



CDTA COMMITTEE AGENDA
Performance Monitoring/Audit Committee
Wednesday, May 24, 2023 | 12:00 pm | 110 Watervliet Ave &
Via Microsoft Teams

Committee Item

Responsibility

Call to Order

Denise Figueroa

Approve Minutes of Wednesday, April 19, 2023

Denise Figueroa

Consent Agenda Items

- Approve Purchase of Paratransit Vehicles
- Approve Purchase of Trolley Vehicles
- Approve Contract for Fareboxes
- Approve Contract for Vaults
- Approve Contract for Lighting Upgrade
- Approve Contract for Scheduling Services

Stacy Sansky
Stacy Sansky
Stacy Sansky
Stacy Sansky
Stacy Sansky
Stacy Sansky

Audit Committee

- Approve Year-End Audit Draft*

Mike Collins

Administrative Discussion Items

- Risk Management & Workers' Compensation Report
- Monthly Management Report
- Monthly Non-Financial Report

Amanda Avery
Mike Collins
Chris Desany

Next Meeting: Wednesday, June 21, 2023 at 12 pm via Microsoft Teams & 110 Watervliet Ave

Adjourn

Denise Figueroa

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

Capital District Transportation Authority

Performance Monitoring/Audit Committee

Meeting Minutes – April 19, 2023 at 12:00 PM; 110 Watervliet Avenue, Albany

In Attendance: Denise Figueroa, Jayme Lahut, Dan Lynch, Joe Spairana, Peter Wohl; Carm Basile, Amanda Avery, Lance Zarcone, Mike Collins, Chris Desany, Jaime Kazlo, Trish Cooper, Jeremy Smith, Jeanette Stumaugh, Stacy Sansky, Thomas Guggisberg, Sarah Matrose, Jon Scherzer, Vanessa Fox, David Williams, Jack Grogan, Rich Nasso, Ross Farrell

Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the March 22, 2023 meeting were reviewed and approved.

Consent Agenda Items

Approve Contract for Infrastructure Upgrades

- We issued an Invitation for Bids for a consultant to assist and design electric infrastructure upgrades to our Albany facility. Five bids were received, and staff recommends a contract to the low bidder, Kasselmann Electric. They worked for us in the past, and we were satisfied with their service.
- A two-year contract to Kasselmann Electric of Menands, for an amount not to exceed \$2,513,287 will be recommended to the board for approval.

Approve Contract for Electromobility Software

- We need to purchase electromobility software to help manage the state of charge and provide predictive analysis for charging electric buses. This software helps to save costs by avoiding peak charging, monitor range performance, and help dispatchers to make service decisions in real-time. To ensure continuity of operations, staff recommends a sole source award to Innovations in Transportation (INIT).
- A contract to Innovations in Transportation, Inc. of Chesapeake, VA for an amount not to exceed \$544,481 will be recommended to the board for approval.

Approve Software License for Scheduling System

- We need to purchase additional software licenses for the fixed route scheduling system to accommodate peak service levels above 200 vehicles. The software has several features including fixed route scheduling, run cutting and trip planning. The cost is based on a one-time license adjustment fee and two additional years of maintenance and support.
- Software licensing from GIRO of Montreal, Quebec, Canada for an amount not to exceed \$149,896 will be recommended to the board for approval.

Approve Contract to Upgrade Parking Software at RRS

- The Rail Station parking management system needs to be upgraded. The new system features a cloud-based software program, new gates, ticket dispensers and other hardware enhancements.
- A one-year contract to Access Technology Integration of Wynantskill, for an amount not to exceed \$352,742 will be recommended to the board for approval.

Approve Contract for Montgomery County Infrastructure Planning

- We issued a Request for Proposals for a consultant to assist in the planning and design of infrastructure to support service in Montgomery County. Five proposals were received, and staff recommends a contract to MJ Engineering, a highly regarded firm in the Capital Region.
- A three-year contract with two one-year extensions to MJ Engineering and Land Surveying, P.C. of Clifton Park, for an amount not to exceed \$637,414 will be recommended to the board for approval.

Approve Contract for Marketing Services

- Our contract for marketing services is about to expire, and a new one is required. A request for proposals was issued and five firms responded. Staff recommends a contract to Overit Media, our incumbent, to provide marketing, branding and creative services.
- A three-year contract with two optional one-year renewals to Overit Media of Albany, not to exceed \$150,000 per year will be recommended to the board for approval.

Approve Contract for Fuel Purchases

- We monitor fuel closely looking at “forward pricing” provided by our supplier Mirabito. When fuel dropped .27 cents per gallon to \$2.78 (from our February contract of \$3.05), we locked in the lower amount for an eight-month contract starting in January 2024.
- An eight-month contract for diesel fuel to take effect on January 1, 2024, to Mirabito Energy Products of Binghamton, NY for an expected value of \$4,168,760 will be recommended to the board for approval.

Investment Committee

Approve Investment Policy

- Public Authorities Law requires an annual review of our investment policy. Our policy explains how we invest, monitor, and report on funds. There was one minor change to the investment policy regarding the timing of our custodian statements.
- Revisions to the 2023 Investment Policy will be recommended to the board for approval.

Administrative Discussion Items

- Mike Collins gave the year-end Monthly Management Report. Despite recent headwinds, MRT finished the year 16% over budget at \$14.5 million; Customer fare revenue was \$4.3 million over budget; and RRS outperformed budget by 45%, totaling \$2.8 million in revenue. Wages finished the year 3.5% under budget due to ongoing manpower issues; Health benefits were under budget due to lower headcounts and some employees not taking insurance; Purchased Transportation was 4.5% over budget as we outsourced more trips due to manpower challenges.
- We ended the year in a good financial position as revenue was over budget and expenses were under budget.
- Chris Desany gave the year-end non-financial Report. Fixed route ridership was up 20% for the year; and STAR ridership was up 13% for the year; Fixed route on-time performance ended the year at 75%; and STAR on-time performance was at 80%. Missed trips have trended down the past few months but there have been fluctuations all year dependent on headcount. We had 235 preventable accidents this year, down 8 from the prior year; and 205 non-preventable accidents, up 10 from last year.

Next Meeting

Wednesday, May 24, 2023 at 12:00 pm via Microsoft Teams and at 110 Watervliet Ave.

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase of Paratransit Vehicles
Committee: Performance Monitoring/Audit
Meeting Date: May 24, 2023

Objective of Purchase or Service:

We replace Paratransit vehicles that have reached the end of their useful life with an equal number of new vehicles. The useful life of this vehicle style is 5 years/150,000 miles.

Summary of Staff Proposal:

Last year the Board awarded a five-year contract to purchase Paratransit vehicles to Shepard Brothers Inc. (Coach & Equipment). The vehicle features a Coach and Equipment manufactured body on a Ford Chassis powered by a 7.3L gas engine. The vehicle can accommodate up to four wheelchair positions including a lift to accommodate a variety of wheelchair makes and models. They will be equipped with cameras and an air purification system. Vehicle delivery is estimated for the first quarter of 2024.

Financial Summary/Cost:

The price per vehicle is \$139,740 and they are funded through our Capital Plan.

Proposed Action:

I recommend the purchase of six paratransit vehicles from the Shepard Brothers (Coach & Equipment) contract for an amount not to exceed \$814,438.

Manager:

David Williams, Director of Maintenance

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase of Trolley Vehicles
Committee: Performance Monitoring/Audit
Meeting Date: May 24, 2023

Objective of Purchase or Service:

One of our trolleys has reached the end of its useful life and requires replacement.

Summary of Staff Proposal:

In 2018, the Board awarded a five-year contract to purchase trolleys to Hometown Trolley (dba Double K, Inc). To maintain a consistent look and feel for trolleys and to minimize parts inventory, this trolley is the same make and model from previous purchases. The Villager Style Trolley features a 6.8L gas powered engine and has seating for 32 passengers that includes two wheelchair positions.

Financial Summary/Cost:

The vehicle price is \$202,267 and it is funded through our Capital Plan.

Proposed Action:

I recommend the purchase of a trolley vehicle from the Hometown Trolley contract for an amount not to exceed \$202,267.

Manager:

David Williams, Director of Maintenance

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Purchase of Fareboxes
Committee: Performance Monitoring/Audit
Meeting Date: May 24, 2023

Objective of Purchase or Service:

To purchase new fareboxes for the Washington-Western Bus Rapid Transit (BRT) service.

Summary of Staff Proposal:

In 2017, CDTA implemented a new fare collection system, which was competitively procured and provided by SPX-Genfare. This system is used throughout CDTA for Navigator smart card, cash revenue/ridership reporting, customer web portals and other applications. It is the most highly used application at CDTA.

This sole source purchase includes 22 new fareboxes and related fare collection infrastructure to support the Washington/Western BRT project. A sole source purchase is recommended based on several considerations. SPX-Genfare fareboxes and related infrastructure are proprietary, which prevents us from pursuing an independent means to replace them through another vendor. Additional reasons to support this recommendation include:

- SPX-Genfare is familiar with the nuances of the fareboxes, the related software and its relationship to our requirements and needs.
- Using this vendor results in a zero-net increase in vendors at CDTA.
- Using this vendor requires no third-party integration or customization, which reduces the risk inherent in custom third-party vendor development.
- We have documentation on file noting that pricing is fair and reasonable.

Financial Summary/Cost:

The cost includes fareboxes and related infrastructure, warranty, and support. This is funded by the Washington/Western BRT federal grant program.

Proposed Action:

I recommend a contract be awarded to SPX-Genfare of Elk Grove Village, Illinois for the purchase of fareboxes for an amount not to exceed \$389,796.

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:

\$389,796 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 _____
DBE Certification on file? Yes No Not Applicable
Was contract awarded to a DBE? Yes No
Number of DBE Subcontractors 0
DBE Subcontractor Name and Certification Type:

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: SPX Genfare

751 Pratt Boulevard

Elk Grove, IL 60007

8. SOURCE OF FUNDS: Washington/Western BRT Federal Grant

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: May 24, 2023

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Purchase of Vaults
Committee: Performance Monitoring/Audit
Meeting Date: May 24, 2023

Objective of Purchase or Service:

To purchase new vaults and fare collection infrastructure for the Troy division.

Summary of Staff Proposal:

In 2017, CDTA implemented a new fare collection system, which was competitively procured and provided by SPX-Genfare. This system is used throughout the agency for Navigator smart cards, cash revenue/ridership reporting, and retail point of sale systems.

As part of the Blue Line BRT and the Troy garage expansion, upgrades to the cash collection and vaulting systems are necessary. These upgrades include the replacement of vaults (25 years old) with new mobile vaults and bins, cabling, and services to configure the software. The new mobile vaults will provide added flexibility for daily operations and revenue collection activities.

This recommendation for a sole source purchase is based on several considerations. The SPX-Genfare vaulting hardware and software are proprietary, which prevents us from pursuing an independent means to replace them through another vendor. In addition, the services including installation, configuration, and issue resolution can only be performed by SPX-Genfare and requires no third-party integration or customization. Staff confirms that the pricing is fair and reasonable.

Financial Summary/Cost:

The cost includes new mobile vaults and bins, cabling, warranty and support. This is funded by the River BRT federal grant program.

Proposed Action:

I recommend a contract be awarded to SPX-Genfare of Elk Grove Village, Illinois for the purchase of new vaults and related infrastructure for an amount not to exceed \$129,086.

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:

\$129,086 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 _____
DBE Certification on file? Yes No Not Applicable
Was contract awarded to a DBE? Yes No
Number of DBE Subcontractors 0
DBE Subcontractor Name and Certification Type:

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: SPX Genfare

751 Pratt Boulevard

Elk Grove, IL 60007

8. SOURCE OF FUNDS: River BRT Grant

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: May 24, 2023

Capital District Transportation Authority

Agenda Action Sheet

Subject: Contract Award for LED Lighting Retrofit
Committee: Performance Monitoring/Audit
Meeting Date: May 24, 2023

Objective of Purchase or Service:

Over the past several years, we have made changes and upgrades to facilities to reduce our carbon and greenhouse gas emissions. As part of this process, we have replaced legacy lighting with new generation LED fixtures in three facilities. Not only does this provide higher quality lighting, but it also enhances safety, lowers stress on eyes, and reduces the amount of energy required to power the lights. Below is a list of upgrades we have made to date:

- Fall 2020 Troy Division
- Spring 2021 Schenectady Division
- Fall 2021 Saratoga Springs Train Station

As a continuation of this program, we propose to undertake an LED lighting retrofit at 110 & 85 Watervliet Avenue. Between energy and maintenance costs, we expect to save approximately \$90,000/year.

