.86%            | \$1,158,815         | \$1,031,272         | \$127,543            | 12.37%            | \$6,187,630              |
| Liability - Claims                    | \$30,407           | \$31,573           | (\$1,166)          | -3.69%            | \$148,493           | \$63,146            | \$85,347             | 135.16%           | \$378,875                |
| Liability - Insurance                 | \$37,322           | \$81,596           | (\$44,274)         | -54.26%           | \$81,866            | \$163,191           | (\$81,325)           | -49.83%           | \$979,146                |
| Utilities - Transit                   | \$74,518           | \$50,443           | \$24,075           | 47.73%            | \$139,455           | \$100,887           | \$38,569             | 38.23%            | \$605,320                |
| Mat & Supplies - NX                   | \$0                | \$5,833            | (\$5,833)          | -100.00%          | \$1,714             | \$11,667            | (\$9,953)            | -85.31%           | \$70,000                 |
| Purchased Transportation - NX         | \$89,828           | \$129,053          | (\$39,224)         | -30.39%           | \$180,627           | \$258,105           | (\$77,479)           | -30.02%           | \$1,548,631              |
| Purchased Transportation - Montgomery | \$0                | \$98,145           | (\$98,145)         | -100.00%          | \$0                 | \$196,289           | (\$196,289)          | -100.00%          | \$1,177,735              |
| <b>Total Expenses</b>                 | <b>\$7,155,478</b> | <b>\$7,648,206</b> | <b>(\$492,727)</b> | <b>-6.44%</b>     | <b>\$14,023,912</b> | <b>\$15,296,412</b> | <b>(\$1,272,500)</b> | <b>-8.32%</b>     | <b>\$92,956,204</b>      |
| <b>Surplus/(Deficit)</b>              | <b>\$1,390,644</b> | <b>\$621,288</b>   | <b>\$769,357</b>   |                   | <b>\$2,854,905</b>  | <b>\$1,242,575</b>  | <b>\$1,612,330</b>   |                   | <b>\$6,277,714</b>       |

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**May-22**

**BUDGET VARIANCE REPORT**

|                                | <b>ACCESS TRANSIT SERVICES</b> |               |                 |                   |                     |               |                 |                   | <b>Annual<br/>Budget</b> |
|--------------------------------|--------------------------------|---------------|-----------------|-------------------|---------------------|---------------|-----------------|-------------------|--------------------------|
|                                | <b>This Month</b>              |               |                 |                   | <b>Year to Date</b> |               |                 |                   |                          |
|                                | <b>Actual</b>                  | <b>Budget</b> | <b>Variance</b> | <b>% Variance</b> | <b>Actual</b>       | <b>Budget</b> | <b>Variance</b> | <b>% Variance</b> |                          |
| Operating Revenue              |                                |               |                 |                   |                     |               |                 |                   |                          |
| Contracts - Access             | \$32,287                       | \$35,417      | \$6,846         | 19.33%            | \$68,596            | \$70,833      | (\$2,237)       | -3.16%            | \$425,000                |
| Interest Income                | \$1                            | \$0           | \$1             | 0.00%             | \$2                 | \$0           | \$2             | 0.00%             | \$0                      |
| Misc. Income                   | \$0                            | \$0           | \$0             | 0.00%             | \$0                 | \$0           | \$0             | 0.00%             | \$0                      |
| Other Grants - State & Federal | \$0                            | \$0           | \$0             | 0.00%             | \$0                 | \$0           | \$0             | 0.00%             | \$0                      |
| Total Operating Revenue        | \$32,289                       | \$35,417      | \$6,847         | 19.33%            | \$68,598            | \$70,833      | (\$2,235)       | -3.16%            | \$425,000                |
| Total Revenue and Assistance   | \$32,289                       | \$35,417      | \$6,847         | 19.33%            | \$68,598            | \$70,833      | (\$2,235)       | -3.16%            | \$425,000                |
| Expenses                       |                                |               |                 |                   |                     |               |                 |                   |                          |
| Labor - Access                 | \$59,523                       | \$56,810      | \$2,712         | 4.77%             | \$111,588           | \$113,621     | (\$2,033)       | -1.79%            | \$681,724                |
| Fringe Benefits - Access       | \$15,347                       | \$11,423      | \$3,924         | 34.35%            | \$30,116            | \$22,847      | \$7,269         | 31.82%            | \$137,079                |
| Purchased Transportation       | \$28,898                       | \$33,333      | (\$4,436)       | -13.31%           | \$52,397            | \$66,667      | (\$14,270)      | -21.40%           | \$400,000                |
| Professional Services - Access | \$0                            | \$0           | \$0             | 0.00%             | \$0                 | \$0           | \$0             | 0.00%             | \$0                      |
| Rent and Utilities - Access    | \$1,742                        | \$1,643       | \$99            | 6.03%             | \$3,386             | \$3,287       | \$99            | 3.01%             | \$19,721                 |
| Other Expenses - Access        | \$2,000                        | \$2,629       | (\$629)         | -23.93%           | \$2,000             | \$5,258       | (\$3,258)       | -61.96%           | \$31,548                 |
| Total Expenses                 | \$107,510                      | \$105,839     | \$1,670         | 1.58%             | \$199,486           | \$211,679     | (\$12,193)      | -5.76%            | \$1,270,072              |
| Surplus/(Deficit)              | (\$75,221)                     | (\$70,423)    | \$5,176         |                   | (\$130,888)         | (\$140,845)   | \$9,957         |                   | (\$845,072)              |

