



**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Wednesday, December 13, 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, October 18, 2023	Daniel Lynch
<b>Consent Agenda Items</b>	
• Approve Contract for Janitorial Services	Stacy Sansky
• Approve Contract for Auto Physical Damage Insurance	Jack Grogan
• Approve Safety Management System Plan	Rich Nasso
<b>Investment Committee</b>	
• Update on Committee Activity	Denise Figueroa
<b>Administrative Discussion Items</b>	
• Risk Management & Workers' Compensation Report	Amanda Avery
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, January 24, 2024 at 12 pm via Microsoft Teams & 110 Watervliet Ave	
Adjourn	Daniel Lynch

# Capital District Transportation Authority

## Performance Monitoring/Audit Committee

Meeting Minutes – October 18, 2023 at 12:00 PM; 110 Watervliet Avenue, Albany

In Attendance: Dan Lynch, Jayme Lahut, Peter Wohl; Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Lance Zarcone, Jaime Kazlo, Trish Cooper, Jeremy Smith, Stacy Sansky, Gary Guy, Jon Scherzer, Richard Cordero, Melissa Shanley, Sarah Matrose, Rich Nasso, Jack Grogan, Vanessa Fox

### Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Dan Lynch noted that a quorum was present. Minutes from the September 13, 2023 meeting were reviewed and approved.

### Consent Agenda Items

#### Approve Purchase of Trolley Vehicles

- We want to add two Trolleys for additional service opportunities, including expansion into Glens Falls and staff recommends this purchase. We will procure these Trolleys off our contract with Hometown Trolley and delivery is expected in Spring 2024.
- The purchase of two Trolleys from Hometown Trolley, Winnipeg, Canada for a total price of \$404,534 will be recommended to the board for approval.

#### Approve Contract for Information Technology Services

- We issued a Request for Proposals for Information Technology Services. We received 18 proposals. Staff recommends awards to five firms we can select from based on specific needs (much like panel counsel in the Legal Department).
- Five one-year contracts to CDW-G of IL; Dyntek of Albany; Kyndryl of NY; MGT of FL; and TEK Systems of Latham, not to exceed \$3.1 million over five years will be recommended to the board for approval.

#### Approve Resolution to Accept State Funding

- We receive FTA funding from programs that require NYSDOT to provide CDTA a 10% match to these funds. NYSDOT also provides two capital programs; Accelerated Transit Capital and the Modernization and Enhancement Program that funds bus purchases.
- Accepting \$13,368,714 in State Funding for our 10% match; and 100% of the two NYS Capital Programs will be recommended to the board for approval.

#### Approve Resolution to Accept State Funding for CRTC

- The Capital Region Transportation Council received a competitive award from the Federal Highway Administration. CDTA is CRTC's "funding pass through agency" for federal and state funds and they need a resolution that allows us to execute an agreement with NYSDOT to accept \$40,300.
- Accepting \$40,300 in NYSDOT funding to pass through to CRTC will be recommended to the board for approval.

#### Approve Contract for Workers' Compensation Excess Insurance

- Workers' Compensation Excess Insurance provides protection against large claims for employee injuries on the job that exceed \$1 million. We are self-insured for the first \$1 million. We received four proposals including a two-year proposal, and staff recommends a contract to the low-cost proposer, Midwest Employers. This policy reduces our annual premium by \$102,000.

- A two-year contract to Midwest Employers Casualty of Chesterfield, MO for \$269,885 per year effective November 10, 2023 through November 10, 2025 will be recommended to the board for approval.

#### Approve Contract for General/Auto Liability Insurance

- General and Auto Liability Insurance provides protection against claims for injury and damage to people and property caused by our operation. We are self-insured for the first \$2 million, with excess insurance coverage layered at \$8 million and \$5 million, for a total of \$13 million. We received one proposal for each layer for a total cost increase of 27%.
- A one-year contract for an \$8 million excess policy to American Alternative Insurance Company of Princeton, NJ; a \$5 million excess policy to Allied World Assurance Company of New York City; and a Non-Certified Acts of Terrorism policy to Lloyds of London of New York City. Total premium cost is \$698,859 effective on November 10, 2023 will be recommended to the board for approval.

#### Approve Contract for Auto Physical Damage Insurance

- At the committee meeting, we did not have any proposals for this insurance. And although we still do not have a firm quote, we have indications that we will have a complete quote over the next few days. Since we do not have a board meeting in November when this insurance expires, we recommend that we pre-approve this insurance policy.
- To maintain appropriate insurance coverage for its operations, the board hereby authorizes the Authority to enter into a contract to secure up to \$50 million of Auto Physical Damage insurance, upon receipt of the quoted premium, for an amount not to exceed \$550,000 will be recommended to the board for approval.

#### **Audit Committee Items**

- Sarah Matrose gave a quarterly audit report and was included in the packet.

#### **Administrative Discussion Items**

- Mike Collins gave the Monthly Management Report for September. MRT was 10% under budget for the month and 10% for the year; Customer revenue exceeded budget by 9% this month, and 5% over for the year; and Joe Bruno station revenue is up 12% for the year. Wages continue to be under budget because of manpower issues; Workers' Compensation is 14.5% under budget for the year. We are in a good financial position.
- Chris Desany gave the Non-financial Report for September. Fixed route ridership is up 16% this month, and 18% for the year; STAR ridership is up 8% for the month and 8% for the year; Fixed route on-time performance was at 69%; and STAR on-time performance was at 73%. We missed 0.7% of all scheduled trips. By comparison, other similar size transit properties report missing 5% of their scheduled trips. Preventable accidents were high this month at 29; and non-preventable accidents were at 19.

#### **Next Meeting**

Wednesday, December 13, 2023 at 12:00 pm via Microsoft Teams and at 110 Watervliet Ave.

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Contract Award for Janitorial Services at 110 & 85 Watervliet Avenue  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** December 13, 2023

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

To enter a contract with Complete Building Solutions, Inc. to perform Janitorial Services at 110 Watervliet Avenue and 85 Watervliet Avenue.

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

Providing a safe, comfortable, and clean workplace is a priority at CDTA. To provide the highest level of cleanliness in our buildings it is necessary to engage a firm that specializes in janitorial services. The current contract for janitorial services at 85 and 110 Watervliet Avenue is set to expire, and a new contract is required.

An Invitation for Bids (IFB) was issued for janitorial services that outlined daily and seasonal cleaning obligations as well as special considerations for each location. The requirements included, but were not limited to:

- Emptying trash, cleaning windows, dusting, performing wipe downs, mopping, stripping, burnishing, scrubbing, vacuuming, sanitizing, and removing graffiti
- Addressing identified areas including entrances, vestibules, bathrooms, stairwells, offices, break rooms, conference rooms and locker rooms
- Preventative maintenance where appropriate

A total of 35 firms downloaded the IFB and five responsible bids were submitted. Complete Building Solutions (CBSI) was the low bidder. CBSI is the incumbent for janitorial services at the Rensselaer and Saratoga Train Stations and we are satisfied with their work.

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

The base bid for year one is \$65,880. The cost is covered by internal operational funds specifically allocated to these tasks.

### **Proposed Action:**

I am requesting that a 3-year contract be awarded to Complete Building Solutions (CBSI), of Guilderland, NY, for janitorial services at 85 & 110 Watervliet Avenue in an amount of \$197,640.

