



CDTA COMMITTEE AGENDA
Performance Monitoring/Audit Committee
Wednesday, March 20, 2024 | 12:00 pm | 110 Watervliet Ave
& Via Microsoft Teams

Committee Item	Responsibility
Call to Order	Peter Wohl
Approve Minutes of Wednesday, February 21, 2024	Peter Wohl
Consent Agenda Items	
• Approve Procurement Manual	Stacy Sansky
• Approve Contract for Fare Collection Equipment	Stacy Sansky
Investment Committee	
• Update on Committee Activity/Reports	Denise Figueroa
Administrative Discussion Items	
• TRC Maintenance Audit	Dave Williams
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, April 17, 2024 at 12 pm via Microsoft Teams & 110 Watervliet Ave	
Adjourn	Peter Wohl

Capital District Transportation Authority

Performance Monitoring/Audit Committee

Meeting Minutes – February 21, 2024 at 12:00 PM; 110 Watervliet Avenue, Albany

In Attendance: Peter Wohl, Jayme Lahut, Denise Figueroa; Carm Basile, Mike Collins, Chris Desany, Lance Zarcone, Stacy Sansky, David Williams, Trish Cooper, Jeremy Smith, Thomas Guggisberg, Sarah Matrose, Jack Grogan, Rich Nasso, Mike Williams, Steve Wacksman, Jon Scherzer, Vanessa Fox

Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Peter Wohl noted that a quorum was present. Minutes from the January 24, 2024 meeting were reviewed and approved.

Audit Committee

- Sarah Matrose provided a quarterly report, which is in your packets. The report included a Prevailing Wage Audit and Attendance & Bonus Review.
- Sarah's Annual Independence and Objectivity Statement was also reviewed, and a written summary was provided.

Administrative Discussion Items

- Amanda Avery provided a quarterly review on the adequacy of the Risk Management and Workers' Compensation Self-Insurance Account. The Committee determined that both accounts are adequate at this time.
- Mike Collins gave the Monthly Management Report for January. MRT was 1.5% under budget this month; 5.5% for the year. Customer revenue is 12% over budget for the year; rail station revenue is 15% over budget for the year. Wages were 9% over budget in January because of more workdays and two holidays. Year-to-date, wages are 5% *under* budget. Parts were 20% over budget this month due to unexpected repairs to major engine components; Overall, we remain in a good financial position.
- Chris Desany gave the Non-financial Report for January. Fixed route ridership is up 21% this month; STAR ridership is up 6.5% for the month; On-time performance is at 73%; STAR on-time performance was at 76%. We missed 0.21% of all scheduled trips. Preventable accidents were at 30; and non-preventable accidents were at 21.

Next Meeting

Wednesday, March 20, 2024 at 12:00 pm via Microsoft Teams and at 110 Watervliet Ave.

Capital District Transportation Authority Agenda Action Sheet

Subject: Review and approval of revised CDTA Procurement Manual

Committee: Performance Monitoring/Audit

Meeting Date: March 20, 2024

Objective of Purchase or Service:

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

Summary of Staff Proposal:

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

The Procurement Manual is reviewed annually by General Counsel, Internal Audit, Finance and Procurement staff. Last year Board approval thresholds were revised to reflect current pricing. This year there are several changes based upon FTA guidance. The recommended changes are outlined below:

Page/Section	Revision
Pg. 9 “Definitions” Independent Cost Estimate & Page 16 “Independent Cost Estimate”	Update the contract value requiring an Independent Cost Estimate from \$150,000 to \$250,000 to meet Federal requirements.
Pg. 17 “Cost and Price Analysis”	Update the contract value requiring a Cost or Price Analysis from \$150,000 to \$250,000 to meet Federal requirements.
Pg. 22 “Buy America”	Revised to reflect change from Buy America to Build America Buy America (BABA) Act. The requirement adds construction materials such as lumber, drywall, and glass to rolling stock, steel, and iron for domestic content preference. Specific guidance and certifications to be completed by the Contractors are still forthcoming but CDTA must comply with BABA effective February 2024.

Financial Summary/Cost:

No impact

Proposed Action:

I recommend the adoption of the revised Procurement Manual.

Manager:

Stacy Sansky, Director of Procurement

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Purchase of Revenue Collection Infrastructure
Committee: Performance Monitoring/Audit
Meeting Date: March 20, 2024

Objective of Purchase or Service:

To purchase new revenue collection fareboxes, infrastructure, and related systems for the Queensbury division.

Summary of Staff Proposal:

In 2017, CDTA implemented a new fare collection system which was competitively procured and provided by SPX-Genfare. This new system is used throughout the agency for Navigator smart card and cash revenue/ridership reporting, smart card media management, business to business account management, retail and administrative point of sale systems, and customer web portals. It is the most highly utilized hosted application at CDTA.

As part of CDTA's expansion into Warren County, new revenue collection infrastructure is necessary. This purchase includes a new mobile vault and bin, cabling, and services to install and configure the revenue collection software. It also includes 16 fareboxes for all revenue vehicles, retail and administrative point of sale terminals, and smart card media to support the Navigator program.

This recommendation for a sole source purchase is based on several important considerations. Most importantly, 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, testing, and issue resolution can only be performed by SPX-Genfare and will require no third-party integration or customization. Staff has documentation on file noting how the cost is justified by SPX-Genfare, which can confirm fair and reasonable pricing for this purchase.

Financial Summary/Cost:

The cost table below includes new fareboxes, vaulting infrastructure, cabling, services, fare media, warranty and support as follows. This will be funded by the capital plan.

Item	Cost
Mobile Vault/Bin/Cabling/Installation	\$93,952
Fareboxes (Qty 16)	\$224,608
Administrative/Retail Point of Sale Terminals	\$35,819
Fare Media	\$78,000
Contingency (10%)	\$43,238
Total	\$475,617

Proposed Action:

I recommend that a sole source contract be awarded to SPX-Genfare of Elk Grove Village, Illinois for the purchase of new revenue collection infrastructure and related systems for an amount not to exceed \$475,617.

Manager:

Thomas Guggisberg, Director of Information Technology

Memorandum

March 20, 2024

To: Performance Monitoring/Audit Committee

From: David Williams, Director of Maintenance

Subject: Annual Fleet Inspection

Background

We conducted our eighteenth annual audit of the fleet, facilities, and a review of our compliance with regulations and record keeping. The Transit Resource Center, based in Oviedo, Florida, performs the audit. The audit team comprises industry experts skilled in maintenance systems, standards, and vehicle technology. Because of our long-standing relationship, the team is familiar with our operation, staff, and capabilities. We work with them continually to improve the audit process, reporting, and employee expectations. We are one of the few transit systems that engage in an annual self-assessment of our maintenance operation. Because of the longevity and integrity of the program, our employees have embraced it and look at it in a competitive, yet friendly way.

TRC staff inspects 70 buses or approximately 20% of our fleet. TRC will randomly select buses to ensure that all vehicle types are represented from each operating division. Bus inspections are completed per State and Federal standards, recording all defects. A small number of vehicles are selected for a records review. TRC auditors also take note of the condition of our maintenance shops, cleanliness, adherence to safety standards, and record management.

The inspection process occurs over two weeks with buses selected by TRC. Inspections occur on our properties, and there is minimal disruption during the audit period. TRC also inspects our NX buses; this is done on the contractor's property (Upstate Transit).

Reporting Period

Their report covers findings from the audit conducted October 2-13, 2023. Due to Covid, no audits were completed in 2020 and 2021. The previous audit was conducted in May 2022.

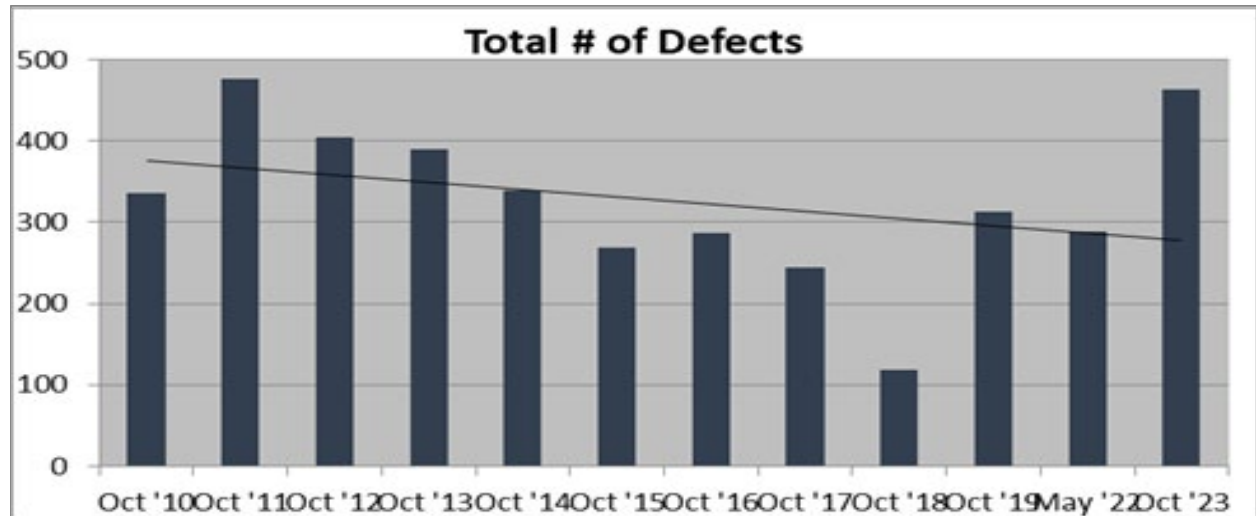
Methodology

TRC auditors use an industry-accepted process to inspect buses. They perform a full inspection of each vehicle to ascertain its condition and availability for service. They categorize defects as A-type or B-type. This denotes the severity of defects and their impact on service reliability.

