



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

Committee Item	Responsibility
Call to Order	Peter Wohl
Approve Minutes of Wednesday October 23, 2024	Peter Wohl
Consent Agenda Items	
• Approve Contract for Snow Removal	Stacy Sansky
• Approve Resolution to Accept State Funding	Melissa Shanley
Audit Committee	
• Quarterly Audit Report	Sarah Matrose
Administrative Discussion Items	
• Risk Management and Workers' Compensation Report*	Amanda Avery
• Monthly Management Report*	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, December 11, 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 – October 23, 2024, at 12:02 PM; 110 Watervliet Avenue, Albany

In Attendance: Jayme Lahut, Denise Figueroa; Carm Basile, Amanda Avery, Jaime Kazlo, Stacy Sansky, Trish Cooper, Jeremy Smith, Jack Grogan, Jon Scherzer, Gary Guy, Mike Williams, Dave Williams, Elide Oyanedel, Emily DeVito

Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the September 18, 2024, meeting were reviewed and approved.

Consent Agenda Items

Approve Emergency Procurement for Water Line Repair

- An underground water line ruptured near the entry gates at our 110 Watervliet facility that required an emergency repair.
- Repair work had to be completed quickly to restore the road surface to a drivable condition for our fleet to access our garage.
- Taub Heating and Plumbing was contracted to do the work as they have extensive experience in this type of repair.
- A contract to Taub Heating and Plumbing of Albany for an amount not to exceed \$112,000 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 8%.
- 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, NY; and a Non-Certified Acts of Terrorism policy to Lloyds of London of New York City. Total premium cost is \$754,722 effective November 10, 2024, will be recommended to the board for approval.

Approve Contract for Auto/Physical Damage Insurance

- Auto Physical Damage insures our vehicles in the event of fire, theft, and collision. The insurance cost is based on the value of our fleet.
- We purchase a total of \$60 million in coverage; enough to protect a total loss of our vehicles at any one of our facilities.

- We received three proposals for three different layers of insurance representing a 7% increase.
- The first layer is for \$25 million of coverage with Lexington Insurance for \$316,492; The second layer is for \$15 million of coverage with Ascot Insurance Company; and the third layer is for \$20 million of coverage with Starr Surplus Lines Insurance Company.
- A one-year contracts to Lexington Insurance of Boston; to Ascot Insurance Company of New York, NY; and to Starr Surplus Lines Insurance Company of New York, NY for a total premium cost of \$494,296 will be recommended to the board for approval

Administrative Discussion Items

Monthly Management Report

- Trish Cooper provided the Monthly Management Report for September. Customer Fares and Rail Station revenue continue to exceed projections at 10% and 7% over budget for the year.
- Wages are 4% over budget for the year due to several factors explained at the committee. Workers' compensation expenses are 22% under budget for the year as claims and lump sum payments continue to trend down.
- A budget adjustment will reflect an increase to the wage line and additional STOA from the state budget that was enacted in April.

Monthly non-financial (performance) Report

- Carm Basile gave the non-financial report for September.
- Fixed route ridership was up 17%; fixed route on-time performance was at 67%; on-time performance in STAR was 75%. We missed 0.35% of all scheduled trips.
- There were 21 preventable accidents and 21 non-preventable accidents.

Next Meeting

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



Capital District Transportation Authority Agenda Action Sheet

Subject: Shelter Snow Removal
Committee: Performance Monitoring/Audit
Meeting Date: November 20, 2024

Objective of Purchase or Service:

CDTA wants customers to have safe, convenient, and clean places to wait for buses. Throughout the winter months, snow and ice accumulates at shelter locations within our network. With over 300 shelter locations it is not feasible for the street amenities staff to clear all the stations in a timely manner. Therefore, it is necessary to seek assistance with snow removal.

Summary of Staff Proposal:

CDTA issued an Invitation For Bid (IFB) for snow removal at shelter locations. The scope provided for furnishing equipment, materials, and personnel to plow, salt, and remove ice at designated shelter areas (approximately 100) and connecting sidewalks. It also identified performance standards, salt application processes, and protocol for damages.

14 vendors downloaded the IFB. We received one bid from CityMark Striping LLC. CityMark is the incumbent and has been working with us for nearly a decade.

We are satisfied with the work that has been performed by CityMark.

Financial Summary/Cost:

The bid for the work is \$7,295/year for an estimated total over a five-year period of \$36,475. This is a 5% increase year over year from the last contract. This is financed in our operating budget.

Proposed Action:

Staff recommends a contract for snow removal at specific shelter locations with CityMark Striping LLC of Albany, NY for an amount not to exceed \$36,475.

Manager:

Jeremy Smith, Director of Facilities

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

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

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

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

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

3. **CONTRACT VALUE:**

\$36,475 (Not to Exceed)

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

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 No
Number of D/MWBEs bidding/proposing 1
D/MWBE Certification on file? Yes No Not Applicable
Was contract awarded to a D/MWBE? Yes No
Number of D/MWBE Subcontractors 0

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** CityMark Striping, LLC

70 Tivoli Street

Albany, NY 12207

8. **SOURCE OF FUNDS:** ___ Operating Budgets

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: November 20, 2024



Bid Summary



Contract Name: Snow Removal at Bus Shelter

Contract No: CDTA FAC 225-2000

Date/Time of Opening: Oct 24, 2024 1:00PM 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: Citymark Striping, LLC Address: PO Box 12981 Albany, NY 12212 Contact: Vanessa Mosher Email: vanessa@citymarkstriping.com Phone: 518.489.0676	Base Bid: \$7,295	Alternate 1: \$150 (Cost to provide snow/ice removal at busplus shelters)	1 2 3 4 5	DBE __ MBE __ WBE __ x SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	Total Annual Cost:	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:	See attached price breakdown	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
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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 Sheet

Subject: Resolution to Accept State Funding
Committee: Performance Monitoring/Audit
Meeting Date: November 20, 2024

Objective of Purchase or Service:

New York State Department of Transportation (NYSDOT) requires a CDTA Board resolution to reimburse for capital expenses. The resolution allows us to execute an agreement with NYSDOT to accept \$14,297,077.

Summary of Staff Proposal:

NYSDOT provides capital funding through the Accelerated Transit Capital Program (ATC) and the Transportation Modernization and Enhancement Program (MEP). CDTA was awarded \$5,454,424 in MEP funds and \$3,699,080 in ATC funds for FY2025. Both MEP and ATC funds support the purchase of 40-foot buses. The State provides 100% of this funding.

We also receive Federal Transit Administration (FTA) funds through Section 5307 and Section 5339 programs. Section 5339 funds the purchase of buses and trolleys; Section 5307 will fund revenue and non-revenue vehicles, preventive maintenance, radio equipment, and mobility hub construction. The FTA funds 80% of these grants with the remaining 20% split between NYSDOT and CDTA. The NYSDOT 10% match to support 5307/5339 funded projects is \$3,055,195.

In addition, Federal Highway Administration funds were transferred from FHWA to FTA to support station design and construction at 80 Broadway in Menands. It also includes six articulated BRT buses; passenger amenities; and roadway upgrades to the Red Line. Federal funds support 80% of these projects with NYSDOT contributing \$2,088,378, or 10% of the total cost.

Financial Summary and Source of Funds:

NYSDOT Contract will fund a total of \$14,297,077

- 100% of the \$5,454,424 MEP program
- 100% of the \$3,699,080 ATC program
- 10% of 5339 & 5307 FTA grants for \$3,055,195
- 10% of FHWA grants for \$2,088,378

Proposed Action:

I recommend that we provide a Board resolution to NYSDOT to execute an agreement to accept \$14,297,077 in funding.

Manager:

Melissa Shanley, Grants Manager

Memorandum

November 20, 2024

To: Performance Monitoring/Audit Committee
Carm Basile, Chief Executive Officer

From: Sarah Matrose, Internal Audit

Subject: Internal Audit Progress Report

Quarterly Progress Items:

- Risk Assessment & Internal Audit Plan*
- Attendance & Bonus Review*
 - Analysis of time keeping records for compliance with and bonus payments issued.
- Payroll Process Review*
 - Examination of the Finance Department's processing of payroll.

On-Going Items:

- STAR Debit
 - Developing a process improvement plan to advance the current STAR Debit Program.
- Employee Operator Fine Repayment Process
 - Streamlining the process of Operators who incur a Safety Violation that results in a fine to CDTA that must be paid back.
- Process reviews performed on a consultant basis to improve efficiencies and help streamline processes between departments.
- Internal Audit Standards Update
 - The International Professional Practices Framework, which organizes the IIA's authoritative body of knowledge on the professional practice of internal auditing was updated in 2024 and becomes effective January 9, 2025.

