



CDTA COMMITTEE AGENDA
Performance Monitoring/Audit Committee
Wednesday, May 22, 2024 | 12:00 pm | 110 Watervliet Ave
& Via Microsoft Teams

Committee Item	Responsibility
Call to Order	Peter Wohl
Approve Minutes of Wednesday, April 17, 2024	Peter Wohl
Audit Committee	
• Approve FY2024 Year-End Audit Draft*	Mike Collins
Consent Agenda Items	
• Approve Contract for Insurance Broker Services	Stacy Sansky
• Approve Contract for Driver Barriers	Stacy Sansky
• Approve Trolley Purchase	Stacy Sansky
• Approve Paratransit Bus Purchase	Stacy Sansky
• Approve Contract for Fuel	Stacy Sansky
Administrative Discussion Items	
• Risk Management & Workers' Compensation Report	Amanda Avery
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, June 19, 2024 at 12 pm via Microsoft Teams & 110 Watervliet Ave	
Adjourn	Peter Wohl

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

Capital District Transportation Authority

Performance Monitoring/Audit Committee

Meeting Minutes – April 17, 2024 at 11:59 AM; 110 Watervliet Avenue, Albany

In Attendance: Peter Wohl, Jayme Lahut, Jackie McDonough; Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Jaime Kazlo, Stacy Sansky, David Williams, Trish Cooper, Jeremy Smith, Thomas Guggisberg, Mike Williams, Calvin Young, Sarah Matrose, Jack Grogan, Jon Scherzer, Gary Guy, Rich Cordero, Vanessa Fox

Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Peter Wohl noted that a quorum was present. Minutes from the March 20, 2024 meeting were reviewed and approved.

Consent Agenda Items

Approve Contract for Mobility Hub Infrastructure

- We issued an Invitation for Bid for construction of mobility hubs at Liberty Square (Troy), Manning Boulevard (Albany), and 80 Broadway in Menands. We received three bids and staff recommends award to the low bidder, Carver Construction.
- Carver has a good track record; and we were pleased with the work they did at our Gateway Mobility Hub in Schenectady. This award includes underground infrastructure, electrical, paving, and traffic control work.
- A contract to Carver Construction of Coeymans, for a total value of \$3,567,774, which includes a standard 20% contingency will be recommended to the board for approval.

Investment Committee

Approve Investment Policy

- The Public Authorities Law requires an annual review of our investment policy. Our policy explains how we invest, monitor, and report on investments. The policy was reviewed by our investment manager (Graypoint); General Counsel; and our external auditor (Lumsden & McCormick) for compliance. No changes were recommended.
- The 2024 Investment Policy will be recommended to the board for approval.

Administrative Discussion Items

- Mike Collins provided the Monthly Management Report; this was also the year-end report. MRT ended the year 5% below budget (\$11 million), mainly due to high interest rates and a slowed housing market. Customer fares exceeded budget by 11%, setting a CDTA record for fare revenue at \$21 million. Much of the increase comes from our popular Universal Access program. The facility revenue line finished the year 16% over budget (\$3.5 million), exceeding pre-pandemic levels for the first time.

- Wages were 4% under budget, mostly due to the manpower challenges we have been battling. The other benefits line was 38% over budget because of the one-time \$2.5 million lump sum payment we made to the employee pension plan as part of collective bargaining. Purchased Transportation ended the year 3% over budget; STAR continues to have manpower issues resulting in more outsourced trips.
- We ended the year in a good budget position with revenue exceeding budget projections by 2% and expenses under budget by a little more than 1%.
- Carm gave the year-end non-financial report. Fixed route ridership finished the year with 16.5 million customers. This was one of our highest ridership totals in the last 20 years. Overall, ridership was up 20% from last year. Missed trips have been level and we continue to work to maximize the efficiency of services to correspond to employee levels.
- There were 270 preventable accidents compared to 238 last year. We have talked about this several times in committee – lots of things going on, but most of this is driven by the constant influx of new employees who need time to develop and acclimate to the challenges of operating large vehicles.

Next Meeting

Wednesday, May 22, 2024 at 12:00 pm via Microsoft Teams and at 110 Watervliet Ave.

Capital District Transportation Authority

Agenda Action Sheet

Subject: Insurance Broker
Committee: Performance Monitoring/Audit
Meeting Date: May 22, 2024

Objective of Purchase or Service:

To provide Insurance Brokerage Services for Commercial lines and Employee Benefit Administration.

Summary of Staff Proposal:

We issued an RFP for broker services that includes two components; commercial insurance and employee benefit services. Commercial insurance is for General & Auto Liability, Auto Physical Damage and Property. Employee benefit services includes health, dental, and vision plans for our employees and retirees. It also includes administration of a Health Reimbursement Account and management of flex spending accounts including unreimbursed medical and dependent care. We have used one broker for both services for more than 20 years - NFP (formerly Rose & Keirnan) to provide both services.

We received four proposals and reviewed them in detail. We formed a team to do this and to interview the firms and their principals. Based on this work, we recommend splitting the broker services to two firms. We recommend keeping NFP for commercial insurance and awarding employee benefits services to Gallagher. The interview team feels that Gallagher can provide our employees with a high level of service and guidance for our benefit plans. This includes in person support and “live” telephone support M-F from 8:00am – 9:00pm. Gallagher is a large firm with a strong local presence in the Capital Region.

NFP’s strong suit is Commercial Lines insurance. As one of the largest broker firms in the country, they have access to all major insurance companies for quality and pricing. The interview team rated them as the best broker to provide these services.

Financial Summary/Cost:

The annual cost for Gallagher’s services is \$65,000 per year. They will receive commissions from our health insurance carriers based on our activity.

The annual cost for NFP’s services is \$105,000, and it will be funded in our operating budget.

Proposed Action:

Awarding a three-year contract with two one-year options for Commercial insurance to NFP of New York, NY for \$315,000. Recommend awarding a three-year contract with two one-year options for Employee Benefits Services to Gallagher of Latham for \$195,000.

Manager:

Michael Collins, VP of Finance & Administration

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

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

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

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

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

3. **CONTRACT VALUE:**

\$315,000 (minimum value over initial 3 year term) fixed estimated (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 18 or Advertised
Number of Proposals/Bids Received # 4

Attach Summary of Bids/Proposals

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

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

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** NFP Corp (NY), LLC.
200 Park Ave
New York, NY 10166

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

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

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

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

Stacy Sansky, Director of Procurement DATED: May 22, 2024

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

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

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

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

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

3. **CONTRACT VALUE:**

\$195,000 (minimum value over initial 3 year term) fixed estimated (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 18 or Advertised
Number of Proposals/Bids Received # 4

Attach Summary of Bids/Proposals

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

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

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Arthur J. Gallagher & Co.
30 Century Hill Drive, Suite 200
Latham, NY 12110

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

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

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

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

Stacy Sansky, Director of Procurement DATED: May 22, 2024

Insurance Broker Proposals

Commerical Lines Insurance Cummulative Scoresheet

Criteria	Marsh/McLennan	NFP	Marshall/Sterling	Gallagher
Price 180 Points	145	160	180	145
Program Approach 200 points	173	188	128	177
D/M WBE/SDVOB 20 Points	0	0	0	20
TOTAL	318	348	308	342

Insurance Broker Proposals

Employee Benefit Services Cummulative Scoresheet

Criteria	Marsh/McLennan	NFP	Marshall/Sterling	Gallagher
Price 180 Points	162	150	180	160
Program Approach 200 Points	165	135	160	193
D/M WBE/SDVOB 20 Points	0	0	0	20
TOTAL 400 Points	327	285	340	373

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase Driver Barriers
Committee: Performance Monitoring/Audit
Meeting Date: May 22, 2024

Objective of Purchase or Service:

To increase safety for CDTA bus operators.

Summary of Staff Proposal:

Bus operator barriers were purchased August 2020 to protect operators and customers during the COVID-19 pandemic. Some barriers have developed visibility-reducing scratches and imperfections. A sole source purchase of 60 replacement barriers is recommended.

The cost for this purchase is fair and reasonable (less than a 1% price increase from original purchase). The barriers are identical to what we already use allowing for fleet consistency. It streamlines the number of parts in stock, and it eliminates the need for additional operator training or installation by mechanics.