Summary of Staff Proposal:

We will complete this project through a National Grid rebate program that will reduce the cost of work. Integra LED is a preferred source contractor by National Grid and has previously completed retrofits at our three other locations. We have been happy with the work completed by Integra LED.

Financial Summary/Cost:

We expect to complete the project this summer. After the Grid rebate, the remainder is completely funded with a \$250,000 State and Municipal (SAM) grant from the Dormitory Authority of New York State (DASNY).

Proposed Action:

Staff recommends awarding a one-year contract to Integra LED of Latham, New York in an amount not to exceed \$250,000.

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:

\$250,000 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 (DMWBE) involvement

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

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Integra LED
14 Hemlock Street
Latham, NY 12110

8. SOURCE OF FUNDS: State and Municipal (SAM) grant from the Dormitory Authority of NYS (DASNY).

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: May 24, 2023

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Purchase of Scheduling Services
Committee: Performance Monitoring/Audit
Meeting Date: May 24, 2023

Objective of Purchase or Service:

To access professional services to make the most efficient use of HASTUS, our fixed route scheduling software.

Summary of Staff Proposal:

HASTUS software is provided by GIRO, and used for fixed route scheduling, run cutting, and vehicle assignments. It is one of the most widely used and complex applications in place at CDTA. This system was competitively procured in 2000.

Courval Scheduling Inc. provides a unique set of skills and software licensing to deliver professional scheduling services using the HASTUS suite of products. Courval Scheduling has been a strategic partner with GIRO for over a decade, and since 2016 has been the holder of sublicensing rights for many North American transit agencies.

Over the past few years, several new HASTUS software modules have been implemented in our Planning, Scheduling, Customer Information, and Transportation departments. The largest of these was completed in March 2022 with the introduction of HASTUS Daily to manage work and vehicle assignments, payroll, and attendance. Based on the critical nature of HASTUS, combined with the introduction of many new services this year, professional services are needed.

We have been working with Courval on a trial basis to assist us and evaluate the viability of partnering with them on a broader scale. The work included:

- A discovery phase for Courval to evaluate schedule data in HASTUS and the practices we use to build schedules.
- Interviews with our staff to review skillsets and abilities, roles & responsibilities.
- Evaluating the technical viability of various scheduling schemes and concepts.

These services include a “deep dive” review of existing schedule design, rules, and standard operating procedures to ensure the effective use of HASTUS. This includes looking at our system configuration to address operator shortages and retention issues, modifying payroll requirements, and optimizing fixed route services.

A sole source purchase is recommended based on several considerations. Courval Scheduling has an exclusive strategic partnership with GIRO for these services and is the sole holder of sublicensing rights for HASTUS. This precludes us from pursuing these services through another vendor. Additional reasons to support this recommendation include:

- Courval Scheduling has extensive experience providing similar services to dozens of transit agencies across North America.

- Courval Scheduling is familiar with the technical, functional, and business aspects of the full suite of HASTUS modules used at CDTA.
- Using this vendor will require no third-party integration or customization.
- We have documentation on file noting how the cost is justified by vendors performing similar work, which confirms fair and reasonable pricing.

Financial Summary/Cost:

Work will be funded by the workforce development portion of the low-no emissions federal grant program. A summary of the costs is provided below.

Description	Cost
Project Management Services	\$16,926
Operational Assessment and System Optimization Services	\$121,784
Training Services	\$27,286
Supplemental Staffing Services	\$59,675
Project Contingency (20%)	\$45,134
Annual Cost Totals:	\$270,805

Proposed Action:

I recommend a two-year contract be awarded to Courval Scheduling, Inc. of Laval QC, for the purchase of professional scheduling services for an amount not to exceed \$270,805.

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:

\$270,805 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 _____
DBE Certification on file? Yes No Not Applicable
Was contract awarded to a DBE? Yes No
Number of DBE Subcontractors 0
DBE Subcontractor Name and Certification Type:

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Courval Scheduling, Inc.

300 Lacasse Avenue

Laval, QC H7K 1J4

8. SOURCE OF FUNDS: Lo/No Federal Grant

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: May 24, 2023

Memorandum

Date: May 24, 2023

To: Performance Monitoring/Audit Committee

From: General Counsel

Subject: Risk Management and Workers Compensation Self-Insurance Accounts,
as of 4/1/23

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

1. Risk Management:

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

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

- **Projected Losses** (incurred but unpaid): \$2,135,511
(increase of \$249,500 (+13.2%) for the quarter)
- **Self-Insured Retention** (one) \$2,000,000
- **Market Value of Account:** \$3,290,062
(increase of \$22,692 (+0.69%) for the quarter)

2. Workers Compensation:

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

- **Projected Claims:** \$7,328,914
(decrease of \$21,802 (-.30%) for the quarter)
- **Market Value of Account:** \$9,578,106
(increase of \$144,238 (+1.53%) for the quarter)

3. Liability/Auto Claims:

As of 4/1/23, we had 44 pending liability claims, 35 of which were in suit. A number of inactive cases have been closed out. The majority of the active claims are in various stages of discovery, while a few have been referred to outside counsel and are nearing trial or other final disposition. As of 4/1/23, CDTA had 13 liability claims with reserves of \$10,000 or more, including 11 liability claims with reserves of \$25,000 or more. It is always our intention to carry adequate funds to cover the aggregate value of anticipated losses.

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

Copy: Chairperson, Performance Monitoring Committee
Chief Executive Officer
Vice President of Finance & Administration



CAPITAL DISTRICT TRANSPORTATION AUTHORITY

AUDIT PRESENTATION TO THE
PERFORMANCE MONITORING/AUDIT COMMITTEE
MAY 24, 2023



CERTIFIED PUBLIC ACCOUNTANTS

Seth D. Hennard, CPA
Elizabeth S. Krause, CPA

Cyclorama Building | 369 Franklin Street | Buffalo, NY 14202
p: 716.856.3300 | f: 716.856.2524 | www.LumsdenCPA.com

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AUDITORS' REPORTS

- Financial audit in accordance with *Government Auditing Standards*
 - Unmodified “clean” opinion
- Federal Single Audit in accordance with the Uniform Guidance
- Data Collection Form
- New York State Single Audit
- Compliance with Investment Guidelines for Public Authorities
- National Transit Database (NTD) Report (October)
- No material weaknesses letter
- Capital District Transportation Committee Financial and Single Audit



REQUIRED COMMUNICATIONS

- Audit performed in accordance with audit plan and historical schedule; PAAA; all deadlines will be met
- No audit difficulties or disagreements
- No audit findings or issues; estimates reasonable
- L&M assists with financial statement preparation and recording and reporting related to
 - Leases (GASB 87)
 - Retiree health insurance (GASB 75)
 - Pension (GASB 68)



REQUIRED COMMUNICATIONS

– Significant disclosures

- FN 2 Non-Operating Revenues

- Authority awarded \$125.9M Federal stimulus operating assistance
- Eligible costs beginning January 20, 2020; \$53.5M recorded as revenue in fiscal 2023, \$29.5M in fiscal 2022, \$28.5M in fiscal 2021, and \$14.4M in fiscal 2020

- FN 3 Change in Accounting Principle

- GASB 87 – Leases
- Recognition of a lease receivable and deferred inflows of resources
- Totaling \$6.1M at March 31, 2023

- FN 11 OPEB (Other post-employment benefits)

- Total OPEB liability at March 31, 2023 totaled \$67M; \$83M at March 31, 2022
- Plan changes for service requirements

– New pronouncements

- GASB 96 (2024) – Subscription-Based IT Arrangements

AUDIT APPROACH

- Risk based, business approach
 - Communication throughout the year
 - Update understanding of controls, policies and procedures
- Significant audit areas
 - Revenue and related transactions; grants and fare collections
 - Pension, self-insurance, and other postemployment benefits accruals
 - Payroll and related, and transportation expenses
 - Cybersecurity procedures
 - Rotation of other procedures annually based on risk assessment
 - Coordination with the Internal Auditor
- Fraud risk
 - Limited fraud procedures; no unusual items noted
 - Financial audit not designated to detect fraud

FINANCIAL SUMMARY

REVENUES & EXPENSES *(in thousands)*



For the years ended March 31,	2023	2022	Variance	
Operating revenues:				
Passenger	\$ 19,361	\$ 14,971	\$ 4,390	Increase in ridership post COVID-19
Advertising, parking, and rentals	4,556	3,525	1,031	Increase in ridership post COVID-19
Total operating revenues	23,917	18,496	5,421	
Operating expenses:				
Salaries, payroll taxes, and benefits	73,056	71,505	1,551	5% pay increase 2023; bonuses in 2022
Other postemployment benefits	584	4,114	(3,530)	Per actuarial report
Maintenance, transportation, and ridership	48,844	41,946	6,898	Increased with passenger volume; BRT
Depreciation and other	28,338	25,080	3,258	Capital asset additions in 2023 and 2022
Total operating expenses	150,822	142,645	8,177	
Operating loss	(126,905)	(124,149)	(2,756)	
Non-operating revenues, net:				
CARES, CRSSA, and ARPA	53,558	29,514	24,044	Authority's stimulus funds recognized
BRT grants	17,797	11,150	6,647	Capital and operating
Other federal grants	40,428	26,934	13,494	Includes FTA and pass-through funds
State and local governmental funding	59,310	47,985	11,325	Allocated by NYS
Mortgage tax and other	15,601	17,080	(1,479)	Mortgage recording tax decrease
Total non-operating revenues	186,694	132,663	54,031	
Change in net position	\$ 59,789	\$ 8,514	\$ 51,275	

