

Board of Directors Monthly Meeting

**Wednesday, July 24, 2024 | 12:00pm
Board Room at 110 Watervliet Ave.**

CDTA BOARD OF DIRECTORS MEETING AGENDA

Wednesday, July 24, 2024 | 12:00pm | Board Room at 110 Watervliet Ave

Board Item	Responsibility	Page
Call to Order	Jayme Lahut	
Approve Minutes of Wednesday, June 26, 2024		3
Committee Reports: (Action Items Listed)		
Board Operations Committee		
• Board Retreat Update	Carm Basile	
Performance Monitoring/Audit Committee		
• Monthly Management Report	Mike Collins	
• Performance/Non-Financial Report	Chris Desany	
Strategic & Operational Planning Committee	Mike Criscione	
• Resolution 22 – Authorization to Purchase Property		26
Chief Executive Officer’s Report	Carm Basile	28
Board Member Comments	Everyone	
Executive Session	Jayme Lahut	
• Personnel Matter		
Upcoming Meetings		
Subject to the call of the Board Chairman:		
- Tuesday, August 13, 2024 – Board Retreat at the Waters Edge, Schenectady		
- Wednesday, September 25, 2024 at 12:00 PM via Microsoft Teams and at 110 Watervliet Ave.		
Adjourn	Jayme Lahut	

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
(And its Subsidiaries)
110 Watervliet Avenue, Albany, New York and Microsoft Teams**

MINUTES OF WEDNESDAY, JUNE 26, 2024 BOARD MEETING

MEMBERS PRESENT

Jayme B. Lahut, Chairman
Michael J. Criscione, Vice Chairman
Denise A. Figueroa, Treasurer

Patrick M. Lance
David M. Stackrow
Jackie McDonough

MEMBERS PRESENT REMOTELY

Georgeanna M. Nugent, Secretary

MEMBERS NOT PRESENT

Peter D. Wohl
Jaclyn Falotico

OTHERS PRESENT

Carmino N. Basile, Chief Executive Officer
Amanda Avery, General Counsel
Mike Colins, VP Finance & Administration
Chris Desany, VP Planning & Infrastructure
Lance Zarcone, VP Operations
Jaime Kazlo, Director of Corporate Comms
Gary Guy, Director of Transportation
Dave Williams, Director of Maintenance
Jonathan Scherzer, Director of Business Dev.
Emily DeVito, Communications Manager
Jeremy Smith, Director of Facilities

Patricia Cooper, Director of Finance
Thomas Guggisberg, Director of IT
Joe Landy, Superintendent of Troy
Steve Wacksman, Superintendent of Albany
Mike Williams, Director of Service Planning
Mike Valente, Assistant Superintendent
Sarah Matrose, Internal Auditor
Alton Ming, STAR Superintendent
Richard Cordero, Director of Service Quality
Kelli Schreivogl, Director of HR
Zachary Stever, ATU President

CALL TO ORDER - At 12:00 PM, Chairman Lahut called the meeting to order and noted a quorum was present.

APPROVAL OF THE MAY 29, 2024 BOARD MEETING MINUTES

Motion – Mr. Criscione
Seconded – Ms. McDonough
Carried Unanimously

RECOGNITIONS

Carm Basile and Chairman Lahut presented the following awards and members offered their congratulations:

- 20 Years – Belinda Kornegay, Troy Administrative Assistant
- 20 Years – Mike Lasch, Troy Master Technician
- 20 Years – Wayne Rivers, Troy Operator
- 25 Years – Mike Miller, Albany Operator

COMMITTEE REPORTS

BOARD OPERATIONS COMMITTEE - Report from Vice Chairman Criscione

Committee met on Wednesday, June 12, 2024 at 9:15 AM via Microsoft Teams and at 110 Watervliet Ave.

Administrative Discussion Items

- We reviewed agendas for the June committee meetings.
- Lisa Marrello joined us to give an update on the legislature session. The 2023-2024 session wrapped up earlier this month. Many bills were on the docket for discussion. Transit systems across the state did well with increases in state operating assistance. We received an extra amount for our work to merge the Glens Falls Transit District into CDTA.

- Congestion Pricing was temporarily paused by the Governor. The legislature spent much of their final session days discussing this. There are funding issues regarding the MTA, and this may have some impact on the rest of the systems across the state.
- Senator Jeremy Cooney from Rochester is the new transportation committee chairman; taking over for the Congressman Tim Kennedy. We look forward to working with him.
- The next meeting of the committee is scheduled for Wednesday, September 11, 2024 at 9:15 AM via Microsoft Teams and at 110 Watervliet Ave.

PERFORMANCE MONITORING COMMITTEE - Report from Peter Wohl

Performance Monitoring Committee met on Thursday, June 20, 2024 at 10:00 AM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Consent Agenda Item

Resolution 18 – 2024 – 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 Authority hereby approves the purchase of twenty, 40’ diesel buses from Gillig, LLC of Hayward, California for an amount not to exceed \$12,664,690.

Motion – Ms. McDonough

Seconded – Mr. Stackrow

Carried Unanimously

Resolution 19 – 2024 – 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).
- The Authority hereby approves a two-year contract for the purchase of fasteners to Fastenal of Winona, Minnesota for an amount not to exceed \$152,352.

Motion – Mr. Criscione

Seconded – Ms. McDonough

Carried Unanimously

Resolution 20 – 2024 – 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 Authority hereby approves the Disadvantaged Business Enterprise Goal Plan for Federal Fiscal Years 2025-2027.

Motion – Ms. Figueroa

Seconded – Ms. McDonough

Carried Unanimously

Resolution 21 – 2024 – Approve Drug and 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 Authority hereby approves the 2024-2025 Drug & Alcohol Policy.

Motion – Mr. Criscione

Seconded – Ms. McDonough

Carried Unanimously

Investment Committee Items

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

Administrative Discussion Items

- 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
- 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.
- 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 of the Committee is scheduled for Wednesday, September 18, 2024 at 10:00 AM via Microsoft Teams and at 110 Watervliet Avenue.

COMMUNITY AND STAKEHOLDER RELATIONS COMMITTEE - Report from Dave Stackrow

Community and Stakeholder Relations Committee met on Thursday, June 20, 2024 at 11:15 AM at 110 Watervliet Avenue, Albany and via Microsoft Teams.

