



CDTA COMMITTEE AGENDA
Performance Monitoring/Audit Committee
Wednesday, January 24, 2024 | 12:00 pm | 110 Watervliet Ave
& Via Microsoft Teams

Committee Item	Responsibility
Call to Order	Peter Wohl
Approve Minutes of Wednesday, December 13, 2023	Peter Wohl
Consent Agenda Items	
• Approve Contract for Planning Software	Stacy Sansky
• Approve Annual Procurement Report	Stacy Sansky
• Approve Surplus Sales	Stacy Sansky
• Approve Contract for Fuel	Stacy Sansky
Administrative Discussion Items	
• Monthly Management Report	Mike Collins
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, February 21, 2024 at 12 pm via Microsoft Teams & 110 Watervliet Ave	
Adjourn	Peter Wohl

Capital District Transportation Authority

Performance Monitoring/Audit Committee

Meeting Minutes – December 13, 2023 at 12:00 PM; 110 Watervliet Avenue, Albany

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

Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Dan Lynch noted that a quorum was present. Minutes from the October 18, 2023 meeting were reviewed and approved.

Consent Agenda Items

Approve Contract for Janitorial Services

- We issued an Invitation for Bid for janitorial services at 85 and 110 Watervliet Avenue; 5 bids were received. Staff recommends the low bidder, Complete Building Solutions. They already provide janitorial services at our rail stations; we are satisfied with their work.
- A three-year contract to Complete Building Solutions of Guilderland for a total of \$197,640 will be recommended to the board for approval.

Approve Contract for Auto Physical Damage Insurance

- Auto Physical Damage insurance provides protection for vehicles in the event of fire, theft, and collisions – it is rated on the dollar value of the fleet. Because of a challenging market, we did not have a firm price for this insurance by October's board meeting. As such, the board pre-approved a \$550,000 amount based on premium indications from our broker.
- Final pricing came in at \$462,000. It consisted of two firms providing \$60 million in insurance protection for our fleet.
- A one-year contract to Lexington Insurance of Boston, MA for the first \$25 million layer; and a contract to Starr Surplus Lines of New York City, for the next \$35 million layer; for a total premium of \$462,295 will be recommended to the board for approval.

Approve Safety Management System Plan

- The FTA requires transit agencies to adopt an annual board approved Safety Management System (SMS) plan. The safety plan helps to identify and address safety concerns and challenges. Staff provided an update on safety activities and changes that have taken place this year, along with future safety initiatives.
- The Safety Management System (SMS) plan as required by the Federal Transit Administration will be recommended to the board for approval.

Investment Committee Items

- The committee met this month, and a report was distributed to the board members.

Administrative Discussion Items

- Amanda Avery provided a quarterly review on the Risk Management and Workers' Compensation Self-Insurance Accounts. The Committee determined that both accounts are adequate at this time.

- Mike Collins gave the Monthly Management Report for September. MRT was 12% under budget for the month and 11% for the year; Customer revenue exceeded budget by 1.6% this month and is 4.5% over budget for the year; advertising revenue is \$250,000 over budget this month because of an overage payment from our Lamar Transit Advertising – this happens once a year around this time. Wages are 7.3% under budget, but that will change because of the new labor contract; Workers' Compensation is 23% under budget for the year. We are in a good financial position.
- Chris Desany gave the Non-financial Report for September. Fixed route ridership is up 20% this month, and 19% for the year; STAR ridership is up 9% for the month and 9% for the year; Fixed route on-time performance was at 71%; and STAR on-time performance was at 74%. We missed 0.5% of all scheduled trips. Preventable accidents were at 22; and non-preventable accidents were at 17.

Next Meeting

Wednesday, January 24, 2024 at 12:00 pm via Microsoft Teams and at 110 Watervliet Ave.

Capital District Transportation Authority

Agenda Action Sheet

Subject: Contract for Planning Software
Committee: Performance Monitoring/Audit
Meeting Date: January 24, 2024

Objective of Purchase or Service:

To purchase software licenses for service planning, design, mapping, and demographic data analysis program. This software is used by the Planning and Transportation Departments for fixed route and demand response services.

Summary of Staff Proposal:

In September 2014, the Planning Department began using the Remix software platform and has been very satisfied with this unique tool. This program allows planners, schedulers, and operations to develop city routes and immediately evaluate the cost and impact of a proposed change. It also allows us to communicate those concepts to external stakeholders. This Software as a Service (SaaS) provides for dedicated customer success staff, and response time within one business day. It also includes updates and feature enhancements, and access to Remix's data repositories (which includes origin-destination, demographic, and Title VI data).

This contract was renewed in 2017 for three years, again in 2021 for an additional three years, and is now set to expire.

Based on our experience and knowledge of analysis/visualization tools on the market, there is nothing that meets our needs in the way Remix does, and certainly not at this price point. Based on our existing software maintenance agreement pricing, and cost comparisons with other similar sized agencies, the cost of this tool is reasonable. Additional reasons to support this sole source recommendation include:

- Utilizing this vendor will result in a zero-net increase in vendors.
- Utilizing this vendor will require no third-party integration or customization.
- We have documentation noting how the cost is justified with Remix, which confirms fair and reasonable pricing. Additionally, this is a multi-year renewal which caps annual cost increases at 5% (well within standards).

Financial Summary/Cost:

The cost is \$148,750 for three years and is budgeted in the operating budget.

Proposed Action:

I recommend that a three-year sole source contract for planning software be awarded to Remix of New York, NY for a total amount of \$148,750.

Manager:

Christopher Desany, VP of Planning and Infrastructure

**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:

\$148,750 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: Remix

1128 Howard Street

San Francisco, CA 94103

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 24, 2024

Memorandum

January 24, 2024

To: Members, Performance Monitoring/Audit Committee
From: Stacy Sansky, Director of Procurement
Subject: Calendar Year 2023 Procurement Report Summary

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.

The 2023 proceeds from surplus sales were \$87,529. These funds have been returned to the operating budget. For comparison purposes, 2022 proceeds were \$37,301 and 2021 proceeds were \$51,245.

The Agenda Action Proposal is attached for the 2023 Surplus Sales.

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 a couple of change orders that fell under the Board approval threshold for the past year. The Purple Line BRT and Gateway Mobility Hub had small change orders which is not uncommon in larger projects.

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 2023 there were four sole source contracts executed *under* the Board approval threshold with a total value of \$172,138. These contracts were all related to support services for existing software and systems that had previously been procured.

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 30%, 30% and 35%.

In addition to current contracts with MWBE firms, the following contracts were issued to MWBE contractors during CY2023:

- Electric Bus Infrastructure (WBE)
- Wayfinding Sign Manufacture & Installation (WBE)
- On Call Planners (A total of 3 MBE and 4 WBE firms as primes and/or subcontractors)
- Montgomery County Operations and Pedestrian Infrastructure Improvements (WBE)
- Transit Development Plan (WBE)

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 for the first time in CY2023. Past year participation increased to the mandated 6%. The previous year was 4%, which was the same as CY2021. Previous participation was never higher than 1%.

Contracts and purchases from SDVOB during CY2023:

- Facilities Equipment & Supplies
- Print & Copy Services
- Office Supplies
- Subcontracting on several construction contracts

Recommendation

There are no recommended changes to these programs.

Copy: Chief Executive Officer
Vice President of Finance & Administration

Capital District Transportation Authority

Agenda Action Sheet

Subject: Summary of vehicles, equipment, and parts disposed of in 2023.
Committee: Performance Monitoring/Audit
Meeting Date: January 24, 2024

Objective of Purchase or Service:

CDTA disposes of items that have surpassed their useful life, are no longer needed, or not working properly, and then we report 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. 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:

\$87,529 was returned to the operating budget.

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.