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**May-22**

| BUDGET VARIANCE REPORT  | CDTA FACILITIES |            |            |            |              |            |            |            | Annual<br>Budget |
|-------------------------|-----------------|------------|------------|------------|--------------|------------|------------|------------|------------------|
|                         | This Month      |            |            |            | Year to Date |            |            |            |                  |
|                         | Actual          | Budget     | Variance   | % Variance | Actual       | Budget     | Variance   | % Variance |                  |
| Operating Revenue       |                 |            |            |            |              |            |            |            |                  |
| RRS Station & Garage    | \$56,571        | \$40,480   | \$16,091   | 39.75%     | \$143,191    | \$80,960   | \$62,232   | 76.87%     | \$485,758        |
| RRS Parking Revenue     | \$136,593       | \$106,929  | \$29,663   | 27.74%     | \$279,548    | \$213,858  | \$65,690   | 30.72%     | \$1,283,150      |
| RRS Advertising         | \$12,500        | \$9,783    | \$2,717    | 27.78%     | \$25,000     | \$19,565   | \$5,435    | 27.78%     | \$117,391        |
| SSTS                    | \$2,177         | \$2,467    | (\$290)    | -11.75%    | \$4,468      | \$4,933    | (\$465)    | -9.43%     | \$29,600         |
| Greyhound               | \$186           | \$2,500    | (\$2,314)  | -92.57%    | \$405        | \$5,000    | (\$4,595)  | -91.90%    | \$30,000         |
| 85 Watervliet Avenue    | \$5,801         | \$6,667    | (\$866)    | -12.99%    | \$11,601     | \$13,333   | (\$1,732)  | -12.99%    | \$80,000         |
| Interest Income         | \$247           | \$367      | (\$119)    | -32.56%    | \$483        | \$733      | (\$250)    | -34.07%    | \$4,400          |
| Total Operating Revenue | \$214,074       | \$169,192  | \$44,883   | 26.53%     | \$464,697    | \$338,383  | \$126,314  | 37.33%     | \$2,030,299      |
| Expenses                |                 |            |            |            |              |            |            |            |                  |
| Labor                   | \$18,505        | \$16,311   | \$2,194    | 13.45%     | \$32,651     | \$32,622   | \$30       | 0.09%      | \$195,730        |
| Fringe-Benefits         | \$2,727         | \$1,617    | \$1,110    | 68.61%     | \$5,111      | \$3,234    | \$1,877    | 58.04%     | \$19,405         |
| Professional Services   | \$5,271         | \$10,417   | (\$5,146)  | -49.40%    | \$10,631     | \$20,833   | (\$10,202) | -48.97%    | \$125,000        |
| Insurance               | \$8,554         | \$2,417    | \$6,137    | 253.96%    | \$11,583     | \$4,833    | \$6,749    | 139.64%    | \$29,000         |
| Security                | \$25,785        | \$33,617   | (\$7,831)  | -23.30%    | \$27,772     | \$67,233   | (\$39,461) | -58.69%    | \$403,400        |
| Facilities Upkeep       | \$1,378         | \$24,833   | (\$23,456) | -94.45%    | \$14,922     | \$49,667   | (\$34,744) | -69.95%    | \$298,000        |
| Facilities Repairs      | \$14,212        | \$8,474    | \$5,738    | 67.72%     | \$34,163     | \$16,947   | \$17,216   | 101.58%    | \$101,683        |
| Utilities               | \$35,349        | \$28,983   | \$6,366    | 21.96%     | \$69,263     | \$57,967   | \$11,296   | 19.49%     | \$347,800        |
| Materials & Supplies    | \$1,360         | \$1,333    | \$27       | 2.00%      | \$2,258      | \$2,667    | (\$409)    | -15.34%    | \$16,000         |
| Parking Garage          | \$5,616         | \$40,833   | (\$35,217) | -86.25%    | \$45,095     | \$81,667   | (\$36,572) | -44.78%    | \$490,000        |
| Greyhound               | \$0             | \$667      | (\$667)    | -100.00%   | \$0          | \$1,333    | (\$1,333)  | -100.00%   | \$8,000          |
| 85 Watervliet Avenue    | \$10,900        | \$9,395    | \$1,504    | 16.01%     | \$17,679     | \$18,790   | (\$1,112)  | -5.92%     | \$112,742        |
| SSTS                    | \$11,145        | \$13,508   | (\$2,364)  | -17.50%    | \$21,640     | \$27,017   | (\$5,377)  | -19.90%    | \$162,100        |
| Total Expenses          | \$140,802       | \$192,405  | (\$51,603) | -26.82%    | \$292,767    | \$384,810  | (\$92,043) | -23.92%    | \$2,308,860      |
| Surplus/(Deficit)       | \$73,273        | (\$23,213) | \$96,486   |            | \$171,930    | (\$46,427) | \$218,357  |            | (\$278,561)      |