Administrative Discussion Items

- Jon Scherzer gave an update on a summer social media campaign called, "Explore & Win: Your Summer Passport with CDTA."
- The campaign will help drive social media engagement, brand awareness, and grow our customer email contact list. It will also encourage the community to explore the region using CDTA's mobility options and then share their experiences on social media.
- The campaign details will be housed on a Summer Mobility Landing Page at www.cdta.org. The program will also feature an engagement campaign with the Times Union, FLY 92 and 5-1-8 foodies.
- Jaime Kazlo provided the Earned Media and Community Relations report. Last month, we earned 31 placements in television, newspaper, and radio with an estimated value of \$31,000. CDTA sent out 9 press releases.

- Stories included – trolley service for the Belmont Stakes festival, construction on the Liberty Square Mobility Hub in Troy, Lake George trolley service and outreach efforts for our Transit Development plan.
- We participated in community events including transportation for United Way 5.18 Day, various Memorial Day parades, transportation for the Juneteenth festival in Albany, and the Capital Region Pride Parade.
- We continue to see increases in followers across our social media channels. Top posts included the Liberty Square Mobility and the new transportation display at the Joseph L. Bruno Rail Station.
- Looking ahead, we will bring seasonal services back for the summer to Grafton Lakes State Park, Saratoga Trolley, and Schenectady Nature Bus.
- Next meeting of the Committee will be on Thursday, September 19, 2024 at 11:15 AM via Microsoft Teams and at 110 Watervliet Avenue.

STRATEGIC AND OPERATIONAL PLANNING COMMITTEE - Report from Mike Criscione

The Strategic and Operational Planning Committee met on Thursday, June 20, 2024 at 12:00 PM via Microsoft Teams and at 110 Watervliet Avenue.

Administration Discussion Items

Route Performance Report

- Mike Williams reviewed our annual Route Performance Report (RPR). This document includes information about the performance of routes (primarily ridership and productivity), a description of recent service changes, and a look at the year ahead with options for service adjustments. It guides planning activities for the next 12-18 months and helps us efficiently deploy our resources.
- Ridership is up 20% and has exceeded pre-pandemic levels (whereas the national average is only 77% of pre-pandemic levels), and Universal Access is a key component of that growth. High frequency routes (trunks, BRT) continue to be the most productive, and lowest performing routes are those that still focus on coverage versus frequency.
- On-demand services are modeled differently than fixed routes, so it may difficult to compare them effectively. On-time performance is decreasing due to driver availability and covering work manually. The Purple Line started out with slow growth, but has picked up significantly (as expected). Warren County was added with minimal changes.
- We will recalibrate run times and work with a consultant to optimize our scheduling process, making preliminary adjustments to Glens Falls routes, and fine tuning service levels on the Purple Line. We also will also adjust neighborhood routes to increase the overall productivity of the system.

West Facility Update

- Carm Basile and Chris Desany provided an update on advancing the development of a west facility. Environmental review and preliminary appraisals are complete. Title VI analysis and review appraisal are in progress. The Facilities Department will be advancing a new lease with the current owner, and the Legal Department will be in touch with owner representation to advance a purchase agreement. FTA has been notified of concept, and will be providing guidance.
- Next meeting of the Committee will be on Thursday, September 19, 2024 at 12:00pm via Microsoft Teams and at 110 Watervliet Avenue.

CHIEF EXECUTIVE OFFICER’S REPORT – Carm Basile

- The Chief Executive Officer provided his report for June 2024.

UPCOMING MEETINGS

- Subject to the call of the Chair, Chairman Lahut announced the following meeting date:
 - Wednesday, July 24, 2024 at 12:00pm at 110 Watervliet Avenue.

ADJOURNMENT - 12:42 PM

Motion – Ms. Figueroa

Seconded – Ms. McDonough

Carried Unanimously

Respectfully submitted,

Georgeanna M. Nugent, Secretary

Dated: June 26, 2024

Monthly Management Report

June 2024



Monthly Management Report (MMR) - June 2024

Executive Summary

			Current Month		Year to Date		
	REVENUE	Actual	Budget	(\$ Variance	(%) Variance	(\$ Variance	(%) Variance
1	Mortgage Tax	\$ 1,403,450	\$ 1,054,167	\$ 349,283	33.13%	\$ 21,381	0.88%
2	Customer Fares	\$ 1,792,587	\$ 1,676,475	\$ 116,112	6.93%	\$ 380,703	7.57%
3	JB Rail Station	\$ 337,360	\$ 285,242	\$ 52,118	18.27%	\$ 110,091	12.87%
	EXPENSES	Actual	Budget	(\$ Variance	(%) Variance	(\$ Variance	(%) Variance
4	Wages	\$ 5,168,964	\$ 5,344,860	\$ (175,896)	-3.29%	\$ 195,419	1.22%
5	Workers' Compensation	\$ 158,154	\$ 248,893	\$ (90,739)	-36.46%	\$ (129,799)	-17.38%
6	Liability-Claims	\$ 160,336	\$ 39,583	\$ 120,753	305.06%	\$ 258,766	217.91%
7	Parts, Tires	\$ 526,704	\$ 585,919	\$ (59,215)	-10.11%	\$ (7,913)	-0.45%
						YTD Revenue	1.70%
						YTD Expenses	0.37%

Revenue Summary

- 1 MRT receipts were over budget for the first time in five months, bringing the YTD variance to 1% over budget. Saratoga County led the way with a large transaction.
- 2 Customer Fares continue to do well and were 7% over budget for the month; and about 8% for the year.
- 3 Rail Station revenue was 18% over budget this month and 13% over budget for the year.

Expense Summary

- 4 Wages are 3% under budget this month because of the transition to our summer service schedule and June being a short month.
- 5 Workers' Compensation is 36% under budget for the month due to less claims and no scheduled loss of use awards.
- 6 Liability Claims are over budget because of several recent claim settlements.
- 7 Parts & Tires are 10% under budget for the month and just under budget for the year.

Note We are in a satisfactory budget position.