### **Manager:**

Jeremy Smith, Director of Facilities





# Bid Summary



Contract Name: **Janitorial Services for 110 & 85**

Contract No: **CDTA FAC 220-2000**

Date/Time of Opening: **November 27, 2023 EST**

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Complete Building Solutions, Inc. Address: PO Box 32 Guilderland, NY 12084 Contact: John J Arduini Email: cbsi28@aol.com Phone: 518.857.6791	Base Bid Year 1: \$65,880	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
	Hourly Rate for Additional		2	DBE __ MBE __ WBE __ SDVOB __
	Services: \$26.90	Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
	Vacancy Credit/Debit \$ .35/SF		4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Daigle Cleaning Systems, Inc. Address: 20 Center Street Albany, NY 12204 Contact: Carlos Lopez Email: carlos@daigleclean.com Phone: 518.768.4881	Base Bid Year 1: \$142,000	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
	Hourly Rate for Additional		2	DBE __ MBE __ WBE __ SDVOB __
	Services: \$50	Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
	Vacancy Credit/Debit \$ .307/SF		4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Environmental Service Systems, LLC Address: 2 Interstate Ave Albany, NY 12205 Contact: Scott Petersen Email: spetersen@environmentalservice.net Phone: 518.449.8240	Base Bid Year 1: <b>Not Responsive</b>	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
	Hourly Rate for Additional		2	DBE __ MBE __ WBE __ SDVOB __
	Services: <b>Not Responsive</b>	Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
	Vacancy Credit/Debit Not Responsive		4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Trained 2 Go Services, LLC Address: 67 Emmet Street Albany, NY 12204 Contact: Caron S Harris Sr Email: trained2goservicesllc@gmail.com Phone: 518.460.1440	Base Bid Year 1: \$160,000	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
	Hourly Rate for Additional		2	DBE __ MBE __ WBE __ SDVOB __
	Services: \$76.92	Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
	Vacancy Credit/Debit 0.35/SF		4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Busy Bees N&K Cleaning Services, LLC Address: 141 Second Ave Rensselaer, NY 12144 Contact: Nyallah Willis Email: busybees1322@yahoo.com Phone: 518.229.6961	Base Bid Year 1: <b>Not Responsive</b>	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
	Hourly Rate for Additional		2	DBE __ MBE __ WBE __ SDVOB __
	Services: <b>Not Responsive</b>	Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
	Vacancy Credit/Debit <b>Not Responsive</b>		4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: Rayben Enterprises, Inc. dba Green Facility Solution Address: 31 Railroad Ave Albany, NY 12205 Contact: Raymond Walker Email: rwalker@gfs31.com Phone: 518.426.7643	Base Bid Year 1: \$117,877.85	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
	Hourly Rate for Additional		2	DBE __ MBE __ WBE __ SDVOB __
	Services: \$21.54	Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
	Vacancy Credit/Debit \$2.85/SF		4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
Name: SJ Services Address: 235 Newbury Street Danvers, MA 01923 Contact: Daniel Shea Email: danielshea@sj-services.com Phone: 351.201.9276	Base Bid Year 1: \$87,384	Alternate 1:	1	DBE __ MBE __ WBE __ SDVOB __
	Hourly Rate for Additional		2	DBE __ MBE __ WBE __ SDVOB __
	Services: \$29	Alternate 2:	3	DBE __ MBE __ WBE __ SDVOB __
	Vacancy Credit/Debit \$2/SF		4	DBE __ MBE __ WBE __ SDVOB __
			5	DBE __ MBE __ WBE __ SDVOB __
I, Carm Basile Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

## **CAPITAL DISTRICT TRANSPORTATION AUTHORITY AGENDA ACTION PROPOSAL**

**Subject:** Auto Physical Damage Insurance  
**Committee:** Performance Monitoring/Audit  
**Committee Meeting Date:** October 18, 2023

**Objective of Purchase or Service:** Auto Physical Damage provides insurance for vehicles in the event of fire, theft, vandalism, collision and natural perils and is rated and priced based on the dollar value of our fleet. The current value of our fleet is about \$95 million with our fleet garaged at four separate locations. We currently have a \$30,000,000 per occurrence limit with deductibles ranging from \$2,500 dollars for service vehicles to \$20,000 for buses.

**Summary of Staff Proposal:** NFP Corp (our broker, formally Rose & Kiernan, Inc) approached several markets and received one proposal from our incumbent, Lexington Insurance, and a new carrier - Star Surplus Lines. Exhibit A summarizes the program components.

Due to an increase in fleet value from \$78 million to \$95 million, it is recommended that we increase our insurance limit to \$60 million, which is what the fleet value is in the Albany division.

We received two proposals with two insurance layers that will provide \$60 million in coverage. Lexington Insurance proposed a 17% decrease to the rate per \$100 of value, from \$0.35 to 0.29. Lexington's occurrence limit is \$25 million for a premium of \$301,482, which reflects the rate decrease, but also includes the increase in fleet value. Starr Surplus Lines quoted a \$35 million limit above Lexington's lead layer of \$25 million limit for \$160,812.

**Finance Summary and Source of Funds:** The one-year cost of the Auto Physical Damage Insurance is \$462,295 and it is budgeted in our annual operating budget.

**Proposed Action:**

I recommend the following one-year contracts to:

- 1) Lexington Insurance Company of 99 High Street, 23<sup>rd</sup> Floor - Boston, MA for the first \$25 million layer for Auto Physical Damage coverage for \$301,482 effective November 10, 2023.
- 2) Starr Surplus Lines Insurance Company of 399 Park Avenue – New York, NY for the excess \$35 million layer of Auto Physical Damage coverage for \$160,812.50 effective November 10, 2023

**Project Manager:**

Jack Grogan, Director of Risk Management

**EXHIBIT A**  
**Auto Physical Damage Insurance**

**2023-24 Lexington Insurance Program**  
(Insurance Rating A – Non-Admitted)

<b>Program Components</b>	<b>Insurance Coverage</b>
Per Occurrence Limit	\$25,000,000
Loss per Vehicle	\$935,000
Service Vehicle Deductible	\$2,500
Bus Deductible	\$20,000
Rate per \$100 of Value	\$0.3937
<b>Premium</b>	<b>\$301,482</b>

**2023-24 Starr Surplus Lines Insurance Company (Part two)**  
(Insurance Rating A – Non-Admitted)

<b>Program Components</b>	<b>Insurance Coverage</b>
Excess Property Limit	\$35,000,000 Excess of \$25,000,000
<b>Premium</b>	<b>\$160,812</b>

**Total Premium = \$462,295**



## **Capital District Transportation Authority Agenda Action Sheet**

**Subject:** Resolution to approve the Safety Management System Plan  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** December 13, 2023

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

The Federal Transit Administration (FTA) requires a Board resolution to approve the annual Safety Management System (SMS) Plan.

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

The SMS is an organization-wide, data driven approach to mitigate risk. The plan includes Key Performance Targets, such as the Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion and Communication.

The plan is updated throughout the year to ensure it remains comprehensive, collaborative, and compliant. The updates have been reviewed and approved by the Safety Committee.

Improvements made to the plan since the last adoption include the following highlights:

- Established minimum baseline standards to improve reporting of transit worker assaults
- Implemented an Ambassador Program
- Implemented risk mitigation measures regarding Bus-to-Person collisions
- Safety Committee continues to identify and proactively address safety hazards, issues and employee concerns

Next steps include:

- Evaluate bus operator training simulator
- Incorporate video mirror technology for fleet
- Video mirror crash avoidance pilot
- Integrate “Live” operator refresher training

### **Financial Summary and Source of Funds:**

None at this time.

### **Proposed Action:**

I recommend the approval of the SMS plan in accordance with FTA requirements. A copy of the plan is included in the packet.

### **Manager:**

Rich Nasso, Superintendent of Safety & Training

## Memorandum

**Date:** December 7, 2023  
**To:** Performance Monitoring/Audit Committee  
**From:** General Counsel  
**Subject:** Risk Management and Workers Compensation Self-Insurance Accounts,  
**as of 10/1/23**

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

### 1. Risk Management:

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

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

- **Projected Losses** (incurred but unpaid): \$2,103,511  
(increase of \$63,000 (+3.1%) for the quarter)
- **Self-Insured Retention** (one) \$2,000,000
- **Market Value of Account:** \$3,338,629  
(decrease of \$32,748 (-.98%) for the quarter)

### 2. Workers Compensation:

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

- **Projected Claims:** \$8,738,189  
(increase of \$1,295,003 (+17.4%) for the quarter)
- **Market Value of Account:** \$10,053,271  
(increase of \$127,303 (+1.3%) for the quarter)

### 3. Liability/Auto Claims:

As of 10/1/23, we had 44 pending liability claims, 39 of which were in suit. A number of inactive cases have been closed out. The majority of the active claims are in various stages of discovery, while a few have been referred to outside counsel and are nearing trial or other final disposition. As of 10/1/23, CDTA had 10 liability claims with reserves of \$10,000 or more, all of which have reserves of \$25,000 or more. It is always our intention to carry adequate funds to cover the aggregate value of anticipated losses.

**Conclusion:**

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

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

# Monthly Management Report

November 2023

The logo for CDTA (California Department of Transportation) is located in the bottom right corner. It features the letters 'CDTA' in a bold, white, sans-serif font. The letters are stylized with horizontal lines passing through them, giving it a sense of motion and modernity. The background of the slide is a dark blue gradient with a faint, abstract pattern of lines and shapes, suggesting a complex network or infrastructure.

## Monthly Management Report - November 2023

### Executive Summary

			Current Month		Year to Date	
REVENUE	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance
1	\$ 918,831	\$ 1,045,833	\$ (127,002)	-12.14%	\$ (950,745)	-11.36%
2	\$ 1,602,640	\$ 1,577,038	\$ 25,602	1.62%	\$ 571,138	4.53%
3	\$ 394,761	\$ 143,402	\$ 251,359	175.28%	\$ 239,210	12.17%
EXPENSES	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance
4	\$ 4,747,086	\$ 4,992,730	\$ (245,644)	-4.92%	\$ (2,931,552)	-7.34%
5	\$ 320,847	\$ 248,893	\$ 71,954	28.91%	\$ (453,803)	-22.79%
6	\$ 1,041,951	\$ 905,500	\$ 136,451	15.07%	\$ 917,983	12.67%
7	\$ 585,197	\$ 355,984	\$ 229,213	64.39%	\$ (126,922)	-4.46%
					<b>YTD Revenue</b>	0.32%
					<b>YTD Expenses</b>	-5.58%

#### *Revenue Summary*

- 1 MRT receipts are 12% under budget this month and 11% under for the year.
- 2 Customer Fares were 1.6% over budget this month and 4.5% over budget for the year.
- 3 Advertising revenue is 175% over budget due to a contract overage payment from Lamar for \$250,000.

