



**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Wednesday, April 19, 2023 | 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, March 22, 2023	Denise Figueroa
<b>Consent Agenda Items</b>	
• Approve Contract for Infrastructure Upgrades	Stacy Sansky
• Approve Contract for Electromobility Software	Stacy Sansky
• Approve Software License for Scheduling System	Stacy Sansky
• Approve Contract to Upgrade Parking Software at RRS	Stacy Sansky
• Approve Contract for Montgomery County Infrastructure Planning	Stacy Sansky
• Approve Contract for Marketing Services	Stacy Sansky
• Approve Contract for Fuel Purchases	Stacy Sansky
<b>Investment Committee</b>	
• Approve Investment Policy	Denise Figueroa
<b>Administrative Discussion Items</b>	
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, May 24, 2023 at 12 pm via Microsoft Teams & 110 Watervliet Ave	
Adjourn	Denise Figueroa

# Capital District Transportation Authority

## Performance Monitoring/Audit Committee

Meeting Minutes – March 22, 2023 at 12:02 PM; 110 Watervliet Avenue, Albany

In Attendance: Denise Figueroa, Jayme Lahut, Dan Lynch, Joe Spairana, David Stackrow, Peter Wohl; Carm Basile, Amanda Avery, Lance Zarcone, Mike Collins, Chris Desany, Jaime Kazlo, Trish Cooper, Stacy Sansky, Thomas Guggisberg, Sarah Matrose, Jon Scherzer, Vanessa Fox, Emily DeVito, Gary Guy, Nick Chenard, David Williams, Jack Grogan, Steve Wacksman

### Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the February 15, 2023 meeting were reviewed and approved.

### Consent Agenda Items

#### Approve Revised Procurement Manual

- Staff provided the annual review of the procurement manual. We had a good discussion on sole source awards and maintenance contracts that are supportive of prior competitive procurements.
- With the cost of goods and services increasing, we recommend raising the competitively procured board approval of contracts by \$50,000 (from \$150,000 to \$200,000), and change orders from \$100,000 to \$150,000.
- Revisions to the procurement manual will be recommended to the board for approval.

### Investment Committee

- The Investment Committee met on March 22, 2023 and will provide the quarterly report shortly.

### Administrative Discussion Items

- Chris Desany facilitated a conversation about the metrics we use in the Non-Financial Performance Report. We review these measures for time to time to validate their relevance and accuracy.
- Missed trips have been a challenge as they have been rising but as a percentage are relatively low. Chris recommends that we modify the chart to report *percent* of missed trips as a function of the total number of trips performed.
- STAR trip denials have been at zero for a couple of years. Because of the way denials are defined, they will always be zero, and therefore the metric is limited. Chris recommends replacing the existing metric with a chart that accurately reflects system quality for STAR. The new chart will show the number of clients transported outside the 25-minute window, the number of no shows, and the number of clients not transported due to delay.
- These changes will be reflected in next month's report.
- Mike Collins gave the Monthly Management Report. MRT was under budget for the second month in a row but is still 20% over budget for the year; Customer fare revenue continues to grow and is 27% over budget for the year; RRS revenue continues to improve and is 45% over budget for the year. Wages were under budget this month because of less workdays in February and continued headcount challenges; for the year, wages remain 3.7% under budget; Workers' Compensation is 30% under budget for the year. We are in a good financial position.
- Because of the earlier presentation by Chris Desany about performance metrics, this report was not given but it is included in your packets.

### Next Meeting

Wednesday, April 19, 2023 at 12:00 pm via Microsoft Teams and at 110 Watervliet Ave.

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Contract Award for Electrification Upgrades  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** April 19, 2023

### **Objective of Purchase or Service:**

CDTA has operated battery-electric buses (BEBs) since 2020. To continue developing our zero-emissions programs, additional infrastructure upgrades are required in Albany to accommodate a fleet beyond the eight battery-electric buses we have. The immediate goal is to make 100% use of the existing chargers, and to build a foundation for expansion. Upgrades to the facility will come in several phases. The initial work is being completed in partnership with National Grid and a \$600M “Make Ready” program (a portion of which is dedicated to transit). This program was established by the Public Service Commission and the work includes:

- Upgrading the National Grid Transformer
- Adding new and upgrading existing electrical panels
- Rewiring and recommissioning of the current chargers to enable 100% capacity
- Adding a transfer switch; and upgraded existing switchgear

Subsequent phases will include work provisioned by our \$30M LowNo grant, which includes additional infrastructure, chargers, buses, and workforce development programs. We will also seek to integrate a flexible, multi-propulsion strategy into the design of our west facility.

### **Summary of Staff Proposal:**

We need a consultant to help us complete the work shown above. A detailed design was developed, and an invitation for bid was released. The submissions were reviewed, and Kasselmann Electric was the low bidder. Four of the five bids were within 14% of each other and are in line with engineer estimates. Facilities staff completed reference checks and are satisfied with the feedback. Kasselmann Electric installed the current BEB infrastructure, and our staff were all very satisfied with their work.

### **Financial Summary/Cost:**

The project is expected to be completed over a two-year period with a base cost of \$2,094,406 which is being reimbursed by National Grid. Any remaining costs will be provided by internal capital funds.

### **Proposed Action:**

Staff recommends awarding a two-year contract to Kasselmann Electric Co, Inc. of Menands New York in an amount of \$2,094,406 with a 20% contingency for a total amount of \$2,513,287.

### **Manager:**

Jeremy Smith, 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:**

\$2,513,287 NTE      fixed estimated (circle one)

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

Request for Proposals (RFP)       Invitation for Bids (IFB)       Other-NYS OGS

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 # 42 and Advertised  
Number of Proposals/Bids Received # 5

Attach Summary of Bids/Proposals

7. **Disadvantaged Business Enterprise (DBE)/Minority/Women's Business Enterprise (MWBE) involvement**

Are there known DBEs/MWBEs that provide this good or service?      Yes      No  
Number of DBEs/MWBEs bidding/proposing      1 DBE      0 MWBE  
DBE/MWBE Certification on file?      Yes      No      Not Applicable  
Was contract awarded to a DBE/MWBE?      Yes      No  
Number of DBE/MWBE Subcontractors      0 DBE      0 MWBE (2WBE)

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Kasselman Electric Co, Inc.  
279 Broadway Suite 1  
Menands, NY 12204

8. **SOURCE OF FUNDS:** "Make Ready" Grant from National Grid

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: April 19, 2023



## Bid Summary



Contract Name: **Electric Bus Infrastructure**

Contract No: **CDTA FAC 210-2000**

Date/Time of  
Opening:

**March 23, 2023 1:00PM EST**

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Kasselman Electric Co, Inc. Address: 279 Broadway Suite 1 Menands, NY 12204 Contact: Kevin Shaughnessy Email: kevin@kasselmanelectric.com Phone: 518.465.4795	Lump Sum Base Bid Phase A: <b>\$87,268</b> Lump Sum Base Bid Phase B: <b>\$2,007,138</b> TOTAL COST: <b>\$2,094,406</b>	Alternate 1:  Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: DLC Electric, LLC Address: 479 St Rt 40 Troy, NY 12182 Contact: Margaret Cioffi Email: rburke@dlcelectric.com Phone: 518.326.8130	Lump Sum Base Bid Phase A: <b>\$775,000</b> Lump Sum Base Bid Phase B: \$1,542,000 TOTAL COST: <b>\$2,317,000</b>	Alternate 1:  Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: BW Electrical Services, LLC Address: 239 Homestead Road, Unit 2 Hillsborough, NJ 08844 Contact: Michael Wojtowicz Email: mwojtowicz@bwes.com Phone: 908.281.0660	Lump Sum Base Bid Phase A: <b>\$139,357</b> Lump Sum Base Bid Phase B: <b>\$2,136,700</b> TOTAL COST: <b>\$2,276,057</b>	Alternate 1:  Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Harold R Clune, Inc. Address: 30 Prospect St Ballston Spa, NY 12020 Contact: Brian W Clune Email: brian@cluneelectric.com Phone: 518.885.6199	Lump Sum Base Bid Phase A: <b>\$356,000</b> Lump Sum Base Bid Phase B: <b>\$3,250,000</b> TOTAL COST: <b>\$3,606,000</b>	Alternate 1:  Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Swan Contracting, LLC Address: 409 Old Niskayuna Rd Latham, NY 12110 Contact: David S Marshall Email: dmarshall@swan2b.com Phone: 518.675.0904	Lump Sum Base Bid Phase A: <b>\$187,034</b> Lump Sum Base Bid Phase B: <b>\$2,205,246</b> TOTAL COST: <b>\$2,392,279</b>	Alternate 1:  Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	Lump Sum Base Bid Phase A: Lump Sum Base Bid Phase B: TOTAL COST:	Alternate 1:  Alternate 2:	1	DBE __ MBE __ WBE __ SDVOB __
			2	DBE __ MBE __ WBE __ SDVOB __
			3	DBE __ MBE __ WBE __ SDVOB __
			4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Purchase of Electromobility Software  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** April 19, 2023

### **Objective of Purchase or Service:**

To purchase new electromobility software for the Intelligent Transportation Management System (ITMS) to manage the state of charge and provide predictive analytics for charging and scheduling battery-electric buses (BEB).

### **Summary of Staff Proposal:**

In 2017, our Intelligent Transportation Management System (ITMS) provided by INIT (Innovations in Transportation) was implemented as part of a competitive procurement process. In addition to computer aided dispatch/automatic vehicle location and P25 radio functionality, the ITMS includes modules to analyze and monitor operational activities such as vehicle component failures, service interruptions, and high passenger loads. It also provides customer focused products like real time bus arrival and occupancy information, infotainment messaging, stop announcements, a performance reporting dashboard, and many other features.

With the addition of battery-electric buses, and the expansion of vehicles as part of the low-no emissions federal grant program, a more advanced system is needed to monitor BEB state of charge and optimize range thresholds for real-time and predictive purposes.

This purchase is an upgrade to the INIT ITMS to provide a comprehensive view of CDTA's BEB's state of charge, range predictions, and other analytical data. This upgrade will help maximize cost-savings associated with avoiding peak charging, monitoring energy-efficient driving performance, and optimizing maintenance intervals. This upgrade will also provide BEB range reporting based on actual events in the CAD/AVL system to improve the planning and scheduling of service. This upgrade will provide dispatchers with the ability to make service decisions based on real-time BEB threshold warnings and range prediction alerts between charging points.

### **Financial Summary/Cost:**

The cost includes software licensing, implementation services, warranty and extended support, along with optional vehicle licenses. This will be funded by the vehicle management systems portion of the low-no emissions federal grant program.