Professional Development Items:

- IIA Monthly President Calls
- Cybersecurity Awareness for Transit Agencies Webinar
- APTA Committee of Audit Professionals Meeting
- Maximizing Internal Audit Quality Through the Effective Implementation of the IIA Standards Webinar
- CAE Roundtable Meeting
- NYSICA Fall Conference – Internal Controls Over the Payment Process

**Additional materials provided*



Capital District Transportation Authority 2025 Internal Audit Work Plan

TRADITIONAL AUDIT SERVICES			
Finance & Administration Audits			
Department	Auditable Unit	Budgeted Hours	Expected Completion
Human Resources	Human Capital Management	150	Q2
Information Technology Audits			
Department	Auditable Unit	Budgeted Hours	Expected Completion
Information Technology	IT Audit Outsource Consultation Audit	60	Q3
Marketing / Business Development Audits			
Department	Auditable Unit	Budgeted Hours	Expected Completion
Marketing	Universal Access	350	Q4
Safety & Training			
Department	Auditable Unit	Budgeted Hours	Expected Completion
Safety & Training	19-A	100	Q1
Company Wide			
Department	Auditable Unit	Budgeted Hours	Expected Completion
Company Wide	Buy America	100	Q2-3
Company Wide	Business Continuity	100	Q4
OTHER TRADITIONAL AUDIT SERVICES			
Department	Auditable Unit	Budgeted Hours	Expected Completion
Company Wide	Internal Controls / Risk Universe	200	Ongoing
Company Wide	Risk Assessment / Annual Planning	60	Q3
Company Wide	Audit Follow-Up	80	Ongoing
PROACTIVE ADVISORY SERVICES			
Department	Auditable Unit	Budgeted Hours	Expected Completion
Committees	PM/A, SOP, CSR, Board	80	Monthly
Company Wide	Management Requests	300	As Needed
TOTAL BUDGETED AUDIT HOURS		1730	

Additional Items for Review -

- Fines
- STAR Debit

Human Capital Management (HCM)

An HCM audit is a systematic review of HR's functions, processes and data. They help organizations evaluate internal policies, procedures and capability and identify areas that require attention or improvement. HCM audits also check compliance with legislation, competitiveness, best practice and ethical adherence and performance. Effective HCM is crucial to ensure we can hire, cultivate and retain the right people with the right skill set to meet organizational needs.

IT Audit Outsource Consultation

With the surplus of emerging risks revolving around cybersecurity and focused in technology, the skill set required to properly add value in these areas is becoming more difficult to fulfill internally. This review will be investigating an outsourced IT audit firm to fill in the gaps and provide the company with a greater level of assurance and risk coverage.

Universal Access

A procedural review of how the Universal Access agreements flow from Marketing to other departments for implementation and ongoing agreement maintenance, as well as a financial review of Universal Access ridership revenue generated from the agreements.

19-A

Bus drivers need to be qualified according to Article 19-A and Part 6 of the DMV's Commissioner's Rules and Regulations. The driving records of their 19-A drivers must be reviewed annually and file an affidavit of 19-A compliance with the DMV.

Build America, Buy America Act

The Build America, Buy America Act, enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021, focuses on maximizing the federal government's use of services, goods, products, and materials produced and offered in the United States. BABAA requires that all iron, steel, manufactured products, and construction materials used in federally funded projects for infrastructure must be produced in the United States.

Business Continuity

Business continuity is a company's ability to keep operating during and after a disruptive event, such as a natural disaster, power outage, or cyber-attack. It also refers to the ability of employees to remain productive during these times. An internal BCP audit defines the risks or threats to the success of the plan and tests the controls in place to determine if those risks are acceptable. An audit should also quantify the effect of weaknesses of the plan and offer recommendations for business continuity plan improvements.



November 5, 2024

To: Audit Committee Members
Carm Basile, Chief Executive Officer
Mike Collins, Vice President of Finance & Administration
Lance Zarcone, Vice President of Operations

From: Sarah Matrose, Internal Auditor

Subject: Attendance Bonus Review Follow-Up

EXECUTIVE SUMMARY

The Attendance Bonus Review Audit consisted of a review of Operator and Mechanic attendance records and quarterly bonus payments for the period of January 1, 2024 through June 30, 2024. Our audit objective was to determine that CDTA procedures and controls related to the recording of time and attendance and payment of bonuses are adequate, effective, and efficient.

The audit revealed that the controls are working as intended; however, the audit identified areas within the current workflow where process changes could create opportunities for improvement within the process.

The overall control environment has vastly improved based on the improvements Operations has made to the process. An approval process for deviations was implemented, as well as a more streamlined approach to payroll code management in an effort to enhance the overall accuracy of the process.

I would like to express my appreciation for the cooperation and assistance extended by the Operations Department staff during the audit.

BACKGROUND

CDTA utilizes a quarterly attendance bonus program to reward employees who do not exceed one attendance deviation during a calendar quarter. CDTA also issues a larger bonus for any full-time employee who earns four consecutive quarters. The criteria for what is considered days worked and do not qualify as a deviation are listed in the Collective Bargaining Agreement.

OBJECTIVE

The objective of our audit was to determine that CDTA procedures and controls are adequate, effective, and efficient in ensuring only employees that are eligible for the attendance bonus are paid the attendance bonus.

DETAILED SCOPE

The audit scope included a review of employee's timekeeping reports for the time period of January 1, 2024, through March 31, 2024, and April 1, 2024 through June 30, 2024. Testing included the following topics:

- Reviewed the Check Bonus Report and compared the employee's time and attendance report to see if anyone paid the bonus had deviations that disqualified them.
- Review of the Attendance Bonus Crystal Report to ensure the report was accurate.

RESULTS OF AUDIT

The results of the audit identified efficiencies could be gained by ensuring consistency across all divisions and departments in how the Collective Bargaining Agreement criteria is applied and how the Crystal Report is utilized, as well as instances where the Crystal Report needed to be updated to capture all deviations that would disqualify an employee.

Summary of Findings

Quarter 4 (January 1 – March 31, 2024) – 367 individuals were paid the quarterly attendance bonus.

- Six (6) instances (1.63%) where the employee had 2 or more deviations but was paid the attendance bonus.
 - Three (3) were Maintenance Employees who had successfully acquired 4 quarterly bonus payments and were paid the bonus under the assumption individuals were allowed 2 deviations in the quarter following the 4th consecutive quarter.
 - Three (3) instances were of employees with excused deviations, and a miscommunication with staff that these deviations did not count towards the bonus qualification.
 - Both of these types of instances have been discussed with staff and reinstruction has been provided based on the Collective Bargaining Agreement.

Quarter 1 (April 1 – June 30, 2024) – 377 individuals were paid the quarterly attendance bonus.

- Nine (9) instances (2.38%) where the employee had 2 or more deviations but was paid the attendance bonus.
 - Five (5) individuals were paid the bonus under the assumption they were allowed 2 deviations after the successful completion of the 4th consecutive quarter.
 - Four (4) instances were of employees with excused deviations, and a miscommunication with staff that these deviations did not count towards the bonus qualification.
 - Again, both of these types of instances have been discussed with staff and reinstruction has been provided based on the Collective Bargaining Agreement.

AUDIT RECOMMENDATIONS:

During the review, instances were identified of deviation codes utilized by Operations that were not included in the Crystal Report being used to identify individuals who were disqualified from the quarterly attendance bonus. These codes have been added and the report updated to assist in the efficiency and accuracy of the bonus reporting.

Thoughtful and impactful discussions were had with Operations and Finance staff to ensure all departments involved in issuing the attendance bonus are interpreting the Collective Bargaining Agreement criteria consistently.

November 5, 2024

To: Audit Committee Members
 Mike Collins, Vice President of Finance & Administration
 Patricia Cooper, Director of Finance
 Carm Basile, Chief Executive Officer

From: Sarah Matrose, Internal Auditor

Subject: Payroll Review Audit Report

EXECUTIVE SUMMARY

The Payroll Review Audit consisted of a focused review of the payroll process. Our audit objective was to determine that CDTA procedures and controls related to the processing of payroll payments are adequate, effective, and efficient.

The audit revealed that the controls are working as intended.

I would like to express my appreciation for the cooperation and assistance extended by the Finance Department staff during the audit.

BACKGROUND

CDTA utilizes MUNIS to process and run payroll for CDTA (Authority Staff and CRTC bi-weekly), System #1 (Albany, Troy & Schenectady Operators and Mechanics, Supervisors, Dispatchers, and Foreman bi-weekly and weekly) & System 2 (STAR Operators, Dispatchers, Part-time employees bi-weekly). The payroll process in its entirety spans multiple departments including Operations, Human Resources and Finance.

OBJECTIVE

The objective of our audit was to review the Finance's Department processing of payroll to determine that CDTA procedures and controls are adequate, effective, and efficient in ensuring the proper controls are being followed in relation to employee's payments for time and attendance, and to identify any areas for improvements to the process that could yield significant benefits.

DETAILED SCOPE

The audit scope included a review of the payroll process including multiple walkthrough sessions with the Payroll Manager, Deputy Comptroller, and Comptroller to assess the payroll process.

RESULTS OF AUDIT

The results of the audit showed that the controls are working as intended; however, there was one area within the current workflow that identified where an adjustment of the current process could create an opportunity for strengthening the controls within the process.

AUDIT RECOMMENDATIONS:

During the process review, Internal Audit worked with Finance and Operations staff to strengthen the process to ensure that any changes to an employee's time & attendance are made within Operations and processed in the same manner as an original payroll warrant, therefore removing any reason for a manual adjustment from Finance.