Another important safety feature related to this procurement is the purchase of latches that allows an operator to lock the barrier for additional safety enhancements. These latches are purchased from a different vendor and the cost is under the Board approval threshold. We have ordered enough latches for all buses.

Upon Board approval, a contract will be issued, with barrier delivery anticipated for October 2024.

Financial Summary/Cost:

Description	Unit Cost	Quantity	Extended Cost
Driver Barrier	\$1,860	60	\$113,460
Delivery			\$2,000
TOTAL COST:			\$115,460

This purchase is funded through the FY2025 Capital Plan.

Proposed Action:

I recommend the purchase of driver barriers and from Transit Guard of Pagosa Springs, CO for an amount not to exceed \$115,460.

Manager:

David Williams, Director of Maintenance

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase of Trolley Vehicles
Committee: Performance Monitoring/Audit
Meeting Date: May 22, 2024

Objective of Purchase or Service:

Our current fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life. This purchase is for trolley vehicles. The life cycle of a trolley is 7 years/200,000 miles.

Summary of Staff Proposal:

In 2019, the Board awarded a five-year contract to Hometown Manufacturing for trolleys. This trolley is the same make and model from previous purchases to maintain a consistent look and feel and minimize parts inventory. The Villager Style Trolley features vintage-style seats with oak slats, a 7.3L gas-powered engine, and seating for 30 passengers, including two wheelchair positions. These vehicles are equipped with cameras, air purification systems, and wheelchair securement systems. The quoted price is \$202,266 per trolley, which is the same cost as last year.

This purchase is consistent with our purchasing plans and service needs, which balance fleet age and maintenance requirements and provide predictable costs for maintenance expenses.

Delivery is anticipated for February 2025.

Financial Summary/Cost:

The cost for two trolley's is \$202,267 and it will be funded through the FY2025 Capital Plan.

Proposed Action:

Purchase of two trolley vehicles from Hometown Manufacturing of Crandon, Wisconsin for an amount not to exceed \$404,534.

Manager:

David Williams, Director of Maintenance

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase of Paratransit Buses
Committee: Performance Monitoring/Audit
Meeting Date: May 22, 2024

Objective of Purchase or Service:

Our current fleet replacement plan calls for annual vehicle purchases and disposal of vehicles that have reached the end of their useful life. This purchase is for paratransit vehicles. The life cycle of a paratransit vehicle is 5 years/150,000 miles.

Summary of Staff Proposal:

In 2022, the Board awarded a five-year contract to Coach and Equipment for the purchase of paratransit vehicles. We need to purchase four gas powered paratransit buses. These vehicles carry up to four wheelchair passengers and 12 ambulatory passengers. This purchase is consistent with our purchasing plans and service needs, which balances fleet age and maintenance requirements, and provides predictable costs for maintenance expenses.

These vehicles are equipped with cameras, air purification systems, and wheelchair securement systems. The quoted cost is \$142,526 per vehicle.

The price represents a 5% increase from last year.

Delivery is anticipated for April 2025.

Financial Summary/Cost:

Total cost for 4 vehicles is \$570,104 and it will be funded through the FY2025 Capital Plan.

Proposed Action:

Purchase four vehicles for our paratransit service from Coach and Equipment Bus Sales of Penn Yan, New York for an amount not to exceed \$570,104.

Manager:

David Williams, Director of Maintenance

Capital District Transportation Authority Agenda Action Sheet

Subject: Contract for Diesel Fuel to Mirabito Energy Products
Committee: Performance Monitoring/Audit
Meeting Date: May 22, 2024

Objective of Purchase or Service:

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

Summary of Staff Proposal:

Several years ago, the board gave staff authority to purchase fuel from our supplier without the traditional competitive bid process. A competitive bid process can take up to six weeks before the price is known. During this time, market pricing can change significantly, especially for a commodity like fuel, producing unfavorable pricing.

To improve our ability to get better pricing, we receive daily pricing from Mirabito, our vendor for this product. When we identify a competitive price, we make the purchase on the day pricing meets our goals.

Our goal is to ensure budget predictability and to pay the lowest possible price. On May 15, 2024, we entered into an agreement with Mirabito to pay \$2.69 per gallon for diesel fuel from September 2025 to August 2026. A recent summary of fuel prices is provided below:

June – December 2023	\$3.05/gallon
January – August 2024	\$2.78/gallon
September 24 – August 2025	\$2.75/gallon
September 2025-August 2026	\$2.69/gallon

Financial Summary/Cost:

The price of a twelve-month contract from September 2024 through August 2025 for 2.3 million gallons of diesel fuel is \$6.2 million.

Proposed Action:

I recommend award of a twelve-month diesel fuel contract, starting on September 1, 2025 to Mirabito Energy Products of Binghamton, NY for a minimum value of \$6,200,000.

Manager:

Mike Collins, Vice President of Finance and Administration

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

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

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

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

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

3. **CONTRACT VALUE:**

\$6.2M (Minimum Value) fixed estimated (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

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

Attach Summary of Bids/Proposals

7. **Disadvantaged Business Enterprise (DBE) involvement**

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

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

8. **SOURCE OF FUNDS:** FY26 Operating Budget

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

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

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

Stacy Sansky, Director of Procurement DATED: May 22, 2024

Memorandum

Date: May 7, 2024
To: Performance Monitoring/Audit Committee
From: General Counsel
Subject: Risk Management and Workers Compensation Self-Insurance Accounts,
as of 4/1/24

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 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): \$2,062,420
(decrease of \$112,241 (-5.16%) for the quarter)
- **Self-Insured Retention** (one) \$2,000,000
- **Market Value of Account:** \$3,406,048
(increase of \$4,370 (+.13%) for the quarter)

2. Workers Compensation:

We retain 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:** \$8,230,794
(decrease of \$369,880 (-4.3%) for the quarter)
- **Market Value of Account:** \$10,365,871
(increase of \$62,661 (+.61%) for the quarter)

3. Liability/Auto Claims:

As of 4/1/24, we had 47 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 4/1/24, CDTA had 11 liability claims with reserves of \$10,000 or more, 9 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

April 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 has a diagonal gradient and a faint, abstract pattern of lines and shapes.

Monthly Management Report (MMR) - April 2024

Executive Summary

		Current Month			Year to Date		
REVENUE	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance	
1	Mortgage Tax	\$ 731,381	\$ 1,054,167	\$ (322,786)	-30.62%	\$ (322,785)	-30.62%
2	Customer Fares	\$ 1,730,663	\$ 1,676,475	\$ 54,188	3.23%	\$ 54,188	3.23%
3	JB Rail Station	\$ 312,737	\$ 285,242	\$ 27,495	9.64%	\$ 27,494	9.64%
EXPENSES	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance	
4	Wages	\$ 5,523,856	\$ 5,344,860	\$ 178,996	3.35%	\$ 178,996	3.35%
5	Workers' Compensation	\$ 229,962	\$ 248,893	\$ (18,931)	-7.61%	\$ (18,931)	-7.61%
6	Other Benefits	\$ 368,813	\$ 417,957	\$ (49,144)	-11.76%	\$ (49,144)	-11.76%
7	Purchased Transportation	\$ 1,114,588	\$ 1,068,000	\$ 46,588	4.36%	\$ 46,588	4.36%
					YTD Revenue	-1.92%	
					YTD Expenses	-0.30%	

Revenue Summary

- 1 MRT receipts were 30% under budget for April. For FY25, we increased the MRT line by 8%, including adding Warren County.
- 2 Customer Fares were 3% over budget this month. We increased the budget line for FY25 by 6%.
- 3 Rail Station revenue was 10% over budget. We increased the budget line for FY25 by 14%.

Expense Summary

- 4 The wage line is 3% over budget in April due to the annual payout of performance attendance bonus (\$350k).
- 5 Workers' Compensation is 8% under budget this month. There was no change in the FY25 budget to this line.
- 6 Other Benefits were 12% under budget. This line is primarily for the employee's pension plan.
- 7 Purchased Transportation is 4% over budget for April to start the year. We increased this line by 6% for FY25.

Note We are in a satisfactory budget position.