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

		Jun-24	Jun-23
Assets			
	Current Assets:		
	Cash	\$10,108,453	\$11,389,193
	Investments	\$52,831,286	\$63,179,598
	Receivables:		
	Mortgage Tax	\$1,403,450	\$957,129
	Federal Grants	\$4,946,616	\$4,008,482
	New York State Operating Assistance	\$14,103	\$0
	Trade and Other	\$12,242,240	\$12,893,060
	Advances to Capital District Transportation Committee	\$1,192,392	\$743,038
	Materials, Parts and Supplies	\$5,588,905	\$5,169,512
	Prepaid Expenses	\$2,205,328	\$1,237,927
	Sub-Total Current Assets	\$90,532,773	\$99,577,938
	Noncurrent Assets:		
	Capital Assets, net	\$153,358,478	\$148,673,742
	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		\$257,345,974	\$264,677,823
Liabilities			
	Current Liabilities:		
	Accounts Payable	\$7,402,450	\$12,689,483
	Accrued Expenses	\$6,867,479	\$5,523,733
	Unearned Revenue	\$3,150,659	\$3,040,464
	Line of Credit	\$0	\$0
	Sub-Total Current Liabilities	\$17,420,588	\$21,253,681
	Noncurrent Liabilities:		
	Capital Lease Agreement	\$11,734,214	\$13,282,790
	Estimated Provision for Existing Claims and Settlements	\$10,086,185	\$10,907,784
	Other postemployment benefits	\$68,313,217	\$66,724,317
	Net Pension Liability	\$5,493,758	(\$2,045,372)
	Sub-Total Noncurrent Liabilities	\$95,627,375	\$88,869,519
	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		\$151,908,637	\$162,368,292
Net Position			
	Net Investment in Capital Assets	\$108,241,228	\$108,241,228
	Unrestricted	(\$2,803,891)	(\$5,931,697)
Total for Net Position		\$105,437,337	\$102,309,531
Total Liabilities and Net Position		\$257,345,974	\$264,677,823

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
CONSOLIDATED STATEMENT OF OPERATIONS
Jun-24

	<u>To Date Actual</u>	<u>Annual Budget</u>	25%
REVENUE:			
AUTHORITY	\$3,682,222	\$12,791,000	29%
TRANSIT	\$29,974,048	\$118,731,723	25%
ACCESS	\$235,428	\$600,000	39%
CDTA FACILITIES	\$1,003,318	\$3,572,908	28%
TOTAL REVENUE	<u>\$34,895,016</u>	<u>\$135,695,631</u>	<u>26%</u>
EXPENSE:			
AUTHORITY	\$5,556,160	\$23,388,439	24%
TRANSIT	\$27,675,128	\$108,284,764	26%
ACCESS	\$373,130	\$1,485,581	25%
CDTA FACILITIES	\$422,675	\$2,536,847	17%
TOTAL EXPENSE	<u>\$34,027,094</u>	<u>\$135,695,632</u>	<u>25%</u>
Revenue over (under) Expenses	\$867,922		
Depreciation	<u>\$4,750,000</u>		
Excess of Revenue over (under) Expenses	(\$3,882,078)		
Transfer from Capital Project Fund	\$0		
Transfer to Risk Mngt Fund	\$0		
Transfer from Risk Mngt Fund	\$0		
Transfer from Vehicle Replacement	\$0		
Transfer to Vehicle Replacement	\$0		
Transfer to Capital Projects Fund	\$0		
Transfer from Operating Fund	\$4,000,000		
Transfer to Operating Fund	\$0		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	<u>(\$659,427)</u>		
*Net Excess of Revenue over (under) Expenses	(\$541,505)		
*Contribution to required fleet replacement.			

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

Jun-24

BUDGET VARIANCE REPORT

CONSOLIDATED									
	This Month				Year to Date				Annual
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	Budget
Operating Revenue									
Mortgage Tax	\$1,403,450	\$1,054,167	\$349,283	33.13%	\$3,183,881	\$3,162,500	\$21,381	0.68%	\$12,650,000
Customer Fares	\$1,792,587	\$1,676,475	\$116,112	6.93%	\$5,410,127	\$5,029,425	\$380,703	7.57%	\$20,117,699
Advertising Revenue	\$147,917	\$147,917	\$0	0.00%	\$443,750	\$443,750	\$0	0.00%	\$1,775,000
RRS & Facilities	\$337,360	\$285,242	\$52,117	18.27%	\$965,818	\$855,727	\$110,091	12.87%	\$3,422,908
Interest Income	\$15,806	\$1,667	\$14,139	848.37%	\$73,675	\$5,000	\$68,675	1373.49%	\$20,000
Misc. Income	\$12,128	\$14,125	(\$1,997)	-14.14%	\$37,505	\$42,375	(\$4,870)	-11.49%	\$169,500
Total Operating Revenue	\$3,709,248	\$3,179,592	\$529,656	16.66%	\$10,114,756	\$9,538,777	\$575,980	6.04%	\$38,155,107
Operating Assistance									
New York State Aid	\$5,366,258	\$5,366,258	\$0	0.00%	\$16,098,775	\$16,098,775	\$0	0.00%	\$64,395,100
County Aid	\$159,750	\$159,750	\$0	0.00%	\$479,250	\$479,250	\$0	0.00%	\$1,917,001
Federal Aid	\$2,408,827	\$2,408,827	\$0	0.00%	\$7,226,481	\$7,226,481	\$0	0.00%	\$28,905,923
Operating Grants	\$193,542	\$193,542	\$0	0.00%	\$580,625	\$580,625	\$0	0.00%	\$2,322,500
Total Operating Assistance	\$8,128,377	\$8,128,377	\$0	0.00%	\$24,385,131	\$24,385,131	\$0	0.00%	\$97,540,524
Total Revenue and Assistance	\$11,837,624	\$11,307,969	\$529,656	4.68%	\$34,499,887	\$33,923,908	\$575,980	1.70%	\$135,695,631
Expenses									
Salaries and Wages	\$5,168,964	\$5,344,860	(\$175,896)	-3.29%	\$16,229,999	\$16,034,580	\$195,419	1.22%	\$64,138,321
FICA	\$373,888	\$367,842	\$6,047	1.64%	\$1,171,693	\$1,103,525	\$68,168	6.18%	\$4,414,100
Health Benefits	\$1,115,178	\$1,115,701	(\$523)	-0.05%	\$3,303,598	\$3,347,104	(\$43,505)	-1.30%	\$13,388,415
Workers Compensation	\$158,154	\$248,893	(\$90,739)	-36.46%	\$616,880	\$746,680	(\$129,799)	-17.38%	\$2,986,718
Other Benefits	\$453,471	\$417,957	\$35,514	8.50%	\$1,217,882	\$1,253,871	(\$35,989)	-2.87%	\$5,015,485
Professional Services	\$567,439	\$581,264	(\$13,824)	-2.38%	\$1,703,730	\$1,743,791	(\$40,060)	-2.30%	\$6,975,162
Materials & Supplies	\$219,988	\$171,252	\$48,736	28.46%	\$484,058	\$513,756	(\$29,697)	-5.78%	\$2,055,023
Miscellaneous	\$104,582	\$91,657	\$12,925	14.10%	\$296,566	\$274,971	\$21,595	7.85%	\$1,099,883
Purchased Transportation	\$1,076,342	\$1,068,000	\$8,342	0.78%	\$3,332,161	\$3,204,000	\$128,161	4.00%	\$12,816,000
Maintenance Services	\$468,524	\$400,303	\$68,221	17.04%	\$1,089,592	\$1,200,908	(\$111,316)	-9.27%	\$4,803,631
Liability - Claims	\$160,336	\$39,583	\$120,753	305.06%	\$377,516	\$118,750	\$258,766	217.91%	\$475,000
Utilities	\$45,004	\$129,083	(\$84,080)	-65.14%	\$208,480	\$387,250	(\$178,770)	-46.16%	\$1,549,000
Fuel	\$670,295	\$644,584	\$25,711	3.99%	\$1,921,853	\$1,933,752	(\$11,899)	-0.62%	\$7,735,009
Parts, Tires, Oil	\$526,704	\$585,919	(\$59,215)	-10.11%	\$1,749,843	\$1,757,756	(\$7,913)	-0.45%	\$7,031,025
General Insurance	\$115,896	\$101,072	\$14,824	14.67%	\$347,155	\$303,215	\$43,940	14.49%	\$1,212,860
Total EXPENSES	\$11,224,766	\$11,307,969	(\$83,203)	-0.74%	\$34,051,006	\$33,923,908	\$127,098	0.37%	\$135,695,631
Surplus/Deficit	\$612,858	\$0	\$612,858		\$448,881	\$0	\$448,882		\$0

