



**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Wednesday, June 21, 2023 | 12:00 pm | 110 Watervliet Ave &**  
**Via Microsoft Teams**

<b>Committee Item</b>	<b>Responsibility</b>
Call to Order	Daniel Lynch
Approve Minutes of Wednesday, May 24, 2023	Daniel Lynch
<b>Consent Agenda Items</b>	
• Approve Contract for Commuter Buses	Stacy Sansky
• Approve Purchase of 40' Buses	Stacy Sansky
• Approve Contract for RRS Parking Management	Stacy Sansky
• Approve Contract Extension for WWBRT Design & Construction	Stacy Sansky
• Approve Contract for On-Call Planning Services	Stacy Sansky
• Approve Annual Drug & Alcohol Policy	Kelli Schreivogl
<b>Administrative Discussion Items</b>	
• Annual Accident Review	Rich Nasso
• Annual Workplace Safety Report	Jack Grogan
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany

Next Meeting: Wednesday, September 13, 2023 at 12 pm via Microsoft Teams & 110 Watervliet Ave

Adjourn	Daniel Lynch
---------	--------------

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

# **Capital District Transportation Authority**

## **Performance Monitoring/Audit Committee**

### **Meeting Minutes – May 24, 2023 at 12:02 PM; 110 Watervliet Avenue, Albany**

In Attendance: Denise Figueroa, Jayme Lahut, Peter Wohl, Pat Lance; 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, Gary Guy, Seth, Elizabeth

#### **Meeting Purpose**

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the April 19, 2023 meeting were reviewed and approved.

#### **Audit Committee**

##### Approve Fiscal Year-End 2023 Draft Audit

- Seth Hennard and Liz Krause from Lumsden & McCormick presented the draft FY2023 year-end audit. We received a clean opinion with no findings or weaknesses. Lumsden reviewed their process and approach, along with required communications, and the balance sheet. This will be recommended to the board for approval.

#### **Consent Agenda Items**

##### Approve Purchase of Paratransit Vehicles

- This is our annual order of paratransit vehicles, which is part of our fleet replacement program. We have a five-year contract with Shepard Brothers to purchase these vehicles. Staff recommends purchasing six vehicles for STAR; they will have upgraded wheelchair lifts, cameras, and the new air purification system. Delivery is expected in early 2024.
- A purchase of six vehicles from Shepard Brothers, Inc. of Canandaigua, NY for a total price of \$838,440 will be recommended to the board for approval.

##### Approve Purchase of Trolley Vehicles

- We need to replace one of our Trolley's; we have a contract with Hometown Trolley for this. Staff recommends the purchase of one Trolley that is the same make and model of prior purchases. Delivery is expected later this year.
- A purchase of one Trolley from Hometown Trolley of Crandon, Wisconsin for a total price of \$202,267 will be recommended to the board for approval.

##### Approve Contract for Fareboxes

- We need 22 fareboxes for our Washington/Western BRT buses this fall. A sole source purchase for SPX-Genfare fareboxes is recommended because they are proprietary.
- A contract to SPX-Genfare Corporation of Elk Grove Village, Illinois for an amount not to exceed \$389,796 will be recommended to the board for approval.

##### Approve Contract for Vaults

- The vaults at the Troy Division have reached the end of their useful life and need to be replaced. SPX-Genfare vaulting hardware and software are proprietary and a sole source purchase is necessary.
- A contract to SPX-Genfare Corporation of Elk Grove Village, Illinois for an amount not to exceed \$129,086 will be recommended to the board for approval.

#### Approve Contract for Lighting Upgrade

- We are installing new generation LED lighting fixtures at 110 and 85 Watervliet Avenue. Estimated energy savings is \$90,000 per year. This project is sponsored by National Grid and their preferred source contractor is Integra LED.
- A one-year contract to Integra LED of Latham, for an amount not to exceed \$250,000 will be recommended to the board for approval.

#### Approve Contract for Scheduling Services

- We need a professional services firm to help us maximize our fixed route scheduling software, called HASTUS. Courval Scheduling has extensive HASTUS experience and provides assistance/training to the transit industry. They have an exclusive partnership with GIRO and are the holder of sublicensing rights for this software.
- A two-year contract to Courval Scheduling, Inc. of Laval QC, for an amount not to exceed \$270,805 will be recommended to the board for approval.

#### **Administrative Discussion Items**

- Amanda Avery provided a quarterly review on the Risk Management and Workers' Compensation Self-Insurance Accounts. The Committee determined that both accounts are adequate at this time.
- Mike Collins gave the Monthly Management Report. MRT is 21% under budget to start the year but has been trending up over the past few months. Customer revenue was slightly under budget at -2.4%, but RRS revenue outperformed budget by 19%. Wages were under budget this month because of continuing headcount challenges. Workers' Compensation was under budget by 29% as scheduled loss of use awards are lower than anticipated. We are starting the year off in a good financial position.
- Chris Desany gave the Non-financial Report. Fixed route ridership was up 17% this month; and STAR ridership was up 7% for the month; Fixed route on-time performance was at 74%; and STAR on-time performance was at 80%. Overall, missed trips have trended down for the past few months and are at 254. We had 21 preventable accidents this month; and 20 non-preventable accidents.

#### **Next Meeting**

Wednesday, June 21, 2023 at 12:00 pm via Microsoft Teams and at 110 Watervliet Ave.

# **Capital District Transportation Authority**

## **Agenda Action Sheet**

**Subject:** Purchase of Motorcoaches  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** June 21, 2023

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

Each year we replace 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 12 years/500,000 miles.

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

CDTA is utilizing a “piggyback” option to purchase commuter buses from the Commonwealth of Virginia contract. Using a piggyback procurement allows CDTA to save time and money for small quantity purchases. We use this style bus for our Commuter Services.

A Request for Proposals (RFP) was issued by the Commonwealth of Virginia for motorcoaches. The FTA allows for piggyback purchases that meet specified criteria. Staff has documentation on file to justify the procurement method. We requested options from this contract for coach style buses to operate our commuter service. CDTA will execute our own agreement with MCI for the actual purchase.

Upon Board approval and contract execution, a purchase order will be issued for two vehicles with anticipated delivery for February 2024.

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

The vehicle price per bus is \$881,217. This purchase will be funded through our Capital Plan.

### **Proposed Action:**

I recommend the purchase of two motorcoaches from MCI for an amount not to exceed \$1,762,435.

### **Manager:**

David Williams, Director of Maintenance

**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:**

\$1,762,435    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) – Commonwealth of VA  
☐ Professional Services (Over \$25,000)      ☐ Sole or Single Source (Non-Competitive)

**6. SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # \_\_\_\_\_ or Advertised  
Number of Proposals/Bids Received # \_\_\_\_\_

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  
Number of DBE Subcontractors    \_\_\_\_\_

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Motor Coach Industries, Inc

1700 E Gulf Road Suite 300

Schaumburg, IL 60173

**8. SOURCE OF FUNDS:** FY24 Capital Plan

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

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

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

Stacy Sansky, Director of Procurement

DATED: June 21, 2023

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Purchase of 40-foot buses  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** June 21, 2023

### Objective of Purchase or Service:

The current fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life.

### Summary of Staff Proposal:

Last year, the Board awarded a five-year contract to purchase forty-foot diesel buses to Gillig, LLC with the understanding that future purchases will require Board approval. We recommend the purchase of ten 40' diesel buses and eight 40' BRT-Styled diesel buses. This purchase is consistent with our purchasing plans and service needs, which aims to balance fleet age and maintenance requirements, while providing predictable costs for purchase and annual maintenance expenses.

These vehicles will come with operator barriers and air filtration systems as well as Motorola radios. The quoted price includes \$6,356 per bus for delivery.

The price represents a 10% increase in vehicle costs, which is double the increase allowed in the contract. Gillig has provided documentation to show the cost of raw materials has increased by over 14%.

Upon Board approval a purchase order will be issued immediately with delivery anticipated for late summer of 2024.

### Financial Summary/Cost:

Description	Unit Cost	Quantity	Extended Cost
Base Bus	\$584,288	10	\$5,842,880
BRT Style Base Bus	\$624,684	8	\$4,997,472
Extended Warranty	\$7,609	18	\$136,962
TOTAL COST:			\$10,977,314

### Proposed Action:

I recommend the purchase of 18, 40' diesel buses from Gillig, LLC for an amount not to exceed \$10,977,314.

### Manager:

David Williams, Director of Maintenance

**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:**

\$2,420,000 (NTE) fixed      estimated      (circle one)

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

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

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

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

**6. SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 29      or      Advertised  
Number of Proposals/Bids Received # 4

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:** Republic Parking  
633 Chestnut Street, Suite 2000  
Chattanooga, TN 37450

**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: June 21, 2023

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Contract Extension for WWBRT Design and Construction  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** June 21, 2023

### Objective of Purchase or Service:

We have completed the rollout of the River BRT and are in the final stages of the Washington/Western BRT launch. These projects require significant engineering, design, construction, and inspection work. As conditions and priorities change, there is also a need for *ongoing* design modifications and adjustments.

Creighton Manning was awarded a competitively procured contract in 2015 for work on both BRTs. A new contract was approved in 2020 to finish River and start WWBRT. Creighton and their team of sub-consultants (IBI, HDR, Hite,) have supported us with the WWBRT design, construction, and implementation activities. Creighton has been a trusted partner to us for many years. To finish the WWBRT by soliciting a new engineering firm would not be cost or time effective.

Original budget and schedule projections were adequate to complete the work required for a Spring 2023 rollout (completing Creighton's work). Additional effort is needed to cover the period up to the anticipated 2023 Fall rollout (6-9 months longer than anticipated). We have also identified additional BRT-related tasks to carry out under this contract. These tasks are consistent with the scope of services upon which the contract is based. This includes:

- Post-design changes, and construction inspection of the Gardenway
- The roundabout at Crossgates
- Post-design changes for stations and work at Brevator
- Design, and construction of further improvements including Harriman station and busway

We specified a scope and requested cost structure for this work. Approval of this contract extension and budget is not a guarantee of work. Task items will be approved on a case-by-case basis as projects develop.