Memorandum

Date: November 19, 2024

To: Performance Monitoring/Audit Committee

From: General Counsel

Subject: Risk Management and Workers Compensation Self-Insurance Accounts,
as of 10/1/24

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 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): \$1,546,810
(decrease of \$332,493 (-17.7% for the quarter))
- **Self-Insured Retention** (one) \$2,000,000
- **Market Value of Account:** \$3,455,435
(increase of \$51,498 (+1.5%) 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:** \$8,033,757
(decrease of \$173,125 (-2.1%) for the quarter)
- **Market Value of Account:** \$10,548,545
(increase of \$316,203 (+3.1%) for the quarter)

3. Liability/Auto Claims:

As of 10/1/24, we had 40 pending liability claims, 32 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 10/1/24, CDTA had 8 liability claims with reserves of \$10,000 or more, 6 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

October 2024



Monthly Management Report (MMR) - October 2024

Executive Summary

		Current Month			Year to Date		
REVENUE	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance	
1	Mortgage Tax	\$ 1,041,469	\$ 1,054,167	\$ (12,698)	-1.20%	\$ (72,968)	-0.99%
2	Customer Fares	\$ 1,866,558	\$ 1,809,808	\$ 56,750	3.14%	\$ 292,414	2.31%
3	JB Rail Station	\$ 335,631	\$ 303,992	\$ 31,639	10.41%	\$ 45,612	2.14%
EXPENSES	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance	
4	Wages	\$ 5,967,630	\$ 5,591,135	\$ 376,495	6.73%	\$ 201,466	0.51%
5	Workers' Compensation	\$ 119,563	\$ 248,893	\$ (129,330)	-51.96%	\$ (458,776)	-26.33%
6	Purchased Transportation	\$ 1,163,573	\$ 1,068,000	\$ 95,573	8.95%	\$ 430,477	5.76%
7	Fuel	\$ 725,493	\$ 644,584	\$ 80,909	12.55%	\$ 52,498	1.16%
					YTD Revenue	0.51%	
					YTD Expenses	0.63%	

Budget Adjustment Summary

Last month we made a budget adjustment adding \$3.4 million to the budget. STOA, customer revenue and facility lines were adjusted to reflect the increase. Wages and payroll taxes were increased on the expense side. These changes are all incorporated into this month's Monthly Management Report.

Revenue Summary

- 1 MRT was 1% under budget this month, and is 1% under budget for the year.
- 2 Customer Fares are 3% over budget this month, despite a budget adjustment increasing the FY25 line by \$1.6 million. YTD is now 2% over budget.
- 3 Rail Station revenue is 3% over budget, despite a \$225k budget adjustment increasing the FY25 line. YTD is now 2% over budget.

Expense Summary

- 4 Wages are 6.7% over budget this month because of two reasons; a \$275k quarterly attendance bonus was paid, and we had an extra service day in October. Last month's budget adjustment right-sized the wage line and we are a half of one percent over budget for the year.
- 5 Workers' Compensation claims are trending down and there were no lump sum payments this month.
- 6 Purchased Transportation is 6% over budget for the year. Our two STAR vendors provided 1,500 more trips this month as ridership continues to increase.
- 7 Fuel is over budget 12% because of timing issues. Three months of fuel expense from Glens Falls hit in October and the Albany division received two extra shipments at month end. YTD we are 1% over budget.

Note Overall, we are in a satisfactory budget position.

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

		Oct-24	Oct-23
Assets			
	Current Assets:		
	Cash	\$17,350,219	\$13,217,171
	Investments	\$49,947,475	\$60,055,807
	Receivables:		
	Mortgage Tax	\$1,088,722	\$736,922
	Federal Grants	\$11,689,423	\$3,805,618
	New York State Operating Assistance	\$6,208,302	\$3,780,152
	Trade and Other	\$5,801,386	\$9,432,808
	Advances to Capital District Transportation Committee	\$717,681	\$776,108
	Materials, Parts and Supplies	\$5,909,253	\$5,482,751
	Prepaid Expenses	\$1,468,555	\$841,214
	Sub-Total Current Assets	\$100,181,017	\$98,128,550
	Noncurrent Assets:		
	Capital Assets, net	\$147,075,146	\$137,466,082
	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		\$260,710,886	\$252,020,775
Liabilities			
	Current Liabilities:		
	Accounts Payable	\$7,963,524	\$5,635,616
	Accrued Expenses	\$7,019,333	\$6,302,354
	Unearned Revenue	\$3,911,498	\$3,754,235
	Line of Credit	\$0	\$0
	Sub-Total Current Liabilities	\$18,894,355	\$15,692,205
	Noncurrent Liabilities:		
	Capital Lease Agreement	\$11,147,266	\$12,119,974
	Estimated Provision for Existing Claims and Settlements	\$9,606,334	\$10,774,701
	Other postemployment benefits	\$68,313,217	\$66,724,317
	Net Pension Liability	\$5,493,758	(\$2,045,372)
	Sub-Total Noncurrent Liabilities	\$94,560,575	\$87,573,620
	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		\$152,315,604	\$155,510,917
Net Position			
	Net Investment in Capital Assets	\$108,241,228	\$108,241,228
	Unrestricted	\$154,054	(\$11,731,370)
Total for Net Position		\$108,395,282	\$96,509,858
Total Liabilities and Net Position		\$260,710,886	\$252,020,775

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

	<u>To Date Actual</u>	<u>Annual Budget</u>	58%
REVENUE:			
AUTHORITY	\$9,069,507	\$12,791,000	71%
TRANSIT	\$71,203,481	\$121,612,023	59%
ACCESS	\$549,459	\$900,000	61%
CDTA FACILITIES	\$2,254,458	\$3,797,908	59%
TOTAL REVENUE	\$83,076,905	\$139,100,931	60%
EXPENSE:			
AUTHORITY	\$12,864,081	\$23,578,439	55%
TRANSIT	\$66,619,443	\$111,870,064	60%
ACCESS	\$889,902	\$1,355,581	66%
CDTA FACILITIES	\$1,105,544	\$2,536,847	44%
TOTAL EXPENSE	\$81,478,970	\$139,340,932	58%
Revenue over (under) Expenses	\$1,597,935		
Depreciation	\$11,083,333		
Excess of Revenue over (under) Expenses	(\$9,485,398)		
Transfer from Capital Project Fund	\$5,110,000		
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	(\$5,110,000)		
Transfer from Operating Fund	\$7,750,000		
Transfer to Operating Fund	\$0		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	(\$1,482,439)		
*Net Excess of Revenue over (under) Expenses	(\$3,217,837)		
*Contribution to required fleet replacement.			

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Oct-24

BUDGET VARIANCE REPORT

	CONSOLIDATED								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$1,041,469	\$1,054,167	(\$12,698)	-1.20%	\$7,306,199	\$7,379,167	(\$72,968)	-0.99%	\$12,650,000
Customer Fares	\$1,866,558	\$1,809,808	\$56,750	3.14%	\$12,961,072	\$12,668,658	\$292,414	2.31%	\$21,717,699
Advertising Revenue	\$150,000	\$147,917	\$2,084	1.41%	\$1,039,583	\$1,035,417	\$4,167	0.40%	\$1,775,000
RRS & Facilities	\$335,631	\$303,992	\$31,639	10.41%	\$2,173,558	\$2,127,946	\$45,612	2.14%	\$3,647,908
Interest Income	\$41,965	\$1,667	\$40,298	2417.88%	\$169,755	\$11,667	\$158,088	1355.04%	\$20,000
Misc. Income	\$10,971	\$14,125	(\$3,154)	-22.33%	\$81,616	\$98,875	(\$17,259)	-17.46%	\$169,500
Total Operating Revenue	\$3,446,593	\$3,331,676	\$114,918	3.45%	\$23,731,783	\$23,321,729	\$410,055	1.76%	\$39,980,107
Operating Assistance									
New York State Aid	\$5,497,950	\$5,497,950	\$0	0.00%	\$38,485,650	\$38,485,650	\$0	0.00%	\$65,975,400
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,118,250	\$1,118,250	\$0	0.00%	\$1,917,001
Federal Aid	\$2,408,827	\$2,408,827	\$0	0.00%	\$16,861,788	\$16,861,788	\$0	0.00%	\$28,905,923
Operating Grants	\$193,542	\$193,542	\$0	0.00%	\$1,354,792	\$1,354,792	\$0	0.00%	\$2,322,500
Total Operating Assistance	\$8,260,069	\$8,260,069	\$0	0.00%	\$57,820,480	\$57,820,480	\$0	0.00%	\$99,120,824
Total Revenue and Assistance	\$11,706,662	\$11,591,744	\$114,918	0.99%	\$81,552,263	\$81,142,209	\$410,055	0.51%	\$139,100,931
Expenses									
Salaries and Wages	\$5,967,630	\$5,591,135	\$376,495	6.73%	\$39,339,412	\$39,137,945	\$201,466	0.51%	\$67,093,621
Payroll Taxes	\$433,959	\$405,342	\$28,617	7.06%	\$2,847,654	\$2,837,391	\$10,262	0.36%	\$4,864,100
Health Benefits	\$1,232,862	\$1,115,701	\$117,161	10.50%	\$7,789,310	\$7,809,908	(\$20,598)	-0.26%	\$13,388,415
Workers Compensation	\$119,563	\$248,893	(\$129,330)	-51.96%	\$1,283,476	\$1,742,252	(\$458,776)	-26.33%	\$2,986,718
Other Benefits	\$488,237	\$417,957	\$70,280	16.82%	\$3,007,302	\$2,925,700	\$81,602	2.79%	\$5,015,485
Professional Services	\$610,835	\$581,264	\$29,572	5.09%	\$3,846,218	\$4,068,845	(\$222,627)	-5.47%	\$6,975,162
Materials & Supplies	\$191,309	\$171,252	\$20,057	11.71%	\$1,367,879	\$1,198,763	\$169,116	14.11%	\$2,055,023
Miscellaneous	\$123,856	\$91,657	\$32,199	35.13%	\$675,933	\$641,598	\$34,335	5.35%	\$1,099,883
Purchased Transportation	\$1,163,573	\$1,068,000	\$95,573	8.95%	\$7,906,477	\$7,476,000	\$430,477	5.76%	\$12,816,000
Maintenance Services	\$426,743	\$400,303	\$26,440	6.61%	\$2,491,683	\$2,802,118	(\$310,435)	-11.08%	\$4,803,631
Liability - Claims	\$22,013	\$39,583	(\$17,570)	-44.39%	\$797,677	\$277,083	\$520,594	187.88%	\$475,000
Utilities	\$57,547	\$129,083	(\$71,537)	-55.42%	\$479,448	\$903,583	(\$424,135)	-46.94%	\$1,549,000
Fuel	\$725,493	\$644,584	\$80,909	12.55%	\$4,564,586	\$4,512,089	\$52,498	1.16%	\$7,735,009
Parts, Tires, Oil	\$701,119	\$585,919	\$115,200	19.66%	\$4,435,399	\$4,101,431	\$333,968	8.14%	\$7,031,025
General Insurance	\$115,934	\$101,072	\$14,862	14.70%	\$817,974	\$707,502	\$110,472	15.61%	\$1,212,860
Total EXPENSES	\$12,380,672	\$11,591,744	\$788,928	6.81%	\$81,650,428	\$81,142,210	\$508,219	0.63%	\$139,100,931
Surplus/Deficit	(\$674,011)	\$0	(\$674,011)		(\$98,165)	(\$0)	(\$98,164)		\$0