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

	Apr-24	Apr-23
Assets		
Current Assets:		
Cash	\$13,134,437	\$14,245,340
Investments	\$52,152,289	\$47,277,025
Receivables:		
Mortgage Tax	\$731,381	\$1,088,397
Federal Grants	\$2,602,369	\$2,669,494
New York State Operating Assistance	\$6,057,408	\$5,623,881
Trade and Other	\$18,984,015	\$29,043,919
Advances to Capital District Transportation Committee	\$927,206	\$192,831
Materials, Parts and Supplies	\$5,672,775	\$5,158,487
Prepaid Expenses	\$2,314,686	\$1,609,795
Sub-Total Current Assets	\$102,576,565	\$106,909,171
Noncurrent Assets:		
Capital Assets, net	\$156,525,144	\$154,203,087
Deferred outflows of resources:		
Deferred outflows of resources related to OPEB	\$9,213,739	\$12,022,874
Deferred outflows of resources from pension	\$4,240,984	\$4,403,268
Sub-Total Deferred outflows of resources:	\$13,454,723	\$16,426,142
Total for Assets	\$272,556,432	\$277,538,400
Liabilities		
Current Liabilities:		
Accounts Payable	\$7,363,396	\$5,611,233
Accrued Expenses	\$7,266,356	\$5,438,045
Unearned Revenue	\$3,436,714	\$3,132,020
Line of Credit	\$0	\$0
Sub-Total Current Liabilities	\$18,066,466	\$14,181,298
Noncurrent Liabilities:		
Capital Lease Agreement	\$11,734,214	\$13,282,790
Estimated Provision for Existing Claims and Settlements	\$10,148,796	\$10,357,436
Other postemployment benefits	\$68,313,217	\$66,724,317
Net Pension Liability	\$5,493,758	(\$2,045,372)
Sub-Total Noncurrent Liabilities	\$95,689,986	\$88,319,171
Deferred inflows of resources:		
Deferred inflows of resources from pension	\$480,710	\$7,245,814
Deferred inflows of resources from OBEP	\$38,379,964	\$44,999,278
Sub-Total Deferred inflows of resources	\$38,860,674	\$52,245,092
Total for Liabilities	\$152,617,126	\$154,745,561
Net Position		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	\$11,698,078	\$14,551,611
Total for Net Position	\$119,939,306	\$122,792,839
Total Liabilities and Net Position	\$272,556,432	\$277,538,400

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

	<u>To Date Actual</u>	<u>Annual Budget</u>	8%
REVENUE:			
AUTHORITY	\$991,441	\$12,791,000	8%
TRANSIT	\$9,920,726	\$118,731,723	8%
ACCESS	\$74,957	\$600,000	12%
CDTA FACILITIES	\$325,237	\$3,572,908	9%
TOTAL REVENUE	\$11,312,361	\$135,695,631	8%
EXPENSE:			
AUTHORITY	\$1,792,279	\$23,388,439	8%
TRANSIT	\$9,236,319	\$108,284,764	9%
ACCESS	\$118,093	\$1,485,581	8%
CDTA FACILITIES	\$126,806	\$2,536,847	5%
TOTAL EXPENSE	\$11,273,498	\$135,695,632	8%
Revenue over (under) Expenses	\$38,863		
Depreciation	\$1,583,333		
Excess of Revenue over (under) Expenses	(\$1,544,470)		
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	\$0		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	(\$219,809)		
*Net Excess of Revenue over (under) Expenses	\$2,235,721		
*Contribution to required fleet replacement.			

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

Apr-24

BUDGET VARIANCE REPORT

	CONSOLIDATED								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$731,381	\$1,054,167	(\$322,785)	-30.62%	\$731,381	\$1,054,167	(\$322,785)	-30.62%	\$12,650,000
Customer Fares	\$1,730,663	\$1,676,475	\$54,188	3.23%	\$1,730,663	\$1,676,475	\$54,188	3.23%	\$20,117,699
Advertising Revenue	\$147,917	\$147,917	\$0	0.00%	\$147,917	\$147,917	\$0	0.00%	\$1,775,000
RRS & Facilities	\$312,737	\$285,242	\$27,494	9.64%	\$312,737	\$285,242	\$27,494	9.64%	\$3,422,908
Interest Income	\$28,659	\$1,667	\$26,992	1619.52%	\$28,659	\$1,667	\$26,992	1619.52%	\$20,000
Misc. Income	\$11,107	\$14,125	(\$3,018)	-21.37%	\$11,107	\$14,125	(\$3,018)	-21.37%	\$169,500
Total Operating Revenue	\$2,962,463	\$3,179,592	(\$217,129)	-6.83%	\$2,962,463	\$3,179,592	(\$217,129)	-6.83%	\$38,155,107
Operating Assistance									
New York State Aid	\$5,366,258	\$5,366,258	\$0	0.00%	\$5,366,258	\$5,366,258	\$0	0.00%	\$64,395,100
County Aid	\$159,750	\$159,750	\$0	0.00%	\$159,750	\$159,750	\$0	0.00%	\$1,917,001
Federal Aid	\$2,408,827	\$2,408,827	\$0	0.00%	\$2,408,827	\$2,408,827	\$0	0.00%	\$28,905,923
Operating Grants	\$193,542	\$193,542	\$0	0.00%	\$193,542	\$193,542	\$0	0.00%	\$2,322,500
Total Operating Assistance	\$8,128,377	\$8,128,377	\$0	0.00%	\$8,128,377	\$8,128,377	\$0	0.00%	\$97,540,524
Total Revenue and Assistance	\$11,090,840	\$11,307,969	(\$217,129)	-1.92%	\$11,090,840	\$11,307,969	(\$217,129)	-1.92%	\$135,695,631
Expenses									
Salaries and Wages	\$5,523,856	\$5,344,860	\$178,996	3.35%	\$5,523,856	\$5,344,860	\$178,996	3.35%	\$64,138,321
FICA	\$400,453	\$367,842	\$32,611	8.87%	\$400,453	\$367,842	\$32,611	8.87%	\$4,414,100
Health Benefits	\$1,123,863	\$1,115,701	\$8,162	0.73%	\$1,123,863	\$1,115,701	\$8,162	0.73%	\$13,388,415
Workers Compensation	\$229,962	\$248,893	(\$18,931)	-7.61%	\$229,962	\$248,893	(\$18,931)	-7.61%	\$2,986,718
Other Benefits	\$368,813	\$417,957	(\$49,144)	-11.76%	\$368,813	\$417,957	(\$49,144)	-11.76%	\$5,015,485
Professional Services	\$521,651	\$581,264	(\$59,612)	-10.26%	\$521,651	\$581,264	(\$59,612)	-10.26%	\$6,975,162
Materials & Supplies	\$166,868	\$171,252	(\$4,384)	-2.56%	\$166,868	\$171,252	(\$4,384)	-2.56%	\$2,055,023
Miscellaneous	\$79,439	\$91,657	(\$12,218)	-13.33%	\$79,439	\$91,657	(\$12,218)	-13.33%	\$1,099,883
Purchased Transportation	\$1,114,588	\$1,068,000	\$46,588	4.36%	\$1,114,588	\$1,068,000	\$46,588	4.36%	\$12,816,000
Maintenance Services	\$270,541	\$400,303	(\$129,761)	-32.42%	\$270,541	\$400,303	(\$129,761)	-32.42%	\$4,803,631
Liability - Claims	\$48,512	\$39,583	\$8,929	22.56%	\$48,512	\$39,583	\$8,929	22.56%	\$475,000
Utilities	\$108,216	\$129,083	(\$20,867)	-16.17%	\$108,216	\$129,083	(\$20,867)	-16.17%	\$1,549,000
Fuel	\$598,532	\$644,584	(\$46,052)	-7.14%	\$598,532	\$644,584	(\$46,052)	-7.14%	\$7,735,009
Parts, Tires, Oil	\$603,502	\$585,919	\$17,584	3.00%	\$603,502	\$585,919	\$17,584	3.00%	\$7,031,025
General Insurance	\$114,700	\$101,072	\$13,629	13.48%	\$114,700	\$101,072	\$13,629	13.48%	\$1,212,860
Total EXPENSES	\$11,273,498	\$11,307,969	(\$34,471)	-0.30%	\$11,273,498	\$11,307,969	(\$34,471)	-0.30%	\$135,695,631
Surplus/Deficit	(\$182,658)	\$0	(\$182,657)		(\$182,658)	\$0	(\$182,657)		\$0