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Jun-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	\$1,403,450	\$1,054,167	\$349,283	33.13%	\$3,183,881	\$3,162,500	\$21,381	0.68%	\$12,650,000
	Interest Income	\$15,564	\$1,667	\$13,897	833.84%	\$72,962	\$5,000	\$67,962	1359.24%	\$20,000
	Interest Inc-Invest/Change in Invest	(\$166,296)	\$0	(\$166,296)	0.00%	\$395,129	\$0	\$395,129	0.00%	\$0
	Misc. Income - Authority	\$10,083	\$10,083	\$0	0.00%	\$30,250	\$30,250	\$0	0.00%	\$121,000
Total Operating Revenue		\$1,262,801	\$1,065,917	\$196,885	18.47%	\$3,682,222	\$3,197,750	\$484,472	15.15%	\$12,791,000
Expenses										
	Labor - Authority	\$707,202	\$827,054	(\$119,852)	-14.49%	\$2,257,277	\$2,481,162	(\$223,885)	-9.02%	\$9,924,650
	Fringe - Authority	\$424,406	\$443,155	(\$18,749)	-4.23%	\$1,324,066	\$1,329,465	(\$5,399)	-0.41%	\$5,317,859
	Materials & Supplies - Authority	\$23,794	\$14,623	\$9,171	62.71%	\$51,636	\$43,869	\$7,767	17.71%	\$175,475
	Professional Services - Authority	\$380,739	\$329,829	\$50,910	15.44%	\$1,035,369	\$989,486	\$45,884	4.64%	\$3,957,942
	Other Expenses - Authority	\$335,377	\$334,376	\$1,001	0.30%	\$887,811	\$1,003,128	(\$115,317)	-11.50%	\$4,012,513
Total Expenses		\$1,871,518	\$1,949,037	(\$77,519)	-3.98%	\$5,556,160	\$5,847,110	(\$290,950)	-4.98%	\$23,388,439
Surplus/(Deficit)		(\$608,717)	(\$883,120)	\$274,403		(\$1,873,938)	(\$2,649,360)	\$775,423		(\$10,597,439)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Jun-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	\$1,036,386	\$962,304	\$74,082	7.70%	\$3,182,898	\$2,886,911	\$295,988	10.25%	\$11,547,643
	Contracts - Transit	\$664,171	\$664,171	\$0	0.00%	\$1,992,514	\$1,992,514	\$0	0.00%	\$7,970,056
	Advertising-Transit	\$135,417	\$135,417	\$0	0.00%	\$406,250	\$406,250	\$0	0.00%	\$1,625,000
	Misc. Income - Transit	\$2,045	\$4,042	(\$1,997)	-49.40%	\$7,255	\$12,125	(\$4,870)	-40.16%	\$48,500
Total Operating Revenue		\$1,838,019	\$1,765,933	\$72,087	4.08%	\$5,588,918	\$5,297,800	\$291,119	5.50%	\$21,191,199
Operating Assistance										
	State Aid - General	\$5,173,175	\$5,173,175	\$0	0.00%	\$15,519,525	\$15,519,525	\$0	0.00%	\$62,078,100
	State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$479,250	\$479,250	\$0	0.00%	\$1,917,000
	State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$100,000	\$100,000	\$0	0.00%	\$400,000
	County Aid	\$159,750	\$159,750	\$0	0.00%	\$479,250	\$479,250	\$0	0.00%	\$1,917,001
	Federal Aid - Transit	\$2,408,827	\$2,408,827	\$0	0.00%	\$7,226,481	\$7,226,481	\$0	0.00%	\$28,905,923
	Other Grants - Federal	\$193,542	\$193,542	\$0	0.00%	\$580,625	\$580,625	\$0	0.00%	\$2,322,500
Total Operating Assistance		\$8,128,377	\$8,128,377	\$0	0.00%	\$24,385,131	\$24,385,131	\$0	0.00%	\$97,540,524
Total Revenue and Assistance		\$9,966,396	\$9,894,310	\$72,087	0.73%	\$29,974,048	\$29,682,931	\$291,119	0.98%	\$118,731,723
Expenses										
	Labor - Maintenance	\$841,745	\$923,904	(\$82,159)	-8.89%	\$2,662,850	\$2,771,712	(\$108,863)	-3.93%	\$11,086,849
	Labor - Transportation	\$3,214,668	\$3,187,964	\$26,703	0.84%	\$9,994,279	\$9,563,893	\$430,386	4.50%	\$38,255,572
	Labor - STAR	\$345,505	\$325,764	\$19,741	6.06%	\$1,119,427	\$977,292	\$142,135	14.54%	\$3,909,167
	Fringe	\$1,686,210	\$1,690,636	(\$4,426)	-0.26%	\$4,916,888	\$5,071,908	(\$155,020)	-3.06%	\$20,287,634
	Materials & Supplies	\$1,381,542	\$1,371,949	\$9,594	0.70%	\$4,158,367	\$4,115,846	\$42,522	1.03%	\$16,463,382
	Professional Services	\$321,766	\$268,768	\$52,997	19.72%	\$853,042	\$806,305	\$46,737	5.80%	\$3,225,220
	Other Expenses	\$11,200	\$15,548	(\$4,348)	-27.97%	\$31,248	\$46,645	(\$15,397)	-33.01%	\$186,580
	Purchased Transportation - STAR	\$782,130	\$750,000	\$32,130	4.28%	\$2,445,136	\$2,250,000	\$195,136	8.67%	\$9,000,000
	Liability - Claims	\$160,336	\$39,583	\$120,753	305.06%	\$377,516	\$118,750	\$258,766	217.91%	\$475,000
	Liability - Insurance	\$92,387	\$96,613	(\$4,226)	-4.37%	\$244,581	\$289,840	(\$45,259)	-15.62%	\$1,159,360
	Utilities - Transit	\$38,319	\$80,833	(\$42,514)	-52.60%	\$168,594	\$242,500	(\$73,906)	-30.48%	\$970,000
	Mat & Supplies - NX	\$0	\$2,083	(\$2,083)	-100.00%	\$0	\$6,250	(\$6,250)	-100.00%	\$25,000
	Purchased Transportation - NX	\$114,736	\$178,417	(\$63,681)	-35.69%	\$381,366	\$535,250	(\$153,884)	-28.75%	\$2,141,000
	Purchased Transportation - Vanpool	\$24,600	\$25,000	(\$400)	-1.60%	\$73,800	\$75,000	(\$1,200)	-1.60%	\$300,000
	Purchased Transportation - TX	\$75,447	\$66,667	\$8,780	100.00%	\$248,035	\$200,000	\$48,035	24.02%	\$800,000
Total Expenses		\$9,090,591	\$9,023,730	\$66,861	0.74%	\$27,675,128	\$27,071,191	\$603,937	2.23%	\$108,284,764
Surplus/(Deficit)		\$875,804	\$870,580	\$5,226		\$2,298,920	\$2,611,740	(\$312,818)		\$10,446,960