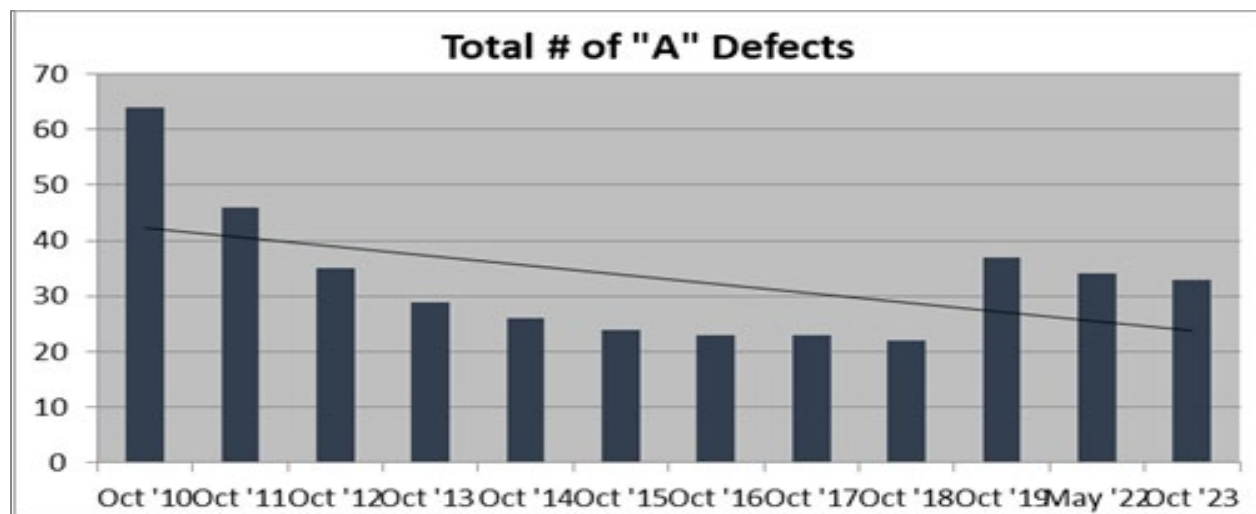
- **A Defect** – An "A" defect requires immediate attention and repair. Once identified, it would keep a bus from returning to service if not corrected. "A" defects include inadequate brakes and tire tread, non-functioning turn signals, and major oil or fuel leaks.
- **B Defect** – A "B" defect requires attention at or before the vehicle's next service inspection (it would not necessarily require a bus to be held from service). A "B" defect includes loose grab rails, exterior damage, leaky windows, and minor oil leaks.

Summary of Findings

Seventy buses were inspected during this audit cycle, and 463 defects were observed. This is an average of 6.6 defects per bus. In the last 2022 audit, there were 288 or 4.1 defects per bus. While we saw an increase in "B" defects, it's important to note that we are trending downward in "A" defects. 33 "A" defects were observed, down from the 34 "A" defects found in the last Audit.



Most recorded defects are in the "B" category (433). Most "B" defects are exterior, climate control, and engine compartment issues. Many of these are minor in nature.



TRC staff reviews our Preventive Maintenance Inspection (PMI) program for timely performance and our attention to detail. TRC examined the records of 15 buses to determine if preventive maintenance inspections (PMIs) were completed at the scheduled 6,000-mile interval. The Federal Transit Administration maintenance standards call for a PMI performance expectation of 80%, and the audit revealed that 100% of PMIs were completed on time.

The audit includes inspections of all garages, emphasizing cleanliness, order, and adherence to safety standards. The Albany maintenance facility is clean and well-lit, including locker rooms, tool room, tire area, workbenches, and floors. A relocated eye wash station has corrected a previously bent pin-alignment mechanism, but it was found to be dirty. Three in-ground lifts were repaired. The transformer in Albany was updated so four electric buses can be charged at the same time. There was also a total renovation to the lunchroom to accommodate a new professional food vendor, marking a significant improvement in our facilities.

The Troy maintenance facility has completed an expansion and upgrade for the workshop and bus storage areas. Although the facility has been remodeled, workbenches, floors, and tool storage areas could be cleaner. Lift instructions and lock-out/tag-out instructions were mounted on the walls, and fire extinguishers are up to date.

The Schenectady facility is well-kept, a testament to our maintenance staff's hard work. There were no slip or trip hazards on the floor. All lights were functioning, and an expansion was made to the stockrooms. Safety Data Sheets (SDS) were upgraded a few years ago. A sampling of this process at all locations revealed that the technicians can easily access the electronic SDS system.

This year's TRC audit report shows an increase in total defects (compared to 2022). As a result, our trainers and foremen will focus on weekly QA to ensure inspections and repairs are being performed and communicating with staff through weekly meetings. We will conduct refresher training sessions focused on improving the categories in which we saw an increase in "B" defects, such as engine compartment, climate control, and exhaust-related defects. We will continue to work with our body shop to correct body-related defects efficiently and promptly.

Conclusions and Action Items

Quality Assurance program. Quality assurance (QA) ensures that quality is built into the repair process. We know that when performing QA, following repairs regularly ensures the repairs are being performed correctly the first time. We need to allocate time to allow our foreman and trainers to perform QA checks on repairs.

Internal audits of our fleet. Another tool to prepare our fleet and staff for the next audit is to schedule mini audits randomly selecting a small percentage of our fleet and have our trainers mirror the annual audit that TRC performs.

Training. Our training staff is an integral part of the maintenance department. When given ample time, they can provide our staff with skills and knowledge through refresher training to identify defects and make repairs in the engine compartment and exhaust-related defects. They can also reduce passenger comfort defects in the bus's interior, including climate control defects.

Exterior condition. The appearance of our fleet is an essential part of the audit. In most cases, noted defects are minor and don't pose a safety concern. Exterior defects continue to trend upwards each audit, even though campaigns and shift work have been implemented to minimize them. This needs our continued attention.

Recruitment. We will continue to develop our partnership with Questar BOCES school, which serves Rensselaer County, and extend our reach to all BOCES in the region.

Monthly Management Report

February 2024

The logo for CDTA (California Department of Transportation) is located in the bottom right corner. It features the letters "CDTA" in a bold, white, sans-serif font. The letters are stylized with horizontal lines passing through them, giving it a dynamic, modern appearance. The logo is set against a dark blue background that transitions into a lighter blue diagonal band.

Monthly Management Report (MMR) - February 2024

Executive Summary

		Current Month			Year to Date		
REVENUE	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance	
1	Mortgage Tax	\$ 989,988	\$ 970,833	\$ 19,155	1.97%	\$ (508,657)	-4.76%
2	Customer Fares	\$ 1,784,739	\$ 1,577,038	\$ 207,701	13.17%	\$ 1,894,879	10.92%
3	JB Rail Station	\$ 288,642	\$ 251,076	\$ 37,566	14.96%	\$ 407,056	14.74%
EXPENSES	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance	
4	Wages	\$ 5,091,915	\$ 5,139,289	\$ (47,374)	-0.92%	\$ (2,621,031)	-4.64%
5	Workers' Compensation	\$ 46,968	\$ 248,893	\$ (201,925)	-81.13%	\$ (542,780)	-19.83%
6	Materials & Supplies	\$ 256,681	\$ 166,169	\$ 90,512	54.47%	\$ 102,238	5.59%
7	Purchased Transportation	\$ 1,105,074	\$ 1,005,500	\$ 99,574	9.90%	\$ 258,567	2.34%
					YTD Revenue	1.88%	
					YTD Expenses	-1.93%	

Revenue Summary

- 1 MRT receipts were over budget for the first time all year (2%); and for the year we are under budget by almost 5%.
- 2 Customer Fares were 13% over budget this month, and 11% over for the year.
- 3 Rail Station revenue continues to outperform budget projects and is 15% over budget the month and 15% over budget for the year.

