



**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Wednesday, March 22, 2023 | 12:00 pm | 110 Watervliet Ave &**  
**Via Microsoft Teams**

**Committee Item**

**Responsibility**

Call to Order

Denise Figueroa

Approve Minutes of Wednesday, February 15, 2023

Denise Figueroa

**Consent Agenda Items**

- Approve Revised Procurement Manual

Stacy Sansky

**Administrative Discussion Items**

- Review Performance Metrics
- Monthly Management Report
- Monthly Non-Financial Report

Chris Desany

Mike Collins

Chris Desany

Next Meeting: Wednesday, April 19, 2023 at 12 pm via Microsoft Teams & 110 Watervliet Ave

Adjourn

Denise Figueroa

# Capital District Transportation Authority

## Performance Monitoring/Audit Committee

Meeting Minutes – February 15, 2023 at 12:03 PM; 110 Watervliet Avenue, Albany

In Attendance: Denise Figueroa, Jayme Lahut, Dan Lynch, Joe Spairana, David Stackrow, Carm Basile, Amanda Avery, Lance Zarcone, Mike Collins, Chris Desany, Jaime Kazlo, Trish Cooper, Stacy Sansky, Thomas Guggisberg, Matrose, Jon Scherzer, Emily DeVito

### Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the January 18, 2023 meeting were reviewed and approved.

### Consent Agenda Items

#### Approve Contract for Transit Development Plan Consulting Services

- The Transit Development Plan is due to be refreshed. The TDP guides our work to develop our service network, and how new service opportunities can be advanced. A request for proposals was issued and five firms responded. Staff recommends award to Foursquare as the most qualified firm for this work.
- A three-year contract with two one-year options to Foursquare Integrated Transportation Planning of Washington, DC for an amount not to exceed \$1,245,606 will be recommended to the board for approval.

#### Approve Contract for Website Support Services

- Our contract with Navisite for Web Support Services is about to expire, and a new agreement is required. This includes maintenance support services, design changes and content management administration. To ensure continuity of operations, staff recommends a sole source award to Navisite.
- A one-year contract with four one-year renewals to Navisite LLC of Andover, MA for an amount not to exceed \$634,211 will be recommended to the board for approval.

#### Approve Contract for Purchase of Fuel

- Our contract for diesel fuel expires in May. We've had considerable discussions about fuel because of its volatility, high prices and the impact it has on our budget. The prices we receive from our supplier Mirabito fell by .45 cents per gallon from its average price, and we decided to purchase seven months of fuel through December 2023.
- A seven-month contract for diesel fuel to take effect on June 1, 2023 to Mirabito Energy Products of Binghamton, NY for an expected value of \$3,903,540 will be recommended to the board for approval.

#### Resolution No. 06 – 2023 – Approve Acceptance of State Funding

- New York State Department of Transportation requires a board resolution to accept state funding for reimbursable expenses. This is capital funding through the Accelerated Transit Capital Program and the Modernization and Enhancement Program; most of this is for bus purchases.
- An agreement with NYSDOT to accept \$9,576,883 in funding will be recommended to the board for approval.

### **Administrative Discussion Items**

- Mike Collins gave the Monthly Management Report. MRT was under budget for the first time in three years but is 26% over budget for the year. Year to date, customer fare revenue is 27% over budget and RRS revenue is 45% over budget. Wages were over budget this month, but for the year, wages remain 3% under budget; Workers' Compensation is 26% under budget for the year. We are in a good financial position.
- Chris Desany provided the non-financial Report. Fixed route ridership continues to grow and is up 35% for the month, and 20% for the year; STAR ridership is up 19% for the month and 14% for the year; Fixed route on-time performance was 75%; STAR on-time performance was 81%. Missed trips have trended down to 107 this month, but headcount issues remain a concern. There were 16 preventable accidents, and 22 non-preventable accidents. The absenteeism report shows that 10.4% of workdays were not worked.

### **Next Meeting**

Wednesday, March 22, 2023 at 12:00 pm via Microsoft Teams and at 110 Watervliet Ave.

# Capital District Transportation Authority Agenda Action Sheet

**Subject:** Review and approval of revised CDTA Procurement Manual

**Committee:** Performance Monitoring/Audit

**Meeting Date:** March 22, 2023

**Objective of Purchase or Service:**

The New York Public Authorities Law section 2879 requires that public authorities annually review their procurement guidelines.

**Summary of Staff Proposal:**

The Procurement Manual is utilized by staff, subsidiary employees, sub-grantees, and contractors in procuring goods and services necessary to advance the CDTA mission.

The Procurement Manual is reviewed annually by General Counsel, Internal Audit, Finance and Procurement staff. The recommended changes to Board approval thresholds are outlined below:

Current Language	Proposed Language
Authorize all contracts in excess of \$150,000 or those that are Single Bid or Sole Source award that exceed \$50,000.	Authorize all contracts in excess of <b>\$200,000</b> or those that are Single Bid or Sole Source awards that exceed <b>\$75,000, except for maintenance contracts to support previously competitively procured equipment and systems.</b>
Authorize all contracts to be awarded to other than the low bidder in excess of \$25,000.	No change recommended.
Authorize all contracts that are a result of a Request for Proposal or Invitation for Bids where the reasonably anticipated value of the contract is expected to exceed \$150,000.	Authorize all contracts that are a result of a Request for Proposal or Invitation for Bids where the reasonably anticipated value of the contract is expected to exceed <b>\$200,000.</b>
Approval of cumulative (sum total) set of change orders that exceeds 20% of the original contract value or \$100,000-whichever is greater.	Approval of cumulative (sum total) set of change orders that exceeds 20% of the original contract value or <b>\$150,000-</b> whichever is greater.
For contracts valued below \$150,000, the Board will approve any cumulative (sum total) set of change orders that pushes a contract's value over \$150,000.	For contracts valued below <b>\$200,000</b> , the Board will approve any cumulative (sum total) set of change orders that pushes a contract's value over <b>\$200,000.</b>
Annual review and approval of procurement guidelines and supporting procedures.	No change recommended.
Review all Sole Source awards under \$25,000.	Review all Sole Source awards under <b>\$75,000.</b>

**Financial Summary/Cost:**

No impact

**Proposed Action:**

I am recommending the adoption of the revised Board approval thresholds outlined above.

**Manager:**

Stacy Sansky, Director of Procurement

# Procurement Manual Updates



# Authorize Contracts Valued at \$200,000 or Greater

- Previous authorization level was \$150,000
- Applies to all competitively procured Invitation for Bids (IFB) and Requests for Proposals (RFP)
- Reduces Board action by an average of 5 contracts annually



# Sole Source Contracts- Approval Threshold/Maintenance Contracts

- Increase approval level to \$75,000
  - Previous authorization level was \$50,000
  - Reduces Board action by an average of 2 contracts annually
  - Board will still review annually
- Eliminate approval for maintenance agreements associated with previously competitive procured equipment and systems
  - Reduces Board action by an average of 3 contracts annually



# Contracts Awarded to Other Than Low Bidder

- Board authorizes all valued at \$25,000 or greater
- No change is recommended



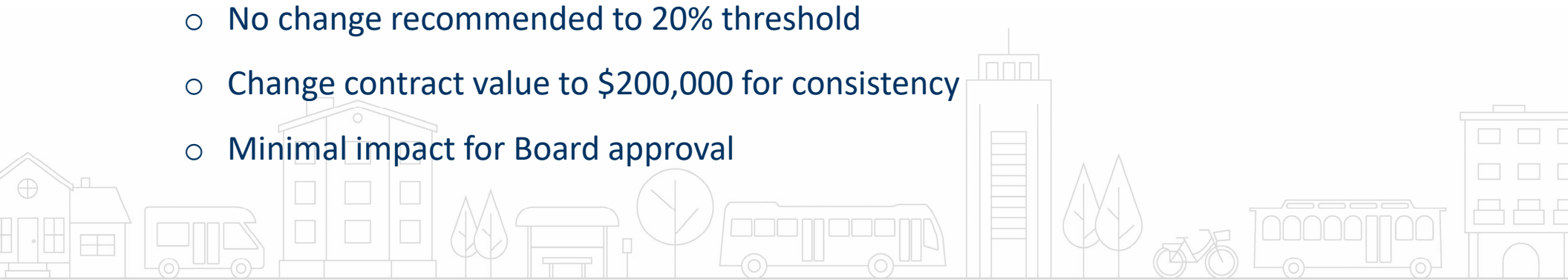


# Change Orders

Current Language:

*“The Board authorizes cumulative (sum total) change orders that exceed 20% of the original contract value or \$150,000-whichever is greater.”*

- No change recommended to 20% threshold
- Change contract value to \$200,000 for consistency
- Minimal impact for Board approval



# Questions



# Monthly Management Report

February 2023

The logo for CDTA (California Department of Transportation) 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 logo is set against a dark blue background that transitions into a lighter blue diagonal band.