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Oct-24

BUDGET VARIANCE REPORT

NON-TRANSIT									
	This Month				Year to Date				Annual Budget
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$1,041,469	\$1,054,167	(\$12,698)	-1.20%	\$7,306,199	\$7,379,167	(\$72,968)	-0.99%	\$12,650,000
Interest Income	\$41,715	\$1,667	\$40,049	2402.93%	\$168,083	\$11,667	\$156,416	1340.71%	\$20,000
Interest Inc-Invest/Change in Invest	\$143,823	\$0	\$143,823	0.00%	\$1,524,642	\$0	\$1,524,642	0.00%	\$0
Misc. Income - Authority	\$10,083	\$10,083	\$0	0.00%	\$70,583	\$70,583	\$0	0.00%	\$121,000
Total Operating Revenue	\$1,237,090	\$1,065,917	\$171,174	16.06%	\$9,069,507	\$7,461,417	\$1,608,091	21.55%	\$12,791,000
Expenses									
Labor - Authority	\$783,275	\$805,388	(\$22,113)	-2.75%	\$5,285,726	\$5,637,713	(\$351,986)	-6.24%	\$9,664,650
Fringe - Authority	\$452,430	\$480,655	(\$28,225)	-5.87%	\$3,052,723	\$3,364,584	(\$311,862)	-9.27%	\$5,767,859
Materials & Supplies - Authority	\$38,135	\$14,623	\$23,512	160.79%	\$133,444	\$102,360	\$31,084	30.37%	\$175,475
Professional Services - Authority	\$428,534	\$329,829	\$98,706	29.93%	\$2,316,395	\$2,308,800	\$7,596	0.33%	\$3,957,942
Other Expenses - Authority	\$293,629	\$334,376	(\$40,747)	-12.19%	\$2,075,793	\$2,340,633	(\$264,840)	-11.31%	\$4,012,513
Total Expenses	\$1,996,003	\$1,964,870	\$31,133	1.58%	\$12,864,081	\$13,754,089	(\$890,008)	-6.47%	\$23,578,439
Surplus/(Deficit)	(\$758,913)	(\$898,953)	\$140,041		(\$3,794,574)	(\$6,292,673)	\$2,498,099		(\$10,787,439)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

Oct-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	\$1,121,493	\$1,070,637	\$50,856	4.75%	\$7,763,786	\$7,494,458	\$269,327	3.59%	\$12,847,643
Contracts - Transit	\$664,171	\$664,171	\$0	0.00%	\$4,649,499	\$4,649,199	\$300	0.01%	\$7,970,056
Advertising-Transit	\$137,500	\$135,417	\$2,084	1.54%	\$952,083	\$947,917	\$4,167	0.44%	\$1,625,000
Misc. Income - Transit	\$887	\$4,042	(\$3,154)	-78.05%	\$17,633	\$28,292	(\$10,659)	-37.68%	\$48,500
Total Operating Revenue	\$1,924,051	\$1,874,267	\$49,786	2.66%	\$13,383,001	\$13,119,866	\$263,136	2.01%	\$22,491,199
Operating Assistance									
State Aid - General	\$5,304,867	\$5,304,867	\$0	0.00%	\$37,134,067	\$37,134,067	\$0	0.00%	\$63,658,400
State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$1,118,250	\$1,118,250	\$0	0.00%	\$1,917,000
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$233,333	\$233,333	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,118,250	\$1,118,251	\$0	0.00%	\$1,917,001
Federal Aid - Transit	\$2,408,827	\$2,408,827	\$0	0.00%	\$16,861,788	\$16,861,788	\$0	0.00%	\$28,905,923
Other Grants - Federal	\$193,542	\$193,542	\$0	0.00%	\$1,354,792	\$1,354,792	\$0	0.00%	\$2,322,500
Total Operating Assistance	\$8,260,069	\$8,260,069	\$0	0.00%	\$57,820,480	\$57,820,481	\$0	0.00%	\$99,120,824
Total Revenue and Assistance	\$10,184,120	\$10,134,335	\$49,786	0.49%	\$71,203,481	\$70,940,347	\$263,136	0.37%	\$121,612,023
Expenses									
Labor - Maintenance	\$1,067,165	\$943,071	\$124,094	13.16%	\$6,966,398	\$6,601,495	\$364,903	5.53%	\$11,316,849
Labor - Transportation	\$3,584,196	\$3,404,239	\$179,957	5.29%	\$23,791,066	\$23,829,675	(\$38,610)	-0.16%	\$40,850,872
Labor - STAR	\$464,498	\$369,097	\$95,401	25.85%	\$2,833,321	\$2,583,681	\$249,641	9.66%	\$4,429,167
Fringe	\$1,740,919	\$1,690,636	\$50,283	2.97%	\$11,596,010	\$11,834,453	(\$238,443)	-2.01%	\$20,287,634
Materials & Supplies	\$1,607,826	\$1,371,949	\$235,877	17.19%	\$10,191,260	\$9,603,640	\$587,621	6.12%	\$16,463,382
Professional Services	\$302,870	\$268,768	\$34,102	12.69%	\$1,969,449	\$1,881,378	\$88,071	4.68%	\$3,225,220
Other Expenses	\$13,587	\$15,548	(\$1,961)	-12.61%	\$80,447	\$108,838	(\$28,391)	-26.09%	\$186,580
Purchased Transportation - STAR	\$848,729	\$750,000	\$98,729	13.16%	\$5,791,702	\$5,250,000	\$541,702	10.32%	\$9,000,000
Liability - Claims	\$22,013	\$39,583	(\$17,570)	-44.39%	\$797,677	\$277,083	\$520,594	187.88%	\$475,000
Liability - Insurance	\$57,952	\$96,613	(\$38,662)	-40.02%	\$602,785	\$676,293	(\$73,508)	-10.87%	\$1,159,360
Utilities - Transit	\$49,380	\$80,833	(\$31,454)	-38.91%	\$328,591	\$565,833	(\$237,242)	-41.93%	\$970,000
Mat & Supplies - NX	\$0	\$2,083	(\$2,083)	-100.00%	\$0	\$14,583	(\$14,583)	-100.00%	\$25,000
Purchased Transportation - NX	\$133,315	\$178,417	(\$45,101)	-25.28%	\$908,568	\$1,248,917	(\$340,349)	-27.25%	\$2,141,000
Purchased Transportation - Vanpool	\$24,600	\$25,000	(\$400)	-1.60%	\$172,200	\$175,000	(\$2,800)	-1.60%	\$300,000
Purchased Transportation - TX	\$87,214	\$86,667	\$548	100.00%	\$589,969	\$606,667	(\$16,698)	-2.75%	\$1,040,000
Total Expenses	\$10,004,264	\$9,322,505	\$681,759	7.31%	\$66,619,443	\$65,257,537	\$1,361,906	2.09%	\$111,870,064
Surplus/(Deficit)	\$179,855	\$811,830	(\$631,973)		\$4,584,038	\$5,682,810	(\$1,098,770)		\$9,741,960

