



CDTA COMMITTEE AGENDA
Performance Monitoring/Audit Committee
Wednesday, September 18, 2024 | 12:00 pm | 110 Watervliet Ave
& Via Microsoft Teams

Committee Item	Responsibility
Call to Order	Peter Wohl
Approve Minutes of Thursday, June 20, 2024	Peter Wohl
Consent Agenda Items	
• Approve Electric Bus Purchase	Stacy Sansky
• Approve Bus Transfer to TCAT	Stacy Sansky
• Approve Bank Financing for Property Purchase	Mike Collins
• Approve Contract for Maintenance Audit & Inspection Services	Stacy Sansky
• Approve Contract for ITMS Equipment in Warren County	Stacy Sansky
• Approve Contract for Workforce Engagement Software	Stacy Sansky
• Approve Contract for Route Scheduling Upgrade	Stacy Sansky
• Approve Contract for Rail Station Camera Replacement	Stacy Sansky
Investment Committee	
• Update on Committee Activity/Reports	Denise Figueroa
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, October 23, 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 – June 20, 2024 at 12:00 PM; 110 Watervliet Avenue, Albany

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

Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Peter Wohl noted that a quorum was present. Minutes from the May 22, 2024 meeting were reviewed and approved.

Consent Agenda Items

Approve Gillig Bus Purchase

- As part of our annual fleet replacement program, we need to replace twenty 40' diesel buses.
- We have a contract with Gillig, and the cost increase is 3.1%. Delivery is anticipated for summer 2025.
- The purchase of twenty, 40' diesel buses from Gillig, LLC of Hayward, California for an amount not to exceed \$12,664,690 will be recommended to the board for approval.

Approve Contract for Fasteners

- We issued an Invitation for Bid for a firm to provide fasteners (nuts and bolts) at all our facilities.
- Six vendors downloaded the IFB, but only one bid was received. Staff conducted a poll to ensure contract specifications were not restrictive.
- Staff recommends awarding a contract to Fastenal (the incumbent).
- A two-year contract for the purchase of fasteners to Fastenal of Winona, Minnesota for an amount not to exceed \$152,352 will be recommended to board for approval.

Approve Disadvantaged Business Enterprise (DBE) Goal Plan

- The FTA requires grantees to have a Disadvantaged Business Enterprise (DBE) program, and Goal Plan, in accordance with DOT regulations. The program is updated every three years.
- DBE goals are calculated by identifying procurement opportunities by business segment and determining the number of DBE's in those segments.
- Staff recommends a goal of 3.7%.
- The Disadvantaged Business Enterprise Goal Plan for Federal Fiscal Years 2025-2027 will be recommended to the board for approval

Approve Drug & Alcohol Policy

- An annual review of the Drug & Alcohol Policy is required by federal regulations and CDTA requirements. There was one administrative change made to the policy to include a testing site for Glens Falls. The revised policy is included in your packet.
- The 2024-2025 Drug & Alcohol Policy will be recommended to the board for approval.

Investment Committee

- The Investment Committee met today and will provide the quarterly report shortly.

Administrative Discussion Items

FY2024 Year End Accident Report

- Rich Nasso gave the annual report on accidents.
- There were 491 accidents in FY2024, a slight increase from last year. There were 269 preventable and 223 non-preventable accidents. Because of an increase in service miles, the accident rate per 100,000 miles was the same as last year (4%). The most common preventable accident occurs on property.
- Safety Initiatives for FY2025 include:
 - Reduce accident goal to 3.5%.
 - All new operators drive in STAR.
 - Phase three of video mirror technology

Monthly Management Report

- Patricia Cooper provided the Monthly Management Report for May. MRT improved this month to \$1 million. Customer Fares and Rail Station revenue continue to be strong; over budget by 13% and 11% respectively. There may be a glitch in the wage line, and we are looking into it. Workers' compensation expenses were 8% under budget for the second month in a row; and Purchased Transportation is 7% over budget for the month. We are in a satisfactory budget position.

Monthly non-financial (performance) Report

- Chris Desany gave the non-financial report for May. Fixed route ridership was up 17% this month; STAR ridership is up 5% this month; System Wide on-time performance is at 70%; STAR on-time performance was at 75%. We missed 0.25% of all scheduled trips. Preventable accidents were at 24 and non-preventable accidents were at 19.

Next Meeting

Wednesday, September 18, 2024, at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase of Electric Buses
Committee: Performance Monitoring/Audit
Meeting Date: September 18, 2024

Objective of Purchase or Service:

To purchase additional electric buses and expand our zero-emission fleet to 17 vehicles. These buses will replace an equal number of older diesel vehicles that have reached the end of their useful life. This aligns with our current fleet replacement plan and is part of our commitment to reduce greenhouse gas emissions.

Summary of Staff Proposal:

In 2021, the Board awarded New Flyer of America, Inc. a five-year contract to purchase forty-foot Electric buses. This was a strategic step to move us closer to a more sustainable fleet of vehicles, as defined in our Zero Emission Bus (ZEB) Transition Plan.

In 2023, CDTA was awarded \$29.9 million under the Federal Transit Administration's (FTA) Low or No Emission Bus Competitive Grant Program, commonly known as the Low-No program. This program provides funds to purchase or lease low or no-emission vehicles that use advanced technologies, along with the necessary equipment, facilities, and workforce development upgrades. As part of our contract with New Flyer, this award funds nine electric buses to fulfill the vehicle portion of the Low-No program.

Each bus will have an increased Energy Storage System (ESS) that can store up to 545 kWh and a battery management system that closely monitors the ESS, ensuring optimal performance and efficiency. Also, the buses will be built on the Excelsior CHARGE platform and equipped with regenerative braking technology to maximize the range of each bus.

Upon Board approval, a purchase order will be issued, with delivery anticipated in early 2026.

Financial Summary/Cost:

Description	Unit Cost	Quantity	Extended Cost
Base Bus	\$1,173,817	9	\$10,564,353
TOTAL COST:			\$10,564,353

Proposed Action:

I recommend the purchase of nine 40' Electric buses from New Flyer of America Inc. for an amount not to exceed \$10,564,353.

Manager:

David Williams, Director of Maintenance

Capital District Transportation Authority

Agenda Action Sheet

Subject: Transfer retired Gillig buses to Thompkins Consolidated Area Transit (TCAT).
Committee: Performance Monitoring/Audit
Meeting Date: September 18, 2024

Objective of Purchase or Service:

The FTA requires a Board resolution from CDTA and TCAT to facilitate the transfer of buses.

Summary of Staff Proposal:

When buses reach the end of their useful life, the Federal Transit Administration (FTA) allows grantees to transfer vehicles to another grantee. TCAT contacted CDTA about acquiring buses pending retirement to help their vehicle needs.

CDTA is retiring five 40-foot Gillig buses that were received in FY2010. The vehicle numbers are: 4053H, 4055H, 5502H, 5503H, and 5508H. These buses were put into service in 2010, and have met their FTA required 12-year useful life. There is no remaining federal interest in these vehicles and there is no cost to CDTA to transfer them.

Financial Summary/Cost:

There is no financial impact to this vehicle transfer.

Proposed Action:

I recommend that we approve the transfer of five retired 40-foot Gillig buses to TCAT.

Manager:

Stacy Sansky, Director of Procurement
David Williams, Director of Maintenance

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Financing for Property Purchase
Committee: Performance Monitoring/Audit
Meeting Date: September 18, 2024

Objective of Purchase or Service:

Approve bank financing to purchase property on Maxon Road in Schenectady (the Gazette).

Summary of Staff Proposal:

We issued a Request for Proposals to finance up to \$5.5 million for the purchase of property (and facility) located on 2345 Maxon Rd Extension, Schenectady (the Gazette), adjacent to our current facility.

We received two proposals: one from JP Morgan Chase Bank, and one from Community Bank. Chase Bank included a term loan for a five-year non-taxable interest rate of 3.73% or seven-year non-taxable interest rate of 3.75%. Community Bank provided a mortgage with financing for 84% of the property value with a non-taxable five-year fixed interest rate of 4.25%.

JP Morgan Chase provided the best terms, conditions and flexibility for this purchase. One option we find appealing is the ability to fund 100% of the purchase, which allows us not to use our reserve funds to pay for this purchase. We will use our federal capital funding (5307) to pay back this term loan.

Chase is one of our principal banks, and we have a positive long-standing relationship with them.

Financial Summary/Cost:

The total anticipated cost of borrowing \$5.5 million for five-years at 3.73% is \$6,037,326 or seven years at 3.75% is \$6,261,961. This will be funded by federal 5307 funds. We can negotiate several options that have been provided after the board award.

Proposed Action:

I recommend selecting JP Morgan Chase at 12 Corporate Woods Blvd, Albany to provide financing for the purchase of property located on 2345 Maxon Rd Extension in Schenectady for a total anticipated cost of \$6,037,326 or \$6,261,961.