## Monthly Management Report - February 2023

### Executive Summary

		Current Month			Year to Date		
REVENUE	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance	
1	Mortgage Tax	\$ 578,872	\$ 1,045,833	\$ (466,961)	-44.65%	\$ 2,276,015	19.78%
2	Customer Fares	\$ 1,719,163	\$ 1,214,083	\$ 505,080	41.60%	\$ 3,634,065	27.21%
3	RRS & Facilities	\$ 233,478	\$ 159,409	\$ 74,069	46.46%	\$ 786,966	44.88%
EXPENSES	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance	
4	Wages	\$ 4,372,924	\$ 4,795,521	\$ (422,597)	-8.81%	\$ (1,987,658)	-3.77%
5	Workers' Compensation	\$ 90,000	\$ 248,893	\$ (158,893)	-63.84%	\$ (810,070)	-29.59%
6	Maintenance Services	\$ 410,569	\$ 280,438	\$ 130,131	46.40%	\$ 388,028	12.58%
7	Liability - Claims	\$ 132,987	\$ 31,573	\$ 101,414	321.20%	\$ 209,291	60.26%
					<b>YTD Revenue</b>	6.85%	
					<b>YTD Expenses</b>	-4.95%	

#### *Revenue Summary*

- 1 MRT was under budget for the second consecutive month due to high interest rates and a slowing housing market; but we are 20% over budget for the year.
- 2 Customer Fares remain strong; we are 41% over budget for the month and 27% over budget for the year.
- 3 RRS parking and lease revenue continue to out pace budget projections; YTD revenue is 45% over budget.

#### *Expense Summary*

- 4 Wages are 9% under budget this month due to a short month, and a lower than budgeted headcount; we are 3.8% under budget for the year.
- 5 Workers' Compensation is 20% under budget for month and 26% under for the year.
- 6 Maintenance Services is over budget due to preventative maintenance work in our garages and invoice timing of payments.
- 7 Liability Claims are over budget due to a one-time claim settlement of \$85,000; YTD expense is over budget by 60%.

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

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

	<b>Feb-23</b>	<b>Feb-22</b>
<b>Assets</b>		
<b>Current Assets:</b>		
Cash	\$23,907,126	\$16,396,724
Investments	\$46,948,560	\$24,153,442
Receivables:		
Mortgage Tax	\$578,871	\$1,322,068
Federal Grants	\$0	\$0
New York State Operating Assistance	(\$3,846,119)	(\$2,720,936)
Trade and Other	\$15,736,693	\$13,000,242
Advances to Capital District Transportation Committee	\$637,492	\$1,079,319
Materials, Parts and Supplies	\$5,144,047	\$5,262,839
Prepaid Expenses	\$1,380,430	\$1,223,719
<b>Sub-Total Current Assets</b>	<b>\$90,487,101</b>	<b>\$59,717,417</b>
<b>Noncurrent Assets:</b>		
Capital Assets, net	\$120,865,341	\$105,273,607
<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>\$231,864,685</b>	<b>\$186,983,162</b>
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$5,535,607	\$4,313,888
Accrued Expenses	\$5,901,741	\$5,357,321
Unearned Revenue	\$15,127,141	\$1,987,409
Line of Credit	\$0	\$0
<b>Sub-Total Current Liabilities</b>	<b>\$26,564,489</b>	<b>\$11,658,618</b>
<b>Noncurrent Liabilities:</b>		
Capital Lease Agreement	\$13,575,873	\$1,507,550
Estimated Provision for Existing Claims and Settlements	\$10,567,916	\$9,377,506
Other postemployment benefits	\$83,355,200	\$85,491,074
Net Pension Liability	\$23,844	\$5,982,206
<b>Sub-Total Noncurrent Liabilities</b>	<b>\$107,522,833</b>	<b>\$102,358,336</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>\$174,583,477</b>	<b>\$146,556,869</b>
<b>Net Position</b>		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	(\$50,960,020)	(\$67,814,935)
<b>Total for Net Position</b>	<b>\$57,281,208</b>	<b>\$40,426,293</b>
<b>Total Liabilities and Net Position</b>	<b>\$231,864,685</b>	<b>\$186,983,162</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
CONSOLIDATED STATEMENT OF OPERATIONS  
February-23**

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>92%</b>
<b>REVENUE:</b>			
AUTHORITY	\$14,529,186	\$12,660,000	115%
TRANSIT	\$96,694,812	\$101,132,918	96%
ACCESS	\$523,896	\$425,000	123%
CDTA FACILITIES	\$2,664,765	\$2,030,299	131%
<b>TOTAL REVENUE</b>	<b>\$114,412,659</b>	<b>\$116,248,217</b>	<b>98%</b>
<b>EXPENSE:</b>			
AUTHORITY	\$16,708,120	\$17,814,081	94%
TRANSIT	\$81,318,490	\$94,709,606	86%
ACCESS	\$1,212,778	\$1,270,072	95%
CDTA FACILITIES	\$2,157,236	\$2,454,458	88%
<b>TOTAL EXPENSE</b>	<b>\$101,396,624</b>	<b>\$116,248,218</b>	<b>87%</b>
 Revenue over (under) Expenses	 \$13,016,035		
Depreciation	\$12,650,000		
Excess of Revenue over (under) Expenses	\$366,035		
Transfer from Capital Project Fund	\$0		
Transfer to Risk Mngt Fund	\$0		
Transfer from Risk Mngt Fund	\$250,015		
Transfer from Vehicle Replacement	\$0		
Transfer to Vehicle Replacement	\$0		
Transfer to Capital Projects Fund	(\$5,500,000)		
Transfer from Operating Fund	\$0		
Transfer to Operating Fund	(\$17,000,000)		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	(\$2,619,811)		
 *Net Excess of Revenue over (under) Expenses	 (\$24,503,762)		
*Contribution to required fleet replacement.			