A summary of the costs for software, support, warranty, and related services is provided below.

<b>Description</b>	<b>Cost \$</b>
eMOBILE Software Licensing (dispatcher side)	\$161,808
MOBILEmodi Software Licensing (street operations side)	\$136,254
Implementation Services (project management and upgrade)	\$69,112
Warranty and Extended Support (first three years included)	\$74,352
Optional Vehicle License (\$5,904 x 5 vehicles)	\$29,520
Project Contingency (20%)	\$73,435
<b>Annual Cost Totals:</b>	<b>\$544,481</b>

**Proposed Action:**

I recommend a contract be awarded to Innovations in Transportation, Inc. of Chesapeake, VA for the purchase of electromobility software for an amount not to exceed \$544,481.

**Manager:**

Thomas Guggisberg, Director of Information Technology

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

1. **TYPE OF CONTRACT (check one):**

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

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

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

3. **CONTRACT VALUE:**

\$544,481                      **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 Business Enterprise (DBE) involvement**

Are there known DBEs that provide this good or service?	Yes	<b>No</b>	
Number of DBEs bidding/proposing	<u>0</u>		
DBE Certification on file?	Yes	No	<b>Not Applicable</b>
Was contract awarded to a DBE?	Yes	<b>No</b>	
Number of DBE Subcontractors	<u>0</u>		

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** INIT, Innovations in Transportation, Inc.  
1420 Kristina Way, Suite 101  
Chesapeake, VA 23320

8. **SOURCE OF FUNDS:** Lo-No Grant for ~\$545,000

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

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

Stacy Sansky, Director of Procurement                      DATED: April 19, 2023



# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Software Licensing for Scheduling System  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** April 19, 2023

### **Objective of Purchase or Service:**

To purchase additional software licenses for the fixed route scheduling system (HASTUS) to accommodate expansion of peak service levels from 200 to 250 vehicles.

### **Summary of Staff Proposal:**

In 2000, CDTA began using the fixed route scheduling system (HASTUS), which was competitively procured and provided by GIRO. HASTUS software is used for fixed route scheduling, run cutting, mapping, stop information displays, trip planning, and customer comment tracking, making it one of the most complex applications at CDTA. This purchase is for additional licensing to accommodate recent increases in the peak vehicle service levels of fixed route services from 200 to 250. Accordingly, this additional software licensing will amend the current HASTUS licensing, maintenance, and support agreement to enable the scheduling of fixed route services beyond 200 fixed route peak vehicles. Currently, CDTA's peak vehicle service levels exceed 215 vehicles.

This sole source purchase of software licensing is based on several important considerations. Most importantly, the HASTUS system is proprietary, which prevents us from pursuing another means to license and support the existing system through another vendor.

### **Financial Summary/Cost:**

The cost is based on a one-time HASTUS license adjustment fee of \$118,560 and two additional years of annual maintenance and support costs of \$31,336 for 2023-2025. This will be funded from our operating budget.

### **Proposed Action:**

I recommend the purchase of software licensing from GIRO of Montréal, Québec, Canada for an amount not to exceed \$149,896.

### **Manager:**

Thomas Guggisberg, Director of Information Technology

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

1. **TYPE OF CONTRACT (check one):**

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

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

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

3. **CONTRACT VALUE:**

\$149,896 (not to exceed)                      **fixed**                      estimated                      (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

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

Attach Summary of Bids/Proposals

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                      0

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: GIRO**

75 rue de Port-Royal Est, bureau 500

Montreal, Quebec, Canada H3L 3T1

8. **SOURCE OF FUNDS: Operating Budget for \$149,896**

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: April 19, 2023

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Upgrade of RRS Parking System  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** April 19, 2023

### Objective of Purchase or Service:

To upgrade the parking management system at the Rensselaer Rail Station and acquire maintenance and support services for the parking, revenue management, and access control systems.

### Summary of Staff Proposal:

In 2016, CDTA purchased and installed an Amano McGann parking management system at the Rensselaer Rail Station. It was provided by Access Technology Integration, Inc. (ATI). Over the last seven years, several updates and minor upgrades have been performed by ATI to maintain it. However, the existing system is now no longer supported by the original equipment manufacturer, *nor* our maintenance and support reseller.

The Information Technology and Facilities departments have reviewed upgrade requirements and system features for an updated parking management system. This review considered our operational, central management, business process, payment, and project management requirements to confirm that all our needs can be met with an upgrade.

Amano McGann's One system provides a more powerful, reliable, and flexible on-demand parking solution than the existing system (which has reached end-of-life). Major features include a cloud-based software program, new gates, ticket dispensers, and other hardware enhancements. It will allow for an improved user experience, remote access, secure payment controls, and seamless updates in the future. It will also improve our ability to project revenue and adjust pricing policy. Finally, an upgrade will minimize downtime of revenue collection activities inherent during any kind of system change.

This initiative will also allow us to maintain ongoing support and maintenance using the original equipment manufacturer and our local reseller. CDTA has been very satisfied with ATI's performance over the last 15 years supporting our parking management and access control systems.

### Summary/Cost:

This will be funded from our operating budget, and a summary of the costs is provided below:

Description	Cost \$
Amano McGann One Parking Management System (includes licensing and hardware)	\$222,619
Implementation Services	\$17,436
One Year Warranty and Support (includes parking and access control systems at all CDTA locations)	\$37,676
Project Contingency (20%)	\$48,011
<b>Annual Cost Totals:</b>	<b>\$325,742</b>

### Proposed Action:

I recommend a contract be awarded to Access Technology Integration, Inc. of Wynantskill, NY for an upgrade of the parking management system software, hardware, and services for an amount not to exceed \$325,742.

### Manager:

Rich Fantozzi, Software Architect

**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:**

\$325,742                      **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/Womens Business Enterprise (D/MWBE) involvement**

Are there known D/MWBEs that provide this good or service?                      **Yes**                      No  
Number of D/MWBEs bidding/proposing                      1  
D/MWBE Certification on file?                      **Yes**                      No                      Not Applicable  
Was contract awarded to a D/MWBE?                      **Yes**                      No  
Number of DBE Subcontractors                      0

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Access Technology Integration

461 Main Street  
Wynantskill, NY 12198

8. **SOURCE OF FUNDS:** Operating Budget

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: April 19, 2023

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Contract Award for Montgomery County Infrastructure Planning  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** April 19, 2023

### **Objective of Purchase or Service:**

To provide consulting services to assist in the planning and design of infrastructure to support CDTA service in Montgomery County.

### **Summary of Staff Proposal:**

CDTA wishes to make improvements to infrastructure along Montgomery County service corridors that will enhance transit operations and pedestrian access/safety at our stops and stations. Planning, traffic analysis, and design work will include site-specific improvements at crucial locations, including the park & ride facilities, mobility hubs, and key intersections along existing routes.

A Request for Proposals was released in January outlining the scope of work. Staff reviewed proposals based upon firm experience, qualifications of assigned personnel, response to the scope, and D/MWBE participation. Five firms submitted proposals and three were interviewed. We recommend awarding a contract to MJ Engineering and Land Surveying, P.C. MJ Engineering and their subconsultants were the most qualified team based on staff experience on similar projects. MJ is a highly regarded firm based in the Capital Region, with previous project experience in the City of Amsterdam and Montgomery County.

### **Financial Summary/Cost:**

Project cost is \$637,414 (including optional tasks). The first year of work will be funded by our capital program, and a State and a Municipal (SAM) Facilities grant. The consultant team will be released on phases of work at CDTA staff discretion.

### **Proposed Action:**

Staff recommends awarding a three-year contract with two one-year extensions to MJ Engineering and Land Surveying, P.C. of Clifton Park, NY for a value not to exceed \$637,414.

### **Manager:**

Ross Farrell, Director of Planning  
Megan Quirk, Senior Planner for Capital Planning & Design

**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:**

\$637,414 (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 # 30                      or                      **Advertised**  
Number of Proposals/Bids Received # 5

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                      1  
D/MWBE Certification on file?                      **Yes**                      No                      Not Applicable  
Was contract awarded to a D/MWBE?                      **Yes**                      No  
Number of D/MWBE Subcontractors                      2 (D/WBE)

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** MJ Engineering & Land Surveying, P.C.

1533 Crescent Road

Clifton Park, NY 12065

8. **SOURCE OF FUNDS:**  CDTA Capital Plan/ State & Municipal (SAM) Grant \$637,414

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: April 19, 2023

**CDTA PLAN 17-11000 Cumulative Scorecard Post Interview**

	<b>CHA-Albany, NY</b>	<b>Creighton Manning- Albany, NY</b>	<b>MJ Engineering-Clifton Park, NY</b>
Relevant experience and qualifications of the personnel assigned to the project. demonstrate knowledge, understanding, and experience with all aspects of the work scope. Qualified personnel assigned to the study with relevant transit and traffic planning experience with specific experience with transit applications are desirable. Experience with design of mobility hubs, complete streets projects, or transit infrastructure a plus. (140 Points)	110	128	130
Past performance in the study area. Demonstrated understanding of the context of the study area and past performance of the offeror on roadway and pedestrian infrastructure design activities in the City of Amsterdam, Montgomery County, and NYSDOT Region 2 (or city/municipalities of similar size or character). (160 Points)	101	128	148
Responsiveness to the RFP/ability to meet schedule. Understanding of the project scope. Ability to meet the desired schedule or propose a shorter schedule while maintaining quality and coordination will be viewed positively. Amount of work indicated to be accomplished for each task evaluated by person-hours by position title (80 Points)	52	76	66
MWBE/DBE/SDVOB Participation (20 Points)	20	3	8
<b>TOTAL (400 Points)</b>	<b>283</b>	<b>335</b>	<b>352</b>

Subs

Ryan Biggs/Clark Davis Surveying (WBE) Bergmann Associates  
 OSPA Engineering (WBE) FHI Studio (D/WBE)  
 RK Hite & Co

GPI  
 MH Professional (D/WBE)  
 Ambient Environmental (D/WBE)  
**\*MJ is a D/WBE firm as well**

**NOTE: TWO FIRMS NOT INTERVIEWED-Weston & Sampson, Fisher Associates**

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Consulting for Marketing, Branding & Creative Services  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** April 19, 2023

### **Objective of Purchase or Service:**

Provide consulting services to support marketing initiatives, company branding program and the creative components that tie it together.

### **Summary of Staff Proposal:**

Our approach to branding services, fare products, and facilities, coupled with expanding market share and increased ridership requires strategic planning, support and complementary materials that tell the CDTA story. This work will encompass customer outreach campaigns in support of projects, network adjustments, recruitment, and other company initiatives.