#### *Expense Summary*

- 4 Wages were 5% under budget this month and 7.3% under budget for the year. This line will change next month with the new labor agreement.
- 5 Workers' Compensation is 29% over budget this month due to two large lump sum payments; but it is still performing well and is 23% under budget for the year.
- 6 Purchased Transportation was 15% over budget for the month and is 13% over budget for the year. We continue to outsource more trips as a result of manpower issues.
- 7 Maintenance Services is 65% over budget this month as we outsourced some bus repairs; and budget timing reasons inflated November expenses due to a fleet audit and a regular facility service for our garages. We are 5% under budget for the year.

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

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

	Nov-23	Nov-22
<b>Assets</b>		
<b>Current Assets:</b>		
Cash	\$21,188,661	\$18,881,926
Investments	\$60,561,544	\$46,550,271
Receivables:		
Mortgage Tax	\$808,794	\$1,076,694
Federal Grants	\$6,475,112	\$0
New York State Operating Assistance	\$0	\$0
Trade and Other	\$7,348,356	\$7,253,268
Advances to Capital District Transportation Committee	\$518,180	\$513,298
Materials, Parts and Supplies	\$5,925,257	\$5,327,020
Prepaid Expenses	\$2,058,521	\$1,751,267
<b>Sub-Total Current Assets</b>	<b>\$104,884,426</b>	<b>\$81,353,743</b>
<b>Noncurrent Assets:</b>		
Capital Assets, net	\$147,707,960	\$148,978,453
<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>\$269,018,527</b>	<b>\$250,844,440</b>
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$9,342,245	\$7,568,015
Accrued Expenses	\$5,771,280	\$5,664,207
Unearned Revenue	\$10,427,675	\$16,449,055
Line of Credit	\$0	\$0
<b>Sub-Total Current Liabilities</b>	<b>\$25,541,199</b>	<b>\$29,681,277</b>
<b>Noncurrent Liabilities:</b>		
Capital Lease Agreement	\$12,119,974	\$14,162,821
Estimated Provision for Existing Claims and Settlements	\$10,712,090	\$10,394,336
Other postemployment benefits	\$66,724,317	\$83,355,200
Net Pension Liability	(\$2,045,372)	\$23,844
<b>Sub-Total Noncurrent Liabilities</b>	<b>\$87,511,008</b>	<b>\$107,936,201</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>\$165,297,299</b>	<b>\$178,113,633</b>
<b>Net Position</b>		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	(\$4,520,000)	(\$35,510,421)
<b>Total for Net Position</b>	<b>\$103,721,228</b>	<b>\$72,730,807</b>
<b>Total Liabilities and Net Position</b>	<b>\$269,018,527</b>	<b>\$250,844,440</b>

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

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>67%</b>
<b>REVENUE:</b>			
AUTHORITY	\$9,088,659	\$12,660,000	72%
TRANSIT	\$73,853,892	\$109,647,510	67%
ACCESS	\$541,676	\$550,000	98%
CDTA FACILITIES	\$2,343,366	\$3,162,908	74%
<b>TOTAL REVENUE</b>	<b>\$85,827,593</b>	<b>\$126,020,418</b>	<b>68%</b>
<b>EXPENSE:</b>			
AUTHORITY	\$13,163,325	\$19,955,978	66%
TRANSIT	\$64,171,893	\$101,987,365	63%
ACCESS	\$977,102	\$1,310,581	75%
CDTA FACILITIES	\$1,389,723	\$2,723,753	51%
<b>TOTAL EXPENSE</b>	<b>\$79,702,043</b>	<b>\$125,977,679</b>	<b>63%</b>
Revenue over (under) Expenses	\$6,125,549		
Depreciation	<b>\$9,200,000</b>		
Excess of Revenue over (under) Expenses	(\$3,074,451)		
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	\$4,000,000		
Transfer to Operating Fund	(\$15,500,000)		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	<b>(\$1,758,472)</b>		
*Net Excess of Revenue over (under) Expenses	(\$16,332,923)		
*Contribution to required fleet replacement.			

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

Nov-23

**BUDGET VARIANCE REPORT**

	<b>CONSOLIDATED</b>								<b>Annual Budget</b>
	<b>This Month</b>				<b>Year to Date</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	
Operating Revenue									
Mortgage Tax	\$918,831	\$1,045,833	(\$127,003)	-12.14%	\$7,415,922	\$8,366,667	(\$950,745)	-11.36%	\$12,550,000
Customer Fares	\$1,602,640	\$1,577,038	\$25,602	1.62%	\$13,187,442	\$12,616,304	\$571,138	4.53%	\$18,924,456
Advertising Revenue	\$394,761	\$143,402	\$251,359	175.28%	\$1,386,428	\$1,147,218	\$239,210	20.85%	\$1,720,827
RRS & Facilities	\$276,494	\$251,076	\$25,419	10.12%	\$2,260,966	\$2,008,605	\$252,361	12.56%	\$3,012,908
Interest Income	\$12,680	\$1,667	\$11,013	660.79%	\$77,781	\$13,333	\$64,448	483.36%	\$20,000
Misc. Income	\$28,468	\$11,542	\$16,927	146.66%	\$184,157	\$92,333	\$91,824	99.45%	\$138,500
<b>Total Operating Revenue</b>	<b>\$3,233,874</b>	<b>\$3,030,558</b>	<b>\$203,316</b>	<b>6.71%</b>	<b>\$24,512,696</b>	<b>\$24,244,461</b>	<b>\$268,235</b>	<b>1.11%</b>	<b>\$36,366,691</b>
Operating Assistance									
New York State Aid	\$4,641,900	\$4,641,900	\$0	0.00%	\$37,135,198	\$37,135,198	\$0	0.00%	\$55,702,797
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,278,000	\$1,278,000	\$0	0.00%	\$1,917,001
Federal Aid	\$2,492,160	\$2,492,160	\$0	0.00%	\$19,937,282	\$19,937,282	\$0	0.00%	\$29,905,923
Operating Grants	\$177,334	\$177,334	\$0	0.00%	\$1,418,671	\$1,418,671	\$0	0.00%	\$2,128,006
<b>Total Operating Assistance</b>	<b>\$7,471,144</b>	<b>\$7,471,144</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$59,769,151</b>	<b>\$59,769,151</b>	<b>\$0</b>	<b>0.00%</b>	<b>\$89,653,727</b>
<b>Total Revenue and Assistance</b>	<b>\$10,705,018</b>	<b>\$10,501,702</b>	<b>\$203,316</b>	<b>1.94%</b>	<b>\$84,281,847</b>	<b>\$84,013,611</b>	<b>\$268,235</b>	<b>0.32%</b>	<b>\$126,020,418</b>
Expenses									
Salaries and Wages	\$4,747,086	\$4,992,730	(\$245,644)	-4.92%	\$37,010,287	\$39,941,839	(\$2,931,552)	-7.34%	\$59,912,759
FICA	\$344,132	\$350,325	(\$6,193)	-1.77%	\$2,673,718	\$2,802,603	(\$128,885)	-4.60%	\$4,203,904
Health Benefits	\$965,544	\$1,062,573	(\$97,028)	-9.13%	\$7,497,768	\$8,500,580	(\$1,002,812)	-11.80%	\$12,750,871
Workers Compensation	\$320,847	\$248,893	\$71,954	28.91%	\$1,537,342	\$1,991,145	(\$453,803)	-22.79%	\$2,986,718
Other Benefits	\$350,032	\$405,457	(\$55,425)	-13.67%	\$2,743,587	\$3,243,658	(\$500,071)	-15.42%	\$4,865,487
Professional Services	\$421,196	\$510,430	(\$89,234)	-17.48%	\$3,968,911	\$4,083,441	(\$114,530)	-2.80%	\$6,125,162
Materials & Supplies	\$194,577	\$166,169	\$28,409	17.10%	\$1,265,230	\$1,329,349	(\$64,118)	-4.82%	\$1,994,023
Miscellaneous	\$110,382	\$81,238	\$29,144	35.88%	\$734,552	\$649,902	\$84,650	13.03%	\$974,853
Purchased Transportation	\$1,041,951	\$905,500	\$136,452	15.07%	\$8,161,980	\$7,243,997	\$917,983	12.67%	\$10,865,995
Maintenance Services	\$585,197	\$355,984	\$229,213	64.39%	\$2,720,948	\$2,847,869	(\$126,922)	-4.46%	\$4,271,804
Liability - Claims	\$22,369	\$33,333	(\$10,964)	-32.89%	\$426,580	\$266,667	\$159,913	59.97%	\$400,000
Utilities	\$97,925	\$137,768	(\$39,842)	-28.92%	\$574,589	\$1,102,140	(\$527,551)	-47.87%	\$1,653,210
Fuel	\$716,779	\$636,251	\$80,528	12.66%	\$5,009,527	\$5,090,005	(\$80,478)	-1.58%	\$7,635,007
Parts, Tires, Oil	\$581,037	\$523,169	\$57,868	11.06%	\$4,214,573	\$4,185,350	\$29,223	0.70%	\$6,278,025
General Insurance	\$111,327	\$91,883	\$19,444	21.16%	\$783,466	\$735,067	\$48,400	6.58%	\$1,102,600
<b>Total EXPENSES</b>	<b>\$10,610,383</b>	<b>\$10,501,701</b>	<b>\$108,681</b>	<b>1.03%</b>	<b>\$79,323,058</b>	<b>\$84,013,612</b>	<b>(\$4,690,554)</b>	<b>-5.58%</b>	<b>\$126,020,418</b>
Surplus/Deficit	\$94,635	\$0	\$94,635		\$4,958,789	(\$0)	\$4,958,790		\$0