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

| May-22                           |                     |                |
|----------------------------------|---------------------|----------------|
|                                  | Amount              | % of Total     |
| Current                          | \$773,536           | 6.85%          |
| 31 - 60                          | \$590,743           | 5.23%          |
| 61 - 90                          | \$2,196,499         | 19.46%         |
| 91 - 120                         | \$226,389           | 2.01%          |
| Over 120                         | \$7,501,712         | 66.45%         |
| <b>Total Accounts Receivable</b> | <b>\$11,288,880</b> | <b>100.00%</b> |

| 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%         |
| <b>Total Accounts Receivable</b> | <b>\$15,220,385</b> | <b>100.00%</b> |

## AGING OF ACCOUNTS PAYABLE

| May-22                        |                    |                |
|-------------------------------|--------------------|----------------|
|                               | Amount             | % of Total     |
| Current                       | \$2,869,539        | 90.99%         |
| 31 - 60                       | \$161,596          | 5.12%          |
| 61 - 90                       | \$41,248           | 1.31%          |
| 90 & Over                     | \$81,177           | 2.57%          |
| <b>Total Accounts Payable</b> | <b>\$3,153,560</b> | <b>100.00%</b> |

**May-22 Receivables over 120 days:** \$7,501,712

| Breakdown of outstanding receivables over 120 days. |                             |
|---|-----------------------------|
| \$6,205,435   | 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        |
| \$60,586  | OTHER                       |
| <b>\$7,501,712</b>                                  |                             |

## ADDITIONAL INFORMATION

| MORTGAGE RECORDING TAX | Current Month      |                    |                  |               | Fiscal Year to Date |                    |                 |              |
|------------------------|--------------------|--------------------|------------------|---------------|---------------------|--------------------|-----------------|--------------|
|                        | May-22             | May-21             | Difference       | %             | 2023                | 2022               | Difference      | %            |
| Albany                 | \$825,408          | \$396,432          | \$428,976        | 108.21%       | \$1,406,309         | \$838,181          | \$568,129       | 67.78%       |
| Rensselaer             | \$201,547          | \$153,551          | \$47,996         | 31.26%        | \$384,700           | \$585,487          | (\$200,787)     | -34.29%      |
| Saratoga               | \$460,913          | \$333,330          | \$127,583        | 38.28%        | \$855,305           | \$1,125,553        | (\$270,248)     | -24.01%      |
| Schenectady            | \$152,489          | \$173,398          | (\$20,910)       | -12.06%       | \$342,858           | \$405,367          | (\$62,508)      | -15.42%      |
| <b>Total</b>           | <b>\$1,640,357</b> | <b>\$1,056,711</b> | <b>\$583,646</b> | <b>55.23%</b> | <b>\$2,989,172</b>  | <b>\$2,954,587</b> | <b>\$34,585</b> | <b>1.17%</b> |

|         | <u>Current Month</u> | <u>Year To Date</u> |
|---------|----------------------|---------------------|
| FY 2023 | \$1,640,357          | \$2,989,172         |
| FY 2022 | \$1,056,711          | \$2,954,587         |

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  
May 31, 2022**

**RESTRICTED INVESTMENTS**

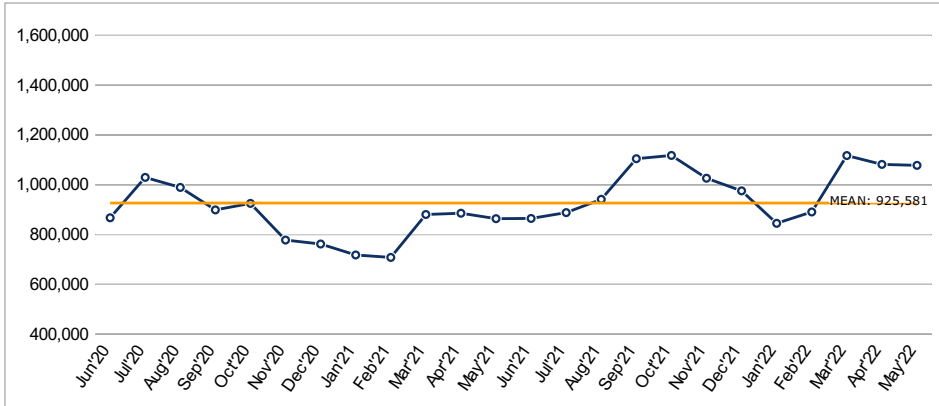
|  | <b><u>Fund Balances</u></b> | <b><u>Current Obligations</u></b> |
|--|-----------------------------|-----------------------------------|
| Risk Management Account (Self-Insured)                                     | \$3,522,977                 | \$1,864,411                       |
| Workers' Comp. Account (Self-Insured)                                      | \$9,292,282                 | \$8,182,765                       |
| Operating Account  | \$3,074,984                 |                                   |
| <br><b><u>Current Operating Reserve Obligations</u></b>                    |                             |                                   |
| Multi-Modal (GRH & Vanpool)  |                             | \$23,116                          |
| Washington/Western BRT Design/Engineering                                  |                             | \$115,154                         |
| Gateway  |                             | \$182,460                         |
| Bus Shelter Program  |                             | \$9,979                           |
|  |                             | \$330,708                         |
| <br><b><u>Current Capital Reserve Obligations</u></b>                      |                             |                                   |
| Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) System Upgrade | \$7,351,013                 |                                   |
|  |                             | \$931,231                         |
|  |                             | \$931,231                         |
| <br><b><u>Current Vehicle Replacement Reserve Obligations</u></b>          |                             |                                   |
| Paratransit Fleet Replacement (6)  | \$935,722                   |                                   |
|  |                             | \$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                                 | 0.31% |

\* 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.