### Summary of Staff Proposal:

Creighton and their team have been important in the delivery of both the RCBRT and WWBRT. This contract extension allows us to complete the WWBRT project and add new features.

### Financial Summary/Cost:

The estimate to complete the work is \$4,155,000, and none of the additional tasks are guaranteed. We would also include an option for an additional \$2,100,000 in services should the Harriman Busway and east station be advanced. These costs are *under* budget for what was allocated on the design/professional services line in the Small Starts grant used to fund them.

**Proposed Action:**

I recommend a two-year contract extension with two, one-year extensions to Creighton Manning of Albany, NY for Washington/Western BRT design and engineering services. This contract value is for a total not to exceed \$6,225,000.

**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:**

\$6,225,000 (NTE)      fixed      estimated      (circle one)

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

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

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

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

**6. SELECTION CRITERION USED:**

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

Attach Summary of Bids/Proposals

**7. Disadvantaged 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  
Was contract awarded to a DBE?      Yes      No  
Number of DBE Subcontractors        

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Creighton Manning Engineering, LLP**

2 Winners Circle

Albany, NY 12205

**8. SOURCE OF FUNDS: WWBRT Grant**

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

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

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

Stacy Sansky, Director of Procurement      DATED: June 21, 2023

# **Capital District Transportation Authority**

## **Agenda Action Sheet**

**Subject:** Contract Award for On-Call Planning Services  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** June 21, 2023

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

To provide on-call planning services to assist CDTA in following areas:

- Service Planning/Strategic Planning/Capital Planning
- Traffic Signal Analysis & Information Technology Services

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

With the growth of our service area, and ridership, we continue to undertake new projects and work to enhance our network. An on-call planning services contract will allow us to use pre-approved firms with subject matter expertise to quickly engage in planning tasks and produce results in a timely manner. This is similar to what we do with panel counsel in the Legal Department, and term engineers in the Facilities Department.

A scope was developed and a Request For Proposals (RFP) was issued. The scope included:

- Bus Route and Stop Planning
- Ridership and Performance Data Analysis and Estimation
- Traffic Analysis and Demand Modeling
- Environmental Review – NEPA / SEQR; Site Survey
- Conceptual Design, Engineering, Engineering /Design and Cost Estimation
- Traffic Signal Timing

We received 20 proposals. Staff from the Planning and Information Technology Departments reviewed proposals based on firm experience, qualifications of personnel, references, and D/MWBE participation. Of the submissions, eight firms were deemed the most qualified. All received strong references from other transit agencies and municipal partners. We recommend awarding a contract to the following firms:

#### Service Planning / Strategic Planning

1. FHI Studio\*
2. Sam Schwartz Engineering\*

#### Capital Planning & Design

3. MJ Engineering & Land Surveying\*
4. Bergmann Architects\*
5. CHA Companies\*
6. Creighton Manning Engineering\*

Traffic Signal Analysis & Information Technology Services

7. Arcadis IBI Group\*
8. Kittelson & Associates

\* Firm with whom we already have experience

**Financial Summary/Cost:**

Scopes of work awarded on each contract will not exceed \$150,000/year and will be funded through a combination of our capital and operating budgets.

**Proposed Action:**

I recommend that three-year contracts with two optional one-year extensions be awarded to each of the aforementioned firms for on-call planning services.

**Manager:**

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:**

**\$150,000 per year per scope of work/contract**      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 # 42 or      **Advertised**  
Number of Proposals/Bids Received # 20

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      **6**  
DMWBE Certification on file?      **Yes**      No      Not Applicable  
Number of DMWBE Subcontractors      **3 DBE, 3MBE, 4 WBE, 1 SDVOB**

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** **See Action Item -8 Firms**

**8. SOURCE OF FUNDS:** **Operating or Capital Budget depending on amount and type of project**

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

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

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

**Stacy Sansky, Director of Procurement**      DATED: **June 21, 2023**

Scorecard CDTA PLAN 18-11000 On Call Planners

	JMT of New York, Inc Latham, NY	CHA Companies Albany, NY	Creighton Manning Engineering Albany, NY	FourSquare ITP Washington, DC	Transportation Management & Design, Inc Carlsbad, CA	FHI Studio Hartford, CT	Karp Strategies New York, NY	Bergmann Architects, Engineers, Planners Albany, NY	Arcadis IBI Group Binghamton, NY	Kittelson & Associates Boston, MA
Cumulative	210.75	258	264	207	174	276	186	255	241.5	246
Average	70	86	88	69	58	92	62	85	81	82

	MJ Engineering & Land Surveying, PC Clifton Park, NY	Jack M Reilly & Associates Latham, NY	Sowinski Sullivan Sparta, NJ	WSP Troy, NY	Arup US, Inc New York, NY	Stantec Consulting Services, Inc Albany, NY	Fisher Associates Syracuse, NY	Weston & Sampson Albany, NY	Sam Schwartz New York, NY	BFJ Planning New York, NY
Cumulative	255	168	207	186	198	174	192	204	267	222
Average	85	56	69	62	66	58	64	68	89	74

- = Selected that did not require interview
- = Selected after interview
- = Not selected after interview
- = Not selected and did not require interview

*\*Firms selected over average of 80 points*

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Drug & Alcohol Policy  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** June 21, 2023

### Objective of Purchase or Service:

An annual review of our Drug and Alcohol Policy is required by the Federal Transit Administration. This policy contains language outlining how our program works, what standards employees are held to, and the consequences associated with violating the policy. The types of tests that CDTA conducts include Pre-Employment, Random, Post Accident, Return to Work and Reasonable Suspicion. The five classes of drugs that we currently screen for are: Marijuana, Cocaine, Opiates, Amphetamines and Methamphetamines.

The policy must be available to all employees, both safety-sensitive and non-safety sensitive. It ensures that all regulations are current to maintain compliance with the Federal Transit Administration.

### Summary of Staff Proposal:

#### Regulatory Change

According to Labor Law 201-D, cannabis used in accordance with New York State law is a legal consumable product. As such, employers are prohibited from discriminating against employees based on the employee's use of cannabis outside of the workplace, outside of work hours, and without use of the employer's equipment or property.

All *non-safety sensitive* employees being drug tested during the pre-employment process, cannot be penalized if their test comes back positive for cannabis.

We have updated the policy to include this language.

#### Administrative Change

Appendix C: SAP – Substance Abuse Provider

Deleted information for Amanda Keller and replaced with the following:

Winell J. Soures, Capital EAP

(518) 462.6531 Ext 110

### Financial Summary/Cost:

No Impact

### Proposed Action

I recommend approval of the 2023-2024 Drug and Alcohol Policy

### Manager:

Kelli Schreivogl, Director of Human Resources

# Memorandum

June 21, 2023

**To:** Performance Monitoring/Audit Committee

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

**Subject:** FY2023 Year End Accident Report

## Background

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

Highlights of FY2023 include a reduction of Preventable accidents. Passenger accidents increased, but only 10 of the 59 passenger accidents were preventable. We had another year of over 100 new operators put into service. Operators with less than one year of service consist of 17% of all operators, yet they were responsible for 34% of all preventable accidents.

We have developed a new process for determining preventable accidents. It includes a timely interview with the operator; an opportunity to view camera footage; and a discussion with the operator before making a decision. This process has enhanced our remedial training efforts.

## Program

The FY2023 annual accident report includes:

- Total number of accidents in FY2023.
- Comparison of accident data between FY2023 and FY2022.
- Accident rate per 100,000 miles.
- A recap of the steps taken to decrease accidents.

<b>FY22</b>	<u>Collision:</u>	394	<b>FY23</b>	<u>Collision:</u>	388
	<u>Passenger:</u>	<u>44</u>		<u>Passenger:</u>	<u>59</u>
	<b>TOTAL</b>	<b>438</b>		<b>TOTAL</b>	<b>447</b>
<b>FY22</b>	<u>Preventable:</u>	246	<b>FY23</b>	<u>Preventable:</u>	238
	<u>Non-Preventable:</u>	<u>192</u>		<u>Non-Preventable:</u>	<u>209</u>
	<b>TOTAL</b>	<b>438</b>		<b>TOTAL</b>	<b>447</b>

Total accidents per 100,000 miles decreased in FY2023 to 4.0 from 4.2 the year before. The *preventable accident rate* per 100,000 miles was 1.9 in FY2023, our most meaningful metric. There was a small decrease in preventable accidents, but the corresponding rate per 100,000 miles did not change much. Preventable accidents on our property continues to be significant.

This past year, 95 out of 238 preventable accidents were on property, (40% of all preventable accidents). Additional training and support in this area has already started.

### **Safety initiatives for FY2024**

1. The accident goal is 3.5%, a 5% reduction.
2. Introducing a new “hands-on” defensive driving program.
3. New safety committee making strides with quick turnaround on safety concerns.
4. Expect NYS DMV to approve video mirrors on transit vehicles. Phase two of the Video mirror pilot has begun.

By utilizing the safety risk assessment in the System Management Safety Plan (SMS), we have identified that the highest percentage of accidents occur on property. As part of our initiative to reduce these accidents, Safety Supervisors will assist in AM and PM pull-outs. During pull-out time, supervisors will reinstruct operators on procedures, increasing awareness, driving slowly, and to stay alert when navigating through the storage houses.

We are introducing a “hands-on” defensive driving program that emulates actual driving hazards. Operators will navigate the course with a safety and training supervisor. The goal of this training is to improve driving skill sets, tight area maneuvers and build confidence.

The safety committees have been a big part of our SMS policy and procedures to reduce accidents and improve organizational safety. The collaborative nature of the committee (50% mix of ATU and CDTA staff) has had a significant impact on identifying and addressing safety concerns. The committee’s work has resulted in some safety hazards being fixed in a matter days, if not the same day.