Expense Summary

- 4 The wage line is under budget by 1% this month due to less work days in February; YTD is 4.5% under budget.
- 5 Workers' Compensation is under budget this month because of timing issues with payments; and 20% under budget for the year.
- 6 Maintenance Services was 54% over budget this month due to a new heat system at 85, and a number of parts for the wash bay and bus chargers; YTD we are 6% over budget.
- 7 Purchased Transportation is 2.3% over budget for the year; STAR still struggles with manpower issues and absenteeism.

Note We are in a satisfactory budget position.

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

	Feb-24	Feb-23
Assets		
Current Assets:		
Cash	\$19,399,167	\$24,230,431
Investments	\$56,078,726	\$46,948,560
Receivables:		
Mortgage Tax	\$1,054,582	\$578,871
Federal Grants	\$4,785,859	\$0
New York State Operating Assistance	\$0	\$0
Trade and Other	\$7,223,265	\$15,727,397
Advances to Capital District Transportation Committee	\$812,255	\$0
Materials, Parts and Supplies	\$5,563,315	\$5,144,047
Prepaid Expenses	\$1,913,421	\$1,380,430
Sub-Total Current Assets	\$96,830,589	\$94,009,736
Noncurrent Assets:		
Capital Assets, net	\$144,257,960	\$141,354,478
Deferred outflows of resources:		
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
Sub-Total Deferred outflows of resources:	\$16,426,142	\$20,512,244
Total for Assets	\$257,514,691	\$255,876,458
Liabilities		
Current Liabilities:		
Accounts Payable	\$6,268,748	\$5,607,434
Accrued Expenses	\$5,805,510	\$5,821,936
Unearned Revenue	\$8,252,190	\$19,210,961
Line of Credit	\$0	\$0
Sub-Total Current Liabilities	\$20,326,448	\$30,640,332
Noncurrent Liabilities:		
Capital Lease Agreement	\$11,345,085	\$13,575,873
Estimated Provision for Existing Claims and Settlements	\$10,274,622	\$10,567,916
Other postemployment benefits	\$66,724,317	\$83,355,200
Net Pension Liability	(\$2,045,372)	\$23,844
Sub-Total Noncurrent Liabilities	\$86,298,652	\$107,522,833
Deferred inflows of resources:		
Deferred inflows of resources from pension	\$7,245,814	\$7,188,915
Deferred inflows of resources from OBEP	\$44,999,278	\$33,307,240
Sub-Total Deferred inflows of resources	\$52,245,092	\$40,496,155
Total for Liabilities	\$158,870,192	\$178,659,320
Net Position		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	(\$9,596,729)	(\$31,024,090)
Total for Net Position	\$98,644,499	\$77,217,138
Total Liabilities and Net Position	\$257,514,691	\$255,876,458

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
CONSOLIDATED STATEMENT OF OPERATIONS
Feb-24**

	<u>To Date Actual</u>	<u>Annual Budget</u>	92%
REVENUE:			
AUTHORITY	\$12,698,300	\$11,760,000	108%
TRANSIT	\$105,986,469	\$113,506,213	93%
ACCESS	\$826,048	\$550,000	150%
CDTA FACILITIES	\$3,286,589	\$3,162,908	104%
TOTAL REVENUE	\$122,797,405	\$128,979,121	95%
EXPENSE:			
AUTHORITY	\$18,289,464	\$20,230,978	90%
TRANSIT	\$94,390,273	\$104,671,068	90%
ACCESS	\$1,415,188	\$1,310,581	108%
CDTA FACILITIES	\$1,914,479	\$2,723,753	70%
TOTAL EXPENSE	\$116,009,404	\$128,936,382	90%
Revenue over (under) Expenses	\$6,788,001		
Depreciation	\$12,650,000		
Excess of Revenue over (under) Expenses	(\$5,861,999)		
Transfer from Capital Project Fund	\$1,000,015		
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	\$8,000,030		
Transfer to Operating Fund	(\$15,500,015)		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	\$2,417,899		
*Net Excess of Revenue over (under) Expenses	(\$9,944,070)		
*Contribution to required fleet replacement.			

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

Feb-24

BUDGET VARIANCE REPORT

	CONSOLIDATED								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$989,988	\$970,833	\$19,155	1.97%	\$10,170,510	\$10,679,167	(\$508,657)	-4.76%	\$11,650,000
Customer Fares	\$1,784,739	\$1,577,038	\$207,701	13.17%	\$19,242,297	\$17,347,418	\$1,894,879	10.92%	\$18,924,456
Advertising Revenue	\$143,750	\$143,402	\$348	0.24%	\$1,817,678	\$1,577,425	\$240,253	15.23%	\$1,720,827
RRS & Facilities	\$288,642	\$251,076	\$37,567	14.96%	\$3,168,889	\$2,761,832	\$407,056	14.74%	\$3,012,908
Interest Income	\$22,729	\$1,667	\$21,063	1263.76%	\$111,049	\$18,333	\$92,716	505.72%	\$20,000
Misc. Income	\$9,076	\$11,542	(\$2,466)	-21.36%	\$217,918	\$126,958	\$90,959	71.64%	\$138,500
Total Operating Revenue	\$3,238,925	\$2,955,558	\$283,367	9.59%	\$34,728,340	\$32,511,133	\$2,217,207	6.82%	\$35,466,691
Operating Assistance									
New York State Aid	\$4,963,458	\$4,963,458	\$0	0.00%	\$54,598,042	\$54,598,042	\$0	0.00%	\$59,561,500
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,757,250	\$1,757,250	\$0	0.00%	\$1,917,001
Federal Aid	\$2,492,160	\$2,492,160	\$0	0.00%	\$27,413,763	\$27,413,763	\$0	0.00%	\$29,905,923
Operating Grants	\$177,334	\$177,334	\$0	0.00%	\$1,950,672	\$1,950,672	\$0	0.00%	\$2,128,006
Total Operating Assistance	\$7,792,702	\$7,792,703	\$0	0.00%	\$85,719,727	\$85,719,727	\$0	0.00%	\$93,512,430
Total Revenue and Assistance	\$11,031,627	\$10,748,260	\$283,367	2.64%	\$120,448,067	\$118,230,860	\$2,217,207	1.88%	\$128,979,121
Expenses									
Salaries and Wages	\$5,091,915	\$5,139,289	(\$47,374)	-0.92%	\$53,911,142	\$56,532,174	(\$2,621,031)	-4.64%	\$61,671,462
FICA	\$368,476	\$350,325	\$18,151	5.18%	\$3,903,696	\$3,853,579	\$50,117	1.30%	\$4,203,904
Health Benefits	\$1,084,120	\$1,062,573	\$21,547	2.03%	\$10,653,321	\$11,688,298	(\$1,034,977)	-8.85%	\$12,750,871
Workers Compensation	\$46,968	\$248,893	(\$201,925)	-81.13%	\$2,195,044	\$2,737,825	(\$542,780)	-19.83%	\$2,986,718
Other Benefits	\$354,789	\$405,457	(\$50,668)	-12.50%	\$6,340,698	\$4,460,030	\$1,880,668	42.17%	\$4,865,487
Professional Services	\$410,953	\$510,430	(\$99,477)	-19.49%	\$5,227,549	\$5,614,732	(\$387,183)	-6.90%	\$6,125,162
Materials & Supplies	\$256,681	\$166,169	\$90,512	54.47%	\$1,930,092	\$1,827,854	\$102,238	5.59%	\$1,994,023
Miscellaneous	\$57,866	\$81,238	(\$23,372)	-28.77%	\$954,384	\$893,615	\$60,769	6.80%	\$974,853
Purchased Transportation	\$1,105,074	\$1,005,500	\$99,575	9.90%	\$11,319,063	\$11,060,495	\$258,567	2.34%	\$12,065,995
Maintenance Services	\$313,269	\$355,984	(\$42,715)	-12.00%	\$3,947,752	\$3,915,820	\$31,932	0.82%	\$4,271,804
Liability - Claims	\$52,707	\$33,333	\$19,373	58.12%	\$635,545	\$366,667	\$268,879	73.33%	\$400,000
Utilities	\$152,293	\$137,768	\$14,525	10.54%	\$948,219	\$1,515,443	(\$567,223)	-37.43%	\$1,653,210
Fuel	\$625,977	\$636,251	(\$10,273)	-1.61%	\$6,921,876	\$6,998,756	(\$76,880)	-1.10%	\$7,635,007
Parts, Tires, Oil	\$578,532	\$523,169	\$55,363	10.58%	\$5,948,235	\$5,754,856	\$193,379	3.36%	\$6,278,025
General Insurance	\$114,385	\$91,883	\$22,502	24.49%	\$1,106,968	\$1,010,717	\$96,251	9.52%	\$1,102,600
Total EXPENSES	\$10,614,004	\$10,748,260	(\$134,256)	-1.25%	\$115,943,585	\$118,230,861	(\$2,287,276)	-1.93%	\$128,979,121
Surplus/Deficit	\$417,623	\$0	\$417,623		\$4,504,482	(\$0)	\$4,504,483		\$0