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**February-23**

**BUDGET VARIANCE REPORT**

	<b>CONSOLIDATED</b>								<b>Annual 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	\$578,872	\$1,045,833	(\$466,961)	-44.65%	\$13,780,181	\$11,504,167	\$2,276,015	19.78%	\$12,550,000
Customer Fares	\$1,719,163	\$1,214,083	\$505,079	41.60%	\$16,988,981	\$13,354,916	\$3,634,065	27.21%	\$14,568,999
Advertising Revenue	\$141,667	\$116,042	\$25,625	22.08%	\$1,668,384	\$1,276,458	\$391,925	30.70%	\$1,392,500
RRS & Facilities	\$233,478	\$159,409	\$74,069	46.47%	\$2,540,465	\$1,753,499	\$786,966	44.88%	\$1,912,908
Interest Income	\$40,778	\$1,667	\$39,111	2346.67%	\$47,377	\$18,333	\$29,044	158.42%	\$20,000
Misc. Income	\$18,560	\$11,542	\$7,018	60.81%	\$236,848	\$126,958	\$109,890	86.56%	\$138,500
<b>Total Operating Revenue</b>	<b>\$2,732,518</b>	<b>\$2,548,576</b>	<b>\$183,942</b>	<b>7.22%</b>	<b>\$35,262,236</b>	<b>\$28,034,331</b>	<b>\$7,227,905</b>	<b>25.78%</b>	<b>\$30,582,907</b>
Operating Assistance									
New York State Aid	\$4,336,383	\$4,336,383	\$0	0.00%	\$47,700,216	\$47,700,217	\$0	0.00%	\$52,036,600
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,757,250	\$1,757,250	\$0	0.00%	\$1,917,001
Federal Aid	\$2,492,160	\$2,492,160	\$0	0.00%	\$27,413,763	\$27,413,763	\$0	0.00%	\$29,905,923
Operating Grants	\$150,482	\$150,482	\$0	0.00%	\$1,655,304	\$1,655,304	\$0	0.00%	\$1,805,786
<b>Total Operating Assistance</b>	<b>\$7,138,776</b>	<b>\$7,138,776</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$78,526,532</b>	<b>\$78,526,533</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$85,665,310</b>
<b>Total Revenue and Assistance</b>	<b>\$9,871,294</b>	<b>\$9,687,351</b>	<b>\$183,942</b>	<b>1.90%</b>	<b>\$113,788,769</b>	<b>\$106,560,865</b>	<b>\$7,227,905</b>	<b>6.78%</b>	<b>\$116,248,217</b>
Expenses									
Salaries and Wages	\$4,372,924	\$4,795,521	(\$422,597)	-8.81%	\$50,763,075	\$52,750,733	(\$1,987,658)	-3.77%	\$57,546,254
FICA	\$316,608	\$330,229	(\$13,621)	-4.12%	\$3,681,486	\$3,632,521	\$48,965	1.35%	\$3,962,750
Health Benefits	\$939,679	\$1,004,239	(\$64,560)	-6.43%	\$9,684,098	\$11,046,631	(\$1,362,533)	-12.33%	\$12,050,871
Workers Compensation	\$90,000	\$248,893	(\$158,893)	-63.84%	\$1,927,755	\$2,737,825	(\$810,070)	-29.59%	\$2,986,718
Other Benefits	\$318,853	\$405,457	(\$86,604)	-21.36%	\$3,909,593	\$4,460,030	(\$550,437)	-12.34%	\$4,865,487
Professional Services	\$337,898	\$392,479	(\$54,580)	-13.91%	\$3,584,381	\$4,317,266	(\$732,885)	-16.98%	\$4,709,745
Materials & Supplies	\$251,144	\$166,169	\$84,975	51.14%	\$1,932,195	\$1,827,854	\$104,341	5.71%	\$1,994,023
Miscellaneous	\$57,941	\$65,571	(\$7,630)	-11.64%	\$647,929	\$721,282	(\$73,353)	-10.17%	\$786,853
Purchased Transportation	\$825,402	\$778,591	\$46,811	6.01%	\$8,813,656	\$8,564,503	\$249,153	2.91%	\$9,343,094
Maintenance Services	\$410,569	\$280,438	\$130,131	46.40%	\$3,472,848	\$3,084,820	\$388,028	12.58%	\$3,365,258
Liability - Claims	\$132,987	\$31,573	\$101,414	321.21%	\$556,594	\$347,302	\$209,291	60.26%	\$378,875
Utilities	\$144,757	\$119,185	\$25,572	21.46%	\$1,328,391	\$1,311,035	\$17,356	1.32%	\$1,430,220
Fuel	\$341,996	\$487,271	(\$145,275)	-29.81%	\$4,569,386	\$5,359,978	(\$790,592)	-14.75%	\$5,847,249
Parts, Tires, Oil	\$501,367	\$497,398	\$3,969	0.80%	\$5,472,139	\$5,471,377	\$762	0.01%	\$5,968,775
General Insurance	\$93,038	\$84,337	\$8,701	10.32%	\$938,295	\$927,709	\$10,586	1.14%	\$1,012,046
<b>Total EXPENSES</b>	<b>\$9,135,163</b>	<b>\$9,687,351</b>	<b>(\$552,189)</b>	<b>-5.70%</b>	<b>\$101,281,819</b>	<b>\$106,560,866</b>	<b>(\$5,279,047)</b>	<b>-4.95%</b>	<b>\$116,248,217</b>
Surplus/Deficit	\$736,131	(\$0)	\$736,131		\$12,506,949	(\$1)	\$12,506,952		(\$0)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**February-23**

**BUDGET VARIANCE REPORT**

	<b>NON-TRANSIT</b>								<b>Annual 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	\$578,872	\$1,045,833	(\$466,961)	-44.65%	\$13,780,181	\$11,504,167	\$2,276,015	19.78%	\$12,550,000
Interest Income	\$40,717	\$1,667	\$39,050	2342.99%	\$47,198	\$18,333	\$28,864	157.44%	\$20,000
Interest Inc-Invest/Change in Invest	\$172,548	\$0	\$172,548	0.00%	\$623,890	\$0	\$623,890	0.00%	\$0
Misc. Income - Authority	\$7,083	\$7,500	(\$417)	-5.56%	\$77,917	\$82,500	(\$4,583)	-5.56%	\$90,000
Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
<b>Total Operating Revenue</b>	<b>\$799,221</b>	<b>\$1,055,000</b>	<b>(\$255,779)</b>	<b>-24.24%</b>	<b>\$14,529,186</b>	<b>\$11,605,000</b>	<b>\$2,924,186</b>	<b>25.20%</b>	<b>\$12,660,000</b>
Expenses									
Labor - Authority	\$617,537	\$608,991	\$8,546	1.40%	\$7,371,287	\$6,698,899	\$672,388	10.04%	\$7,307,890
Fringe - Authority	\$372,492	\$390,026	(\$17,534)	-4.50%	\$4,389,378	\$4,290,289	\$99,089	2.31%	\$4,680,315
Materials & Supplies - Authority	\$14,910	\$15,820	(\$910)	-5.75%	\$113,877	\$174,016	(\$60,140)	-34.56%	\$189,836
Professional Services - Authority	\$239,811	\$242,695	(\$2,884)	-1.19%	\$2,203,673	\$2,669,650	(\$465,977)	-17.45%	\$2,912,345
Other Expenses - Authority	\$231,373	\$226,975	\$4,399	1.94%	\$2,629,906	\$2,496,720	\$133,185	5.33%	\$2,723,695
<b>Total Expenses</b>	<b>\$1,476,123</b>	<b>\$1,484,507</b>	<b>(\$8,383)</b>	<b>-0.56%</b>	<b>\$16,708,120</b>	<b>\$16,329,574</b>	<b>\$378,546</b>	<b>2.32%</b>	<b>\$17,814,081</b>
<b>Surplus/(Deficit)</b>	<b>(\$676,903)</b>	<b>(\$429,507)</b>	<b>(\$247,396)</b>		<b>(\$2,178,934)</b>	<b>(\$4,724,574)</b>	<b>\$2,545,640</b>		<b>(\$5,154,081)</b>