We continue to work with NYSDMV on the mirror pilot program. We have equipped a bus with infrared cameras on the outside of the bus, and use monitors on the inside of the bus. This reduces the exterior bus width by one foot, providing the operator more room to maneuver in tight spaces. The operator now sees a clear “daylike” display, even in inclement weather. DMV is expected to approve this technology for transit vehicles over the next few months. This will include removing the exterior mirrors. The second phase of the Pilot is to use this new mirror technology on our 60-foot articulated buses. To date, over 100 operators and 12 supervisors have trained on video mirrors to enhance our pilot system.

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

## Memorandum

June 21, 2013

To: Performance Monitoring/Audit Committee

From: Jack Grogan, Director of Risk Management

Subject: Annual Report on Workplace Injuries and Costs – FY2023

### Summary

Workplace injuries in FY2023 improved over the prior year, with 14 less injuries. There were 72 total injuries with 48 in Transportation and 22 in Maintenance. Major injuries accounted for 16 cases. Below is a chart illustrating Workplace Injuries over the past five years.

Fiscal Year	Number of Injuries	Lost Time Claims
2019	65	11
2020	81	15
2021	80	15
2022	86	16
2023	72	16

<b>Five-Year Average</b>	76	14
--------------------------	----	----

Back and shoulder injuries accounted for a higher percentage of injuries this year. We are investigating root causes and developing strategies to minimize these injuries. Vehicular crashes and falls make up most cases.

### Division Injuries

Albany	Troy	Schenectady	STAR
29	24	18	1

Although Albany had more injuries, they are also the largest department. The highest concentration of injuries was in the Troy division, which we are investigating. Schenectady's injuries decreased by one, and STAR's injuries decreased by three.

Workers' Compensation costs consist of three main elements; (1) compensation (money paid to the employee injured on the job); (2) expenses; (3) medical fees. CDTA's total Workers' Compensation Costs for FY2023 was \$2,735,687, a decrease of \$460,734 from last year.

### Background

Compensation expense is the clear driver for CDTA's costs. These are direct weekly payments to injured workers in the form of indemnity payments and Scheduled Loss of Use (SLU) awards. Indemnity payments are calculated by the Workers' Compensation Board based on an

employee's average weekly wage. An SLU award is based on the degree of injury for a specific body part. Additional costs also include payments to attorneys. SLU awards continue to be a significant factor in our WC costs, amounting to \$2.1 million over the past five years.

On July 1, 2023, the WC Board is raising the maximum weekly benefit rate from \$1,125 to \$1,145. When these rates increase, so do the SLU awards.

### **Recommendations**

These are some recommendations to address and improve claims and risk management.

- Strengthen claims management for each injury; investigate specific injury trends and continue to work with our Third-Party Administrator (TPA) to determine root cause and environmental facts to reduce claims.
- Immediately contact employee after reported incident.
- Work with Safety and Training to develop a Safety Culture where every employee is expected to think of safety first.
- Continue with workplace safety programs currently utilized and enhance where needed.
- Work with Facilities and Maintenance to identify and correct environmental factors that have or may lead to unsafe work areas.
- Implement items from the Safety and Security Assessment that address Operator safety.
- Collaborate with the Business Council and participate in their claims and legislative meetings.

Copy: Mike Collins, VP of Finance and Administration

# Monthly Management Report

May 2023



## Monthly Management Report - May 2023

### Executive Summary

			Current Month		Year to Date		
REVENUE	Actual	Budget	(\$ Variance	(%) Variance	(\$ Variance	(%) Variance	
1	Mortgage Tax	\$ 878,435	\$ 1,045,833	\$ (167,398)	-16.01%	\$ (393,340)	-18.81%
2	Customer Fares	\$ 1,536,050	\$ 1,577,038	\$ (40,988)	-2.60%	\$ (79,237)	-2.43%
3	RRS & Facilities	\$ 253,588	\$ 251,076	\$ 2,512	1.00%	\$ 49,666	9.89%
EXPENSES	Actual	Budget	(\$ Variance	(%) Variance	(\$ Variance	(%) Variance	
4	Wages	\$ 4,776,613	\$ 4,992,730	\$ (216,117)	-4.33%	\$ (1,212,105)	-12.14%
5	Other Benefits	\$ 335,815	\$ 405,457	\$ (69,642)	-17.18%	\$ 160,264	-32.20%
6	Maintenance Services	\$ 260,855	\$ 355,984	\$ (95,129)	-26.72%	\$ (108,468)	-15.23%
7	Liability - Claims	\$ 153,588	\$ 33,333	\$ 120,255	360.77%	\$ 154,312	231.47%
					YTD Revenue	-2.01%	
					YTD Expenses	-10.43%	

#### *Revenue Summary*

- 1 Mortgage Tax is 16% under budget for the month and 19% under for the year.
- 2 Customer Fares were 2.6% under budget for the month and 2.4% for the year. However, this line was increased 30% this fiscal year.
- 3 RRS revenue was 1% over budget for the month, and 10% for the year. This budget line was increased 57% this year.

#### *Expense Summary*

- 4 Wages were 4.3% under budget for the month and 12% under for the year. Keep in mind that the FY2024 budget line was increased to accommodate a new labor agreement and the BRT line this fall.
- 5 Other Benefits is 17% under budget for the month and 32% for the year. This line is primarily for employee pensions and directly related to manpower challenges.
- 6 Maintenance Services is 27% under budget this month and 15% under for the year due to timing issues.
- 7 Liability Claims are over budget by \$120,000 for the month, and \$154,000 for the year. We had two settlements that cost a combined \$120k.

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

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

		<b>May-23</b>	<b>May-22</b>
<b>Assets</b>			
	<b>Current Assets:</b>		
	Cash	\$19,753,678	\$19,216,238
	Investments	\$63,005,420	\$24,176,977
	Receivables:		
	Mortgage Tax	\$878,434	\$1,640,356
	Federal Grants	\$5,338,988	\$451,952
	New York State Operating Assistance	\$0	\$0
	Trade and Other	\$14,678,922	\$11,300,152
	Advances to Capital District Transportation Committee	\$602,560	\$1,033,775
	Materials, Parts and Supplies	\$5,099,928	\$5,084,349
	Prepaid Expenses	\$1,435,332	\$1,184,956
	<b>Sub-Total Current Assets</b>	<b>\$110,793,262</b>	<b>\$64,088,755</b>
	<b>Noncurrent Assets:</b>		
	Capital Assets, net	\$154,607,960	\$163,920,043
	<b>Deferred outflows of resources:</b>		
	Deferred outflows of resources related to OPEB	\$12,022,874	\$14,832,009
	Deferred outflows of resources from pension	\$4,403,268	\$5,680,235
	<b>Sub-Total Deferred outflows of resources:</b>	<b>\$16,426,142</b>	<b>\$20,512,244</b>
<b>Total for Assets</b>		<b>\$281,827,364</b>	<b>\$248,521,042</b>
<b>Liabilities</b>			
	<b>Current Liabilities:</b>		
	Accounts Payable	\$8,125,884	\$4,077,340
	Accrued Expenses	\$5,642,613	\$5,978,615
	Unearned Revenue	\$8,005,728	\$7,280,134
	Line of Credit	\$0	\$0
	<b>Sub-Total Current Liabilities</b>	<b>\$21,774,225</b>	<b>\$17,336,088</b>
	<b>Noncurrent Liabilities:</b>		
	Capital Lease Agreement	\$13,657,470	\$1,137,185
	Estimated Provision for Existing Claims and Settlements	\$10,415,296	\$10,047,176
	Other postemployment benefits	\$66,724,317	\$83,355,200
	Net Pension Liability	(\$2,045,372)	\$23,844
	<b>Sub-Total Noncurrent Liabilities</b>	<b>\$88,751,711</b>	<b>\$94,563,405</b>
	<b>Deferred inflows of resources:</b>		
	Deferred inflows of resources from pension	\$7,245,814	\$7,188,915
	Deferred inflows of resources from OBEP	\$44,999,278	\$33,307,240
	<b>Sub-Total Deferred inflows of resources</b>	<b>\$52,245,092</b>	<b>\$40,496,155</b>
<b>Total for Liabilities</b>		<b>\$162,771,028</b>	<b>\$152,395,648</b>
<b>Net Position</b>			
	Net Investment in Capital Assets	\$108,241,228	\$108,241,228
	Unrestricted	\$10,815,108	(\$12,115,834)
<b>Total for Net Position</b>		<b>\$119,056,336</b>	<b>\$96,125,394</b>
<b>Total Liabilities and Net Position</b>		<b>\$281,827,364</b>	<b>\$248,521,042</b>

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

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>17%</b>
<b>REVENUE:</b>			
AUTHORITY	\$2,081,532	\$12,660,000	16%
TRANSIT	\$18,171,156	\$109,647,510	17%
ACCESS	\$110,163	\$550,000	20%
CDTA FACILITIES	\$572,408	\$3,162,908	18%
<b>TOTAL REVENUE</b>	<u>\$20,935,258</u>	<u>\$126,020,418</u>	<u>17%</u>
<b>EXPENSE:</b>			
AUTHORITY	\$3,227,709	\$19,955,978	16%
TRANSIT	\$15,000,080	\$101,687,365	15%
ACCESS	\$227,805	\$1,310,581	17%
CDTA FACILITIES	\$364,042	\$3,023,753	12%
<b>TOTAL EXPENSE</b>	<u>\$18,819,635</u>	<u>\$125,977,679</u>	<u>15%</u>
 Revenue over (under) Expenses	 \$2,115,623		
Depreciation	<u>\$2,300,000</u>		
Excess of Revenue over (under) Expenses	(\$184,377)		
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	(\$15,500,000)		
Transfer to Operating Fund	\$0		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	<u>(\$439,618)</u>		
 *Net Excess of Revenue over (under) Expenses	 (\$16,123,995)		
*Contribution to required fleet replacement.			