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Apr-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	\$731,381	\$1,054,167	(\$322,785)	-30.62%	\$731,381	\$1,054,167	(\$322,785)	-30.62%	\$12,650,000
Interest Income	\$28,456	\$1,667	\$26,789	1607.33%	\$28,456	\$1,667	\$26,789	1607.33%	\$20,000
Interest Inc-Invest/Change in Invest	\$221,521	\$0	\$221,521	0.00%	\$221,521	\$0	\$221,521	0.00%	\$0
Misc. Income - Authority	\$10,083	\$10,083	\$0	0.00%	\$10,083	\$10,083	\$0	0.00%	\$121,000
Total Operating Revenue	\$991,441	\$1,065,917	(\$74,475)	-6.99%	\$991,441	\$1,065,917	(\$74,475)	-6.99%	\$12,791,000
Expenses									
Labor - Authority	\$732,070	\$827,054	(\$94,984)	-11.48%	\$732,070	\$827,054	(\$94,984)	-11.48%	\$9,924,650
Fringe - Authority	\$441,537	\$443,155	(\$1,618)	-0.37%	\$441,537	\$443,155	(\$1,618)	-0.37%	\$5,317,859
Materials & Supplies - Authority	\$16,520	\$14,623	\$1,897	12.97%	\$16,520	\$14,623	\$1,897	12.97%	\$175,475
Professional Services - Authority	\$383,185	\$329,829	\$53,356	16.18%	\$383,185	\$329,829	\$53,356	16.18%	\$3,957,942
Other Expenses - Authority	\$218,967	\$334,376	(\$115,409)	-34.51%	\$218,967	\$334,376	(\$115,409)	-34.51%	\$4,012,513
Total Expenses	\$1,792,279	\$1,949,037	(\$156,757)	-8.04%	\$1,792,279	\$1,949,037	(\$156,757)	-8.04%	\$23,388,439
Surplus/(Deficit)	(\$800,838)	(\$883,120)	\$82,282		(\$800,838)	(\$883,120)	\$82,282		(\$10,597,439)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Apr-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	\$991,738	\$962,304	\$29,434	3.06%	\$991,738	\$962,304	\$29,434	3.06%	\$11,547,643
Contracts - Transit	\$664,171	\$664,171	\$0	0.00%	\$664,171	\$664,171	\$0	0.00%	\$7,970,056
Advertising-Transit	\$135,417	\$135,417	\$0	0.00%	\$135,417	\$135,417	\$0	0.00%	\$1,625,000
Misc. Income - Transit	\$1,024	\$4,042	(\$3,018)	-74.67%	\$1,024	\$4,042	(\$3,018)	-74.67%	\$48,500
Total Operating Revenue	\$1,792,349	\$1,765,933	\$26,417	1.50%	\$1,792,349	\$1,765,933	\$26,417	1.50%	\$21,191,199
Operating Assistance									
State Aid - General	\$5,173,175	\$5,173,175	\$0	0.00%	\$5,173,175	\$5,173,175	\$0	0.00%	\$62,078,100
State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$159,750	\$159,750	\$0	0.00%	\$1,917,000
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$33,333	\$33,333	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$159,750	\$159,750	\$0	0.00%	\$1,917,001
Federal Aid - Transit	\$2,408,827	\$2,408,827	\$0	0.00%	\$2,408,827	\$2,408,827	\$0	0.00%	\$28,905,923
Other Grants - Federal	\$193,542	\$193,542	\$0	0.00%	\$193,542	\$193,542	\$0	0.00%	\$2,322,500
Total Operating Assistance	\$8,128,377	\$8,128,377	\$0	0.00%	\$8,128,377	\$8,128,377	\$0	0.00%	\$97,540,524
Total Revenue and Assistance	\$9,920,726	\$9,894,310	\$26,417	0.27%	\$9,920,726	\$9,894,310	\$26,417	0.27%	\$118,731,723
Expenses									
Labor - Maintenance	\$937,039	\$923,904	\$13,135	1.42%	\$937,039	\$923,904	\$13,135	1.42%	\$11,086,849
Labor - Transportation	\$3,395,180	\$3,187,964	\$207,216	6.50%	\$3,395,180	\$3,187,964	\$207,216	6.50%	\$38,255,572
Labor - STAR	\$391,055	\$325,764	\$65,291	20.04%	\$391,055	\$325,764	\$65,291	20.04%	\$3,909,167
Fringe	\$1,666,887	\$1,690,636	(\$23,749)	-1.40%	\$1,666,887	\$1,690,636	(\$23,749)	-1.40%	\$20,287,634
Materials & Supplies	\$1,392,369	\$1,371,949	\$20,421	1.49%	\$1,392,369	\$1,371,949	\$20,421	1.49%	\$16,463,382
Professional Services	\$176,432	\$268,768	(\$92,336)	-34.36%	\$176,432	\$268,768	(\$92,336)	-34.36%	\$3,225,220
Other Expenses	\$10,358	\$15,548	(\$5,190)	-33.38%	\$10,358	\$15,548	(\$5,190)	-33.38%	\$186,580
Purchased Transportation - STAR	\$818,665	\$750,000	\$68,665	9.16%	\$818,665	\$750,000	\$68,665	9.16%	\$9,000,000
Liability - Claims	\$48,512	\$39,583	\$8,929	22.56%	\$48,512	\$39,583	\$8,929	22.56%	\$475,000
Liability - Insurance	\$70,697	\$96,613	(\$25,916)	-26.82%	\$70,697	\$96,613	(\$25,916)	-26.82%	\$1,159,360
Utilities - Transit	\$84,916	\$80,833	\$4,082	5.05%	\$84,916	\$80,833	\$4,082	5.05%	\$970,000
Mat & Supplies - NX	\$0	\$2,083	(\$2,083)	-100.00%	\$0	\$2,083	(\$2,083)	-100.00%	\$25,000
Purchased Transportation - NX	\$133,315	\$178,417	(\$45,101)	-25.28%	\$133,315	\$178,417	(\$45,101)	-25.28%	\$2,141,000
Purchased Transportation - Vanpool	\$86,294	\$66,667	\$19,627	29.44%	\$86,294	\$66,667	\$19,627	29.44%	\$800,000
Purchased Transportation - TX	\$24,600	\$25,000	(\$400)	100.00%	\$24,600	\$25,000	(\$400)	-1.60%	\$300,000
Total Expenses	\$9,236,319	\$9,023,730	\$212,589	2.36%	\$9,236,319	\$9,023,730	\$212,589	2.36%	\$108,284,764
Surplus/(Deficit)	\$684,407	\$870,580	(\$186,172)		\$684,407	\$870,580	(\$186,172)		\$10,446,960