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Nov-23**

**BUDGET VARIANCE REPORT**

	<b>NON-TRANSIT</b>								<b>Annual Budget</b>
	<b>This Month</b>				<b>Year to Date</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	
Operating Revenue									
Mortgage Tax	\$918,831	\$1,045,833	(\$127,003)	-12.14%	\$7,415,922	\$8,366,667	(\$950,745)	-11.36%	\$12,550,000
Interest Income	\$12,546	\$1,667	\$10,880	652.78%	\$76,991	\$13,333	\$63,658	477.43%	\$20,000
Interest Inc-Invest/Change in Invest	(\$255,386)	\$0	(\$255,386)	0.00%	\$1,545,746	\$0	\$1,545,746	0.00%	\$0
Misc. Income - Authority	\$6,250	\$7,500	(\$1,250)	-16.67%	\$50,000	\$60,000	(\$10,000)	-16.67%	\$90,000
<b>Total Operating Revenue</b>	<b>\$682,240</b>	<b>\$1,055,000</b>	<b>(\$372,760)</b>	<b>-35.33%</b>	<b>\$9,088,659</b>	<b>\$8,440,000</b>	<b>\$648,659</b>	<b>7.69%</b>	<b>\$12,660,000</b>
Expenses									
Labor - Authority	\$688,595	\$682,330	\$6,265	0.92%	\$5,561,294	\$5,458,640	\$102,654	1.88%	\$8,187,960
Fringe - Authority	\$381,565	\$390,026	(\$8,461)	-2.17%	\$3,138,455	\$3,120,210	\$18,245	0.58%	\$4,680,315
Materials & Supplies - Authority	\$34,455	\$12,290	\$22,166	180.36%	\$154,381	\$98,317	\$56,064	57.02%	\$147,475
Professional Services - Authority	\$239,805	\$282,045	(\$42,240)	-14.98%	\$2,148,675	\$2,256,361	(\$107,686)	-4.77%	\$3,384,542
Other Expenses - Authority	\$384,336	\$296,307	\$88,029	29.71%	\$2,160,520	\$2,370,457	(\$209,937)	-8.86%	\$3,555,686
<b>Total Expenses</b>	<b>\$1,728,756</b>	<b>\$1,662,998</b>	<b>\$65,758</b>	<b>3.95%</b>	<b>\$13,163,325</b>	<b>\$13,303,986</b>	<b>(\$140,661)</b>	<b>-1.06%</b>	<b>\$19,955,978</b>
<b>Surplus/(Deficit)</b>	<b>(\$1,046,516)</b>	<b>(\$607,998)</b>	<b>(\$438,518)</b>		<b>(\$4,074,666)</b>	<b>(\$4,863,986)</b>	<b>\$789,320</b>		<b>(\$7,295,978)</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Nov-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	\$934,940	\$933,700	\$1,240	0.13%	\$7,866,369	\$7,469,600	\$396,769	5.31%	\$11,204,400
Contracts - Transit	\$597,505	\$597,505	\$1	0.00%	\$4,780,187	\$4,780,037	\$150	0.00%	\$7,170,056
Advertising-Transit	\$382,261	\$130,902	\$251,359	192.02%	\$1,286,428	\$1,047,218	\$239,210	22.84%	\$1,570,827
Misc. Income - Transit	\$24,418	\$4,042	\$20,377	504.16%	\$151,757	\$32,333	\$119,424	369.35%	\$48,500
Total Operating Revenue	\$1,939,124	\$1,666,149	\$272,976	16.38%	\$14,084,742	\$13,329,189	\$755,553	5.67%	\$19,993,783
Operating Assistance									
State Aid - General	\$4,448,816	\$4,448,816	\$0	0.00%	\$35,590,531	\$35,590,531	\$0	0.00%	\$53,385,797
State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$1,278,000	\$1,278,000	\$0	0.00%	\$1,917,000
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$266,667	\$266,667	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,278,000	\$1,278,001	\$0	0.00%	\$1,917,001
Federal Aid - Transit	\$2,492,160	\$2,492,160	\$0	0.00%	\$19,937,282	\$19,937,282	\$0	0.00%	\$29,905,923
Other Grants - Federal	\$177,334	\$177,334	\$0	0.00%	\$1,418,671	\$1,418,671	\$0	0.00%	\$2,128,006
Total Operating Assistance	\$7,471,144	\$7,471,144	\$0	0.00%	\$59,769,151	\$59,769,151	\$0	0.00%	\$89,653,727
Total Revenue and Assistance	\$9,410,268	\$9,137,293	\$272,976	2.99%	\$73,853,892	\$73,098,340	\$755,553	1.03%	\$109,647,510
Expenses									
Labor - Maintenance	\$782,601	\$812,693	(\$30,093)	-3.70%	\$6,368,385	\$6,501,545	(\$133,160)	-2.05%	\$9,752,318
Labor - Transportation	\$2,905,686	\$3,105,886	(\$200,200)	-6.45%	\$22,466,005	\$24,847,087	(\$2,381,082)	-9.58%	\$37,270,630
Labor - STAR	\$305,712	\$317,901	(\$12,189)	-3.83%	\$2,097,243	\$2,543,208	(\$445,965)	-17.54%	\$3,814,812
Fringe	\$1,518,019	\$1,657,058	(\$139,040)	-8.39%	\$11,573,412	\$13,256,467	(\$1,683,055)	-12.70%	\$19,884,700
Materials & Supplies	\$1,445,153	\$1,299,615	\$145,538	11.20%	\$10,343,348	\$10,396,920	(\$53,572)	-0.52%	\$15,595,380
Professional Services	\$348,665	\$218,352	\$130,313	59.68%	\$2,044,838	\$1,746,813	\$298,024	17.06%	\$2,620,220
Other Expenses	\$33,051	\$10,629	\$22,421	210.94%	\$103,676	\$85,033	\$18,643	21.92%	\$127,550
Purchased Transportation - STAR	\$784,441	\$668,750	\$115,691	17.30%	\$5,956,448	\$5,349,997	\$606,451	11.34%	\$8,024,995
Liability - Claims	\$22,369	\$33,333	(\$10,964)	-32.89%	\$426,580	\$266,667	\$159,913	59.97%	\$400,000
Liability - Insurance	\$97,587	\$88,217	\$9,370	10.62%	\$597,195	\$705,733	(\$108,538)	-15.38%	\$1,058,600
Utilities - Transit	\$49,024	\$81,013	(\$31,990)	-39.49%	\$366,788	\$648,107	(\$281,318)	-43.41%	\$972,160
Mat & Supplies - NX	\$17,357	\$2,083	\$15,274	733.14%	\$62,807	\$16,667	\$46,140	276.84%	\$25,000
Purchased Transportation - NX	\$111,404	\$110,417	\$987	0.89%	\$965,879	\$883,333	\$82,546	9.34%	\$1,325,000
Purchased Transportation - Vanpool	\$24,600	\$25,000	(\$400)	-1.60%	\$171,477	\$200,000	(\$28,523)	-14.26%	\$300,000
Purchased Transportation - TX	\$73,001	\$68,000	\$5,001	100.00%	\$627,812	\$544,000	\$83,812	15.41%	\$816,000
Total Expenses	\$8,518,667	\$8,498,947	\$19,720	0.23%	\$64,171,893	\$67,991,577	(\$3,819,684)	-5.62%	\$101,987,365
Surplus/(Deficit)	\$891,600	\$638,345	\$253,255		\$9,681,999	\$5,106,763	\$4,575,237		\$7,660,145

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

Nov-23

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	\$70,196	\$45,833	\$24,362	53.15%	\$540,886	\$366,667	\$174,219	47.51%	\$550,000
Interest Income	\$133	\$0	\$133	0.00%	\$790	\$0	\$790	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	\$70,329	\$45,833	\$24,496	53.45%	\$541,676	\$366,667	\$175,009	47.73%	\$550,000
Total Revenue and Assistance	\$70,329	\$45,833	\$24,496	53.45%	\$541,676	\$366,667	\$175,009	47.73%	\$550,000
Expenses									
Labor - Access	\$48,889	\$58,837	(\$9,948)	-16.91%	\$393,380	\$470,694	(\$77,314)	-16.43%	\$706,041
Fringe Benefits - Access	\$10,658	\$14,985	(\$4,327)	-28.87%	\$99,201	\$119,879	(\$20,679)	-17.25%	\$179,819
Purchased Transportation	\$48,506	\$33,333	\$15,172	45.52%	\$440,364	\$266,667	\$173,697	65.14%	\$400,000
Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$13,652	\$13,147	\$505	3.84%	\$19,721
Other Expenses - Access	\$0	\$417	(\$417)	-100.00%	\$30,506	\$3,333	\$27,172	815.17%	\$5,000
Total Expenses	\$109,696	\$109,215	\$481	0.44%	\$977,102	\$873,721	\$103,382	11.83%	\$1,310,581
Surplus/(Deficit)	(\$39,367)	(\$63,382)	\$24,014		(\$435,427)	(\$507,054)	\$71,627		(\$760,581)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Nov-23**

