



**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Wednesday, January 22, 2025 | 12:00 pm | 110 Watervliet Ave**  
**& Via Microsoft Teams**

<b>Committee Item</b>	<b>Responsibility</b>
Call to Order	Peter Wohl
Approve Minutes of Wednesday, December 11, 2024	Peter Wohl
<b>Consent Agenda Items</b>	
• Approve Contract for Scheduling Software and Support	Stacy Sansky
• Approve Contract for Bus Filters	Stacy Sansky
• Approve Surplus Sales	Stacy Sansky
<b>Audit Committee</b>	
• Annual Independence and Objectivity Statement	Sarah Matrose
<b>Administrative Discussion Items</b>	
• Annual Procurement Report	Stacy Sansky
• Monthly Management Report	Patricia Cooper
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, February 19, 2025 at 12 pm via Microsoft Teams & 110 Watervliet Ave	
Adjourn	Peter Wohl

## **Capital District Transportation Authority**

### **Performance Monitoring/Audit Committee**

**Meeting Minutes – December 11, 2024, at 12:01 PM; 110 Watervliet Avenue, Albany**

In Attendance: Jayme Lahut, Denise Figueroa, Jackie McDonough, David Stackrow; Carm Basile, Amanda Avery, Michael Collins, Chris Desany, Jaime Kazlo, Jon Scherzer, Dave Williams, Thomas Guggisberg, Rich Cordero, Calvin Young, Sarah Matrose, Jack Grogan, Rich Nasso, 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 November 20, 2024, meeting were reviewed and approved.

### **Consent Agenda Item**

#### Approve Safety Management Plan

- The FTA requires transit agencies to adopt a board approved Safety Management System (SMS) plan every year.
- The plan outlines safety concerns, challenges and actions that we will take to be better. Staff provided an update on activities and changes that have taken place this year, along with future safety initiatives.
- The plan is included in your packets.
- A resolution to approve the Safety Management System (SMS) plan as required by the Federal Transit Administration will be recommended to the board for approval.

### **Investment Committee**

- The Investment Committee met on December 4, 2024, and will provide their quarterly report shortly.

### **Administrative Discussion Items**

#### Monthly Management Report

- Mike Collins provided the Monthly Management Report for November. Mortgage tax receipts are 1% under budget for the year, but Customer Fares and Rail Station revenue continue to exceed year-to-date projections.
- We received an additional \$200,000 above our year-end advertising guarantee from Lamar Transit Advertising.
- The year-to-date wage line is close to budget projections; Workers' compensation expenses are 25% under budget; and utilities are 46% under budget, although we expect energy costs to increase as winter approaches.
- Overall, we remain in a satisfactory budget position for the year.

#### Monthly non-financial (performance) Report

- Chris Desany gave the non-financial report for November.

- Fixed route ridership was up 8%; STAR ridership is up 1%; on-time performance for fixed route service was at 67%; on-time performance in STAR was 75%. We missed 0.4% of all scheduled trips.
- There were 24 preventable accidents and 20 non-preventable accidents.

**Next Meeting**

Wednesday, January 22, 2025, at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

# Capital District Transportation Authority Agenda Action Sheet

**Subject:** Approve Purchase of Scheduling Software Support & Maintenance  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** January 22, 2025

**Objective of Purchase or Service:**

To purchase software licensing, support, and maintenance services for our fixed route scheduling system (HASTUS).

**Summary of Staff Proposal:**

In 2000, CDTA implemented the fixed route scheduling system (HASTUS), which was competitively procured and provided by GIRO. HASTUS software is used throughout the agency for fixed route scheduling, run cutting, work bidding, daily work and vehicle assignments including operator payroll tracking, stop information displays, trip planning, stop/route/network mapping, and customer comment tracking, making it one of the most widely used and complex applications in place at CDTA. This purchase includes software licensing, support, maintenance, and professional services through 2031 and is based on recent increases in the peak vehicle service levels of fixed route services from 200 to 250. The existing maintenance and support agreement expires in May 2025 and shall be amended to accommodate this renewal upon Board approval. Overall, CDTA has been very satisfied with GIRO’s products and services.

This sole source purchase is based on several important considerations. Most importantly, the HASTUS system is proprietary, which prevents us from pursuing another means to license, support, and maintain the existing system with another vendor.

**Financial Summary/Cost:**

A cost summary is provided below with year over year pricing through 2031. We have documentation on file that justifies the cost and confirms fair and reasonable pricing for this purchase. Additionally, the pricing represents an average annual increase of 4.25%, which is more than consistent with industry standards. This will be funded from our operating budget.

<b>Software Modules/Licensing, Support, &amp; Maintenance</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>
Vehicle, Crew, CrewOpt, Minbus, Roster, Geo, HASTINFO, HASTINFO-Web, HASTOP, Bid/Web, ATP, Rider, NetPlan, DailyCrew/Vehicle, Comments	\$314,002	\$324,993	\$336,367	\$353,186	\$370,845
Professional Services	\$48,904	\$50,616	\$52,387	\$55,006	\$57,757
Software Escrow	\$2,700	\$2,700	\$2,700	\$2,700	\$2,700
<b>Total:</b>	<b>\$365,606</b>	<b>\$378,309</b>	<b>\$391,454</b>	<b>\$410,892</b>	<b>\$431,302</b>

**Proposed Action:**

I am requesting a contract be awarded to GIRO, Inc. of Montreal (Quebec), Canada for the purchase of software licensing, support, maintenance, and professional services for an amount not to exceed \$1,977,563.

**Manager:**

Thomas Guggisberg, Director of Information Technology

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
Staff Contract Award Certification**

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

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

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

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

**3. CONTRACT VALUE:**

\$1,977,563 (not to exceed)                    **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/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                    0  
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: GIRO**

75 rue de Port-Royal Est, bureau 500

Montreal, Quebec, Canada H3L 3T1

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

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

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

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

Stacy Sansky, Director of Procurement                    DATED: January 22, 2025

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

**Subject:** Contract for bus filters to Vehicle Maintenance Program of Boca Raton, Florida.

**Committee:** Performance Monitoring/Audit

**Committee Meeting Date:** January 22, 2025

**Board Action Date:** January 29, 2025

**Objective of Purchase or Service:**

To procure bus filters for our fleet of vehicles at the best available price.

**Summary of Staff Proposal:**

Filters are part of our preventative maintenance program as they minimize the risk of breakdowns and prolong the life of certain engine components. A contract is required to receive the best price and to ensure the availability of filters.

An Invitation for Bids (IFB) was issued for bus filters. The IFB included requirements for each filter type and estimated quantities based on usage history. Twenty-two vendors downloaded the IFB, and seven bids were received. Vehicle Maintenance Program is one of the incumbent providers of bus filters.

This procurement requires board approval because the contract value is greater than \$150,000. Two other filter contracts that fall below the Board approval threshold have been executed with Cummins and Napa Auto Parts.

**Financial Summary/Cost:**

The total contract value is estimated at \$304,422 and is funded in the FY2025 & FY2026 Operating Budgets. Actual costs will be determined by usage and the anticipated cost breakdown is:

Year 1: \$147,635

Year 2: \$156,787

**Proposed Action:**

I recommend a contract to purchase bus filters from Vehicle Maintenance Program of Boca Raton, Florida for an estimated \$304,422 over two years. Upon approval, a two-year contract will be executed.

**Manager:**

David Williams, Director of Maintenance

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Staff Contract Award Certification**

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

\_\_\_ Construction & Maintenance                            \_\_\_ X 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  
X 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:**

\$304,422 fixed estimated (circle one)

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

\_\_\_ Request for Proposals (RFP)                            \_\_\_ X 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)  
X 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 # 22 or **Advertised**  
Number of Proposals/Bids Received # 7

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 0  
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:** Vehicle Maintenance Program, Inc.

3595 N Dixie Bay #7  
Boca Raton, FL 33431

8. **SOURCE OF FUNDS:** FY25 & 26 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: January 22, 2025





# Bid Summary



Contract Name: Filters for Transit Buses

Contract No: CDTA Maint 207-3000

Date/Time of Opening: December 5, 2022 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: D & W Diesel, Inc. Address: 1503 Clark Street Road Auburn, NY 13021 Contact: Susan Clickner Email: susan.clickner@dwdiesel.com Phone: 315.253.2324 ext. 1108	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 __
Name: Neopart Address: 5 Dutch Court, Reading PA 19608 Contact: Michael Hensler Email: mhensler@neopart.com Phone: 610.518.7551	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 __
Name: Vehicle Maintenance Program Address: 3595 N Dixie Hwy Bay 7 Boca Raton, FL 33431 Contact: Lindi Brooks Email: lindi@vmpparts.com Phone: 561.362.6080	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 __
Name: Gillig, LLC Address: 25972 Eden Landing Road Hayward, CA 94545 Contact: Chuck O'Brien Email: cobrien@gillig.com Phone: 800.735.1500	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 __
Name: Muncie Transit Supply Address: 3720 S Madison Street Muncie, IN 47302 Contact: Becky Huff Email: bhuff@abc-companies.com Phone: 765.288.1971	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 __
Name: Cummins Sales & Service Address: 101 Railroad Ave Albany, NY 12205 Contact: Lauren Stanislav Email: brian.sherwood@cummins.com Phone: 518.459.1710	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 __
Name: Napa Auto Parts Address: 301 Wolf Road Latham, NY 12110 Contact: Justin Chamberland Email: justin_chamberland@genpt.com Phone: 518.783.6272	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 __

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:** Summary of vehicles, equipment, and parts disposed of in 2024.  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** January 22, 2025

**Objective of Purchase or Service:**

CDTA disposes items that have surpassed their useful life, are no longer needed, or not working properly and then reports on these disposals on an annual basis.

**Summary of Staff Proposal:**

Vehicles are auctioned to the highest bidder on eBay. If no bid is received it is sold for scrap metal value. Some vehicles are donated to not-for-profit organizations or transferred to other federally funded transit systems. Other items with little or no value on the open market were recycled or disposed of in the most environmentally friendly way possible.

**Financial Summary/Cost:**

\$50,327 was returned to the operating budget. CDTA collected sales tax for applicable transactions.

**Proposed Action:**

I recommend approval of the annual surplus sale report.

**Manager:**

Stacy, Sansky, Director of Procurement

**Notes:**

The itemized list of disposed items is attached.