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Oct-24

BUDGET VARIANCE REPORT

ACCESS TRANSIT SERVICES									
This Month					Year to Date				Annual
Actual	Budget	Variance	% Variance		Actual	Budget	Variance	% Variance	Budget
Operating Revenue									
Contracts - Access	\$80,894	\$75,000	\$5,894	7.86%	\$547,787	\$525,000	\$22,787	4.34%	\$900,000
Interest Income	\$249	\$0	\$249	0.00%	\$1,672	\$0	\$1,672	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	\$81,143	\$75,000	\$6,143	8.19%	\$549,459	\$525,000	\$24,459	4.66%	\$900,000
Total Revenue and Assistance	\$81,143	\$75,000	\$6,143	8.19%	\$549,459	\$525,000	\$24,459	4.66%	\$900,000
Expenses									
Labor - Access	\$51,528	\$48,003	\$3,524	7.34%	\$348,932	\$336,024	\$12,908	3.84%	\$576,041
Fringe Benefits - Access	\$12,937	\$14,985	(\$2,048)	-13.66%	\$84,817	\$104,894	(\$20,077)	-19.14%	\$179,819
Purchased Transportation	\$69,714	\$47,917	\$21,798	45.49%	\$444,039	\$335,417	\$108,622	32.38%	\$575,000
Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$12,114	\$11,504	\$610	5.30%	\$19,721
Other Expenses - Access	\$0	\$417	(\$417)	-100.00%	\$0	\$2,917	(\$2,917)	-100.00%	\$5,000
Total Expenses	\$135,823	\$112,965	\$22,858	20.23%	\$889,902	\$790,756	\$99,146	12.54%	\$1,355,581
Surplus/(Deficit)	(\$54,679)	(\$37,965)	(\$16,714)		(\$340,443)	(\$265,756)	(\$74,688)		(\$455,581)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Oct-24

BUDGET VARIANCE REPORT

CDTA FACILITIES									
	This Month				Year to Date				Annual
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	Budget
Operating Revenue									
RRS Station & Garage	\$66,274	\$80,000	(\$13,726)	-17.16%	\$524,921	\$560,000	(\$35,079)	-6.26%	\$960,000
RRS Parking Revenue	\$258,047	\$213,951	\$44,097	20.61%	\$1,546,407	\$1,497,655	\$48,753	3.26%	\$2,567,408
RRS Advertising	\$12,500	\$12,500	\$0	0.00%	\$87,500	\$87,500	\$0	0.00%	\$150,000
SSTS	\$2,672	\$3,458	(\$787)	-22.75%	\$17,333	\$24,208	(\$6,875)	-28.40%	\$41,500
Greyhound	\$85	\$0	\$85	0.00%	\$462	\$0	\$462	0.00%	\$0
85 Watervliet Avenue	\$5,801	\$6,250	(\$449)	-7.19%	\$40,605	\$43,750	(\$3,145)	-7.19%	\$75,000
Interest Income	\$2,753	\$333	\$2,420	725.89%	\$37,230	\$2,333	\$34,897	1495.57%	\$4,000
Total Operating Revenue	\$348,131	\$316,492	\$31,639	10.00%	\$2,254,458	\$2,215,446	\$39,012	1.76%	\$3,797,908
Expenses									
Labor	\$16,968	\$21,337	(\$4,369)	-20.47%	\$113,781	\$149,358	(\$35,577)	-23.82%	\$256,042
Fringe-Benefits	\$4,255	\$1,617	\$2,638	163.15%	\$22,922	\$11,320	\$11,602	102.50%	\$19,405
Professional Services	\$9,901	\$6,667	\$3,234	48.51%	\$57,736	\$46,667	\$11,069	23.72%	\$80,000
Insurance	\$7,373	\$4,167	\$3,206	76.95%	\$58,580	\$29,167	\$29,413	100.85%	\$50,000
Security	\$1,153	\$20,833	(\$19,680)	-94.46%	\$100,148	\$145,833	(\$45,685)	-31.33%	\$250,000
Facilities Upkeep	\$10,156	\$27,500	(\$17,344)	-63.07%	\$61,276	\$192,500	(\$131,224)	-68.17%	\$330,000
Facilities Repairs	\$12,014	\$16,417	(\$4,403)	-26.82%	\$62,696	\$114,917	(\$52,220)	-45.44%	\$197,000
Utilities	\$7,089	\$39,917	(\$32,828)	-82.24%	\$127,946	\$279,417	(\$151,471)	-54.21%	\$479,000
Materials & Supplies	\$0	\$917	(\$917)	-100.00%	\$3,351	\$6,417	(\$3,066)	-47.78%	\$11,000
Parking Garage	\$40,306	\$45,833	(\$5,527)	-12.06%	\$271,033	\$320,833	(\$49,800)	-15.52%	\$550,000
85 Watervliet Avenue	\$6,667	\$11,283	(\$4,616)	-40.91%	\$51,262	\$78,983	(\$27,721)	-35.10%	\$135,400
SSTS	\$64,619	\$14,917	\$49,703	333.20%	\$174,813	\$104,417	\$70,397	67.42%	\$179,000
Total Expenses	\$180,503	\$211,404	(\$30,901)	-14.62%	\$1,105,544	\$1,479,828	(\$374,283)	-25.29%	\$2,536,847
Surplus/(Deficit)	\$167,629	\$105,088	\$62,540		\$1,148,914	\$735,619	\$413,295		\$1,261,061

CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

AGING OF ACCOUNTS RECEIVABLE

Oct-24		
	Amount	% of Total
Current	\$530,601	16.95%
31 - 60	\$2,005,595	64.08%
61 - 90	\$49,833	1.59%
91 - 120	\$176,906	5.65%
Over 120	\$367,016	11.73%
Total Accounts Receivable	\$3,129,951	100.00%

Sep-24		
	Amount	% of Total
Current	\$2,727,089	67.81%
31 - 60	\$171,999	4.28%
61 - 90	\$185,858	4.62%
91 - 120	\$70,717	1.76%
Over 120	\$866,017	21.53%
Total Accounts Receivable	\$4,021,680	100.00%

AGING OF ACCOUNTS PAYABLE

Oct-24		
	Amount	% of Total
Current	\$5,026,067	70.32%
31 - 60	\$1,855,827	25.96%
61 - 90	\$61,861	0.87%
90 & Over	\$203,932	2.85%
Total Accounts Payable	\$7,147,687	100.00%

Oct-24 Receivables over 120 days: \$367,016

Breakdown of outstanding receivables over 120 days.	
\$87,500	CITY OF ALBANY
\$83,190	NYS DEPT. OF TRANSPORTATION
\$70,000	SCHENECTADY CITY SCHOOL DISTRICT
\$51,327	OTHER
\$50,000	CITY OF SARATOGA SPRINGS
\$25,000	GREATER GLENS FALLS TRANSIT
<u>\$367,017</u>	

ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	Oct-24	Oct-23	Difference	%	2025	2024	Difference	%
Albany	\$348,604	\$301,599	\$47,005	15.59%	\$2,096,295	\$2,233,161	(\$136,866)	-6.13%
Rensselaer	\$168,153	\$147,507	\$20,646	14.00%	\$1,206,711	\$956,487	\$250,224	26.16%
Saratoga	\$317,986	\$277,572	\$40,414	14.56%	\$2,551,850	\$2,445,340	\$106,510	4.36%
Schenectady	\$131,149	\$120,281	\$10,868	9.04%	\$929,270	\$862,103	\$67,167	7.79%
Warren	\$75,576	\$0	\$75,576	100.00%	\$522,046	\$0	\$522,046	100.00%
Total	\$1,041,469	\$846,959	\$194,510	22.97%	\$7,306,172	\$6,497,091	\$809,080	12.45%

Current Month Year To Date

FY 2025 \$1,041,469 \$7,306,172

FY 2024 \$846,959 \$6,497,091

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
October 31, 2024**

<u>RESTRICTED INVESTMENTS</u>	<u>Fund Balances</u>	<u>Current Obligations</u>
Risk Management Account (Self-Insured)	\$3,501,980	\$1,546,810
Workers' Comp. Account (Self-Insured)	\$10,453,020	\$8,123,604
 Operating Account	 \$22,088,418	
 <u>Current Operating Reserve Obligations</u>		
Federal Operating Assistance in FY25		\$11,250,000
 <u>Current Capital Reserve Obligations</u>	 \$12,878,132	
Washington/Western BRT Project Match		\$9,000,000
LowNo Electrification Project Match		\$3,981,039
Safe Streets for All Match		\$1,323,600
 <u>Current Vehicle Replacement Reserve Obligations</u>	 \$1,025,926	
Vehicle Replacement Funds		\$665,011

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	4.49%
Workers' Compensation	4.46%
Operating Fund	4.75%
Vehicle Replacement Fund	4.39%
Capital Project	4.59%

* 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.