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

Jun-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	\$92,029	\$50,000	\$42,029	84.06%	\$234,715	\$150,000	\$84,715	56.48%	\$600,000
	Interest Income	\$242	\$0	\$242	0.00%	\$713	\$0	\$713	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		\$92,271	\$50,000	\$42,271	84.54%	\$235,428	\$150,000	\$85,428	56.95%	\$600,000
Total Revenue and Assistance		\$92,271	\$50,000	\$42,271	84.54%	\$235,428	\$150,000	\$85,428	56.95%	\$600,000
Expenses										
	Labor - Access	\$45,089	\$58,837	(\$13,748)	-23.37%	\$148,045	\$176,510	(\$28,465)	-16.13%	\$706,041
	Fringe Benefits - Access	\$11,637	\$14,985	(\$3,348)	-22.34%	\$36,331	\$44,955	(\$8,624)	-19.18%	\$179,819
	Purchased Transportation	\$79,429	\$47,917	\$31,512	65.76%	\$183,824	\$143,750	\$40,074	27.88%	\$575,000
	Rent and Utilities - Access	\$1,643	\$1,643	\$0	0.00%	\$4,930	\$4,930	\$0	0.00%	\$19,721
	Other Expenses - Access	\$0	\$417	(\$417)	-100.00%	\$0	\$1,250	(\$1,250)	-100.00%	\$5,000
Total Expenses		\$137,798	\$123,798	\$14,000	11.31%	\$373,130	\$371,395	\$1,735	0.47%	\$1,485,581
Surplus/(Deficit)		(\$45,527)	(\$73,798)	\$28,272		(\$137,703)	(\$221,395)	\$83,693		(\$885,581)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Jun-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	\$99,861	\$75,000	\$24,861	33.15%	\$234,235	\$225,000	\$9,235	4.10%	\$900,000
	RRS Parking Revenue	\$219,685	\$200,201	\$19,485	9.73%	\$681,764	\$600,602	\$81,162	13.51%	\$2,402,408
	RRS Advertising	\$12,500	\$12,500	\$0	0.00%	\$37,500	\$37,500	\$0	0.00%	\$150,000
	SSTS	\$3,726	\$3,458	\$268	7.74%	\$8,716	\$10,375	(\$1,659)	-15.99%	\$41,500
	Greyhound	\$0	\$0	\$0	0.00%	\$100	\$0	\$100	0.00%	\$0
	85 Watervliet Avenue	\$5,801	\$6,250	(\$449)	-7.19%	\$17,402	\$18,750	(\$1,348)	-7.19%	\$75,000
	Interest Income	\$8,287	\$333	\$7,954	2386.05%	\$23,601	\$1,000	\$22,601	2260.10%	\$4,000
Total Operating Revenue		\$349,860	\$297,742	\$52,117	17.50%	\$1,003,318	\$893,227	\$110,091	12.33%	\$3,572,908
Expenses										
	Labor	\$14,755	\$21,337	(\$6,582)	-30.85%	\$48,121	\$64,010	(\$15,890)	-24.82%	\$256,042
	Fringe-Benefits	\$2,854	\$1,617	\$1,237	76.48%	\$8,856	\$4,851	\$4,005	82.55%	\$19,405
	Professional Services	\$7,769	\$6,667	\$1,102	16.53%	\$24,612	\$20,000	\$4,612	23.06%	\$80,000
	Insurance	\$7,335	\$4,167	\$3,168	76.04%	\$22,004	\$12,500	\$9,504	76.04%	\$50,000
	Security	\$2,628	\$20,833	(\$18,205)	-87.38%	\$48,735	\$62,500	(\$13,765)	-22.02%	\$250,000
	Facilities Upkeep	\$1,331	\$27,500	(\$26,169)	-95.16%	\$20,651	\$82,500	(\$61,849)	-74.97%	\$330,000
	Facilities Repairs	\$5,707	\$16,417	(\$10,710)	-65.24%	\$12,898	\$49,250	(\$36,352)	-73.81%	\$197,000
	Utilities	\$4,353	\$39,917	(\$35,564)	-89.09%	\$30,176	\$119,750	(\$89,574)	-74.80%	\$479,000
	Materials & Supplies	\$970	\$917	\$53	5.82%	\$1,321	\$2,750	(\$1,429)	-51.97%	\$11,000
	Parking Garage	\$35,613	\$45,833	(\$10,220)	-22.30%	\$103,544	\$137,500	(\$33,956)	-24.70%	\$550,000
	85 Watervliet Avenue	\$8,487	\$11,283	(\$2,796)	-24.78%	\$22,504	\$33,850	(\$11,346)	-33.52%	\$135,400
	SSTS	\$57,472	\$14,917	\$42,555	285.29%	\$79,254	\$44,750	\$34,504	77.10%	\$179,000
Total Expenses		\$149,274	\$211,404	(\$62,130)	-29.39%	\$422,675	\$634,212	(\$211,536)	-33.35%	\$2,536,847
Surplus/(Deficit)		\$200,586	\$86,338	\$114,248		\$580,643	\$259,015	\$321,627		\$1,036,061

CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

AGING OF ACCOUNTS RECEIVABLE

Jun-24		
	Amount	% of Total
Current	\$4,358,584	38.11%
31 - 60	\$87,808	0.77%
61 - 90	\$309,871	2.71%
91 - 120	\$2,776,271	24.27%
Over 120	\$3,905,285	34.14%
Total Accounts Receivable	\$11,437,819	100.00%

May-24		
	Amount	% of Total
Current	\$514,767	6.73%
31 - 60	\$432,094	5.65%
61 - 90	\$2,796,722	36.55%
91 - 120	\$1,477,526	19.31%
Over 120	\$2,430,464	31.76%
Total Accounts Receivable	\$7,651,573	100.00%

AGING OF ACCOUNTS PAYABLE

Jun-24		
	Amount	% of Total
Current	\$4,914,734	91.88%
31 - 60	\$195,473	3.65%
61 - 90	\$94,609	1.77%
90 & Over	\$144,138	2.69%
Total Accounts Payable	\$5,348,954	100.00%

Jun-24 Receivables over 120 days: \$3,905,285

Breakdown of outstanding receivables over 120 days.	
\$3,688,362 NYS DEPT. OF TRANSPORTATION	
\$87,500 CITY OF ALBANY	
\$54,422 OTHER	
\$50,000 CITY OF SARATOGA SPRINGS	
\$25,000 GREATER GLENS FALLS TRANSIT	
<u>\$3,905,284</u>	

ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX						Fiscal Year to Date			
	Jun-24	Jun-23	Difference	%		2025	2024	Difference	%
Albany	\$306,785	\$318,991	(\$12,206)	-3.83%		\$762,458	\$986,349	(\$223,891)	-22.70%
Rensselaer	\$202,499	\$145,553	\$56,947	39.12%		\$519,219	\$401,341	\$117,878	29.37%
Saratoga	\$663,754	\$338,641	\$325,113	96.01%		\$1,190,943	\$926,449	\$264,494	28.55%
Schenectady	\$150,000	\$153,945	(\$3,945)	-2.56%		\$505,604	\$341,317	\$164,288	48.13%
Warren	\$80,412	\$0	\$80,412	100.00%		\$205,656	\$0	\$205,656	100.00%
Total	\$1,403,450	\$957,129	\$446,321	46.63%		\$3,183,881	\$2,655,456	\$528,425	19.90%

Current Month Year To Date

FY 2025	\$1,403,450	\$3,183,881
FY 2024	\$957,129	\$2,655,456

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
June 30, 2024**

<u>RESTRICTED INVESTMENTS</u>	<u>Fund Balances</u>	<u>Current Obligations</u>
Risk Management Account (Self-Insured)	\$3,444,670	\$1,956,701
Workers' Comp. Account (Self-Insured)	\$10,160,643	\$8,308,323
 Operating Account	 \$32,698,032	
 <u>Current Operating Reserve Obligations</u>		
Federal Operating Assistance in FY25		\$15,000,000
 <u>Current Capital Reserve Obligations</u>	 \$12,757,336	
Washington/Western BRT Project Match		\$9,000,000
LowNo Electrification Project Match		\$3,981,039
 <u>Current Vehicle Replacement Reserve Obligations</u>	 \$998,690	
Vehicle Replacement Funds		

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	4.50%
Workers' Compensation	4.48%
Operating Fund	5.02%
Vehicle Replacement Fund	5.39%
Capital Project	4.96%