### CDTA Surplus Sales Summary

Part/Bus/Tag #	Description	VIN if applicable	Mileage/Serial #	Sold To	Amount	Date
264	Ford Shuttle Bus 2016	1FDEE3FSOGDC57871	246,699.00	scrap	\$1,012.15	1/1/2024
1102	Ford Villager 2011	1F66F5DY9B0A08688	143,827.00	Donation to Fire Dept		3/25/2024
4042H	Gillig Hybrid Transit Coach 2009	15GGD301791176508	538,553.00	scrap	\$2,850.72	1/4/2024
4049H	Gillig Hybrid Transit Coach 2010	15GGD3016A1177833	539,337.00	scrap	\$3,323.30	1/5/2024
265	Ford E-350	1FDEE3FS2GDC57872	271,996.00	donation to The Creative Good Inc.		8/7/2024
268	Ford Shuttle Bus / 2017	1FDEE3FSXHDC63938	239,167.00	Rafael Alvarez	\$1,101.00	5/28/2024
328	2012 Motor Coach Bus	1M8PDMBAXDP012770	387,871.00	donation to Onward Upliftment of Resol		11/15/2024
1103	Ford Trolley Villager 208 2017	1F66F5DY1H0A15585	63,061.00	donation to Onward Upliftment of Resol		11/15/2024
4047H	Gillig Hybrid Transit Coach 2010	15GGD301091176513	605,092.00	scrap	\$2,486.79	10/1/2024
4048H	Gillig Hybrid Transit Coach 2010	15GGD3014A1177832	525,718.00	scrap	\$2,514.29	9/24/2024
4050H	Gillig Hybrid Transit Coach 2010	15GGD3018A1177834	538,054.00	scrap	\$2,502.50	10/1/2024
4054H	Gillig Hybrid Transit Coach 2010	15GGD3015A1177838	558,006.00	scrap	\$2,502.50	10/1/2024
4058	Gillig Transit Coach 2010	15GGD2717A1177842	524,246.00	scrap	\$2,538.21	10/10/2024
4064	Gillig Transit Coach 2010	15GGD2718A1177848	542,628.00	scrap	\$2,472.50	10/21/2024
4065	Gillig Transit Coach 2010	15GGD271XA1177849	549,728.00	scrap	\$2,447.50	9/25/2024
4067	Gillig Transit Coach 2010	15GGD2718A1177851	562,568.00	scrap	\$2,560.80	11/27/2024
4069	Gillig Transit Coach 2010	15GGD2711A1177853	546,677.00	Golani Bus LLC	\$2,012.01	11/7/2024
4068	Gillig Transit Coach 2010	15GGD271XA1177852	542,932.00	Golani Bus LLC	\$1,965.00	11/7/2024
4072	Gillig Transit Coach 2010	15GGD2717A1177856	539,319.00	scrap	\$2,400.35	11/18/2024
5500H	Gillig Hybrid Transit Coach 2010	15GGD3018A1177817	582,664.00	scrap	\$2,684.01	11/27/2024
5507H	Gillig Hybrid Transit Coach 2010	15GGD3015A1177824	569,943.00	scrap	\$2,950.71	5/15/2024
5512H	Gillig Hybrid Transit Coach 2010	15GGD3014A1177829	631,555.00	scrap	\$2,649.12	12/2/2024
5514H	Gillig Hybrid Transit Coach 2010	15GGD3012A1177831	601,616.00	scrap	\$2,616.25	11/12/2024
4066	Gillig Transit Coach 2010	15GGD2716A1177850	572,540.00	scrap	\$2,403.40	12/5/2024
5504H	Gillig Hybrid Transit Coach 2010	15GGD301XA1177821	600,085.00	scrap	\$2,510.90	12/5/2024
5506H	Gillig Hybrid Transit Coach 2010	15GGD3013A1177823	601,946.00	scrap	\$2,673.75	12/3/2024
4053H	Gillig Hybrid Transit Coach 2010	15GGD3013A1177837	580,589.00	transfer to TCAT, Inc	\$0.00	10/22/2024
4055H	Gillig Hybrid Transit Coach 2010	15GGD3017A1177839	556,129.00	transfer to TCAT, Inc	\$0.00	10/22/2024
5502H	Gillig Hybrid Transit Coach 2010	15GGD3011A1177819	641,550.00	transfer to TCAT, Inc	\$0.00	10/22/2024
5503H	Gillig Hybrid Transit Coach 2010	15GGD3018A1177820	605,352.00	transfer to TCAT, Inc	\$0.00	10/22/2024
5508H	Gillig Hybrid Transit Coach 2010	15GGD3017A1177825	623,244.00	transfer to TCAT, Inc	\$0.00	10/22/2024

Items Disposed of at Authority's Expense:						
Item Description	Item Location	Asset Tag #	Serial #	Depreciable Value over \$10,000?	Usable Condition (Yes or No)	Date
PROLIANT DL 360 GEN10	Palet In Stockroom	6634	mxq85005xf	No	No	10/30/2024
PROLIANT DL 360 GEN10	Palet In Stockroom	6636	MXQ90206HK	No	No	10/30/2024
PROLIANT BL 460C GEN8	Palet In Stockroom		2M264204JC	No	No	10/30/2024

PROLIANT BL 460C GEN8	Palet In Stockroom		MXQ34800QH	No	No	10/30/2024
PROLIANT BL 460C GEN8	Palet In Stockroom		USE835EPK5	No	No	10/30/2024
PROLIANT BL 460C GEN8	Palet In Stockroom		MXQ4040211	No	No	10/30/2024
PROLIANT BL 460C GEN8	Palet In Stockroom		MXQ404022R	No	No	10/30/2024
PROLIANT BL 460C GEN8	Palet In Stockroom		MXQ404021P	No	No	10/30/2024
PROLIANT DL 380 GEN9	Palet In Stockroom		2m283501bn	No	No	10/30/2024
CISCO WS-C3560G-48PS	Palet In Stockroom		FOC1350Z0VP	No	No	10/30/2024
EliteDesk	Palet In Stockroom	6750	MXL9253MFL	No	No	10/30/2024
ELO TOUCH MONITER	Palet In Stockroom		l19c000966	No	No	10/30/2024
HP ELITE DESK 800 G4 SFF	Palet In Stockroom	6699	MXL92383HQF	No	No	10/30/2024
HP ELITE DESK 800 G3 SFF	Palet In Stockroom	6498	MXL92383HQF	No	No	10/30/2024
HP ELITE DESK 800 G6 SMALL FORM F	Palet In Stockroom	12118	MXL21660K6	No	No	10/30/2024
Microsoft Surface Laptop	Palet In Stockroom	N/A	29858314357	No	No	10/30/2024
HP ELITE DESK 800 G4 SFF	Palet In Stockroom	N/A	MXL928HZQ	No	No	10/30/2024
HP ProBOOK 650 G3	Palet In Stockroom	N/A	6CC734XG3	No	No	10/30/2024
HP ELITE DESKTOP 800 G4 SFF	Palet In Stockroom	N/A	MXL9283J80	No	No	10/30/2024
HP ELITE BOOK 840 G6	Palet In Stockroom	N/A	5CG0177JP8	No	No	10/30/2024
HP ELITE DESK 800 G4 SFF	Palet In Stockroom	N/A	MXL92830	No	No	10/30/2024
View Sonic VA2702	Palet In Stockroom	N/A	SC7103400923	No	No	10/30/2024
HP ELITE BOOK 840 G6	Palet In Stockroom	N/A	5CG0155839	No	No	10/30/2024
Samsung Verizon tablet	Palet In Stockroom	N/A	AKG Verizon	No	No	10/30/2024
Dell Latitude 5511	Palet In Stockroom	N/A	3KBZ593	No	No	10/30/2024
HP ELITE DESKTOP 800 G6 SFF	Palet In Stockroom	6923	MXL14543V3	No	No	10/30/2024
Hp Elite Mini G9 Desktop PC	Palet In Stockroom	7017	Mxl3103kbz	No	No	10/30/2024
Optiplex 5080	Palet In Stockroom	N/A	N/A	No	No	10/30/2024
HP Elite Display E201	Palet In Stockroom	N/A	6CM4421LOZ	No	No	12/10/2024
Dell Flat panel Monitor	Palet In Stockroom	N/A	CN=0C2JMK-74445-98D-RTAU	No	No	12/10/2024
HP 2013 ultra slim docking station	Palet In Stockroom	N/A	5CG626XHKG	No	No	12/10/2024
HP 2013 ultra slim docking station	Palet In Stockroom	N/A	2TK950WPB2	No	No	12/10/2024
HP 2013 ultra slim docking station	Palet In Stockroom	N/A	5CG705ZK51	No	No	12/10/2024
Verizon Samsung Tablet # 9	Palet In Stockroom	N/A		No	No	12/10/2024
HP 2013 ultra slim docking station	Palet In Stockroom	N/A	2TK947XG86	No	No	12/10/2024
OPTIPLEX 5080	Palet In Stockroom	4nrph63	N/A	No	No	12/10/2024
HP Elite Book	Palet In Stockroom	6789	5CG0178KX0	No	No	12/10/2024
HP Elite Book	Palet In Stockroom	6322	CND1470D55	No	No	12/10/2024
HP Elite Desk 800 G5	Palet In Stockroom	6638	2UA8242SQ6	No	No	12/10/2024
HP Elite Desk 800 G5	Palet In Stockroom	N/A	MXL009436W	No	No	12/10/2024
Hp Elite Desk 800 G4	Palet In Stockroom	6725	MXL9253MG1	No	No	12/10/2024
Hp Elite Desk 800 G4	Palet In Stockroom	6675	8CG8258QKM	No	No	12/10/2024
Microsoft Surface laptop 6	Palet In Stockroom	N/A	18781314157	No	No	12/10/2024
Samsung Tablet	Palet In Stockroom	N/A	SM- T727V	No	No	12/10/2024
Hp Elite Book 840 G6	Palet In Stockroom	N/A	5CG0155839	No	No	12/10/2024
Hp Elite Book 840 G7	Palet In Stockroom	8039	5CG0491480	No	No	12/10/2024
Hp EliteBook 850 G6	Palet In Stockroom	6781	5CG01988JT	No	No	12/10/2024
HP EliteDesk 800 G3 Mini 35W	Palet In Stockroom	6637	8CG8258QNB	No	No	12/10/2024
Intel Compute Stick	Palet In Stockroom	N/A	BTCC731000WA	No	No	12/10/2024



## Memorandum

January 22, 2025

To: Audit Committee Members  
Mike Collins, Interim Chief Executive Officer

From: Sarah Matrose, Internal Audit

Subject: Annual Independence and Objectivity Statement

### Background:

The *International Standards for the Professional Practice of Internal Auditing* Standard 1100 – Independence and Objectivity requires the internal activity to remain independent, and internal auditors must be objective in performing their work by maintaining an unbiased and independent approach to audits, including reporting any conflict that may arise.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively and in such a manner that they believe in their work product, that no quality compromises are made, and that they do not subordinate their judgment on audit matters to others.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, internal auditors will not engage in any other activity that may impair their judgment, including:

- Assessing specific operations for which they had responsibility within the previous year.
- Performing any operational duties for CDTA or its affiliates.
- Initiating or approving transactions external to the internal audit department.
- Directing the activities of any CDTA employee not employed by the internal audit department, except to the extent that such employees have been appropriately assigned to auditing teams or to otherwise assist internal auditors.