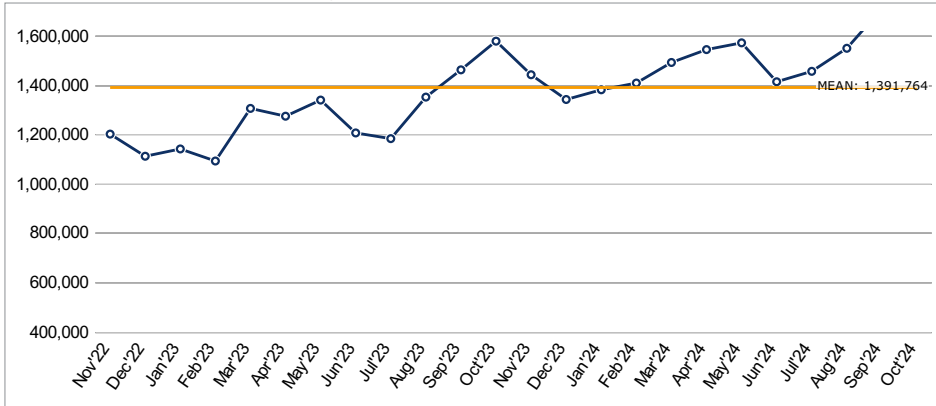
Monthly Performance Report

Period: Oct'24

Meeting: Nov'24

Patronage / Mobility

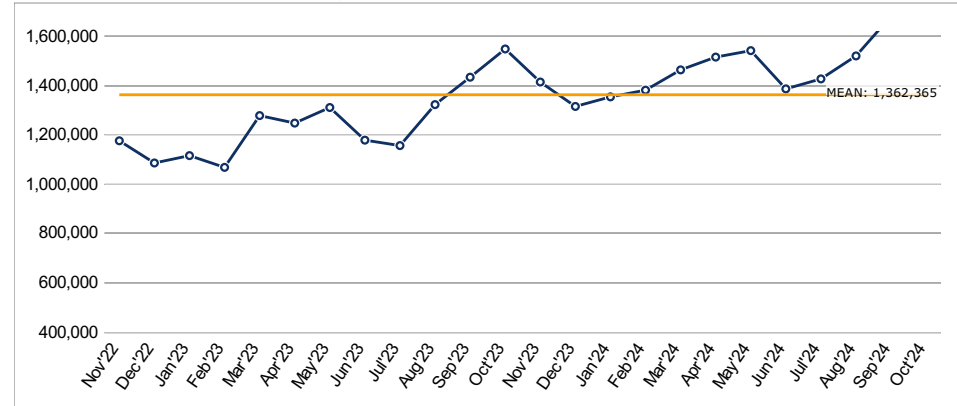
Total Riders



Previous: 1,579,732

Current: 1,812,503

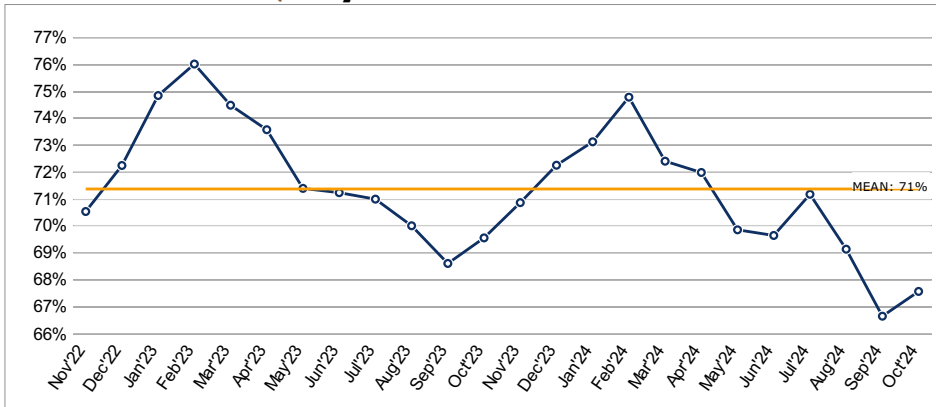
Fixed Riders



Previous: 1,548,004

Current: 1,778,727

System Wide OTP



Previous: 69.56%

Current: 67.57%

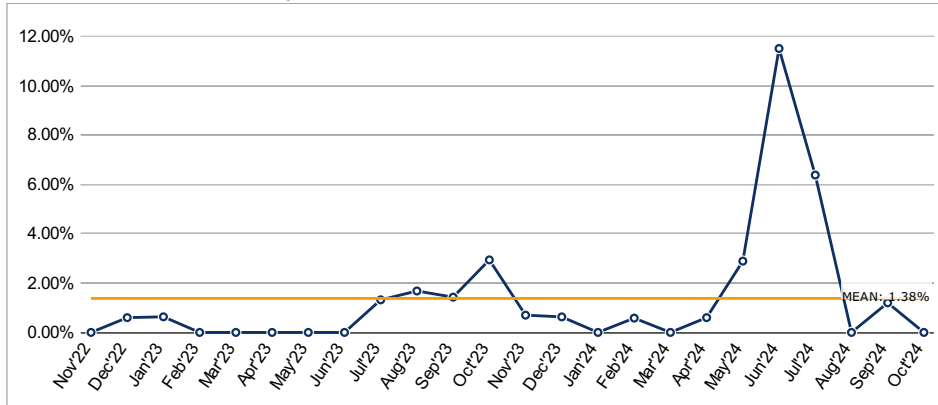
Monthly Performance Report

Period: Oct'24

Meeting: Nov'24

Reliability

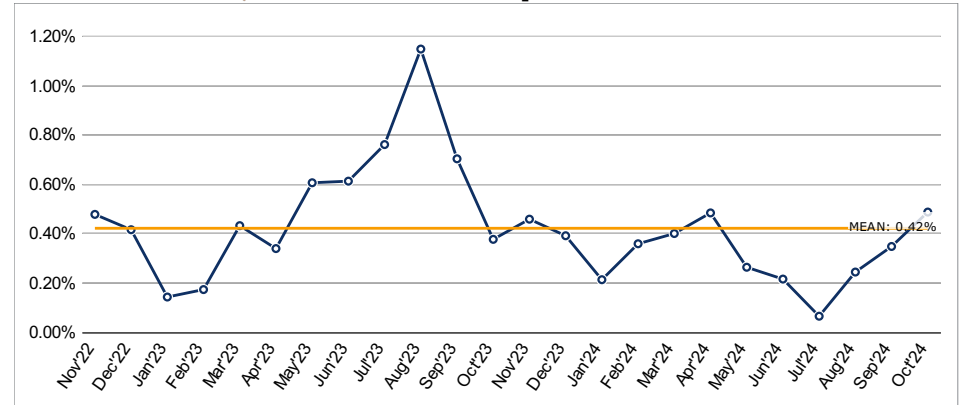
PMI Not On Time



Previous: 2.9%

Current: 0.0%

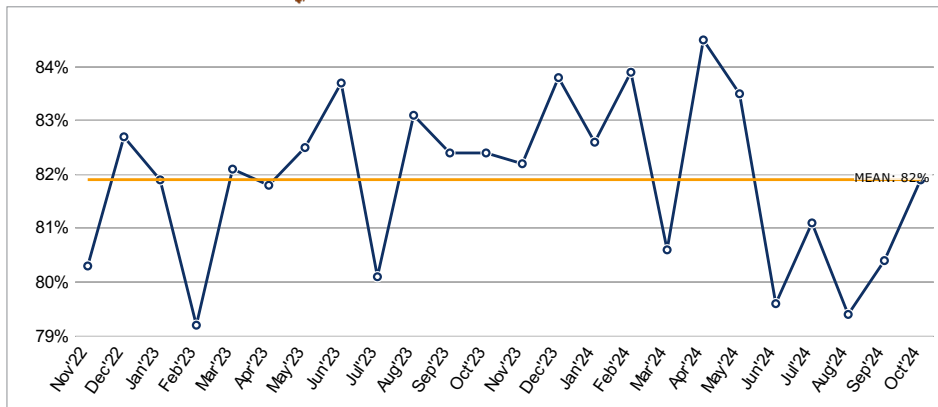
Percent of Trips Missed



Previous: 0.38%

Current: 0.49%

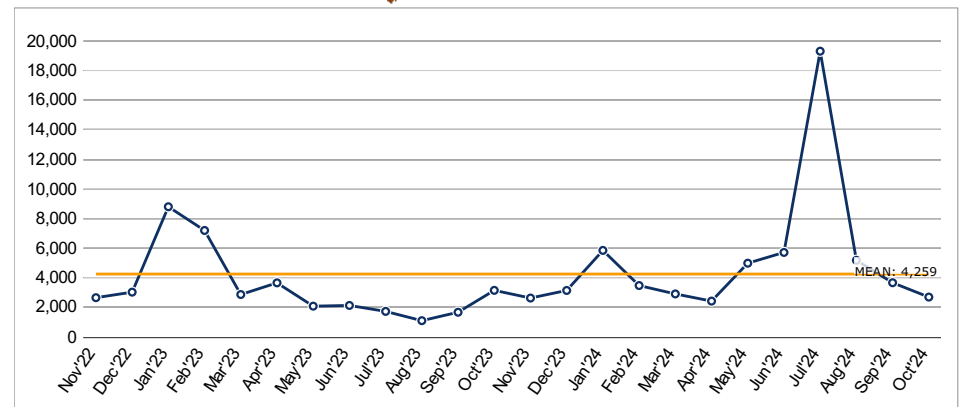
Scheduled Work



Previous: 82.4%