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Feb-24

BUDGET VARIANCE REPORT

	NON-TRANSIT								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$989,988	\$970,833	\$19,155	1.97%	\$10,170,510	\$10,679,167	(\$508,657)	-4.76%	\$11,650,000
Interest Income	\$22,579	\$1,667	\$20,912	1254.72%	\$109,701	\$18,333	\$91,368	498.37%	\$20,000
Interest Inc-Invest/Change in Invest	\$188,412	\$0	\$188,412	0.00%	\$2,349,339	\$0	\$2,349,339	0.00%	\$0
Misc. Income - Authority	\$6,250	\$7,500	(\$1,250)	-16.67%	\$68,750	\$82,500	(\$13,750)	-16.67%	\$90,000
Total Operating Revenue	\$1,207,229	\$980,000	\$227,229	23.19%	\$12,698,300	\$10,780,000	\$1,918,300	17.79%	\$11,760,000
Expenses									
Labor - Authority	\$659,726	\$705,247	(\$45,520)	-6.45%	\$7,696,837	\$7,757,713	(\$60,876)	-0.78%	\$8,462,960
Fringe - Authority	\$399,352	\$390,026	\$9,326	2.39%	\$4,352,409	\$4,290,289	\$62,120	1.45%	\$4,680,315
Materials & Supplies - Authority	\$8,680	\$12,290	(\$3,610)	-29.38%	\$179,973	\$135,185	\$44,788	33.13%	\$147,475
Professional Services - Authority	\$245,820	\$282,045	(\$36,225)	-12.84%	\$2,910,947	\$3,102,497	(\$191,550)	-6.17%	\$3,384,542
Other Expenses - Authority	\$278,556	\$296,307	(\$17,752)	-5.99%	\$3,149,298	\$3,259,379	(\$110,081)	-3.38%	\$3,555,686
Total Expenses	\$1,592,134	\$1,685,915	(\$93,781)	-5.56%	\$18,289,464	\$18,545,063	(\$255,600)	-1.38%	\$20,230,978
Surplus/(Deficit)	(\$384,905)	(\$705,915)	\$321,010		(\$5,591,164)	(\$7,765,063)	\$2,173,899		(\$8,470,978)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Feb-24

BUDGET VARIANCE REPORT	TRANSIT								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Passenger Fares-Transit	\$894,682	\$933,700	(\$39,018)	-4.18%	\$10,744,895	\$10,270,700	\$474,195	4.62%	\$11,204,400
Contracts - Transit	\$747,505	\$597,505	\$150,001	25.10%	\$7,672,701	\$6,572,551	\$1,100,150	16.74%	\$7,170,056
Advertising-Transit	\$131,250	\$130,902	\$348	0.27%	\$1,680,178	\$1,439,925	\$240,253	16.69%	\$1,570,827
Misc. Income - Transit	\$2,826	\$4,042	(\$1,216)	-30.08%	\$168,968	\$44,458	\$124,509	280.06%	\$48,500
Total Operating Revenue	\$1,776,263	\$1,666,149	\$110,115	6.61%	\$20,266,742	\$18,327,634	\$1,939,108	10.58%	\$19,993,783
Operating Assistance									
State Aid - General	\$4,770,375	\$4,770,375	\$0	0.00%	\$52,474,125	\$52,474,125	\$0	0.00%	\$57,244,500
State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$1,757,250	\$1,757,250	\$0	0.00%	\$1,917,000
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$366,667	\$366,667	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,757,250	\$1,757,251	\$0	0.00%	\$1,917,001
Federal Aid - Transit	\$2,492,160	\$2,492,160	\$0	0.00%	\$27,413,763	\$27,413,763	\$0	0.00%	\$29,905,923
Other Grants - Federal	\$177,334	\$177,334	\$0	0.00%	\$1,950,672	\$1,950,672	\$0	0.00%	\$2,128,006
Total Operating Assistance	\$7,792,702	\$7,792,703	\$0	0.00%	\$85,719,727	\$85,719,728	\$0	0.00%	\$93,512,430
Total Revenue and Assistance	\$9,568,965	\$9,458,851	\$110,115	1.16%	\$105,986,469	\$104,047,362	\$1,939,108	1.86%	\$113,506,213
Expenses									
Labor - Maintenance	\$835,519	\$833,205	\$2,314	0.28%	\$9,219,299	\$9,165,250	\$54,049	0.59%	\$9,998,455
Labor - Transportation	\$3,199,955	\$3,200,472	(\$516)	-0.02%	\$33,032,127	\$35,205,191	(\$2,173,064)	-6.17%	\$38,405,663
Labor - STAR	\$330,863	\$326,445	\$4,418	1.35%	\$3,221,133	\$3,590,900	(\$369,766)	-10.30%	\$3,917,345
Fringe	\$1,298,386	\$1,657,058	(\$358,672)	-21.65%	\$18,634,286	\$18,227,642	\$406,644	2.23%	\$19,884,700
Materials & Supplies	\$1,411,185	\$1,299,615	\$111,570	8.58%	\$14,495,440	\$14,295,765	\$199,675	1.40%	\$15,595,380
Professional Services	\$205,428	\$218,352	(\$12,924)	-5.92%	\$2,769,545	\$2,401,868	\$367,677	15.31%	\$2,620,220
Other Expenses	\$6,610	\$10,629	(\$4,019)	-37.81%	\$134,971	\$116,921	\$18,050	15.44%	\$127,550
Purchased Transportation - STAR	\$779,592	\$690,273	\$89,319	12.94%	\$8,237,688	\$7,593,005	\$644,684	8.49%	\$8,283,278
Liability - Claims	\$52,707	\$33,333	\$19,373	58.12%	\$635,545	\$366,667	\$268,879	73.33%	\$400,000
Liability - Insurance	\$74,173	\$88,217	(\$14,044)	-15.92%	\$857,155	\$970,383	(\$113,229)	-11.67%	\$1,058,600
Utilities - Transit	\$111,320	\$81,013	\$30,307	37.41%	\$662,441	\$891,147	(\$228,705)	-25.66%	\$972,160
Mat & Supplies - NX	\$0	\$2,083	(\$2,083)	-100.00%	\$62,807	\$22,917	\$39,890	174.07%	\$25,000
Purchased Transportation - NX	\$117,267	\$178,417	(\$61,150)	-34.27%	\$1,323,543	\$1,962,583	(\$639,040)	-32.56%	\$2,141,000
Purchased Transportation - Vanpool	\$24,600	\$25,000	(\$400)	-1.60%	\$245,277	\$275,000	(\$29,723)	-10.81%	\$300,000
Purchased Transportation - TX	\$76,797	\$78,476	(\$1,680)	100.00%	\$859,015	\$863,241	(\$4,226)	-0.49%	\$941,717
Total Expenses	\$8,524,401	\$8,722,589	(\$198,188)	-2.27%	\$94,390,273	\$95,948,479	(\$1,558,206)	-1.62%	\$104,671,068
Surplus/(Deficit)	\$1,044,564	\$736,262	\$308,303		\$11,596,196	\$8,098,883	\$3,497,314		\$8,835,145

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

Feb-24

BUDGET VARIANCE REPORT

	ACCESS TRANSIT SERVICES								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Contracts - Access	\$142,553	\$45,833	\$96,719	211.02%	\$824,700	\$504,167	\$320,534	63.58%	\$550,000
Interest Income	\$151	\$0	\$151	0.00%	\$1,348	\$0	\$1,348	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	\$142,703	\$45,833	\$96,870	211.35%	\$826,048	\$504,167	\$321,882	63.84%	\$550,000
Total Revenue and Assistance	\$142,703	\$45,833	\$96,870	211.35%	\$826,048	\$504,167	\$321,882	63.84%	\$550,000
Expenses									
Labor - Access	\$51,058	\$58,837	(\$7,779)	-13.22%	\$570,675	\$647,204	(\$76,529)	-11.82%	\$706,041
Fringe Benefits - Access	\$11,687	\$14,985	(\$3,298)	-22.01%	\$141,886	\$164,834	(\$22,948)	-13.92%	\$179,819
Purchased Transportation	\$106,819	\$33,333	\$73,485	220.46%	\$653,539	\$366,667	\$286,873	78.24%	\$400,000
Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$18,582	\$18,078	\$505	2.79%	\$19,721
Other Expenses - Access	\$0	\$417	(\$417)	-100.00%	\$30,506	\$4,583	\$25,922	565.58%	\$5,000
Total Expenses	\$171,207	\$109,215	\$61,992	56.76%	\$1,415,188	\$1,201,366	\$213,823	17.80%	\$1,310,581
Surplus/(Deficit)	(\$28,504)	(\$63,382)	\$34,878		(\$589,140)	(\$697,199)	\$108,059		(\$760,581)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Feb-24