Manager:

Mike Collins, VP of Finance & Administration

Capital District Transportation Authority

Agenda Action Sheet

Subject: Maintenance Audit & Bus Inspection Services
Committee: Performance Monitoring/Audit
Meeting Date: September 18, 2024

Objective of Purchase or Service:

The current contract for our maintenance audit and bus inspection services is set to expire. CDTA relies on a transit fleet consulting firm for in-plant bus inspections, Buy America audit services, and annual fleet audits at our four bus garages.

Summary of Staff Proposal:

A Request for Proposals (RFP) was issued for these services. Proposers were asked to detail qualifications, experience, and summarize inspection services. They were also asked to submit hourly rates by each service, including in-plant inspections, Buy America audits, and CDTA facility and fleet audits.

The Maintenance staff evaluated two proposals. Transit Resource Center was determined to be the most suitable for our needs. As the incumbent provider, Transit Resource Center has been a partner of CDTA for over 19 years. Their pricing is fair and competitive, and the level of service is reliable.

Financial Summary/Cost:

This contract is not to exceed \$375,000 (including all option years). Annual cost changes will be based on the Consumer Price Index-All Urban Consumers. This reflects a 15% price increase from the contract awarded in 2019.

This multi-year contract is funded in the operating budgets beginning in FY2024.

Proposed Action:

I recommend awarding a three-year contract with two optional renewals for an amount not to exceed \$375,000 to the Transit Resource Center of Winter Springs, Florida.

Manager:

David Williams, Director of Maintenance

Cummulative Scorecard for CDTA Maint 196-3000

	Transit Resource Center- Winter Springs, FL	Southeast Transit, Anniston, AL
Qualifications & Experience of Proposing Firm 80 points	72	62
Qualifications of Individuals Assigned 50 points	45	38
Price 40 points	31	20
Approach 20 points	16	11
DBE Participation 10 points	0	0
TOTAL	164	131

Capital District Transportation Authority

Agenda Action Sheet

Subject: Approve Purchase of ITMS Equipment
Committee: Performance Monitoring/Audit
Meeting Date: September 18, 2024

Objective of Purchase or Service:

Purchase new Intelligent Transportation Management System (ITMS) equipment for Computer Aided Dispatching and Automatic Vehicle Location (CAD/AVL) operations in Warren County.

Summary of Staff Proposal:

ITMS is provided by Innovations in Transportation (INIT) as part of a competitive procurement. In addition to CAD/AVL and P25 radio functionality, the ITMS includes modules to monitor operational activities like on time performance, vehicle component failures, service interruptions, and passenger loads. It also provides customer focused products like real time arrival and occupancy information, automatic passenger counting, and performance reporting tools.

This purchase extends the existing technology installed on the rest of our system, to fixed route, trolley, and supervisory vehicles in Warren County.

Financial Summary/Cost:

The cost includes ITMS equipment only. Installation will be performed by CDTA. The pricing is fair and reasonable, as it is at or below 5% of prior year's pricing provided as part of new vehicle purchases. This is funded by the capital plan.

Vehicle Type	Quantity	Cost \$
Trolley	10	\$227,149
40 ft. Gillig	9	\$209,163
Supervisor Vehicle	4	\$49,205
Contingency (5%)		\$24,276
Annual Cost Totals:		\$509,793

Proposed Action:

I recommend a sole source contract to Innovations in Transportation, Inc. of Chesapeake, Virginia for the purchase of ITMS equipment for an amount not to exceed \$509,793.

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:**

\$509,793 **fixed** estimated (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

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

Attach Summary of Bids/Proposals

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

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

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** INIT, Innovations in Transportation, Inc.
1420 Kristina Way, Suite 101
Chesapeake, VA 23320

8. **SOURCE OF FUNDS:** Internal Capital Plan

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: September 18, 2024

Capital District Transportation Authority

Agenda Action Sheet

Subject: Purchase Workforce Collaboration and Engagement Software
Committee: Performance Monitoring/Audit
Meeting Date: September 18, 2024

Objective of Purchase or Service:

To purchase a Software-as-a-Service (SaaS) licensing, maintenance, and support agreement for CDTA's workforce collaboration and engagement application, Blink.

Summary of Staff Proposal:

Communicating with "undesked" employees (primarily operators and technicians) is a challenge. In 2021, staff assessed several employee engagement solutions. Blink, provided by Blink Business Technologies, was selected from a short list of products capable of meeting CDTA's requirements. It was based on its unique combination of features, and price. Blink was the only vendor with extensive experience in transit operations, with over 25,000 active bus operators (users).

In June 2022, CDTA released Blink to all employees via a mobile and web based application, including a daily feed for informational postings, videos, announcements, and targeted messaging. It also features access to employee health, benefits, and professional development documentation. Blink is used by over 80% of employees.

This recommendation for a sole source purchase of software licensing, maintenance, and support is based on several considerations. The Blink software is a fully hosted communications platform that integrates with CDTA's other enterprise applications. Additional features include:

- A platform for web, kiosk, and smartphone application branded to CDTA
- Dedicated account and project success managers for onboarding employees
- Integration with existing CDTA systems, Google, and Microsoft Office365
- An administrative portal for workforce management, analytics, and reporting
- Easy to use administrative functions

Financial Summary/Cost:

This is a five-year renewal of our existing licensing agreement. The pricing is fair and reasonable, since it is at or below 5% of the prior year's pricing. Pricing includes year over year SaaS costs for maintenance, support, and project management. This will be funded in the operating budget.

Term	Licensed Users	Price Per User	Total Annual Cost
Year 1	800	\$50.98	\$40,784
Year 2	800	\$53.53	\$42,824
Year 3	800	\$53.53	\$42,824
Year 4	800	\$55.67	\$44,536
Year 5	800	\$55.67	\$44,536
		Total	\$215,504

Proposed Action:

I recommend a five-year sole source contract to Blink Business Technologies of New York, NY for the purchase of software, licensing and maintenance for an amount not to exceed \$215,504.

Manager:

Thomas Guggisberg, Director of Information Technology

Capital District Transportation Authority

Agenda Action Sheet

Subject: Scheduling System Upgrade
Committee: Performance Monitoring/Audit
Meeting Date: September 18, 2024

Objective of Purchase or Service:

To purchase software licenses and services to upgrade our fixed route scheduling system (HASTUS), which will accommodate 250 vehicles and scheduling/operations of battery electric vehicles.

Summary of Staff Proposal:

In 2000, CDTA began using HASTUS which was competitively procured and provided by GIRO. HASTUS is used throughout the agency for fixed route scheduling, run cutting, mapping, trip planning, and customer comment tracking, making it one of the most widely used applications at CDTA. In 2017, HASTUS was expanded to include daily management of performance, work assignments and payroll for fixed route operators. This purchase is for the latest version (2025), which impacts all existing and new modules to plan routes and service levels, and operate battery electric vehicles. It expands our peak vehicle service levels for fixed route services to 250 and will amend the current HASTUS licensing, maintenance and support agreement. The current maintenance and support agreement expires in FY26.

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

Financial Summary/Cost:

The cost of this project includes software licensing and services for an amount not to exceed \$1,153,924. The pricing is fair and reasonable, since it is at or below 5% of our prior year's pricing. This will be funded by the vehicle management systems portion of the Low-No emissions federal grant program. A summary of the costs is provided below.

Description	Cost \$
HASTUS Scheduling and Daily Operations Services & Software	\$812,913
HASTUS Planning and Yard Management Services & Software	\$148,690
Project Contingency (20%)	\$192,321
Annual Cost Totals:	\$1,153,924

Proposed Action:

I recommend approval to purchase the services and software licensing from GIRO of Montréal, Québec, Canada for an amount not to exceed \$1,153,924.

Manager:

Thomas Guggisberg, Director of Information Technology

Capital District Transportation Authority Agenda Action Sheet

Subject: Approve Purchase of Camera Upgrade for Joseph L. Bruno Rail Station
Committee: Performance Monitoring/Audit
Meeting Date: September 18, 2024

Objective of Purchase or Service:

Upgrade the camera system at the Joseph L. Bruno (JLB) Rail Station, provided by Integrated Video Solutions (IVS) with subcontracting work by Clune Electric and Capital Region Cabling (CRC).

Summary of Staff Proposal:

The camera system at the JLB Rail Station is more than 20 years old and it needs to be replaced.

This project will replace the entire system, installing new conduit for data and electricity, new enclosures throughout the building and parking structure. Cameras will be upgraded to the latest technology, enabling future expansion as needed.

This sole source purchase is based on several considerations. Most notably, IVS is the existing provider of camera equipment and services and is intimately knowledgeable with our network architecture and functional needs. We have been very satisfied with their work. Pricing is fair and reasonable based on similar work done at other CDTA locations.

Financial Summary/Cost:

The cost includes three phases of implementation.