The work will produce deliverables including, strategic marketing plans, image development and enhancement campaigns, community outreach, product launches and market development. Focus areas will integrate our mix of mobility services under the CDTA brand umbrella to highlight our regional role. Work on strategies to foster greater customer retention and sales across our product suite will be core to this engagement.

An RFP was issued in November and a committee was established to review proposals (based on experience, qualifications, references and M/WDBE participation). Five firms submitted proposals. The committee reviewed each proposal, conducted reference checks, and recommends that we engage Overit Media for marketing, branding and creative services. Overit is the incumbent provider of these services for the past 8 years.

### **Financial Summary/Cost:**

A blended rate for services will be used to calculate a monthly retainer of hours given the variability in needs based on time of year, activation of projects and other factors.

### **Proposed Action:**

I recommend a three-year contact with two optional years to Overit Media of Albany, NY for Marketing, Branding and Creative services. Cost is not to exceed \$150,000 in any given fiscal year during the life of the initial term.

### **Manager:**

Jonathan Scherzer, Director of Business Development

### **Notes:**

Attached-Cumulative Scorecard



**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: No minimum  
 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:**

\$150,000/yr (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 # 101 or      Advertised  
Number of Proposals/Bids Received # 5

**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      1  
D/MWBE Certification on file?      Yes      No      Not Applicable  
Number of D/MWBE Subcontractors      0

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:**

Overit Media  
435 New Scotland Ave  
Albany, NY 12208

**9. SOURCE OF FUNDS:** Operating Budget ~ \$150,000

**10. 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)

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

Stacy Sansky, Director of Procurement      DATED: April 13, 2023

**Cummulative Post-Interview Scorecard CDTA BD 36-6000**

	<b>Overit-Albany, NY</b>	<b>Martin Group-Albany, NY</b>	<b>Pulsar Advertising-Albany, NY</b>
Transportation/Public Sector Experience 120 points	101	91	94
Qualifications of Individuals Assigned 80 points	74	69	69
Regional Experience 100 Points	94	87	68
Price/Fee 80 points	63	65	48
Disadvantaged/Minority/Women's Business Enterprise/Service Disabled Vet Owned 20 points	0	8	8
<b>TOTAL: (400 Points)</b>	<b>332</b>	<b>320</b>	<b>287</b>

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Contract for Diesel Fuel to Mirabito Energy Products  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** April 19, 2023

### **Objective of Purchase or Service:**

To provide Ultra-Low Sulfur Diesel (ULSD) for the fixed route fleet.

### **Summary of Staff Proposal:**

The board gives staff authority to purchase fuel from our supplier without the traditional competitive bid process. A competitive bid process can take several weeks before the price is known. During this time, market pricing can change significantly, especially for a commodity like fuel.

To improve our opportunity for better pricing, we receive daily pricing from our vendor (Mirabito) to monitor fuel markets, world news and events. Working with Mirabito, when we identify a competitive price, we make the purchase on the day when pricing meets our goals.

We normally secure a 12-month fuel supply to ensure budget predictability and to pay a lower price (if possible). Because of events over the past year, we are not able to purchase fuel at lower costs. In February we awarded Mirabito a seven-month contract at \$3.05 per gallon. Market pricing rose after our award, and then dropped to \$2.78 per gallon.

On March 24, 2023, we entered into an agreement with Mirabito at \$2.78 per gallon from January 2024 through August 2024, plus a winter blend additive for the colder months for an additional .59 cents per gallon.

### **Financial Summary/Cost:**

The price of the eight-month contract from January 2024 through August 2024 for 1.4 million gallons of diesel fuel is \$4.2 million to be funded in the operating budget.

### **Proposed Action:**

I recommend awarding an eight-month diesel fuel contract, starting on January 1 through August 31, 2024 to Mirabito Energy Products of Binghamton, NY for \$4,168,760.

### **Manager:**

Mike Collins, VP of Finance & Administration

**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:**

\$4.2M (Minimum Value)                                      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 Business Enterprise (DBE) involvement**

Are there known DBEs that provide this good or service?      Yes      **No**  
Number of DBEs bidding/proposing                                      0  
DBE Certification on file?                                      Yes      No      **Not Applicable**  
Number of DBE Subcontractors                                      0

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Mirabito Energy Products  
49 Court Street  
Binghamton, NY 13902

8. **SOURCE OF FUNDS:** FY24-5 Operating Budget ~ \$4.2 million

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: April 19, 2023

# Capital District Transportation Authority Agenda Action Sheet

**Subject:** Annual Approval of Investment Policy  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** April 19, 2023

## **Objective of Purchase or Service:**

The New York State Public Authorities Law Article 9, Title 7 requires an annual approval of our Investment Policy.

## **Summary of Staff Proposal:**

Our investment policy details the operative policy for investing, monitoring, and reporting of funds for CDTA. Each year this committee reviews our policy and makes recommendations based on input from our General Counsel and our Investment Advisor, Graypoint.

There is one minor reporting change to our policy. Our Custodian is switching from a monthly reporting of transactions and market values to a quarterly reporting. Graypoint will continue to provide a monthly report of all transactions and market values to our accountant. This change is highlighted in number 4(i) in the draft policy on page four.

## **Financial Summary/Cost:**

There is no financial impact to this change.

## **Proposed Action:**

I recommend we approve the change to the attached Investment Policy.

## **Manager:**

Mike Collins, VP of Finance & Administration

**INVESTMENT POLICY  
CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

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

1. Purpose

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

2. Authorization and Management

All investment decisions are to conform to:

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

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

### 3. Types of Investments

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

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

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

### 4. Operating Procedures

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

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

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

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

- d) If a Bank or Investment Broker/Dealer is operating as an agent for another Bank or any of its customers, such information must be disclosed to the Authority. To the extent the Board has retained an investment advisor, the advisor will act solely as agent on behalf of the Authority. The Advisor(s) may act as the Principal in a transaction only if it is authorized in writing by the Performance Monitoring/Audit Committee.
- e) In addition to the normal entries in cash receipts, cash disbursements and general ledger regarding investments, the following additional records shall be maintained.

- 1) A schedule for each Bank or Investment Broker/Dealer with which the Authority makes investments, maintained by the Accountant, showing:
- a. Date of transactions
  - b. Description and amount of investment
  - c. Interest rate
  - d. Due date of CD, or Bond
  - e. Market value of collateral or investment security
  - f. Indication of at least monthly recheck of market values

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



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

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

5. Collateralization

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

- d) Investments in Certificates of Deposit and Money Market Accounts are limited to FDIC insurance limits, unless collateralized.

6. Review of Investment Guidelines and Audit Procedures

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

7. Evaluation and Reporting

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

8. Settlement of Securities Transactions

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

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

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

- a) Investment Banks or Firms and Brokers authorized to do business within New York State.
- b) Investment Banks or Firms and Brokers in business for over (5) five years.
- c) Investment Banks or Firms and Brokers which have invested over \$500,000,000 in assets for their clients at the time of any investment made by the Authority.
- d) Investment Banks or Firms and Brokers that have demonstrated a proven record of returns, that meet or exceed the yield and total return generated from Treasury benchmarks.
- e) Investment Managers/Advisors must be registered with the Securities and Exchange Commission (SEC) while Investment Brokers/Dealers must be members in good standing with the Securities Investors Protection Corporation (SIPC) and the Financial Industry Regulatory Authority (FINRA).

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

# Monthly Management Report

March 2023



## Monthly Management Report - March 2023

### Executive Summary - Year-End Report

		Current Month			Year to Date		
REVENUE	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance	
1	Mortgage Tax	\$ 711,319	\$ 1,045,833	\$ (334,514)	-31.99%	\$ 1,941,500	15.47%
2	Customer Fares	\$ 1,892,474	\$ 1,214,083	\$ 678,391	55.88%	\$ 4,312,456	29.60%
3	Advertising	\$ 141,667	\$ 116,042	\$ 25,625	22.08%	\$ 417,550	29.99%
4	RRS & Facilities	\$ 231,227	\$ 159,409	\$ 71,818	45.05%	\$ 858,784	44.89%
EXPENSES	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance	
5	Wages	\$ 4,788,835	\$ 4,795,521	\$ (6,686)	-0.14%	\$ (1,994,344)	-3.47%
6	Health Benefits	\$ 925,064	\$ 1,004,239	\$ (79,175)	-7.88%	\$ (1,441,708)	-11.96%
7	Workers' Compensation	\$ 349,263	\$ 248,893	\$ 100,370	40.33%	\$ (709,700)	-23.76%
8	Professional Services	\$ 456,494	\$ 392,479	\$ 64,015	16.31%	\$ (668,870)	-14.20%
9	Purchased Transportation	\$ 894,825	\$ 778,591	\$ 116,234	14.93%	\$ 365,387	3.91%
10	Liability Claims	\$ 31,012	\$ 31,573	\$ (561)	-1.78%	\$ 208,731	55.09%
					<b>YTD Revenue</b>	6.61%	
					<b>YTD Expenses</b>	-4.30%	

#### *Revenue Summary*

- 1 Although this is the third month in a row that MRT is under budget, we finished the year \$1.9 million above budget projections at \$14.5 million. A cooling housing market and high interest rates continue to impact this line.
- 2 Customer Fares finished the year strong with revenue exceeding budget projections by \$4.3 million. We continue to make good progress to regain ridership, with Universal Access Program leading the way.
- 3 Advertising revenue exceeded budget projections by \$400k due to the efforts of Lamar, a mid-year contract adjustment, and a sales overage payment.
- 4 RRS revenue finished the year 45% over budget due to increased parking revenue and lease revenue being fully restored.

#### *Expense Summary*

- 5 Wages finished the year 3.5% under budget. Manpower issues continue to impact the overall wage line.
- 6 Health Benefits were significantly under budget this year due to lower headcounts and less employees selecting insurance.
- 7 Although Workers' Compensation was over budget this month because of Schedule Loss of Use Awards, for the year, we were under budget by 24% because of a significant reduction in these awards.
- 8 Professional Services is over budget this month because of timing issues, but under budget for the year by 14%.
- 9 Purchased Transportation was 4% over budget for the year due to outsourcing more trips due to ongoing manpower issues.
- 10 Liability Claims are over budget by 55% this year because of increased claim values and settlements.