Surplus Sale Summary

Part/Bus/Tag #	Description	Mileage/Serial #	Sold To	Amount	Date
4015H	Gillig Hybrid Transit Coach 2008	629,267.00	scrap	\$2,404.50	1/3/2023
4018H	Gillig Hybrid Transit Coach 2008	599,170.00	scrap	\$2,693.10	1/17/2023
4020H	Gillig Hybrid Transit Coach 2008	632,341.00	scrap	\$2,603.80	1/25/2023
4021H	Gillig Hybrid Transit Coach 2008	590,822.00	scrap	\$2,756.25	1/27/2023
4022H	Gillig Hybrid Transit Coach 2008	548,924.00	scrap	\$2,522.25	1/4/2023
4023H	Gillig Hybrid Transit Coach 2008	596,929.00	scrap	\$2,462.25	2/8/2023
4024H	Gillig Hybrid Transit Coach 2008	579,956.00	scrap	\$2,333.55	1/25/2023
4025H	Gillig Hybrid Transit Coach 2008	597,845.00	scrap	\$2,790.55	1/27/2023
4027H	Gillig Hybrid Transit Coach 2008	563,110.00	scrap	\$2,746.45	2/6/2023
4029H	Gillig Hybrid Transit Coach 2009	621,707.00	Dalis Ruane	\$2,000.00	3/6/2023
4031H	Gillig Hybrid Transit Coach 2009	519,363.00	Dalis Ruane	\$2,000.00	3/6/2023
4032H	Gillig Hybrid Transit Coach 2009	509,820.00	Dalis Ruane	\$2,850.00	3/6/2023
4033H	Gillig Hybrid Transit Coach 2009	538,723.00	Dalis Ruane	\$2,000.00	3/6/2023
4034H	Gillig Hybrid Transit Coach 2009	518,526.00	Dalis Ruane	\$2,100.00	3/6/2023
4035H	Gillig Hybrid Transit Coach 2009	515,062.00	Dalis Ruane	\$2,050.00	3/6/2023
4038H	Gillig Hybrid Transit Coach 2009	542,023.00	scrap	\$2,496.55	2/6/2023
4039H	Gillig Hybrid Transit Coach 2009	533,967.00	scrap	\$2,391.90	1/3/2023
4040H	Gillig Hybrid Transit Coach 2009	522,512.00	scrap	\$2,313.00	1/4/2023
4052H	Gillig Hybrid Transit Coach 2010	516,784.00	scrap	\$2,556.00	1/5/2023
A84	Toyota Hybrid Prius 2005	115,219.00	Sean Clarke	\$1,775.00	2/10/2023
A108	Ford Escape LTD 4WD 2011	73,225.00	Shahid Aktar	\$1,575.00	2/14/2023
T75	International Dump Truck 2002	15,657.00	donation to OGS	\$0.00	1/31/2023
266	Ford E-350, 2016	272,037.00	Shared Mobility, Inc	\$4,602.00	10/18/2023
267	Ford E-350, 2016	227,211.00	Shared Mobility, Inc	\$5,600.00	10/18/2023
269	Ford E-350, 2017	219,274.00	Rafael Alvarez	\$3,550.00	10/18/2023
325H	Gillig Hybrid Transit Coach 2007	417,740.00	Darius Pinkston	\$2,000.00	6/1/2023
4037H	Gillig Hybrid Transit Coach 2009	466,486.00	scrap	\$2,821.89	6/14/2023
4043H	Gillig Hybrid Transit Coach 2009	552,115.00	scrap	\$2,769.64	6/6/2023
4044H	Gillig Hybrid Transit Coach 2009	578,853.00	scrap	\$2,487.06	7/19/2023
4045H	Gillig Hybrid Transit Coach 2009	590,148.00	Christopher K Smith	\$2,000.00	7/24/2023
T-88	Ford F-550 2005	68,680.00	Matt Robinson	\$3,910.00	7/14/2023
4046H	Gillig Hybrid Transit Coach 2009	606,381.00	scrap	\$2,879.48	12/7/2023
4030H	Gillig Hybrid Transit Coach 2009	617,907.00	scrap	\$2,587.05	12/5/2023
4041H	Gillig Hybrid Transit Coach 2009	570,252.00	scrap	\$2,901.78	12/11/2023
			TOTAL	\$87,529.05	

Items Disposed of at Authority's Expense:

Item Description	Item Location	Disposal dated
HP LaserJet ro 400 Color	IT Inventory	3/6/2023
Fujitsu FI 7460	IT Inventory	3/6/2023
HP Elitedesk 800 G3 Mini	IT Inventory	3/6/2023
HP Elitedesk 800 G3 Mini	IT Inventory	3/6/2023
HP Probook 640 G2	IT Inventory	3/6/2023
HP Elitebook 850 G6	IT Inventory	3/6/2023
HP Elitebook 840 G6	IT Inventory	3/6/2023
HP Elitebook 840 G6	IT Inventory	3/6/2023
HP Probook 650 G3	IT Inventory	3/6/2023
HP Elitedesk 800 G3 SFF	IT Inventory	3/6/2023
HP Elitedesk 800 G3 SFF	IT Inventory	3/6/2023
HP Elitedesk 800 G3 SFF	IT Inventory	3/6/2023
HP Elitedesk 800 G2 SFF	IT Inventory	3/6/2023
HP Elitedesk 800 G3 SFF	IT Inventory	3/6/2023
HP Elitedesk 800 G3 SFF	IT Inventory	3/6/2023
10 AudioCodes 450 HD Phones	IT Inventory	3/6/2023
HP E202 Monitor	IT Inventory	3/6/2023
HP Elitedesk 800 G4 Mini	IT Inventory	3/6/2023
HP Elitedesk 800 G3 Mini	IT Inventory	3/6/2023
HP Elitedesk 800 G1 Mini	IT Inventory	3/6/2023
HP Elitedesk 800 G1 SFF	IT Inventory	3/6/2023
HP Elitedesk 800 G3 SFF	IT Inventory	3/6/2023
HP Elitedesk 800 G2 SFF	IT Inventory	3/6/2023
4 Samsung Tablets	IT Inventory	3/6/2023

Capital District Transportation Authority

Agenda Action Sheet

Subject: Contract for Diesel Fuel to Mirabito Energy Products
Committee: Performance Monitoring/Audit
Meeting Date: January 24, 2024

Objective of Purchase or Service:

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

Summary of Staff Proposal:

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

To improve our ability to get better pricing, we receive daily pricing from our vendor (Mirabito) to monitor fuel markets, world news and events. Working with Mirabito, when we identify a competitive price, we make the purchase on the day when pricing meets our goals.

Our goal is to secure a 12-month fuel supply, to ensure budget predictability and to pay a lower price (if possible) than our current rate. On January 8, 2024, we entered into an agreement with Mirabito at \$2.75 per gallon from September 2024 to August 2025, plus a winter blend additive for an additional .65 cents per gallon. Our current price is \$2.78 per gallon.

Financial Summary/Cost:

The price of the twelve-month contract from September 2024 through August 2025 for 2.1 million gallons of diesel fuel is \$5.9 million to be funded in the operating budget.

Proposed Action:

I recommend awarding a twelve-month diesel fuel contract, starting on or about September 1, 2024 to Mirabito Energy Products of Binghamton, NY for a minimum contract value of \$5,900,000.

Manager:

Mike Collins, VP of Finance and Administration

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

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

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

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

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

3. **CONTRACT VALUE:**

\$5.9M (Minimum Value) fixed estimated (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

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

Attach Summary of Bids/Proposals

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

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

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

8. **SOURCE OF FUNDS:** FY24-5 Operating Funds

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 24, 2024

Monthly Management Report

December 2023



Monthly Management Report (MMR) - December 2023

Executive Summary

			Current Month		Year to Date	
REVENUE	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance
1 Mortgage Tax	\$ 807,561	\$ 970,833	\$ (163,272)	-16.82%	\$ (514,017)	-5.88%
2 Customer Fares	\$ 2,102,298	\$ 1,577,038	\$ 525,260	33.31%	\$ 1,496,399	10.54%
3 JB Rail Station	\$ 323,178	\$ 251,076	\$ 72,102	28.72%	\$ 324,463	14.36%
EXPENSES	Actual	Budget	(\$ Variance)	(%) Variance	(\$ Variance)	(%) Variance
4 Wages	\$ 6,191,933	\$ 5,139,289	\$ 1,052,644	20.48%	\$ (3,051,377)	-6.60%
5 Other Benefits	\$ 2,873,441	\$ 405,457	\$ 2,467,984	608.69%	\$ 1,967,913	53.93%
6 Maintenance Services	\$ 482,183	\$ 355,984	\$ 126,199	35.45%	\$ 2,215	0.07%
7 Liability - Claims	\$ 132,580	\$ 33,333	\$ 99,247	297.74%	\$ 259,160	86.39%
					YTD Revenue	1.77%
					YTD Expenses	-3.05%

NOTE

December's 2023 MMR reflects the budget adjustment that was made this month as a result of additional state operating assistance (STOA). After our FY24 budget was passed, the state increased STOA by \$3.8 million from \$55.7 to \$59.5 million. Our total budget is now \$128.9 million.

Revenue Summary

- 1 MRT receipts are 17% under budget this month and 6% under for the year.
- 2 Customer Fares were 33% over budget this month due to an upward adjustment for Universal Access agreements.
- 3 Rail Station revenue is 29% over budget this month and 14% over budget for the year.

Expense Summary

- 4 The wage line is 20% over budget this month because of the recent labor agreement and a five month retro payment to the workforce. In addition, we made a budget adjustment based on additional state operating assistance we received after our FY24 operating budget was approved.
- 5 Other Benefits includes our pension expense, and we made a one-time \$2.5 million payment to the employee's pension plan as part of collective bargaining. This expense will effect this line for the remainder of the year, but will not effect next year's line.
- 6 Maintenance Services are 35% over budget because of the rebranding the Glens Falls buses.
- 7 Liability-Claims are over budget this month due to a \$100,000 claim settlement.