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**February-23**

**BUDGET VARIANCE REPORT**

	TRANSIT								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Passenger Fares-Transit	\$759,167	\$676,583	\$82,583	12.21%	\$9,954,014	\$7,442,416	\$2,511,599	33.75%	\$8,118,999
Contracts - Transit	\$902,083	\$502,083	\$400,000	79.67%	\$6,511,250	\$5,522,917	\$988,333	17.90%	\$6,025,000
Advertising-Transit	\$129,167	\$106,259	\$22,908	21.56%	\$1,530,884	\$1,168,850	\$362,034	30.97%	\$1,275,109
Misc. Income - Transit	\$13,677	\$4,042	\$9,635	238.40%	\$172,132	\$44,458	\$127,673	287.18%	\$48,500
Total Operating Revenue	\$1,804,093	\$1,288,967	\$515,126	39.96%	\$18,168,280	\$14,178,640	\$3,989,639	28.14%	\$15,467,608
Operating Assistance									
State Aid - General	\$4,143,300	\$4,143,300	\$0	0.00%	\$45,576,299	\$45,576,300	\$0	0.00%	\$49,719,600
State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$1,757,250	\$1,757,250	\$0	0.00%	\$1,917,000
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$366,667	\$366,667	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,757,250	\$1,757,251	\$0	0.00%	\$1,917,001
Federal Aid - Transit	\$2,492,160	\$2,492,160	\$0	0.00%	\$27,413,763	\$27,413,763	\$0	0.00%	\$29,905,923
Other Grants - Federal	\$150,482	\$150,482	\$0	0.00%	\$1,655,304	\$1,655,304	\$0	0.00%	\$1,805,786
Total Operating Assistance	\$7,138,776	\$7,138,776	\$0	0.00%	\$78,526,532	\$78,526,534	\$0	0.00%	\$85,665,310
Total Revenue and Assistance	\$8,942,869	\$8,427,743	\$515,126	6.11%	\$96,694,812	\$92,705,175	\$3,989,639	4.30%	\$101,132,918
Expenses									
Labor - Maintenance	\$805,906	\$828,921	(\$23,016)	-2.78%	\$8,903,782	\$9,118,135	(\$214,353)	-2.35%	\$9,947,056
Labor - Transportation	\$2,656,046	\$3,031,143	(\$375,097)	-12.37%	\$31,056,330	\$33,342,577	(\$2,286,247)	-6.86%	\$36,373,720
Labor - STAR	\$216,854	\$253,345	(\$36,490)	-14.40%	\$2,587,682	\$2,786,790	(\$199,108)	-7.14%	\$3,040,134
Fringe	\$1,278,529	\$1,585,752	(\$307,223)	-19.37%	\$14,728,609	\$17,443,274	(\$2,714,665)	-15.56%	\$19,029,026
Materials & Supplies	\$1,037,879	\$1,115,468	(\$77,590)	-6.96%	\$11,787,078	\$12,270,151	(\$483,072)	-3.94%	\$13,385,619
Professional Services	\$209,697	\$140,064	\$69,633	49.72%	\$1,648,649	\$1,540,699	\$107,951	7.01%	\$1,680,762
Other Expenses	\$4,141	\$4,379	(\$238)	-5.43%	\$45,169	\$48,171	(\$3,001)	-6.23%	\$52,550
Purchased Transportation - STAR	\$636,120	\$515,636	\$120,484	23.37%	\$6,945,078	\$5,671,994	\$1,273,084	22.45%	\$6,187,630
Liability - Claims	\$132,987	\$31,573	\$101,414	321.21%	\$556,594	\$347,302	\$209,291	60.26%	\$378,875
Liability - Insurance	\$78,326	\$81,596	(\$3,270)	-4.01%	\$669,496	\$897,551	(\$228,054)	-25.41%	\$979,146
Utilities - Transit	\$100,260	\$71,560	\$28,700	40.11%	\$826,704	\$787,162	\$39,543	5.02%	\$858,722
Mat & Supplies - NX	\$0	\$5,833	(\$5,833)	-100.00%	\$13,739	\$64,167	(\$50,427)	-78.59%	\$70,000
Purchased Transportation - NX	\$110,126	\$129,053	(\$18,927)	-14.67%	\$1,170,691	\$1,419,578	(\$248,888)	-17.53%	\$1,548,631
Purchased Transportation - Montgomery	\$54,645	\$98,145	(\$43,500)	-44.32%	\$378,888	\$1,079,590	(\$700,702)	-64.90%	\$1,177,735
Total Expenses	\$7,321,514	\$7,892,467	(\$570,953)	-7.23%	\$81,318,490	\$86,817,139	(\$5,498,649)	-6.33%	\$94,709,606
Surplus/(Deficit)	\$1,621,355	\$535,276	\$1,086,079		\$15,376,322	\$5,888,036	\$9,488,288		\$6,423,312

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

February-23

**BUDGET VARIANCE REPORT**

	<b>ACCESS TRANSIT SERVICES</b>								<b>Annual 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	\$57,913	\$35,417	\$22,496	63.52%	\$523,717	\$389,583	\$134,133	34.43%	\$425,000
Interest Income	\$61	\$0	\$61	0.00%	\$179	\$0	\$179	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
<b>Total Operating Revenue</b>	<b>\$57,974</b>	<b>\$35,417</b>	<b>\$22,557</b>	<b>63.69%</b>	<b>\$523,896</b>	<b>\$389,583</b>	<b>\$134,312</b>	<b>34.48%</b>	<b>\$425,000</b>
<b>Total Revenue and Assistance</b>	<b>\$57,974</b>	<b>\$35,417</b>	<b>\$22,557</b>	<b>63.69%</b>	<b>\$523,896</b>	<b>\$389,583</b>	<b>\$134,312</b>	<b>34.48%</b>	<b>\$425,000</b>
Expenses									
Labor - Access	\$62,790	\$56,810	\$5,979	10.52%	\$675,680	\$624,914	\$50,766	8.12%	\$681,724
Fringe Benefits - Access	\$15,118	\$11,423	\$3,694	32.34%	\$171,036	\$125,656	\$45,380	36.11%	\$137,079
Purchased Transportation	\$24,512	\$33,333	(\$8,822)	-26.46%	\$318,998	\$366,667	(\$47,668)	-13.00%	\$400,000
Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$18,285	\$18,078	\$208	1.15%	\$19,721
Other Expenses - Access	\$26,779	\$2,629	\$24,150	918.59%	\$28,779	\$28,919	(\$140)	-0.48%	\$31,548
<b>Total Expenses</b>	<b>\$130,841</b>	<b>\$105,839</b>	<b>\$25,002</b>	<b>23.62%</b>	<b>\$1,212,778</b>	<b>\$1,164,233</b>	<b>\$48,546</b>	<b>4.17%</b>	<b>\$1,270,072</b>
<b>Surplus/(Deficit)</b>	<b>(\$72,867)</b>	<b>(\$70,423)</b>	<b>(\$2,444)</b>		<b>(\$688,883)</b>	<b>(\$774,649)</b>	<b>\$85,767</b>		<b>(\$845,072)</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**February-23**

BUDGET VARIANCE REPORT	CDTA FACILITIES								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
RRS Station & Garage	\$75,995	\$40,480	\$35,515	87.74%	\$802,917	\$445,278	\$357,639	80.32%	\$485,758
RRS Parking Revenue	\$143,938	\$106,929	\$37,009	34.61%	\$1,601,208	\$1,176,221	\$424,987	36.13%	\$1,283,150
RRS Advertising	\$12,500	\$9,783	\$2,717	27.78%	\$137,500	\$107,609	\$29,891	27.78%	\$117,391
SSTS	\$2,414	\$2,467	(\$53)	-2.14%	\$36,683	\$27,133	\$9,550	35.20%	\$29,600
Greyhound	\$75	\$2,500	(\$2,425)	-97.01%	\$1,581	\$27,500	(\$25,919)	-94.25%	\$30,000
85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$63,808	\$73,333	(\$9,525)	-12.99%	\$80,000
Interest Income	\$3,056	\$367	\$2,689	733.46%	\$21,068	\$4,033	\$17,035	422.35%	\$4,400
Total Operating Revenue	\$243,778	\$169,192	\$74,587	44.08%	\$2,664,765	\$1,861,108	\$803,657	43.18%	\$2,030,299
Expenses									
Labor	\$13,791	\$16,311	(\$2,519)	-15.45%	\$167,937	\$179,419	(\$11,482)	-6.40%	\$195,730
Fringe-Benefits	\$2,562	\$1,617	\$945	58.41%	\$28,714	\$17,788	\$10,926	61.42%	\$19,405
Professional Services	\$5,828	\$10,417	(\$4,588)	-44.05%	\$97,976	\$114,583	(\$16,607)	-14.49%	\$125,000
Insurance	\$8,885	\$2,417	\$6,468	267.65%	\$85,608	\$26,583	\$59,024	222.03%	\$29,000
Security	\$30,070	\$33,617	(\$3,547)	-10.55%	\$178,810	\$369,783	(\$190,974)	-51.64%	\$403,400
Facilities Upkeep	\$31,100	\$24,833	\$6,266	25.23%	\$193,638	\$273,167	(\$79,529)	-29.11%	\$298,000
Facilities Repairs	\$14,508	\$8,474	\$6,034	71.21%	\$167,026	\$93,209	\$73,817	79.19%	\$101,683
Utilities	\$37,033	\$41,117	(\$4,084)	-9.93%	\$431,899	\$452,282	(\$20,383)	-4.51%	\$493,398
Materials & Supplies	\$0	\$1,333	(\$1,333)	-100.00%	\$7,284	\$14,667	(\$7,383)	-50.34%	\$16,000
Parking Garage	\$48,791	\$40,833	\$7,957	19.49%	\$516,053	\$449,167	\$66,886	14.89%	\$490,000
Greyhound	\$0	\$667	(\$667)	-100.00%	\$378	\$7,333	(\$6,955)	-94.84%	\$8,000
85 Watervliet Avenue	\$6,866	\$9,395	(\$2,529)	-26.92%	\$141,956	\$103,347	\$38,609	37.36%	\$112,742
SSTS	\$10,811	\$13,508	(\$2,698)	-19.97%	\$139,957	\$148,592	(\$8,635)	-5.81%	\$162,100
Total Expenses	\$210,244	\$204,538	\$5,706	2.79%	\$2,157,236	\$2,249,920	(\$92,684)	-4.12%	\$2,454,458
Surplus/(Deficit)	\$33,535	(\$35,347)	\$68,881		\$507,529	(\$388,812)	\$896,342		(\$424,159)