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

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

	<b>Mar-23</b>	<b>Mar-22</b>
<b>Assets</b>		
<b>Current Assets:</b>		
Cash	\$20,008,523	\$10,032,633
Investments	\$47,112,400	\$23,834,232
Receivables:		
Mortgage Tax	\$711,318	\$1,572,465
Federal Grants	\$0	\$0
New York State Operating Assistance	\$345,659	\$537,718
Trade and Other	\$13,847,242	\$22,356,936
Advances to Capital District Transportation Committee	\$497,828	\$711,584
Materials, Parts and Supplies	\$5,055,307	\$5,124,858
Prepaid Expenses	\$1,203,415	\$1,161,231
<b>Sub-Total Current Assets</b>	<b>\$88,781,692</b>	<b>\$65,331,657</b>
<b>Noncurrent Assets:</b>		
Capital Assets, net	\$119,715,341	\$133,515,341
<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>\$229,009,277</b>	<b>\$220,839,135</b>
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$4,877,109	\$3,703,854
Accrued Expenses	\$5,642,153	\$5,524,068
Unearned Revenue	\$12,359,249	\$2,975,895
Line of Credit	\$0	\$0
<b>Sub-Total Current Liabilities</b>	<b>\$22,878,511</b>	<b>\$12,203,817</b>
<b>Noncurrent Liabilities:</b>		
Capital Lease Agreement	\$13,575,873	\$1,507,550
Estimated Provision for Existing Claims and Settlements	\$10,625,776	\$9,254,933
Other postemployment benefits	\$83,355,200	\$85,491,074
Net Pension Liability	\$23,844	\$5,982,206
<b>Sub-Total Noncurrent Liabilities</b>	<b>\$107,580,693</b>	<b>\$102,235,763</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>\$170,955,359</b>	<b>\$146,979,495</b>
<b>Net Position</b>		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	(\$50,187,310)	(\$34,381,588)
<b>Total for Net Position</b>	<b>\$58,053,918</b>	<b>\$73,859,640</b>
<b>Total Liabilities and Net Position</b>	<b>\$229,009,277</b>	<b>\$220,839,135</b>

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

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>100%</b>
<b>REVENUE:</b>			
AUTHORITY	\$15,616,453	\$12,660,000	123%
TRANSIT	\$105,819,364	\$101,132,918	105%
ACCESS	\$576,116	\$425,000	136%
CDTA FACILITIES	\$2,906,293	\$2,030,299	143%
<b>TOTAL REVENUE</b>	<b>\$124,918,226</b>	<b>\$116,248,217</b>	<b>107%</b>
<b>EXPENSE:</b>			
AUTHORITY	\$18,359,472	\$17,814,081	103%
TRANSIT	\$89,326,233	\$94,709,606	94%
ACCESS	\$1,339,434	\$1,270,072	105%
CDTA FACILITIES	\$2,345,667	\$2,454,458	96%
<b>TOTAL EXPENSE</b>	<b>\$111,370,806</b>	<b>\$116,248,218</b>	<b>96%</b>
Revenue over (under) Expenses	\$13,547,420		
Depreciation	\$13,800,000		
Excess of Revenue over (under) Expenses	(\$252,580)		
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	(\$2,839,620)		
*Net Excess of Revenue over (under) Expenses	(\$25,342,185)		
*Contribution to required fleet replacement.			

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**March-23**

BUDGET VARIANCE REPORT	CONSOLIDATED								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$711,319	\$1,045,833	(\$334,514)	-31.99%	\$14,491,500	\$12,550,000	\$1,941,500	15.47%	\$12,550,000
Customer Fares	\$1,892,474	\$1,214,083	\$678,391	55.88%	\$18,881,455	\$14,568,999	\$4,312,456	29.60%	\$14,568,999
Advertising Revenue	\$141,667	\$116,042	\$25,625	22.08%	\$1,810,050	\$1,392,500	\$417,550	29.99%	\$1,392,500
RRS & Facilities	\$231,227	\$159,409	\$71,818	45.05%	\$2,771,692	\$1,912,908	\$858,784	44.89%	\$1,912,908
Interest Income	\$8,441	\$1,667	\$6,775	406.48%	\$55,818	\$20,000	\$35,818	179.09%	\$20,000
Misc. Income	\$21,187	\$11,542	\$9,645	83.57%	\$258,035	\$138,500	\$119,535	86.31%	\$138,500
<b>Total Operating Revenue</b>	<b>\$3,006,315</b>	<b>\$2,548,576</b>	<b>\$457,740</b>	<b>17.96%</b>	<b>\$38,268,552</b>	<b>\$30,582,907</b>	<b>\$7,685,645</b>	<b>25.13%</b>	<b>\$30,582,907</b>
Operating Assistance									
New York State Aid	\$4,336,383	\$4,336,383	\$0	0.00%	\$52,036,599	\$52,036,600	\$0	0.00%	\$52,036,600
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,917,000	\$1,917,000	\$0	0.00%	\$1,917,001
Federal Aid	\$2,492,160	\$2,492,160	\$0	0.00%	\$29,905,923	\$29,905,923	\$0	0.00%	\$29,905,923
Operating Grants	\$150,482	\$150,482	\$0	0.00%	\$1,805,786	\$1,805,786	\$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>\$85,665,308</b>	<b>\$85,665,309</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$85,665,310</b>
<b>Total Revenue and Assistance</b>	<b>\$10,145,091</b>	<b>\$9,687,351</b>	<b>\$457,740</b>	<b>4.73%</b>	<b>\$123,933,860</b>	<b>\$116,248,216</b>	<b>\$7,685,645</b>	<b>6.61%</b>	<b>\$116,248,217</b>
Expenses									
Salaries and Wages	\$4,788,835	\$4,795,521	(\$6,686)	-0.14%	\$55,551,910	\$57,546,254	(\$1,994,344)	-3.47%	\$57,546,254
FICA	\$346,899	\$330,229	\$16,669	5.05%	\$4,028,385	\$3,962,750	\$65,635	1.66%	\$3,962,750
Health Benefits	\$925,064	\$1,004,239	(\$79,175)	-7.88%	\$10,609,163	\$12,050,871	(\$1,441,708)	-11.96%	\$12,050,871
Workers Compensation	\$349,263	\$248,893	\$100,370	40.33%	\$2,277,018	\$2,986,718	(\$709,700)	-23.76%	\$2,986,718
Other Benefits	\$323,736	\$405,457	(\$81,722)	-20.16%	\$4,233,328	\$4,865,487	(\$632,159)	-12.99%	\$4,865,487
Professional Services	\$456,494	\$392,479	\$64,015	16.31%	\$4,040,875	\$4,709,745	(\$668,870)	-14.20%	\$4,709,745
Materials & Supplies	\$186,963	\$166,169	\$20,794	12.51%	\$2,119,158	\$1,994,023	\$125,135	6.28%	\$1,994,023
Miscellaneous	\$74,270	\$65,571	\$8,699	13.27%	\$722,199	\$786,853	(\$64,654)	-8.22%	\$786,853
Purchased Transportation	\$961,115	\$778,591	\$182,524	23.44%	\$9,774,770	\$9,343,094	\$431,676	4.62%	\$9,343,094
Maintenance Services	\$250,606	\$280,438	(\$29,832)	-10.64%	\$3,723,454	\$3,365,258	\$358,196	10.64%	\$3,365,258
Liability - Claims	\$31,012	\$31,573	(\$561)	-1.78%	\$587,606	\$378,875	\$208,731	55.09%	\$378,875
Utilities	\$155,460	\$119,185	\$36,275	30.44%	\$1,483,851	\$1,430,220	\$53,631	3.75%	\$1,430,220
Fuel	\$439,562	\$487,271	(\$47,709)	-9.79%	\$5,008,948	\$5,847,249	(\$838,301)	-14.34%	\$5,847,249
Parts, Tires, Oil	\$588,542	\$497,398	\$91,144	18.32%	\$6,060,681	\$5,968,775	\$91,906	1.54%	\$5,968,775
General Insurance	\$93,038	\$84,337	\$8,701	10.32%	\$1,031,333	\$1,012,046	\$19,287	1.91%	\$1,012,046
<b>Total EXPENSES</b>	<b>\$9,970,860</b>	<b>\$9,687,351</b>	<b>\$283,508</b>	<b>2.93%</b>	<b>\$111,252,678</b>	<b>\$116,248,217</b>	<b>(\$4,995,539)</b>	<b>-4.30%</b>	<b>\$116,248,217</b>
Surplus/Deficit	\$174,231	(\$0)	\$174,232		\$12,681,181	(\$1)	\$12,681,184		(\$0)



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**March-23**

**BUDGET VARIANCE REPORT**

<b>NON-TRANSIT</b>									
<b>This Month</b>					<b>Year to Date</b>				<b>Annual</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>	<b>Budget</b>
<b>Operating Revenue</b>									
Mortgage Tax	\$711,319	\$1,045,833	(\$334,514)	-31.99%	\$14,491,500	\$12,550,000	\$1,941,500	15.47%	\$12,550,000
Interest Income	\$8,390	\$1,667	\$6,724	403.41%	\$55,588	\$20,000	\$35,588	177.94%	\$20,000
Interest Inc-Invest/Change in Invest	\$360,475	\$0	\$360,475	0.00%	\$984,365	\$0	\$984,365	0.00%	\$0
Misc. Income - Authority	\$7,083	\$7,500	(\$417)	-5.56%	\$85,000	\$90,000	(\$5,000)	-5.56%	\$90,000
Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
<b>Total Operating Revenue</b>	<b>\$1,087,267</b>	<b>\$1,055,000</b>	<b>\$32,267</b>	<b>3.06%</b>	<b>\$15,616,453</b>	<b>\$12,660,000</b>	<b>\$2,956,453</b>	<b>23.35%</b>	<b>\$12,660,000</b>
<b>Expenses</b>									
Labor - Authority	\$720,529	\$608,991	\$111,539	18.32%	\$8,091,816	\$7,307,890	\$783,926	10.73%	\$7,307,890
Fringe - Authority	\$374,865	\$390,026	(\$15,162)	-3.89%	\$4,764,242	\$4,680,315	\$83,927	1.79%	\$4,680,315
Materials & Supplies - Authority	\$16,871	\$15,820	\$1,051	6.65%	\$130,748	\$189,836	(\$59,088)	-31.13%	\$189,836
Professional Services - Authority	\$301,429	\$242,695	\$58,733	24.20%	\$2,505,101	\$2,912,345	(\$407,244)	-13.98%	\$2,912,345
Other Expenses - Authority	\$237,658	\$226,975	\$10,684	4.71%	\$2,867,564	\$2,723,695	\$143,869	5.28%	\$2,723,695
<b>Total Expenses</b>	<b>\$1,651,352</b>	<b>\$1,484,507</b>	<b>\$166,845</b>	<b>11.24%</b>	<b>\$18,359,472</b>	<b>\$17,814,081</b>	<b>\$545,391</b>	<b>3.06%</b>	<b>\$17,814,081</b>
<b>Surplus/(Deficit)</b>	<b>(\$564,085)</b>	<b>(\$429,507)</b>	<b>(\$134,578)</b>		<b>(\$2,743,019)</b>	<b>(\$5,154,081)</b>	<b>\$2,411,062</b>		<b>(\$5,154,081)</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**March-23**