Note We are in a satisfactory budget position.

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

		Dec-23	Dec-22
Assets			
	Current Assets:		
	Cash	\$14,711,240	\$9,452,792
	Investments	\$56,864,020	\$46,564,814
	Receivables:		
	Mortgage Tax	\$697,524	\$1,376,411
	Federal Grants	\$3,446,871	\$0
	New York State Operating Assistance	\$199,044	\$387,454
	Trade and Other	\$8,976,332	\$8,136,549
	Advances to Capital District Transportation Committee	\$790,584	\$700,817
	Materials, Parts and Supplies	\$5,646,748	\$5,223,182
	Prepaid Expenses	\$1,701,186	\$1,506,182
	Sub-Total Current Assets	\$93,033,549	\$73,348,200
	Noncurrent Assets:		
	Capital Assets, net	\$146,557,960	\$146,242,014
	Deferred outflows of resources:		
	Deferred outflows of resources related to OPEB	\$12,022,874	\$14,832,009
	Deferred outflows of resources from pension	\$4,403,268	\$5,680,235
	Sub-Total Deferred outflows of resources:	\$16,426,142	\$20,512,244
	Total for Assets	\$256,017,651	\$240,102,458
Liabilities			
	Current Liabilities:		
	Accounts Payable	\$6,999,325	\$4,550,755
	Accrued Expenses	\$5,215,821	\$5,455,861
	Unearned Revenue	\$3,518,935	\$9,874,216
	Line of Credit	\$0	\$0
	Sub-Total Current Liabilities	\$15,734,081	\$19,880,832
	Noncurrent Liabilities:		
	Capital Lease Agreement	\$12,119,974	\$14,162,821
	Estimated Provision for Existing Claims and Settlements	\$10,653,034	\$10,452,196
	Other postemployment benefits	\$66,724,317	\$83,355,200
	Net Pension Liability	(\$2,045,372)	\$23,844
	Sub-Total Noncurrent Liabilities	\$87,451,953	\$107,994,061
	Deferred inflows of resources:		
	Deferred inflows of resources from pension	\$7,245,814	\$7,188,915
	Deferred inflows of resources from OBEP	\$44,999,278	\$33,307,240
	Sub-Total Deferred inflows of resources	\$52,245,092	\$40,496,155
	Total for Liabilities	\$155,431,126	\$168,371,048
Net Position			
	Net Investment in Capital Assets	\$108,241,228	\$108,241,228
	Unrestricted	(\$7,654,703)	(\$36,509,818)
	Total for Net Position	\$100,586,525	\$71,731,410
	Total Liabilities and Net Position	\$256,017,651	\$240,102,458

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

	<u>To Date Actual</u>	<u>Annual Budget</u>	75%
REVENUE:			
AUTHORITY	\$10,198,515	\$11,760,000	87%
TRANSIT	\$86,786,505	\$113,506,213	76%
ACCESS	\$613,972	\$550,000	112%
CDTA FACILITIES	\$2,676,844	\$3,162,908	85%
TOTAL REVENUE	\$100,275,837	\$128,979,121	78%
EXPENSE:			
AUTHORITY	\$14,943,079	\$20,230,978	74%
TRANSIT	\$76,628,262	\$104,671,068	73%
ACCESS	\$1,064,609	\$1,310,581	81%
CDTA FACILITIES	\$1,525,145	\$2,723,753	56%
TOTAL EXPENSE	\$94,161,095	\$128,936,382	73%
 Revenue over (under) Expenses	 \$6,114,742		
Depreciation	\$10,350,000		
Excess of Revenue over (under) Expenses	(\$4,235,258)		
Transfer from Capital Project Fund	\$0		
Transfer to Risk Mngt Fund	\$0		
Transfer from Risk Mngt Fund	\$0		
Transfer from Vehicle Replacement	\$0		
Transfer to Vehicle Replacement	\$0		
Transfer to Capital Projects Fund	\$0		
Transfer from Operating Fund	\$8,000,015		
Transfer to Operating Fund	(\$15,500,000)		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	(\$1,978,281)		
 *Net Excess of Revenue over (under) Expenses	 (\$13,713,524)		
*Contribution to required fleet replacement.			

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

Dec-23

BUDGET VARIANCE REPORT

	CONSOLIDATED								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$807,561	\$970,833	(\$163,272)	-16.82%	\$8,223,483	\$8,737,500	(\$514,017)	-5.88%	\$11,650,000
Customer Fares	\$2,102,298	\$1,577,038	\$525,260	33.31%	\$15,689,741	\$14,193,342	\$1,496,399	10.54%	\$18,924,456
Advertising Revenue	\$143,750	\$143,402	\$348	0.24%	\$1,530,178	\$1,290,620	\$239,558	18.56%	\$1,720,827
RRS & Facilities	\$323,178	\$251,076	\$72,103	28.72%	\$2,584,144	\$2,259,681	\$324,463	14.36%	\$3,012,908
Interest Income	\$8,021	\$1,667	\$6,354	381.23%	\$85,802	\$15,000	\$70,802	472.01%	\$20,000
Misc. Income	\$10,071	\$11,542	(\$1,470)	-12.74%	\$194,228	\$103,875	\$90,353	86.98%	\$138,500
Total Operating Revenue	\$3,394,879	\$2,955,558	\$439,322	14.86%	\$28,307,576	\$26,600,018	\$1,707,558	6.42%	\$35,466,691
Operating Assistance									
New York State Aid	\$4,963,458	\$4,963,458	\$0	0.00%	\$44,671,125	\$44,671,125	\$0	0.00%	\$59,561,500
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,437,750	\$1,437,750	\$0	0.00%	\$1,917,001
Federal Aid	\$2,492,160	\$2,492,160	\$0	0.00%	\$22,429,442	\$22,429,442	\$0	0.00%	\$29,905,923
Operating Grants	\$177,334	\$177,334	\$0	0.00%	\$1,596,004	\$1,596,005	\$0	0.00%	\$2,128,006
Total Operating Assistance	\$7,792,702	\$7,792,703	\$0	0.00%	\$70,134,322	\$70,134,322	\$0	0.00%	\$93,512,430
Total Revenue and Assistance	\$11,187,581	\$10,748,260	\$439,322	4.09%	\$98,441,898	\$96,734,340	\$1,707,558	1.77%	\$128,979,121
Expenses									
Salaries and Wages	\$6,191,933	\$5,139,289	\$1,052,644	20.48%	\$43,202,220	\$46,253,597	(\$3,051,377)	-6.60%	\$61,671,462
FICA	\$454,259	\$350,325	\$103,933	29.67%	\$3,127,976	\$3,152,928	(\$24,952)	-0.79%	\$4,203,904
Health Benefits	\$1,034,518	\$1,062,573	(\$28,054)	-2.64%	\$8,532,286	\$9,563,153	(\$1,030,867)	-10.78%	\$12,750,871
Workers Compensation	\$247,600	\$248,893	(\$1,293)	-0.52%	\$1,784,942	\$2,240,039	(\$455,097)	-20.32%	\$2,986,718
Other Benefits	\$2,873,441	\$405,457	\$2,467,984	608.69%	\$5,617,028	\$3,649,115	\$1,967,913	53.93%	\$4,865,487
Professional Services	\$395,664	\$510,430	(\$114,766)	-22.48%	\$4,364,884	\$4,593,872	(\$228,988)	-4.98%	\$6,125,162
Materials & Supplies	\$234,001	\$166,169	\$67,833	40.82%	\$1,499,347	\$1,495,517	\$3,830	0.26%	\$1,994,023
Miscellaneous	\$73,156	\$81,238	(\$8,082)	-9.95%	\$807,707	\$731,140	\$76,568	10.47%	\$974,853
Purchased Transportation	\$973,843	\$1,005,500	(\$31,657)	-3.15%	\$9,135,822	\$9,049,496	\$86,326	0.95%	\$12,065,995
Maintenance Services	\$482,183	\$355,984	\$126,199	35.45%	\$3,206,068	\$3,203,853	\$2,215	0.07%	\$4,271,804
Liability - Claims	\$132,580	\$33,333	\$99,247	297.74%	\$559,160	\$300,000	\$259,160	86.39%	\$400,000
Utilities	\$133,811	\$137,768	(\$3,957)	-2.87%	\$708,400	\$1,239,908	(\$531,508)	-42.87%	\$1,653,210
Fuel	\$602,372	\$636,251	(\$33,878)	-5.32%	\$5,611,899	\$5,726,255	(\$114,356)	-2.00%	\$7,635,007
Parts, Tires, Oil	\$529,503	\$523,169	\$6,335	1.21%	\$4,744,076	\$4,708,519	\$35,558	0.76%	\$6,278,025
General Insurance	\$94,731	\$91,883	\$2,848	3.10%	\$878,197	\$826,950	\$51,247	6.20%	\$1,102,600
Total EXPENSES	\$14,453,595	\$10,748,260	\$3,705,335	34.47%	\$93,780,014	\$96,734,341	(\$2,954,327)	-3.05%	\$128,979,121
Surplus/Deficit	(\$3,266,014)	\$0	(\$3,266,013)		\$4,661,884	(\$0)	\$4,661,884		\$0