### Standards Included in this Attestation -

#### **1110 - Organizational Independence**

The chief audit executive must report to a level within the organization that allows the internal audit activity to fulfill its responsibilities. The chief audit executive must confirm to the board, at least annually, the organizational independence of the internal audit activity.

**1110.A1** - The internal audit activity must be free from interference in determining the scope of internal auditing, performing work, and communicating results.

#### **1111 – Direct Interaction with the Board**

The chief audit executive must communicate and interact directly with the board.

**1120 - Individual Objectivity (Standard)**

Internal auditors must have an impartial, unbiased attitude and avoid any conflict of interest.

**1130 - Impairment to Independence or Objectivity (Standard)**

If independence or objectivity is impaired in fact or appearance, the details of the impairment must be disclosed to appropriate parties and the Performance Monitoring/Audit Committee. The nature of the disclosure will depend upon the impairment.

**Attestation:**

The CDTA Internal Audit Department complies with Standard 1100 in that it remains independent, and audits are completed free from interference and with objectivity.

## Memorandum

January 22, 2025

**To:** Members, Performance Monitoring/Audit Committee  
**From:** Stacy Sansky, Director of Procurement  
**Subject:** Calendar Year 2025 Procurement Report Summary

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This is the annual report on procurement activities. This report reviews the procurement process for surplus sales, change orders, sole source contracts and our Minority/Women Business Enterprise (MWBE)/Service-Disabled Veteran Owned Business (SDVOB) programs.

### **Surplus Sale**

A surplus sale is a method for staff to dispose of equipment, vehicles and parts that have surpassed their useful life. Items are disposed through recycling, donation, and sale through eBay. Sales tax is collected for applicable transactions.

The 2024 proceeds from surplus sales were \$50,327. These funds have been returned to the operating budget. For comparison purposes, last year the proceeds were \$87,528, and in 2022 they were \$37,301.

### **Change Orders**

A change order is work that is added to or deleted from the original scope of a contract, which alters the original contract amount and/or completion date. Change orders that exceed 20% of the original contract value or \$100,000 (whichever is greater) require Board approval. There were no change orders that required Board approval.

For informational purposes, there were change orders that fell under the Board approval threshold for the past year. We have projects in various stages of completion, and it is not unusual for minor changes to take place.

### **Sole Source Contracts**

Sole source contracts are used when no competition is available or when there is an emergency procurement. All sole source contracts valued at \$50,000 or more that are not on New York State Contract, require Board approval. Sole source agreements are closely monitored and minimized whenever possible. During 2024 there were no sole source contracts executed under the Board approval threshold.

### **Minority/Women's Business Enterprise (MWBE)**

The Minority/Women's Business Enterprise (MWBE) program is a state required initiative to level the playing field for qualified minority/women owned businesses in the state.



We met our MWBE participation target to meet the state mandated goal of 30%. Our MWBE participation rate for the prior three calendar years (CY) was also 30%.

In addition to current contracts with MWBE firms, the following contracts were issued to MWBE contractors during CY2024:

- Bus Batteries (WBE)
- Snow Removal at Bus Shelters (WBE)
- Mobility Hub Construction (As Subcontractors: 3 WBE, 1MBE)

### **Service-Disabled Veteran Owned Business (SDVOB)**

The Service-Disabled Veteran Owned Business (SDVOB) program is a state required initiative with the aim of fostering business opportunities between state agencies and authorities and Service-Disabled Veterans.

We have an ambitious state mandated utilization of 6% for this program with slightly more than 1,000 certified firms in the directory.

CDTA met the utilization mandate of 6%. The participation rate for the last two years was 6% and 4% respectively.

Contracts and purchases from SDVOB during CY2024:

- Facilities Equipment & Supplies
- Print & Copy Services
- Office Supplies

### **Recommendation**

There are no recommended changes to these programs.

Copy: Interim Chief Executive Officer

# Monthly Management Report

December 2024



**Monthly Management Report (MMR) - December 2024**  
Executive Summary

			Current Month		Year to Date		
	Actual	Budget	(\$) Variance	(%) Variance	(\$) Variance	(%) Variance	
<b>REVENUE</b>							
1	Mortgage Tax	\$ 1,172,168	\$ 1,054,167	\$ 118,001	11.19%	\$ 24,061	0.25%
2	Customer Fares	\$ 1,600,209	\$ 1,809,808	\$ (209,599)	-11.58%	\$ (24,533)	-0.15%
3	JB Rail Station	\$ 335,631	\$ 303,992	\$ 31,639	10.41%	\$ 45,612	2.14%
<b>EXPENSES</b>							
4	Wages	\$ 5,592,736	\$ 5,591,135	\$ 1,601	0.03%	\$ 231,857	0.46%
5	Health Benefits	\$ 1,200,593	\$ 1,115,701	\$ 84,892	7.61%	\$ 81,581	0.81%
6	Parts, Tires, Oil	\$ 664,971	\$ 585,919	\$ 79,052	13.49%	\$ 381,627	7.24%
7	Utilities	\$ 82,051	\$ 129,083	\$ (47,032)	-36.44%	\$ (527,015)	-45.36%
						<b>YTD Revenue</b>	0.49%
						<b>YTD Expenses</b>	0.54%

**Revenue Summary**

- MRT is 11% over budget this month. It's the first time over budget since August and we are now 0.25% over budget YTD.
- Customer Fares are 11.5% under budget for the month, and under budget by just 0.15% YTD.
- Rail Station revenue is 10.4% over budget in December due to increased parking revenue. YTD is 2% over budget.

**Expense Summary**

- Wages are right on budget this month because the budget adjustment right-sized the wage line. YTD is similar, only being half a percent over budget.
- Health Benefits are 7.6% over budget due to health insurance buy backs in December of \$94k. We are about 1% over budget for the year.
- Parts, Tires, and Oil are over budget 13.5% this month. We had higher than expected repair expenses for 5 transmissions and an axle replacement. Overall this line is growing due to increased prices of parts and our increased fleet size. We will re-align this expense line in our FY26 budget.
- Winter months are costing us more in utilities but are still under budget by 36% in December and 45% YTD.

**Note** Overall, we are in a satisfactory budget position.

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

	Dec-24	Dec-23
<b>Assets</b>		
<b>Current Assets:</b>		
Cash	\$11,403,799	\$14,444,130
Investments	\$50,657,939	\$56,864,020
Receivables:		
Mortgage Tax	\$1,557,382	\$697,524
Federal Grants	\$16,894,161	\$3,446,871
New York State Operating Assistance	\$2,588,994	\$587,684
Trade and Other	\$5,747,818	\$8,959,298
Advances to Capital District Transportation Committee	\$971,138	\$790,584
Materials, Parts and Supplies	\$6,218,551	\$5,646,748
Prepaid Expenses	\$2,339,985	\$1,701,186
<b>Sub-Total Current Assets</b>	<b>\$98,379,766</b>	<b>\$93,138,046</b>
<b>Noncurrent Assets:</b>		
Capital Assets, net	\$143,908,480	\$131,842,462
<b>Deferred outflows of resources:</b>		
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
<b>Sub-Total Deferred outflows of resources:</b>	<b>\$13,454,723</b>	<b>\$16,426,142</b>
<b>Total for Assets</b>	<b>\$255,742,969</b>	<b>\$241,406,650</b>
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$7,033,127	\$7,077,750
Accrued Expenses	\$5,704,753	\$5,207,129
Unearned Revenue	\$3,633,334	\$3,519,177
Line of Credit	\$0	\$0
<b>Sub-Total Current Liabilities</b>	<b>\$16,371,214</b>	<b>\$15,804,056</b>
<b>Noncurrent Liabilities:</b>		
Capital Lease Agreement	\$16,647,266	\$12,119,974
Estimated Provision for Existing Claims and Settlements	\$9,544,362	\$10,653,034
Other postemployment benefits	\$68,313,217	\$66,724,317
Net Pension Liability	\$5,493,758	(\$2,045,372)
<b>Sub-Total Noncurrent Liabilities</b>	<b>\$99,998,603</b>	<b>\$87,451,953</b>
<b>Deferred inflows of resources:</b>		
Deferred inflows of resources from pension	\$480,710	\$7,245,814
Deferred inflows of resources from OBEP	\$38,379,964	\$44,999,278
<b>Sub-Total Deferred inflows of resources</b>	<b>\$38,860,674</b>	<b>\$52,245,092</b>
<b>Total for Liabilities</b>	<b>\$155,230,492</b>	<b>\$155,501,101</b>
<b>Net Position</b>		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	(\$7,728,751)	(\$22,335,680)
<b>Total for Net Position</b>	<b>\$100,512,477</b>	<b>\$85,905,548</b>
<b>Total Liabilities and Net Position</b>	<b>\$255,742,969</b>	<b>\$241,406,650</b>

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

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>75%</b>
<b>REVENUE:</b>			
AUTHORITY	\$11,597,176	\$12,791,000	91%
TRANSIT	\$91,390,112	\$121,612,023	75%
ACCESS	\$704,385	\$900,000	78%
CDTA FACILITIES	\$2,910,169	\$3,797,908	77%
<b>TOTAL REVENUE</b>	<b>\$106,601,841</b>	<b>\$139,100,931</b>	<b>77%</b>
<b>EXPENSE:</b>			
AUTHORITY	\$16,431,526	\$23,578,439	70%
TRANSIT	\$85,520,703	\$111,870,064	76%
ACCESS	\$1,149,427	\$1,355,581	85%
CDTA FACILITIES	\$1,538,206	\$2,536,847	61%
<b>TOTAL EXPENSE</b>	<b>\$104,639,862</b>	<b>\$139,340,932</b>	<b>75%</b>
 Revenue over (under) Expenses	 \$1,961,979		
Depreciation	\$14,250,000		
Excess of Revenue over (under) Expenses	(\$12,288,021)		
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	(\$2,141,866)		
 *Net Excess of Revenue over (under) Expenses	 (\$6,679,887)		
*Contribution to required fleet replacement.			