FINANCIAL SUMMARY

BALANCE SHEETS *(in thousands)*

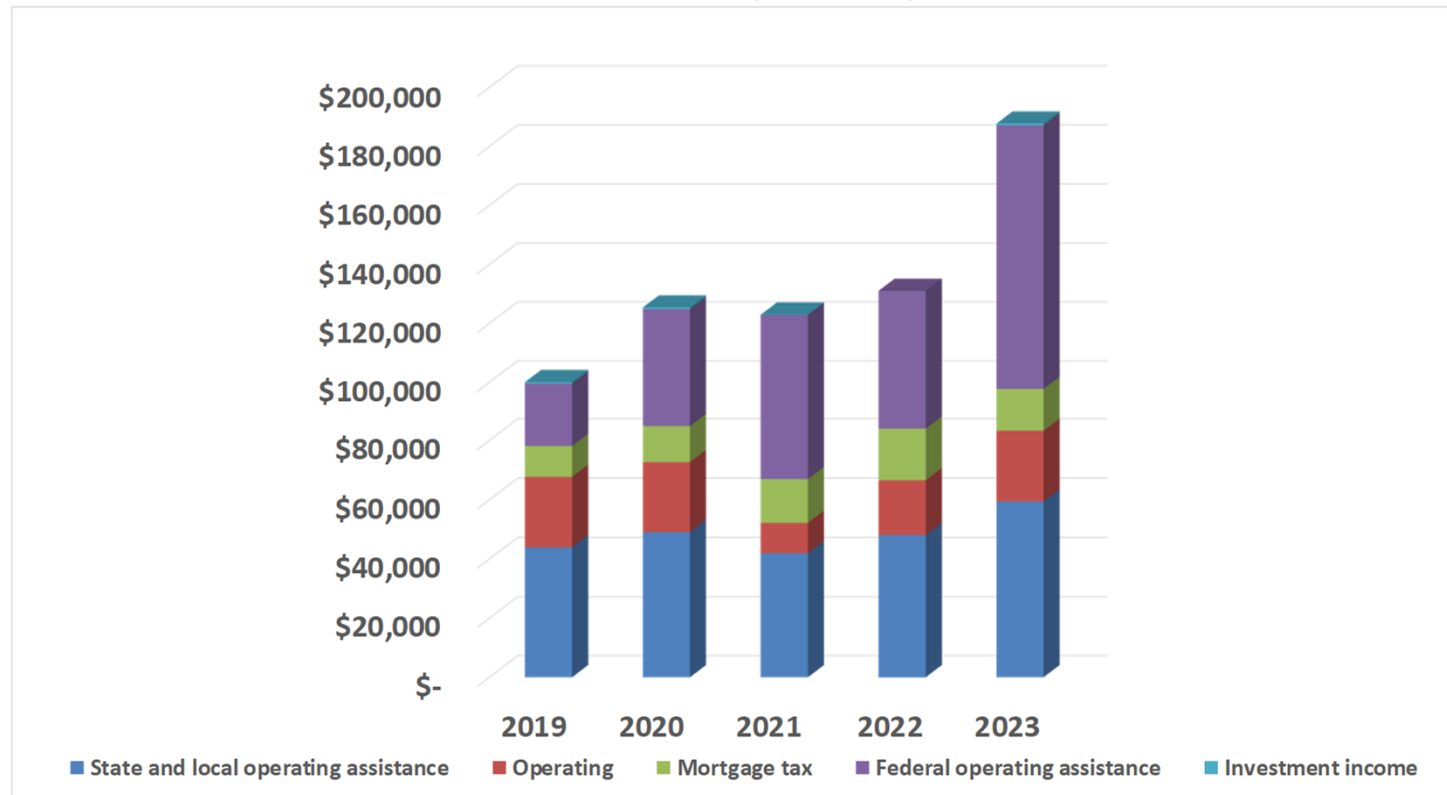


March 31,	2023	2022	
Assets			
Cash and investments	\$ 70,227	\$ 33,876	Federal, state, and local operating assistance
Receivables	43,841	32,845	Increase in NYS receivables
Materials, parts, and supplies	5,292	5,125	
Capital assets, net	156,908	133,515	\$41.2m additions; \$17.8m depr.
Total assets	\$ 276,268	\$ 205,361	
Liabilities			
Accounts payable and accrued expenses	\$ 14,057	\$ 12,228	Timing; in line with increase in expenses
Estimated provision for claims and settlements	10,354	9,965	Workers' comp (\$8.2m) and general liab (\$2.1m)
Capital lease obligations	13,657	1,508	\$13.5 new bus lease through 2033
Deferred inflows of resources related to leases	6,121	6,505	GASB 87 - NPV based on term of agreements
OPEB, net deferred inflows and outflows	99,700	101,830	Per actuary
Pension liability, net deferred inflows and outflows	798	1,533	Per actuary
Total liabilities	144,687	133,569	
Net position	131,581	71,792	
Total liabilities and net position	\$ 276,268	\$ 205,361	

**Capital District Transportation Authority
Five Year Comparison
2019-2023**

	2019	2020	2021	2022	2023
State and local operating assistance	\$ 43,862,632	\$ 48,996,009	\$ 41,851,572	\$ 47,984,882	\$ 59,309,720
Operating	23,812,655	23,635,807	10,251,010	18,496,201	23,916,326
Mortgage recording tax	10,397,843	12,176,611	14,811,165	17,460,845	14,491,500
Federal operating assistance	21,465,658	39,946,908	55,932,062	47,037,300	89,398,631
Investment income (loss)	497,439	592,133	74,509	(412,608)	589,978
Total	\$ 100,036,227	\$ 125,347,468	\$ 122,920,318	\$ 130,566,620	\$ 187,706,155

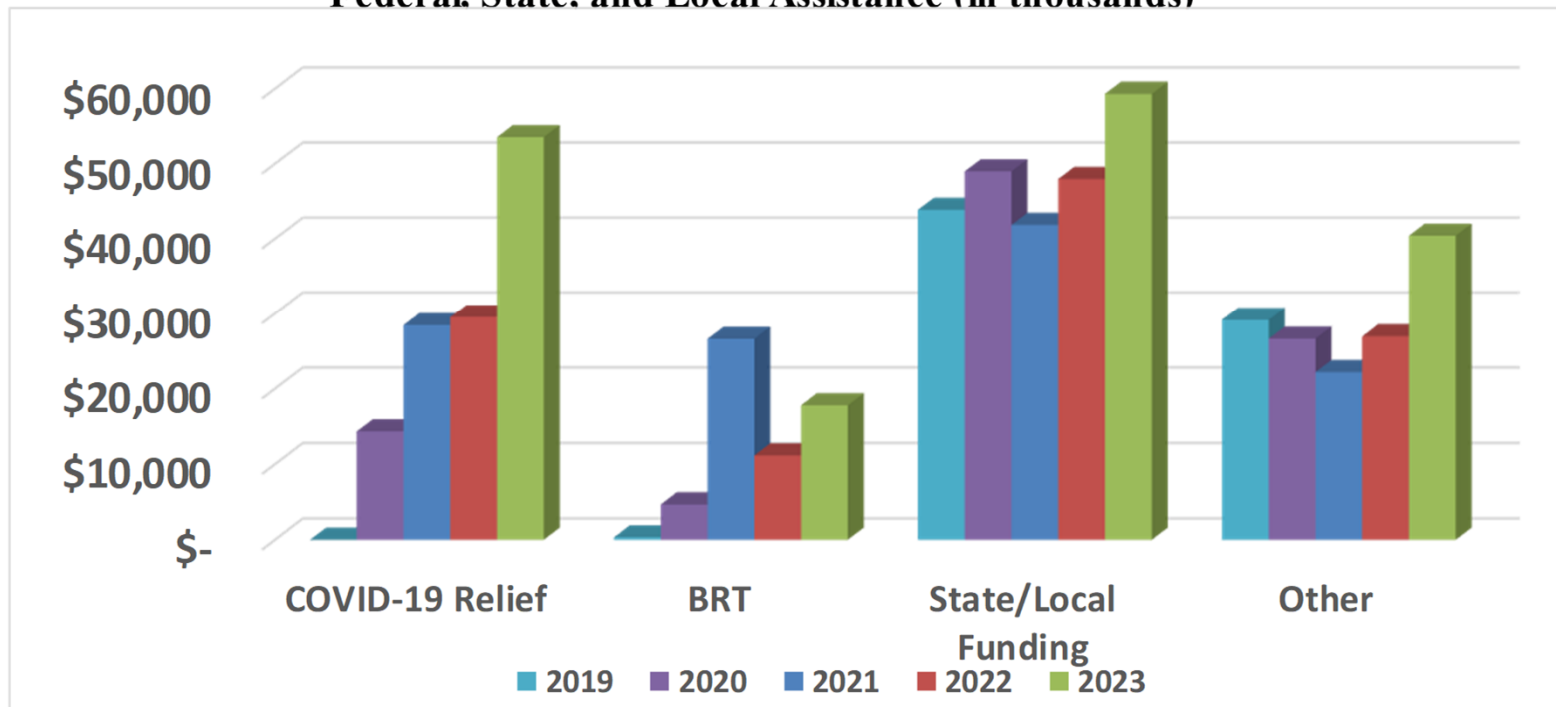
Select Revenues (in thousands)



**Capital District Transportation Authority
Five Year Comparison
2019-2023**

	2019	2020	2021	2022	2023
COVID-19 Relief \$	-	\$ 14,346,495	\$ 28,436,102	\$ 29,514,134	\$ 53,557,681
BRT	310,438	4,681,818	26,604,229	11,150,254	17,797,184
State/Local Funding	43,862,632	48,996,009	41,851,572	47,984,882	59,309,720
Other	29,136,942	26,630,102	22,176,910	26,934,792	40,428,250
Total \$	\$ 73,310,012	\$ 94,654,424	\$ 119,068,813	\$ 115,584,062	\$ 171,092,835

Federal, State, and Local Assistance (in thousands)



**Capital District Transportation Authority
Five Year Comparison
2019-2023**

	2019	2020	2021	2022	2023
Salaries and related	\$ 60,263,556	\$ 61,406,656	\$ 66,390,758	\$ 71,504,685	\$ 73,055,521
Transportation and related	27,634,452	34,024,563	38,461,186	41,946,666	48,843,664
Other	6,352,850	7,075,879	6,544,329	8,239,470	10,565,200
Total	\$ 94,250,858	\$ 102,507,098	\$ 111,396,273	\$ 121,690,821	\$ 132,464,385

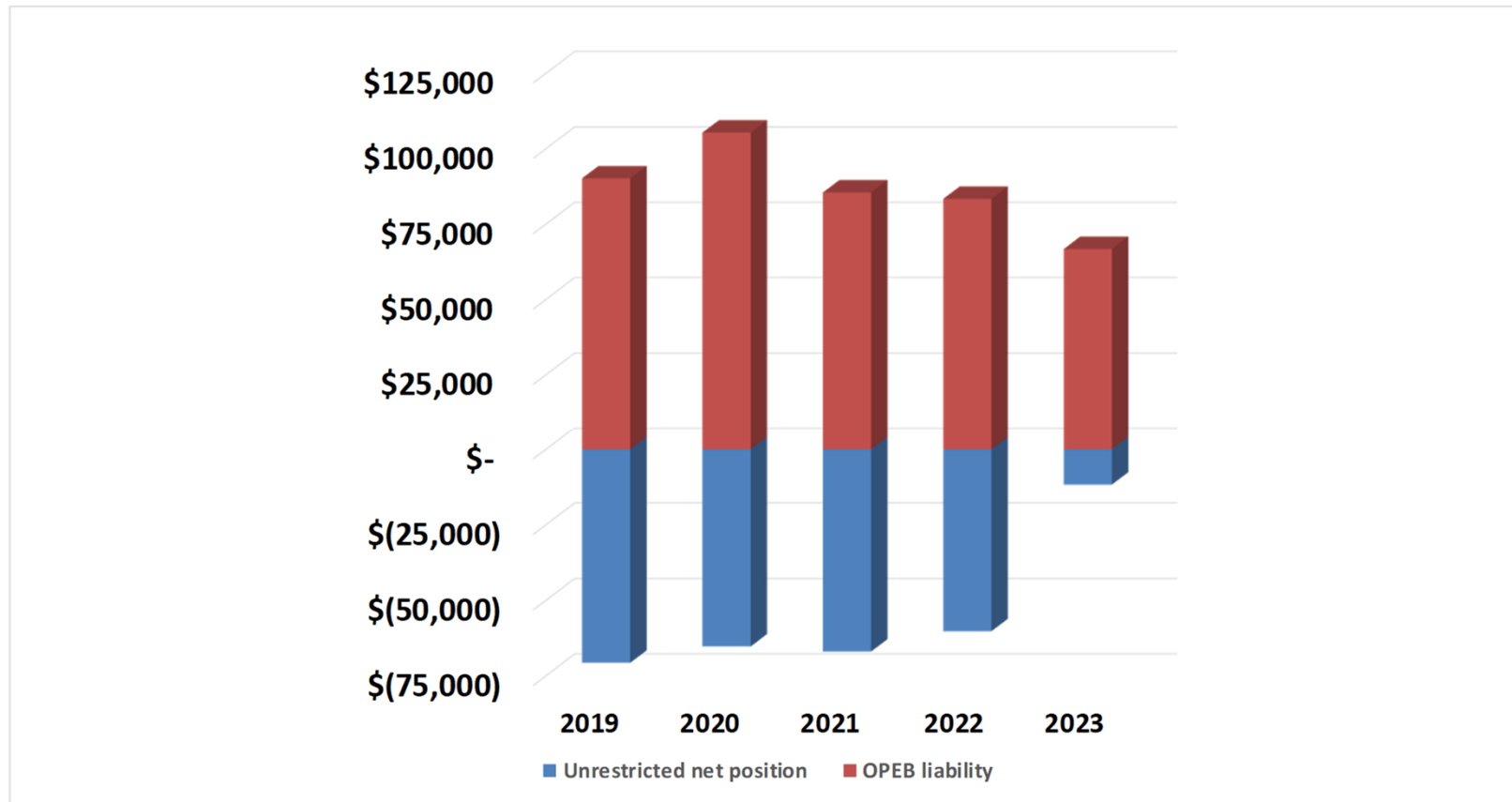
Operating Expenses excluding Other Postemployment Benefits (in thousands)