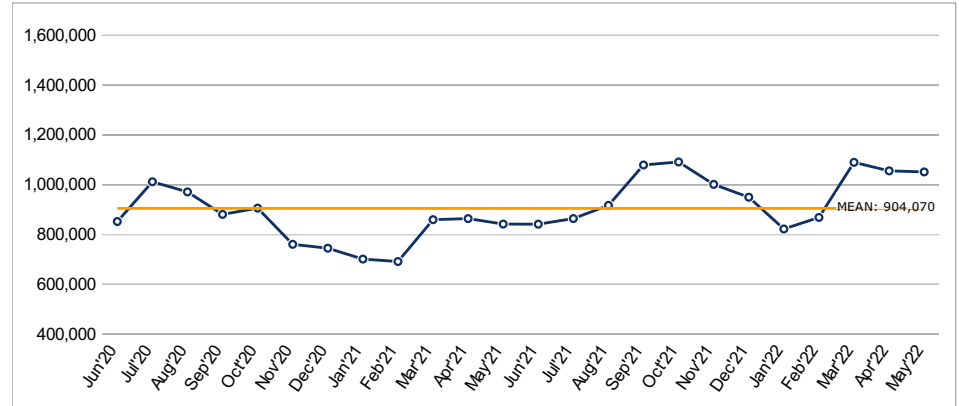
## Total Riders



Previous: 862,703

Current: 1,077,185

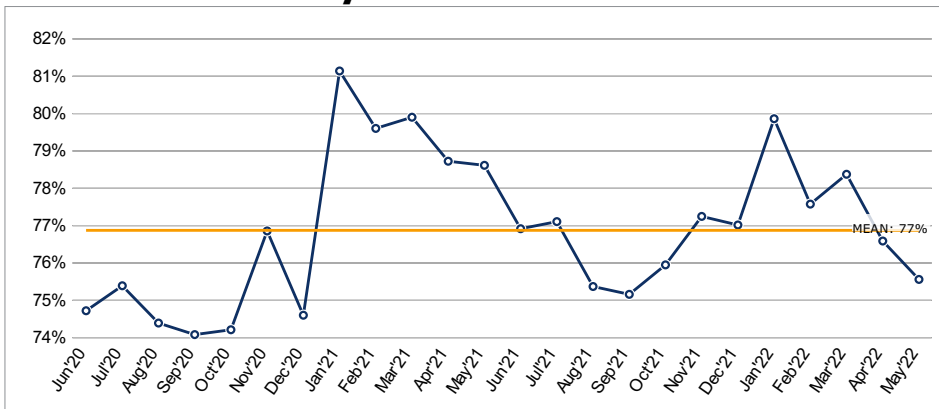
## Fixed Riders



Previous: 841,000

Current: 1,050,795

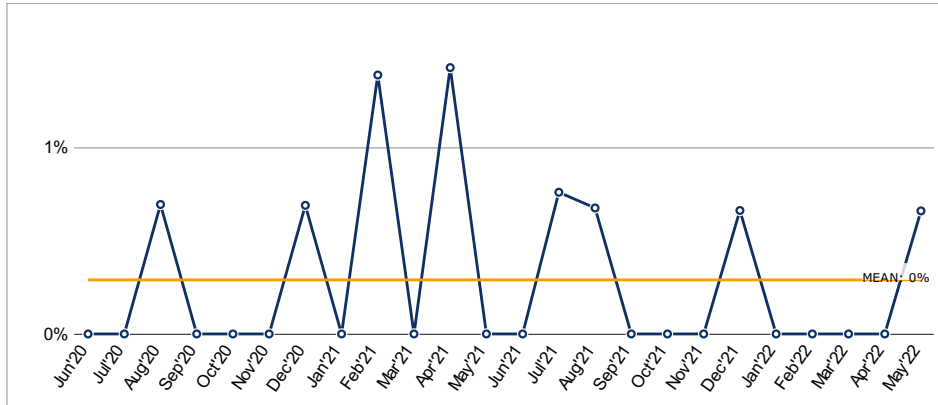
## System Wide OTP



Previous: 78.61%

Current: 75.55%

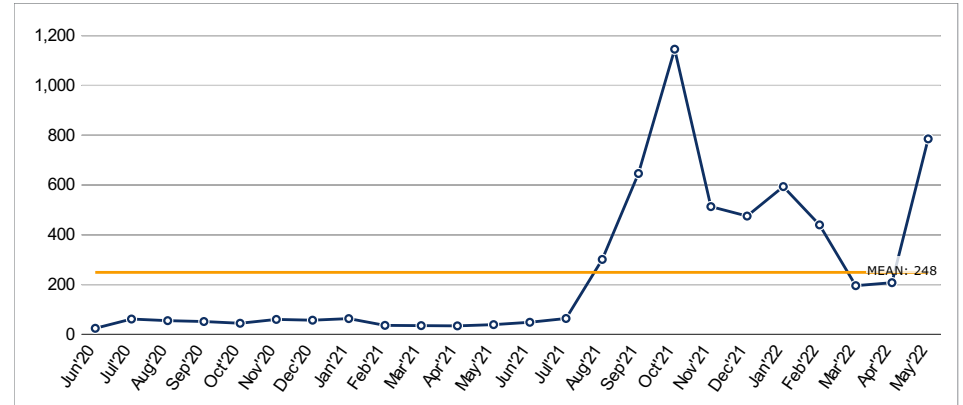
## PMI Not On Time



Previous: 0.0%

Current: 0.7%