Phase	Cost \$
Phase 1 – 3 Enclosures, 14 Camera Upgrades, 7 DVR upgrades, 3 Fiber, Power Installs, Removal of existing conduit	\$277,023.00
Phase 2 – 32 Camera upgrades for rest of parking infrastructure, removal of existing conduit	\$208,397.00
Phase 3 – 2 Enclosures, 39 Cameras for building, 2 Fiber and Power Installs, Removal of existing conduit	\$241,850.00
Contingency (5%)	\$58,230.00
Annual Cost Totals:	\$ 785,500.00

Proposed Action:

I recommend a sole source contract to Integrated Video Solutions, LLC, of Succasunna, NJ for the upgrade of the Joseph Bruno Rail Station camera system not to exceed \$785,500.

Manager:

Richard Fantozzi, Software Architect

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:**

\$785,500 **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		<u>0</u>	
D/MWBE Certification on file?	Yes	No	Not Applicable
Was contract awarded to a D/MWBE?	Yes	No	
Number of D/MWBE Subcontractors		<u>0</u>	

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Integrated Video Solutions, LLC
19 NJ -10
Succasunna, NJ 07876

8. **SOURCE OF FUNDS:** Internal Capital Plan

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: September 10, 2024

Memorandum

Date: September 9, 2024

To: Performance Monitoring/Audit Committee

From: General Counsel

Subject: Risk Management and Workers Compensation Self-Insurance Accounts,
as of 7/1/24

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): \$1,879,303
(decrease of \$183,117 (-8.88%) for the quarter)
- **Self-Insured Retention** (one) \$2,000,000
- **Market Value of Account:** \$3,455,435
(increase of \$49,387 (+1.44%) 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:** \$8,206,882
(decrease of \$23,912 (-.29%) for the quarter)
- **Market Value of Account:** \$10,232,342
(decrease of \$133,529 (-1.29%) for the quarter)

3. Liability/Auto Claims:

As of 7/1/24, we had 42 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 7/1/24, 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

August 2024

The logo for CDTA (California Department of Transportation) is displayed in white on a dark blue background. The letters 'C', 'D', and 'T' are large and bold, with horizontal lines passing through them. The letter 'A' is smaller and positioned to the right of the 'T'.

CDTA

Monthly Management Report (MMR) - August 2024

Executive Summary

			Current Month		Year to Date	
REVENUE	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance
1 Mortgage Tax	\$ 1,098,492	\$ 1,054,167	\$ 44,325	4.20%	\$ 19,769	0.38%
2 Customer Fares	\$ 1,868,431	\$ 1,676,475	\$ 191,956	11.45%	\$ 830,104	9.90%
3 JB Rail Station	\$ 273,547	\$ 285,242	\$ (11,695)	-4.10%	\$ 109,065	7.65%
EXPENSES	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance
4 Wages	\$ 5,726,912	\$ 5,344,860	\$ 382,052	7.15%	\$ 1,162,520	4.35%
5 Workers' Compensation	\$ 395,576	\$ 248,893	\$ 146,683	58.93%	\$ (82,572)	-6.64%
6 Purchased Transportation	\$ 1,194,563	\$ 1,068,000	\$ 126,563	11.85%	\$ 324,750	6.08%
7 Maintenance Services	\$ 274,400	\$ 400,000	\$ (125,600)	-31.40%	\$ (227,722)	-11.38%
					YTD Revenue	1.85%
					YTD Expenses	3.00%

Revenue Summary

- 1 MRT was 4% over budget in August and for the first time this year, our YTD is over budget. We anticipate an interest rate reduction this week to encourage more home buying.
- 2 Customer Fares continues to perform well at 11.5% over budget projections this month and 10% for the year.
- 3 Rail Station revenue is 4% under budget in August, for the first time in three years; but is 7.6% over budget for the year.

Expense Summary

- 4 Wages were 7% over budget this month due to summer vacations (and more OT), and the special maintenance rate to repair a backlog of buses.
- 5 Workers' Compensation was 60% over budget this month due to lump sum claim of \$170,000. However, most of this lump sum will be reimbursed next month by our excess insurance carrier.
- 6 Purchased Transportation was 12% over budget in August because of increased ridership that added 1,400 hours of service. In addition, there was a retro payment for a May CPI increase that was just billed for \$38k.
- 7 Maintenance Services are 31% under budget because of timing issues across multiple lines in IT, Facilities, and Maintenance.

Note Overall, we are in a satisfactory budget position although expenses are trending above budget.

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

	Aug-24	Aug-23
Assets		
Current Assets:		
Cash	\$9,304,453	\$22,237,054
Investments	\$44,199,909	\$59,644,011
Receivables:		
Mortgage Tax	\$1,181,083	\$1,103,852
Federal Grants	\$6,484,686	\$9,347,470
New York State Operating Assistance	\$0	\$0
Trade and Other	\$19,477,913	\$7,730,695
Advances to Capital District Transportation Committee	\$635,522	\$878,286
Materials, Parts and Supplies	\$5,560,636	\$5,167,120
Prepaid Expenses	\$1,839,751	\$1,275,476
Sub-Total Current Assets	\$88,683,954	\$107,383,965
Noncurrent Assets:		
Capital Assets, net	\$150,241,812	\$143,067,097
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	\$252,380,489	\$266,877,204
Liabilities		
Current Liabilities:		
Accounts Payable	\$4,848,447	\$5,829,253
Accrued Expenses	\$7,277,911	\$5,662,794
Unearned Revenue	\$8,763,830	\$8,486,531
Line of Credit	\$0	\$0
Sub-Total Current Liabilities	\$20,890,187	\$19,978,578
Noncurrent Liabilities:		
Capital Lease Agreement	\$11,147,266	\$12,695,842
Estimated Provision for Existing Claims and Settlements	\$10,044,546	\$10,729,927
Other postemployment benefits	\$68,313,217	\$66,724,317
Net Pension Liability	\$5,493,758	(\$2,045,372)
Sub-Total Noncurrent Liabilities	\$94,998,787	\$88,104,714
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	\$154,749,649	\$160,328,384
Net Position		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	(\$10,610,388)	(\$1,692,408)
Total for Net Position	\$97,630,840	\$106,548,820
Total Liabilities and Net Position	\$252,380,489	\$266,877,204

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
CONSOLIDATED STATEMENT OF OPERATIONS
Aug-24

	<u>To Date Actual</u>	<u>Annual Budget</u>	42%
REVENUE:			
AUTHORITY	\$6,546,607	\$12,791,000	51%
TRANSIT	\$50,151,785	\$118,731,723	42%
ACCESS	\$389,969	\$600,000	65%
CDTA FACILITIES	\$1,597,777	\$3,572,908	45%
TOTAL REVENUE	\$58,686,138	\$135,695,631	43%
EXPENSE:			
AUTHORITY	\$9,187,850	\$23,388,439	39%
TRANSIT	\$47,629,927	\$108,284,764	44%
ACCESS	\$628,761	\$1,485,581	42%
CDTA FACILITIES	\$721,959	\$2,536,847	28%
TOTAL EXPENSE	\$58,168,497	\$135,695,632	43%
Revenue over (under) Expenses	\$517,641		
Depreciation	\$7,916,667		
Excess of Revenue over (under) Expenses	(\$7,399,026)		
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	\$0		
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	(\$1,099,045)		
*Net Excess of Revenue over (under) Expenses	\$4,361,929		
*Contribution to required fleet replacement.			