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**May-23**

**BUDGET VARIANCE REPORT**

<b>CONSOLIDATED</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>
Operating Revenue									
Mortgage Tax	\$878,435	\$1,045,833	(\$167,398)	-16.01%	\$1,698,326	\$2,091,667	(\$393,340)	-18.81%	\$12,550,000
Customer Fares	\$1,536,050	\$1,577,038	(\$40,988)	-2.60%	\$3,074,839	\$3,154,076	(\$79,237)	-2.51%	\$18,924,456
Advertising Revenue	\$141,667	\$143,402	(\$1,736)	-1.21%	\$283,333	\$286,805	(\$3,471)	-1.21%	\$1,720,827
RRS & Facilities	\$253,588	\$251,076	\$2,513	1.00%	\$551,808	\$502,151	\$49,656	9.89%	\$3,012,908
Interest Income	\$7,098	\$1,667	\$5,432	325.90%	\$14,519	\$3,333	\$11,185	335.56%	\$20,000
Misc. Income	\$7,650	\$11,542	(\$3,892)	-33.72%	\$15,462	\$23,083	(\$7,621)	-33.02%	\$138,500
Total Operating Revenue	\$2,824,488	\$3,030,558	(\$206,069)	-6.80%	\$5,638,287	\$6,061,115	(\$422,828)	-6.98%	\$36,366,691
Operating Assistance									
New York State Aid	\$4,641,900	\$4,641,900	\$0	0.00%	\$9,283,800	\$9,283,800	\$0	0.00%	\$55,702,797
County Aid	\$159,750	\$159,750	\$0	0.00%	\$319,500	\$319,500	\$0	0.00%	\$1,917,001
Federal Aid	\$2,492,160	\$2,492,160	\$0	0.00%	\$4,984,321	\$4,984,321	\$0	0.00%	\$29,905,923
Operating Grants	\$177,334	\$177,334	\$0	0.00%	\$354,668	\$354,668	\$0	0.00%	\$2,128,006
Total Operating Assistance	\$7,471,144	\$7,471,144	\$0	0.00%	\$14,942,288	\$14,942,288	\$0	0.00%	\$89,653,727
<b>Total Revenue and Assistance</b>	<b>\$10,295,632</b>	<b>\$10,501,702</b>	<b>(\$206,069)</b>	<b>-1.96%</b>	<b>\$20,580,575</b>	<b>\$21,003,403</b>	<b>(\$422,828)</b>	<b>-2.01%</b>	<b>\$126,020,418</b>
Expenses									
Salaries and Wages	\$4,776,613	\$4,992,730	(\$216,117)	-4.33%	\$8,773,354	\$9,985,460	(\$1,212,105)	-12.14%	\$59,912,759
FICA	\$345,698	\$350,325	(\$4,627)	-1.32%	\$633,824	\$700,651	(\$66,827)	-9.54%	\$4,203,904
Health Benefits	\$894,156	\$1,062,573	(\$168,416)	-15.85%	\$1,874,859	\$2,125,145	(\$250,286)	-11.78%	\$12,750,871
Workers Compensation	\$160,582	\$248,893	(\$88,311)	-35.48%	\$337,522	\$497,786	(\$160,264)	-32.20%	\$2,986,718
Other Benefits	\$335,815	\$405,457	(\$69,643)	-17.18%	\$673,241	\$810,915	(\$137,674)	-16.98%	\$4,865,487
Professional Services	\$557,620	\$510,430	\$47,190	9.25%	\$984,278	\$1,020,860	(\$36,582)	-3.58%	\$6,125,162
Materials & Supplies	\$194,315	\$166,169	\$28,146	16.94%	\$375,103	\$332,337	\$42,766	12.87%	\$1,994,023
Miscellaneous	\$87,682	\$81,238	\$6,445	7.93%	\$141,244	\$162,476	(\$21,232)	-13.07%	\$974,853
Purchased Transportation	\$993,430	\$905,500	\$87,930	9.71%	\$1,915,602	\$1,810,999	\$104,603	5.78%	\$10,865,995
Maintenance Services	\$260,855	\$355,984	(\$95,129)	-26.72%	\$603,500	\$711,967	(\$108,468)	-15.23%	\$4,271,804
Liability - Claims	\$153,588	\$33,333	\$120,255	360.76%	\$220,979	\$66,667	\$154,312	231.47%	\$400,000
Utilities	\$105,245	\$137,768	(\$32,523)	-23.61%	\$185,078	\$275,535	(\$90,457)	-32.83%	\$1,653,210
Fuel	\$494,726	\$636,251	(\$141,525)	-22.24%	\$934,563	\$1,272,501	(\$337,938)	-26.56%	\$7,635,007
Parts, Tires, Oil	\$501,740	\$523,169	(\$21,429)	-4.10%	\$973,917	\$1,046,338	(\$72,421)	-6.92%	\$6,278,025
General Insurance	\$96,422	\$91,883	\$4,539	4.94%	\$185,936	\$183,767	\$2,169	1.18%	\$1,102,600
<b>Total EXPENSES</b>	<b>\$9,958,486</b>	<b>\$10,501,701</b>	<b>(\$543,215)</b>	<b>-5.17%</b>	<b>\$18,813,000</b>	<b>\$21,003,403</b>	<b>(\$2,190,403)</b>	<b>-10.43%</b>	<b>\$126,020,418</b>
Surplus/Deficit	\$337,146	\$0	\$337,146		\$1,767,575	\$0	\$1,767,575		\$0

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**May-23**

BUDGET VARIANCE REPORT		NON-TRANSIT								Annual Budget
		This Month				Year to Date				
		Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue										
	Mortgage Tax	\$878,435	\$1,045,833	(\$167,398)	-16.01%	\$1,698,326	\$2,091,667	(\$393,340)	-18.81%	\$12,550,000
	Interest Income	\$7,012	\$1,667	\$5,346	320.74%	\$14,356	\$3,333	\$11,023	330.68%	\$20,000
	Interest Inc-Invest/Change in Invest	\$132,441	\$0	\$132,441	0.00%	\$354,683	\$0	\$354,683	0.00%	\$0
	Misc. Income - Authority	\$7,083	\$7,500	(\$417)	-5.56%	\$14,167	\$15,000	(\$833)	-5.56%	\$90,000
	Operating Fund	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
Total Operating Revenue		\$1,024,971	\$1,055,000	(\$30,029)	-2.85%	\$2,081,532	\$2,110,000	(\$28,468)	-1.35%	\$12,660,000
Expenses										
	Labor - Authority	\$736,809	\$682,330	\$54,479	7.98%	\$1,336,964	\$1,364,660	(\$27,696)	-2.03%	\$8,187,960
	Fringe - Authority	\$373,116	\$390,026	(\$16,910)	-4.34%	\$805,708	\$780,053	\$25,656	3.29%	\$4,680,315
	Materials & Supplies - Authority	\$48,962	\$12,290	\$36,672	298.40%	\$61,058	\$24,579	\$36,479	148.41%	\$147,475
	Professional Services - Authority	\$243,912	\$282,045	(\$38,133)	-13.52%	\$508,755	\$564,090	(\$55,335)	-9.81%	\$3,384,542
	Other Expenses - Authority	\$276,876	\$296,307	(\$19,431)	-6.56%	\$515,223	\$592,614	(\$77,391)	-13.06%	\$3,555,686
Total Expenses		\$1,679,674	\$1,662,998	\$16,676	1.00%	\$3,227,709	\$3,325,996	(\$98,287)	-2.96%	\$19,955,978
Surplus/(Deficit)		(\$654,703)	(\$607,998)	(\$46,705)		(\$1,146,177)	(\$1,215,996)	\$69,819		(\$7,295,978)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**May-23**