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	\$67,722	\$66,667	\$1,055	1.58%	\$758,498	\$733,333	\$25,165	3.43%	\$800,000
RRS Parking Revenue	\$206,046	\$174,909	\$31,137	17.80%	\$2,232,831	\$1,923,999	\$308,832	16.05%	\$2,098,908
RRS Advertising	\$12,500	\$12,500	\$0	0.00%	\$137,500	\$137,500	\$0	0.00%	\$150,000
SSTS	\$2,447	\$2,467	(\$19)	-0.79%	\$36,047	\$27,133	\$8,914	32.85%	\$29,600
Greyhound	\$56	\$0	\$56	0.00%	\$1,503	\$0	\$1,503	0.00%	\$0
85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$63,808	\$73,333	(\$9,525)	-12.99%	\$80,000
Interest Income	\$6,570	\$367	\$6,203	1691.86%	\$56,400	\$4,033	\$52,367	1298.35%	\$4,400
Total Operating Revenue	\$301,142	\$263,576	\$37,567	14.25%	\$3,286,589	\$2,899,332	\$387,256	13.36%	\$3,162,908
Expenses									
Labor	\$14,793	\$15,083	(\$290)	-1.92%	\$169,450	\$165,915	\$3,535	2.13%	\$180,998
Fringe-Benefits	\$2,845	\$1,617	\$1,228	75.93%	\$31,224	\$17,788	\$13,436	75.54%	\$19,405
Professional Services	\$7,247	\$6,667	\$580	8.70%	\$86,237	\$73,333	\$12,903	17.60%	\$80,000
Insurance	\$7,335	\$3,333	\$4,001	120.04%	\$70,868	\$36,667	\$34,202	93.28%	\$40,000
Security	\$1,871	\$37,783	(\$35,912)	-95.05%	\$130,931	\$415,617	(\$284,685)	-68.50%	\$453,400
Facilities Upkeep	\$28,167	\$28,917	(\$750)	-2.59%	\$217,995	\$318,083	(\$100,088)	-31.47%	\$347,000
Facilities Repairs	\$5,223	\$14,083	(\$8,860)	-62.91%	\$215,440	\$154,917	\$60,524	39.07%	\$169,000
Utilities	\$35,119	\$48,238	(\$13,118)	-27.20%	\$240,241	\$530,613	(\$290,371)	-54.72%	\$578,850
Materials & Supplies	\$0	\$1,250	(\$1,250)	-100.00%	\$3,167	\$13,750	(\$10,583)	-76.97%	\$15,000
Parking Garage	\$41,041	\$45,000	(\$3,959)	-8.80%	\$535,665	\$495,000	\$40,665	8.22%	\$540,000
85 Watervliet Avenue	\$30,500	\$10,425	\$20,075	192.56%	\$101,325	\$114,675	(\$13,350)	-11.64%	\$125,100
SSTS	\$10,038	\$14,583	(\$4,545)	-31.16%	\$111,542	\$160,417	(\$48,875)	-30.47%	\$175,000
Total Expenses	\$184,179	\$226,979	(\$42,800)	-18.86%	\$1,914,479	\$2,496,774	(\$582,295)	-23.32%	\$2,723,753
Surplus/(Deficit)	\$116,963	\$36,596	\$80,367		\$1,372,110	\$402,559	\$969,551		\$439,155

CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

AGING OF ACCOUNTS RECEIVABLE

Feb-24		
	Amount	% of Total
Current	\$2,351,335	42.91%
31 - 60	\$441,171	8.05%
61 - 90	\$930,281	16.98%
91 - 120	(\$166)	0.00%
Over 120	\$1,757,335	32.07%
Total Accounts Receivable	\$5,479,956	100.00%

Jan-24		
	Amount	% of Total
Current	\$668,004	9.23%
31 - 60	\$1,169,592	16.16%
61 - 90	\$316,898	4.38%
91 - 120	\$4,582	0.06%
Over 120	\$5,076,733	70.16%
Total Accounts Receivable	\$7,235,809	100.00%

AGING OF ACCOUNTS PAYABLE

Feb-24		
	Amount	% of Total
Current	\$4,712,139	80.55%
31 - 60	\$405,377	6.93%
61 - 90	\$448,807	7.67%
90 & Over	\$283,696	4.85%
Total Accounts Payable	\$5,850,019	100.00%

Jan-24 Receivables over 120 days: \$1,757,335

Breakdown of outstanding receivables over 120 days.	
\$1,618,673	NYS DEPT. OF TRANSPORTATION
\$87,500	CITY OF ALBANY
\$26,162	OTHER
\$25,000	CITY OF SARATOGA SPRINGS
\$1,757,335	

ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	Feb-24	Feb-23	Difference	%	2024	2023	Difference	%
Albany	\$367,557	\$219,417	\$148,140	67.52%	\$3,665,417	\$5,175,660	(\$1,510,243)	-29.18%
Rensselaer	\$201,217	\$89,095	\$112,122	125.85%	\$1,570,147	\$1,940,694	(\$370,547)	-19.09%
Saratoga	\$255,676	\$182,553	\$73,123	40.06%	\$3,487,023	\$5,053,416	(\$1,566,393)	-31.00%
Schenectady	\$101,504	\$87,807	\$13,697	15.60%	\$1,319,297	\$1,610,411	(\$291,113)	-18.08%
Warren	\$64,034	\$0	\$64,034	100.00%	\$128,626	\$0	\$128,626	100.00%
Total	\$989,988	\$578,872	\$347,082	59.96%	\$10,170,510	\$13,780,181	(\$3,609,671)	-26.19%

Current Month Year To Date

FY 2024	\$989,988	\$10,170,510
FY 2023	\$578,872	\$13,780,181

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

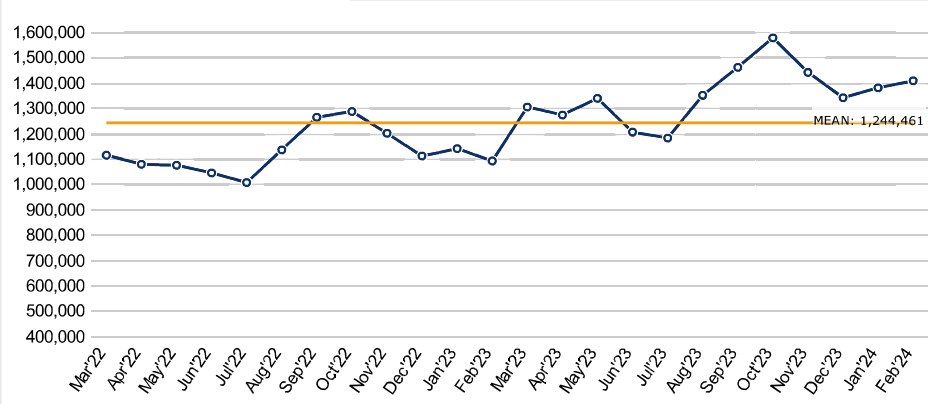
Highlight Summary
February 29, 2024

<u>RESTRICTED INVESTMENTS</u>	<u>Fund Balances</u>	<u>Current Obligations</u>
Risk Management Account (Self-Insured)	\$3,395,524	\$1,990,211
Workers' Comp. Account (Self-Insured)	\$10,150,279	\$8,284,411
 Operating Account	 \$29,022,011	
 <u>Current Operating Reserve Obligations</u>		
Federal Operating Assistance in FY24		\$4,000,000
 <u>Current Capital Reserve Obligations</u>	 \$12,535,688	
Washington/Western BRT Project Match		\$9,000,000
LowNo Electrification Project Match		\$3,000,000
 <u>Current Vehicle Replacement Reserve Obligations</u>	 \$975,223	
Vehicle Replacement Funds		\$524,011

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	4.49%
Workers' Compensation	3.67%
Operating Fund	5.06%
Vehicle Replacement Fund	5.39%
Capital Project	4.95%

* CDTA self insures the first two million of loss per occurrence of any lawsuit in addition to the current obligations and we reserve enough to cover one full loss.