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

Feb-23		
	Amount	% of Total
Current	\$841,910	5.60%
31 - 60	\$9,922,924	65.99%
61 - 90	\$896,263	5.96%
91 - 120	\$57,390	0.38%
Over 120	\$3,317,564	22.06%
Total Accounts Receivable	\$15,036,051	100.00%

Jan-23		
	Amount	% of Total
Current	\$11,056,267	64.32%
31 - 60	\$528,293	3.07%
61 - 90	\$667,435	3.88%
91 - 120	\$1,558,747	9.07%
Over 120	\$3,379,059	19.66%
Total Accounts Receivable	\$17,189,801	100.00%

## AGING OF ACCOUNTS PAYABLE

Feb-23		
	Amount	% of Total
Current	\$3,796,978	72.93%
31 - 60	\$274,328	5.27%
61 - 90	\$1,101,408	21.15%
90 & Over	\$33,782	0.65%
Total Accounts Payable	\$5,206,495	100.00%

**Feb-23 Receivables over 120 days:** \$3,317,564

Breakdown of outstanding receivables over 120 days.	
\$1,805,848	FEDERAL TRANSIT ADMIN
\$1,284,116	NYS DEPT. OF TRANSPORTATION
\$87,500	CITY OF ALBANY
\$73,191	UNIVERSITY AT ALBANY
\$33,468	NEW YORK POWER AUTHORITY
\$33,440	OTHER
<u>\$3,317,564</u>	

## ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	Feb-23	Feb-22	Difference	%	2023	2022	Difference	%
Albany	\$219,417	\$335,567	(\$116,150)	-34.61%	\$5,175,660	\$5,249,160	(\$73,500)	-1.40%
Rensselaer	\$89,095	\$225,293	(\$136,198)	-60.45%	\$1,940,694	\$2,610,636	(\$669,942)	-25.66%
Saratoga	\$182,553	\$403,850	(\$221,297)	-54.80%	\$5,053,416	\$5,555,258	(\$501,842)	-9.03%
Schenectady	\$87,807	\$128,172	(\$40,365)	-31.49%	\$1,610,411	\$2,473,326	(\$862,915)	-34.89%
Total	\$578,872	\$1,092,883	(\$514,011)	-47.03%	\$13,780,181	\$15,888,380	(\$2,108,198)	-13.27%

### Current Month Year To Date

FY 2023	\$578,872	\$13,780,181
FY 2022	\$1,092,883	\$15,888,380

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  
February 28, 2023**

**RESTRICTED INVESTMENTS**

	<b><u>Fund Balances</u></b>	<b><u>Current Obligations</u></b>
Risk Management Account (Self-Insured)	\$3,292,521	\$2,353,111
Workers' Comp. Account (Self-Insured)	\$9,506,802	\$8,214,805
Operating Account	\$20,330,173	

**Current Operating Reserve Obligations**

**Current Capital Reserve Obligations**

\$12,876,904

Washington/Western BRT Project

**Current Vehicle Replacement Reserve Obligations**

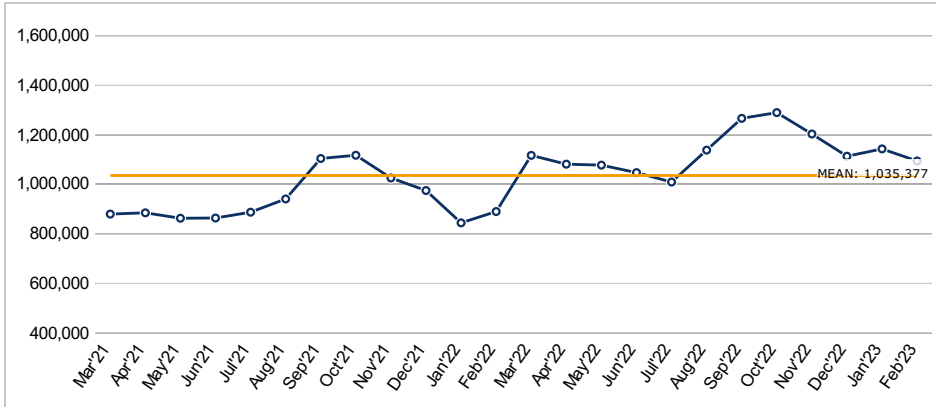
\$942,160

Commuter buses (2)

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	2.23%
Workers' Compensation	1.58%
Operating Fund	4.32%
Vehicle Replacement Fund	2.53%
Capital Project	2.12%

\* 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.