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

Aug-24

BUDGET VARIANCE REPORT

	CONSOLIDATED								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$1,098,492	\$1,054,167	\$44,325	4.20%	\$5,290,602	\$5,270,833	\$19,769	0.38%	\$12,650,000
Customer Fares	\$1,868,431	\$1,676,475	\$191,956	11.45%	\$9,212,479	\$8,382,375	\$830,104	9.90%	\$20,117,699
Advertising Revenue	\$147,917	\$147,917	\$0	0.00%	\$739,583	\$739,583	\$0	0.00%	\$1,775,000
RRS & Facilities	\$273,547	\$285,242	(\$11,695)	-4.10%	\$1,535,277	\$1,426,212	\$109,065	7.65%	\$3,422,908
Interest Income	\$21,193	\$1,667	\$19,527	1171.59%	\$108,382	\$8,333	\$100,049	1200.58%	\$20,000
Misc. Income	\$11,076	\$14,125	(\$3,049)	-21.58%	\$59,559	\$70,625	(\$11,066)	-15.67%	\$169,500
Total Operating Revenue	\$3,420,656	\$3,179,592	\$241,064	7.58%	\$16,945,882	\$15,897,961	\$1,047,922	6.59%	\$38,155,107
Operating Assistance									
New York State Aid	\$5,366,258	\$5,366,258	\$0	0.00%	\$26,831,292	\$26,831,292	\$0	0.00%	\$64,395,100
County Aid	\$159,750	\$159,750	\$0	0.00%	\$798,750	\$798,750	\$0	0.00%	\$1,917,001
Federal Aid	\$2,408,827	\$2,408,827	\$0	0.00%	\$12,044,135	\$12,044,135	\$0	0.00%	\$28,905,923
Operating Grants	\$193,542	\$193,542	\$0	0.00%	\$967,708	\$967,708	\$0	0.00%	\$2,322,500
Total Operating Assistance	\$8,128,377	\$8,128,377	\$0	0.00%	\$40,641,885	\$40,641,885	\$0	0.00%	\$97,540,524
Total Revenue and Assistance	\$11,549,033	\$11,307,969	\$241,064	2.13%	\$57,587,767	\$56,539,846	\$1,047,922	1.85%	\$135,695,631
Expenses									
Salaries and Wages	\$5,726,912	\$5,344,860	\$382,052	7.15%	\$27,886,821	\$26,724,300	\$1,162,520	4.35%	\$64,138,321
Payroll Taxes	\$415,550	\$367,842	\$47,708	12.97%	\$2,014,944	\$1,839,208	\$175,736	9.55%	\$4,414,100
Health Benefits	\$1,093,612	\$1,115,701	(\$22,090)	-1.98%	\$5,473,843	\$5,578,506	(\$104,663)	-1.88%	\$13,388,415
Workers Compensation	\$395,576	\$248,893	\$146,683	58.93%	\$1,161,894	\$1,244,466	(\$82,572)	-6.64%	\$2,986,718
Other Benefits	\$396,286	\$417,957	(\$21,671)	-5.18%	\$2,088,894	\$2,089,785	(\$892)	-0.04%	\$5,015,485
Professional Services	\$566,995	\$581,264	(\$14,269)	-2.45%	\$2,670,495	\$2,906,318	(\$235,822)	-8.11%	\$6,975,162
Materials & Supplies	\$277,977	\$171,252	\$106,725	62.32%	\$1,026,013	\$856,260	\$169,754	19.83%	\$2,055,023
Miscellaneous	\$92,414	\$91,657	\$757	0.83%	\$463,869	\$458,285	\$5,585	1.22%	\$1,099,883
Purchased Transportation	\$1,194,563	\$1,068,000	\$126,563	11.85%	\$5,664,750	\$5,340,000	\$324,750	6.08%	\$12,816,000
Maintenance Services	\$274,400	\$400,303	(\$125,903)	-31.45%	\$1,773,791	\$2,001,513	(\$227,722)	-11.38%	\$4,803,631
Liability - Claims	\$315,115	\$39,583	\$275,532	696.08%	\$737,577	\$197,917	\$539,661	272.67%	\$475,000
Utilities	\$48,629	\$129,083	(\$80,455)	-62.33%	\$325,349	\$645,417	(\$320,068)	-49.59%	\$1,549,000
Fuel	\$603,125	\$644,584	(\$41,460)	-6.43%	\$3,255,204	\$3,222,920	\$32,284	1.00%	\$7,735,009
Parts, Tires, Oil	\$649,489	\$585,919	\$63,570	10.85%	\$3,104,686	\$2,929,594	\$175,092	5.98%	\$7,031,025
General Insurance	\$119,475	\$101,072	\$18,404	18.21%	\$586,106	\$505,358	\$80,748	15.98%	\$1,212,860
Total EXPENSES	\$12,170,115	\$11,307,969	\$862,146	7.62%	\$58,234,236	\$56,539,846	\$1,694,390	3.00%	\$135,695,631
Surplus/Deficit	(\$621,082)	\$0	(\$621,083)		(\$646,469)	\$0	(\$646,468)		\$0

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Aug-24

BUDGET VARIANCE REPORT

	NON-TRANSIT								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$1,098,492	\$1,054,167	\$44,325	4.20%	\$5,290,602	\$5,270,833	\$19,769	0.38%	\$12,650,000
Interest Income	\$20,941	\$1,667	\$19,274	1156.45%	\$107,218	\$8,333	\$98,884	1186.61%	\$20,000
Interest Inc-Invest/Change in Invest	\$292,328	\$0	\$292,328	0.00%	\$1,098,371	\$0	\$1,098,371	0.00%	\$0
Misc. Income - Authority	\$10,083	\$10,083	\$0	0.00%	\$50,417	\$50,417	\$0	0.00%	\$121,000
Total Operating Revenue	\$1,421,844	\$1,065,917	\$355,928	33.39%	\$6,546,607	\$5,329,583	\$1,217,025	22.84%	\$12,791,000
Expenses									
Labor - Authority	\$748,978	\$827,054	(\$78,076)	-9.44%	\$3,795,448	\$4,135,271	(\$339,822)	-8.22%	\$9,924,650
Fringe - Authority	\$424,962	\$443,155	(\$18,193)	-4.11%	\$2,199,016	\$2,215,775	(\$16,759)	-0.76%	\$5,317,859
Materials & Supplies - Authority	\$17,539	\$14,623	\$2,916	19.94%	\$82,235	\$73,115	\$9,121	12.47%	\$175,475
Professional Services - Authority	\$282,011	\$329,829	(\$47,817)	-14.50%	\$1,582,333	\$1,649,143	(\$66,810)	-4.05%	\$3,957,942
Other Expenses - Authority	\$401,457	\$334,376	\$67,081	20.06%	\$1,528,817	\$1,671,880	(\$143,064)	-8.56%	\$4,012,513
Total Expenses	\$1,874,947	\$1,949,037	(\$74,090)	-3.80%	\$9,187,850	\$9,745,183	(\$557,333)	-5.72%	\$23,388,439
Surplus/(Deficit)	(\$453,103)	(\$883,120)	\$430,018		(\$2,641,242)	(\$4,415,600)	\$1,774,358		(\$10,597,439)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Aug-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	\$1,126,234	\$962,304	\$163,930	17.04%	\$5,502,818	\$4,811,518	\$691,300	14.37%	\$11,547,643
Contracts - Transit	\$664,171	\$664,171	\$0	0.00%	\$3,320,857	\$3,320,857	\$0	0.00%	\$7,970,056
Advertising-Transit	\$135,417	\$135,417	\$0	0.00%	\$677,083	\$677,083	\$0	0.00%	\$1,625,000
Misc. Income - Transit	\$993	\$4,042	(\$3,049)	-75.44%	\$9,142	\$20,208	(\$11,066)	-54.76%	\$48,500
Total Operating Revenue	\$1,926,815	\$1,765,933	\$160,883	9.11%	\$9,509,900	\$8,829,666	\$680,235	7.70%	\$21,191,199
Operating Assistance									
State Aid - General	\$5,173,175	\$5,173,175	\$0	0.00%	\$25,865,875	\$25,865,875	\$0	0.00%	\$62,078,100
State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$798,750	\$798,750	\$0	0.00%	\$1,917,000
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$166,667	\$166,667	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$798,750	\$798,750	\$0	0.00%	\$1,917,001
Federal Aid - Transit	\$2,408,827	\$2,408,827	\$0	0.00%	\$12,044,135	\$12,044,135	\$0	0.00%	\$28,905,923
Other Grants - Federal	\$193,542	\$193,542	\$0	0.00%	\$967,708	\$967,708	\$0	0.00%	\$2,322,500
Total Operating Assistance	\$8,128,377	\$8,128,377	\$0	0.00%	\$40,641,885	\$40,641,885	\$0	0.00%	\$97,540,524
Total Revenue and Assistance	\$10,055,192	\$9,894,310	\$160,883	1.63%	\$50,151,785	\$49,471,551	\$680,235	1.38%	\$118,731,723
Expenses									
Labor - Maintenance	\$1,138,758	\$923,904	\$214,853	23.25%	\$4,846,483	\$4,619,520	\$226,962	4.91%	\$11,086,849
Labor - Transportation	\$3,350,932	\$3,187,964	\$162,967	5.11%	\$16,957,315	\$15,939,822	\$1,017,493	6.38%	\$38,255,572
Labor - STAR	\$420,664	\$325,764	\$94,900	29.13%	\$1,956,300	\$1,628,820	\$327,481	20.11%	\$3,909,167
Fringe	\$1,861,244	\$1,690,636	\$170,608	10.09%	\$8,400,419	\$8,453,181	(\$52,762)	-0.62%	\$20,287,634
Materials & Supplies	\$1,414,002	\$1,371,949	\$42,053	3.07%	\$7,235,563	\$6,859,743	\$375,821	5.48%	\$16,463,382
Professional Services	\$267,590	\$268,768	(\$1,178)	-0.44%	\$1,422,317	\$1,343,842	\$78,475	5.84%	\$3,225,220
Other Expenses	\$7,717	\$15,548	(\$7,831)	-50.36%	\$53,490	\$77,742	(\$24,252)	-31.20%	\$186,580
Purchased Transportation - STAR	\$871,526	\$750,000	\$121,526	16.20%	\$4,152,826	\$3,750,000	\$402,826	10.74%	\$9,000,000
Liability - Claims	\$315,115	\$39,583	\$275,532	696.08%	\$737,577	\$197,917	\$539,661	272.67%	\$475,000
Liability - Insurance	\$98,830	\$96,613	\$2,217	2.29%	\$446,248	\$483,067	(\$36,819)	-7.62%	\$1,159,360
Utilities - Transit	\$16,799	\$80,833	(\$64,034)	-79.22%	\$220,028	\$404,167	(\$184,139)	-45.56%	\$970,000
Mat & Supplies - NX	\$0	\$2,083	(\$2,083)	-100.00%	\$0	\$10,417	(\$10,417)	-100.00%	\$25,000
Purchased Transportation - NX	\$139,375	\$158,417	(\$19,042)	-12.02%	\$654,057	\$792,083	(\$138,027)	-17.43%	\$1,901,000
Purchased Transportation - Vanpool	\$24,600	\$25,000	(\$400)	-1.60%	\$123,000	\$125,000	(\$2,000)	-1.60%	\$300,000
Purchased Transportation - TX	\$89,976	\$86,667	\$3,310	100.00%	\$424,305	\$433,333	(\$9,028)	-2.08%	\$1,040,000
Total Expenses	\$10,017,128	\$9,023,730	\$993,398	11.01%	\$47,629,927	\$45,118,651	\$2,511,276	5.57%	\$108,284,764
Surplus/(Deficit)	\$38,063	\$870,580	(\$832,516)		\$2,521,858	\$4,352,900	(\$1,831,041)		\$10,446,960