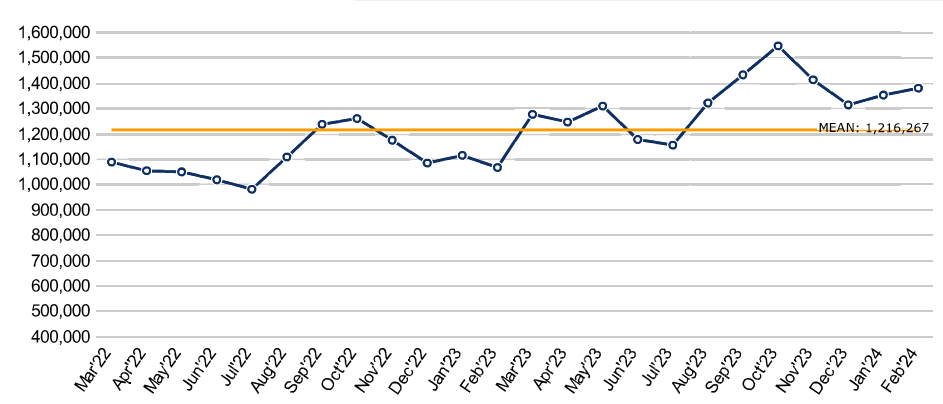
☘ Total Riders



Previous: 1,093,804

Current: 1,409,885

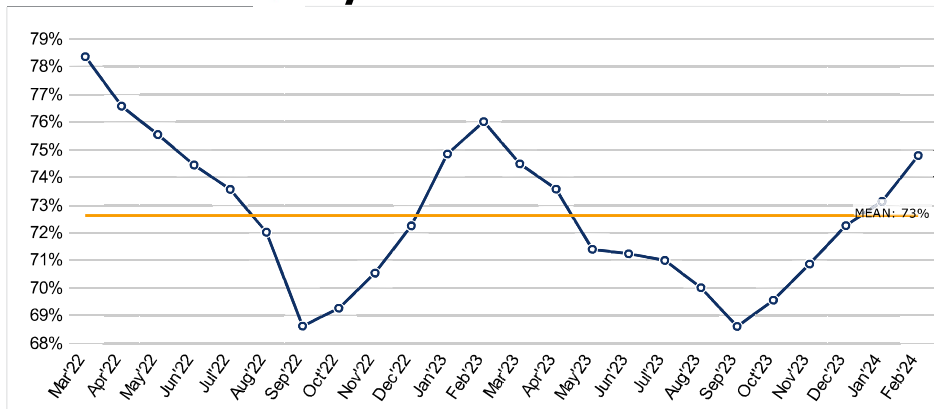
☘ Fixed Riders



Previous: 1,068,042

Current: 1,381,140

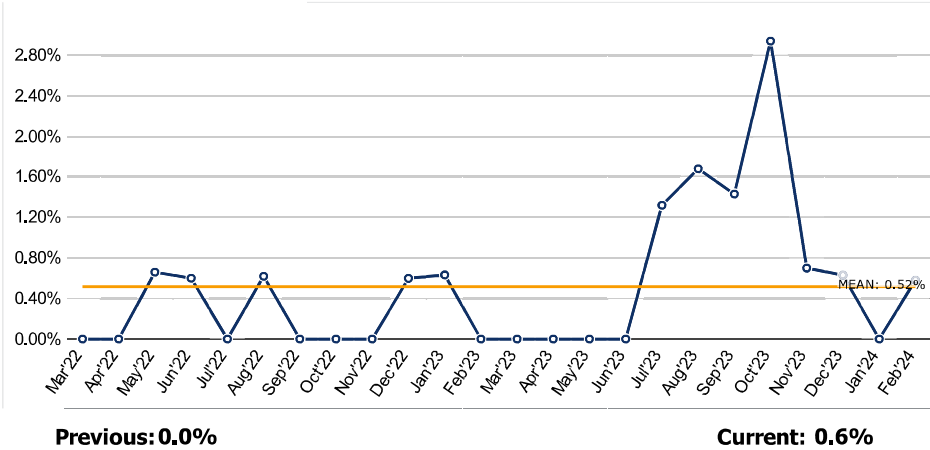
☘ System Wide OTP



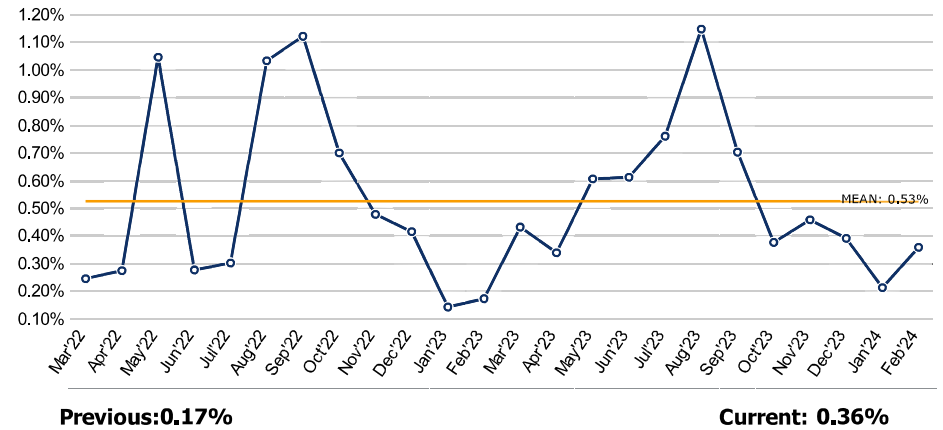
Previous: 76.02%

Current: 74.79%

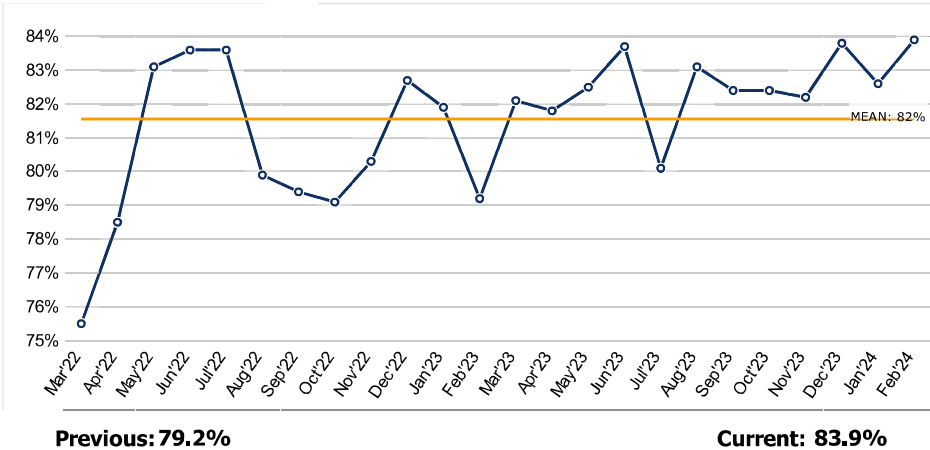
PMI Not On Time



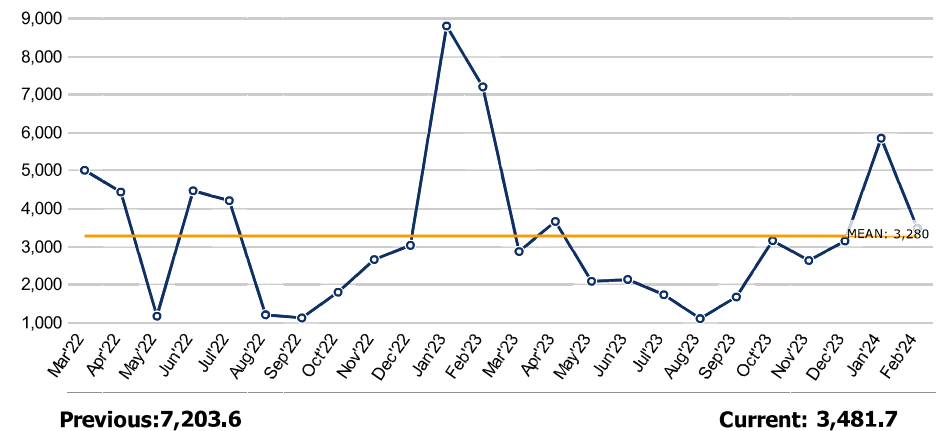
Percent of Trips Missed



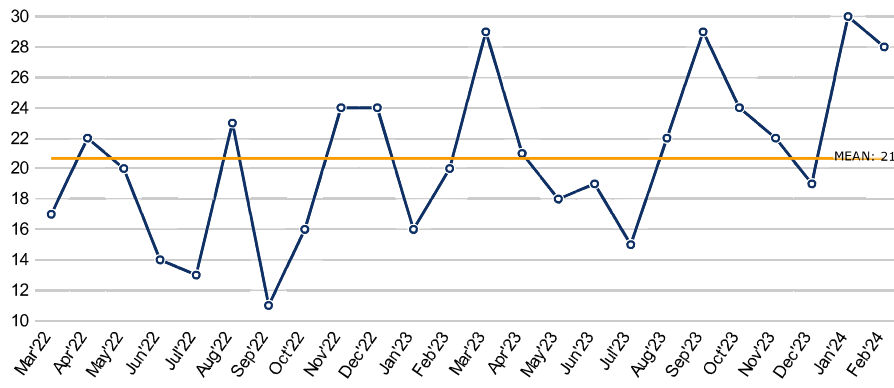
Scheduled Work



MDBSI



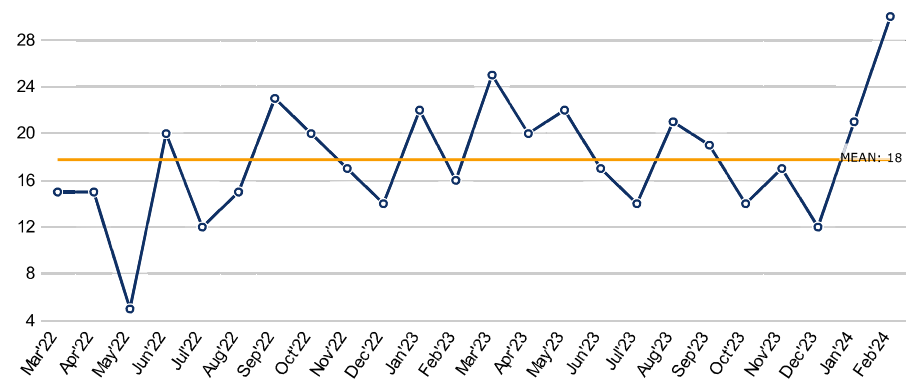
☘ Preventable Accidents



Previous: 20

Current: 28