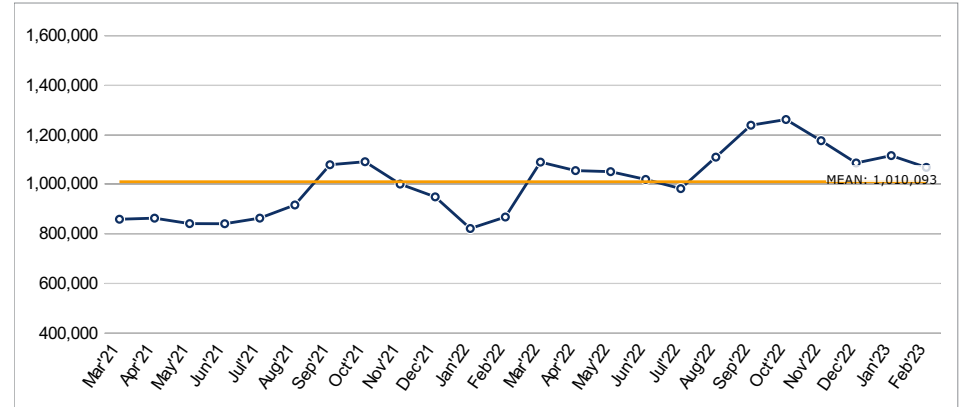
## ☘ Total Riders



Previous: 889,710

Current: 1,093,804

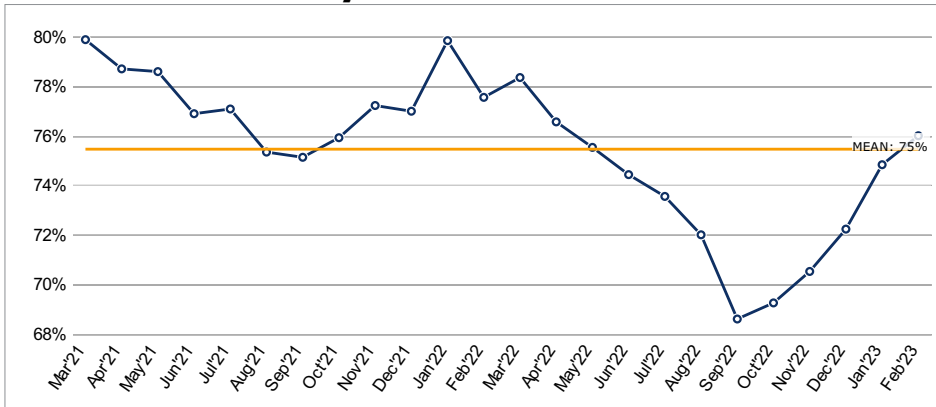
## ☘ Fixed Riders



Previous: 867,627

Current: 1,068,042

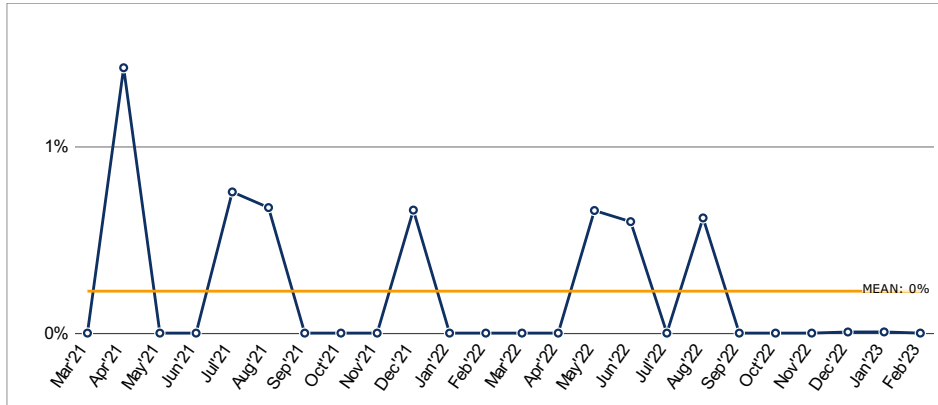
## ☘ System Wide OTP



Previous: 77.6%

Current: 76.0%

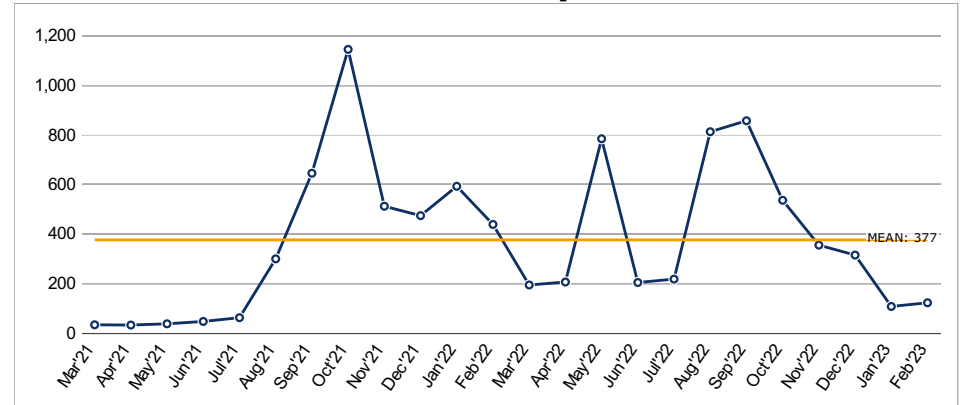
## PMI Not On Time



Previous: 0.0%

Current: 0.0%

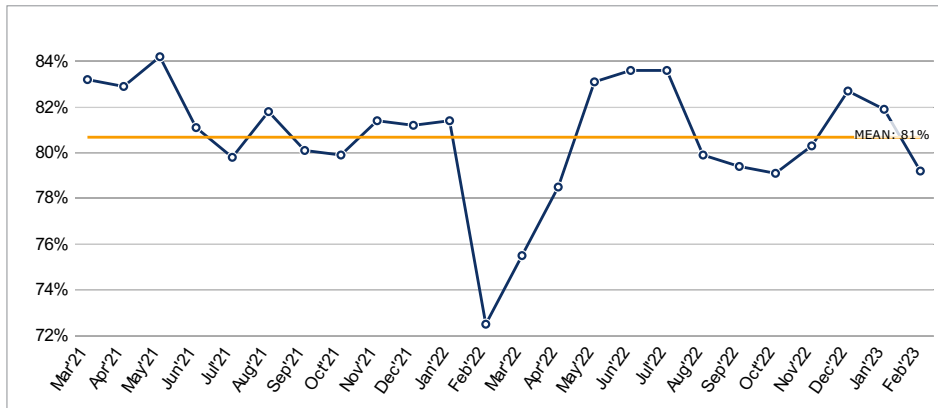
## Missed Trips



Previous: 439

Current: 123

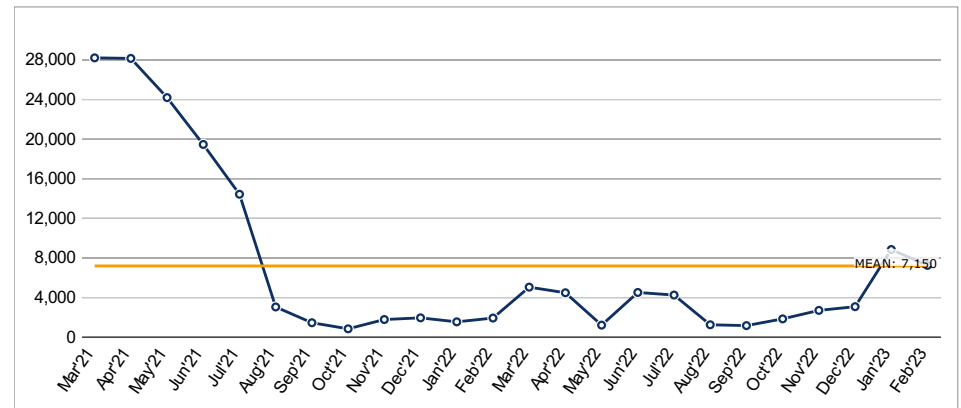
## Scheduled Work



Previous: 72.5%

Current: 79.2%

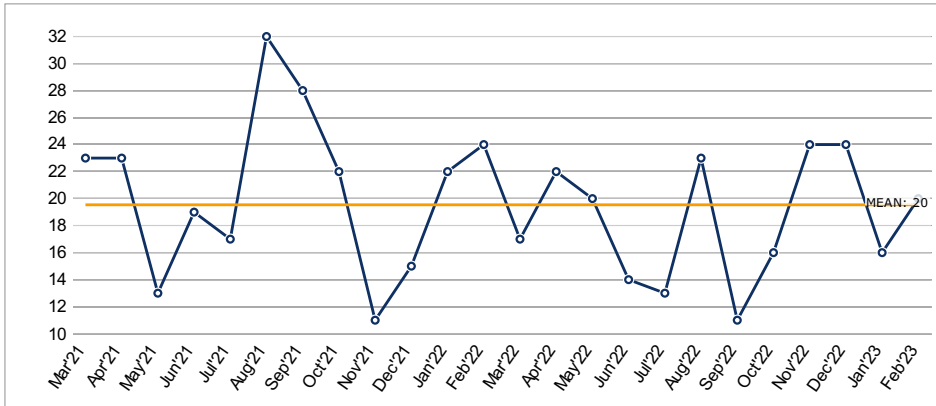
## MDBSI



Previous: 1,889

Current: 7,204

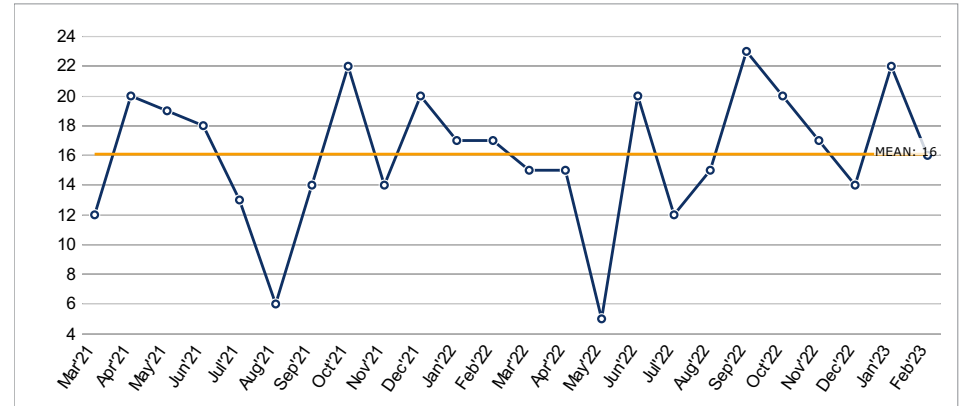
## ☘ Preventable Accidents



Previous: 24

Current: 20

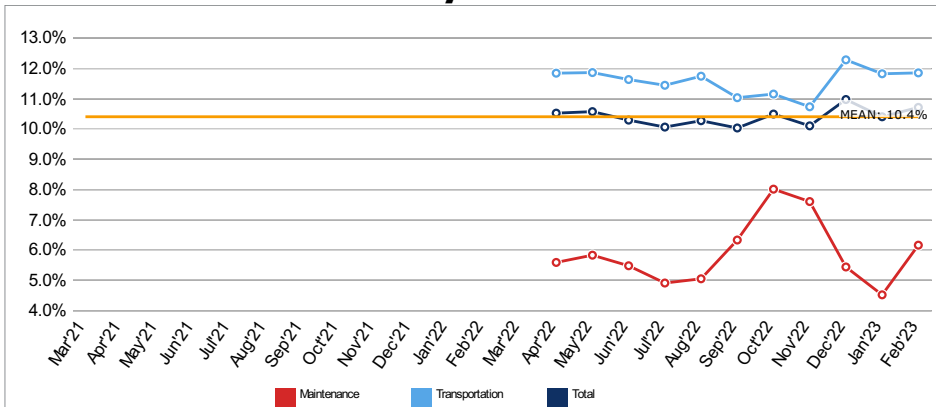
## ☘ Non-Preventable Accidents



Previous: 17

Current: 16

## ☘ Percent Days Not Worked

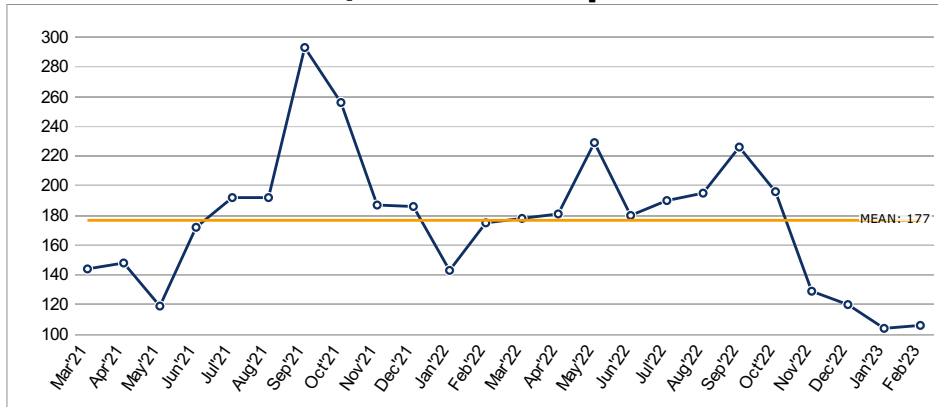


Previous:

Current: 10.7%



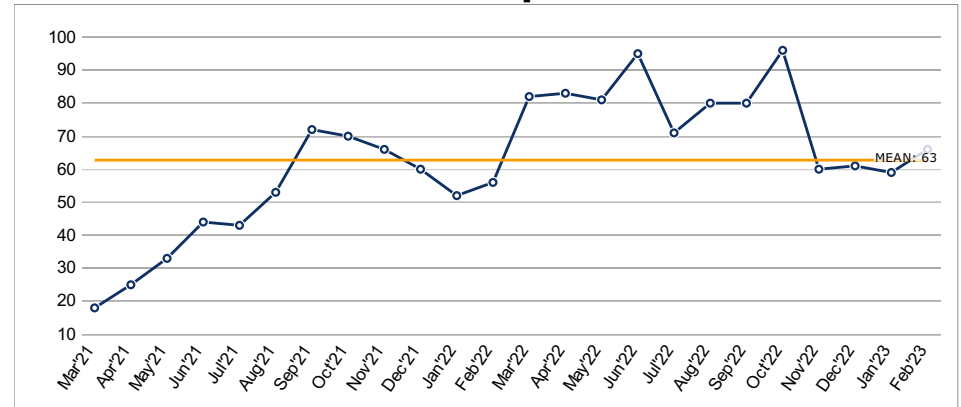
## Fixed/Shuttle Complaints



Previous: 175

Current: 106

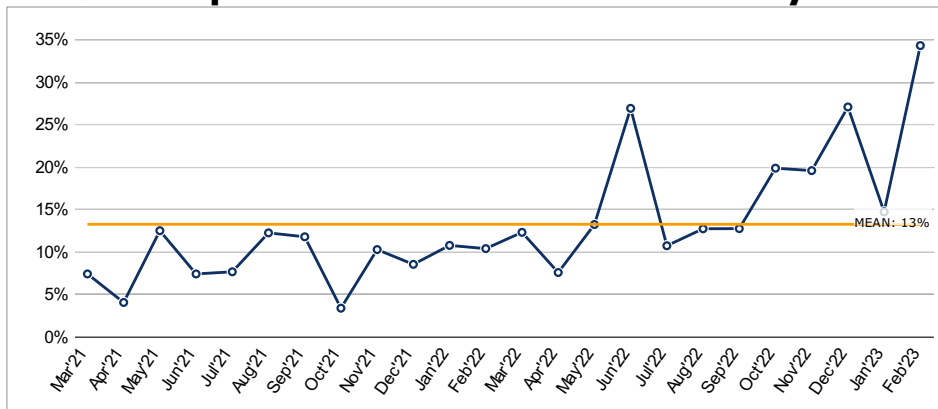
## Other Complaints



Previous: 56

Current: 66

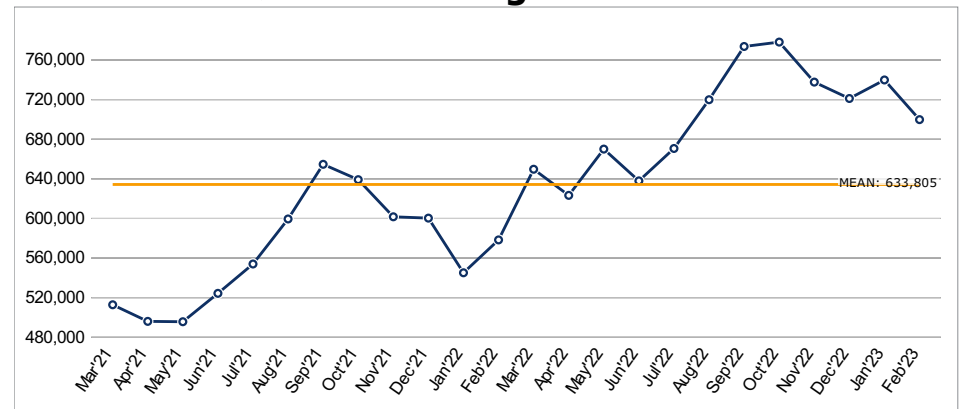
## Complaints Not Addressed in Ten Days



Previous: 10.4%

Current: 34.3%

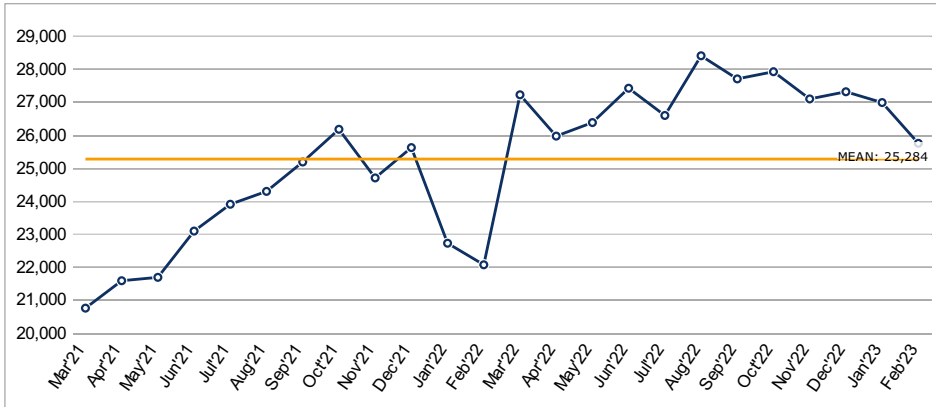
## Website Page Views



Previous: 577,838

Current: 699,266

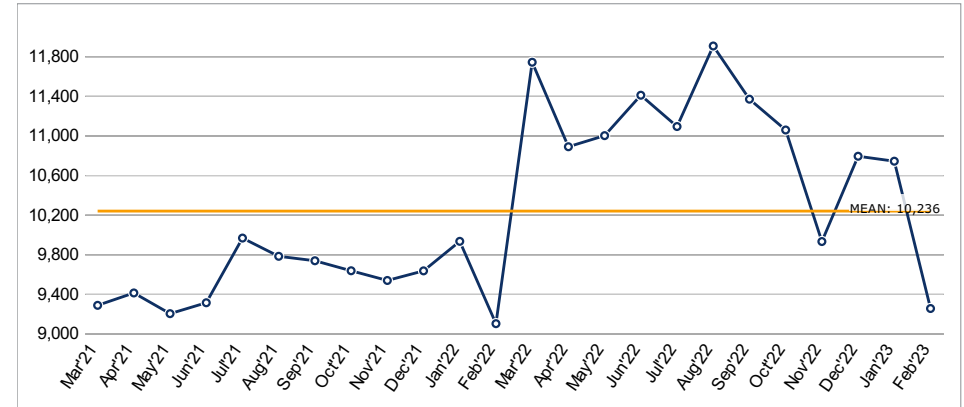
## STAR Riders



Previous: 22,083

Current: 25,762

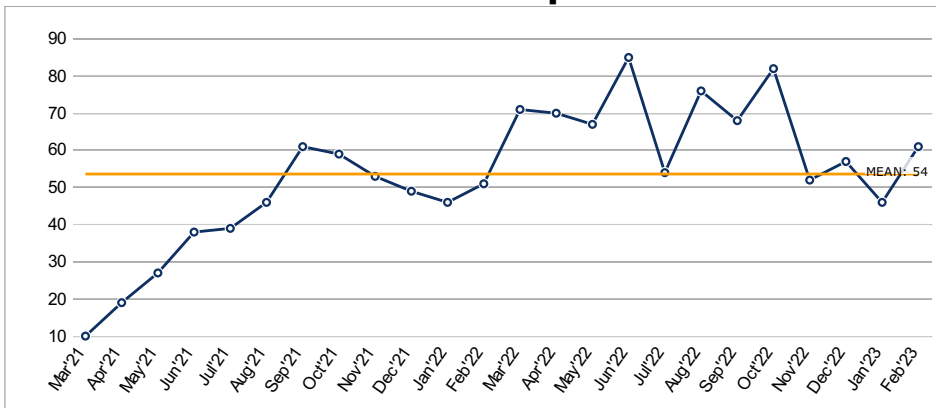
## Reservation Calls



Previous: 9,100

Current: 9,253

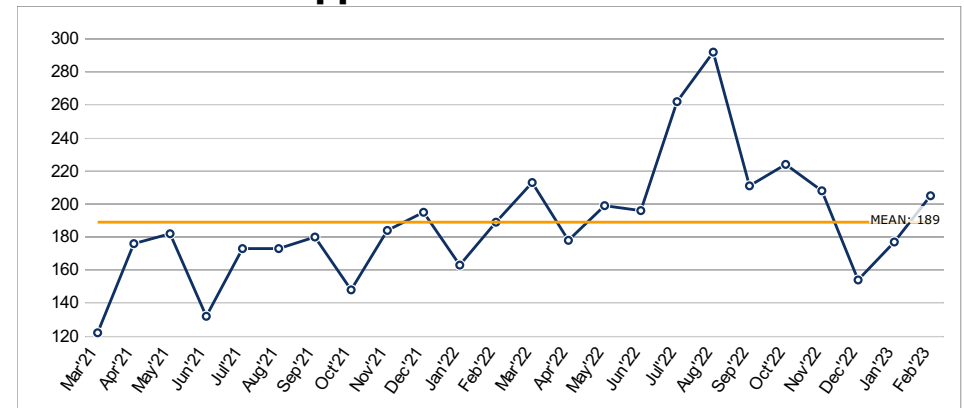
## Customer Complaints



Previous: 51

Current: 61

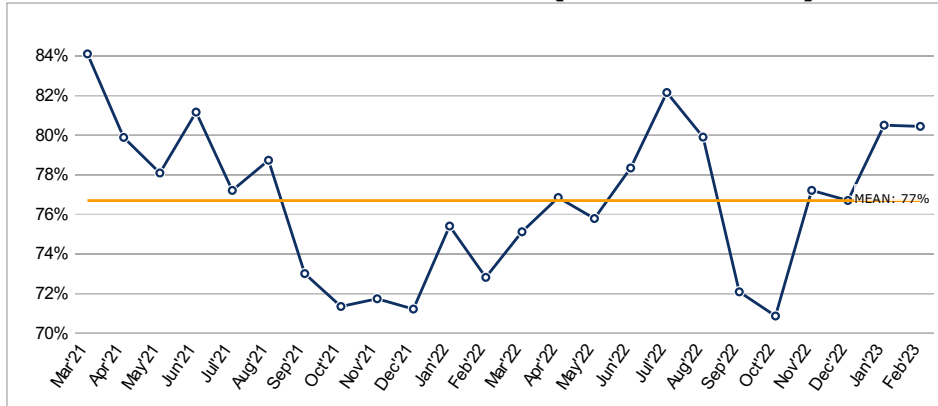