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

Aug-24

BUDGET VARIANCE REPORT

	ACCESS TRANSIT SERVICES								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Contracts - Access	\$78,026	\$50,000	\$28,026	56.05%	\$388,804	\$250,000	\$138,804	55.52%	\$600,000
Interest Income	\$252	\$0	\$252	0.00%	\$1,164	\$0	\$1,164	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	\$78,278	\$50,000	\$28,278	56.56%	\$389,969	\$250,000	\$139,969	55.99%	\$600,000
Total Revenue and Assistance	\$78,278	\$50,000	\$28,278	56.56%	\$389,969	\$250,000	\$139,969	55.99%	\$600,000
Expenses									
Labor - Access	\$51,162	\$58,837	(\$7,675)	-13.04%	\$249,766	\$294,184	(\$44,417)	-15.10%	\$706,041
Fringe Benefits - Access	\$11,776	\$14,985	(\$3,208)	-21.41%	\$59,704	\$74,925	(\$15,221)	-20.31%	\$179,819
Purchased Transportation	\$69,086	\$47,917	\$21,169	44.18%	\$310,563	\$239,583	\$70,979	29.63%	\$575,000
Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$8,728	\$8,217	\$511	6.22%	\$19,721
Other Expenses - Access	\$0	\$417	(\$417)	-100.00%	\$0	\$2,083	(\$2,083)	-100.00%	\$5,000
Total Expenses	\$133,668	\$123,798	\$9,869	7.97%	\$628,761	\$618,992	\$9,769	1.58%	\$1,485,581
Surplus/(Deficit)	(\$55,389)	(\$73,798)	\$18,409		(\$238,792)	(\$368,992)	\$130,200		(\$885,581)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Aug-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	\$64,566	\$75,000	(\$10,434)	-13.91%	\$391,417	\$375,000	\$16,417	4.38%	\$900,000
RRS Parking Revenue	\$198,790	\$200,201	(\$1,411)	-0.70%	\$1,069,887	\$1,001,003	\$68,884	6.88%	\$2,402,408
RRS Advertising	\$12,500	\$12,500	\$0	0.00%	\$62,500	\$62,500	\$0	0.00%	\$150,000
SSTS	\$2,289	\$3,458	(\$1,169)	-33.81%	\$12,365	\$17,292	(\$4,927)	-28.49%	\$41,500
Greyhound	\$142	\$0	\$142	0.00%	\$354	\$0	\$354	0.00%	\$0
85 Watervliet Avenue	\$5,801	\$6,250	(\$449)	-7.19%	\$29,004	\$31,250	(\$2,246)	-7.19%	\$75,000
Interest Income	\$1,959	\$333	\$1,626	487.84%	\$32,250	\$1,667	\$30,584	1835.03%	\$4,000
Total Operating Revenue	\$286,047	\$297,742	(\$11,695)	-3.93%	\$1,597,777	\$1,488,712	\$109,065	7.33%	\$3,572,908
Expenses									
Labor	\$16,231	\$21,337	(\$5,106)	-23.93%	\$81,319	\$106,684	(\$25,365)	-23.78%	\$256,042
Fringe-Benefits	\$3,041	\$1,617	\$1,424	88.08%	\$14,886	\$8,085	\$6,800	84.10%	\$19,405
Professional Services	\$7,576	\$6,667	\$910	13.64%	\$39,512	\$33,333	\$6,179	18.54%	\$80,000
Insurance	\$10,915	\$4,167	\$6,748	161.95%	\$43,834	\$20,833	\$23,000	110.40%	\$50,000
Security	\$760	\$20,833	(\$20,073)	-96.35%	\$51,917	\$104,167	(\$52,250)	-50.16%	\$250,000
Facilities Upkeep	\$18,981	\$27,500	(\$8,519)	-30.98%	\$40,963	\$137,500	(\$96,537)	-70.21%	\$330,000
Facilities Repairs	\$10,387	\$16,417	(\$6,030)	-36.73%	\$47,735	\$82,083	(\$34,349)	-41.85%	\$197,000
Utilities	\$29,282	\$39,917	(\$10,635)	-26.64%	\$87,842	\$199,583	(\$111,741)	-55.99%	\$479,000
Materials & Supplies	\$0	\$917	(\$917)	-100.00%	\$2,721	\$4,583	(\$1,863)	-40.64%	\$11,000
Parking Garage	\$32,203	\$45,833	(\$13,631)	-29.74%	\$173,604	\$229,167	(\$55,562)	-24.25%	\$550,000
85 Watervliet Avenue	\$9,643	\$11,283	(\$1,640)	-14.54%	\$39,550	\$56,417	(\$16,867)	-29.90%	\$135,400
SSTS	\$5,166	\$14,917	(\$9,751)	-65.37%	\$98,076	\$74,583	\$23,493	31.50%	\$179,000
Total Expenses	\$144,184	\$211,404	(\$67,220)	-31.80%	\$721,959	\$1,057,020	(\$335,061)	-31.70%	\$2,536,847
Surplus/(Deficit)	\$141,863	\$86,338	\$55,524		\$875,818	\$431,692	\$444,126		\$1,036,061

CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

AGING OF ACCOUNTS RECEIVABLE

Aug-24		
	Amount	% of Total
Current	\$6,814,849	39.71%
31 - 60	\$4,804,373	27.99%
61 - 90	\$497,872	2.90%
91 - 120	\$3,215	0.02%
Over 120	\$5,042,902	29.38%
Total Accounts Receivable	\$17,163,211	100.00%

Jul-24		
	Amount	% of Total
Current	\$4,797,894	45.49%
31 - 60	\$646,118	6.13%
61 - 90	\$40,116	0.38%
91 - 120	\$4,105	0.04%
Over 120	\$5,059,677	47.97%
Total Accounts Receivable	\$10,547,910	100.00%

AGING OF ACCOUNTS PAYABLE

Aug-24		
	Amount	% of Total
Current	\$2,837,394	73.75%
31 - 60	\$624,864	16.24%
61 - 90	\$140,351	3.65%
90 & Over	\$244,741	6.36%
Total Accounts Payable	\$3,847,350	100.00%

Aug-24 Receivables over 120 days: \$5,042,902

Breakdown of outstanding receivables over 120 days.	
\$4,621,962	NYS DEPT. OF TRANSPORTATION
\$207,996	ALBANY SCHOOL DISTRICT
\$87,500	CITY OF ALBANY
\$50,444	OTHER
\$50,000	CITY OF SARATOGA SPRINGS
\$25,000	GREATER GLENS FALLS TRANSIT
\$5,042,902	

ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	Aug-24	Aug-23	Difference	%	2025	2024	Difference	%
Albany	\$390,143	\$403,823	(\$13,680)	-3.39%	\$1,452,985	\$1,685,220	(\$232,235)	-13.78%
Rensselaer	\$144,891	\$186,075	(\$41,184)	-22.13%	\$859,172	\$703,424	\$155,748	22.14%
Saratoga	\$331,563	\$463,737	(\$132,174)	-28.50%	\$1,912,231	\$1,701,882	\$210,350	12.36%
Schenectady	\$152,076	\$160,245	(\$8,169)	-5.10%	\$698,148	\$621,471	\$76,677	12.34%
Warren	\$79,819	\$0	\$79,819	100.00%	\$368,067	\$0	\$368,067	100.00%
Total	\$1,098,492	\$1,213,880	(\$115,388)	-9.51%	\$5,290,602	\$4,711,996	\$578,606	12.28%