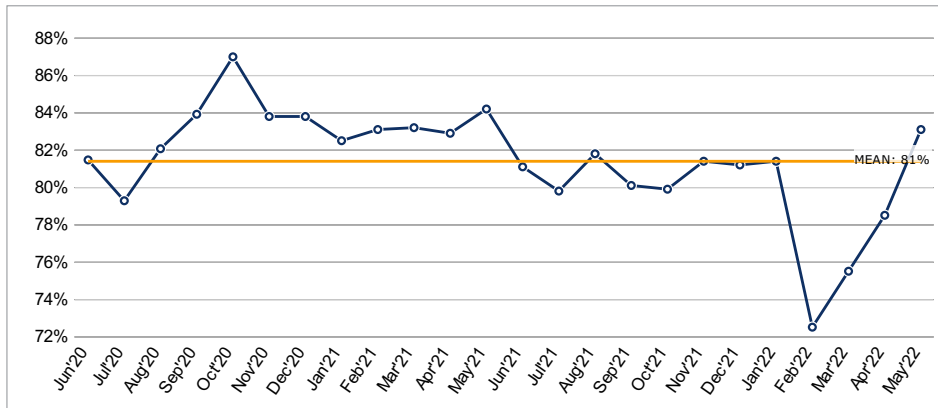
## Missed Trips



Previous: 38

Current: 785

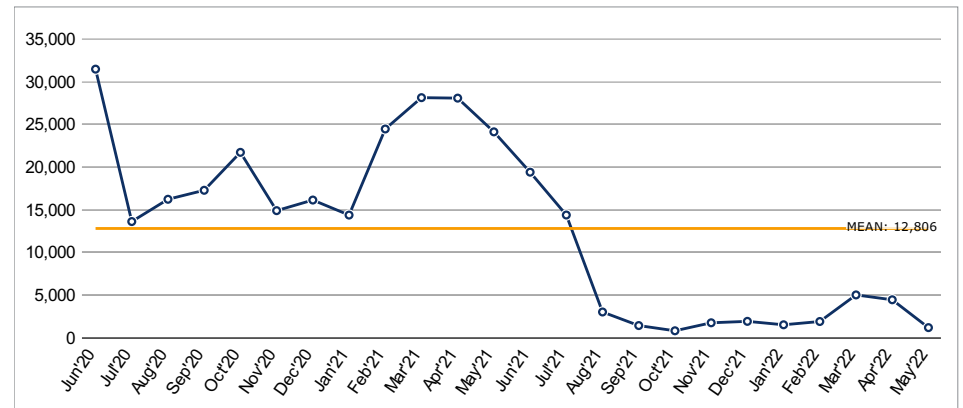
## Scheduled Work



Previous: 84.2%

Current: 83.1%

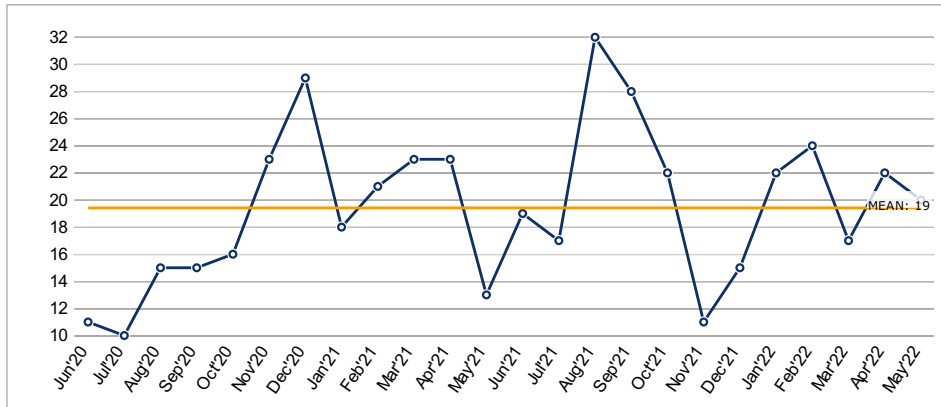
## MDBSI



Previous: 24,142

Current: 1,173

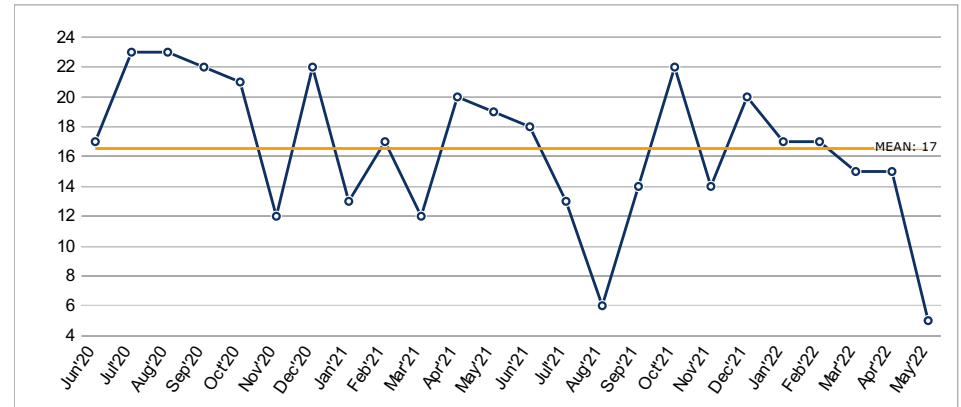
## Preventable Accidents



Previous: 13

Current: 20

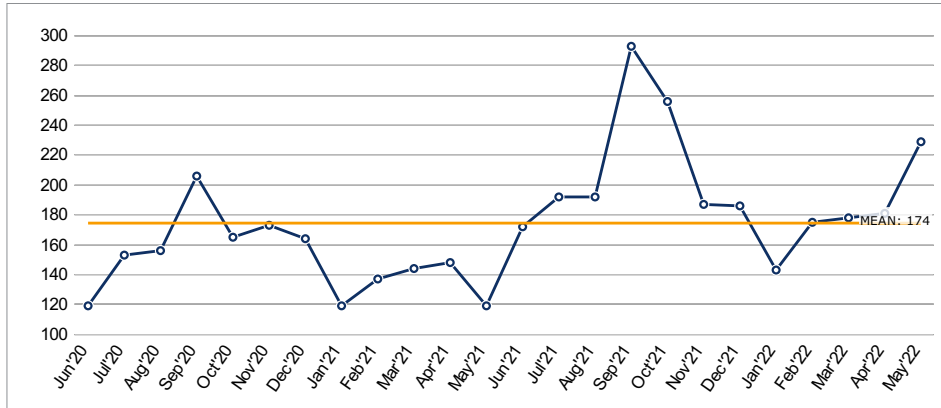