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

Apr-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	\$74,754	\$50,000	\$24,754	49.51%	\$74,754	\$50,000	\$24,754	49.51%	\$600,000
Interest Income	\$203	\$0	\$203	0.00%	\$203	\$0	\$203	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	\$74,957	\$50,000	\$24,957	49.91%	\$74,957	\$50,000	\$24,957	49.91%	\$600,000
Total Revenue and Assistance	\$74,957	\$50,000	\$24,957	49.91%	\$74,957	\$50,000	\$24,957	49.91%	\$600,000
Expenses									
Labor - Access	\$53,015	\$58,837	(\$5,822)	-9.89%	\$53,015	\$58,837	(\$5,822)	-9.89%	\$706,041
Fringe Benefits - Access	\$11,721	\$14,985	(\$3,264)	-21.78%	\$11,721	\$14,985	(\$3,264)	-21.78%	\$179,819
Purchased Transportation	\$51,714	\$47,917	\$3,797	7.92%	\$51,714	\$47,917	\$3,797	7.92%	\$575,000
Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$1,643	\$1,643	\$0	0.00%	\$19,721
Other Expenses - Access	\$0	\$417	(\$417)	-100.00%	\$0	\$417	(\$417)	-100.00%	\$5,000
Total Expenses	\$118,093	\$123,798	(\$5,705)	-4.61%	\$118,093	\$123,798	(\$5,705)	-4.61%	\$1,485,581
Surplus/(Deficit)	(\$43,136)	(\$73,798)	\$30,662		(\$43,136)	(\$73,798)	\$30,662		(\$885,581)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Apr-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	\$67,576	\$75,000	(\$7,424)	-9.90%	\$67,576	\$75,000	(\$7,424)	-9.90%	\$900,000
RRS Parking Revenue	\$229,324	\$200,201	\$29,123	14.55%	\$229,324	\$200,201	\$29,123	14.55%	\$2,402,408
RRS Advertising	\$12,500	\$12,500	\$0	0.00%	\$12,500	\$12,500	\$0	0.00%	\$150,000
SSTS	\$2,633	\$3,458	(\$825)	-23.85%	\$2,633	\$3,458	(\$825)	-23.85%	\$41,500
Greyhound	\$28	\$0	\$28	0.00%	\$28	\$0	\$28	0.00%	\$0
85 Watervliet Avenue	\$5,801	\$6,250	(\$449)	-7.19%	\$5,801	\$6,250	(\$449)	-7.19%	\$75,000
Interest Income	\$7,374	\$333	\$7,041	2112.34%	\$7,374	\$333	\$7,041	2112.34%	\$4,000
Total Operating Revenue	\$325,237	\$297,742	\$27,494	9.23%	\$325,237	\$297,742	\$27,494	9.23%	\$3,572,908
Expenses									
Labor	\$15,497	\$21,337	(\$5,839)	-27.37%	\$15,497	\$21,337	(\$5,839)	-27.37%	\$256,042
Fringe-Benefits	\$2,946	\$1,617	\$1,329	82.16%	\$2,946	\$1,617	\$1,329	82.16%	\$19,405
Professional Services	\$7,946	\$6,667	\$1,280	19.20%	\$7,946	\$6,667	\$1,280	19.20%	\$80,000
Insurance	\$7,335	\$4,167	\$3,168	76.04%	\$7,335	\$4,167	\$3,168	76.04%	\$50,000
Security	\$727	\$20,833	(\$20,107)	-96.51%	\$727	\$20,833	(\$20,107)	-96.51%	\$250,000
Facilities Upkeep	\$17,999	\$27,500	(\$9,501)	-34.55%	\$17,999	\$27,500	(\$9,501)	-34.55%	\$330,000
Facilities Repairs	\$2,377	\$16,417	(\$14,040)	-85.52%	\$2,377	\$16,417	(\$14,040)	-85.52%	\$197,000
Utilities	\$19,357	\$39,917	(\$20,560)	-51.51%	\$19,357	\$39,917	(\$20,560)	-51.51%	\$479,000
Materials & Supplies	\$2,420	\$917	\$1,503	163.95%	\$2,420	\$917	\$1,503	163.95%	\$11,000
Parking Garage	\$30,817	\$45,833	(\$15,016)	-32.76%	\$30,817	\$45,833	(\$15,016)	-32.76%	\$550,000
85 Watervliet Avenue	\$7,852	\$11,283	(\$3,431)	-30.41%	\$7,852	\$11,283	(\$3,431)	-30.41%	\$135,400
SSTS	\$11,534	\$14,917	(\$3,383)	-22.68%	\$11,534	\$14,917	(\$3,383)	-22.68%	\$179,000
Total Expenses	\$126,806	\$211,404	(\$84,598)	-40.02%	\$126,806	\$211,404	(\$84,598)	-40.02%	\$2,536,847
Surplus/(Deficit)	\$198,430	\$86,338	\$112,092		\$198,430	\$86,338	\$112,092		\$1,036,061

CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

AGING OF ACCOUNTS RECEIVABLE

Apr-24		
	Amount	% of Total
Current	\$3,274,053	40.91%
31 - 60	\$272,759	3.41%
61 - 90	\$2,074,010	25.91%
91 - 120	\$211,506	2.64%
Over 120	\$2,171,197	27.13%
Total Accounts Receivable	\$8,003,525	100.00%

Mar-24		
	Amount	% of Total
Current	\$955,075	15.67%
31 - 60	\$2,327,395	38.18%
61 - 90	\$265,944	4.36%
91 - 120	\$790,687	12.97%
Over 120	\$1,757,335	28.83%
Total Accounts Receivable	\$6,096,436	100.00%

AGING OF ACCOUNTS PAYABLE

Apr-24		
	Amount	% of Total
Current	\$5,421,385	78.98%
31 - 60	\$871,993	12.70%
61 - 90	\$199,920	2.91%
90 & Over	\$371,098	5.41%
Total Accounts Payable	\$6,864,396	100.00%

Apr-24 Receivables over 120 days: \$2,171,197

Breakdown of outstanding receivables over 120 days.	
\$1,955,899	NYS DEPT. OF TRANSPORTATION
\$87,500	CITY OF ALBANY
\$52,798	OTHER
\$50,000	CITY OF SARATOGA SPRINGS
\$25,000	GREATER GLENS FALLS TRANSIT
\$2,171,197	

ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	Apr-24	Apr-23	Difference	%	2025	2024	Difference	%
Albany	\$214,055	\$400,993	(\$186,938)	-46.62%	\$214,055	\$400,993	(\$186,938)	-46.62%
Rensselaer	\$133,713	\$102,829	\$30,885	30.04%	\$133,713	\$102,829	\$30,885	30.04%
Saratoga	\$207,086	\$238,677	(\$31,592)	-13.24%	\$207,086	\$238,677	(\$31,592)	-13.24%
Schenectady	\$106,741	\$77,392	\$29,349	37.92%	\$106,741	\$77,392	\$29,349	37.92%
Warren	\$69,786	\$0	\$69,786	100.00%	\$69,786	\$0	\$69,786	100.00%
Total	\$731,381	\$819,891	(\$88,510)	-10.80%	\$731,381	\$819,891	(\$88,510)	-10.80%

Current Month Year To Date

FY 2024	\$731,381	\$731,381
FY 2023	\$819,891	\$819,891

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

Highlight Summary
April 30, 2024

<u>RESTRICTED INVESTMENTS</u>	<u>Fund Balances</u>	<u>Current Obligations</u>
Risk Management Account (Self-Insured)	\$3,402,671	\$1,918,002
Workers' Comp. Account (Self-Insured)	\$10,022,245	\$8,284,411
 Operating Account	 \$32,964,448	
 <u>Current Operating Reserve Obligations</u>		
Federal Operating Assistance in FY25		\$15,000,000
 <u>Current Capital Reserve Obligations</u>	 \$12,606,929	
Washington/Western BRT Project Match		\$9,000,000
LowNo Electrification Project Match		\$3,981,039
 <u>Current Vehicle Replacement Reserve Obligations</u>	 \$996,808	
Vehicle Replacement Funds		

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	4.49%
Workers' Compensation	4.13%
Operating Fund	5.01%
Vehicle Replacement Fund	5.38%
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.