**BUDGET VARIANCE REPORT**

	<b>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									
Passenger Fares-Transit	\$938,222	\$676,583	\$261,638	38.67%	\$10,892,236	\$8,118,999	\$2,773,237	34.16%	\$8,118,999
Contracts - Transit	\$902,083	\$502,083	\$400,000	79.67%	\$7,413,333	\$6,025,000	\$1,388,333	23.04%	\$6,025,000
Advertising-Transit	\$129,167	\$106,259	\$22,908	21.56%	\$1,660,050	\$1,275,109	\$384,942	30.19%	\$1,275,109
Misc. Income - Transit	\$16,304	\$4,042	\$12,262	303.39%	\$188,436	\$48,500	\$139,936	288.53%	\$48,500
<b>Total Operating Revenue</b>	<b>\$1,985,775</b>	<b>\$1,288,967</b>	<b>\$696,809</b>	<b>54.06%</b>	<b>\$20,154,055</b>	<b>\$15,467,608</b>	<b>\$4,686,447</b>	<b>30.30%</b>	<b>\$15,467,608</b>
Operating Assistance									
State Aid - General	\$4,143,300	\$4,143,300	\$0	0.00%	\$49,719,600	\$49,719,600	\$0	0.00%	\$49,719,600
State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$1,917,000	\$1,917,000	\$0	0.00%	\$1,917,000
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$400,000	\$400,000	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,917,000	\$1,917,001	\$0	0.00%	\$1,917,001
Federal Aid - Transit	\$2,492,160	\$2,492,160	\$0	0.00%	\$29,905,923	\$29,905,923	\$0	0.00%	\$29,905,923
Other Grants - Federal	\$150,482	\$150,482	\$0	0.00%	\$1,805,786	\$1,805,786	\$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>\$85,665,309</b>	<b>\$85,665,310</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$85,665,310</b>
<b>Total Revenue and Assistance</b>	<b>\$9,124,551</b>	<b>\$8,427,743</b>	<b>\$696,809</b>	<b>8.27%</b>	<b>\$105,819,364</b>	<b>\$101,132,918</b>	<b>\$4,686,447</b>	<b>4.63%</b>	<b>\$101,132,918</b>
Expenses									
Labor - Maintenance	\$859,249	\$828,921	\$30,328	3.66%	\$9,763,031	\$9,947,056	(\$184,025)	-1.85%	\$9,947,056
Labor - Transportation	\$2,914,764	\$3,031,143	(\$116,379)	-3.84%	\$33,971,094	\$36,373,720	(\$2,402,626)	-6.61%	\$36,373,720
Labor - STAR	\$227,408	\$253,345	(\$25,936)	-10.24%	\$2,815,090	\$3,040,134	(\$225,044)	-7.40%	\$3,040,134
Fringe	\$1,554,457	\$1,585,752	(\$31,295)	-1.97%	\$16,283,066	\$19,029,026	(\$2,745,960)	-14.43%	\$19,029,026
Materials & Supplies	\$1,275,303	\$1,115,468	\$159,835	14.33%	\$13,062,382	\$13,385,619	(\$323,237)	-2.41%	\$13,385,619
Professional Services	\$123,098	\$140,064	(\$16,966)	-12.11%	\$1,771,747	\$1,680,762	\$90,985	5.41%	\$1,680,762
Other Expenses	\$4,961	\$4,379	\$582	13.28%	\$50,130	\$52,550	(\$2,420)	-4.60%	\$52,550
Purchased Transportation - STAR	\$741,644	\$515,636	\$226,008	43.83%	\$7,686,723	\$6,187,630	\$1,499,093	24.23%	\$6,187,630
Liability - Claims	\$31,012	\$31,573	(\$561)	-1.78%	\$587,606	\$378,875	\$208,731	55.09%	\$378,875
Liability - Insurance	(\$2,436)	\$81,596	(\$84,031)	-102.99%	\$667,061	\$979,146	(\$312,085)	-31.87%	\$979,146
Utilities - Transit	\$116,281	\$71,560	\$44,721	62.49%	\$942,986	\$858,722	\$84,264	9.81%	\$858,722
Mat & Supplies - NX	\$0	\$5,833	(\$5,833)	-100.00%	\$13,739	\$70,000	(\$56,261)	-80.37%	\$70,000
Purchased Transportation - NX	\$110,000	\$129,053	(\$19,053)	-14.76%	\$1,280,691	\$1,548,631	(\$267,940)	-17.30%	\$1,548,631
Purchased Transportation - Montgomery	\$52,000	\$98,145	(\$46,145)	-47.02%	\$430,888	\$1,177,735	(\$746,847)	-63.41%	\$1,177,735
<b>Total Expenses</b>	<b>\$8,007,742</b>	<b>\$7,892,467</b>	<b>\$115,275</b>	<b>1.46%</b>	<b>\$89,326,233</b>	<b>\$94,709,606</b>	<b>(\$5,383,373)</b>	<b>-5.68%</b>	<b>\$94,709,606</b>
<b>Surplus/(Deficit)</b>	<b>\$1,116,809</b>	<b>\$535,276</b>	<b>\$581,533</b>		<b>\$16,493,131</b>	<b>\$6,423,312</b>	<b>\$10,069,820</b>		<b>\$6,423,312</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**March-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	\$52,169	\$35,417	\$16,752	47.30%	\$575,886	\$425,000	\$150,886	35.50%	\$425,000
Interest Income	\$51	\$0	\$51	0.00%	\$230	\$0	\$230	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	\$52,220	\$35,417	\$16,804	47.45%	\$576,116	\$425,000	\$151,116	35.56%	\$425,000
Total Revenue and Assistance	\$52,220	\$35,417	\$16,804	47.45%	\$576,116	\$425,000	\$151,116	35.56%	\$425,000
Expenses									
Labor - Access	\$51,027	\$56,810	(\$5,783)	-10.18%	\$726,707	\$681,724	\$44,983	6.60%	\$681,724
Fringe Benefits - Access	\$16,515	\$11,423	\$5,091	44.57%	\$187,551	\$137,079	\$50,472	36.82%	\$137,079
Purchased Transportation	\$57,470	\$33,333	\$24,137	72.41%	\$376,469	\$400,000	(\$23,531)	-5.88%	\$400,000
Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$19,929	\$19,721	\$208	1.05%	\$19,721
Other Expenses - Access	\$0	\$2,629	(\$2,629)	-100.00%	\$28,779	\$31,548	(\$2,769)	-8.78%	\$31,548
Total Expenses	\$126,656	\$105,839	\$20,816	19.67%	\$1,339,434	\$1,270,072	\$69,362	5.46%	\$1,270,072
Surplus/(Deficit)	(\$74,435)	(\$70,423)	(\$4,013)		(\$763,318)	(\$845,072)	\$81,754		(\$845,072)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**March-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	\$76,205	\$40,480	\$35,725	88.25%	\$879,122	\$485,758	\$393,364	80.98%	\$485,758
RRS Parking Revenue	\$141,700	\$106,929	\$34,771	32.52%	\$1,742,908	\$1,283,150	\$459,758	35.83%	\$1,283,150
RRS Advertising	\$12,500	\$9,783	\$2,717	27.78%	\$150,000	\$117,391	\$32,609	27.78%	\$117,391
SSTS	\$2,107	\$2,467	(\$360)	-14.58%	\$38,790	\$29,600	\$9,190	31.05%	\$29,600
Greyhound	\$0	\$2,500	(\$2,500)	-100.00%	\$1,581	\$30,000	(\$28,419)	-94.73%	\$30,000
85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$69,609	\$80,000	(\$10,391)	-12.99%	\$80,000
Interest Income	\$3,215	\$367	\$2,848	776.82%	\$24,283	\$4,400	\$19,883	451.89%	\$4,400
Total Operating Revenue	\$241,527	\$169,192	\$72,336	42.75%	\$2,906,293	\$2,030,299	\$875,994	43.15%	\$2,030,299
Expenses									
Labor	\$15,858	\$16,311	(\$453)	-2.78%	\$183,795	\$195,730	(\$11,935)	-6.10%	\$195,730
Fringe-Benefits	\$2,685	\$1,617	\$1,068	66.04%	\$31,399	\$19,405	\$11,994	61.81%	\$19,405
Professional Services	\$6,626	\$10,417	(\$3,791)	-36.39%	\$104,602	\$125,000	(\$20,398)	-16.32%	\$125,000
Insurance	\$8,885	\$2,417	\$6,468	267.65%	\$94,493	\$29,000	\$65,493	225.84%	\$29,000
Security	\$21,340	\$33,617	(\$12,277)	-36.52%	\$200,149	\$403,400	(\$203,251)	-50.38%	\$403,400
Facilities Upkeep	\$25,220	\$24,833	\$386	1.56%	\$218,857	\$298,000	(\$79,143)	-26.56%	\$298,000
Facilities Repairs	\$5,375	\$8,474	(\$3,099)	-36.57%	\$172,401	\$101,683	\$70,718	69.55%	\$101,683
Utilities	\$31,885	\$41,117	(\$9,232)	-22.45%	\$463,783	\$493,398	(\$29,615)	-6.00%	\$493,398
Materials & Supplies	\$75	\$1,333	(\$1,258)	-94.38%	\$7,359	\$16,000	(\$8,641)	-54.01%	\$16,000
Parking Garage	\$41,727	\$40,833	\$894	2.19%	\$557,780	\$490,000	\$67,780	13.83%	\$490,000
Greyhound	\$0	\$667	(\$667)	-100.00%	\$378	\$8,000	(\$7,622)	-95.27%	\$8,000
85 Watervliet Avenue	\$4,575	\$9,395	(\$4,820)	-51.31%	\$146,531	\$112,742	\$33,789	29.97%	\$112,742
SSTS	\$24,183	\$13,508	\$10,674	79.02%	\$164,140	\$162,100	\$2,040	1.26%	\$162,100
Total Expenses	\$188,432	\$204,538	(\$16,107)	-7.87%	\$2,345,667	\$2,454,458	(\$108,791)	-4.43%	\$2,454,458
Surplus/(Deficit)	\$53,096	(\$35,347)	\$88,442		\$560,626	(\$424,159)	\$984,785		(\$424,159)