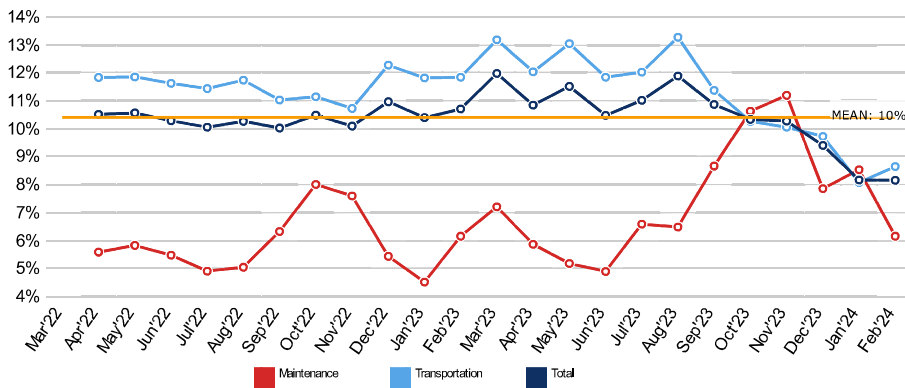
☘ Non-Preventable Accidents



Previous: 16

Current: 30

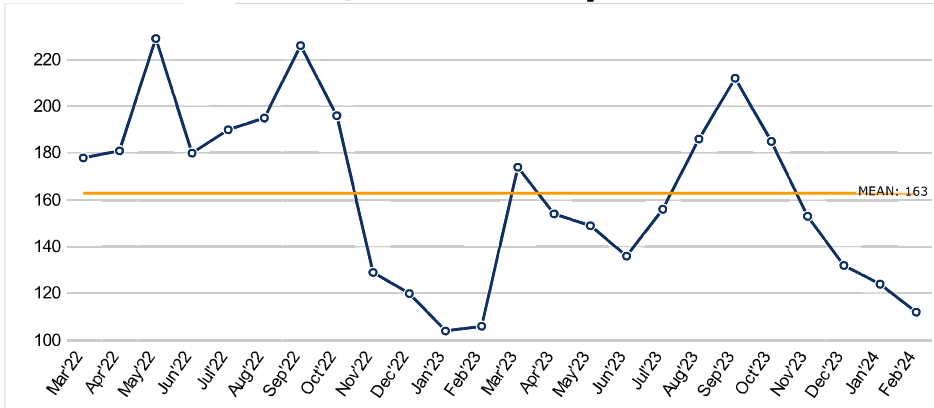
☘ Percent Days Not Worked



Previous: 10.7%

Current: 8.2%

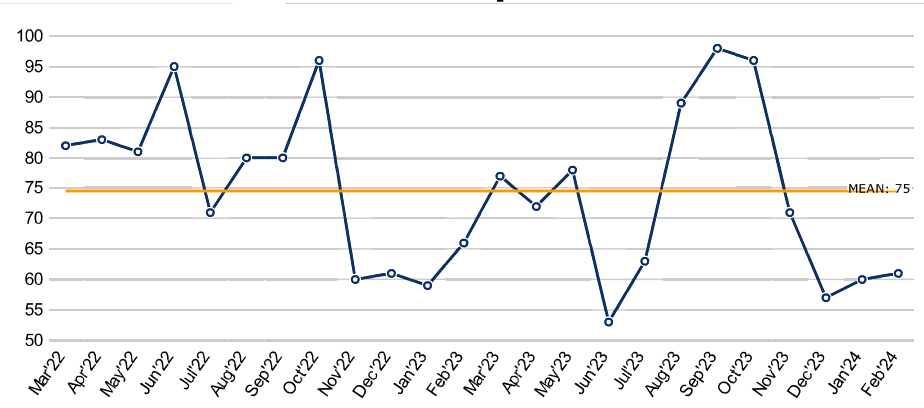
Fixed/Shuttle Complaints



Previous: 106

Current: 112

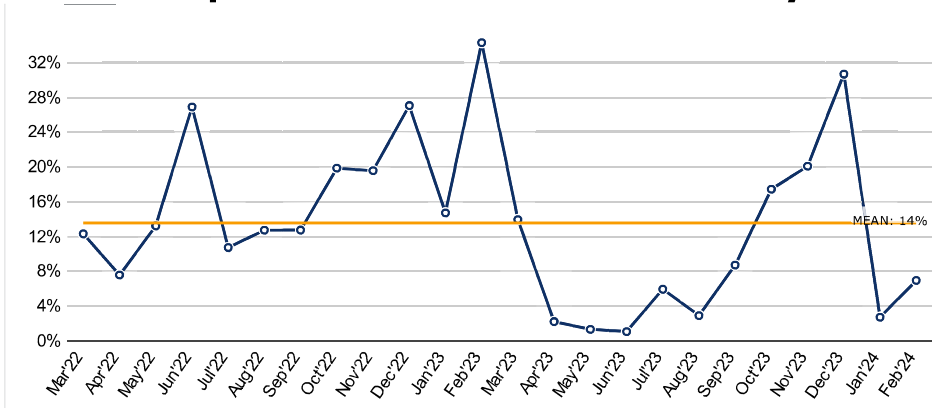
Other Complaints



Previous: 66

Current: 61

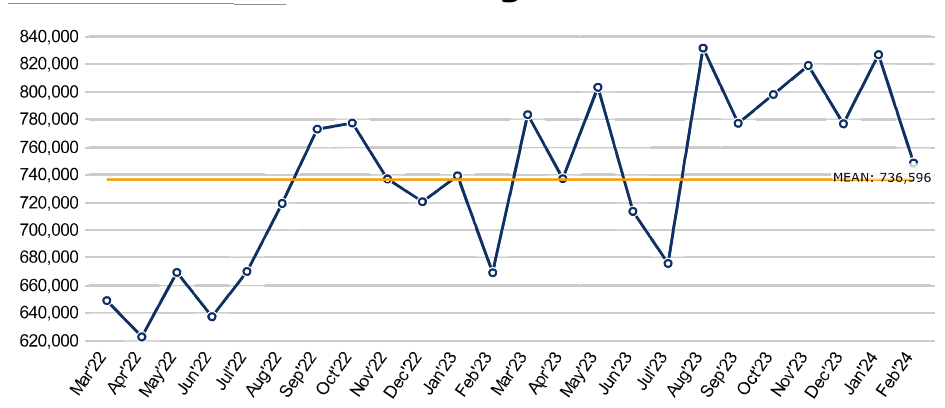
Complaints Not Addressed in Ten Days



Previous: 34.3%

Current: 6.9%

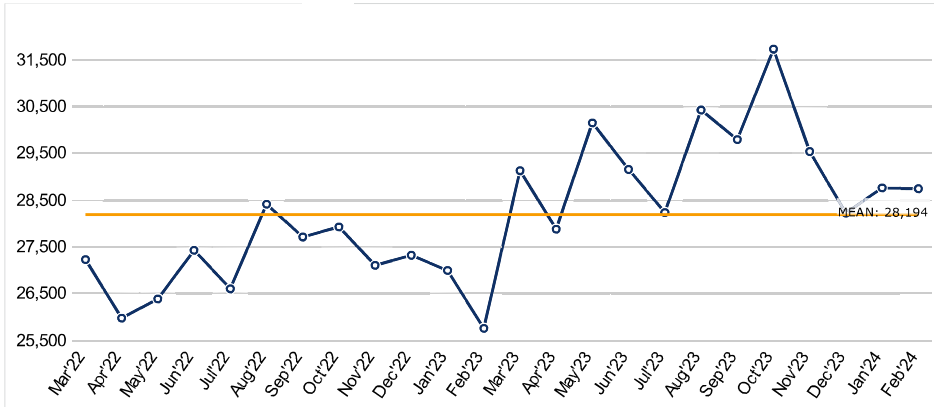
Website Page Views



Previous: 669,266

Current: 748,669

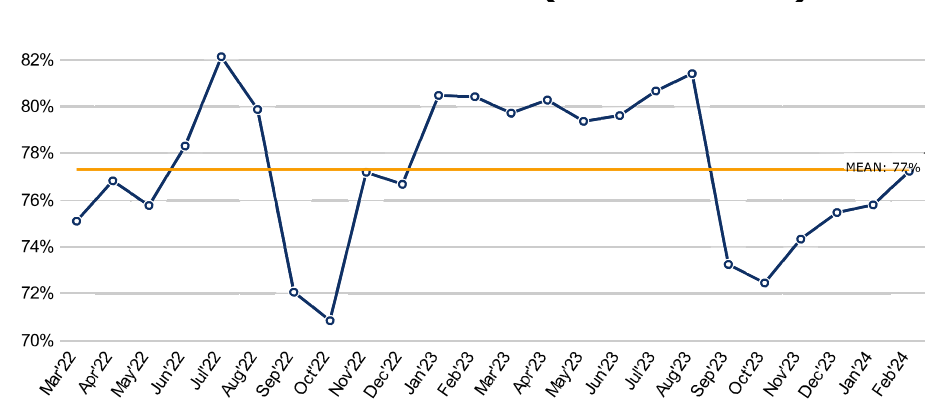
STAR Riders



Previous: 25,762