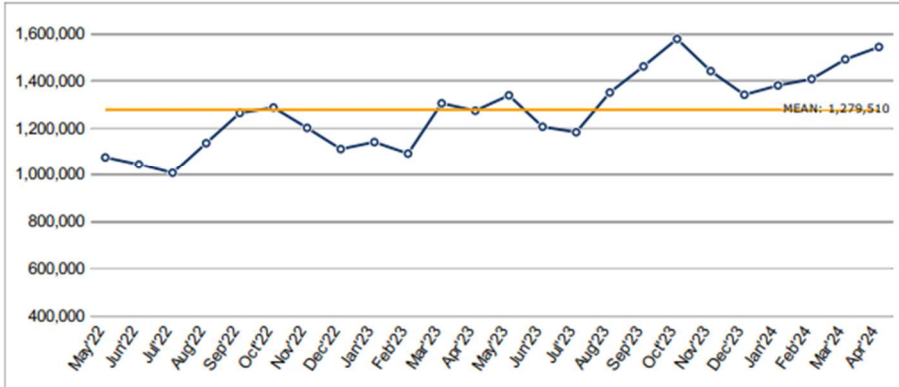
Monthly Performance Report

Period: Apr'24

Meeting: May'24

Patronage / Mobility

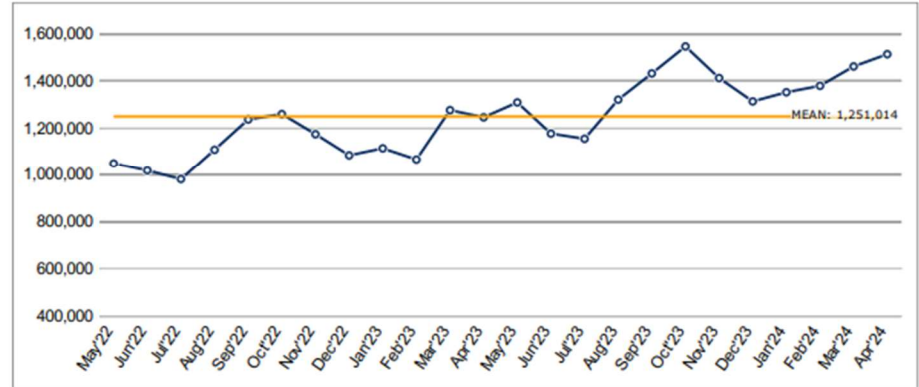
Total Riders



Previous: 1,275,462

Current: 1,545,519

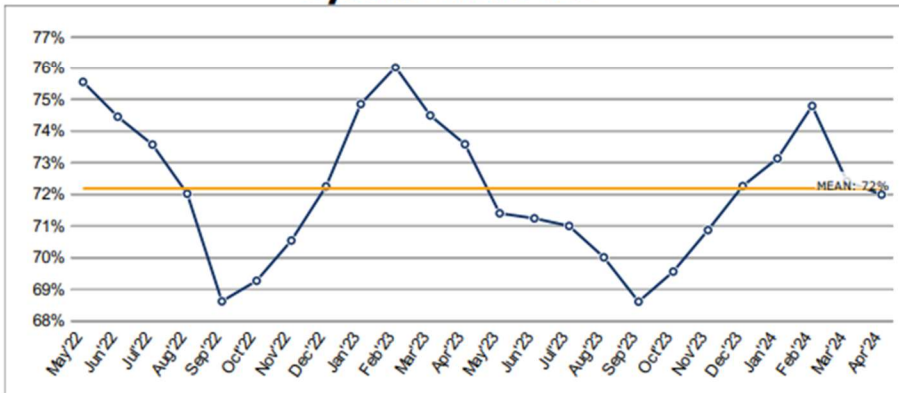
Fixed Riders



Previous: 1,247,580

Current: 1,515,113

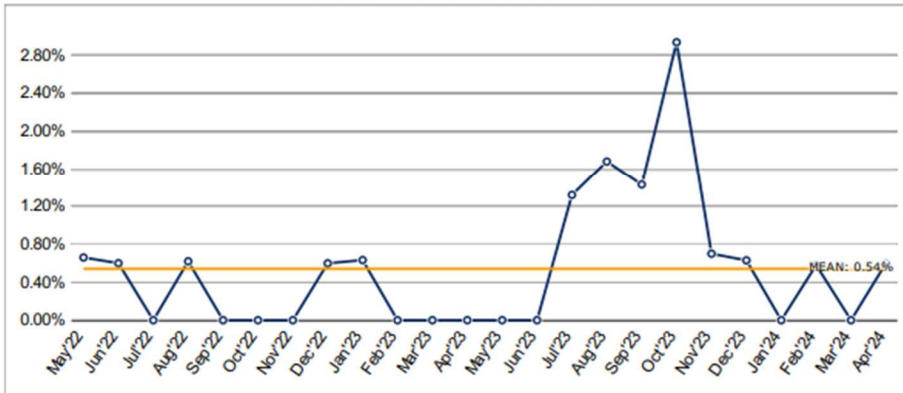
System Wide OTP



Previous: 73.58%

Current: 71.99%

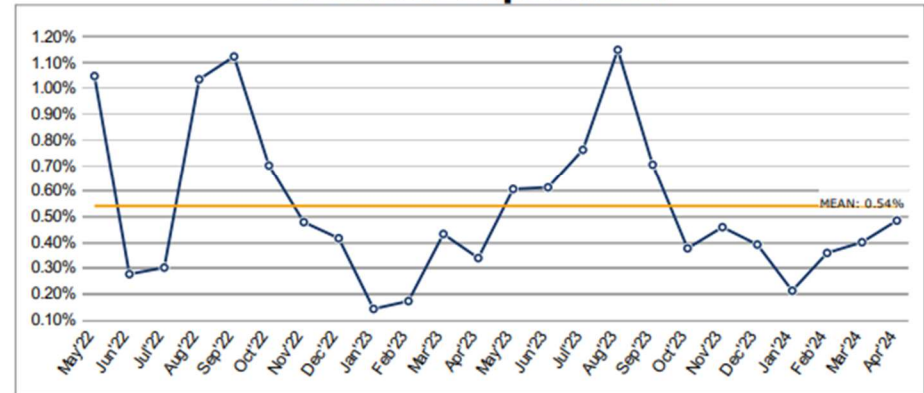
PMI Not On Time



Previous: 0.0%

Current: 0.6%

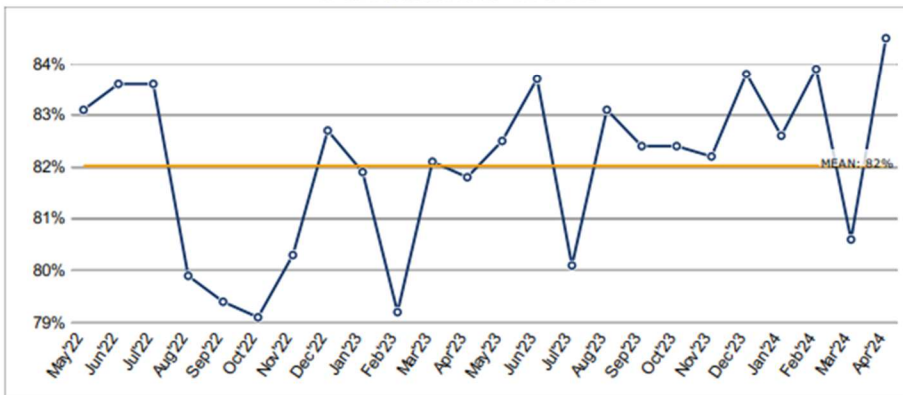
Percent of Trips Missed



Previous: 0.34%

Current: 0.48%

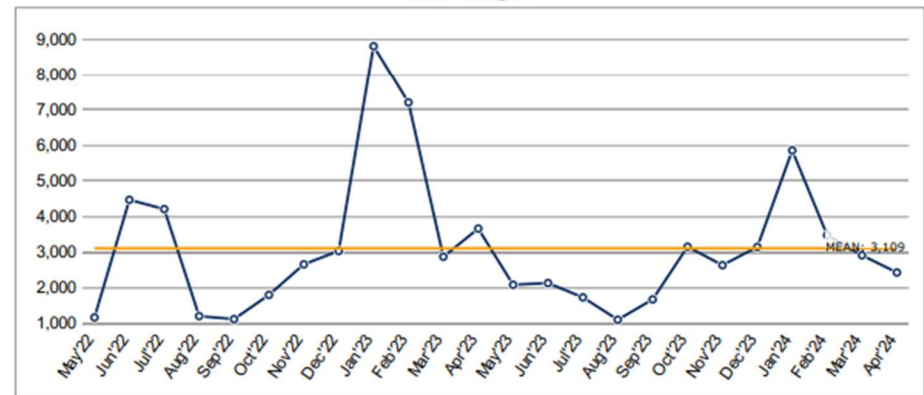
Scheduled Work



Previous: 81.8%

Current: 84.5%

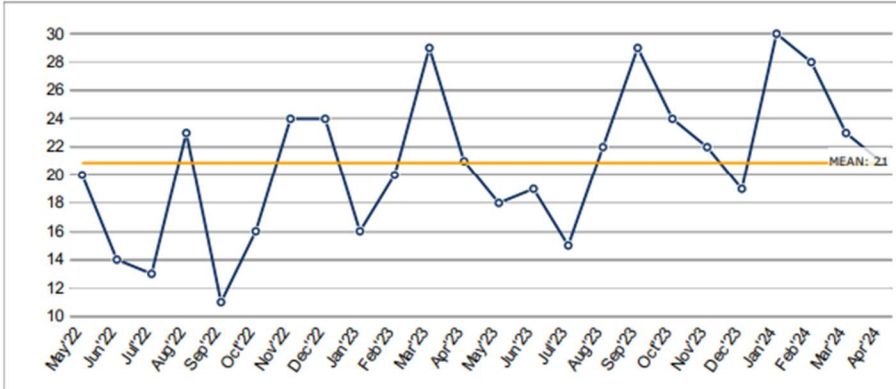
MDBSI



Previous: 3,664

Current: 2,432

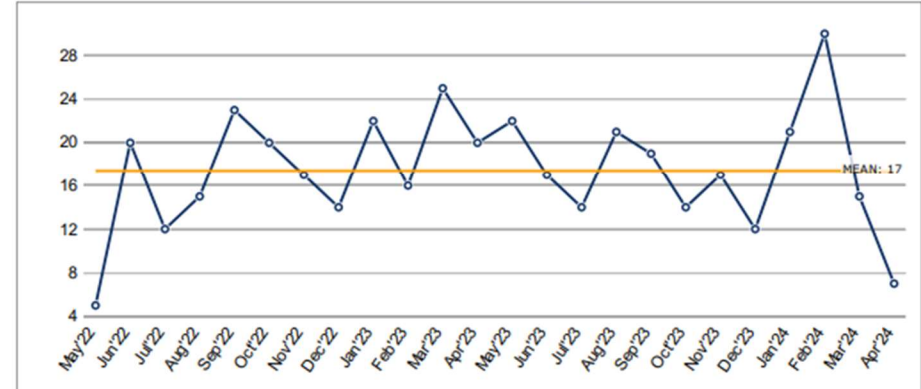