Current Month Year To Date

FY 2025	\$1,098,492	\$5,290,602
FY 2024	\$1,213,880	\$4,711,996

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
August 31, 2024

<u>RESTRICTED INVESTMENTS</u>	<u>Fund Balances</u>	<u>Current Obligations</u>
Risk Management Account (Self-Insured)	\$3,474,638	\$1,879,303
Workers' Comp. Account (Self-Insured)	\$10,105,876	\$8,218,860
 Operating Account	 \$21,922,730	
 <u>Current Operating Reserve Obligations</u>		
Federal Operating Assistance in FY25		\$10,250,000
 <u>Current Capital Reserve Obligations</u>	 \$7,695,997	
Washington/Western BRT Project Match		\$3,900,000
LowNo Electrification Project Match		\$3,981,039
Safe Streets for All Match		\$1,323,600
 <u>Current Vehicle Replacement Reserve Obligations</u>	 \$1,000,669	
Vehicle Replacement Funds		\$665,011

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	4.50%
Workers' Compensation	4.47%
Operating Fund	4.98%
Vehicle Replacement Fund	5.39%
Capital Project	4.72%

* 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

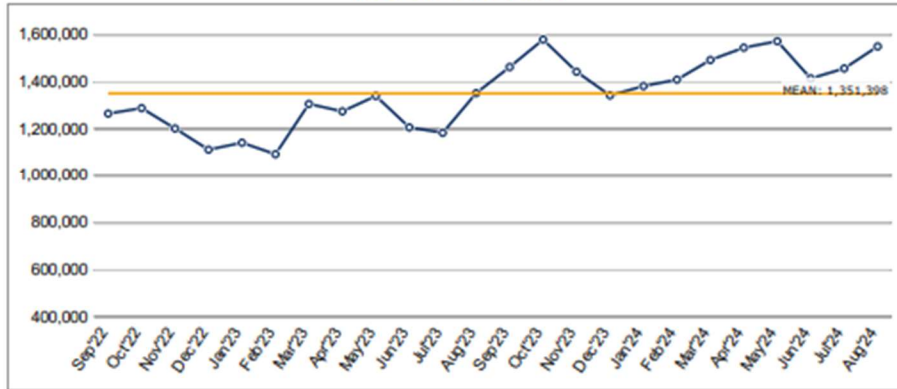
Period: Aug'24

Meeting: Sep'24