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Dec-23

BUDGET VARIANCE REPORT	NON-TRANSIT								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Mortgage Tax	\$807,561	\$970,833	(\$163,272)	-16.82%	\$8,223,483	\$8,737,500	(\$514,017)	-5.88%	\$11,650,000
Interest Income	\$7,852	\$1,667	\$6,185	371.11%	\$84,843	\$15,000	\$69,843	465.62%	\$20,000
Interest Inc-Invest/Change in Invest	\$288,193	\$0	\$288,193	0.00%	\$1,833,940	\$0	\$1,833,940	0.00%	\$0
Misc. Income - Authority	\$6,250	\$7,500	(\$1,250)	-16.67%	\$56,250	\$67,500	(\$11,250)	-16.67%	\$90,000
Total Operating Revenue	\$1,109,856	\$980,000	\$129,856	13.25%	\$10,198,515	\$8,820,000	\$1,378,515	15.63%	\$11,760,000
Expenses									
Labor - Authority	\$741,066	\$705,247	\$35,819	5.08%	\$6,302,360	\$6,347,220	(\$44,860)	-0.71%	\$8,462,960
Fringe - Authority	\$420,166	\$390,026	\$30,140	7.73%	\$3,558,621	\$3,510,237	\$48,385	1.38%	\$4,680,315
Materials & Supplies - Authority	\$6,927	\$12,290	(\$5,363)	-43.63%	\$161,308	\$110,606	\$50,702	45.84%	\$147,475
Professional Services - Authority	\$256,417	\$282,045	(\$25,628)	-9.09%	\$2,405,092	\$2,538,407	(\$133,314)	-5.25%	\$3,384,542
Other Expenses - Authority	\$355,178	\$296,307	\$58,871	19.87%	\$2,515,698	\$2,666,765	(\$151,066)	-5.66%	\$3,555,686
Total Expenses	\$1,779,754	\$1,685,915	\$93,839	5.57%	\$14,943,079	\$15,173,234	(\$230,155)	-1.52%	\$20,230,978
Surplus/(Deficit)	(\$669,898)	(\$705,915)	\$36,017		(\$4,744,564)	(\$6,353,234)	\$1,608,670		(\$8,470,978)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Dec-23

BUDGET VARIANCE REPORT	TRANSIT								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Passenger Fares-Transit	\$1,032,665	\$933,700	\$98,965	10.60%	\$8,899,035	\$8,403,300	\$495,735	5.90%	\$11,204,400
Contracts - Transit	\$997,505	\$597,505	\$400,001	66.95%	\$6,177,692	\$5,377,542	\$800,150	14.88%	\$7,170,056
Advertising-Transit	\$131,250	\$130,902	\$348	0.27%	\$1,417,678	\$1,178,120	\$239,558	20.33%	\$1,570,827
Misc. Income - Transit	\$6,021	\$4,042	\$1,980	48.98%	\$157,778	\$36,375	\$121,403	333.75%	\$48,500
Total Operating Revenue	\$2,167,442	\$1,666,149	\$501,294	30.09%	\$16,652,183	\$14,995,337	\$1,656,846	11.05%	\$19,993,783
Operating Assistance									
State Aid - General	\$4,770,375	\$4,770,375	\$0	0.00%	\$42,933,376	\$42,933,375	\$0	0.00%	\$57,244,500
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%	\$1,437,750	\$1,437,751	\$0	0.00%	\$1,917,001
Federal Aid - Transit	\$2,492,160	\$2,492,160	\$0	0.00%	\$22,429,442	\$22,429,442	\$0	0.00%	\$29,905,923
Other Grants - Federal	\$177,334	\$177,334	\$0	0.00%	\$1,596,004	\$1,596,005	\$0	0.00%	\$2,128,006
Total Operating Assistance	\$7,792,702	\$7,792,703	\$0	0.00%	\$70,134,322	\$70,134,323	\$0	0.00%	\$93,512,430
Total Revenue and Assistance	\$9,960,144	\$9,458,851	\$501,294	5.30%	\$86,786,505	\$85,129,660	\$1,656,846	1.95%	\$113,506,213
Expenses									
Labor - Maintenance	\$1,070,901	\$833,205	\$237,696	28.53%	\$7,439,286	\$7,498,841	(\$59,555)	-0.79%	\$9,998,455
Labor - Transportation	\$3,884,628	\$3,200,472	\$684,156	21.38%	\$26,350,633	\$28,804,247	(\$2,453,614)	-8.52%	\$38,405,663
Labor - STAR	\$411,614	\$326,445	\$85,169	26.09%	\$2,508,857	\$2,938,009	(\$429,152)	-14.61%	\$3,917,345
Fringe	\$4,169,312	\$1,657,058	\$2,512,254	151.61%	\$15,742,724	\$14,913,525	\$829,199	5.56%	\$19,884,700
Materials & Supplies	\$1,275,147	\$1,299,615	(\$24,468)	-1.88%	\$11,618,496	\$11,696,535	(\$78,039)	-0.67%	\$15,595,380
Professional Services	\$317,869	\$218,352	\$99,517	45.58%	\$2,362,707	\$1,965,165	\$397,542	20.23%	\$2,620,220
Other Expenses	\$19,531	\$10,629	\$8,902	83.75%	\$123,208	\$95,663	\$27,545	28.79%	\$127,550
Purchased Transportation - STAR	\$758,471	\$690,273	\$68,198	9.88%	\$6,714,919	\$6,212,459	\$502,460	8.09%	\$8,283,278
Liability - Claims	\$132,580	\$33,333	\$99,247	297.74%	\$559,160	\$300,000	\$259,160	86.39%	\$400,000
Liability - Insurance	\$85,592	\$88,217	(\$2,625)	-2.98%	\$682,788	\$793,950	(\$111,163)	-14.00%	\$1,058,600
Utilities - Transit	\$115,040	\$81,013	\$34,027	42.00%	\$481,829	\$729,120	(\$247,291)	-33.92%	\$972,160
Mat & Supplies - NX	\$0	\$2,083	(\$2,083)	-100.00%	\$62,807	\$18,750	\$44,057	234.97%	\$25,000
Purchased Transportation - NX	\$117,267	\$178,417	(\$61,150)	-34.27%	\$1,083,146	\$1,605,750	(\$522,604)	-32.55%	\$2,141,000
Purchased Transportation - Vanpool	\$24,600	\$25,000	(\$400)	-1.60%	\$196,077	\$225,000	(\$28,923)	-12.85%	\$300,000
Purchased Transportation - TX	\$73,815	\$78,476	(\$4,662)	100.00%	\$701,626	\$706,288	(\$4,662)	-0.66%	\$941,717
Total Expenses	\$12,456,368	\$8,722,589	\$3,733,779	42.81%	\$76,628,262	\$78,503,301	(\$1,875,040)	-2.39%	\$104,671,068
Surplus/(Deficit)	(\$2,496,224)	\$736,262	(\$3,232,486)		\$10,158,243	\$6,626,359	\$3,531,885		\$8,835,145

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Dec-23

ACCESS TRANSIT SERVICES

BUDGET VARIANCE REPORT

	This Month				Year to Date				Annual Budget
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
	Operating Revenue								
Contracts - Access	\$72,128	\$45,833	\$26,295	57.37%	\$613,014	\$412,500	\$200,514	48.61%	\$550,000
Interest Income	\$169	\$0	\$169	0.00%	\$959	\$0	\$959	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	\$72,297	\$45,833	\$26,463	57.74%	\$613,972	\$412,500	\$201,472	48.84%	\$550,000
Total Revenue and Assistance	\$72,297	\$45,833	\$26,463	57.74%	\$613,972	\$412,500	\$201,472	48.84%	\$550,000
Expenses									
Labor - Access	\$67,628	\$58,837	\$8,792	14.94%	\$461,008	\$529,531	(\$68,522)	-12.94%	\$706,041
Fringe Benefits - Access	\$18,545	\$14,985	\$3,560	23.76%	\$117,746	\$134,864	(\$17,119)	-12.69%	\$179,819
Purchased Transportation	(\$310)	\$33,333	(\$33,643)	-100.93%	\$440,054	\$300,000	\$140,054	46.68%	\$400,000
Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$15,296	\$14,791	\$505	3.41%	\$19,721
Other Expenses - Access	\$0	\$417	(\$417)	-100.00%	\$30,506	\$3,750	\$26,756	713.48%	\$5,000
Total Expenses	\$87,507	\$109,215	(\$21,708)	-19.88%	\$1,064,609	\$982,936	\$81,673	8.31%	\$1,310,581
Surplus/(Deficit)	(\$15,210)	(\$63,382)	\$48,172		(\$450,637)	(\$570,436)	\$119,799		(\$760,581)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Dec-23