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Dec-24**

**BUDGET VARIANCE REPORT**

		CONSOLIDATED								Annual Budget
		This Month				Year to Date				
		Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue										
	Mortgage Tax	\$1,172,168	\$1,054,167	\$118,002	11.19%	\$9,511,561	\$9,487,500	\$24,061	0.25%	\$12,650,000
	Customer Fares	\$1,600,209	\$1,809,808	(\$209,600)	-11.58%	\$16,263,741	\$16,288,274	(\$24,533)	-0.15%	\$21,717,699
	Advertising Revenue	\$150,000	\$147,917	\$2,084	1.41%	\$1,543,608	\$1,331,250	\$212,358	15.95%	\$1,775,000
	RRS & Facilities	\$327,546	\$303,992	\$23,554	7.75%	\$2,804,269	\$2,735,931	\$68,338	2.50%	\$3,647,908
	Interest Income	\$22,937	\$1,667	\$21,271	1276.24%	\$232,026	\$15,000	\$217,026	1446.84%	\$20,000
	Misc. Income	\$48,582	\$14,125	\$34,457	243.94%	\$141,096	\$127,125	\$13,971	10.99%	\$169,500
Total Operating Revenue		\$3,321,443	\$3,331,676	(\$10,232)	-0.31%	\$30,496,300	\$29,985,080	\$511,220	1.70%	\$39,980,107
Operating Assistance										
	New York State Aid	\$5,497,950	\$5,497,950	\$0	0.00%	\$49,481,550	\$49,481,550	\$0	0.00%	\$65,975,400
	County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,437,750	\$1,437,750	\$0	0.00%	\$1,917,001
	Federal Aid	\$2,408,827	\$2,408,827	\$0	0.00%	\$21,679,442	\$21,679,442	\$0	0.00%	\$28,905,923
	Operating Grants	\$193,542	\$193,542	\$0	0.00%	\$1,741,875	\$1,741,875	\$0	0.00%	\$2,322,500
Total Operating Assistance		\$8,260,069	\$8,260,069	\$0	0.00%	\$74,340,617	\$74,340,617	\$0	0.00%	\$99,120,824
<b>Total Revenue and Assistance</b>		<b>\$11,581,511</b>	<b>\$11,591,744</b>	<b>(\$10,232)</b>	<b>-0.09%</b>	<b>\$104,836,917</b>	<b>\$104,325,698</b>	<b>\$511,220</b>	<b>0.49%</b>	<b>\$139,100,931</b>
Expenses										
	Salaries and Wages	\$5,592,736	\$5,591,135	\$1,601	0.03%	\$50,552,073	\$50,320,216	\$231,857	0.46%	\$67,093,621
	Payroll Taxes	\$408,355	\$405,342	\$3,013	0.74%	\$3,662,663	\$3,648,075	\$14,588	0.40%	\$4,864,100
	Health Benefits	\$1,200,593	\$1,115,701	\$84,892	7.61%	\$10,122,891	\$10,041,311	\$81,581	0.81%	\$13,388,415
	Workers Compensation	\$155,577	\$248,893	(\$93,316)	-37.49%	\$1,643,382	\$2,240,039	(\$596,657)	-26.64%	\$2,986,718
	Other Benefits	\$436,907	\$417,957	\$18,950	4.53%	\$3,870,778	\$3,761,614	\$109,164	2.90%	\$5,015,485
	Professional Services	\$600,913	\$581,264	\$19,650	3.38%	\$4,897,455	\$5,231,372	(\$333,916)	-6.38%	\$6,975,162
	Materials & Supplies	\$184,235	\$171,252	\$12,983	7.58%	\$1,756,955	\$1,541,267	\$215,688	13.99%	\$2,055,023
	Miscellaneous	\$134,150	\$91,657	\$42,493	46.36%	\$913,270	\$824,912	\$88,358	10.71%	\$1,099,883
	Purchased Transportation	\$1,125,194	\$1,068,000	\$57,194	5.36%	\$10,125,796	\$9,612,000	\$513,796	5.35%	\$12,816,000
	Maintenance Services	\$401,268	\$400,303	\$966	0.24%	\$3,302,009	\$3,602,723	(\$300,714)	-8.35%	\$4,803,631
	Liability - Claims	\$75,349	\$39,583	\$35,766	90.36%	\$923,515	\$356,250	\$567,265	159.23%	\$475,000
	Utilities	\$82,051	\$129,083	(\$47,032)	-36.44%	\$634,735	\$1,161,750	(\$527,015)	-45.36%	\$1,549,000
	Fuel	\$605,690	\$644,584	(\$38,894)	-6.03%	\$5,770,879	\$5,801,257	(\$30,378)	-0.52%	\$7,735,009
	Parts, Tires, Oil	\$664,971	\$585,919	\$79,052	13.49%	\$5,654,896	\$5,273,269	\$381,627	7.24%	\$7,031,025
	General Insurance	\$123,290	\$101,072	\$22,218	21.98%	\$1,061,934	\$909,645	\$152,289	16.74%	\$1,212,860
<b>Total EXPENSES</b>		<b>\$11,791,280</b>	<b>\$11,591,744</b>	<b>\$199,535</b>	<b>1.72%</b>	<b>\$104,893,232</b>	<b>\$104,325,698</b>	<b>\$567,534</b>	<b>0.54%</b>	<b>\$139,100,931</b>
Surplus/Deficit		(\$209,768)	\$0	(\$209,769)		(\$56,314)	(\$0)	(\$56,313)		\$0

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Dec-24**

**BUDGET VARIANCE REPORT**

	<b>NON-TRANSIT</b>								<b>Annual Budget</b>
	<b>This Month</b>				<b>Year to Date</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	
Operating Revenue									
Mortgage Tax	\$1,172,168	\$1,054,167	\$118,002	11.19%	\$9,511,561	\$9,487,500	\$24,061	0.25%	\$12,650,000
Interest Income	\$22,760	\$1,667	\$21,093	1265.61%	\$229,942	\$15,000	\$214,942	1432.95%	\$20,000
Interest Inc-Invest/Change in Invest	\$257,201	\$0	\$257,201	0.00%	\$1,764,923	\$0	\$1,764,923	0.00%	\$0
Misc. Income - Authority	\$10,083	\$10,083	\$0	0.00%	\$90,750	\$90,750	\$0	0.00%	\$121,000
<b>Total Operating Revenue</b>	<b>\$1,462,213</b>	<b>\$1,065,917</b>	<b>\$396,297</b>	<b>37.18%</b>	<b>\$11,597,176</b>	<b>\$9,593,250</b>	<b>\$2,003,927</b>	<b>20.89%</b>	<b>\$12,791,000</b>
Expenses									
Labor - Authority	\$808,706	\$805,388	\$3,318	0.41%	\$6,816,141	\$7,248,488	(\$432,346)	-5.96%	\$9,664,650
Fringe - Authority	\$456,857	\$480,655	(\$23,798)	-4.95%	\$3,957,624	\$4,325,894	(\$368,271)	-8.51%	\$5,767,859
Materials & Supplies - Authority	\$18,795	\$14,623	\$4,172	28.53%	\$157,047	\$131,606	\$25,440	19.33%	\$175,475
Professional Services - Authority	\$272,385	\$329,829	(\$57,443)	-17.42%	\$2,778,441	\$2,968,457	(\$190,015)	-6.40%	\$3,957,942
Other Expenses - Authority	\$321,285	\$334,376	(\$13,091)	-3.92%	\$2,722,273	\$3,009,385	(\$287,111)	-9.54%	\$4,012,513
<b>Total Expenses</b>	<b>\$1,878,028</b>	<b>\$1,964,870</b>	<b>(\$86,842)</b>	<b>-4.42%</b>	<b>\$16,431,526</b>	<b>\$17,683,829</b>	<b>(\$1,252,304)</b>	<b>-7.08%</b>	<b>\$23,578,439</b>
<b>Surplus/(Deficit)</b>	<b>(\$415,815)</b>	<b>(\$898,953)</b>	<b>\$483,139</b>		<b>(\$4,834,350)</b>	<b>(\$8,090,579)</b>	<b>\$3,256,230</b>		<b>(\$10,787,439)</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**Dec-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	\$868,338	\$1,070,637	(\$202,299)	-18.90%	\$9,583,598	\$9,635,732	(\$52,134)	-0.54%	\$12,847,643
Contracts - Transit	\$664,171	\$664,171	\$0	0.00%	\$5,977,842	\$5,977,542	\$300	0.01%	\$7,970,056
Advertising-Transit	\$137,500	\$135,417	\$2,084	1.54%	\$1,431,108	\$1,218,750	\$212,358	17.42%	\$1,625,000
Misc. Income - Transit	\$38,499	\$4,042	\$34,457	852.54%	\$56,946	\$36,375	\$20,571	56.55%	\$48,500
Total Operating Revenue	\$1,708,507	\$1,874,267	(\$165,758)	-8.84%	\$17,049,494	\$16,868,399	\$181,095	1.07%	\$22,491,199
Operating Assistance									
State Aid - General	\$5,304,867	\$5,304,867	\$0	0.00%	\$47,743,800	\$47,743,800	\$0	0.00%	\$63,658,400
State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$1,437,750	\$1,437,750	\$0	0.00%	\$1,917,000
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$300,000	\$300,000	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,437,751	\$1,437,751	\$0	0.00%	\$1,917,001
Federal Aid - Transit	\$2,408,827	\$2,408,827	\$0	0.00%	\$21,679,442	\$21,679,442	\$0	0.00%	\$28,905,923
Other Grants - Federal	\$193,542	\$193,542	\$0	0.00%	\$1,741,875	\$1,741,875	\$0	0.00%	\$2,322,500
Total Operating Assistance	\$8,260,069	\$8,260,069	\$0	0.00%	\$74,340,618	\$74,340,618	\$0	0.00%	\$99,120,824
Total Revenue and Assistance	\$9,968,576	\$10,134,335	(\$165,758)	-1.64%	\$91,390,112	\$91,209,017	\$181,095	0.20%	\$121,612,023
Expenses									
Labor - Maintenance	\$924,827	\$943,071	(\$18,244)	-1.93%	\$8,863,447	\$8,487,637	\$375,810	4.43%	\$11,316,849
Labor - Transportation	\$3,372,344	\$3,404,239	(\$31,896)	-0.94%	\$30,589,053	\$30,638,154	(\$49,101)	-0.16%	\$40,850,872
Labor - STAR	\$419,468	\$369,097	\$50,371	13.65%	\$3,687,853	\$3,321,875	\$365,977	11.02%	\$4,429,167
Fringe	\$1,725,242	\$1,690,636	\$34,606	2.05%	\$14,946,254	\$15,215,725	(\$269,471)	-1.77%	\$20,287,634
Materials & Supplies	\$1,440,428	\$1,371,949	\$68,480	4.99%	\$12,970,117	\$12,347,537	\$622,581	5.04%	\$16,463,382
Professional Services	\$399,458	\$268,768	\$130,690	48.63%	\$2,624,068	\$2,418,915	\$205,153	8.48%	\$3,225,220
Other Expenses	\$33,352	\$15,548	\$17,804	114.51%	\$124,997	\$139,935	(\$14,938)	-10.67%	\$186,580
Purchased Transportation - STAR	\$835,673	\$750,000	\$85,673	11.42%	\$7,434,294	\$6,750,000	\$684,294	10.14%	\$9,000,000
Liability - Claims	\$75,349	\$39,583	\$35,766	90.36%	\$923,515	\$356,250	\$567,265	159.23%	\$475,000
Liability - Insurance	\$108,248	\$96,613	\$11,634	12.04%	\$770,852	\$869,520	(\$98,668)	-11.35%	\$1,159,360
Utilities - Transit	\$73,782	\$80,833	(\$7,051)	-8.72%	\$451,542	\$727,500	(\$275,958)	-37.93%	\$970,000
Mat & Supplies - NX	\$15,487	\$2,083	\$13,404	643.37%	\$15,487	\$18,750	(\$3,263)	-17.40%	\$25,000
Purchased Transportation - NX	\$127,255	\$178,417	(\$51,161)	-28.68%	\$1,150,959	\$1,605,750	(\$454,791)	-28.32%	\$2,141,000
Purchased Transportation - Vanpool	\$24,600	\$25,000	(\$400)	-1.60%	\$221,400	\$225,000	(\$3,600)	-1.60%	\$300,000
Purchased Transportation - TX	\$82,371	\$86,667	(\$4,295)	100.00%	\$746,867	\$780,000	(\$33,133)	-4.25%	\$1,040,000
Total Expenses	\$9,657,885	\$9,322,505	\$335,380	3.60%	\$85,520,703	\$83,902,548	\$1,618,155	1.93%	\$111,870,064
Surplus/(Deficit)	\$310,691	\$811,830	(\$501,138)		\$5,869,409	\$7,306,470	(\$1,437,060)		\$9,741,960