**Capital District Transportation Authority
Five Year Comparison
2019-2023**

	2019	2020	2021	2022	2023
Unrestricted net position	\$ (70,642,767)	\$ (65,256,223)	\$ (66,961,247)	\$ (60,215,633)	\$ (11,669,909)
Total OPEB liability	90,160,188	105,346,823	85,491,074	83,355,200	66,724,317
Total	\$ 19,517,421	\$ 40,090,600	\$ 18,529,827	\$ 23,139,567	\$ 55,054,408

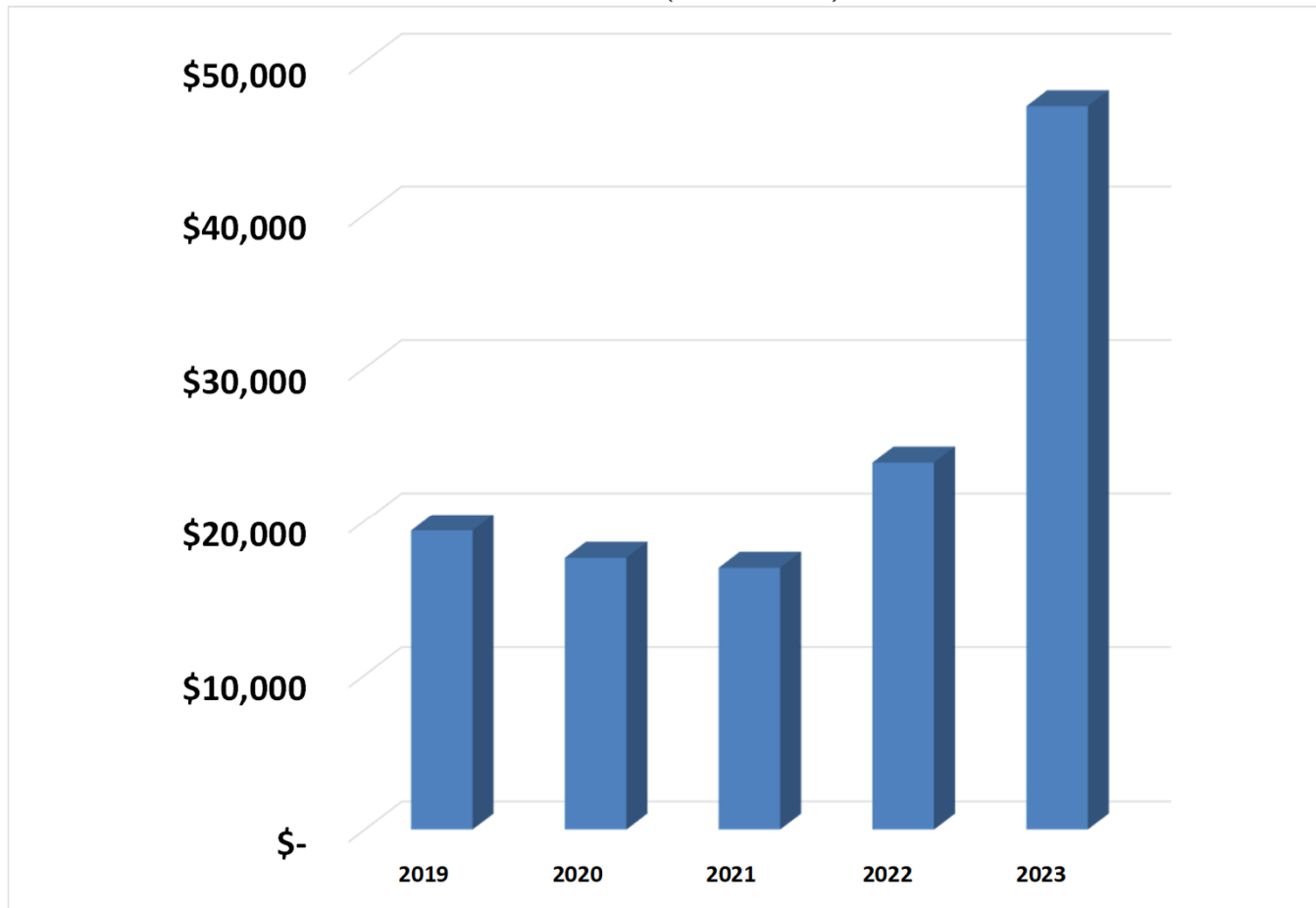
Unrestricted Net Position with OPEB Liability (in thousands)



**Capital District Transportation Authority
Five Year Comparison
2019-2023**

	2019	2020	2021	2022	2023
Investments	\$ 19,364,099	\$ 17,584,279	\$ 16,938,687	\$ 23,834,232	\$ 47,112,400

Investments (in thousands)





QUESTIONS AND DISCUSSION



Monthly Management Report

April 2023



Monthly Management Report - April 2023

Executive Summary

			Current Month		Year to Date		
REVENUE	Actual	Budget	(\$ Variance	(%) Variance	(\$ Variance	(%) Variance	
1	Mortgage Tax	\$ 819,891	\$ 1,045,833	\$ (225,942)	-21.60%	\$ (225,942)	-21.60%
2	Customer Fares	\$ 1,538,789	\$ 1,577,038	\$ (38,249)	-2.43%	\$ (38,249)	-2.43%
3	RRS & Facilities	\$ 298,219	\$ 251,076	\$ 47,143	18.78%	\$ 47,144	18.78%
EXPENSES	Actual	Budget	(\$ Variance	(%) Variance	(\$ Variance	(%) Variance	
4	Wages	\$ 3,996,741	\$ 4,992,730	\$ (995,989)	-19.95%	\$ (995,989)	-19.95%
5	Workers' Compensation	\$ 176,941	\$ 248,893	\$ (71,952)	-28.91%	\$ (71,953)	-28.91%
6	Liability Claims	\$ 67,391	\$ 33,333	\$ 34,058	102.18%	\$ 34,057	102.17%
7	Utilities	\$ 79,833	\$ 137,768	\$ (57,935)	-42.05%	\$ (57,934)	-42.05%
					YTD Revenue	-2.06%	
					YTD Expenses	-14.84%	

Revenue Summary

- 1 Mortgage Tax is 21% under budget to begin the year. This is tied to high interest rates and a cool housing market.
- 2 The Customer Fare line was increased 30% this fiscal year, but despite the increase, fares were only 2.4% under budget.
- 3 RRS revenue was 19% over budget, even though the annual budget line was increased 57% this year.

Expense Summary

- 4 Wages were 20% under budget this month because the new budget line was increased to accommodate a new labor agreement and a new BRT line this fall.
- 5 Workers' Compensation was 29% under budget this month as SLU awards continue to be lower than anticipated.
- 6 Liability Claims are 103% over budget due to two larger settlements and a high cost vehicle repair.
- 7 Utilities is 42% under budget which is typical for this time of the year. This line will start increasing in the colder months.

Note We are in a satisfactory budget position.

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

		Apr-23	Apr-22
Assets			
	Current Assets:		
	Cash	\$14,971,205	\$10,661,597
	Investments	\$47,277,025	\$24,056,779
	Receivables:		
	Mortgage Tax	\$1,088,397	\$1,348,815
	Federal Grants	\$2,669,494	\$0
	New York State Operating Assistance	\$5,235,241	\$4,792,268
	Trade and Other	\$29,043,920	\$15,228,123
	Advances to Capital District Transportation Committee	\$192,831	\$842,234
	Materials, Parts and Supplies	\$5,158,487	\$4,864,334
	Prepaid Expenses	\$1,609,795	\$1,362,302
	Sub-Total Current Assets	\$107,246,395	\$63,156,451
	Noncurrent Assets:		
	Capital Assets, net	\$155,757,960	\$166,457,632
	Deferred outflows of resources:		
	Deferred outflows of resources related to OPEB	\$14,832,009	\$14,832,009
	Deferred outflows of resources from pension	\$5,680,235	\$5,680,235
	Sub-Total Deferred outflows of resources:	\$20,512,244	\$20,512,244
Total for Assets		\$283,516,599	\$250,126,328
Liabilities			
	Current Liabilities:		
	Accounts Payable	\$5,611,233	\$6,166,555
	Accrued Expenses	\$5,438,045	\$5,349,912
	Unearned Revenue	\$3,131,778	\$5,357,627
	Line of Credit	\$0	\$0
	Sub-Total Current Liabilities	\$14,181,056	\$16,874,093
	Noncurrent Liabilities:		
	Capital Lease Agreement	\$13,657,470	\$1,137,185
	Estimated Provision for Existing Claims and Settlements	\$10,357,436	\$10,022,063
	Other postemployment benefits	\$83,355,200	\$83,355,200
	Net Pension Liability	\$23,844	\$23,844
	Sub-Total Noncurrent Liabilities	\$107,393,950	\$94,538,292
	Deferred inflows of resources:		
	Deferred inflows of resources from pension	\$7,188,915	\$7,188,915
	Deferred inflows of resources from OBEP	\$33,307,240	\$33,307,240
	Sub-Total Deferred inflows of resources	\$40,496,155	\$40,496,155
Total for Liabilities		\$162,071,161	\$151,908,540
Net Position			
	Net Investment in Capital Assets	\$108,241,228	\$108,241,228
	Unrestricted	\$13,204,210	(\$10,023,440)
Total for Net Position		\$121,445,438	\$98,217,788
Total Liabilities and Net Position		\$283,516,599	\$250,126,328

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
CONSOLIDATED STATEMENT OF OPERATIONS
April-23

	<u>To Date Actual</u>	<u>Annual Budget</u>	8%
REVENUE:			
AUTHORITY	\$1,056,560	\$12,660,000	8%
TRANSIT	\$9,087,028	\$109,647,510	8%
ACCESS	\$55,077	\$550,000	10%
CDTA FACILITIES	\$308,519	\$3,162,908	10%
TOTAL REVENUE	<u>\$10,507,185</u>	<u>\$126,020,418</u>	<u>8%</u>
EXPENSE:			
AUTHORITY	\$1,548,034	\$19,955,978	8%
TRANSIT	\$6,981,824	\$101,687,365	7%
ACCESS	\$124,146	\$1,310,581	9%
CDTA FACILITIES	\$204,069	\$3,023,753	7%
TOTAL EXPENSE	<u>\$8,858,073</u>	<u>\$125,977,679</u>	<u>7%</u>
Revenue over (under) Expenses	\$1,649,112		
Depreciation	<u>\$1,150,000</u>		
Excess of Revenue over (under) Expenses	\$499,112		
Transfer from Capital Project Fund	\$0		
Transfer to Risk Mngt Fund	\$0		
Transfer from Risk Mngt Fund	\$0		
Transfer from Vehicle Replacement	\$0		
Transfer to Vehicle Replacement	\$0		
Transfer to Capital Projects Fund	\$0		
Transfer from Operating Fund	\$0		
Transfer to Operating Fund	\$0		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	<u>(\$219,809)</u>		
*Net Excess of Revenue over (under) Expenses	\$279,303		
*Contribution to required fleet replacement.			