BUDGET VARIANCE REPORT

CDTA FACILITIES									
	This Month				Year to Date				Annual
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	Budget
Operating Revenue									
RRS Station & Garage	\$67,877	\$66,667	\$1,210	1.82%	\$618,453	\$600,000	\$18,453	3.08%	\$800,000
RRS Parking Revenue	\$229,358	\$174,909	\$54,449	31.13%	\$1,818,275	\$1,574,181	\$244,094	15.51%	\$2,098,908
RRS Advertising	\$12,500	\$12,500	\$0	0.00%	\$112,500	\$112,500	\$0	0.00%	\$150,000
SSTS	\$11,482	\$2,467	\$9,015	365.49%	\$30,912	\$22,200	\$8,712	39.24%	\$29,600
Greyhound	\$69	\$0	\$69	0.00%	\$1,359	\$0	\$1,359	0.00%	\$0
85 Watervliet Avenue	\$5,801	\$6,667	(\$866)	-12.99%	\$52,206	\$60,000	(\$7,794)	-12.99%	\$80,000
Interest Income	\$6,392	\$367	\$6,025	1643.15%	\$43,139	\$3,300	\$39,839	1207.23%	\$4,400
Total Operating Revenue	\$333,478	\$263,576	\$69,903	26.52%	\$2,676,844	\$2,372,181	\$304,663	12.84%	\$3,162,908
Expenses									
Labor	\$15,702	\$15,083	\$619	4.10%	\$138,455	\$135,749	\$2,707	1.99%	\$180,998
Fringe-Benefits	\$3,889	\$1,617	\$2,272	140.50%	\$25,450	\$14,554	\$10,896	74.87%	\$19,405
Professional Services	\$9,191	\$6,667	\$2,524	37.86%	\$70,878	\$60,000	\$10,878	18.13%	\$80,000
Insurance	\$6,798	\$3,333	\$3,465	103.94%	\$56,199	\$30,000	\$26,199	87.33%	\$40,000
Security	\$23,701	\$37,783	(\$14,082)	-37.27%	\$103,573	\$340,050	(\$236,477)	-69.54%	\$453,400
Facilities Upkeep	\$25,430	\$28,917	(\$3,487)	-12.06%	\$164,598	\$260,250	(\$95,652)	-36.75%	\$347,000
Facilities Repairs	\$10,243	\$14,083	(\$3,840)	-27.27%	\$179,020	\$126,750	\$52,270	41.24%	\$169,000
Utilities	\$14,110	\$48,238	(\$34,128)	-70.75%	\$190,893	\$434,138	(\$243,245)	-56.03%	\$578,850
Materials & Supplies	\$0	\$1,250	(\$1,250)	-100.00%	\$1,061	\$11,250	(\$10,189)	-90.57%	\$15,000
Parking Garage	\$5,561	\$45,000	(\$39,439)	-87.64%	\$443,574	\$405,000	\$38,574	9.52%	\$540,000
85 Watervliet Avenue	\$4,881	\$10,425	(\$5,544)	-53.18%	\$63,800	\$93,825	(\$30,025)	-32.00%	\$125,100
SSTS	\$12,160	\$14,583	(\$2,423)	-16.62%	\$87,251	\$131,250	(\$43,999)	-33.52%	\$175,000
Total Expenses	\$132,060	\$226,979	(\$94,919)	-41.82%	\$1,525,145	\$2,042,815	(\$517,670)	-25.34%	\$2,723,753
Surplus/(Deficit)	\$201,418	\$36,596	\$164,822		\$1,151,699	\$329,366	\$822,333		\$439,155

CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

AGING OF ACCOUNTS RECEIVABLE

Dec-23		
	Amount	% of Total
Current	\$1,731,574	21.44%
31 - 60	\$508,983	6.30%
61 - 90	\$223,971	2.77%
91 - 120	\$958,736	11.87%
Over 120	\$4,653,550	57.62%
Total Accounts Receivable	\$8,076,814	100.00%

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

AGING OF ACCOUNTS PAYABLE

Dec-23		
	Amount	% of Total
Current	\$4,553,173	72.43%
31 - 60	\$1,185,090	18.85%
61 - 90	\$231,533	3.68%
90 & Over	\$316,439	5.03%
Total Accounts Payable	\$6,286,235	100.00%

Dec-23 Receivables over 120 days: \$4,653,550

Breakdown of outstanding receivables over 120 days.	
\$4,494,017	NYS DEPT. OF TRANSPORTATION
\$87,500	CITY OF ALBANY
\$47,033	OTHER
\$25,000	CITY OF SARATOGA SPRINGS
\$4,653,550	

ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	Dec-23	Dec-22	Difference	%	2024	2023	Difference	%
Albany	\$235,423	\$550,101	(\$314,678)	-57.20%	\$2,892,943	\$4,570,888	(\$1,677,945)	-36.71%
Rensselaer	\$181,707	\$167,047	\$14,660	8.78%	\$1,264,138	\$1,701,383	(\$437,245)	-25.70%
Saratoga	\$309,243	\$459,680	(\$150,437)	-32.73%	\$3,011,939	\$4,508,210	(\$1,496,271)	-33.19%
Schenectady	\$81,188	\$199,737	(\$118,549)	-59.35%	\$1,054,463	\$1,522,603	(\$468,140)	-30.75%
Total	\$807,561	\$1,376,565	(\$569,004)	-41.34%	\$8,223,483	\$12,303,084	(\$4,079,601)	-33.16%

Current Month Year To Date

FY 2024	\$807,561	\$8,223,483
FY 2023	\$1,376,565	\$12,303,084

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.

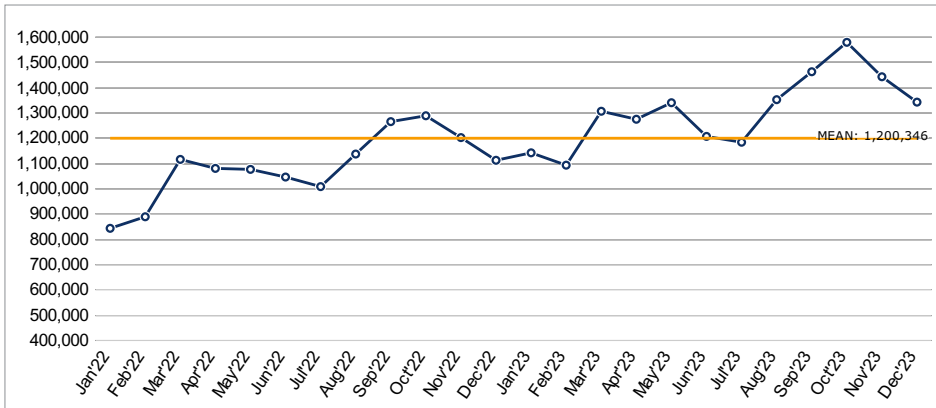
**Highlight Summary
December 31, 2023**

<u>RESTRICTED INVESTMENTS</u>	<u>Fund Balances</u>	<u>Current Obligations</u>
Risk Management Account (Self-Insured)	\$3,391,362	\$2,052,361
Workers' Comp. Account (Self-Insured)	\$10,102,270	\$8,600,673
 Operating Account	 \$28,924,709	
 <u>Current Operating Reserve Obligations</u>		
Federal Operating Assistance in FY24		\$8,000,000
 <u>Current Capital Reserve Obligations</u>	 \$13,469,818	
Washington/Western BRT Project Match		\$10,000,000
LowNo Electrification Project Match		\$3,000,000
 <u>Current Vehicle Replacement Reserve Obligations</u>	 \$975,861	
Vehicle Replacement Funds		\$524,011

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	3.61%
Workers' Compensation	3.23%
Operating Fund	5.06%
Vehicle Replacement Fund	5.39%
Capital Project	4.63%

* 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.