**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Dec-24**

**BUDGET VARIANCE REPORT**

<b>ACCESS TRANSIT SERVICES</b>									
	<b>This Month</b>				<b>Year to Date</b>				<b>Annual Budget</b>
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	
	Operating Revenue								
Contracts - Access	\$67,700	\$75,000	(\$7,300)	-9.73%	\$702,301	\$675,000	\$27,301	4.04%	\$900,000
Interest Income	\$177	\$0	\$177	0.00%	\$2,084	\$0	\$2,084	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
<b>Total Operating Revenue</b>	<b>\$67,877</b>	<b>\$75,000</b>	<b>(\$7,123)</b>	<b>-9.50%</b>	<b>\$704,385</b>	<b>\$675,000</b>	<b>\$29,385</b>	<b>4.35%</b>	<b>\$900,000</b>
<b>Total Revenue and Assistance</b>	<b>\$67,877</b>	<b>\$75,000</b>	<b>(\$7,123)</b>	<b>-9.50%</b>	<b>\$704,385</b>	<b>\$675,000</b>	<b>\$29,385</b>	<b>4.35%</b>	<b>\$900,000</b>
Expenses									
Labor - Access	\$49,686	\$48,003	\$1,682	3.50%	\$448,223	\$432,031	\$16,192	3.75%	\$576,041
Fringe Benefits - Access	\$14,695	\$14,985	(\$290)	-1.93%	\$111,527	\$134,864	(\$23,338)	-17.30%	\$179,819
Purchased Transportation	\$55,294	\$47,917	\$7,378	15.40%	\$572,277	\$431,250	\$141,027	32.70%	\$575,000
Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$15,401	\$14,791	\$610	4.12%	\$19,721
Other Expenses - Access	\$0	\$417	(\$417)	-100.00%	\$2,000	\$3,750	(\$1,750)	-46.67%	\$5,000
<b>Total Expenses</b>	<b>\$121,319</b>	<b>\$112,965</b>	<b>\$8,354</b>	<b>7.39%</b>	<b>\$1,149,427</b>	<b>\$1,016,686</b>	<b>\$132,742</b>	<b>13.06%</b>	<b>\$1,355,581</b>
<b>Surplus/(Deficit)</b>	<b>(\$53,442)</b>	<b>(\$37,965)</b>	<b>(\$15,477)</b>		<b>(\$445,042)</b>	<b>(\$341,686)</b>	<b>(\$103,357)</b>		<b>(\$455,581)</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Dec-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	\$72,818	\$80,000	(\$7,182)	-8.98%	\$663,473	\$720,000	(\$56,527)	-7.85%	\$960,000
RRS Parking Revenue	\$243,251	\$213,951	\$29,300	13.69%	\$2,015,862	\$1,925,556	\$90,306	4.69%	\$2,567,408
RRS Advertising	\$12,500	\$12,500	\$0	0.00%	\$112,500	\$112,500	\$0	0.00%	\$150,000
SSTS	\$2,426	\$3,458	(\$1,032)	-29.85%	\$22,105	\$31,125	(\$9,020)	-28.98%	\$41,500
Greyhound	\$17	\$0	\$17	0.00%	\$532	\$0	\$532	0.00%	\$0
85 Watervliet Avenue	\$5,801	\$6,250	(\$449)	-7.19%	\$52,206	\$56,250	(\$4,044)	-7.19%	\$75,000
Interest Income	\$3,234	\$333	\$2,900	870.05%	\$43,490	\$3,000	\$40,490	1349.66%	\$4,000
Total Operating Revenue	\$340,046	\$316,492	\$23,554	7.44%	\$2,910,169	\$2,848,431	\$61,738	2.17%	\$3,797,908
Expenses									
Labor	\$17,279	\$21,337	(\$4,058)	-19.02%	\$146,552	\$192,031	(\$45,479)	-23.68%	\$256,042
Fringe-Benefits	\$4,636	\$1,617	\$3,019	186.70%	\$31,318	\$14,554	\$16,764	115.19%	\$19,405
Professional Services	\$10,297	\$6,667	\$3,630	54.46%	\$76,896	\$60,000	\$16,896	28.16%	\$80,000
Insurance	\$7,373	\$4,167	\$3,206	76.95%	\$73,326	\$37,500	\$35,826	95.54%	\$50,000
Security	\$598	\$20,833	(\$20,236)	-97.13%	\$129,251	\$187,500	(\$58,249)	-31.07%	\$250,000
Facilities Upkeep	\$24,819	\$27,500	(\$2,681)	-9.75%	\$129,457	\$247,500	(\$118,043)	-47.69%	\$330,000
Facilities Repairs	\$2,433	\$16,417	(\$13,984)	-85.18%	\$79,248	\$147,750	(\$68,502)	-46.36%	\$197,000
Utilities	\$5,408	\$39,917	(\$34,509)	-86.45%	\$156,024	\$359,250	(\$203,226)	-56.57%	\$479,000
Materials & Supplies	\$376	\$917	(\$541)	-58.99%	\$3,727	\$8,250	(\$4,523)	-54.83%	\$11,000
Parking Garage	\$36,654	\$45,833	(\$9,179)	-20.03%	\$401,435	\$412,500	(\$11,065)	-2.68%	\$550,000
85 Watervliet Avenue	\$8,181	\$11,283	(\$3,103)	-27.50%	\$82,199	\$101,550	(\$19,351)	-19.06%	\$135,400
SSTS	\$15,568	\$14,917	\$651	4.36%	\$228,346	\$134,250	\$94,096	70.09%	\$179,000
Total Expenses	\$134,048	\$211,404	(\$77,356)	-36.59%	\$1,538,206	\$1,902,635	(\$364,429)	-19.15%	\$2,536,847
Surplus/(Deficit)	\$205,998	\$105,088	\$100,910		\$1,371,962	\$945,796	\$426,167		\$1,261,061

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT**

**AGING OF ACCOUNTS RECEIVABLE**

Dec-24		
	Amount	% of Total
Current	\$719,492	21.10%
31 - 60	\$405,188	11.88%
61 - 90	\$171,281	5.02%
91 - 120	\$1,602,783	46.99%
Over 120	\$511,947	15.01%
Total Accounts Receivable	\$3,410,691	100.00%

Nov-24		
	Amount	% of Total
Current	\$988,090	27.18%
31 - 60	\$140,213	3.86%
61 - 90	\$1,928,209	53.03%
91 - 120	\$45,324	1.25%
Over 120	\$533,925	14.69%
Total Accounts Receivable	\$3,635,761	100.00%

**AGING OF ACCOUNTS PAYABLE**

Dec-24		
	Amount	% of Total
Current	\$3,480,322	69.40%
31 - 60	\$1,063,042	21.20%
61 - 90	\$163,018	3.25%
90 & Over	\$308,142	6.14%
Total Accounts Payable	\$5,014,524	100.00%