BUDGET VARIANCE REPORT	CDTA FACILITIES								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
RRS Station & Garage	\$63,060	\$66,667	(\$3,607)	-5.41%	\$550,577	\$533,333	\$17,243	3.23%	\$800,000
RRS Parking Revenue	\$196,218	\$174,909	\$21,309	12.18%	\$1,588,916	\$1,399,272	\$189,644	13.55%	\$2,098,908
RRS Advertising	\$12,500	\$12,500	\$0	0.00%	\$100,000	\$100,000	\$0	0.00%	\$150,000
SSTS	\$2,373	\$2,467	(\$94)	-3.79%	\$19,430	\$19,733	(\$303)	-1.54%	\$29,600
Greyhound	\$1,122	\$0	\$1,122	0.00%	\$1,290	\$0	\$1,290	0.00%	\$0
85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$46,406	\$53,333	(\$6,928)	-12.99%	\$80,000
Interest Income	\$5,721	\$367	\$5,354	1460.18%	\$36,747	\$2,933	\$33,814	1152.74%	\$4,400
<b>Total Operating Revenue</b>	<b>\$286,794</b>	<b>\$263,576</b>	<b>\$23,219</b>	<b>8.81%</b>	<b>\$2,343,366</b>	<b>\$2,108,605</b>	<b>\$234,761</b>	<b>11.13%</b>	<b>\$3,162,908</b>
Expenses									
Labor	\$15,497	\$15,083	\$414	2.75%	\$122,753	\$120,665	\$2,087	1.73%	\$180,998
Fringe-Benefits	\$2,703	\$1,617	\$1,086	67.14%	\$21,561	\$12,937	\$8,624	66.66%	\$19,405
Professional Services	\$7,146	\$6,667	\$479	7.19%	\$61,687	\$53,333	\$8,354	15.66%	\$80,000
Insurance	\$6,798	\$3,333	\$3,465	103.94%	\$49,401	\$26,667	\$22,734	85.25%	\$40,000
Security	\$1,156	\$37,783	(\$36,627)	-96.94%	\$79,562	\$302,267	(\$222,704)	-73.68%	\$453,400
Facilities Upkeep	\$43,797	\$28,917	\$14,880	51.46%	\$139,168	\$231,333	(\$92,165)	-39.84%	\$347,000
Facilities Repairs	\$496	\$14,083	(\$13,587)	-96.48%	\$167,786	\$112,667	\$55,119	48.92%	\$169,000
Utilities	\$45,176	\$48,238	(\$3,062)	-6.35%	\$176,783	\$385,900	(\$209,117)	-54.19%	\$578,850
Materials & Supplies	\$50	\$1,250	(\$1,200)	-96.00%	\$1,061	\$10,000	(\$8,939)	-89.39%	\$15,000
Parking Garage	\$36,569	\$45,000	(\$8,431)	-18.74%	\$438,013	\$360,000	\$78,013	21.67%	\$540,000
85 Watervliet Avenue	\$10,242	\$10,425	(\$183)	-1.75%	\$57,412	\$83,400	(\$25,988)	-31.16%	\$125,100
SSTS	\$15,915	\$14,583	\$1,332	9.13%	\$74,537	\$116,667	(\$42,130)	-36.11%	\$175,000
<b>Total Expenses</b>	<b>\$185,546</b>	<b>\$226,979</b>	<b>(\$41,434)</b>	<b>-18.25%</b>	<b>\$1,389,723</b>	<b>\$1,815,835</b>	<b>(\$426,113)</b>	<b>-23.47%</b>	<b>\$2,723,753</b>
<b>Surplus/(Deficit)</b>	<b>\$101,249</b>	<b>\$36,596</b>	<b>\$64,652</b>		<b>\$953,643</b>	<b>\$292,770</b>	<b>\$660,873</b>		<b>\$439,155</b>

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

Nov-23		
	Amount	% of Total
Current	\$992,768	14.70%
31 - 60	\$42,057	0.62%
61 - 90	\$1,064,248	15.76%
91 - 120	\$3,004,397	44.48%
Over 120	\$1,651,407	24.45%
<b>Total Accounts Receivable</b>	<b>\$6,754,877</b>	<b>100.00%</b>

Oct-23		
	Amount	% of Total
Current	\$669,799	9.31%
31 - 60	\$1,362,870	18.95%
61 - 90	\$3,023,298	42.04%
91 - 120	\$1,909	0.03%
Over 120	\$2,134,242	29.67%
<b>Total Accounts Receivable</b>	<b>\$7,192,118</b>	<b>100.00%</b>

## AGING OF ACCOUNTS PAYABLE

Nov-23		
	Amount	% of Total
Current	\$6,719,325	79.09%
31 - 60	\$594,759	7.00%
61 - 90	\$69,521	0.82%
90 & Over	\$1,112,474	13.09%
<b>Total Accounts Payable</b>	<b>\$8,496,079</b>	<b>100.00%</b>

**Nov-23 Receivables over 120 days:** \$1,651,407

Breakdown of outstanding receivables over 120 days.

\$1,510,990 NYS DEPT. OF TRANSPORTATION

\$87,500 CITY OF ALBANY

\$27,917 OTHER

\$25,000 CITY OF SARATOGA SPRINGS

\$1,651,407

## ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	Nov-23	Nov-22	Difference	%	2024	2023	Difference	%
Albany	\$424,360	\$456,058	(\$31,698)	-6.95%	\$2,657,521	\$4,020,787	(\$1,363,266)	-33.91%
Rensselaer	\$125,944	\$143,340	(\$17,396)	-12.14%	\$1,082,431	\$1,534,336	(\$451,905)	-29.45%
Saratoga	\$257,355	\$352,989	(\$95,634)	-27.09%	\$2,702,696	\$4,048,530	(\$1,345,834)	-33.24%
Schenectady	\$111,172	\$124,461	(\$13,289)	-10.68%	\$973,275	\$1,322,866	(\$349,591)	-26.43%
<b>Total</b>	<b>\$918,831</b>	<b>\$1,076,848</b>	<b>(\$158,017)</b>	<b>-14.67%</b>	<b>\$7,415,923</b>	<b>\$10,926,519</b>	<b>(\$3,510,596)</b>	<b>-32.13%</b>

### Current Month Year To Date

FY 2024 \$918,831 \$7,415,923

FY 2023 \$1,076,848 \$10,926,519

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  
November 30, 2023**

<u><b>RESTRICTED INVESTMENTS</b></u>	<u><b>Fund Balances</b></u>	<u><b>Current Obligations</b></u>
Risk Management Account (Self-Insured)	\$3,375,313	\$2,113,511
Workers' Comp. Account (Self-Insured)	\$10,000,517	\$8,598,579
 <b>Operating Account</b>	 \$32,806,509	
 <u><b>Current Operating Reserve Obligations</b></u>		
Federal Operating Assistance in FY24		\$8,000,000
 <u><b>Current Capital Reserve Obligations</b></u>	 \$13,406,258	
Washington/Western BRT Project Match		\$10,000,000
LowNo Electrification Project Match		\$3,000,000
 <u><b>Current Vehicle Replacement Reserve Obligations</b></u>	 \$972,946	
Vehicle Replacement Funds		\$524,011

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	3.61%
Workers' Compensation	3.24%
Operating Fund	5.08%
Vehicle Replacement Fund	5.39%
Capital Project	4.73%

\* 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.