Patronage / Mobility

Page 1

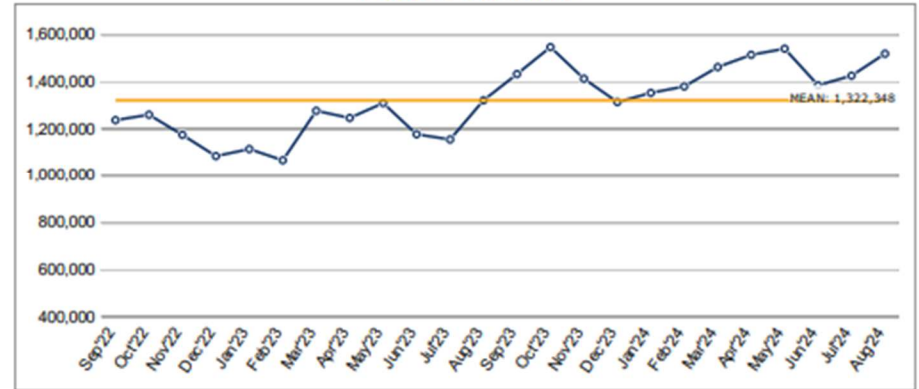
Total Riders



Previous: 1,352,892

Current: 1,550,818

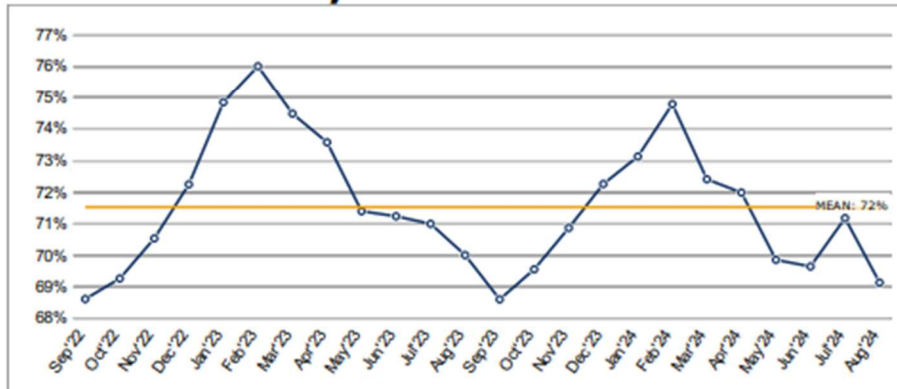
Fixed Riders



Previous: 1,322,465

Current: 1,519,849

System Wide OTP



Previous: 70.01%

Current: 69.14%

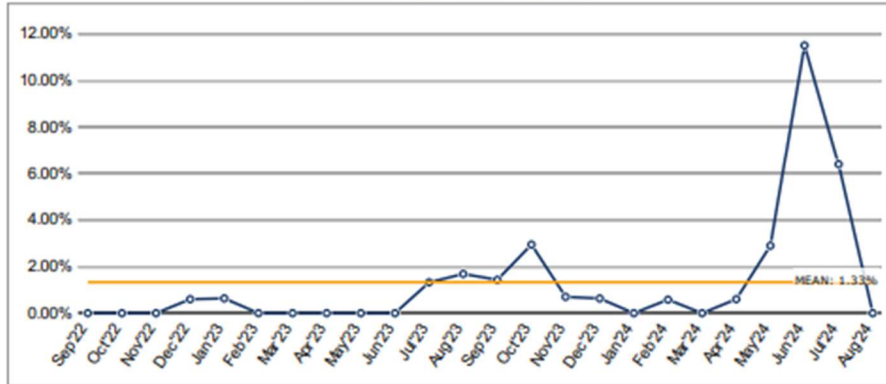
Monthly Performance Report

Period: Aug'24

Meeting: Sep'24

Reliability

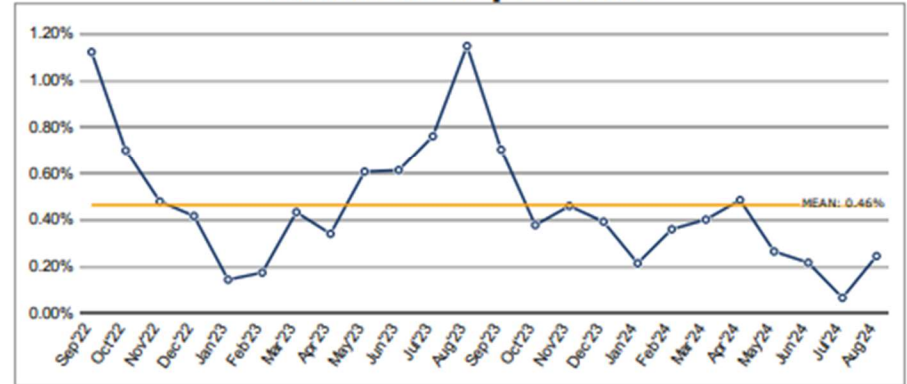
PMI Not On Time



Previous: 1.7%

Current: 0.0%

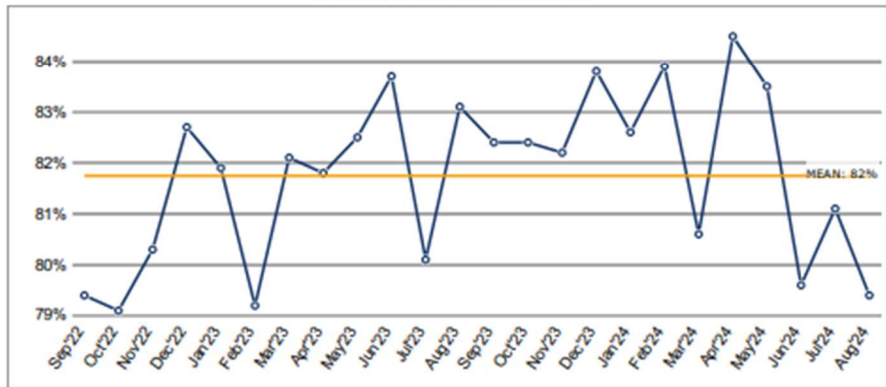
Percent of Trips Missed



Previous: 1.15%

Current: 0.24%

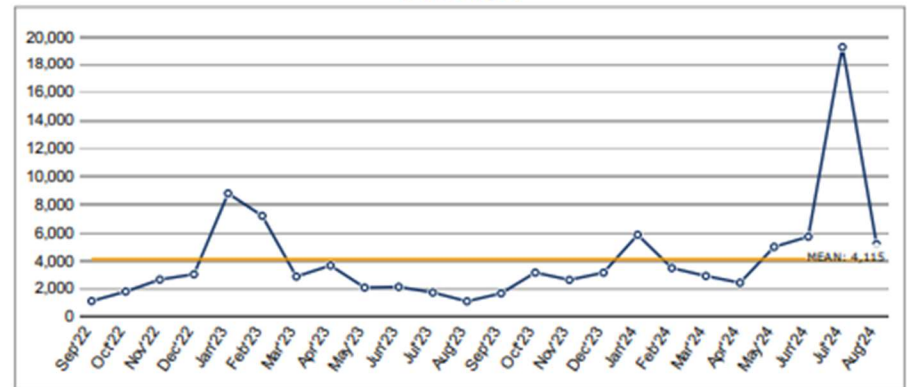
Scheduled Work



Previous: 83.1%

Current: 79.4%

MDBSI



Previous: 1,108

Current: 5,188

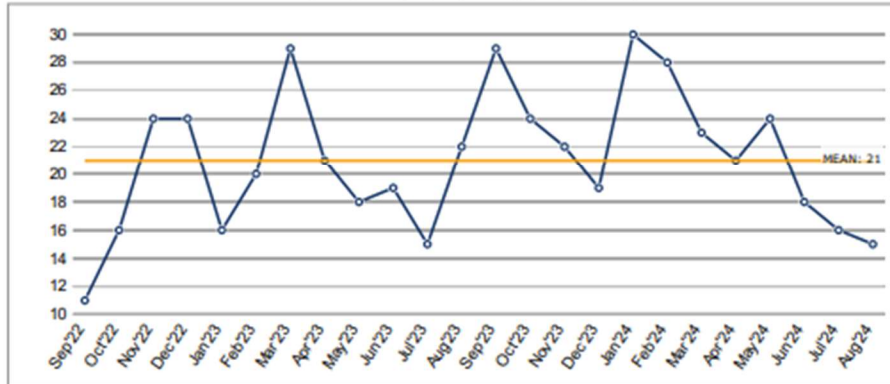
Monthly Performance Report

Period: Aug'24

Meeting: Sep'24

Safety

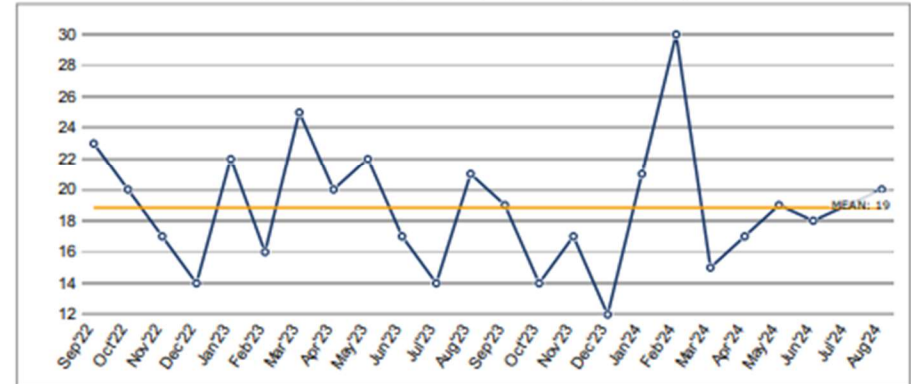
Preventable Accidents



Previous: 22

Current: 15

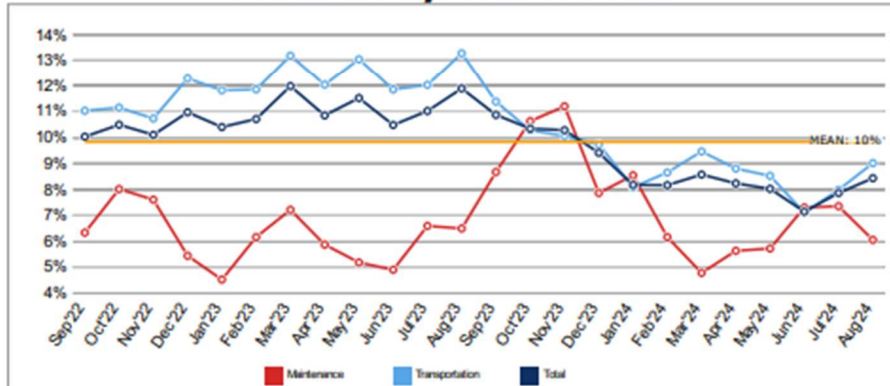
Non-Preventable Accidents



Previous: 21

Current: 20

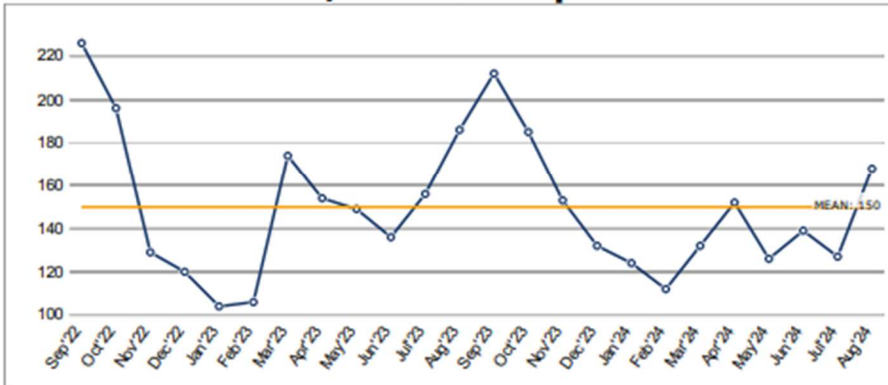
Percent Days Not Worked



Previous: 11.9%

Current: 8.4%