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

April-23

BUDGET VARIANCE REPORT

CONSOLIDATED									
This Month					Year to Date				Annual
Actual	Budget	Variance	% Variance		Actual	Budget	Variance	% Variance	Budget
Operating Revenue									
Mortgage Tax	\$819,891	\$1,045,833	(\$225,942)	-21.60%	\$819,891	\$1,045,833	(\$225,942)	-21.60%	\$12,550,000
Customer Fares	\$1,538,789	\$1,577,038	(\$38,249)	-2.43%	\$1,538,789	\$1,577,038	(\$38,249)	-2.43%	\$18,924,456
Advertising Revenue	\$141,667	\$143,402	(\$1,736)	-1.21%	\$141,667	\$143,402	(\$1,736)	-1.21%	\$1,720,827
RRS & Facilities	\$298,219	\$251,076	\$47,144	18.78%	\$298,219	\$251,076	\$47,144	18.78%	\$3,012,908
Interest Income	\$7,420	\$1,667	\$5,754	345.22%	\$7,420	\$1,667	\$5,754	345.22%	\$20,000
Misc. Income	\$7,813	\$11,542	(\$3,729)	-32.31%	\$7,813	\$11,542	(\$3,729)	-32.31%	\$138,500
Total Operating Revenue	\$2,813,799	\$3,030,558	(\$216,759)	-7.15%	\$2,813,799	\$3,030,558	(\$216,759)	-7.15%	\$36,366,691
Operating Assistance									
New York State Aid	\$4,641,900	\$4,641,900	\$0	0.00%	\$4,641,900	\$4,641,900	\$0	0.00%	\$55,702,797
County Aid	\$159,750	\$159,750	\$0	0.00%	\$159,750	\$159,750	\$0	0.00%	\$1,917,001
Federal Aid	\$2,492,160	\$2,492,160	\$0	0.00%	\$2,492,160	\$2,492,160	\$0	0.00%	\$29,905,923
Operating Grants	\$177,334	\$177,334	\$0	0.00%	\$177,334	\$177,334	\$0	0.00%	\$2,128,006
Total Operating Assistance	\$7,471,144	\$7,471,144	\$0	0.00%	\$7,471,144	\$7,471,144	\$0	0.00%	\$89,653,727
Total Revenue and Assistance	\$10,284,943	\$10,501,702	(\$216,759)	-2.06%	\$10,284,943	\$10,501,701	(\$216,759)	-2.06%	\$126,020,418
Expenses									
Salaries and Wages	\$3,996,741	\$4,992,730	(\$995,989)	-19.95%	\$3,996,741	\$4,992,730	(\$995,989)	-19.95%	\$59,912,759
FICA	\$288,126	\$350,325	(\$62,200)	-17.75%	\$288,126	\$350,325	(\$62,200)	-17.75%	\$4,203,904
Health Benefits	\$980,703	\$1,062,573	(\$81,870)	-7.70%	\$980,703	\$1,062,573	(\$81,870)	-7.70%	\$12,750,871
Workers Compensation	\$176,941	\$248,893	(\$71,953)	-28.91%	\$176,941	\$248,893	(\$71,953)	-28.91%	\$2,986,718
Other Benefits	\$337,426	\$405,457	(\$68,031)	-16.78%	\$337,426	\$405,457	(\$68,031)	-16.78%	\$4,865,487
Professional Services	\$426,657	\$510,430	(\$83,773)	-16.41%	\$426,657	\$510,430	(\$83,773)	-16.41%	\$6,125,162
Materials & Supplies	\$180,788	\$166,169	\$14,620	8.80%	\$180,788	\$166,169	\$14,620	8.80%	\$1,994,023
Miscellaneous	\$53,561	\$81,238	(\$27,676)	-34.07%	\$53,561	\$81,238	(\$27,676)	-34.07%	\$974,853
Purchased Transportation	\$922,172	\$905,500	\$16,673	1.84%	\$922,172	\$905,500	\$16,673	1.84%	\$10,865,995
Maintenance Services	\$342,645	\$355,984	(\$13,339)	-3.75%	\$342,645	\$355,984	(\$13,339)	-3.75%	\$4,271,804
Liability - Claims	\$67,391	\$33,333	\$34,057	102.17%	\$67,391	\$33,333	\$34,057	102.17%	\$400,000
Utilities	\$79,833	\$137,768	(\$57,934)	-42.05%	\$79,833	\$137,768	(\$57,934)	-42.05%	\$1,653,210
Fuel	\$439,837	\$636,251	(\$196,413)	-30.87%	\$439,837	\$636,251	(\$196,413)	-30.87%	\$7,635,007
Parts, Tires, Oil	\$472,177	\$523,169	(\$50,992)	-9.75%	\$472,177	\$523,169	(\$50,992)	-9.75%	\$6,278,025
General Insurance	\$89,514	\$91,883	(\$2,369)	-2.58%	\$89,514	\$91,883	(\$2,369)	-2.58%	\$1,102,600
Total EXPENSES	\$8,854,514	\$10,501,701	(\$1,647,188)	-15.68%	\$8,854,514	\$10,501,701	(\$1,647,188)	-15.68%	\$126,020,418
Surplus/Deficit	\$1,430,429	\$0	\$1,430,429		\$1,430,429	\$0	\$1,430,429		\$0

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
April-23

BUDGET VARIANCE REPORT

NON-TRANSIT									
This Month					Year to Date				Annual
Actual	Budget	Variance	% Variance		Actual	Budget	Variance	% Variance	Budget
Operating Revenue									
Mortgage Tax	\$819,891	\$1,045,833	(\$225,942)	-21.60%	\$819,891	\$1,045,833	(\$225,942)	-21.60%	\$12,550,000
Interest Income	\$7,344	\$1,667	\$5,677	340.62%	\$7,344	\$1,667	\$5,677	340.62%	\$20,000
Interest Inc-Invest/Change in Invest	\$222,242	\$0	\$222,242	0.00%	\$222,242	\$0	\$222,242	0.00%	\$0
Misc. Income - Authority	\$7,083	\$7,500	(\$417)	-5.56%	\$7,083	\$7,500	(\$417)	-5.56%	\$90,000
Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Total Operating Revenue	\$1,056,560	\$1,055,000	\$1,560	0.15%	\$1,056,560	\$1,055,000	\$1,560	0.15%	\$12,660,000
Expenses									
Labor - Authority	\$600,156	\$682,330	(\$82,174)	-12.04%	\$600,156	\$682,330	(\$82,174)	-12.04%	\$8,187,960
Fringe - Authority	\$432,593	\$390,026	\$42,566	10.91%	\$432,593	\$390,026	\$42,566	10.91%	\$4,680,315
Materials & Supplies - Authority	\$12,096	\$12,290	(\$193)	-1.57%	\$12,096	\$12,290	(\$193)	-1.57%	\$147,475
Professional Services - Authority	\$264,843	\$282,045	(\$17,202)	-6.10%	\$264,843	\$282,045	(\$17,202)	-6.10%	\$3,384,542
Other Expenses - Authority	\$238,347	\$296,307	(\$57,960)	-19.56%	\$238,347	\$296,307	(\$57,960)	-19.56%	\$3,555,686
Total Expenses	\$1,548,034	\$1,662,998	(\$114,964)	-6.91%	\$1,548,034	\$1,662,998	(\$114,964)	-6.91%	\$19,955,978
Surplus/(Deficit)	(\$491,474)	(\$607,998)	\$116,524		(\$491,474)	(\$607,998)	\$116,524		(\$7,295,978)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
April-23

BUDGET VARIANCE REPORT

TRANSIT									
	This Month					Year to Date			
	Actual	Budget	Variance	% Variance		Actual	Budget	Variance	% Variance
Operating Revenue									
Passenger Fares-Transit	\$886,284	\$933,700	(\$47,416)	-5.08%		\$886,284	\$933,700	(\$47,416)	-5.08%
Contracts - Transit	\$597,505	\$597,505	\$1	0.00%		\$597,505	\$597,505	\$0	0.00%
Advertising-Transit	\$129,167	\$130,902	(\$1,736)	-1.33%		\$129,167	\$130,902	(\$1,736)	-1.33%
Misc. Income - Transit	\$2,929	\$4,042	(\$1,112)	-27.52%		\$2,929	\$4,042	(\$1,112)	-27.52%
Total Operating Revenue	\$1,615,885	\$1,666,149	(\$50,264)	-3.02%		\$1,615,885	\$1,666,149	(\$50,264)	-3.02%
Operating Assistance									
State Aid - General	\$4,448,816	\$4,448,816	\$0	0.00%		\$4,448,816	\$4,448,816	\$0	0.00%
State Aid - PBT	\$159,750	\$159,750	\$0	0.00%		\$159,750	\$159,750	\$0	0.00%
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%		\$33,333	\$33,333	\$0	0.00%
County Aid	\$159,750	\$159,750	\$0	0.00%		\$159,750	\$159,750	\$0	0.00%
Federal Aid - Transit	\$2,492,160	\$2,492,160	\$0	0.00%		\$2,492,160	\$2,492,160	\$0	0.00%
Other Grants - Federal	\$177,334	\$177,334	\$0	0.00%		\$177,334	\$177,334	\$0	0.00%
Total Operating Assistance	\$7,471,144	\$7,471,144	\$0	0.00%		\$7,471,144	\$7,471,144	\$0	0.00%
Total Revenue and Assistance	\$9,087,028	\$9,137,293	(\$50,264)	-0.55%		\$9,087,028	\$9,137,293	(\$50,264)	-0.55%
Expenses									
Labor - Maintenance	\$700,381	\$812,693	(\$112,312)	-13.82%		\$700,381	\$812,693	(\$112,312)	-13.82%
Labor - Transportation	\$2,463,714	\$3,105,886	(\$642,172)	-20.68%		\$2,463,714	\$3,105,886	(\$642,172)	-20.68%
Labor - STAR	\$181,858	\$317,901	(\$136,043)	-42.79%		\$181,858	\$317,901	(\$136,043)	-42.79%
Fringe	\$1,336,163	\$1,657,058	(\$320,896)	-19.37%		\$1,336,163	\$1,657,058	(\$320,896)	-19.37%
Materials & Supplies	\$1,039,002	\$1,299,615	(\$260,613)	-20.05%		\$1,039,002	\$1,299,615	(\$260,613)	-20.05%
Professional Services	\$166,909	\$218,352	(\$51,442)	-23.56%		\$166,909	\$218,352	(\$51,442)	-23.56%
Other Expenses	\$3,607	\$10,629	(\$7,022)	-66.07%		\$3,607	\$10,629	(\$7,022)	-66.07%
Purchased Transportation - STAR	\$691,049	\$668,750	\$22,300	3.33%		\$691,049	\$668,750	\$22,300	3.33%
Liability - Claims	\$67,391	\$33,333	\$34,057	102.17%		\$67,391	\$33,333	\$34,057	102.17%
Liability - Insurance	\$67,692	\$88,217	(\$20,525)	-23.27%		\$67,692	\$88,217	(\$20,525)	-23.27%
Utilities - Transit	\$52,821	\$81,013	(\$28,193)	-34.80%		\$52,821	\$81,013	(\$28,193)	-34.80%
Mat & Supplies - NX	\$21,434	\$2,083	\$19,351	928.85%		\$21,434	\$2,083	\$19,351	928.85%
Purchased Transportation - NX	\$189,803	\$110,417	\$79,387	71.90%		\$189,803	\$110,417	\$79,387	71.90%
Purchased Transportation - Montgomery	\$0	\$68,000	(\$68,000)	-100.00%		\$0	\$68,000	(\$68,000)	-100.00%
Total Expenses	\$6,981,824	\$8,473,947	(\$1,492,123)	-17.61%		\$6,981,824	\$8,473,947	(\$1,492,123)	-17.61%
Surplus/(Deficit)	\$2,105,205	\$663,345	\$1,441,860			\$2,105,205	\$663,345	\$1,441,859	