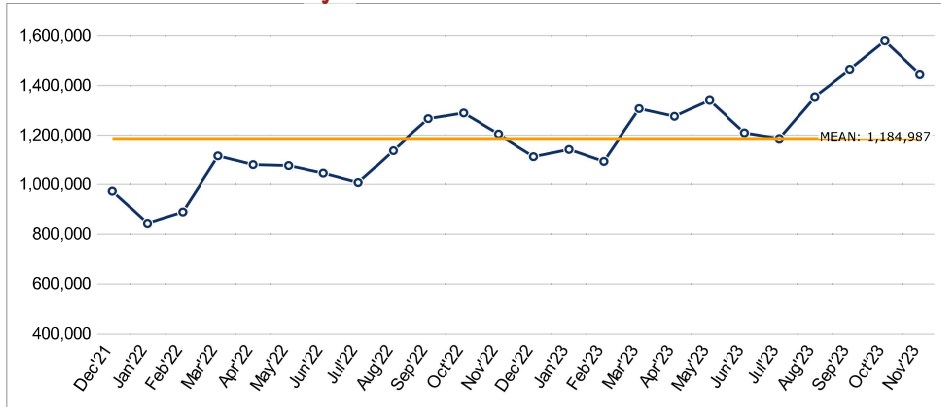
# Monthly Performance Report

Period: Nov'23

Meeting: Dec'23

## Patronage / Mobility

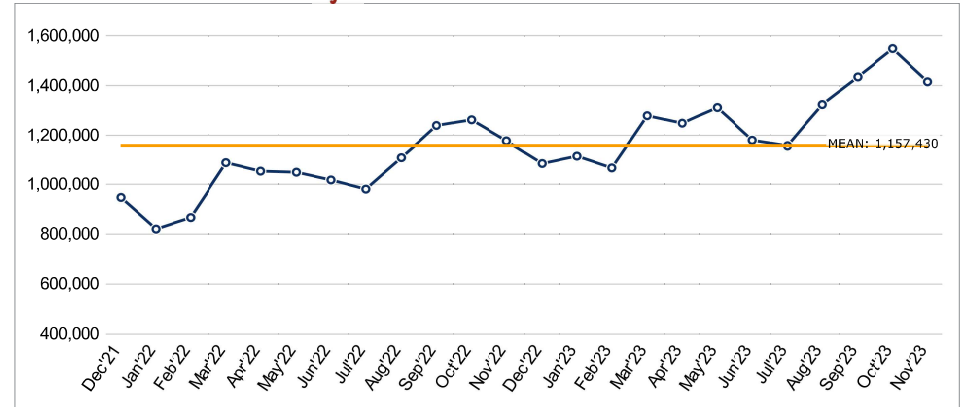
### Total Riders



Previous: 1,202,897

Current: 1,443,536

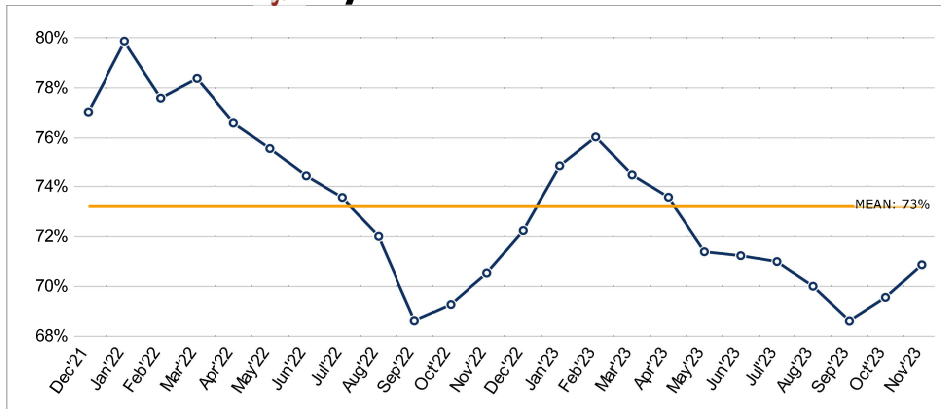
### Fixed Riders



Previous: 1,175,791

Current: 1,413,997

### System Wide OTP



Previous: 70.54%

Current: 70.87%

# Monthly Performance Report

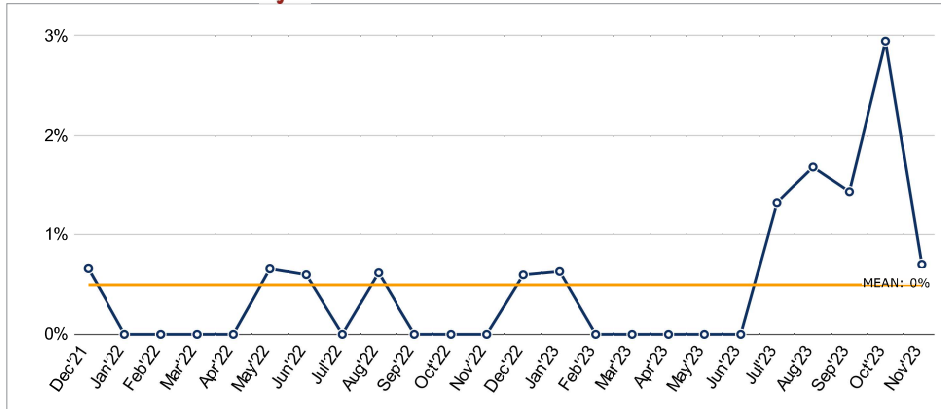
Period: Nov'23

Meeting: Dec'23

## Reliability



### PMI Not On Time

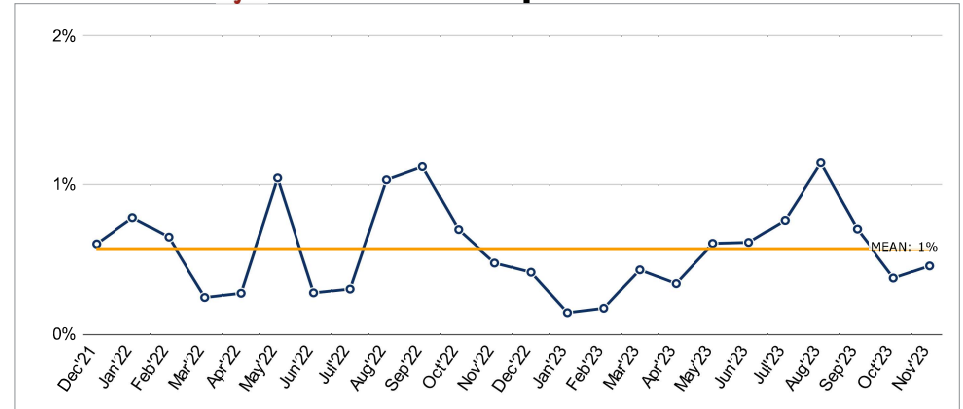


Previous: 0.0%

Current: 0.7%



### Percent of Trips Missed

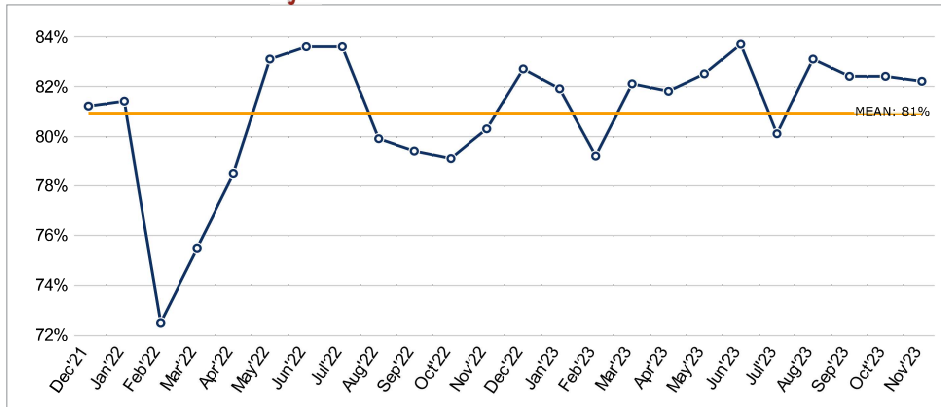


Previous: 0.48%

Current: 0.46%



### Scheduled Work

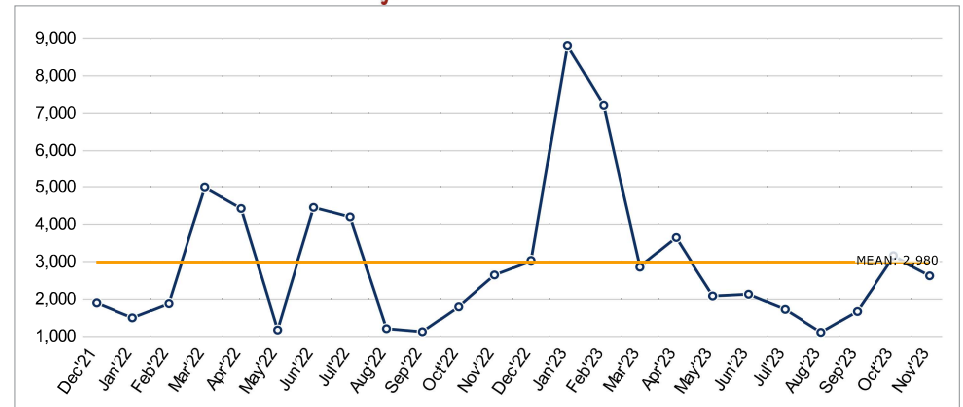


Previous: 80.3%