## Applications Received



Previous: 189

Current: 205

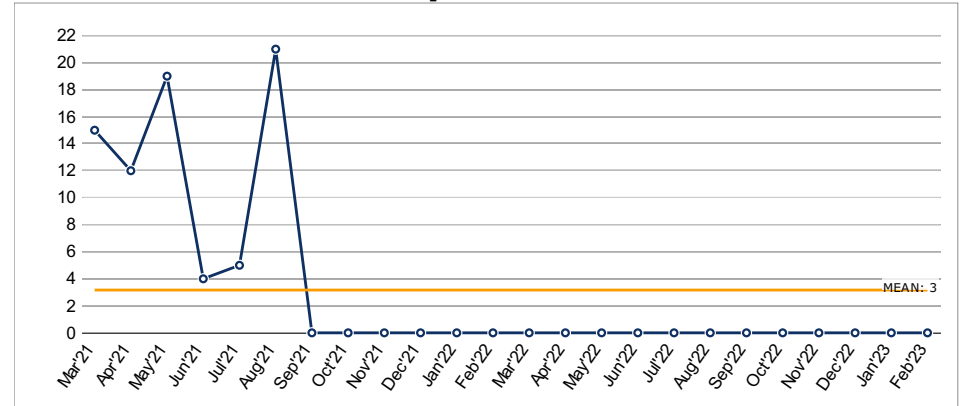
## ☘ On-Time Performance (0-10 Minutes)



Previous: 72.8%

Current: 80.4%

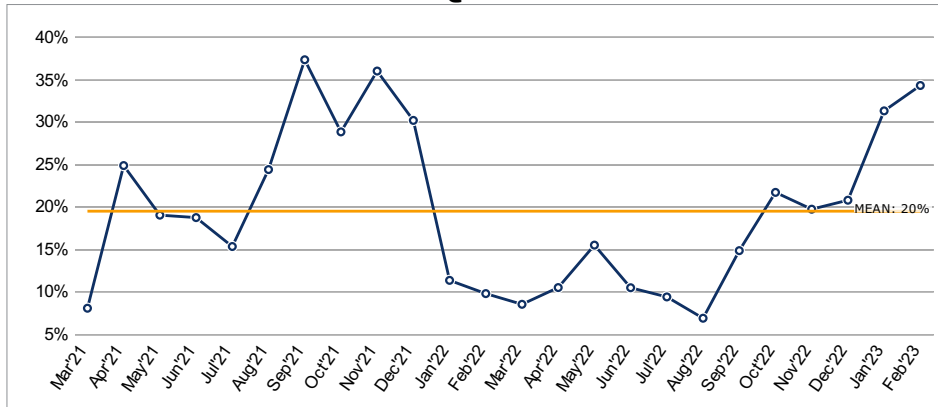
## ☘ Trip Denials



Previous: 0

Current: 0

## ☘ Reservation Calls in Queue Over Five Minutes



Previous: 9.8%

Current: 34.3%

**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).

**Percent Days Not Worked** – Total workdays scheduled in the Maintenance and Transportation departments divided by the total number of days not worked. Days not worked can be due to disability/workman's compensation, disqualification, excused time, FMLA, leave of absence, missed/late time, sick leave, suspension, or unexcused absence.

**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.