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

April-23

BUDGET VARIANCE REPORT

ACCESS TRANSIT SERVICES									
	This Month				Year to Date				Annual Budget
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Contracts - Access	\$55,000	\$45,833	\$9,167	20.00%	\$55,000	\$45,833	\$9,167	20.00%	\$550,000
Interest Income	\$77	\$0	\$77	0.00%	\$77	\$0	\$77	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	\$55,077	\$45,833	\$9,243	20.17%	\$55,077	\$45,833	\$9,243	20.17%	\$550,000
Total Revenue and Assistance	\$55,077	\$45,833	\$9,243	20.17%	\$55,077	\$45,833	\$9,243	20.17%	\$550,000
Expenses									
Labor - Access	\$37,238	\$58,837	(\$21,598)	-36.71%	\$37,238	\$58,837	(\$21,598)	-36.71%	\$706,041
Fringe Benefits - Access	\$15,439	\$14,985	\$454	3.03%	\$15,439	\$14,985	\$454	3.03%	\$179,819
Purchased Transportation	\$41,320	\$33,333	\$7,986	23.96%	\$41,320	\$33,333	\$7,986	23.96%	\$400,000
Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$1,643	\$1,643	\$0	0.00%	\$19,721
Other Expenses - Access	\$28,506	\$417	\$28,089	6741.35%	\$28,506	\$417	\$28,089	6741.35%	\$5,000
Total Expenses	\$124,146	\$109,215	\$14,931	13.67%	\$124,146	\$109,215	\$14,931	13.67%	\$1,310,581
Surplus/(Deficit)	(\$69,069)	(\$63,382)	(\$5,687)		(\$69,069)	(\$63,382)	(\$5,687)		(\$760,581)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
April-23

BUDGET VARIANCE REPORT

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	\$80,768	\$66,667	\$14,101	21.15%	\$80,768	\$66,667	\$14,101	21.15%	\$800,000
	RRS Parking Revenue	\$203,556	\$174,909	\$28,647	16.38%	\$203,556	\$174,909	\$28,647	16.38%	\$2,098,908
	RRS Advertising	\$12,500	\$12,500	\$0	0.00%	\$12,500	\$12,500	\$0	0.00%	\$150,000
	SSTS	\$2,559	\$2,467	\$92	3.74%	\$2,559	\$2,467	\$92	3.74%	\$29,600
	Greyhound	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
	85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$5,801	\$6,667	(\$866)	-12.99%	\$80,000
	Interest Income	\$3,336	\$367	\$2,970	809.89%	\$3,336	\$367	\$2,970	809.89%	\$4,400
	Total Operating Revenue	\$308,519	\$263,576	\$44,944	17.05%	\$308,519	\$263,576	\$44,944	17.05%	\$3,162,908
Expenses	Labor	\$13,394	\$15,083	(\$1,689)	-11.20%	\$13,394	\$15,083	(\$1,689)	-11.20%	\$180,998
	Fringe-Benefits	\$2,562	\$1,617	\$945	58.41%	\$2,562	\$1,617	\$945	58.41%	\$19,405
	Professional Services	\$6,600	\$6,667	(\$67)	-1.00%	\$6,600	\$6,667	(\$67)	-1.00%	\$80,000
	Insurance	\$5,501	\$3,333	\$2,168	65.04%	\$5,501	\$3,333	\$2,168	65.04%	\$40,000
	Security	\$641	\$37,783	(\$37,143)	-98.30%	\$641	\$37,783	(\$37,143)	-98.30%	\$453,400
	Facilities Upkeep	\$25,220	\$28,917	(\$3,697)	-12.79%	\$25,220	\$28,917	(\$3,697)	-12.79%	\$347,000
	Facilities Repairs	\$14,331	\$14,083	\$248	1.76%	\$14,331	\$14,083	\$248	1.76%	\$169,000
	Utilities	\$21,142	\$48,238	(\$27,095)	-56.17%	\$21,142	\$48,238	(\$27,095)	-56.17%	\$578,850
	Materials & Supplies	\$0	\$1,250	(\$1,250)	-100.00%	\$0	\$1,250	(\$1,250)	-100.00%	\$15,000
	Parking Garage	\$87,418	\$45,000	\$42,418	94.26%	\$87,418	\$45,000	\$42,418	94.26%	\$540,000
	Greyhound	\$0	\$25,000	(\$25,000)	-100.00%	\$0	\$25,000	(\$25,000)	-100.00%	\$300,000
	85 Watervliet Avenue	\$8,657	\$10,425	(\$1,768)	-16.96%	\$8,657	\$10,425	(\$1,768)	-16.96%	\$125,100
	SSTS	\$18,603	\$14,583	\$4,020	27.57%	\$18,603	\$14,583	\$4,020	27.57%	\$175,000
Total Expenses	\$204,069	\$251,979	(\$47,910)	-19.01%	\$204,069	\$251,979	(\$47,910)	-19.01%	\$3,023,753	
Surplus/(Deficit)	\$104,450	\$11,596	\$92,854		\$104,450	\$11,596	\$92,854		\$139,155	

CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

AGING OF ACCOUNTS RECEIVABLE

Apr-23		
	Amount	% of Total
Current	\$18,124,424	65.30%
31 - 60	\$1,073,156	3.87%
61 - 90	\$181,462	0.65%
91 - 120	\$4,434,900	15.98%
Over 120	\$3,943,323	14.21%
Total Accounts Receivable	\$27,757,265	100.00%

Mar-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

Apr-23		
	Amount	% of Total
Current	\$4,807,435	85.96%
31 - 60	\$529,868	9.47%
61 - 90	\$133,873	2.39%
90 & Over	\$121,546	2.17%
Total Accounts Payable	\$5,592,721	100.00%

Apr-23 Receivables over 120 days: \$3,943,323

Breakdown of outstanding receivables over 120 days.

\$2,074,029 FEDERAL TRANSIT ADMIN

\$1,625,243 NYS DEPT. OF TRANSPORTATION

\$87,500 CITY OF ALBANY

\$73,191 UNIVERSITY AT ALBANY

\$33,468 NEW YORK POWER AUTHORITY

\$25,000 CITY OF SARATOGA SPRINGS

\$24,892 OTHER

\$3,943,323

ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	Apr-23	Apr-22	Difference	%	2023	2022	Difference	%
Albany	\$400,993	\$580,901	(\$179,908)	-30.97%	\$400,993	\$580,901	(\$179,908)	-30.97%
Rensselaer	\$102,829	\$183,153	(\$80,324)	-43.86%	\$102,829	\$183,153	(\$80,324)	-43.86%
Saratoga	\$238,677	\$394,392	(\$155,715)	-39.48%	\$238,677	\$394,392	(\$155,715)	-39.48%
Schenectady	\$77,392	\$190,370	(\$112,978)	-59.35%	\$77,392	\$190,370	(\$112,977)	-59.35%
Total	\$819,891	\$1,348,816	(\$528,925)	-39.21%	\$819,891	\$1,348,816	(\$528,924)	-39.21%

Current Month Year To Date

FY 2023 \$819,891 \$819,891

FY 2022 \$1,348,816 \$1,348,816

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

Highlight Summary
April 30, 2023

RESTRICTED INVESTMENTS

	<u>Fund Balances</u>	<u>Current Obligations</u>
Risk Management Account (Self-Insured)	\$3,297,755	\$2,135,511
Workers' Comp. Account (Self-Insured)	\$9,574,496	\$8,221,925
Operating Account	\$20,461,632	

Current Operating Reserve Obligations

Current Capital Reserve Obligations

\$12,991,683

Washington/Western BRT Project

Current Vehicle Replacement Reserve Obligations

\$951,460

Commuter buses (2)

All Investment Accounts are reviewed quarterly.

Average annual returns:

Risk Management	2.24%
Workers' Compensation	2.29%
Operating Fund	4.46%
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.