BUDGET VARIANCE REPORT		TRANSIT								Annual Budget
		This Month				Year to Date				
		Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue										
	Passenger Fares-Transit	\$978,817	\$933,700	\$45,117	4.83%	\$1,865,101	\$1,867,400	(\$2,299)	-0.12%	\$11,204,400
	Contracts - Transit	\$502,233	\$597,505	(\$95,271)	-15.94%	\$1,099,738	\$1,195,009	(\$95,271)	-7.97%	\$7,170,056
	Advertising-Transit	\$129,167	\$130,902	(\$1,736)	-1.33%	\$258,333	\$261,805	(\$3,471)	-1.33%	\$1,570,827
	Misc. Income - Transit	\$2,766	\$4,042	(\$1,275)	-31.55%	\$5,696	\$8,083	(\$2,388)	-29.54%	\$48,500
Total Operating Revenue		\$1,612,983	\$1,666,149	(\$53,165)	-3.19%	\$3,228,868	\$3,332,297	(\$103,429)	-3.10%	\$19,993,783
Operating Assistance										
	State Aid - General	\$4,448,816	\$4,448,816	\$0	0.00%	\$8,897,633	\$8,897,633	\$0	0.00%	\$53,385,797
	State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$319,500	\$319,500	\$0	0.00%	\$1,917,000
	State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$66,667	\$66,667	\$0	0.00%	\$400,000
	County Aid	\$159,750	\$159,750	\$0	0.00%	\$319,500	\$319,500	\$0	0.00%	\$1,917,001
	Federal Aid - Transit	\$2,492,160	\$2,492,160	\$0	0.00%	\$4,984,321	\$4,984,321	\$0	0.00%	\$29,905,923
	Other Grants - Federal	\$177,334	\$177,334	\$0	0.00%	\$354,668	\$354,668	\$0	0.00%	\$2,128,006
Total Operating Assistance		\$7,471,144	\$7,471,144	\$0	0.00%	\$14,942,288	\$14,942,288	\$0	0.00%	\$89,653,727
Total Revenue and Assistance		\$9,084,127	\$9,137,293	(\$53,165)	-0.58%	\$18,171,156	\$18,274,585	(\$103,429)	-0.57%	\$109,647,510
Expenses										
	Labor - Maintenance	\$832,511	\$812,693	\$19,818	2.44%	\$1,532,892	\$1,625,386	(\$92,495)	-5.69%	\$9,752,318
	Labor - Transportation	\$2,876,343	\$3,105,886	(\$229,543)	-7.39%	\$5,340,057	\$6,211,772	(\$871,715)	-14.03%	\$37,270,630
	Labor - STAR	\$265,523	\$317,901	(\$52,378)	-16.48%	\$447,380	\$635,802	(\$188,422)	-29.64%	\$3,814,812
	Fringe	\$1,354,631	\$1,657,058	(\$302,428)	-18.25%	\$2,690,793	\$3,314,117	(\$623,323)	-18.81%	\$19,884,700
	Materials & Supplies	\$1,183,867	\$1,299,615	(\$115,748)	-8.91%	\$2,222,869	\$2,599,230	(\$376,361)	-14.48%	\$15,595,380
	Professional Services	\$265,024	\$218,352	\$46,672	21.37%	\$431,933	\$436,703	(\$4,770)	-1.09%	\$2,620,220
	Other Expenses	\$3,867	\$10,629	(\$6,762)	-63.62%	\$7,474	\$21,258	(\$13,785)	-64.84%	\$127,550
	Purchased Transportation - STAR	\$716,854	\$668,750	\$48,104	7.19%	\$1,407,903	\$1,337,499	\$70,404	5.26%	\$8,024,995
	Liability - Claims	\$153,588	\$33,333	\$120,255	360.76%	\$220,979	\$66,667	\$154,312	231.47%	\$400,000
	Liability - Insurance	\$53,980	\$88,217	(\$34,237)	-38.81%	\$121,672	\$176,433	(\$54,761)	-31.04%	\$1,058,600
	Utilities - Transit	\$68,889	\$81,013	(\$12,124)	-14.97%	\$121,710	\$162,027	(\$40,317)	-24.88%	\$972,160
	Mat & Supplies - NX	\$9,692	\$2,083	\$7,609	365.21%	\$31,126	\$4,167	\$26,960	647.03%	\$25,000
	Purchased Transportation - NX	\$172,359	\$110,417	\$61,943	56.10%	\$362,163	\$220,833	\$141,329	64.00%	\$1,325,000
	Purchased Transportation - Montgomery	\$61,129	\$68,000	(\$6,871)	-10.10%	\$61,129	\$136,000	(\$74,871)	-55.05%	\$816,000
Total Expenses		\$8,018,256	\$8,473,947	(\$455,691)	-5.38%	\$15,000,080	\$16,947,894	(\$1,947,814)	-11.49%	\$101,687,365
Surplus/(Deficit)		\$1,065,871	\$663,345	\$402,526		\$3,171,076	\$1,326,691	\$1,844,385		\$7,960,145

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**May-23**

**BUDGET VARIANCE REPORT**

<b>ACCESS TRANSIT SERVICES</b>									
	<b>This Month</b>				<b>Year to Date</b>				<b>Annual Budget</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	\$55,000	\$45,833	\$9,167	20.00%	\$110,000	\$91,667	\$18,333	20.00%	\$550,000
Interest Income	\$86	\$0	\$86	0.00%	\$163	\$0	\$163	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	\$55,086	\$45,833	\$9,253	20.19%	\$110,163	\$91,667	\$18,496	20.18%	\$550,000
Total Revenue and Assistance	\$55,086	\$45,833	\$9,253	20.19%	\$110,163	\$91,667	\$18,496	20.18%	\$550,000
Expenses									
Labor - Access	\$49,548	\$58,837	(\$9,289)	-15.79%	\$86,787	\$117,674	(\$30,887)	-26.25%	\$706,041
Fringe Benefits - Access	\$9,380	\$14,985	(\$5,605)	-37.41%	\$24,818	\$29,970	(\$5,152)	-17.19%	\$179,819
Purchased Transportation	\$43,087	\$33,333	\$9,754	29.26%	\$84,407	\$66,667	\$17,741	26.61%	\$400,000
Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$3,287	\$3,287	\$0	0.00%	\$19,721
Other Expenses - Access	\$0	\$417	(\$417)	-100.00%	\$28,506	\$833	\$27,672	3320.68%	\$5,000
Total Expenses	\$103,659	\$109,215	(\$5,556)	-5.09%	\$227,805	\$218,430	\$9,374	4.29%	\$1,310,581
Surplus/(Deficit)	(\$48,573)	(\$63,382)	\$14,809		(\$117,642)	(\$126,764)	\$9,121		(\$760,581)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**May-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	\$33,512	\$66,667	(\$33,155)	-49.73%	\$114,279	\$133,333	(\$19,054)	-14.29%	\$800,000
	RRS Parking Revenue	\$205,891	\$174,909	\$30,982	17.71%	\$409,447	\$349,818	\$59,629	17.05%	\$2,098,908
	RRS Advertising	\$2,430	\$12,500	(\$10,070)	-80.56%	\$4,990	\$25,000	(\$20,011)	-80.04%	\$150,000
	SSTS	\$12,500	\$2,467	\$10,033	406.76%	\$25,000	\$4,933	\$20,067	406.76%	\$29,600
	Greyhound	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%	\$0
	85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$11,601	\$13,333	(\$1,732)	-12.99%	\$80,000
	Interest Income	\$3,754	\$367	\$3,387	923.81%	\$7,090	\$733	\$6,357	866.85%	\$4,400
	Total Operating Revenue	\$263,888	\$263,576	\$313	0.12%	\$572,408	\$527,151	\$45,256	8.59%	\$3,162,908
Expenses	Labor	\$15,396	\$15,083	\$312	2.07%	\$28,790	\$30,166	(\$1,377)	-4.56%	\$180,998
	Fringe-Benefits	\$2,685	\$1,617	\$1,068	66.03%	\$5,247	\$3,234	\$2,012	62.22%	\$19,405
	Professional Services	\$8,920	\$6,667	\$2,253	33.80%	\$15,520	\$13,333	\$2,187	16.40%	\$80,000
	Insurance	\$5,501	\$3,333	\$2,168	65.04%	\$11,003	\$6,667	\$4,336	65.04%	\$40,000
	Security	\$3,435	\$37,783	(\$34,349)	-90.91%	\$4,075	\$75,567	(\$71,491)	-94.61%	\$453,400
	Facilities Upkeep	\$11,285	\$28,917	(\$17,631)	-60.97%	\$36,505	\$57,833	(\$21,328)	-36.88%	\$347,000
	Facilities Repairs	\$17,572	\$14,083	\$3,488	24.77%	\$31,903	\$28,167	\$3,736	13.26%	\$169,000
	Utilities	\$30,822	\$48,238	(\$17,415)	-36.10%	\$51,964	\$96,475	(\$44,511)	-46.14%	\$578,850
	Materials & Supplies	\$0	\$1,250	(\$1,250)	-100.00%	\$0	\$2,500	(\$2,500)	-100.00%	\$15,000
	Parking Garage	\$52,263	\$45,000	\$7,263	16.14%	\$139,681	\$90,000	\$49,681	55.20%	\$540,000
	Greyhound	\$0	\$25,000	(\$25,000)	-100.00%	\$0	\$50,000	(\$50,000)	-100.00%	\$300,000
	85 Watervliet Avenue	\$5,462	\$10,425	(\$4,963)	-47.61%	\$14,119	\$20,850	(\$6,731)	-32.28%	\$125,100
SSTS	\$6,632	\$14,583	(\$7,951)	-54.52%	\$25,236	\$29,167	(\$3,931)	-13.48%	\$175,000	
Total Expenses	\$159,973	\$251,979	(\$92,007)	-36.51%	\$364,042	\$503,959	(\$139,917)	-27.76%	\$3,023,753	
Surplus/(Deficit)	\$103,916	\$11,596	\$92,319		\$208,366	\$23,192	\$185,173		\$139,155	

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

May-23		
	Amount	% of Total
Current	\$2,196,178	16.45%
31 - 60	\$161,539	1.21%
61 - 90	\$2,597,995	19.46%
91 - 120	\$56,874	0.43%
Over 120	\$8,337,381	62.45%
Total Accounts Receivable	\$13,349,967	100.00%

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%

## AGING OF ACCOUNTS PAYABLE

May-23		
	Amount	% of Total
Current	\$7,376,532	88.87%
31 - 60	\$726,054	8.75%
61 - 90	\$2,764	0.03%
90 & Over	\$194,881	2.35%
Total Accounts Payable	\$8,300,232	100.00%

May-23 Receivables over 120 days: \$8,337,381

Breakdown of outstanding receivables over 120 days.

\$6,046,250 NYS DEPT. OF TRANSPORTATION

\$2,074,029 FEDERAL TRANSIT ADMINISTRATION

\$87,500 CITY OF ALBANY

\$73,191 UNIVERSITY AT ALBANY

\$31,411 OTHER

\$25,000 CITY OF SARATOGA SPRINGS

\$8,337,381

## ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	May-23	May-22	Difference	%	2024	2023	Difference	%
Albany	\$266,365	\$403,928	(\$137,564)	-34.06%	\$667,358	\$1,406,309	(\$738,951)	-52.55%
Rensselaer	\$152,959	\$158,980	(\$6,021)	-3.79%	\$255,788	\$384,700	(\$128,912)	-33.51%
Saratoga	\$349,131	\$586,376	(\$237,245)	-40.46%	\$587,808	\$855,305	(\$267,497)	-31.28%
Schenectady	\$109,980	\$209,259	(\$99,279)	-47.44%	\$187,372	\$342,858	(\$155,486)	-45.35%
Total	\$878,435	\$1,358,543	(\$480,108)	-35.34%	\$1,698,326	\$2,989,172	(\$1,290,846)	-43.18%

### Current Month Year To Date

FY 2024 \$878,435 \$1,698,326

FY 2023 \$1,358,543 \$2,989,172

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

**Highlight Summary  
May 31, 2023**

**RESTRICTED INVESTMENTS**

	<b><u>Fund Balances</u></b>	<b><u>Current Obligations</u></b>
Risk Management Account (Self-Insured)	\$3,319,108	\$2,189,811
Workers' Comp. Account (Self-Insured)	\$9,678,483	\$8,225,485
Operating Account	\$35,996,494	

**Current Operating Reserve Obligations**

**Current Capital Reserve Obligations**

\$13,057,598

Washington/Western BRT Project

**Current Vehicle Replacement Reserve Obligations**

\$953,738

Commuter buses (2)

All Investment Accounts are reviewed quarterly.