* 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

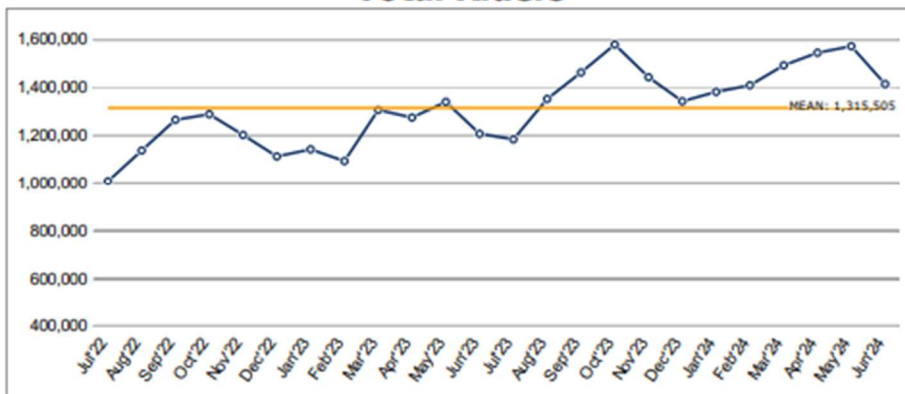
Period: Jun'24

Meeting: Jul'24

Patronage / Mobility

Page 1

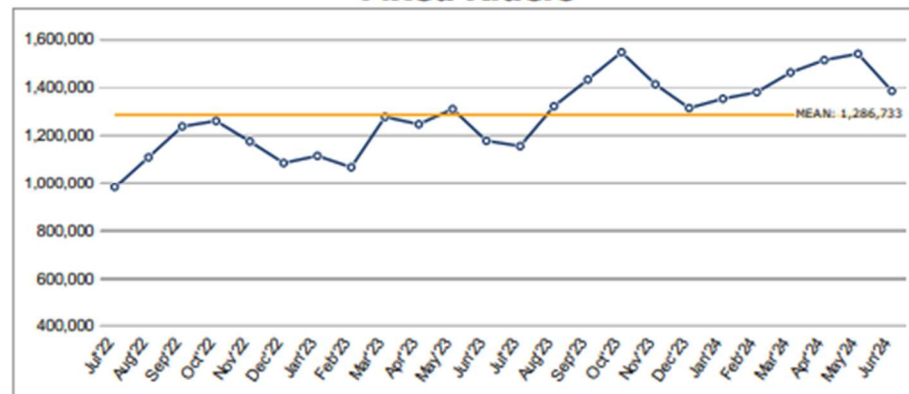
Total Riders



Previous: 1,207,626

Current: 1,415,060

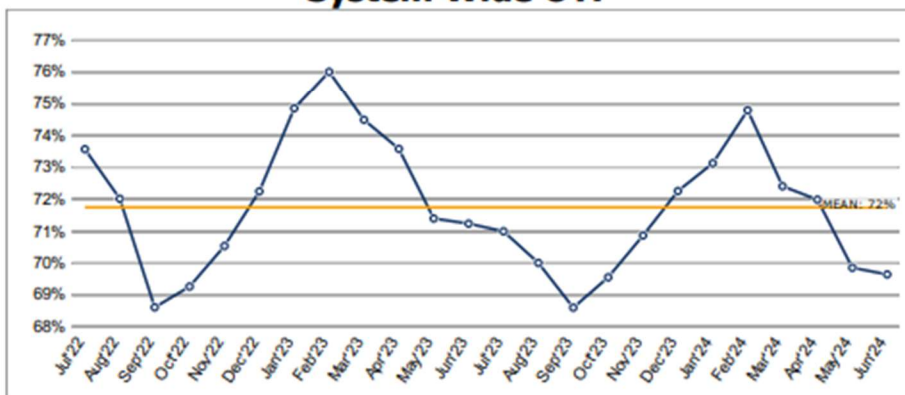
Fixed Riders



Previous: 1,178,470

Current: 1,386,216

System Wide OTP



Previous: 71.24%

Current: 69.65%

Monthly Performance Report

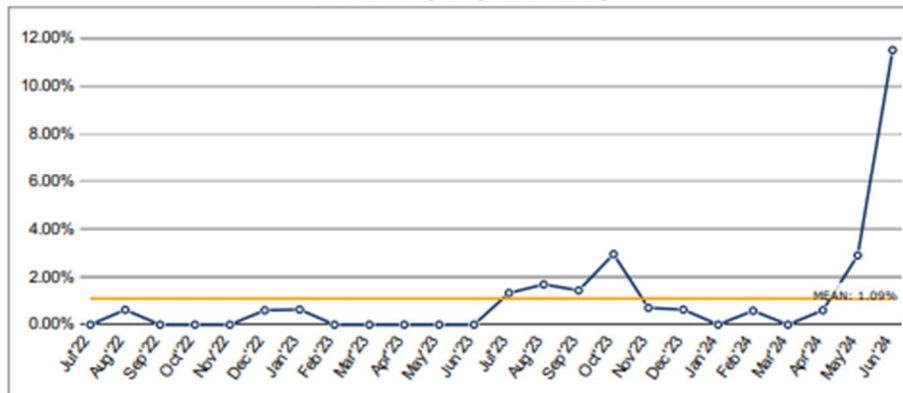
Period: Jun'24

Meeting: Jul'24

Reliability

Page 2

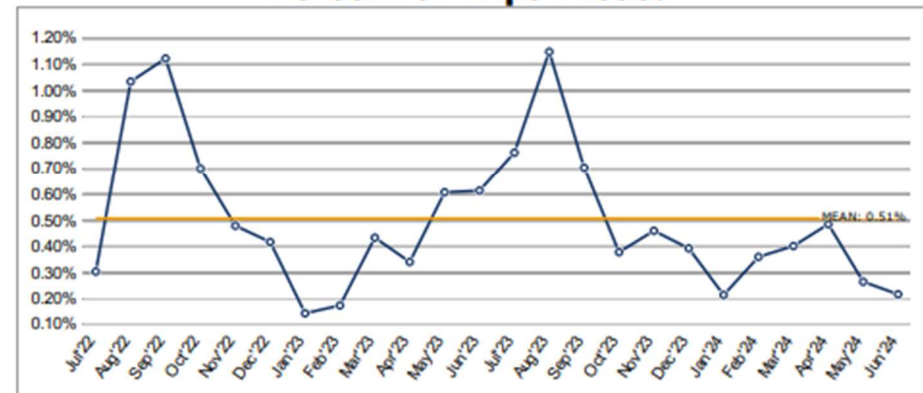
PMI Not On Time



Previous: 0.0%

Current: 11.5%