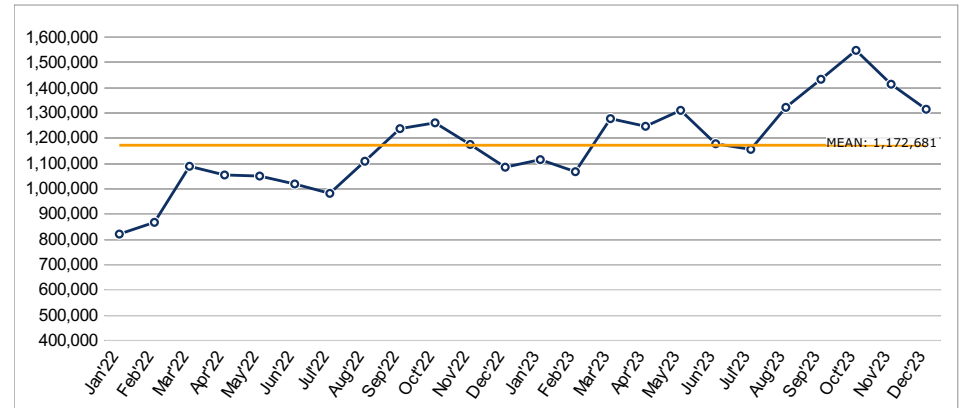
Total Riders



Previous: 1,113,142

Current: 1,343,213

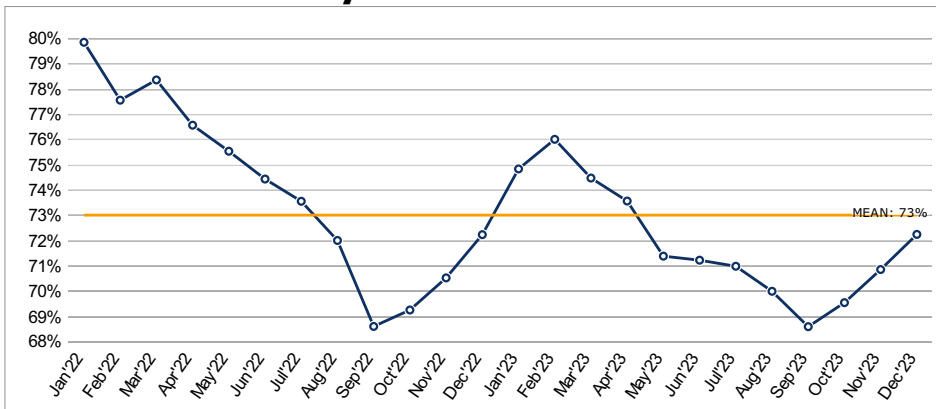
Fixed Riders



Previous: 1,085,819

Current: 1,314,990

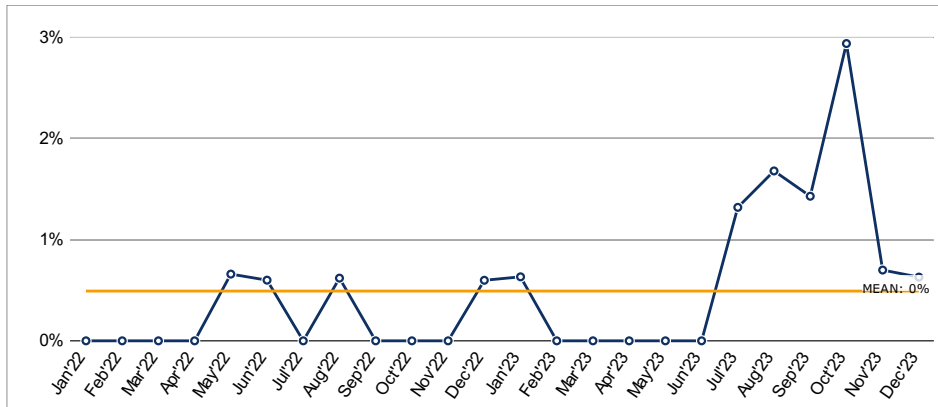
System Wide OTP



Previous: 72.25%

Current: 72.26%

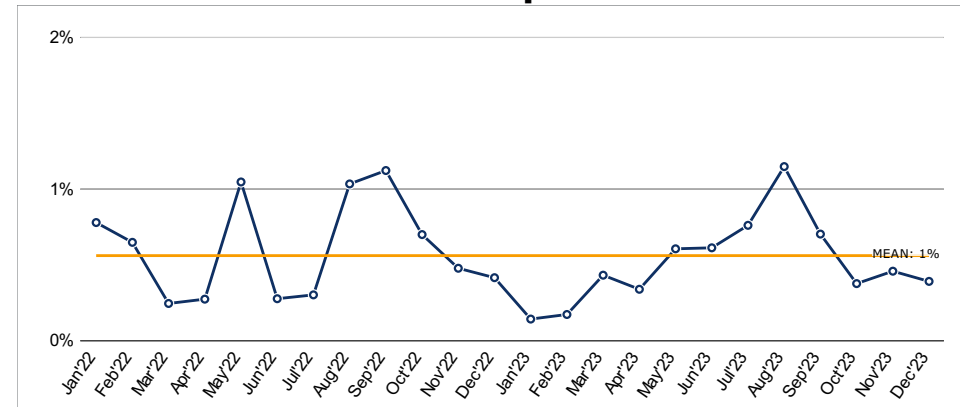
PMI Not On Time



Previous: 0.6%

Current: 0.6%

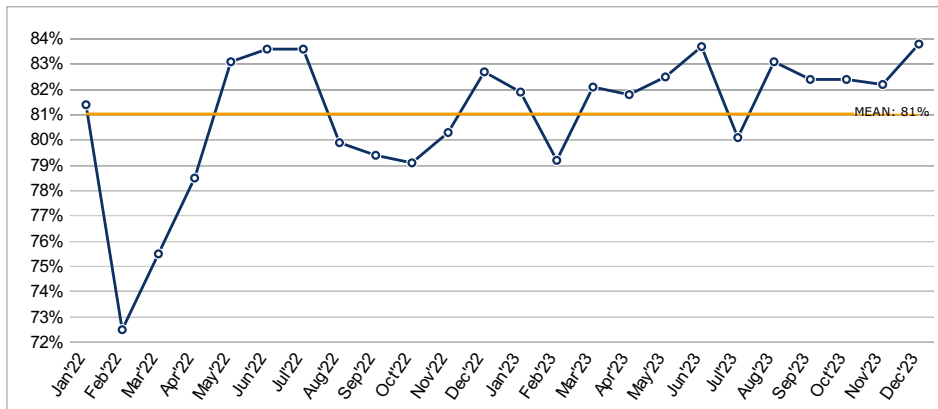
Percent of Trips Missed



Previous: 0.42%

Current: 0.39%

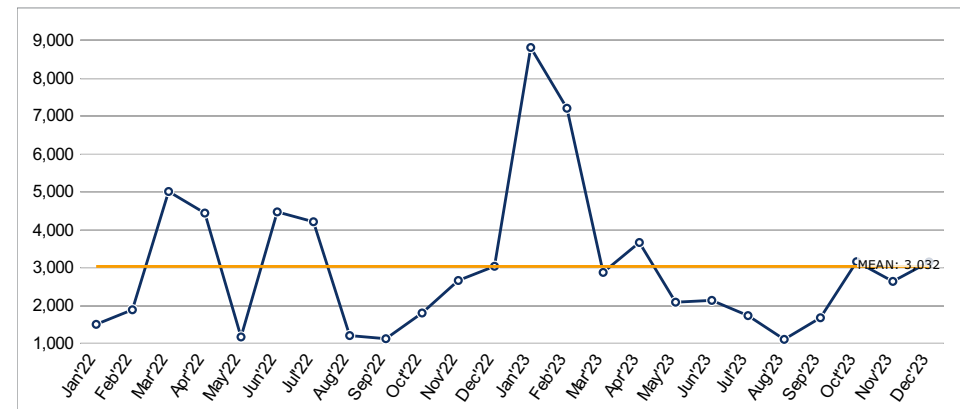
Scheduled Work



Previous: 82.7%

Current: 83.8%

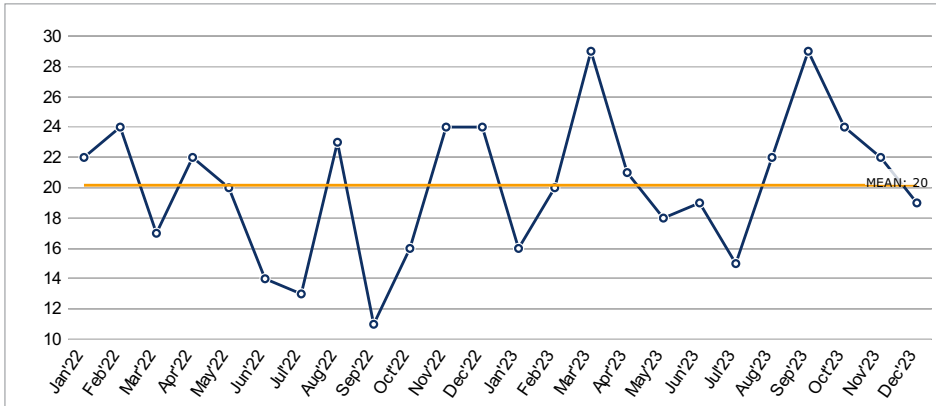
MDBSI



Previous: 3,036

Current: 3,151

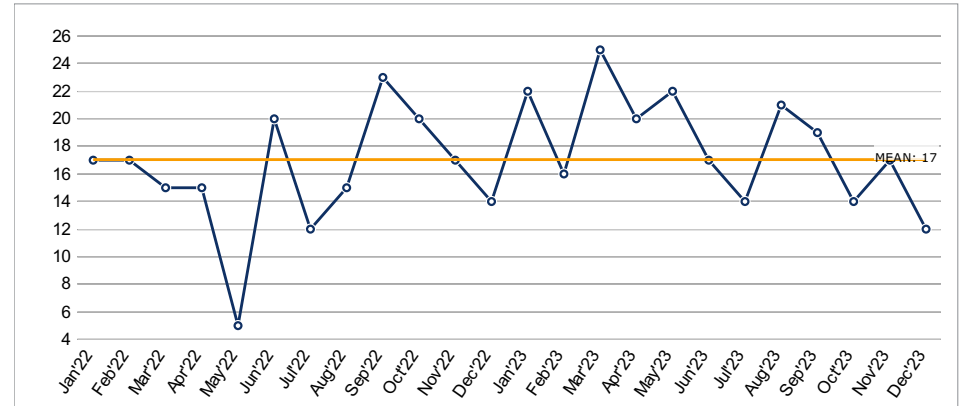