Current: 82.2%



### MDBSI



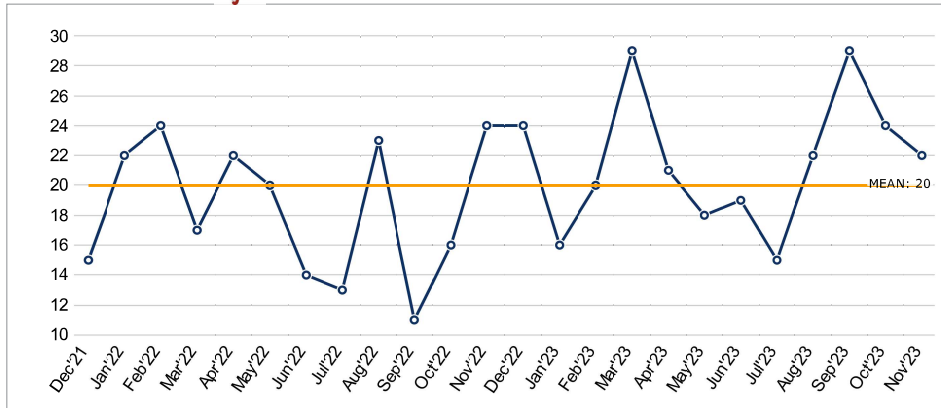
Previous: 2,661

Current: 2,638





## Preventable Accidents

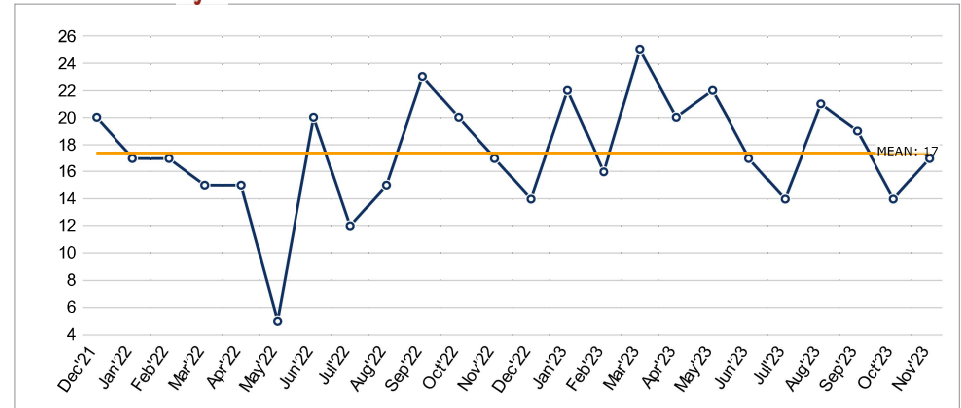


Previous: 24

Current: 22



## Non-Preventable Accidents

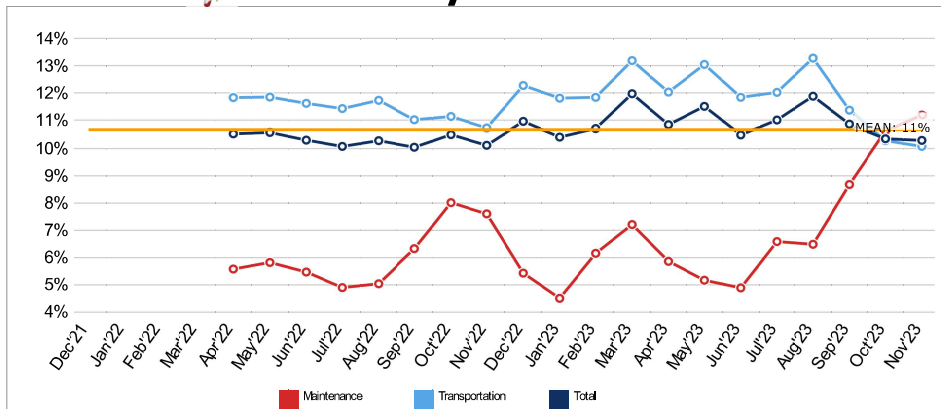


Previous: 17

Current: 17



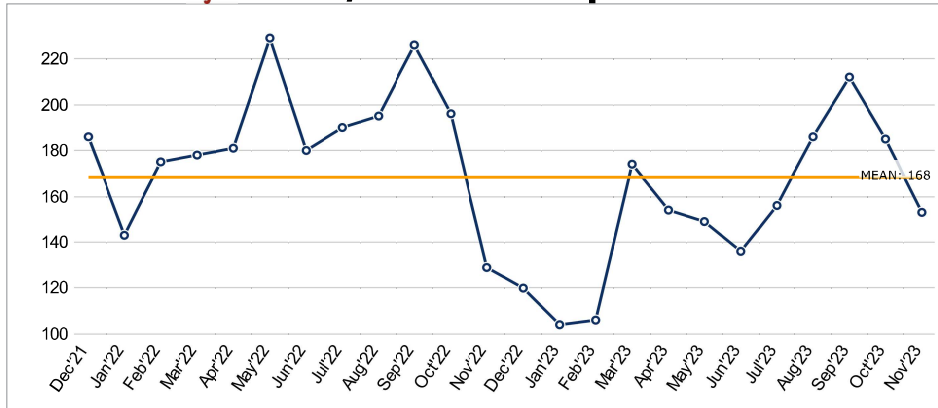
## Percent Days Not Worked



Previous: 10.1%

Current: 10.3%

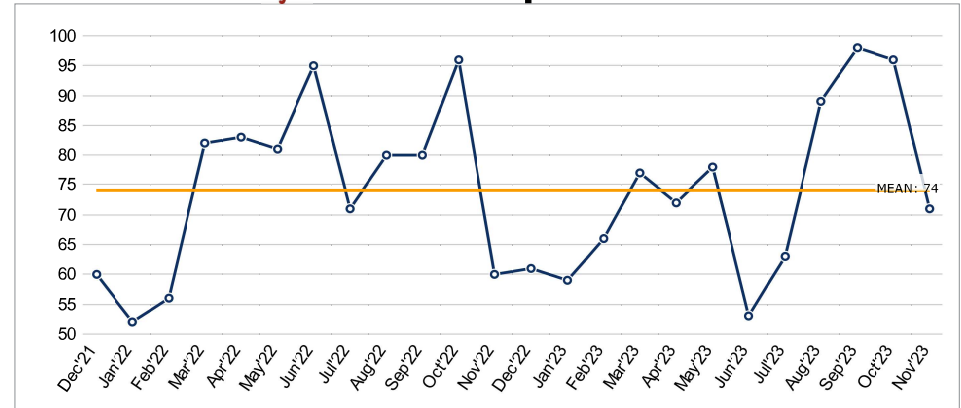
## Fixed/Shuttle Complaints



Previous: 129

Current: 153

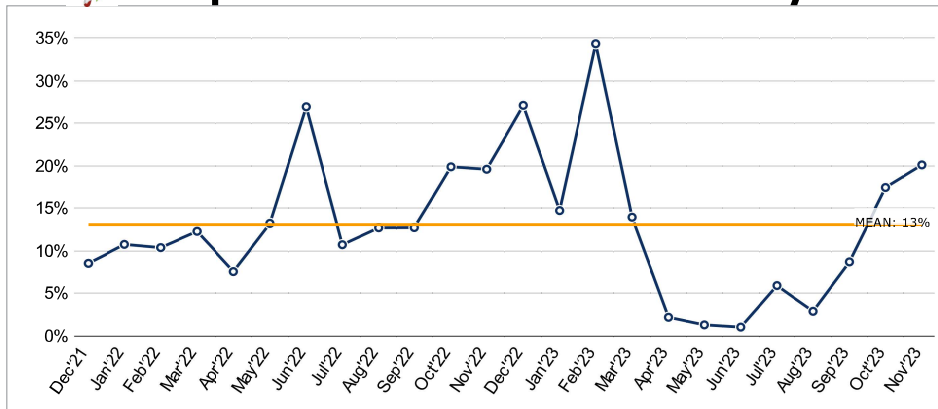
## Other Complaints



Previous: 60

Current: 71

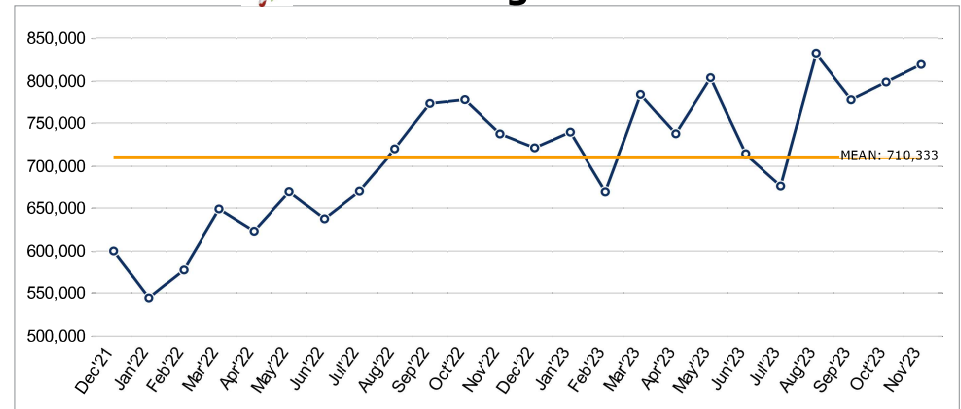
## Complaints Not Addressed in Ten Days



Previous: 19.6%

Current: 20.1%

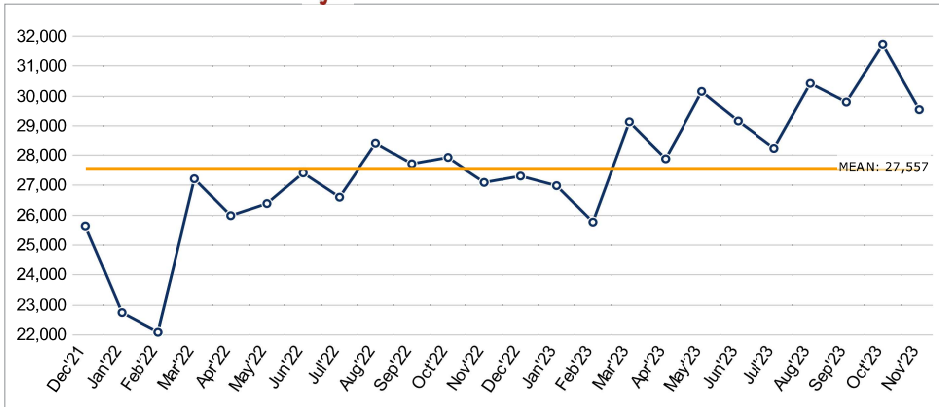