**Nov-24 Receivables over 120 days:** \$511,947

Breakdown of outstanding receivables over 120 days.	
\$245,031	NYS DEPT. OF TRANSPORTATION
\$87,500	CITY OF ALBANY
\$70,000	SCHENECTADY CITY SCHOOL DISTRICT
\$59,415	OTHER
\$25,000	CITY OF SARATOGA SPRINGS
\$25,000	GREATER GLENS FALLS TRANSIT
<u>\$511,946</u>	

**ADDITIONAL INFORMATION**

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	Dec-24	Dec-23	Difference	%	2025	2024	Difference	%
Albany	\$446,695	\$235,423	\$211,272	89.74%	\$2,828,204	\$2,892,943	(\$64,739)	-2.24%
Rensselaer	\$158,022	\$181,707	(\$23,684)	-13.03%	\$1,568,313	\$1,264,138	\$304,176	24.06%
Saratoga	\$325,438	\$309,243	\$16,195	5.24%	\$3,155,826	\$3,011,939	\$143,887	4.78%
Schenectady	\$141,703	\$81,188	\$60,514	74.54%	\$1,280,834	\$1,054,463	\$226,371	21.47%
Warren	\$100,310	\$0	\$100,310	100.00%	\$678,384	\$0	\$678,384	100.00%
Total	\$1,172,168	\$807,561	\$364,607	45.15%	\$9,511,561	\$8,223,483	\$1,288,078	15.66%

**Current Month Year To Date**

FY 2025	\$1,172,168	\$9,511,561
FY 2024	\$807,561	\$8,223,483

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  
December 31, 2024**

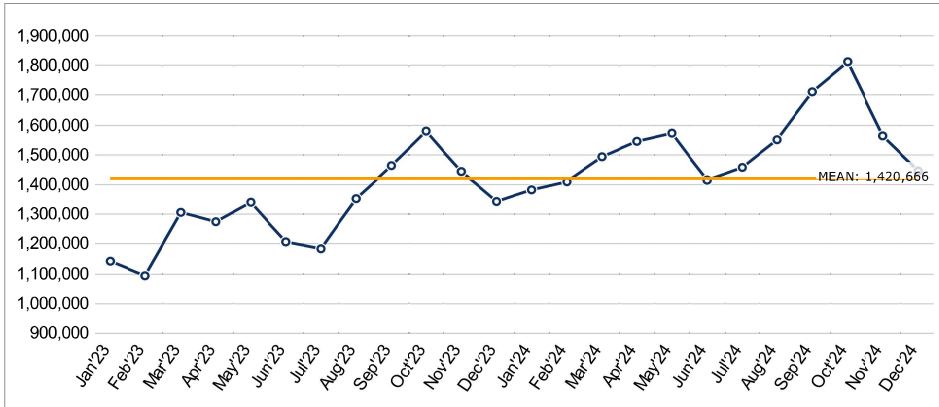
**RESTRICTED INVESTMENTS**

	<b><u>Fund Balances</u></b>	<b><u>Current Obligations</u></b>
Risk Management Account (Self-Insured)	\$3,554,484	\$1,566,560
Workers' Comp. Account (Self-Insured)	\$10,723,720	\$7,977,802
 Operating Account	 \$22,131,828	
 <b><u>Current Operating Reserve Obligations</u></b>		
Federal Operating Assistance in FY25		\$11,250,000
 <b><u>Current Capital Reserve Obligations</u></b>	 \$13,017,178	
Washington/Western BRT Project Match		\$9,000,000
LowNo Electrification Project Match		\$3,981,039
Safe Streets for All Match		\$1,323,600
 <b><u>Current Vehicle Replacement Reserve Obligations</u></b>	 \$1,034,217	
Vehicle Replacement Funds		\$665,011

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	4.46%
Workers' Compensation	4.39%
Operating Fund	4.38%
Vehicle Replacement Fund	4.39%
Capital Project	4.34%