Average annual returns:

Risk Management	2.25%
Workers' Compensation	2.32%
Operating Fund	4.59%
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.

# Monthly Performance Report

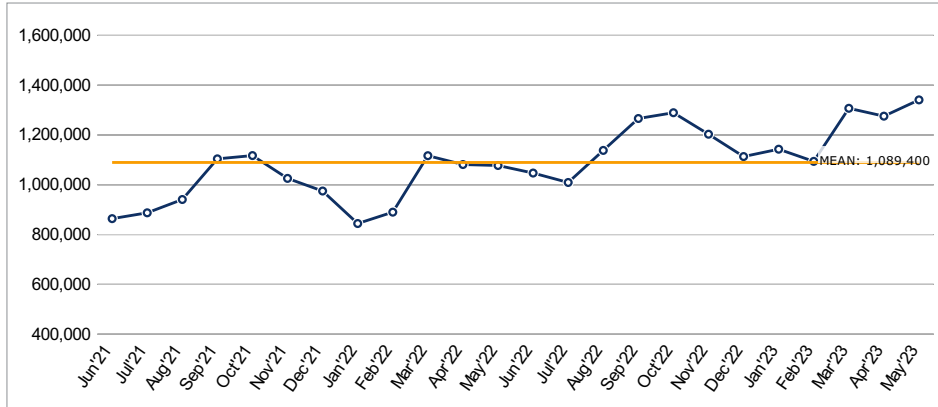
Period: May'23

Meeting: Jun'23

Patronage / Mobility

Page 1

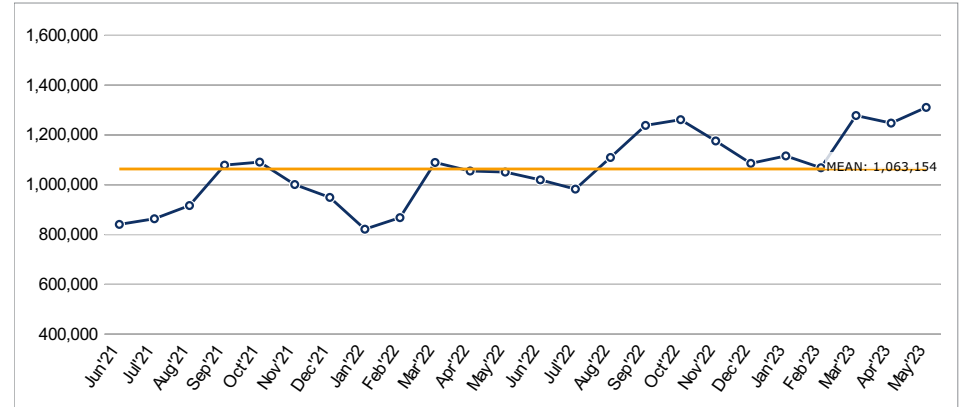
## Total Riders



Previous: 1,077,185

Current: 1,340,827

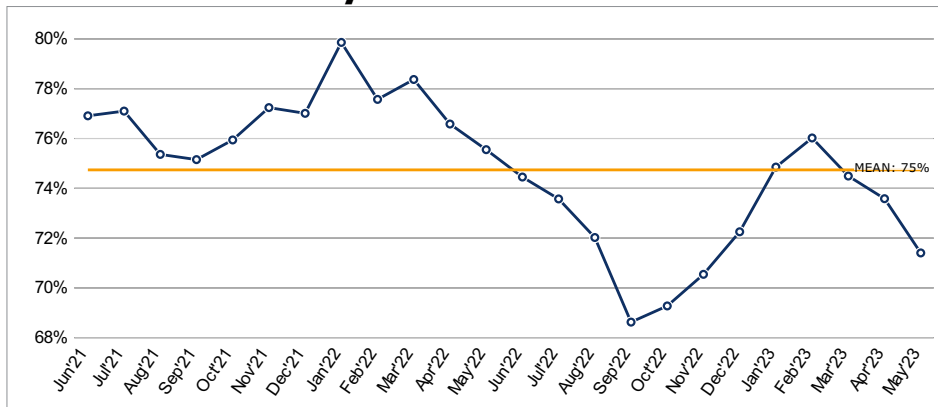
## Fixed Riders



Previous: 1,050,795

Current: 1,310,674

## System Wide OTP



Previous: 75.55%

Current: 71.40%

# Monthly Performance Report

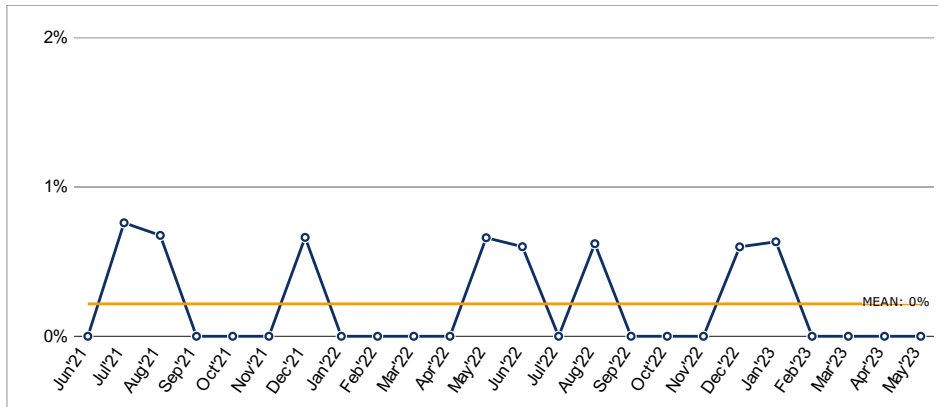
Period: May'23

Meeting: Jun'23

## Reliability

Page 2

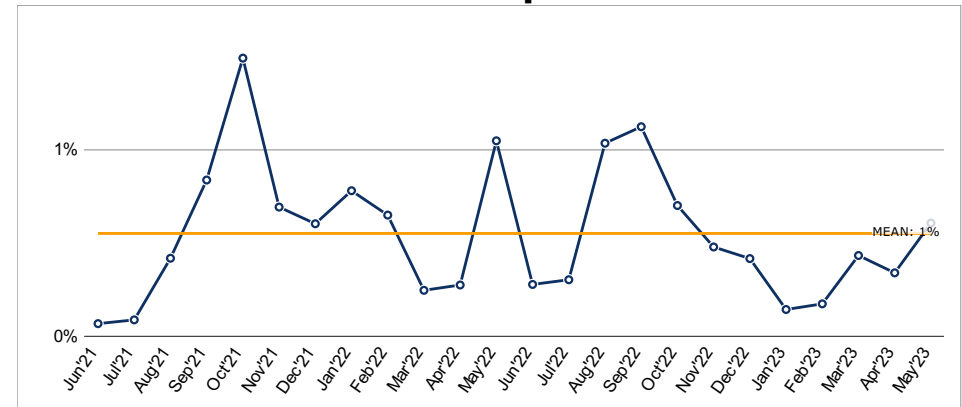
### PMI Not On Time



Previous: 0.7%

Current: 0.0%

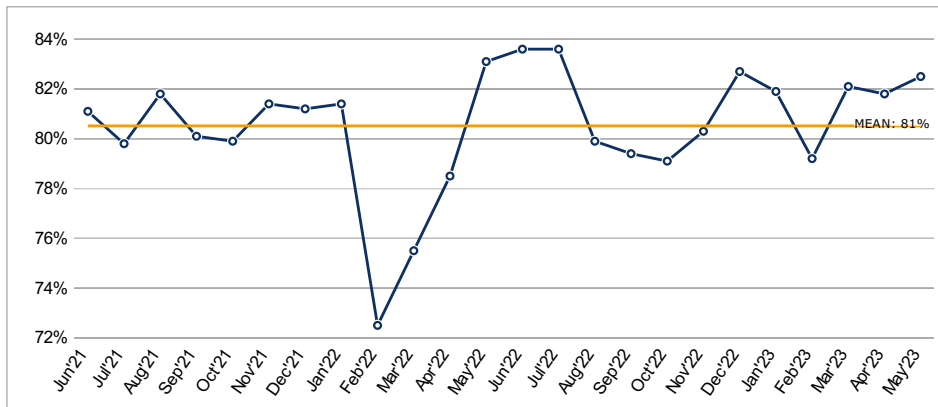
### Percent of Trips Missed



Previous: 1.05%

Current: 0.61%

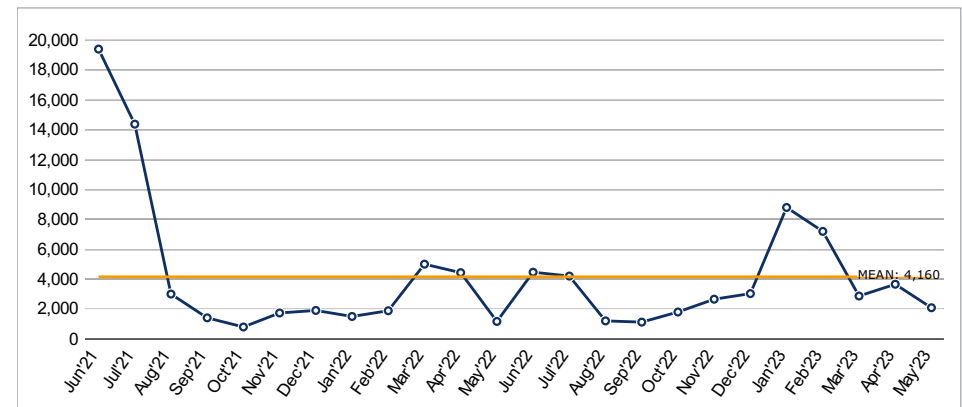
### Scheduled Work



Previous: 83.1%

Current: 82.5%

### MDBSI



Previous: 1,173

Current: 2,089