## Non-Preventable Accidents



Previous: 19

Current: 5

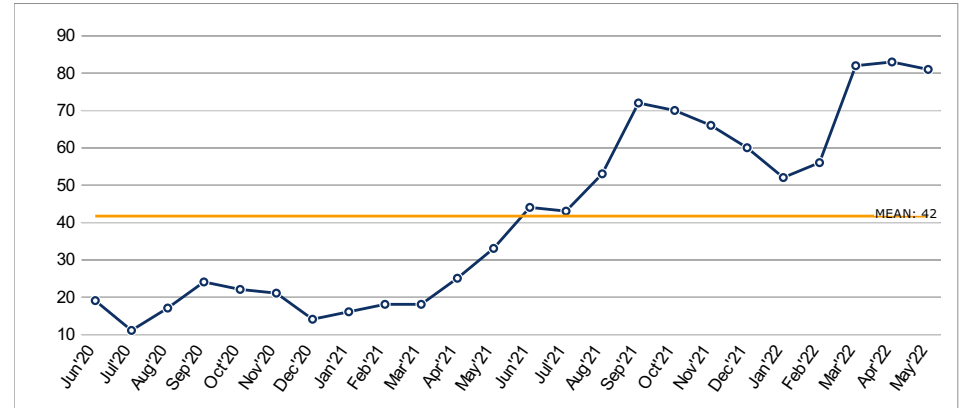
## Fixed/Shuttle Complaints



Previous: 119

Current: 229

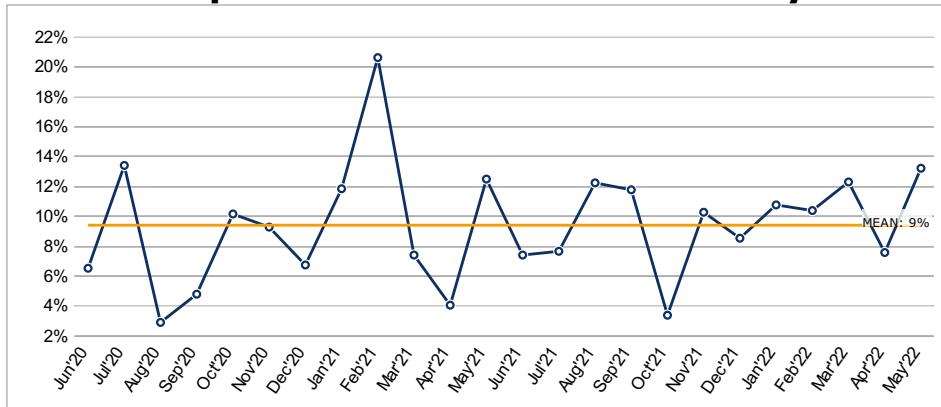
## Other Complaints



Previous: 33

Current: 81

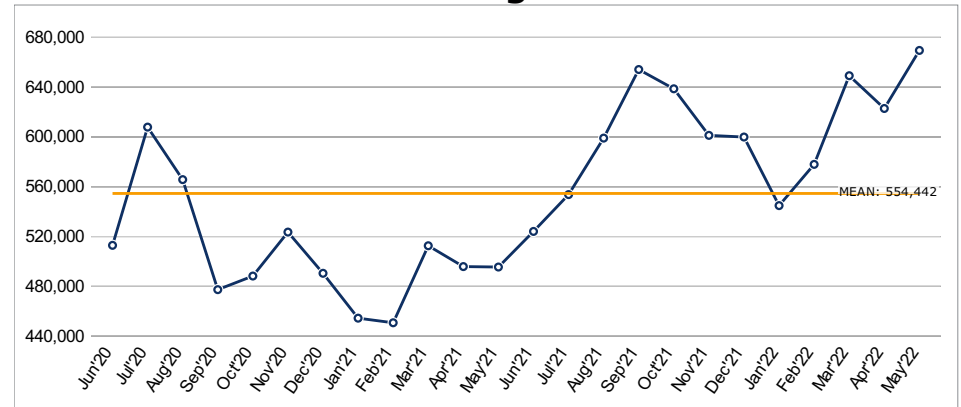
## Complaints Not Addressed in Ten Days



Previous: 12.5%

Current: 13.2%

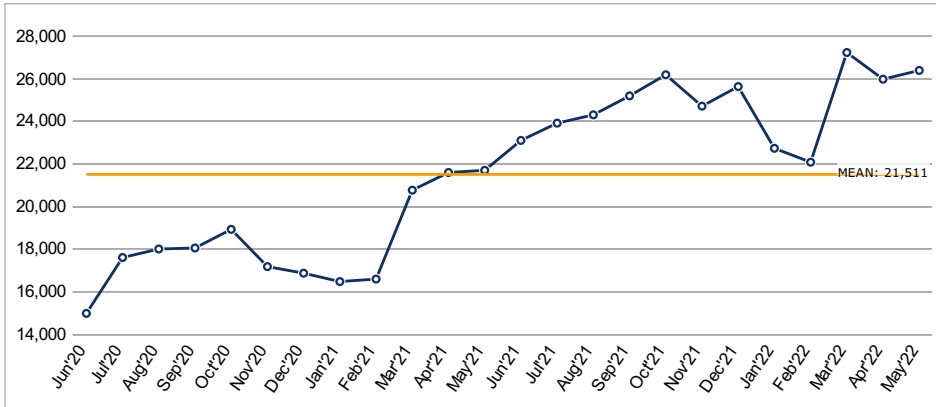