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

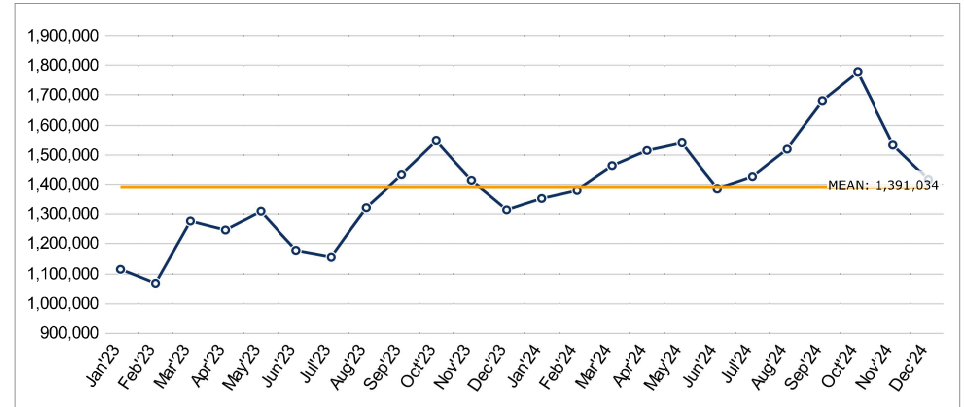
## Total Riders



Previous: 1,343,213

Current: 1,445,969

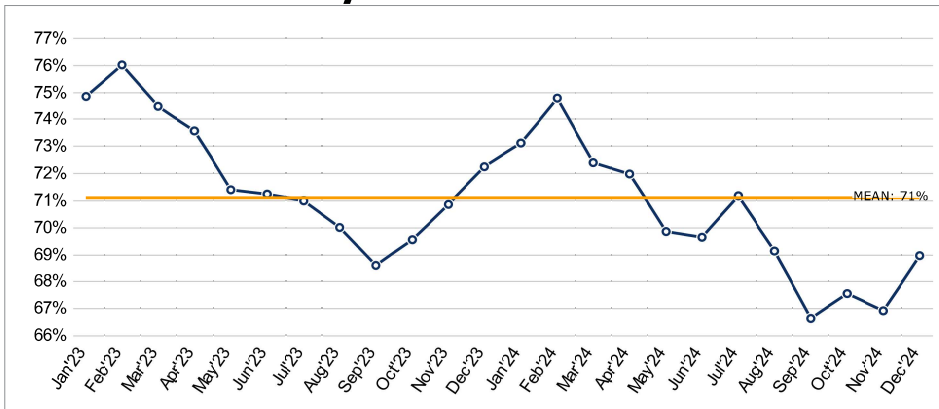
## Fixed Riders



Previous: 1,314,990

Current: 1,415,976

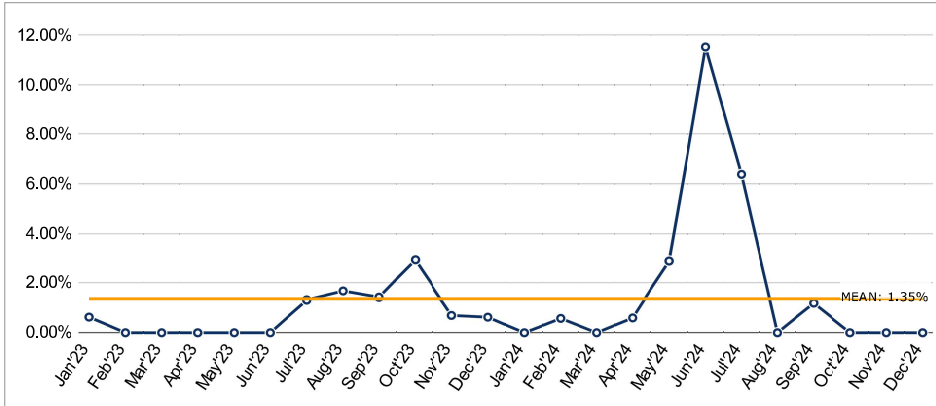
## System Wide OTP



Previous: 72.26%

Current: 68.97%

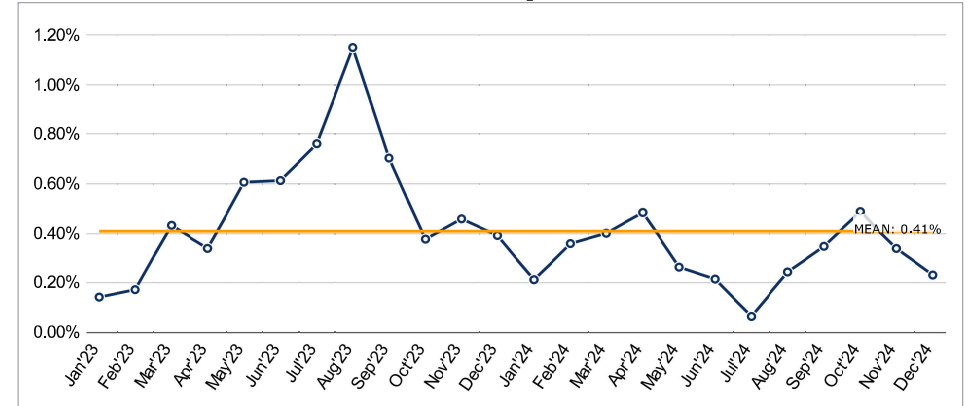
### PMI Not On Time



Previous: 0.6%

Current: 0.0%

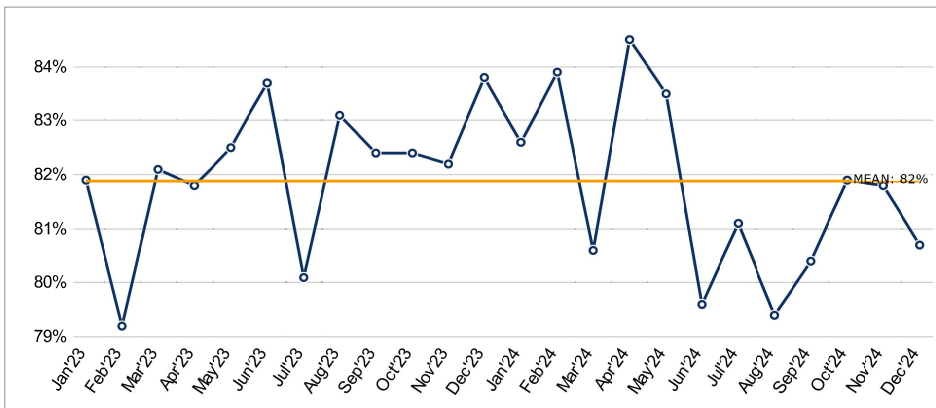
### Percent of Trips Missed



Previous: 0.39%

Current: 0.23%

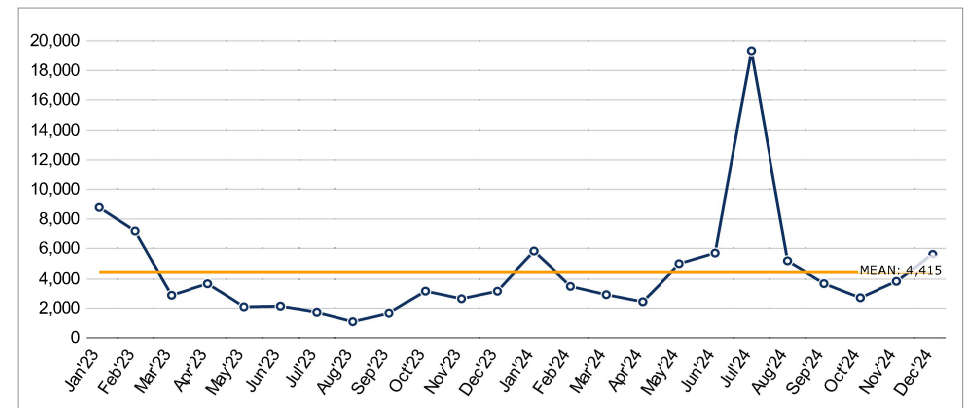
### Scheduled Work



Previous: 83.8%

Current: 80.7%

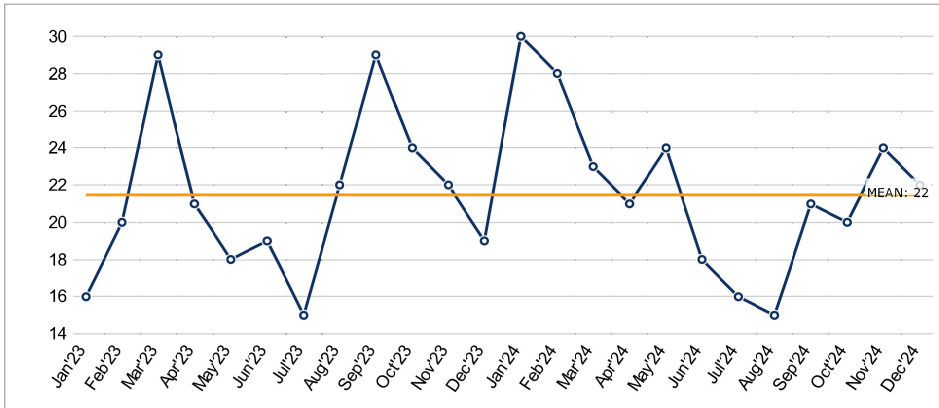
### MDBSI



Previous: 3,151

Current: 5,626

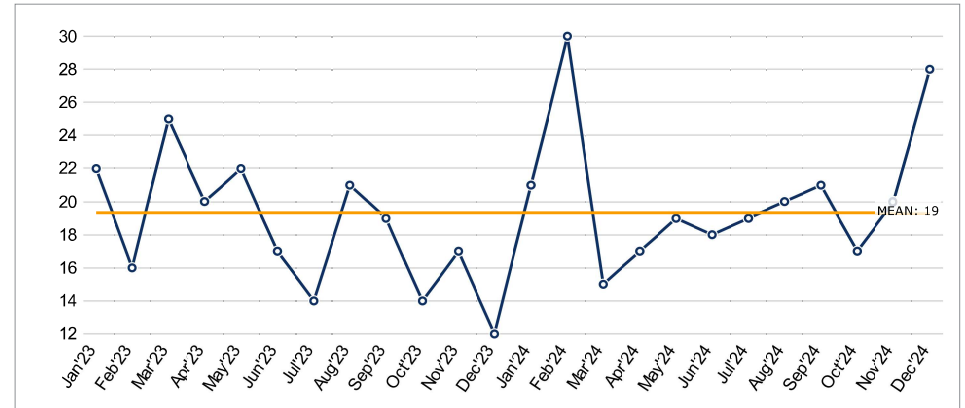
## Preventable Accidents



Previous: 19

Current: 22

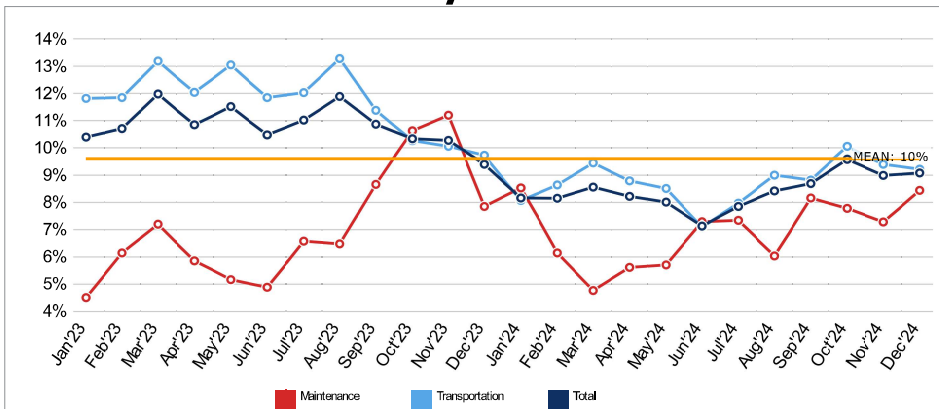
## Non-Preventable Accidents



Previous: 12

Current: 28

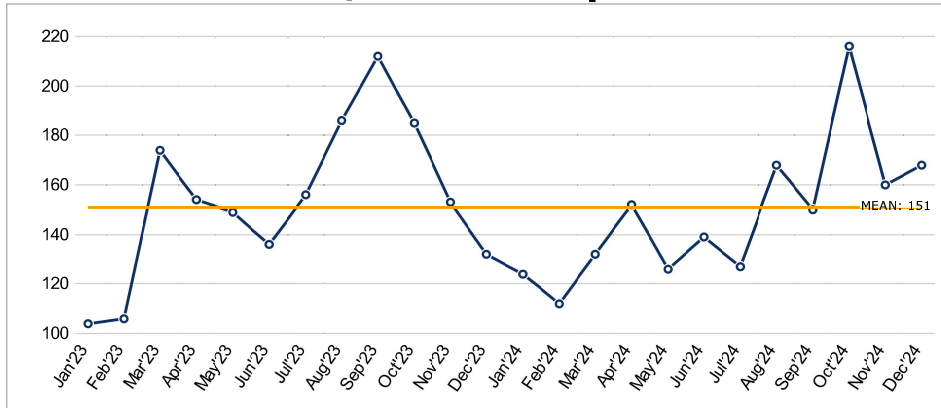
## Percent Days Not Worked



Previous: 9.4%

Current: 9.1%

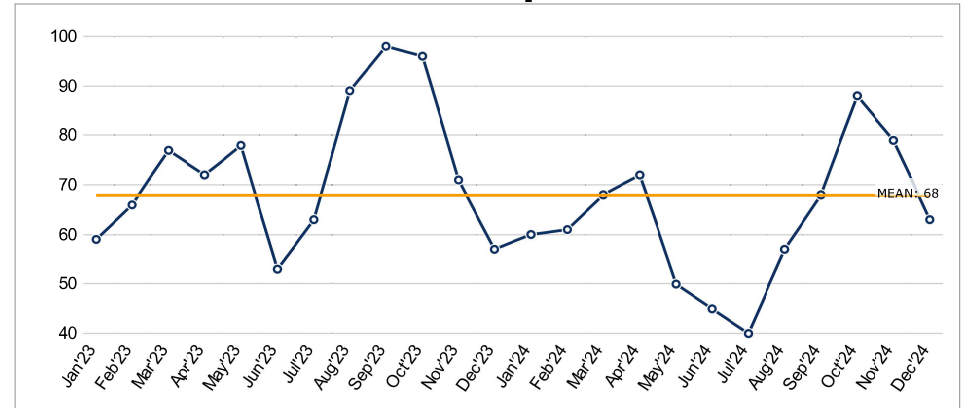