# Monthly Performance Report

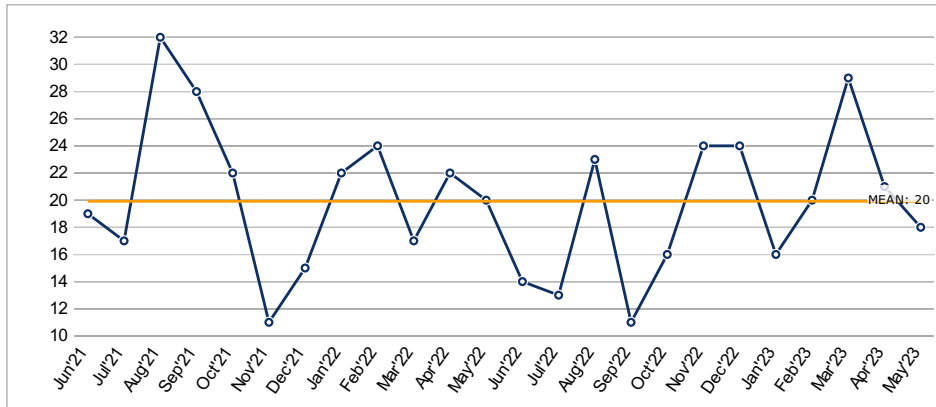
Period: May'23

Meeting: Jun'23

## Safety

Page 3

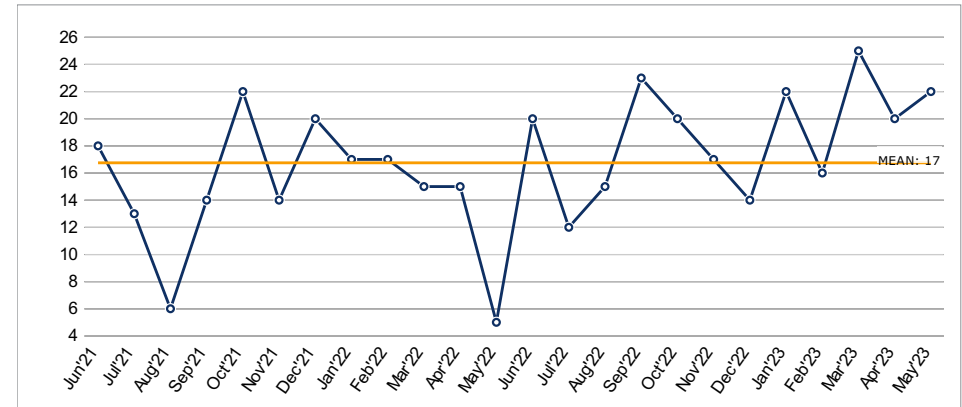
### Preventable Accidents



Previous: 20

Current: 18

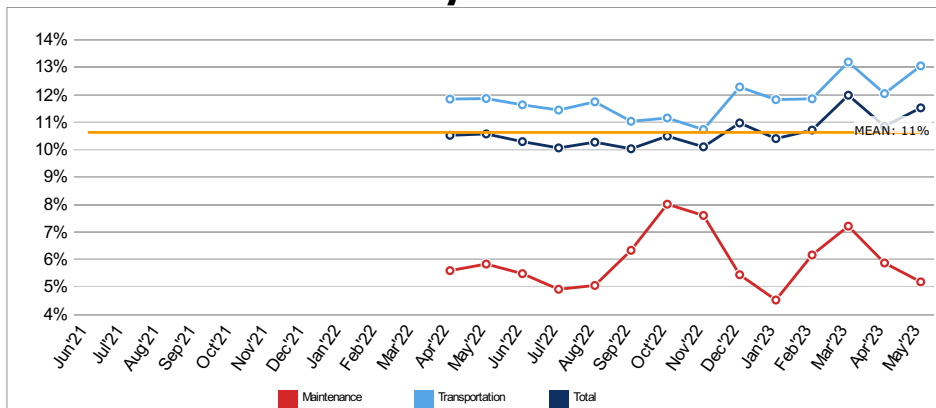
### Non-Preventable Accidents



Previous: 5

Current: 22

### Percent Days Not Worked



Previous: 10.6%

Current: 11.5%

# Monthly Performance Report

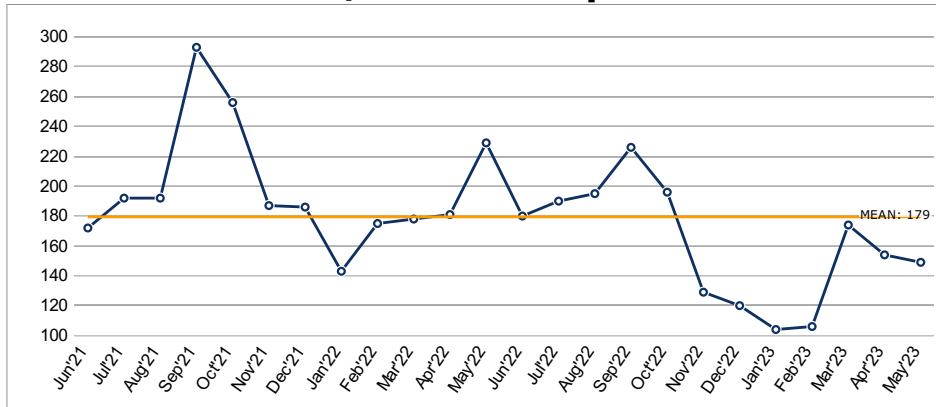
Period: May'23

Meeting: Jun'23

Customer Service

Page 4

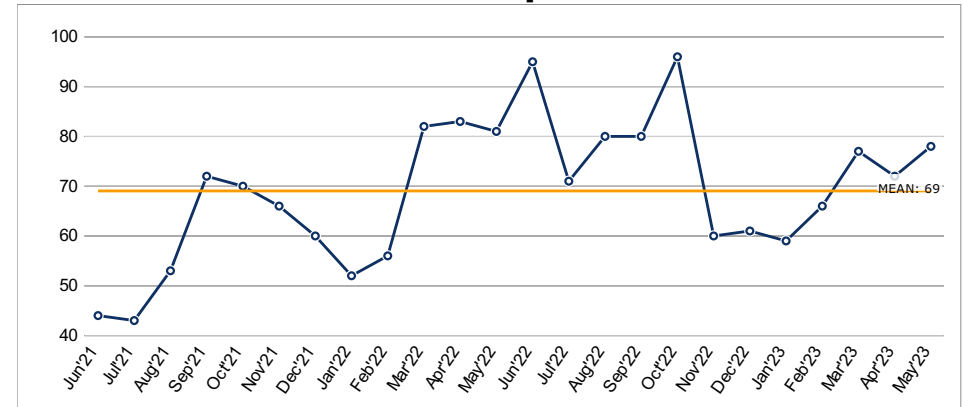
## Fixed/Shuttle Complaints



Previous: 229

Current: 149

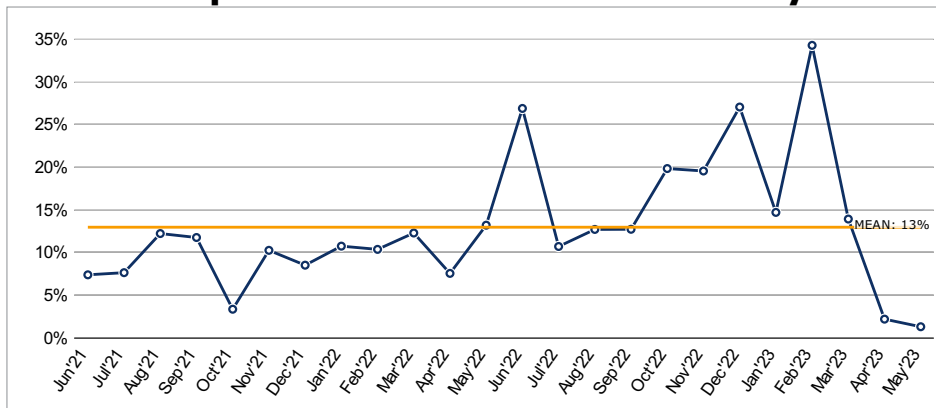
## Other Complaints



Previous: 81

Current: 78

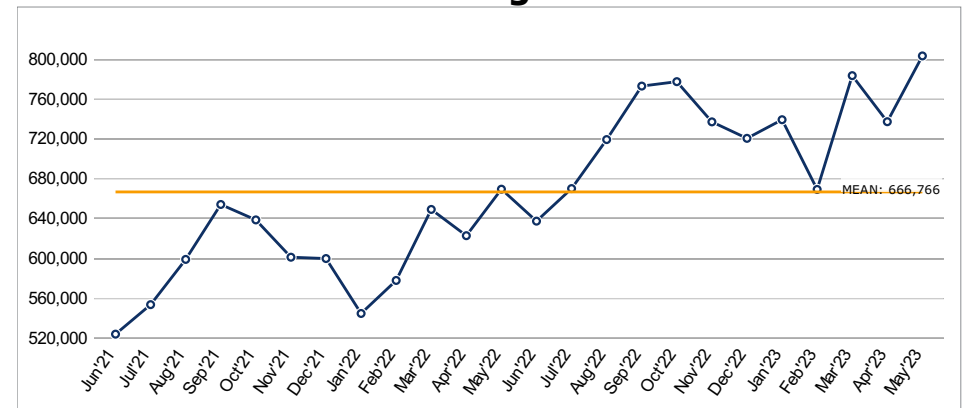
## Complaints Not Addressed in Ten Days



Previous: 13.2%

Current: 1.3%

## Website Page Views



Previous: 669,515

Current: 803,392

# Monthly Performance Report

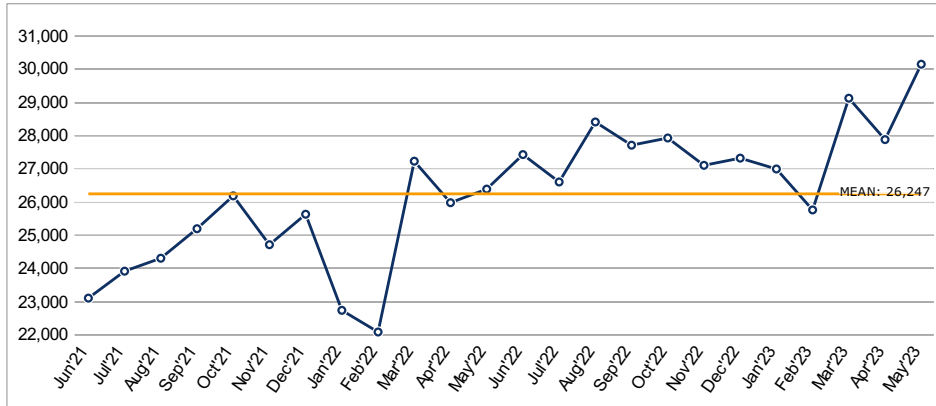
Period: May'23

Meeting: Jun'23

STAR Service