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

Mar-23		
	Amount	% of Total
Current	\$1,352,532	10.34%
31 - 60	\$303,163	2.32%
61 - 90	\$7,441,097	56.90%
91 - 120	\$318,423	2.43%
Over 120	\$3,662,208	28.00%
Total Accounts Receivable	\$13,077,424	100.00%

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%

## AGING OF ACCOUNTS PAYABLE

Mar-23		
	Amount	% of Total
Current	\$3,669,498	83.48%
31 - 60	\$554,616	12.62%
61 - 90	\$29,940	0.68%
90 & Over	\$141,491	3.22%
Total Accounts Payable	\$4,395,545	100.00%

Mar-23 Receivables over 120 days: \$3,662,208

Breakdown of outstanding receivables over 120 days.	
\$1,805,848	FEDERAL TRANSIT ADMIN
\$1,612,119	NYS DEPT. OF TRANSPORTATION
\$87,500	CITY OF ALBANY
\$73,191	UNIVERSITY AT ALBANY
\$33,468	NEW YORK POWER AUTHORITY
\$25,082	OTHER
\$25,000	CITY OF SARATOGA SPRINGS
<u>\$3,662,208</u>	

## ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	Mar-23	Mar-22	Difference	%	2023	2022	Difference	%
Albany	\$201,354	\$539,798	(\$338,444)	-62.70%	\$5,377,014	\$5,788,958	(\$411,943)	-7.12%
Rensselaer	\$110,886	\$343,594	(\$232,708)	-67.73%	\$2,051,580	\$2,954,231	(\$902,650)	-30.55%
Saratoga	\$268,507	\$498,822	(\$230,316)	-46.17%	\$5,321,923	\$6,054,080	(\$732,157)	-12.09%
Schenectady	\$130,572	\$190,251	(\$59,679)	-31.37%	\$1,740,983	\$2,663,577	(\$922,594)	-34.64%
Total	\$711,319	\$1,572,466	(\$861,146)	-54.76%	\$14,491,500	\$17,460,845	(\$2,969,345)	-17.01%

### Current Month Year To Date

FY 2023	\$711,319	\$14,491,500
FY 2022	\$1,572,466	\$17,460,845

Mortgage tax is unpredictable. Average annual receipts over the past 20 years were \$11 million with an annual low of \$6.2 million and an annual high of \$17 million.

**Highlight Summary  
March 31, 2023**

**RESTRICTED INVESTMENTS**

	<b><u>Fund Balances</u></b>	<b><u>Current Obligations</u></b>
Risk Management Account (Self-Insured)	\$3,290,062	\$2,407,411
Workers' Comp. Account (Self-Insured)	\$9,508,758	\$8,218,365
Operating Account	\$20,397,381	

**Current Operating Reserve Obligations**

**Current Capital Reserve Obligations**

\$12,967,952

Washington/Western BRT Project

**Current Vehicle Replacement Reserve Obligations**

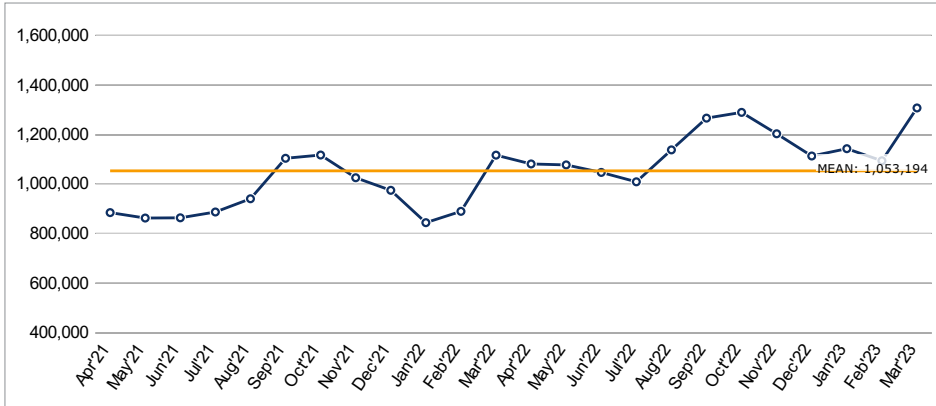
\$948,247

Commuter buses (2)

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	2.24%
Workers' Compensation	2.02%
Operating Fund	4.32%
Vehicle Replacement Fund	2.53%
Capital Project	2.13%

\* 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.