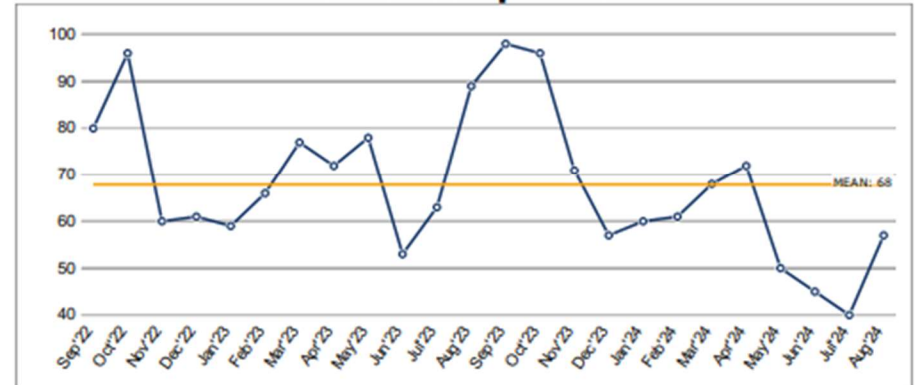
Fixed/Shuttle Complaints



Previous: 186

Current: 168

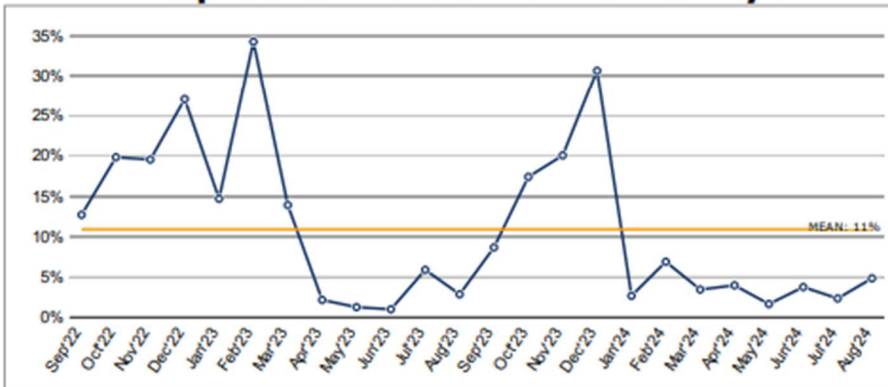
Other Complaints



Previous: 89

Current: 57

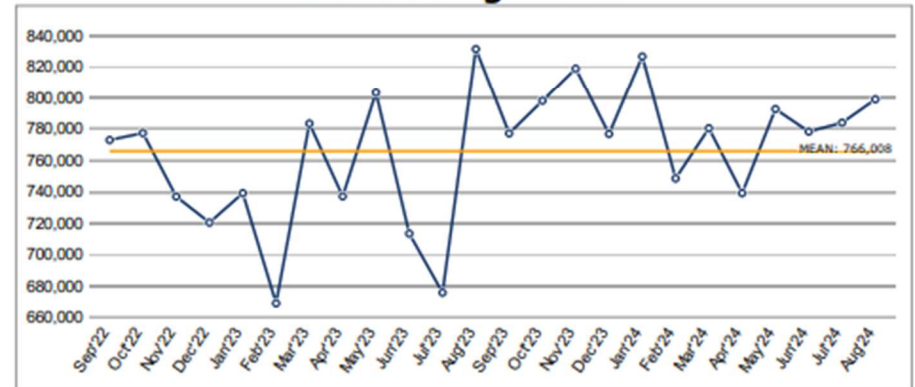
Complaints Not Addressed in Ten Days



Previous: 2.9%

Current: 4.9%

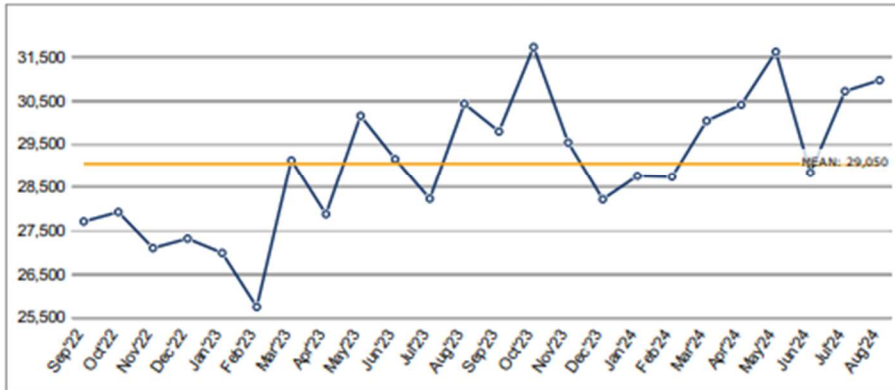
Website Page Views



Previous: 831,732

Current: 799,025

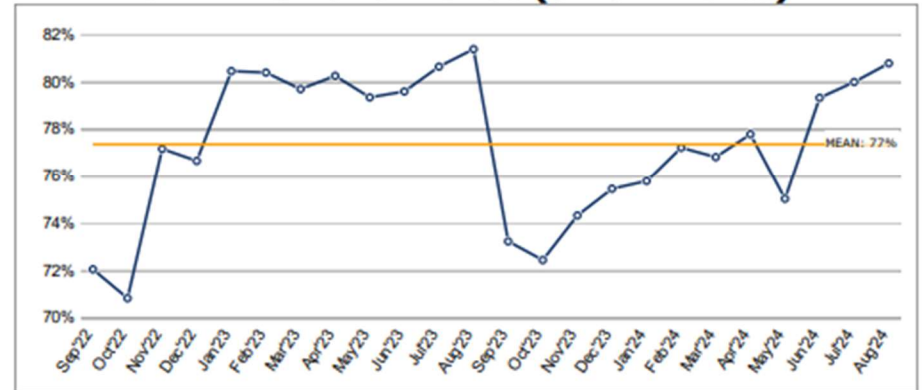
STAR Riders



Previous: 30,427

Current: 30,969

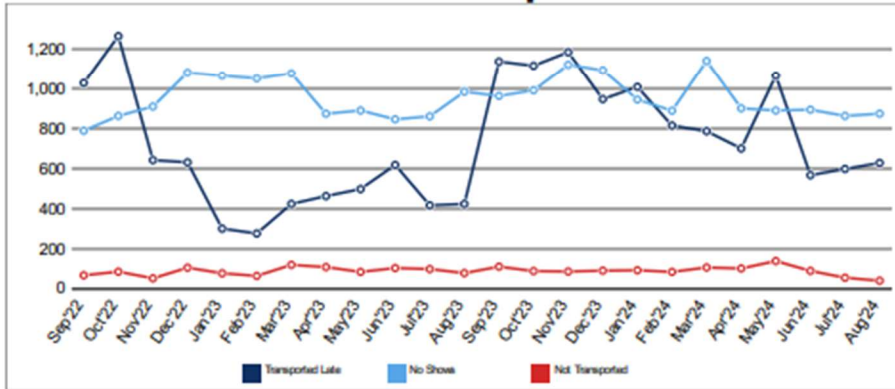
On-Time Performance (0-10 Minutes)



Previous: 81.4%

Current: 80.8%

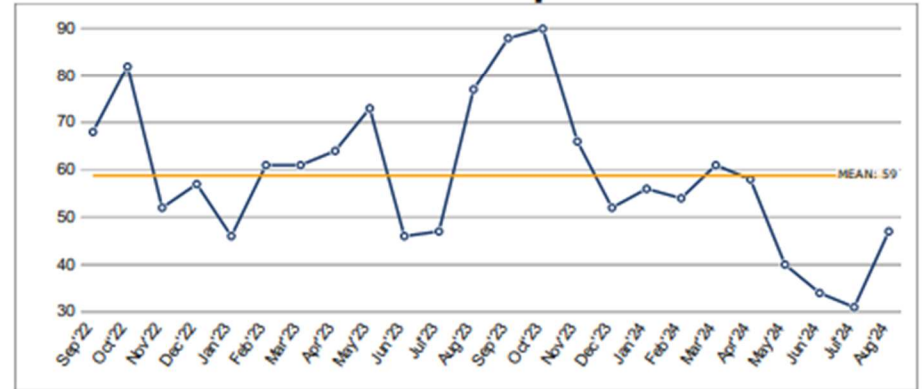
Missed Trips



Previous: 1,487

Current: 1,543

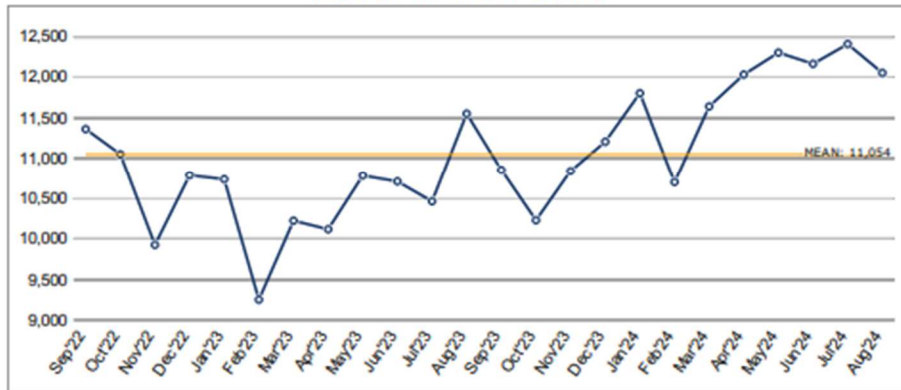
Customer Complaints



Previous: 77

Current: 47

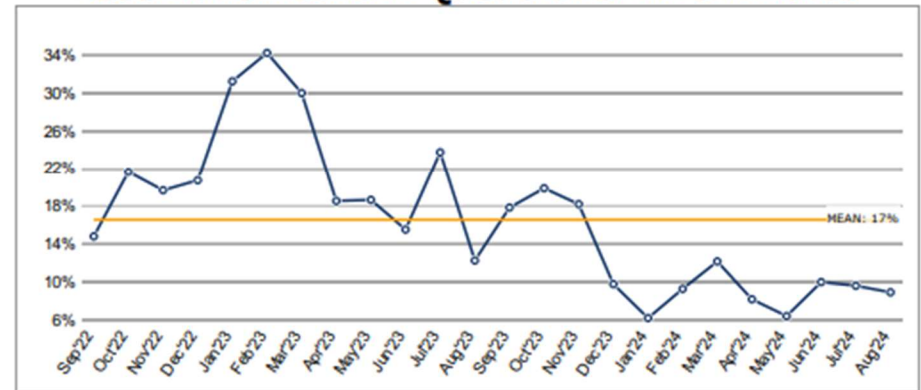
Reservation Calls



Previous: 11,556

Current: 12,057

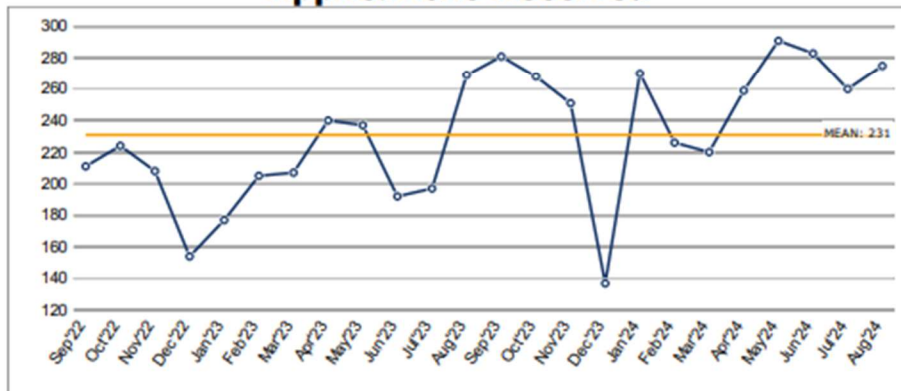
Reservation Calls in Queue Over Five Minutes



Previous: 12.3%

Current: 9.0%

Applications Received



Previous: 269

Current: 275

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.