Current: 28,745

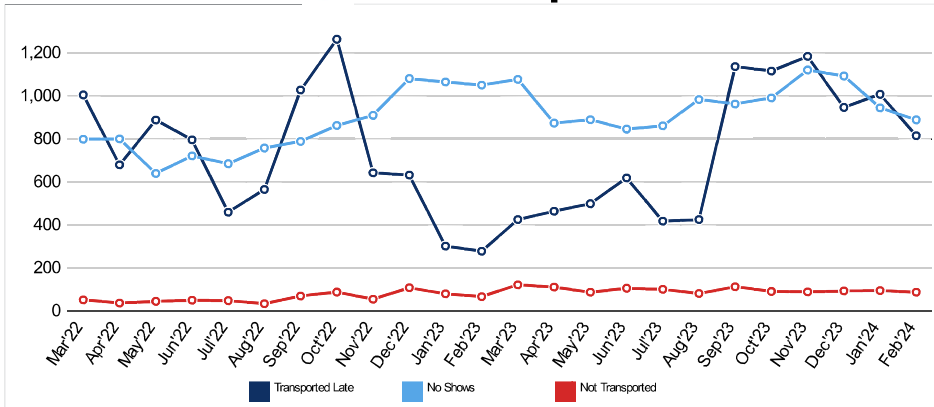
On-Time Performance (0-10 Minutes)



Previous: 80.4%

Current: 77.2%

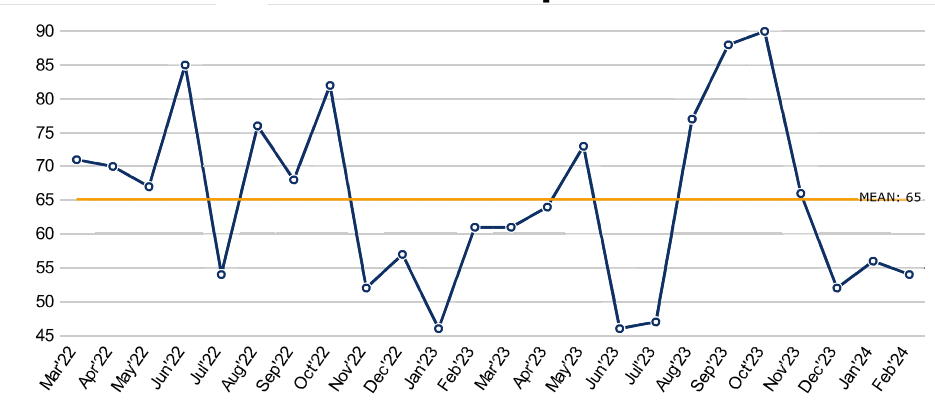
Missed Trips



Previous: 1,393

Current: 1,788

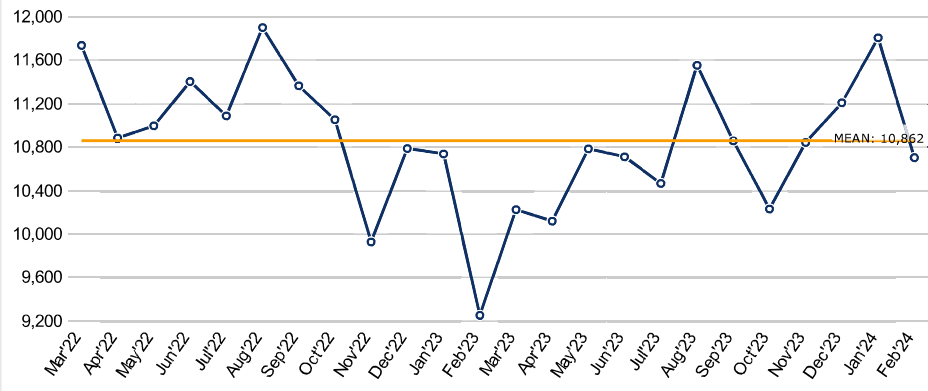
Customer Complaints



Previous: 61

Current: 54

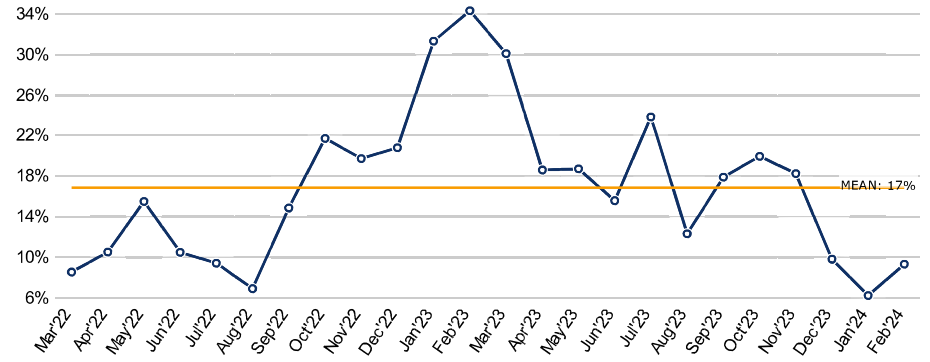
🍀 Reservation Calls



Previous: 9,253

Current: 10,705

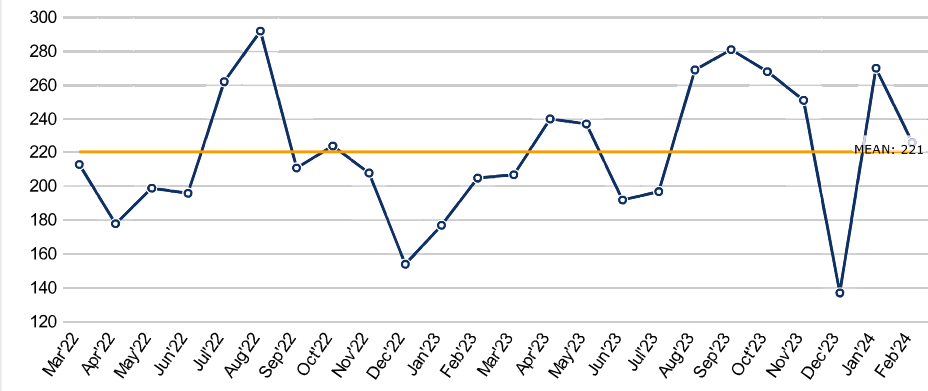
🍀 Reservation Calls in Queue Over Five Minutes



Previous: 34.3%

Current: 9.3%

🍀 Applications Received



Previous: 205

Current: 226

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.