Monthly Performance Report

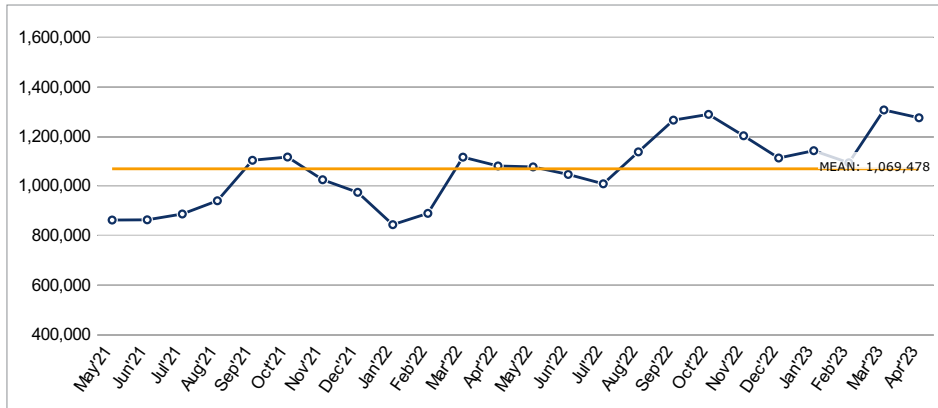
Period: Apr'23

Meeting: May'23

Patronage / Mobility

Page 1

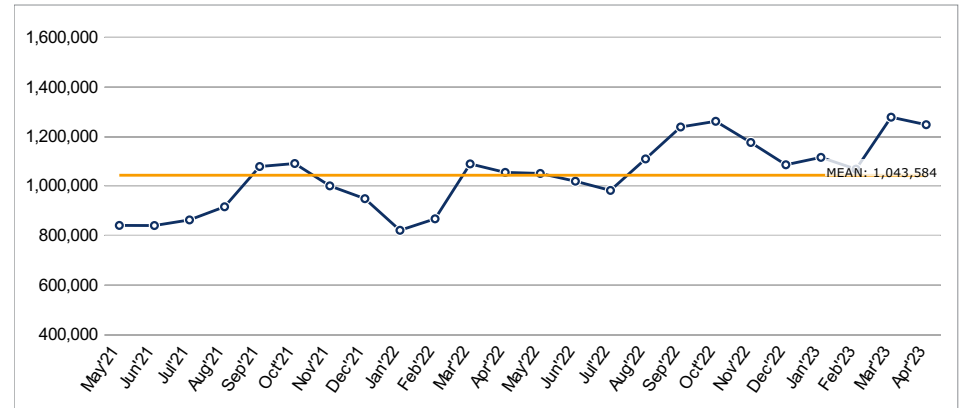
Total Riders



Previous: 1,081,044

Current: 1,275,462

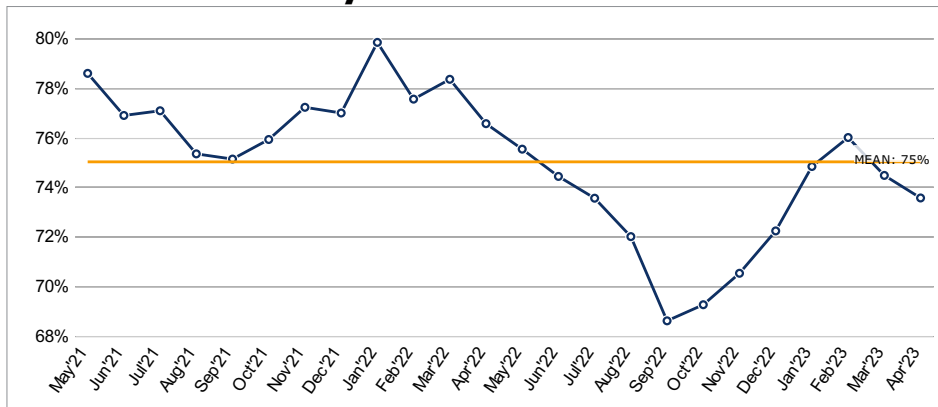
Fixed Riders



Previous: 1,055,064

Current: 1,247,580

System Wide OTP



Previous: 76.58%

Current: 73.58%

Monthly Performance Report

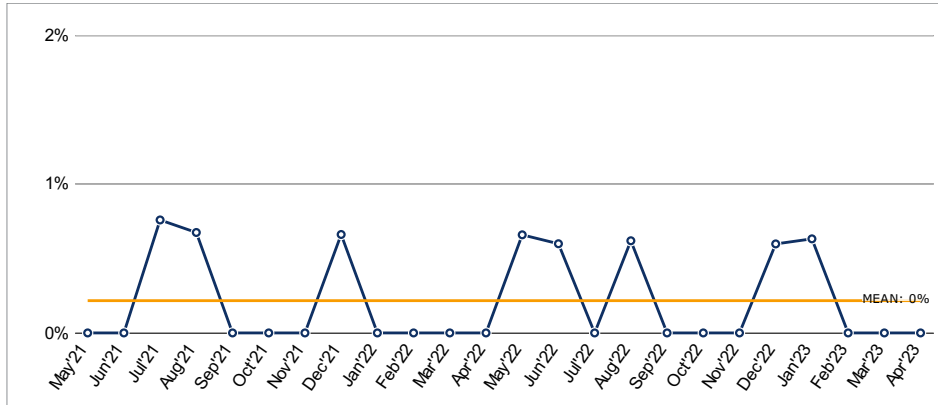
Period: Apr'23

Meeting: May'23

Reliability

Page 2

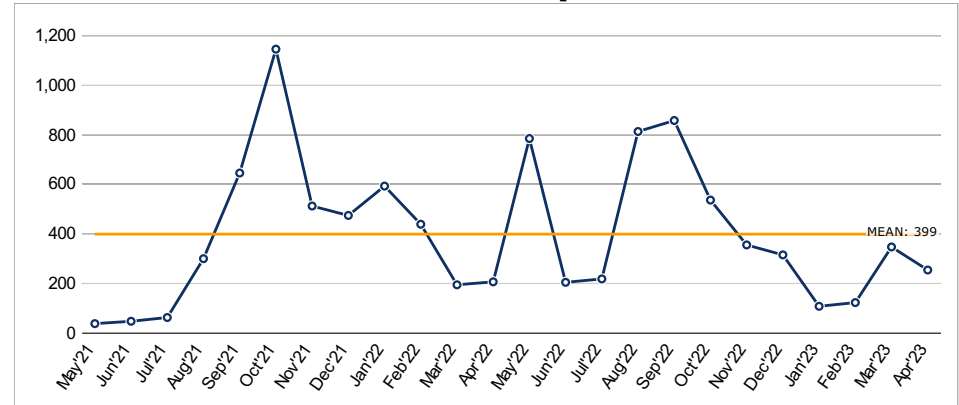
PMI Not On Time



Previous: 0.0%

Current: 0.0%

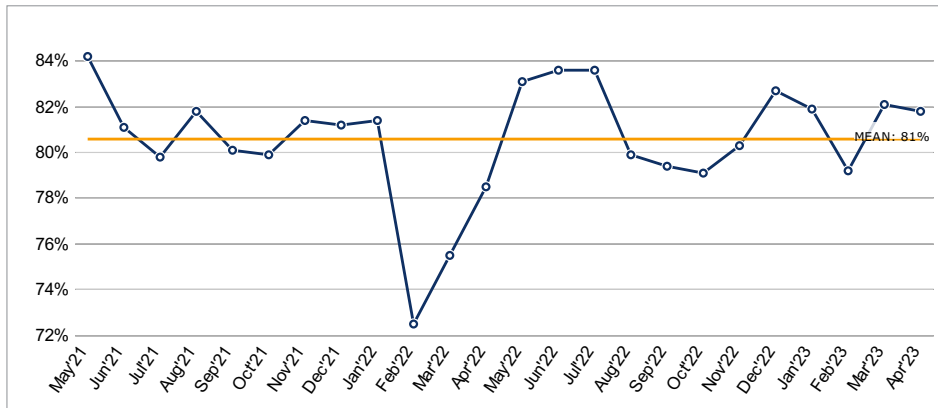
Missed Trips



Previous: 206

Current: 254

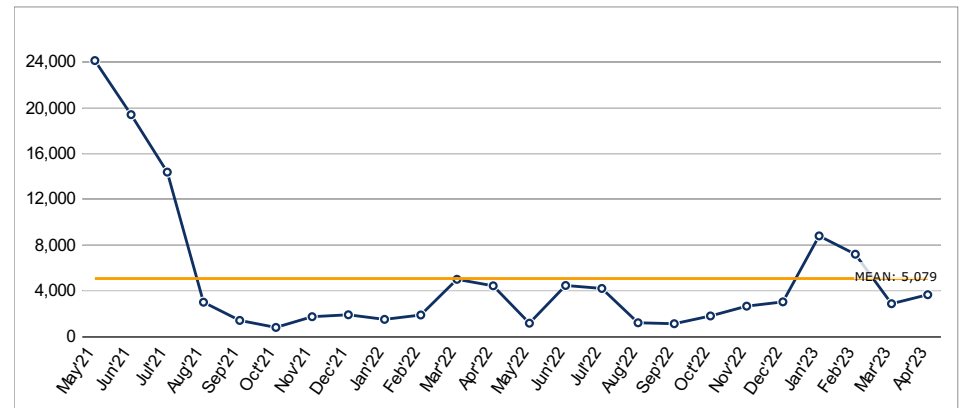
Scheduled Work



Previous: 78.5%

Current: 81.8%

MDBSI



Previous: 4,440

Current: 3,664

Monthly Performance Report

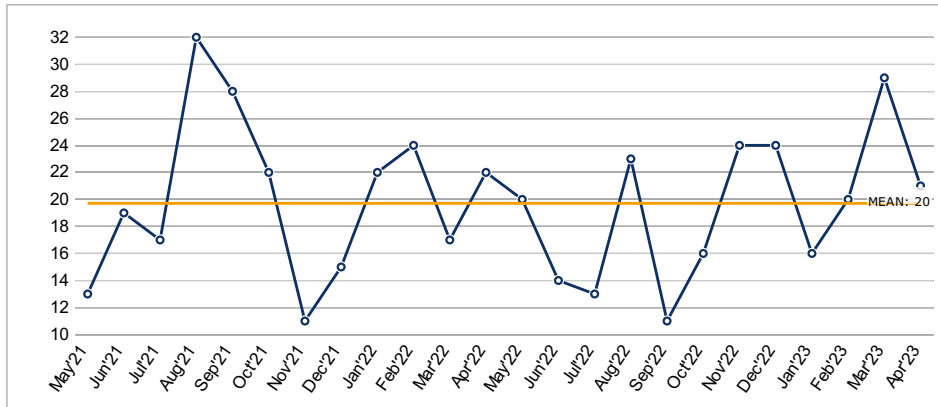
Period: Apr'23

Meeting: May'23

Safety

Page 3

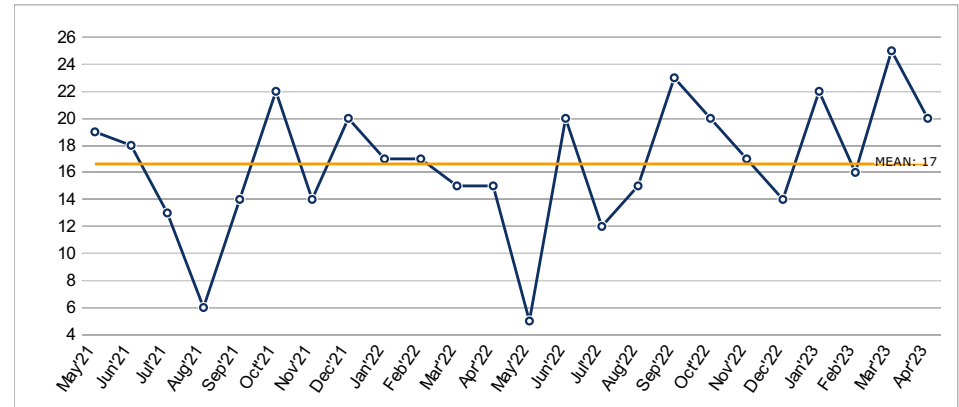
Preventable Accidents



Previous: 22

Current: 21

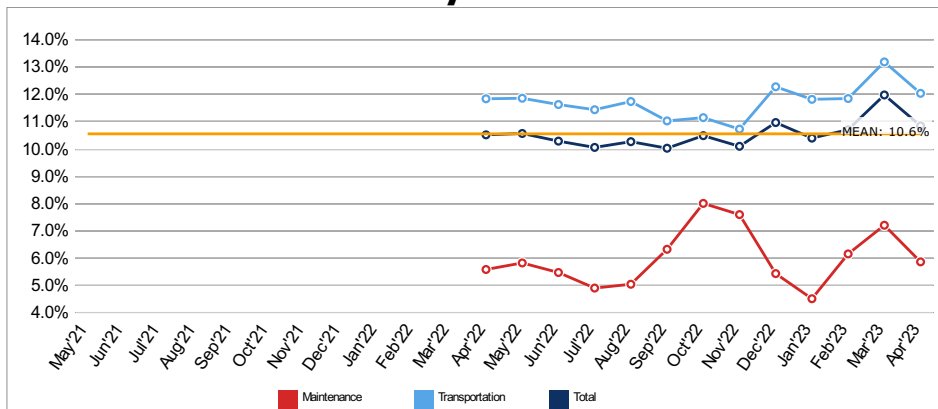
Non-Preventable Accidents



Previous: 15

Current: 20

Percent Days Not Worked



Previous: 10.5%

Current: 10.9%

Monthly Performance Report

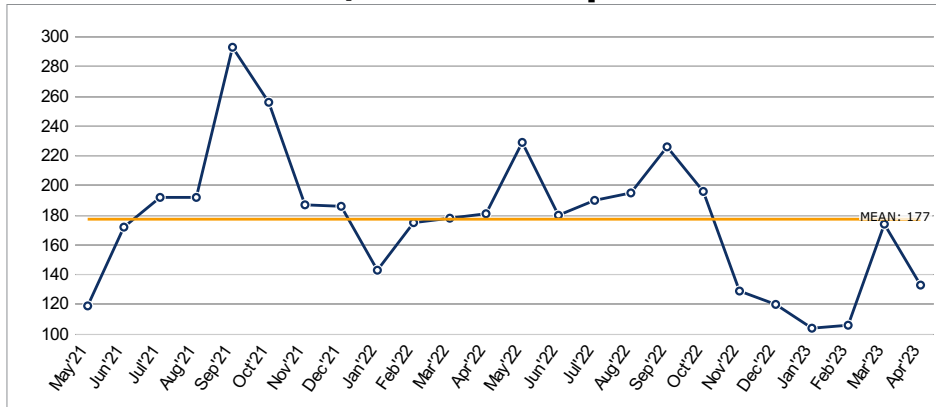
Period: Apr'23

Meeting: May'23