## Website Page Views



Previous: 737,150

Current: 819,134

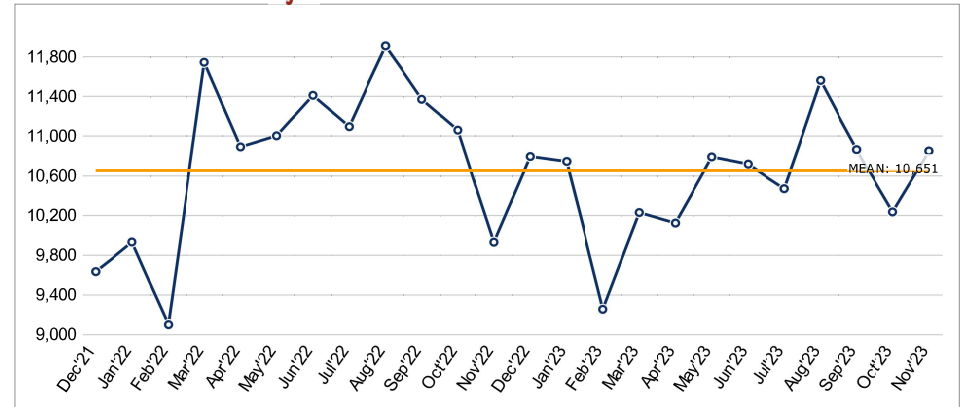
## STAR Riders



Previous: 27,106

Current: 29,539

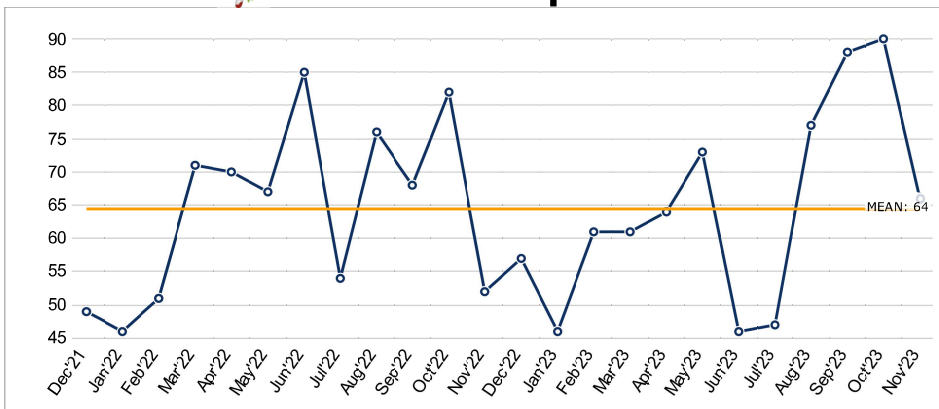
## Reservation Calls



Previous: 9,929

Current: 10,845

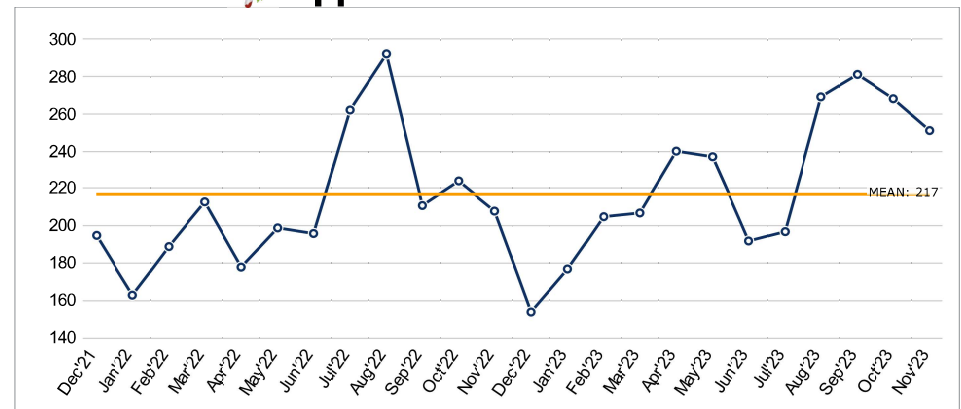
## Customer Complaints



Previous: 52

Current: 66

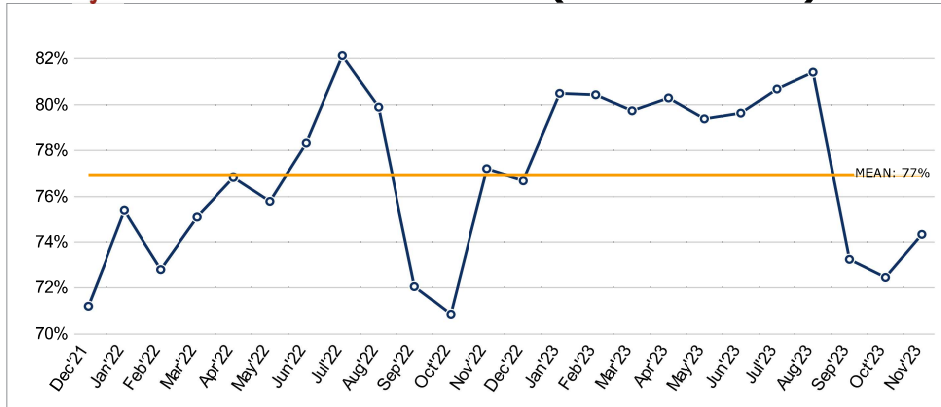
## Applications Received



Previous: 208

Current: 251

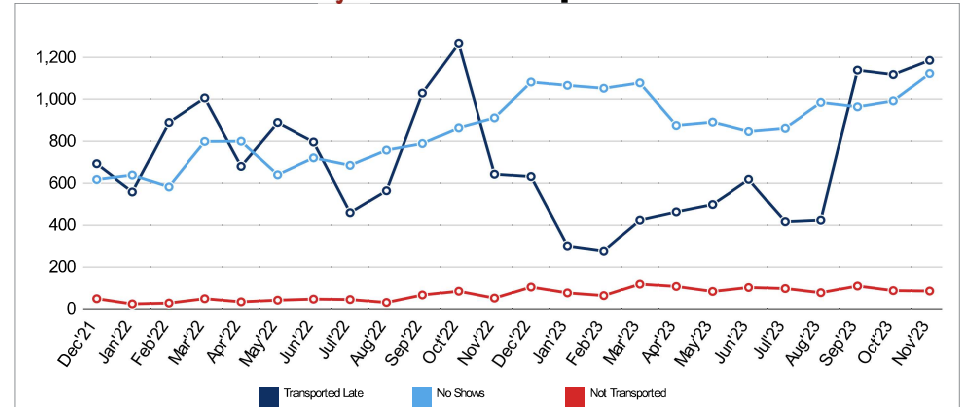
## On-Time Performance (0-10 Minutes)



Previous: 77.2%

Current: 74.3%

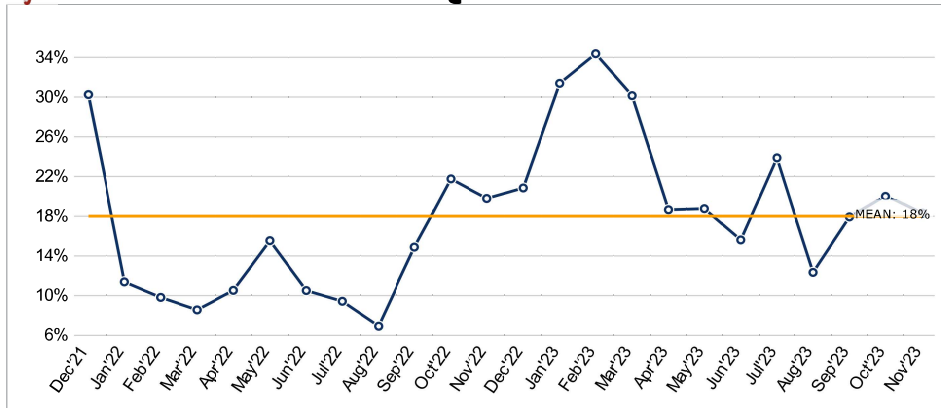
## Missed Trips



Previous: 1,605

Current: 2,391

## Reservation Calls in Queue Over Five Minutes



Previous: 19.7%

Current: 18.3%

### Definitions

**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.