Preventable Accidents



Previous: 21

Current: 21

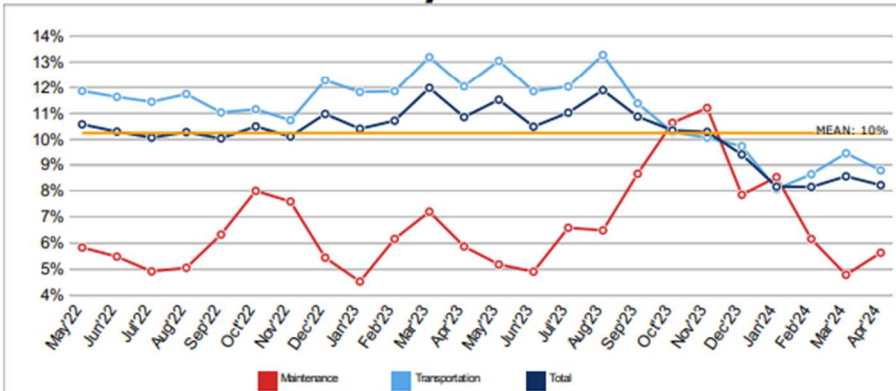
Non-Preventable Accidents



Previous: 20

Current: 7

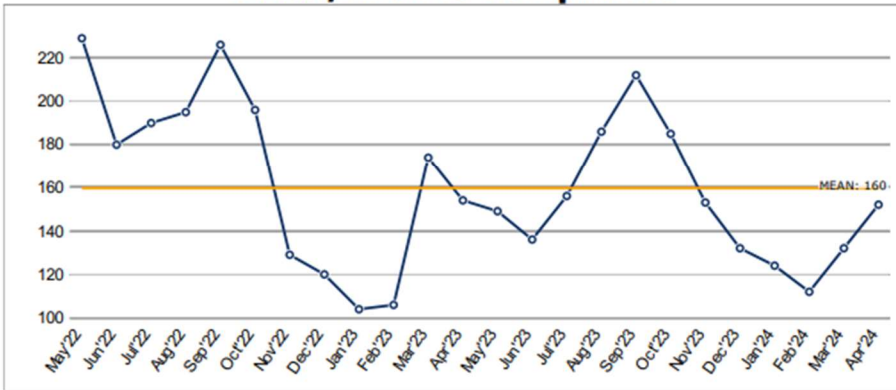
Percent Days Not Worked



Previous: 10.9%

Current: 8.2%

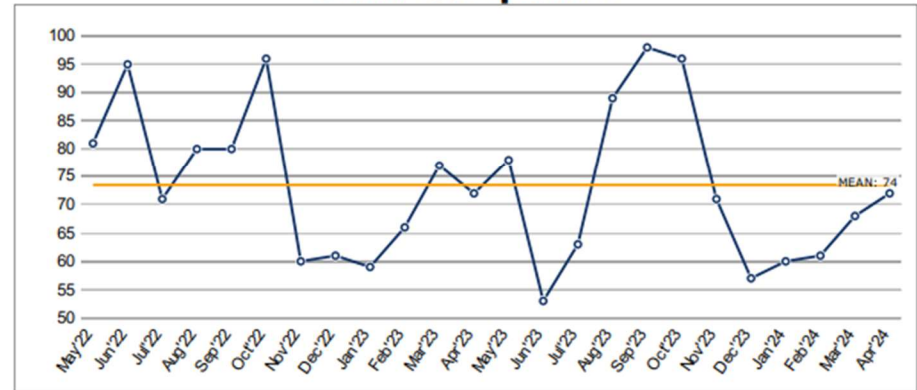
Fixed/Shuttle Complaints



Previous: 154

Current: 152

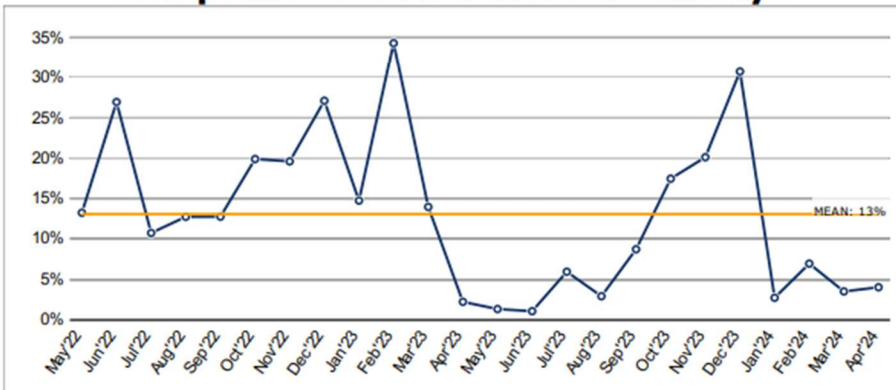
Other Complaints



Previous: 72

Current: 72

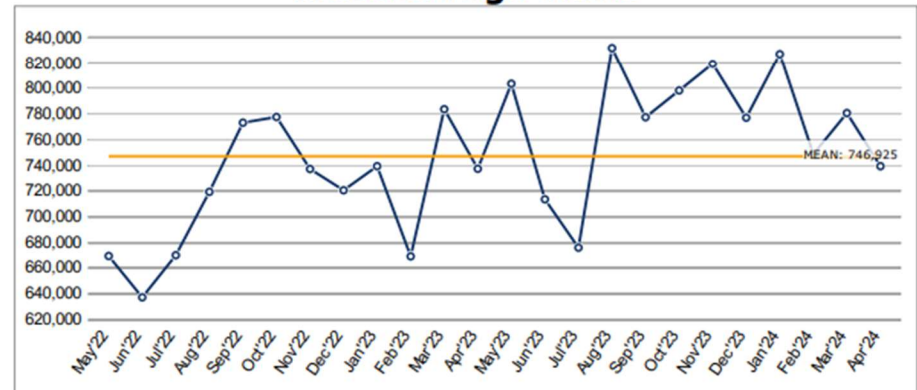
Complaints Not Addressed in Ten Days



Previous: 2.2%

Current: 4.0%

Website Page Views



Previous: 737,308

Current: 739,308

Monthly Performance Report

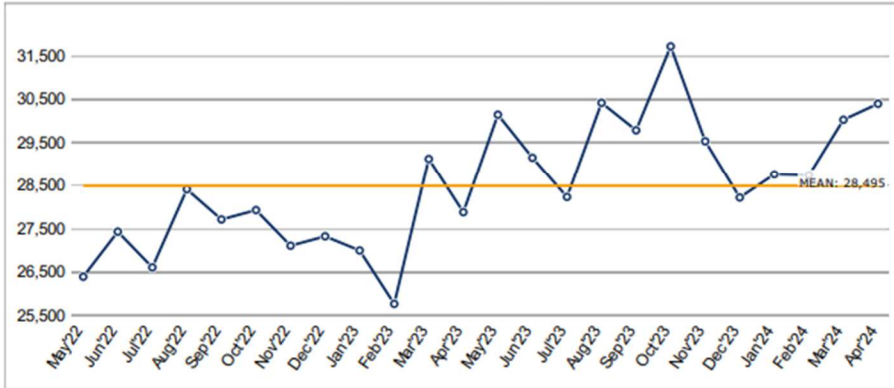
Period: Apr'24

Meeting: May'24

STAR Service

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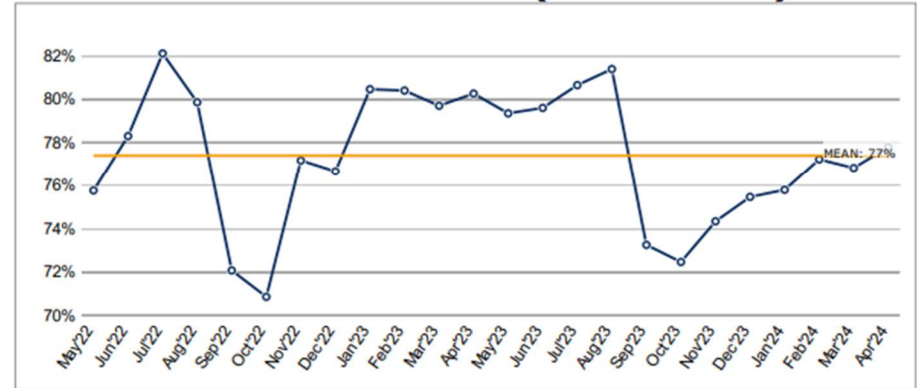