Preventable Accidents



Previous: 24

Current: 19

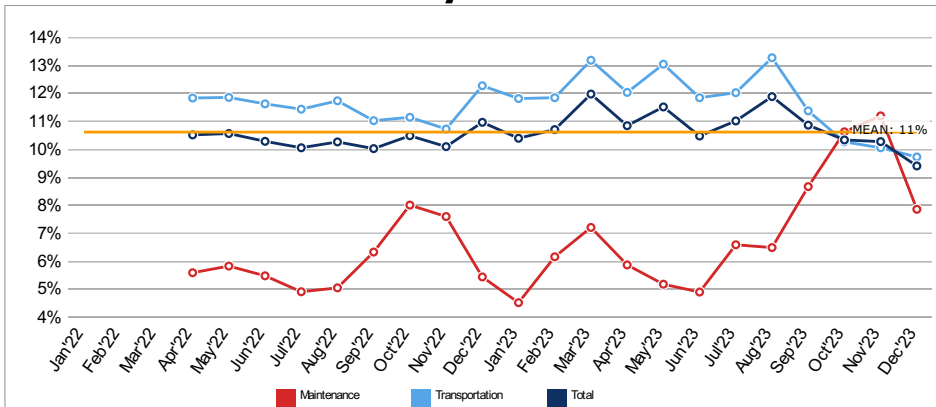
Non-Preventable Accidents



Previous: 14

Current: 12

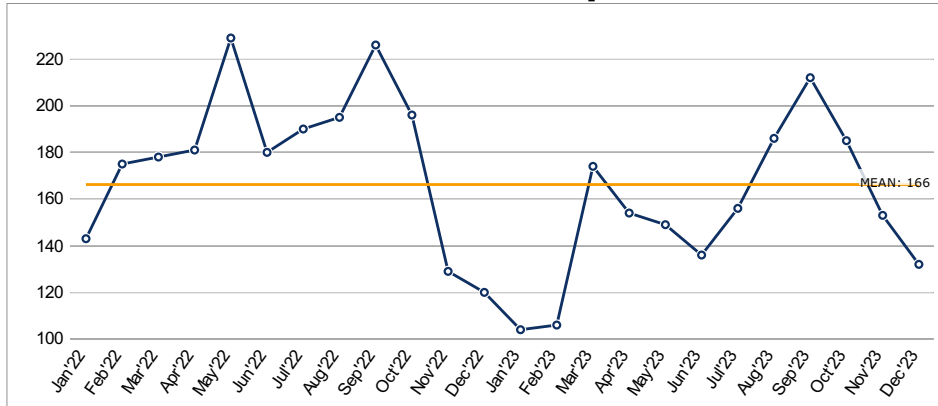
Percent Days Not Worked



Previous: 11.0%

Current: 9.4%

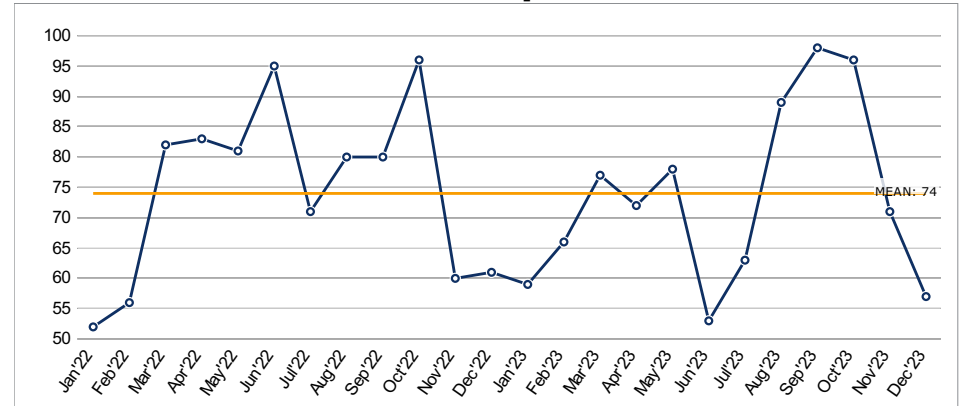
Fixed/Shuttle Complaints



Previous: 120

Current: 132

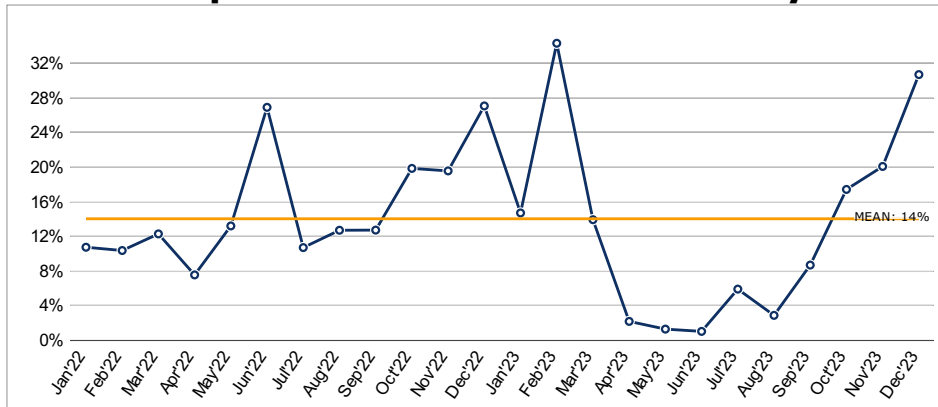
Other Complaints



Previous: 61

Current: 57

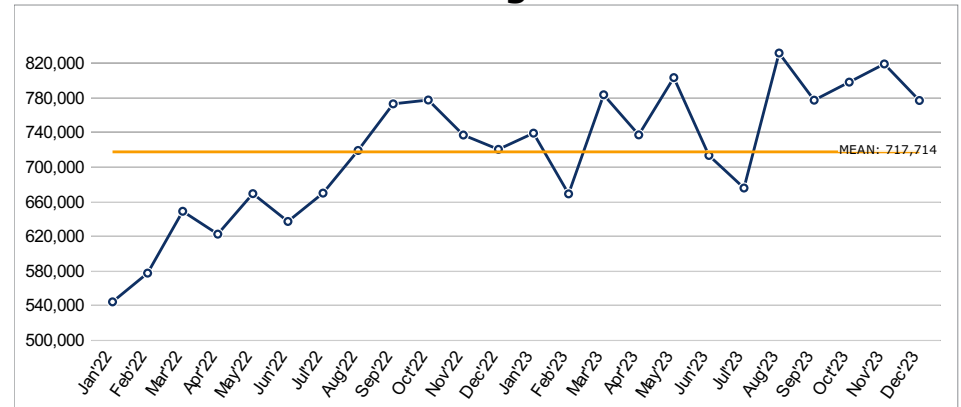
Complaints Not Addressed in Ten Days



Previous: 27.1%

Current: 30.7%

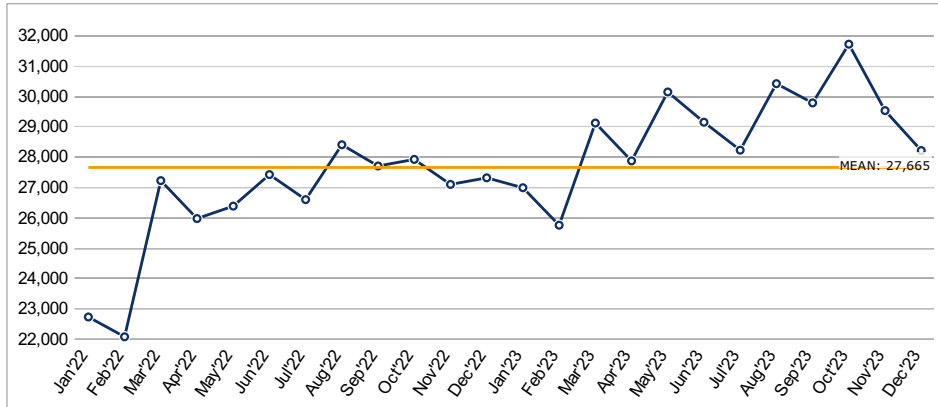
Website Page Views



Previous: 720,601

Current: 776,981

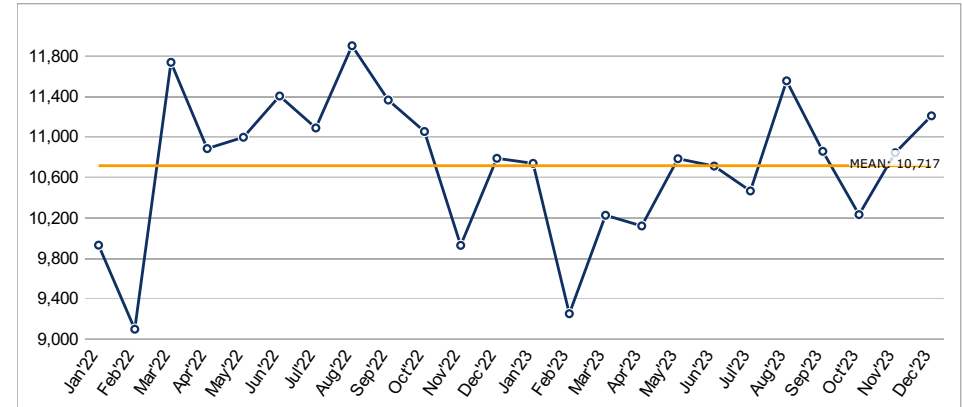