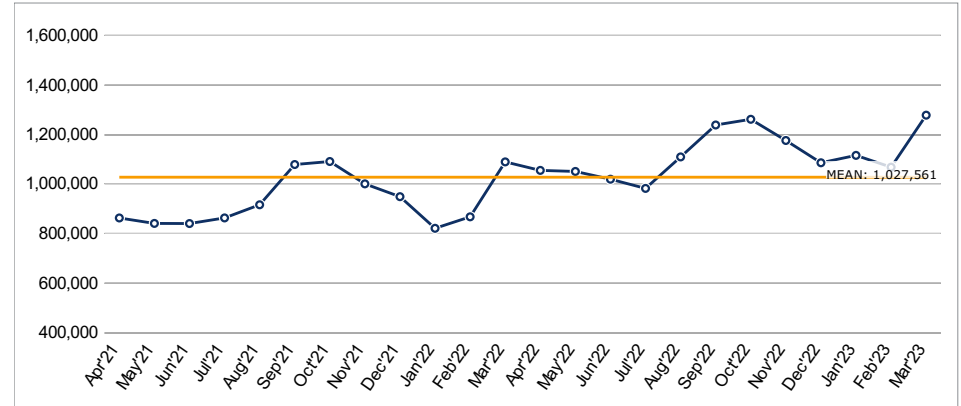
## Total Riders



Previous: 1,116,599

Current: 1,307,066

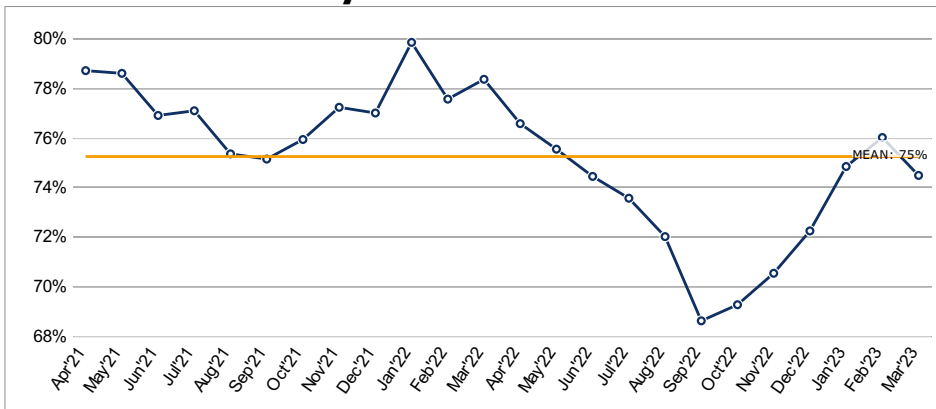
## Fixed Riders



Previous: 1,089,368

Current: 1,277,937

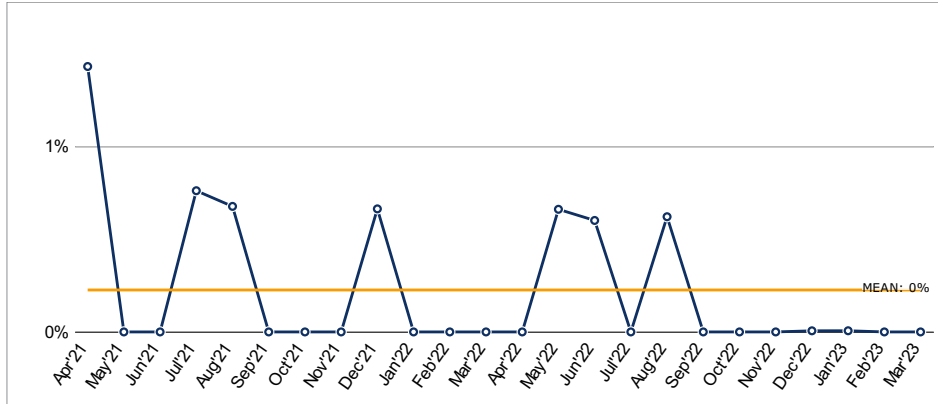
## System Wide OTP



Previous: 78.37%

Current: 74.49%

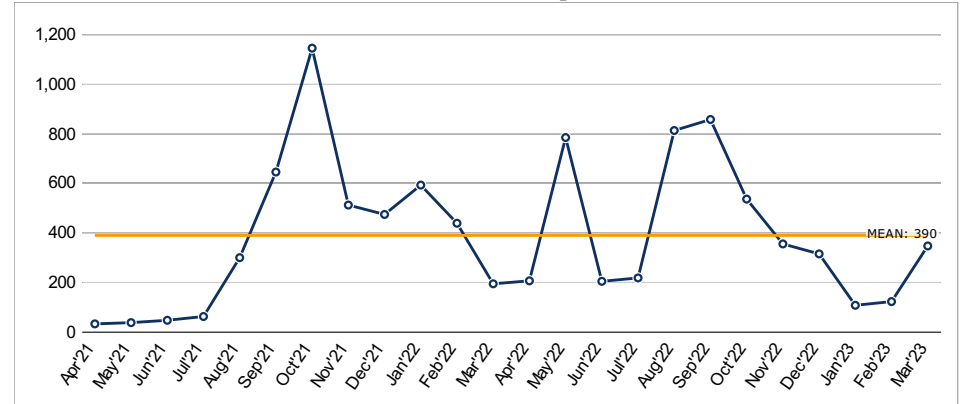
## PMI Not On Time



Previous: 0.0%

Current: 0.0%

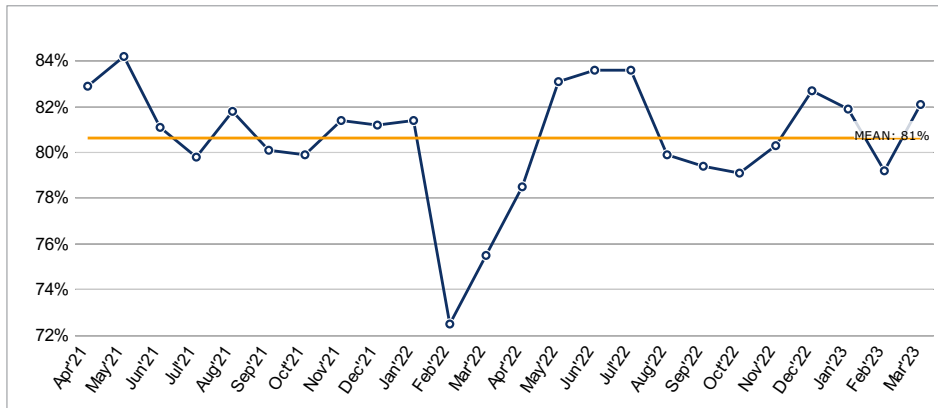
## Missed Trips



Previous: 194

Current: 347

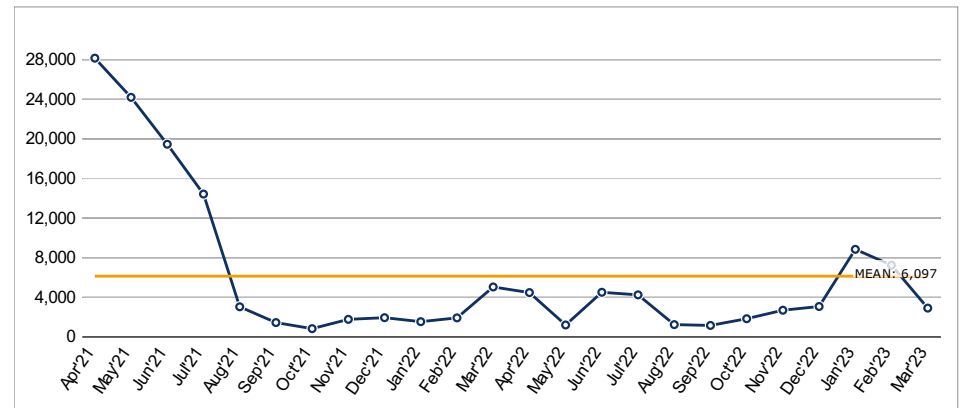
## Scheduled Work



Previous: 75.5%

Current: 82.1%

## MDBSI

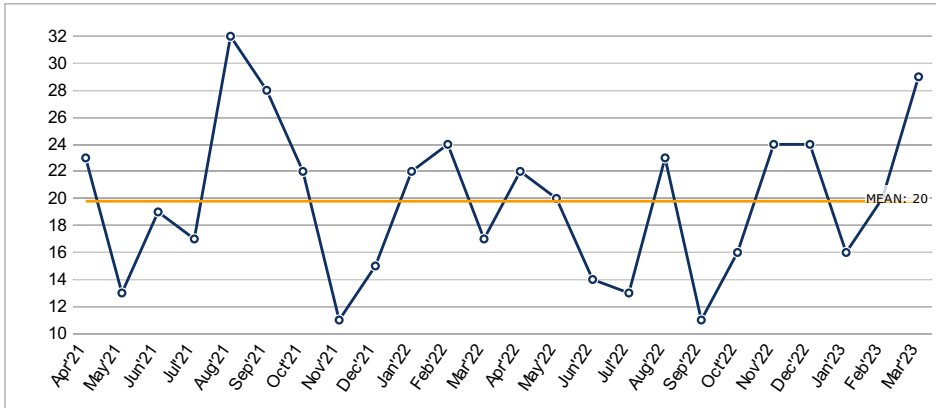


Previous: 5,008

Current: 2,875



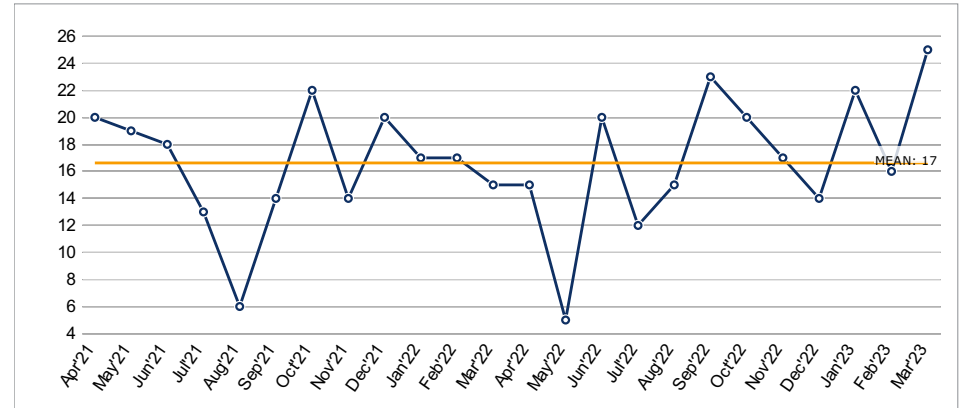
## Preventable Accidents



Previous: 17

Current: 29

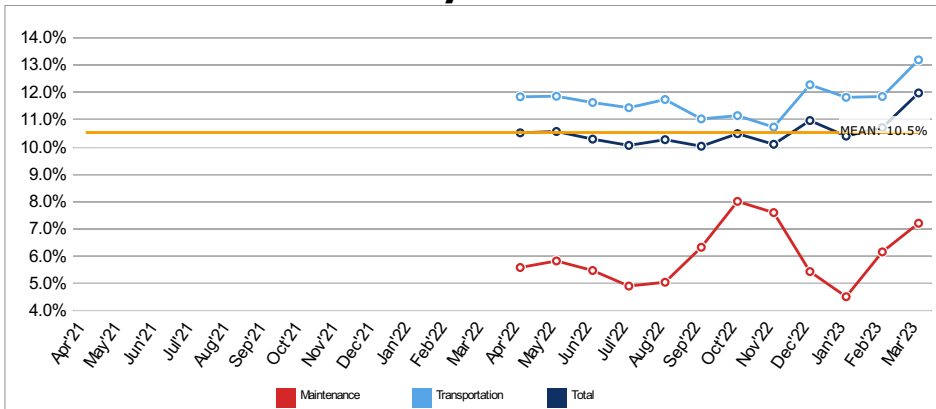
## Non-Preventable Accidents



Previous: 15

Current: 25

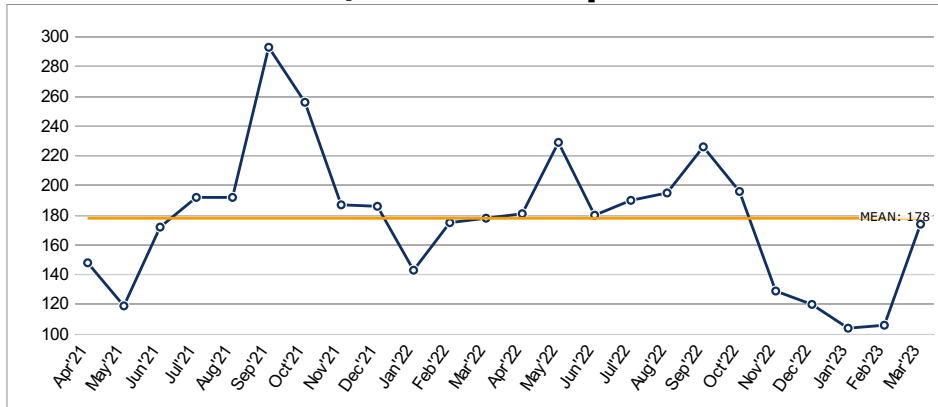
## Percent Days Not Worked



Previous:

Current: 12.0%

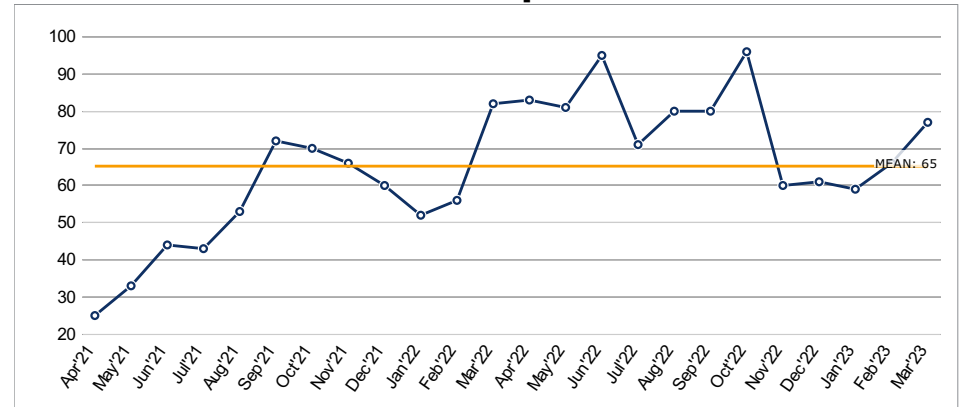
## Fixed/Shuttle Complaints



Previous: 178

Current: 174

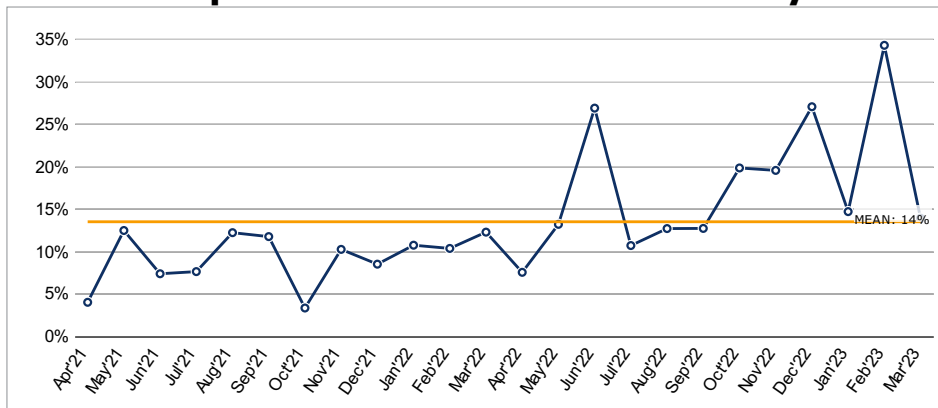
## Other Complaints



Previous: 82

Current: 77

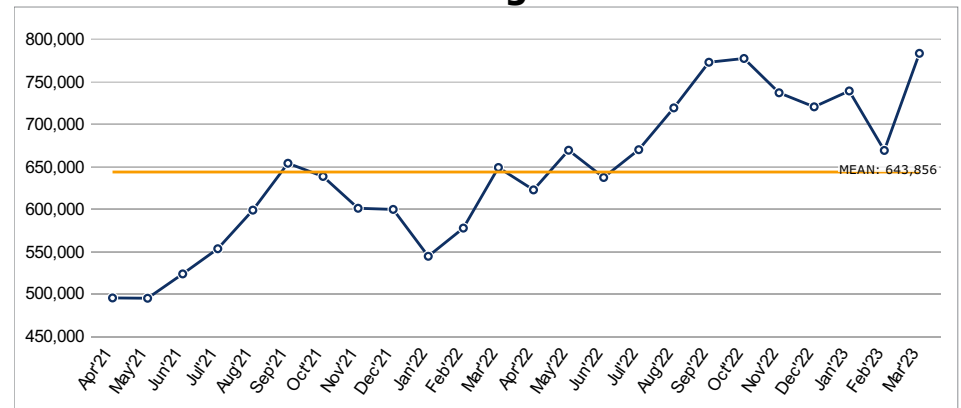
## Complaints Not Addressed in Ten Days



Previous: 12.3%

Current: 13.9%

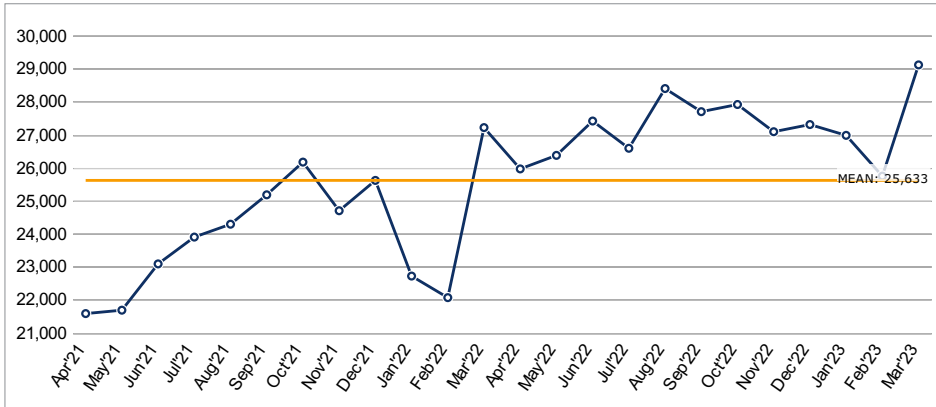
## Website Page Views



Previous: 649,176

Current: 783,585

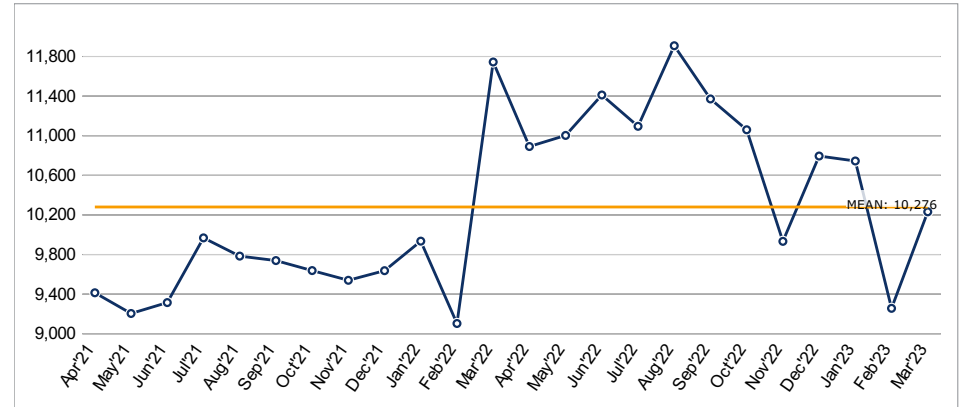
## STAR Riders



Previous: 27,231

Current: 29,129

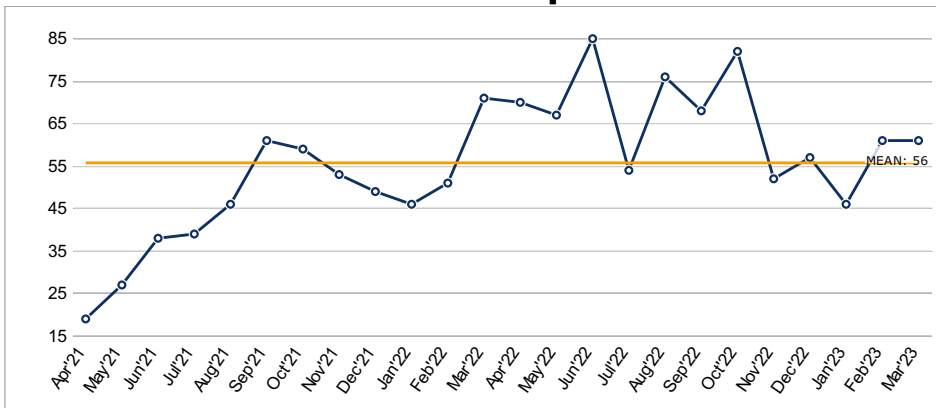
## Reservation Calls



Previous: 11,739

Current: 10,227

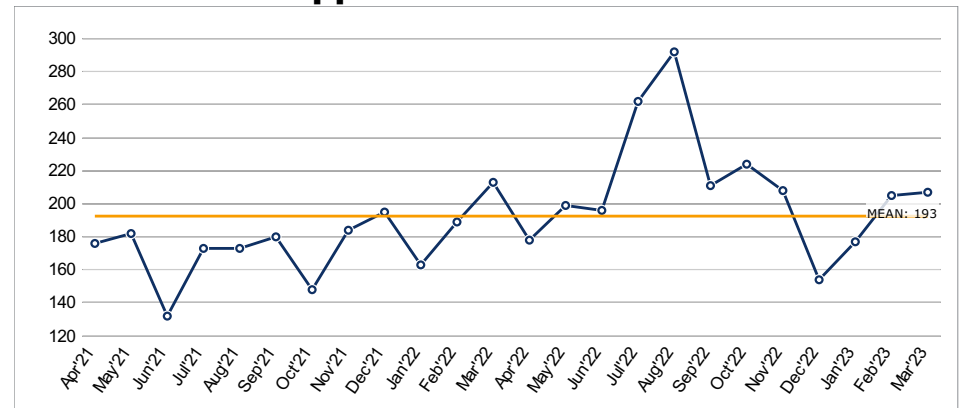
## Customer Complaints



Previous: 71

Current: 61

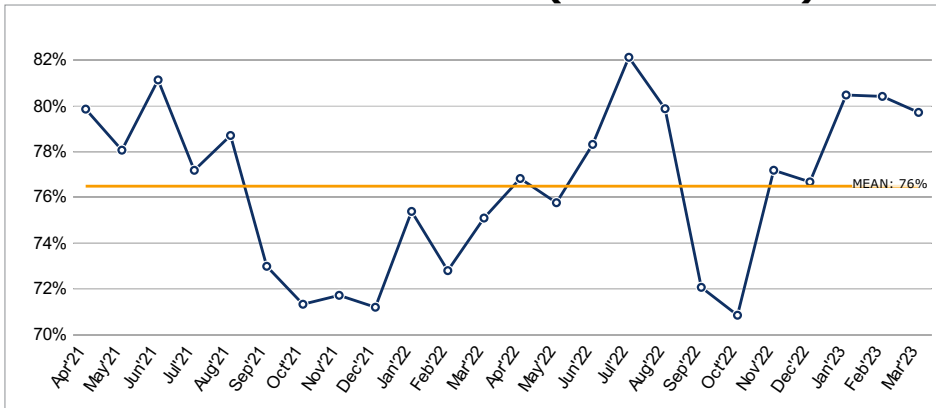
## Applications Received



Previous: 213

Current: 207

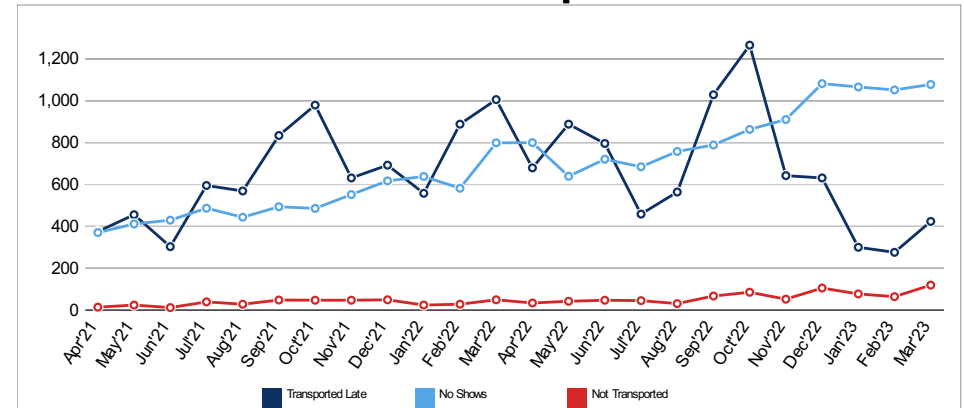
## On-Time Performance (0-10 Minutes)



Previous: 75.1%

Current: 79.7%

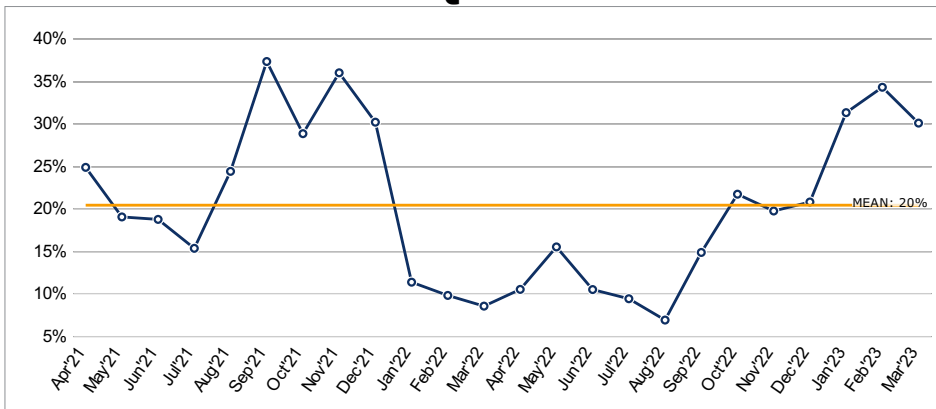
## Missed Trips



Previous: 1,853

Current: 1,621

## Reservation Calls in Queue Over Five Minutes



Previous: 8.5%

Current: 30.1%

**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, 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 Missed Trips** - Count of monthly STAR trips where the client was transported late outside of the 25-minute window, did not take the trip and also did not cancel, or the client was not transported because STAR was too late.

**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.