Current: 81.9%

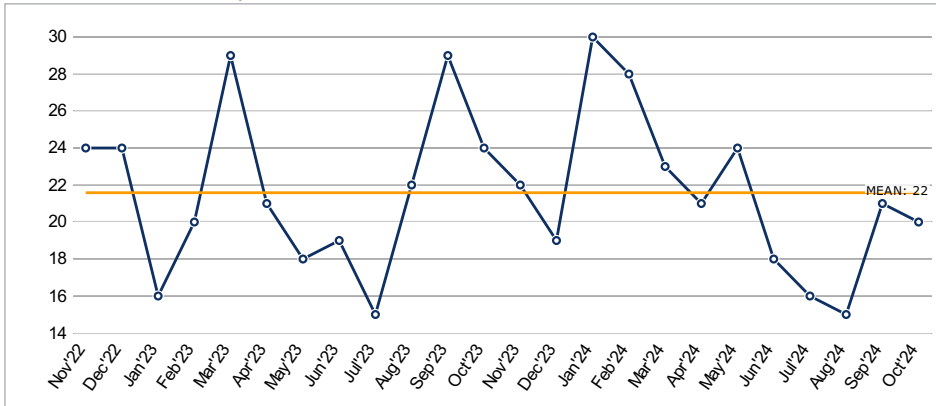
MDBSI



Previous: 3,157

Current: 2,702

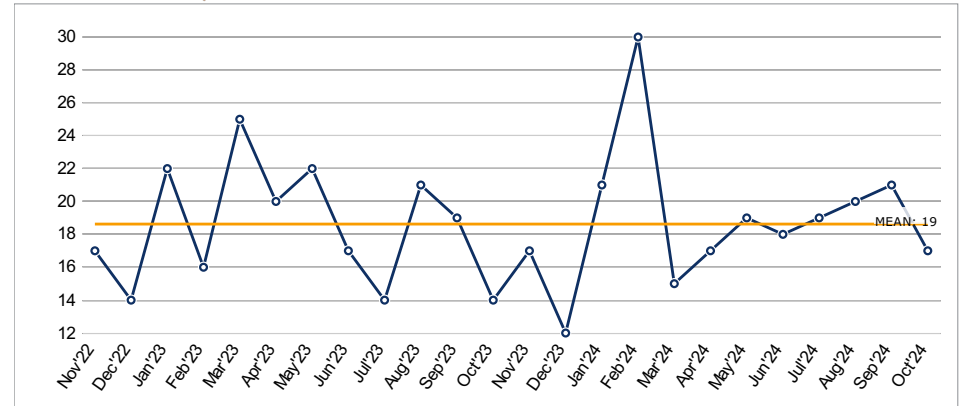
🐔 Preventable Accidents



Previous: 24

Current: 20

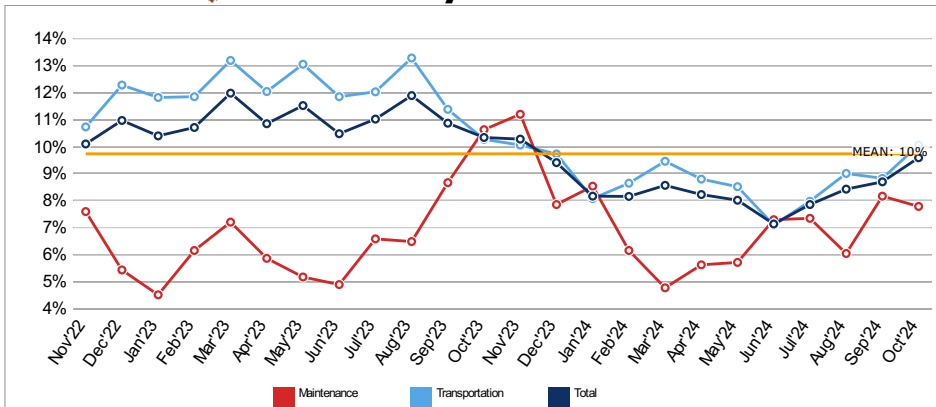
🐔 Non-Preventable Accidents



Previous: 14

Current: 17

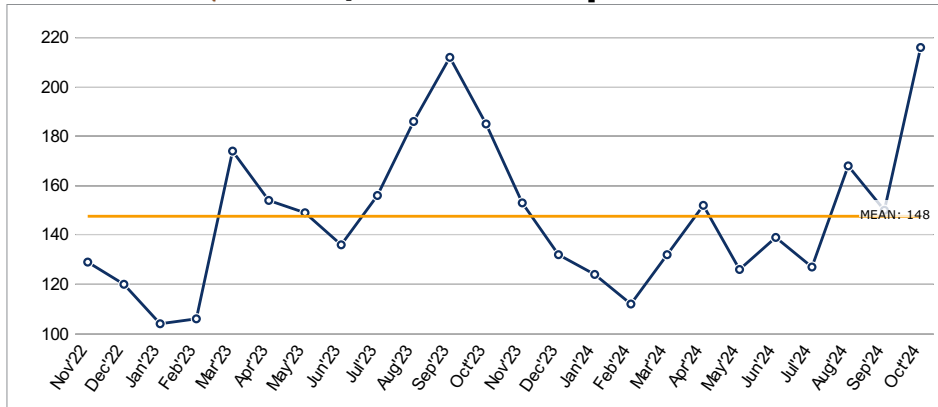
🐔 Percent Days Not Worked



Previous: 10.3%

Current: 9.6%

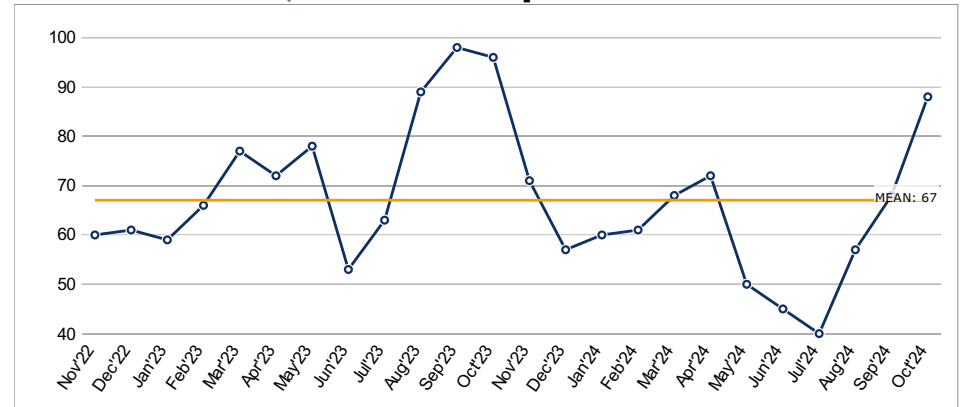
Fixed/Shuttle Complaints



Previous: 185

Current: 216

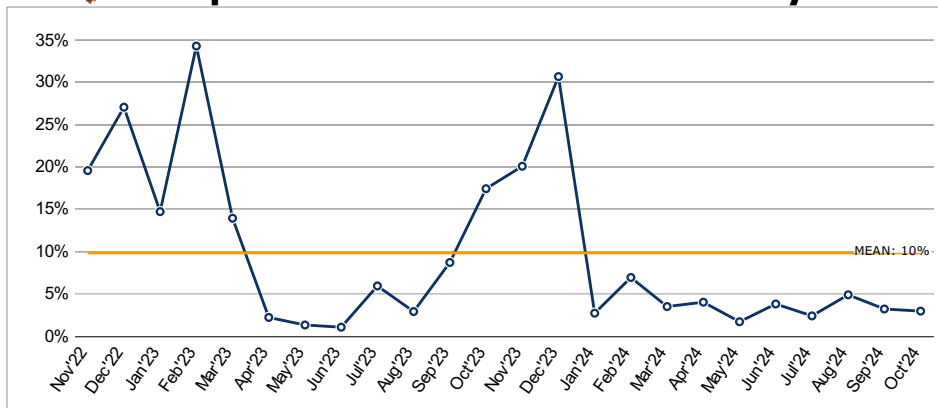
Other Complaints



Previous: 96

Current: 88

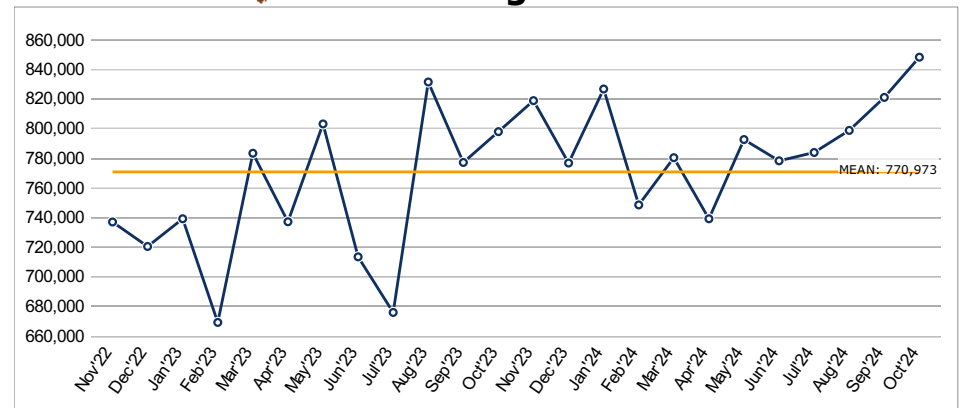
Complaints Not Addressed in Ten Days



Previous: 17.4%

Current: 3.0%

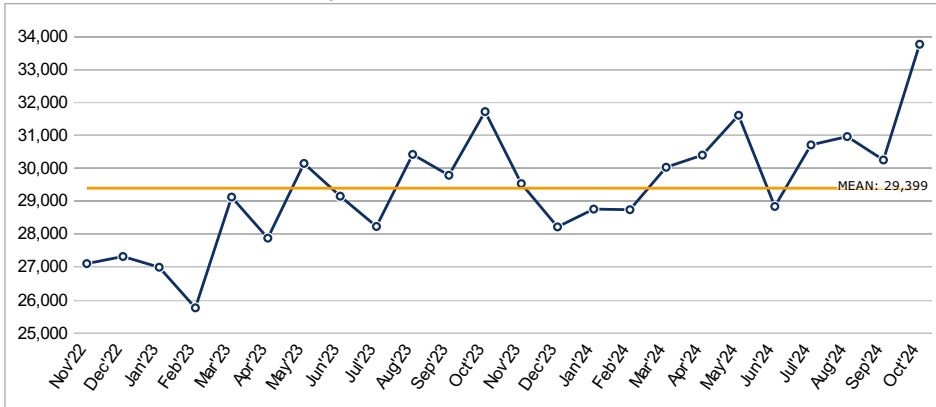
Website Page Views