STAR Riders



Previous: 27,323

Current: 28,223

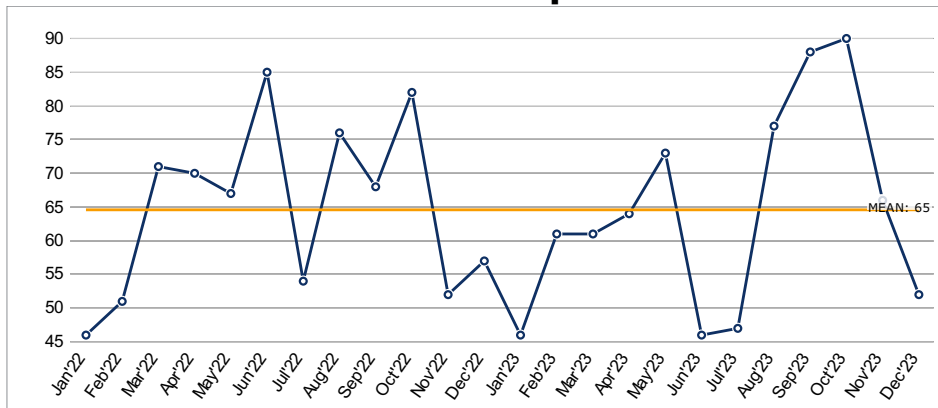
Reservation Calls



Previous: 10,790

Current: 11,210

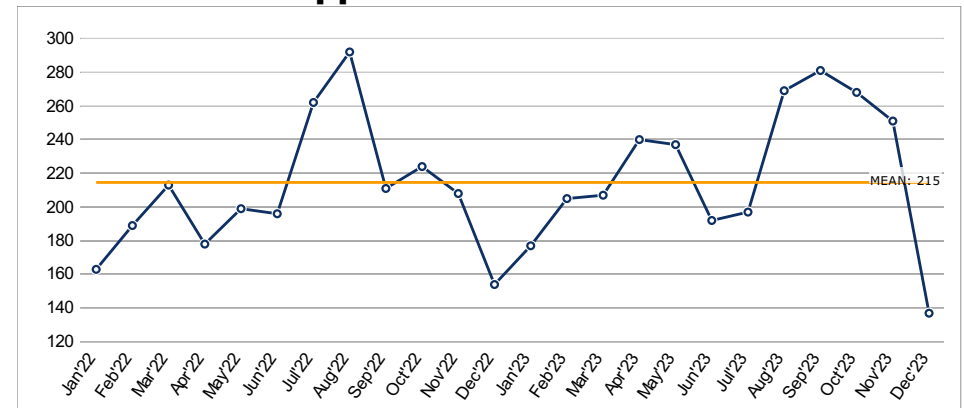
Customer Complaints



Previous: 57

Current: 52

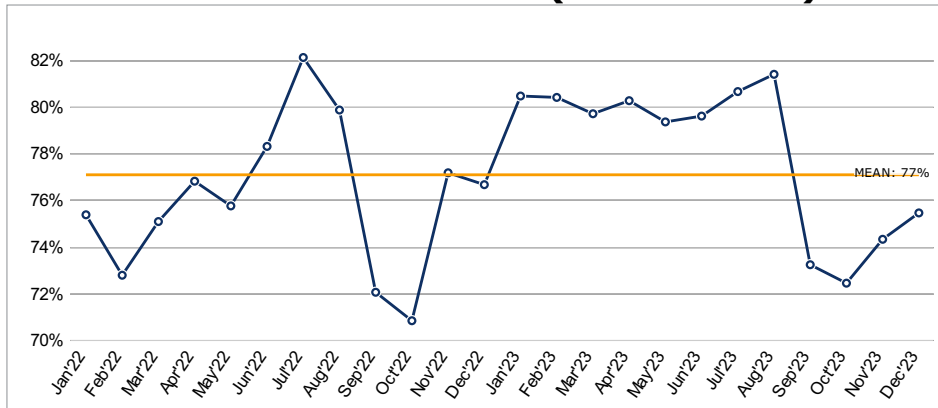
Applications Received



Previous: 154

Current: 137

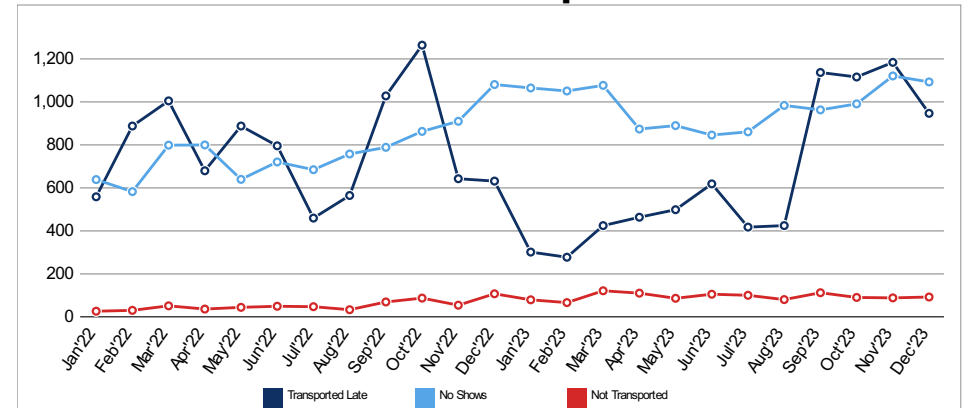
On-Time Performance (0-10 Minutes)



Previous: 76.7%

Current: 75.5%

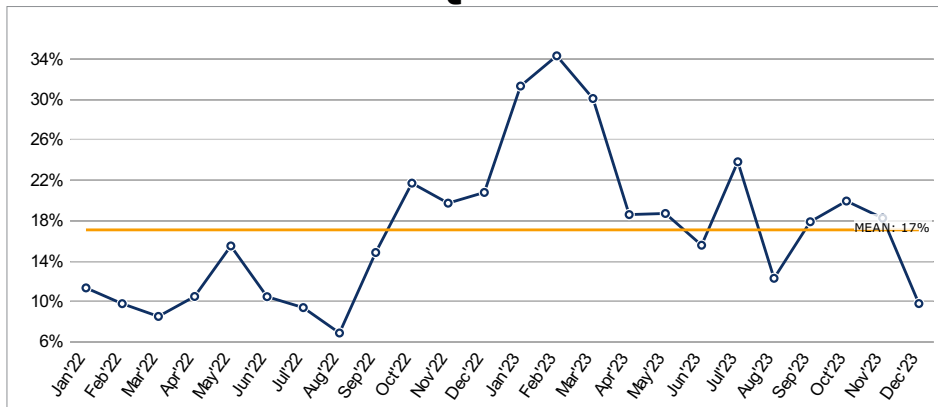
Missed Trips



Previous: 1,818

Current: 2,130

Reservation Calls in Queue Over Five Minutes



Previous: 20.8%

Current: 9.8%

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.