Page 5

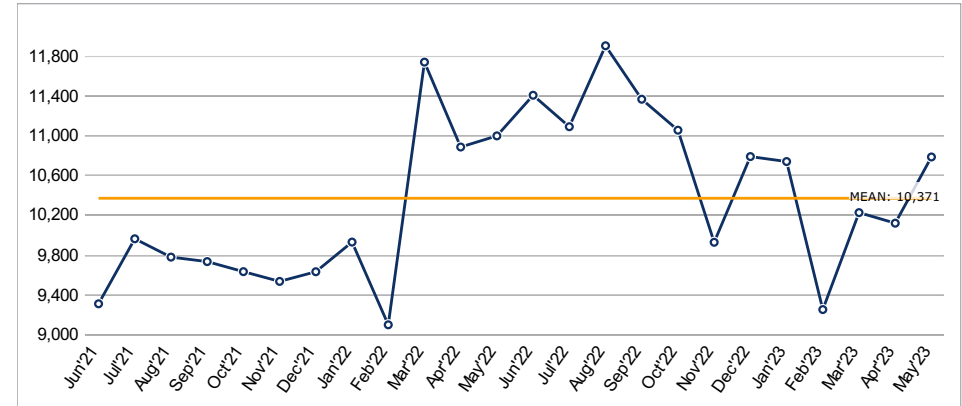
## STAR Riders



Previous: 26,390

Current: 30,153

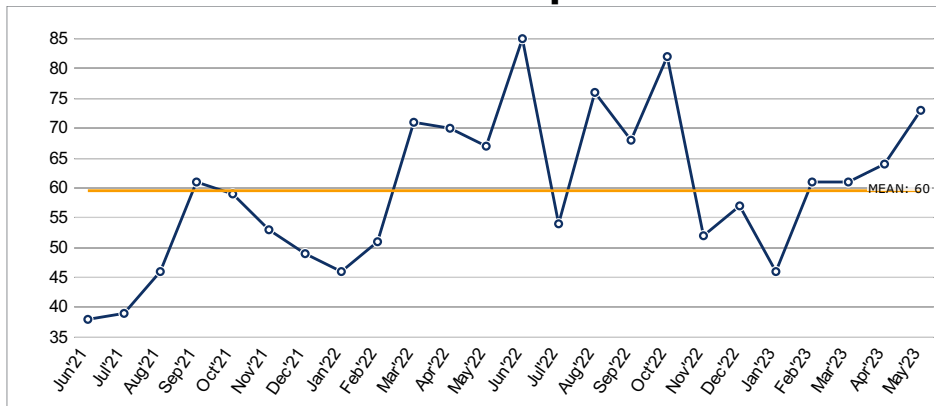
## Reservation Calls



Previous: 10,998

Current: 10,786

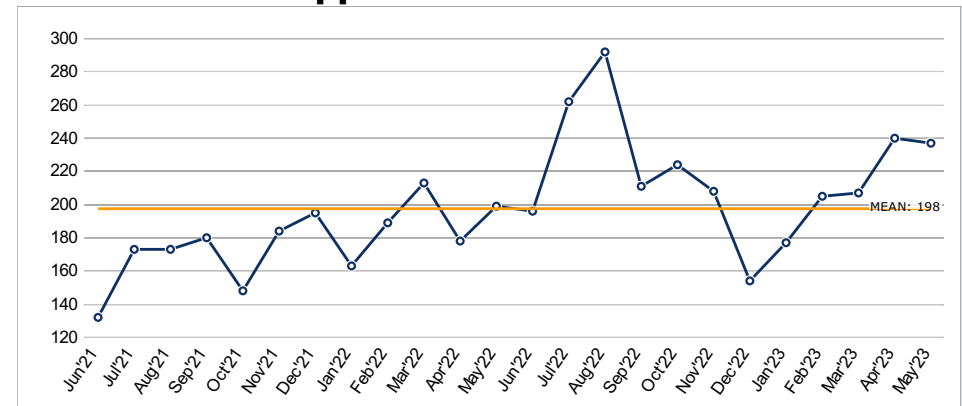
## Customer Complaints



Previous: 67

Current: 73

## Applications Received



Previous: 199

Current: 237

# Monthly Performance Report

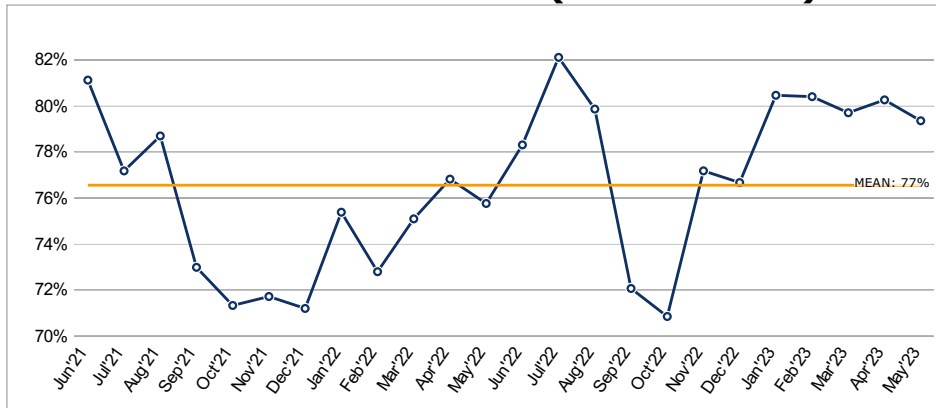
Period: May'23

Meeting: Jun'23

STAR Service

Page 6

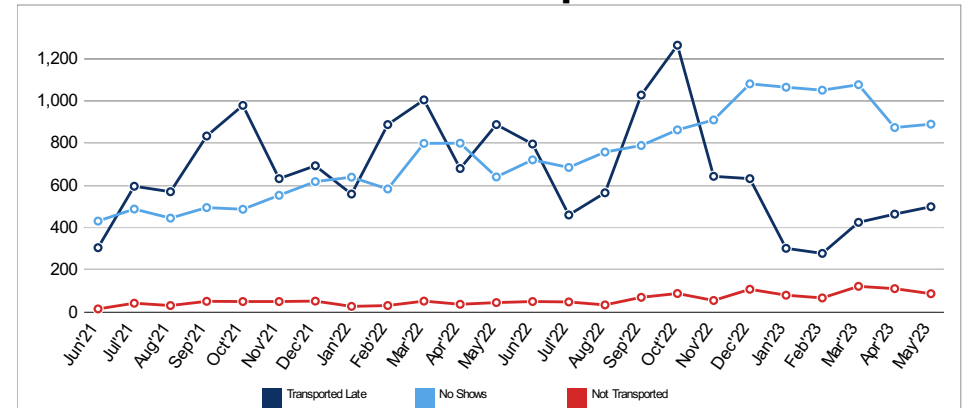
## On-Time Performance (0-10 Minutes)



Previous: 75.8%

Current: 79.4%

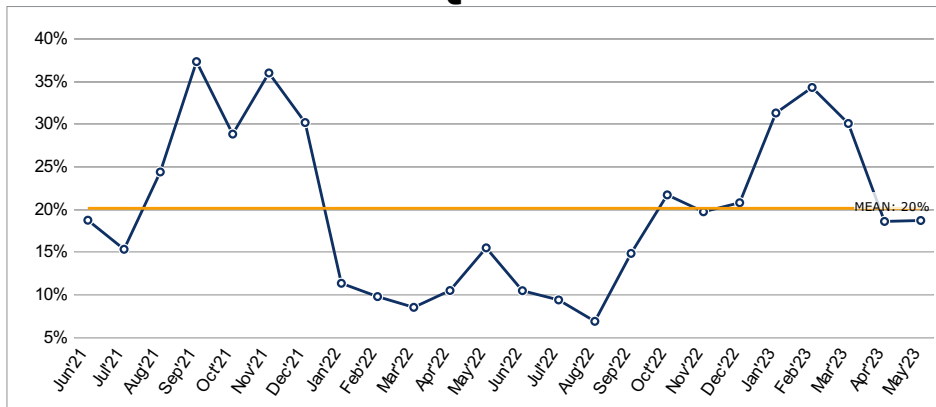
## Missed Trips



Previous: 1,570

Current: 1,473

## Reservation Calls in Queue Over Five Minutes



Previous: 15.5%

Current: 18.7%

**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.

**Percent of Trips Missed** – Missed trips collected by dispatchers divided by total trips planned. Missed trips include those 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.