Customer Service

Page 4

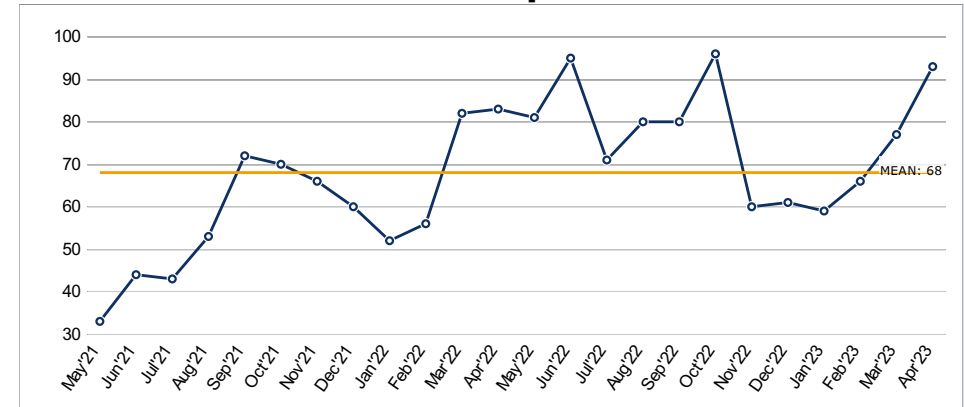
Fixed/Shuttle Complaints



Previous: 181

Current: 133

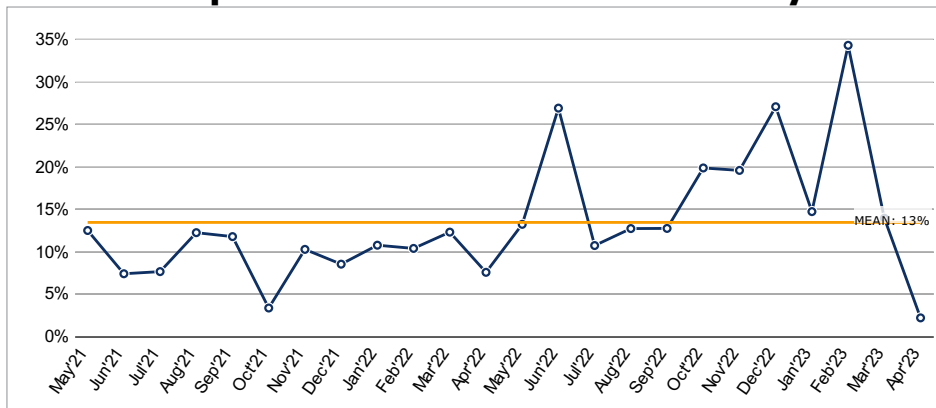
Other Complaints



Previous: 83

Current: 93

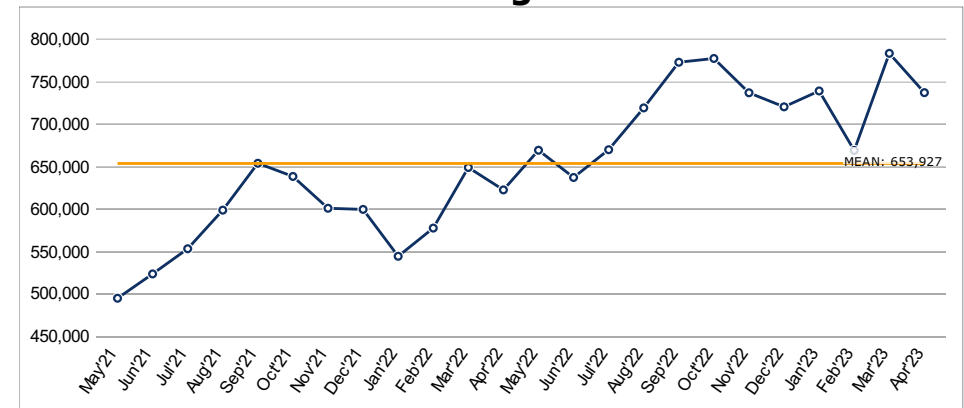
Complaints Not Addressed in Ten Days



Previous: 7.6%

Current: 2.2%

Website Page Views



Previous: 622,810

Current: 737,308

Monthly Performance Report

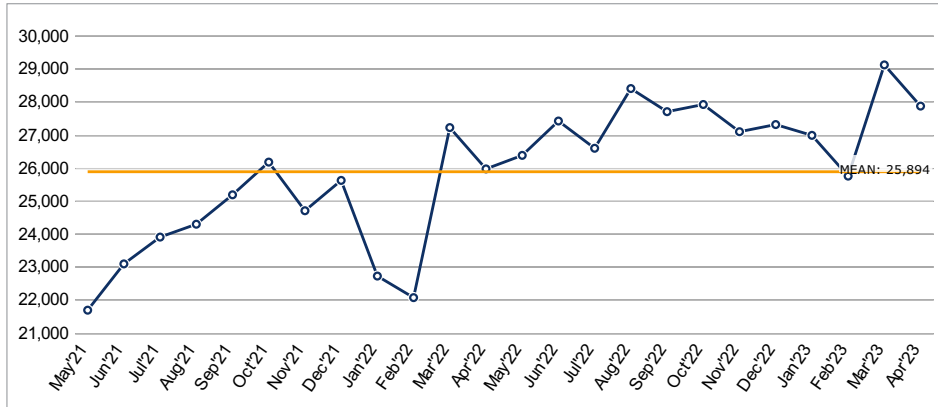
Period: Apr'23

Meeting: May'23

STAR Service

Page 5

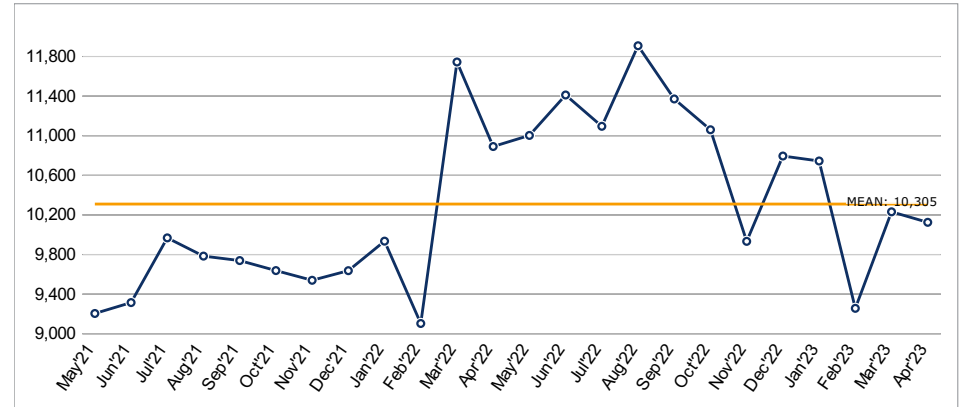
STAR Riders



Previous: 25,980

Current: 27,882

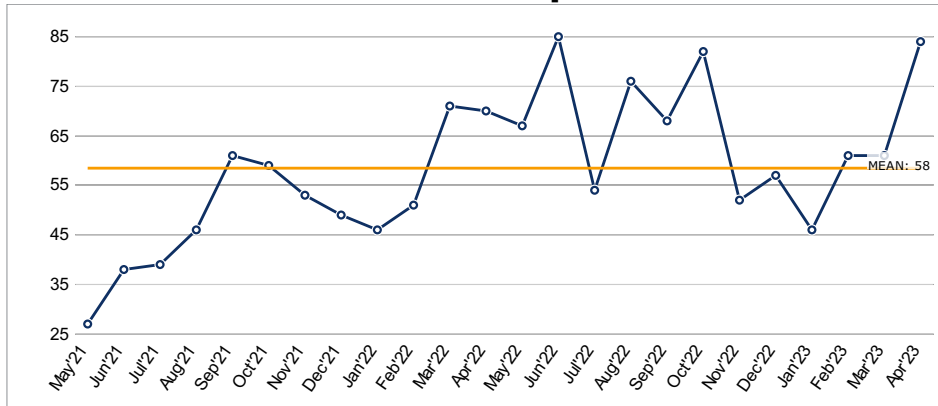
Reservation Calls



Previous: 10,886

Current: 10,121

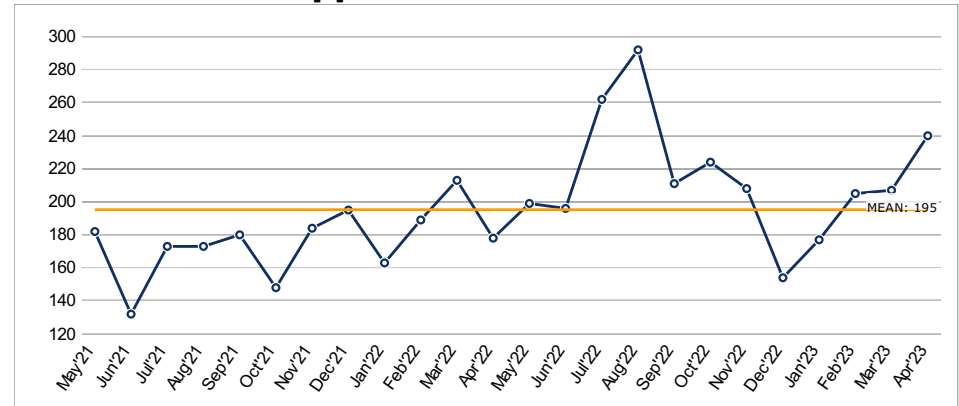
Customer Complaints



Previous: 70

Current: 84

Applications Received



Previous: 178

Current: 240

Monthly Performance Report

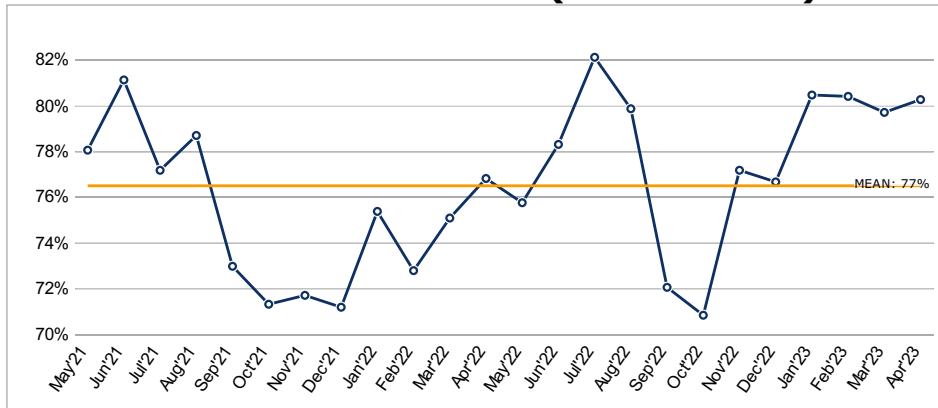
Period: Apr'23

Meeting: May'23

STAR Service

Page 6

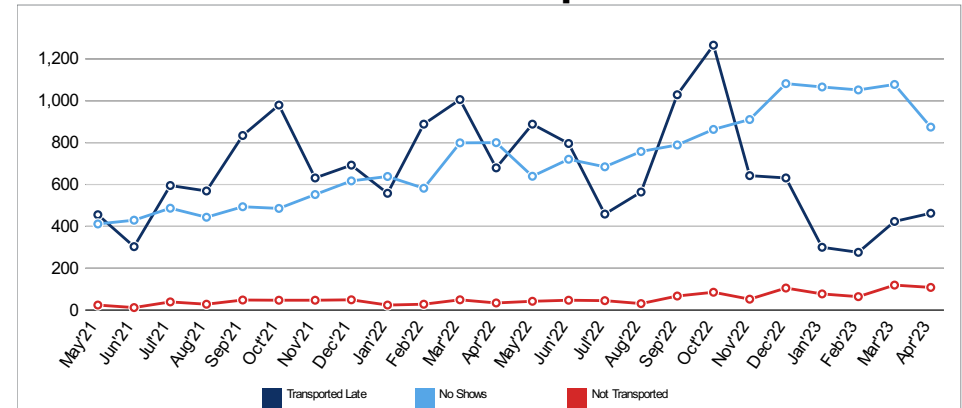
On-Time Performance (0-10 Minutes)



Previous: 76.8%

Current: 80.3%

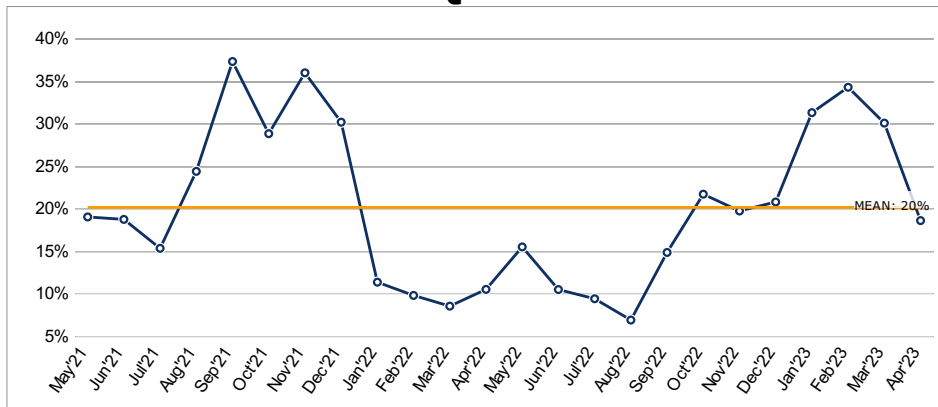
Missed Trips



Previous: 1,514

Current: 1,446

Reservation Calls in Queue Over Five Minutes



Previous: 10.5%

Current: 18.6%

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.