## Fixed/Shuttle Complaints



Previous: 132

Current: 168

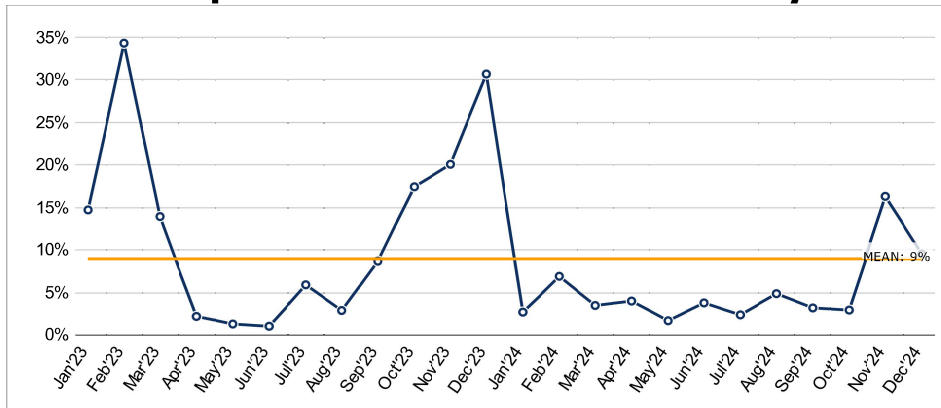
## Other Complaints



Previous: 57

Current: 63

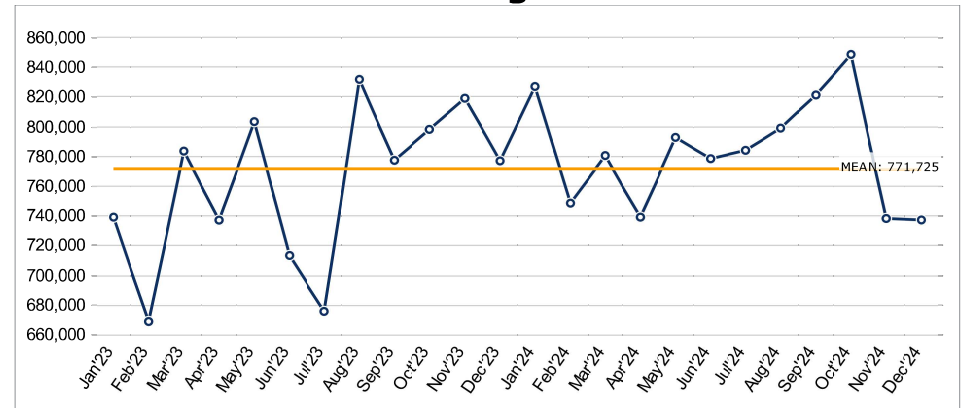
## Complaints Not Addressed in Ten Days



Previous: 30.7%

Current: 9.5%

## Website Page Views

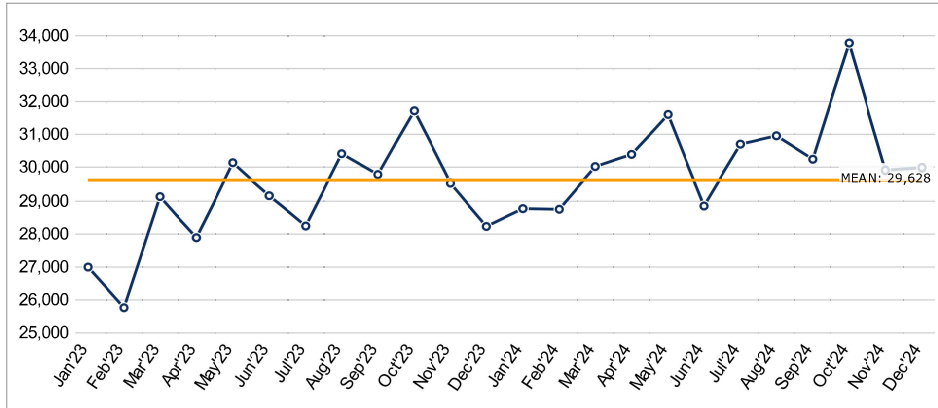


Previous: 776,981

Current: 737,417



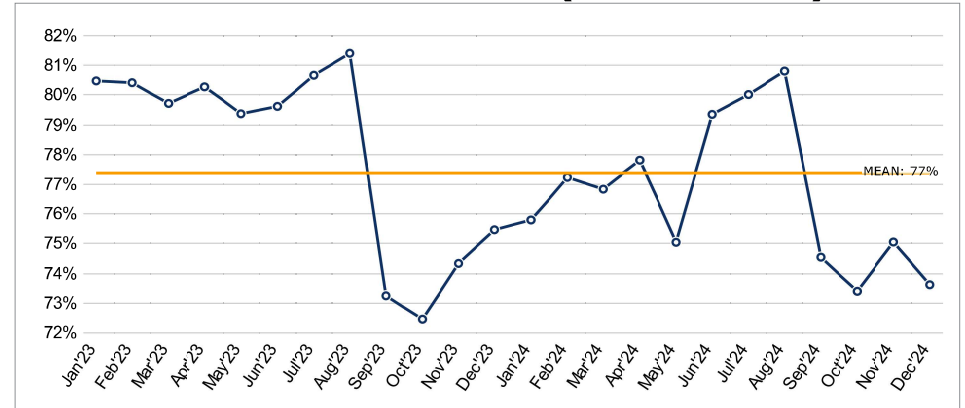
## STAR Riders



Previous: 28,223

Current: 29,993

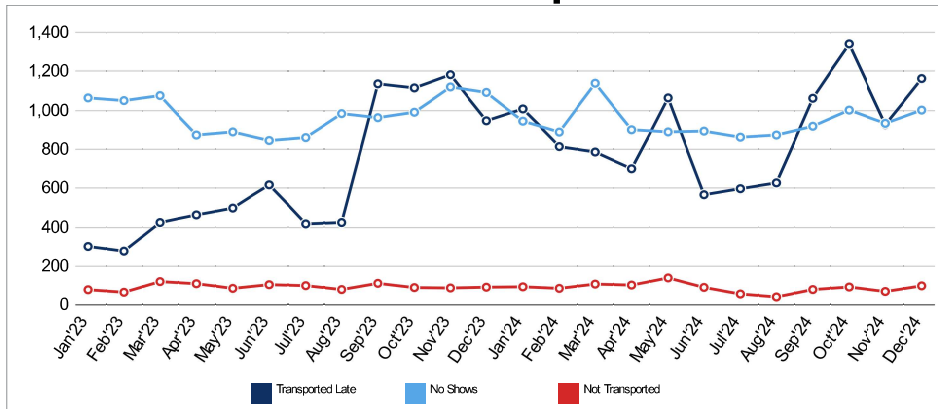
## On-Time Performance (0-10 Minutes)



Previous: 75.5%

Current: 73.6%

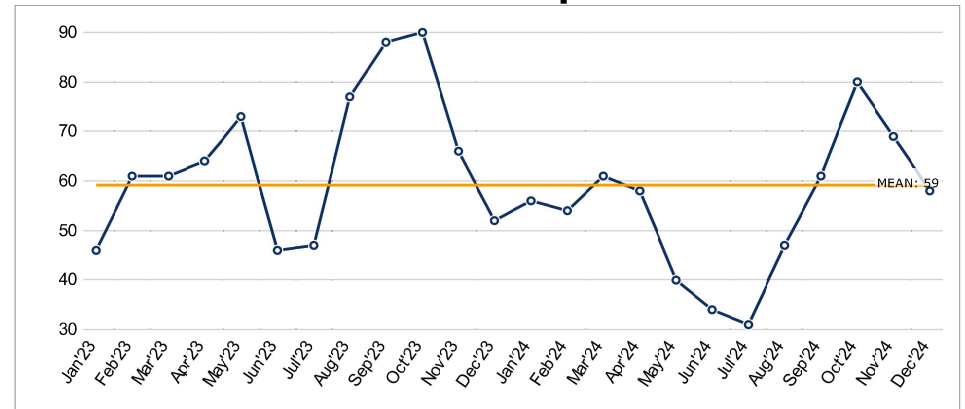
## Missed Trips



Previous: 2,130

Current: 2,263

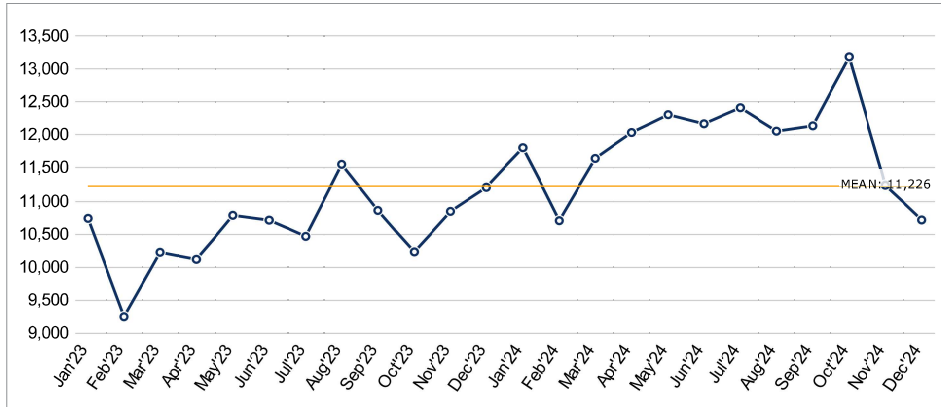
## Customer Complaints



Previous: 52

Current: 58

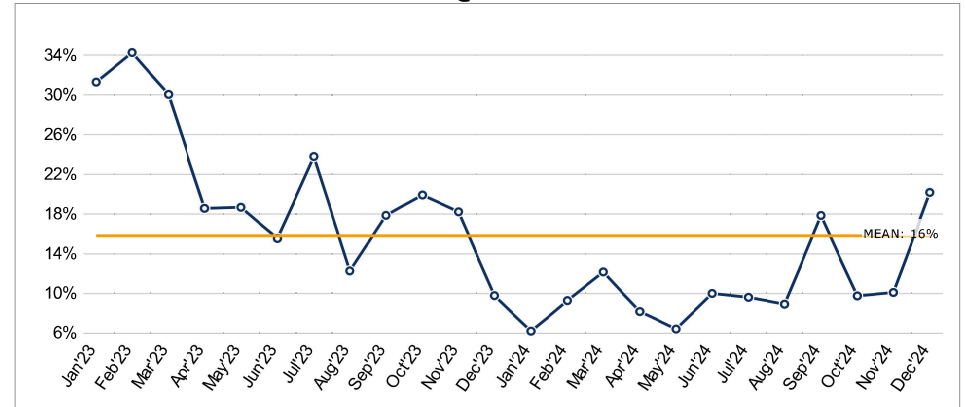
## Reservation Calls



Previous: 11,210

Current: 10,716

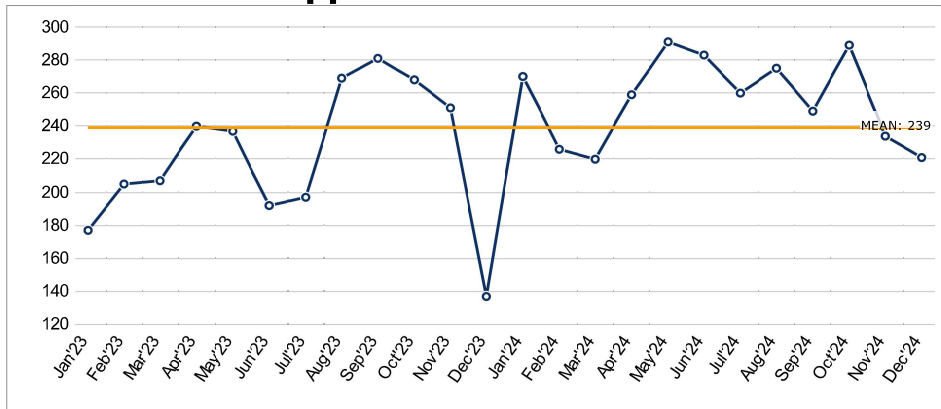
## Reservation Calls in Queue Over Five Minutes



Previous: 9.8%

Current: 20.2%

## Applications Received



Previous: 137

Current: 221

**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.