## Website Page Views



Previous: 495,244

Current: 669,515

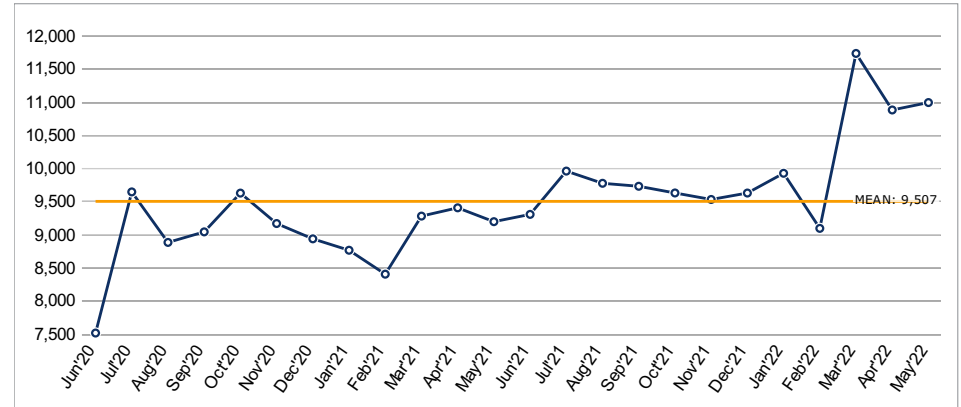
## STAR Riders



Previous: 21,703

Current: 26,390

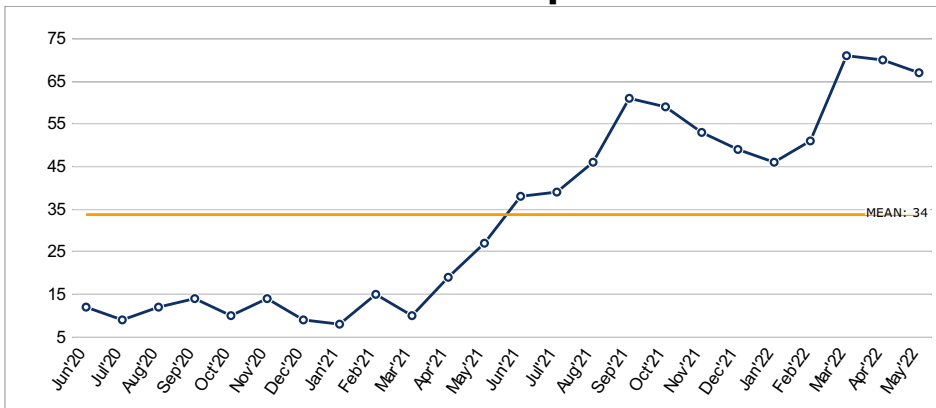
## Reservation Calls



Previous: 9,201

Current: 10,998

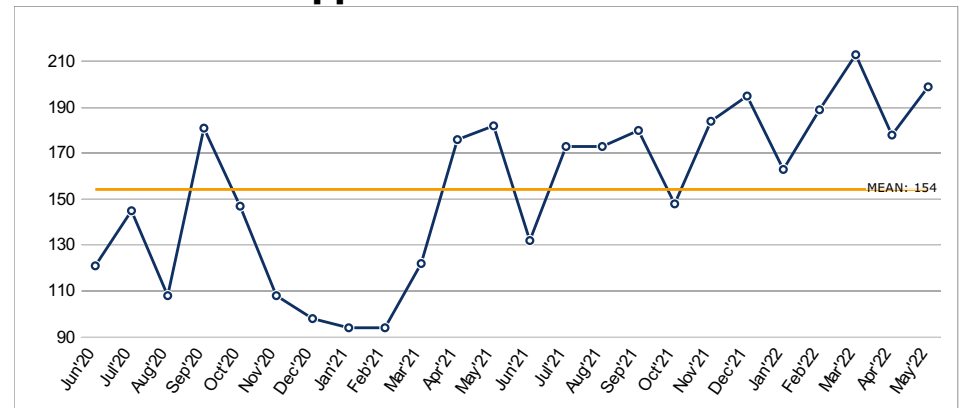
## Customer Complaints



Previous: 27

Current: 67

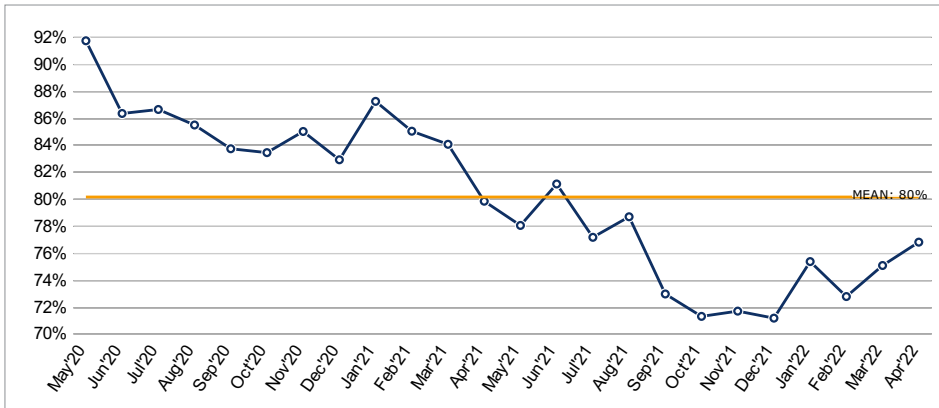