STAR Riders



Previous: 27,882

Current: 30,406

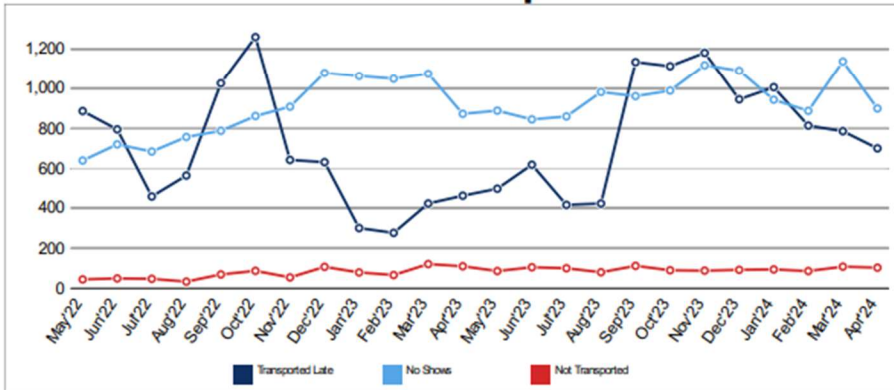
On-Time Performance (0-10 Minutes)



Previous: 80.3%

Current: 77.8%

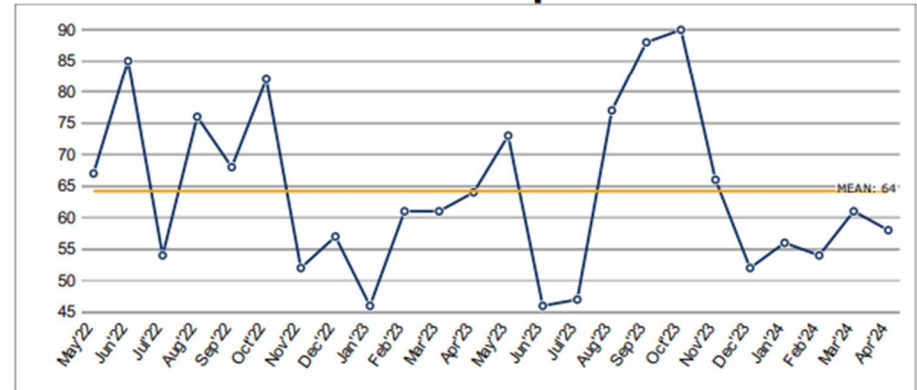
Missed Trips



Previous: 1,446

Current: 1,703

Customer Complaints



Previous: 64

Current: 58

Monthly Performance Report

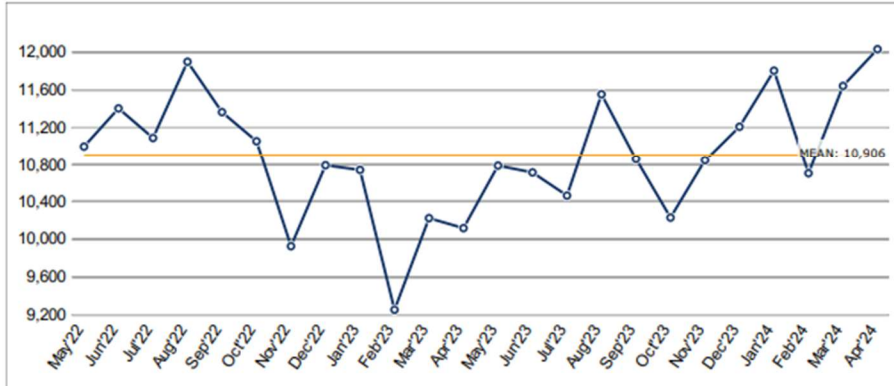
Period: Apr'24

Meeting: May'24

STAR Service

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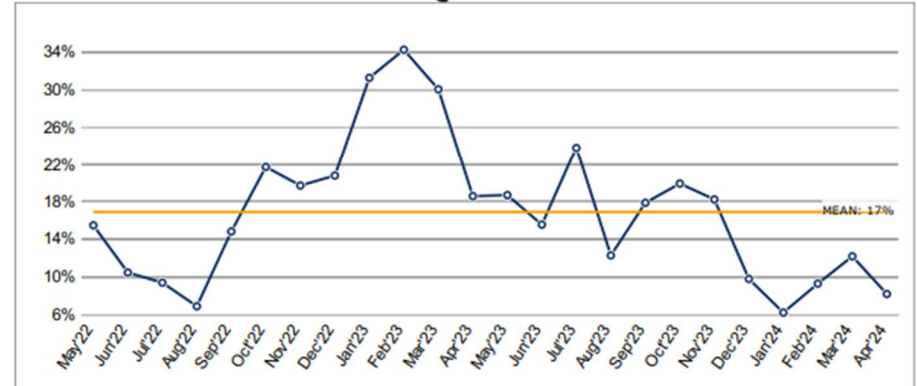
Reservation Calls



Previous: 10,121

Current: 12,037

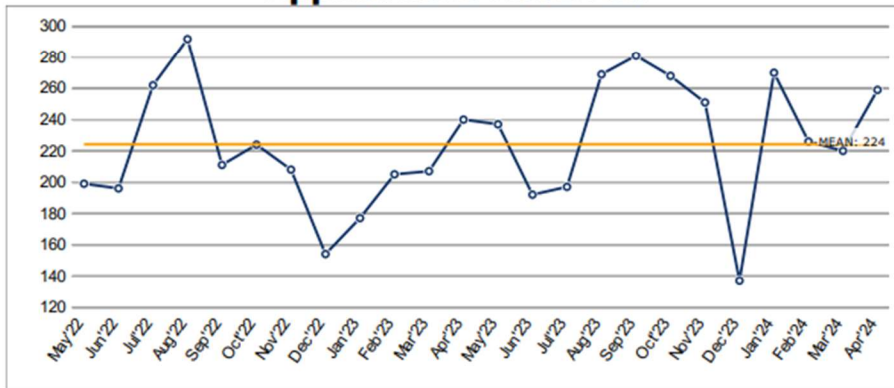
Reservation Calls in Queue Over Five Minutes



Previous: 18.6%

Current: 8.2%

Applications Received



Previous: 240

Current: 259

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.