Previous: 798,179

Current: 848,484

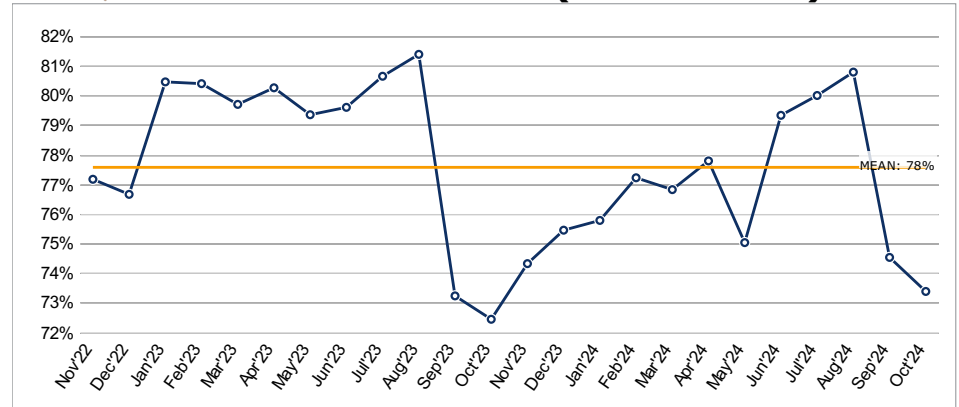
STAR Riders



Previous: 31,728

Current: 33,776

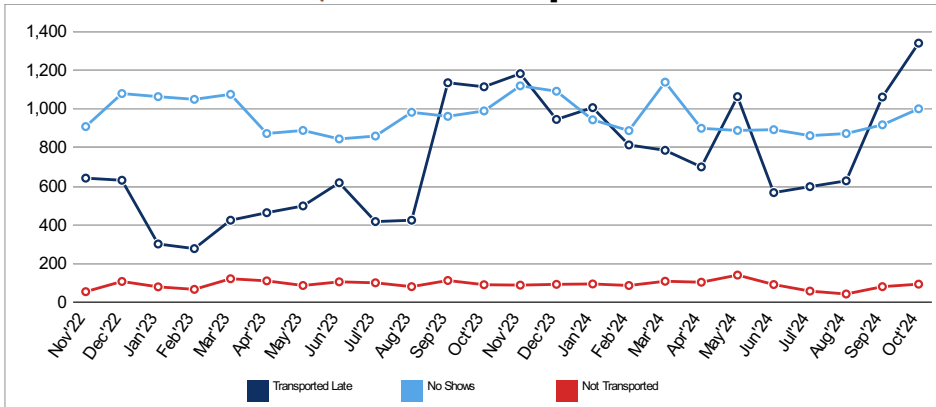
On-Time Performance (0-10 Minutes)



Previous: 72.5%

Current: 73.4%

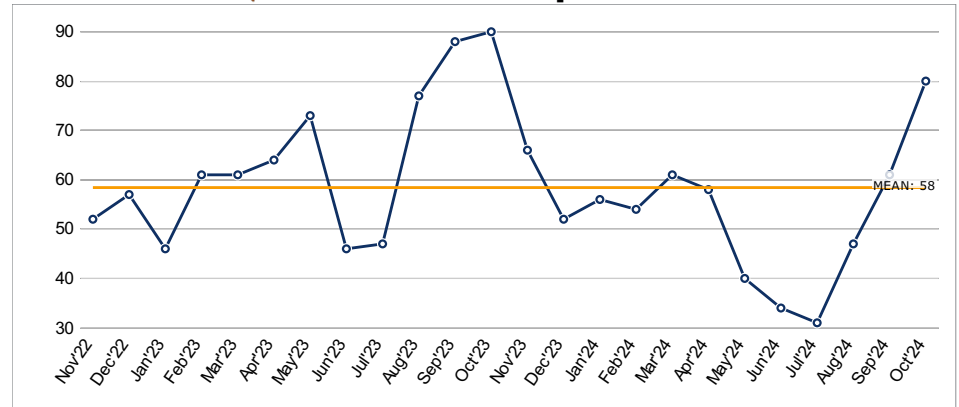
Missed Trips



Previous: 2,195

Current: 2,435

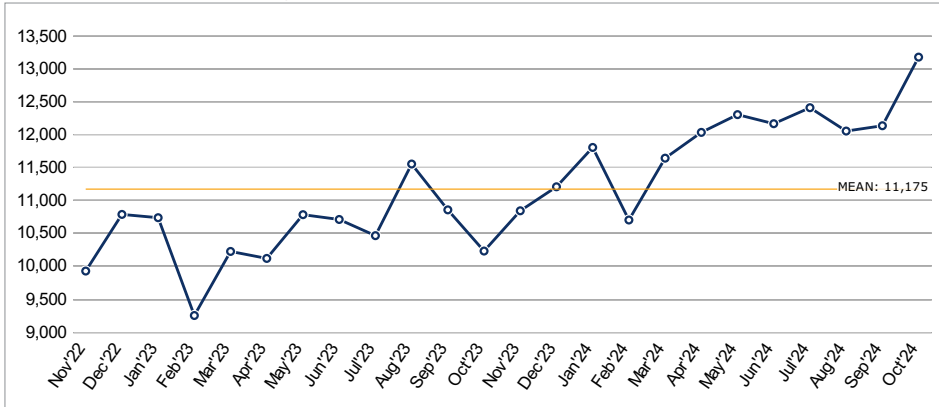
Customer Complaints



Previous: 90

Current: 80

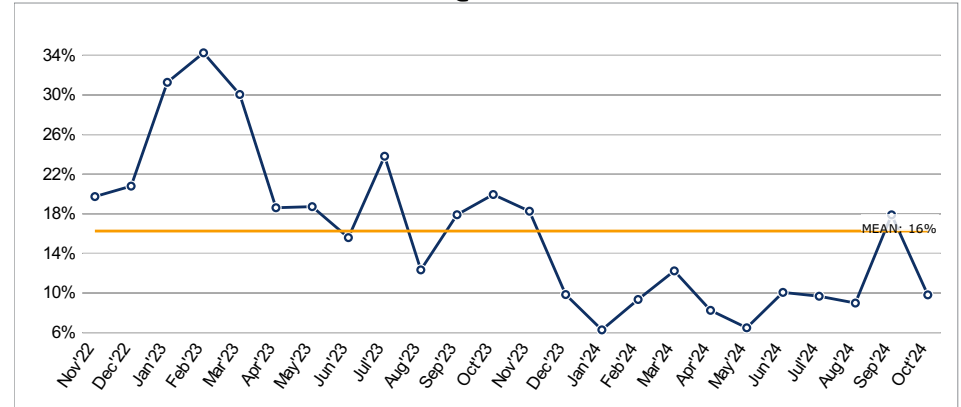
Reservation Calls



Previous: 10,233

Current: 13,181

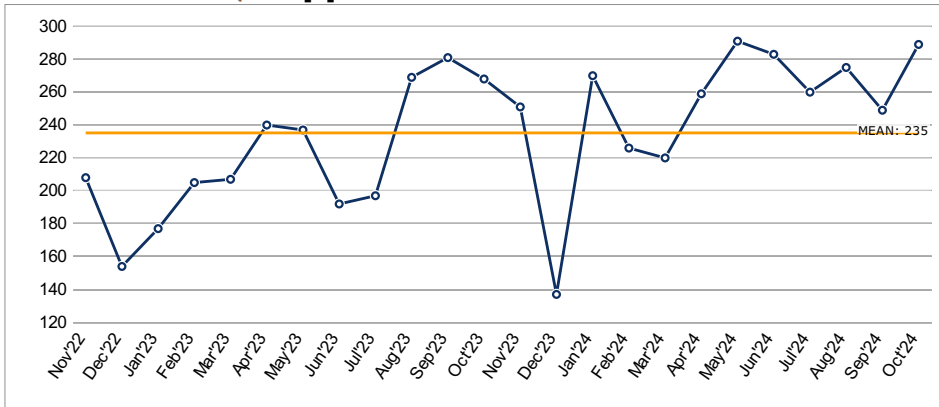
Reservation Calls in Queue Over Five Minutes



Previous: 20.0%

Current: 9.8%

Applications Received



Previous: 268

Current: 289

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.