## Applications Received



Previous: 182

Current: 199

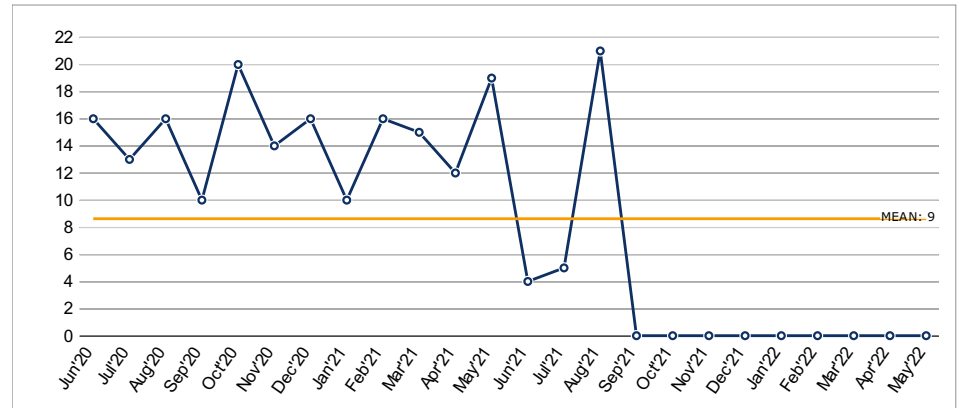
## On-Time Performance (0-10 Minutes) Period: Apr'22



Previous: 79.9%

Current: 76.8%

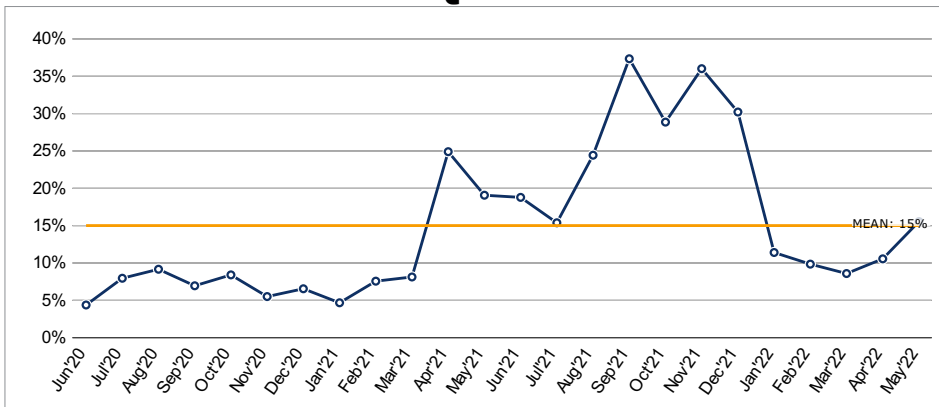
## Trip Denials



Previous: 19

Current: 0

## Reservation Calls in Queue Over Five Minutes



Previous: 19.0%

Current: 15.5%

**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.