Percent of Trips Missed



Previous: 0.61%

Current: 0.22%

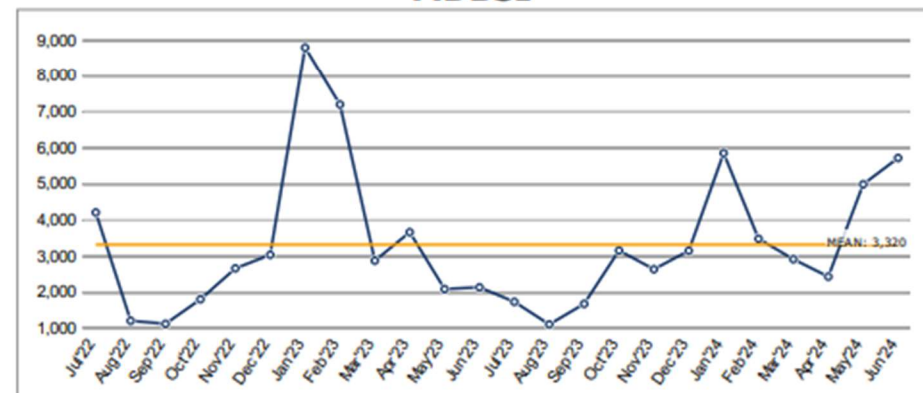
Scheduled Work



Previous: 83.7%

Current: 79.6%

MDBSI



Previous: 2,137

Current: 5,720

Monthly Performance Report

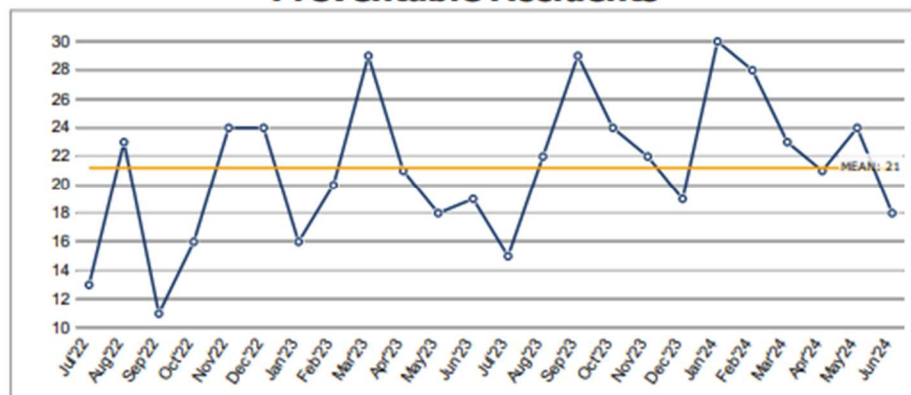
Period: Jun'24

Meeting: Jul'24

Safety

Page 3

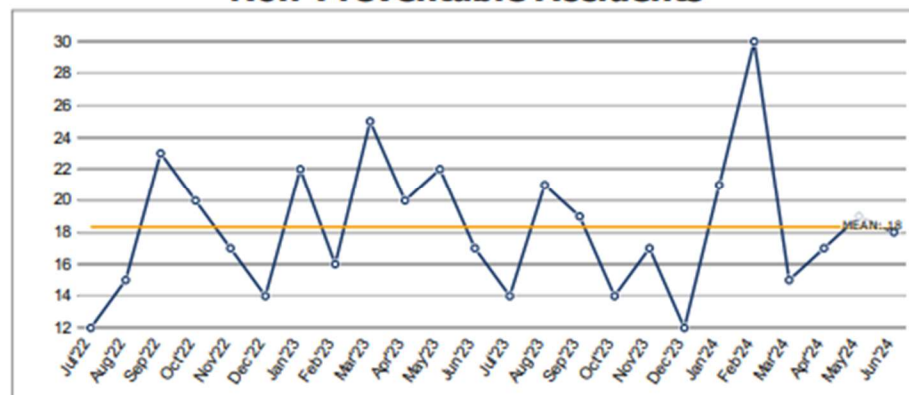
Preventable Accidents



Previous: 19

Current: 18

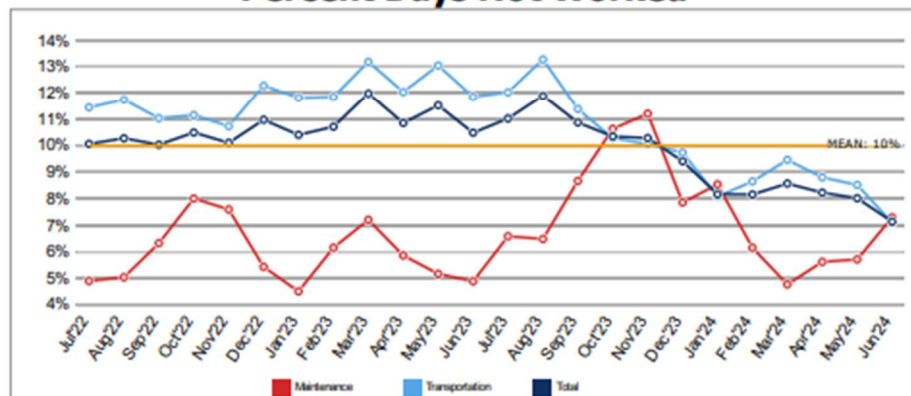
Non-Preventable Accidents



Previous: 17

Current: 18

Percent Days Not Worked



Previous: 10.5%

Current: 7.1%

Monthly Performance Report

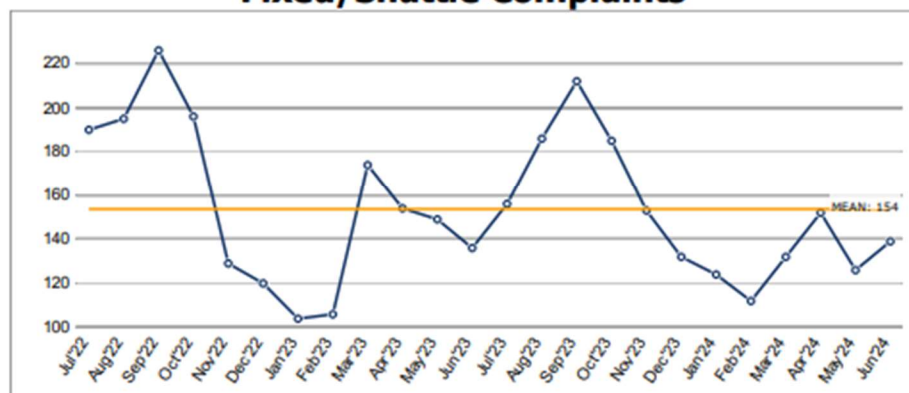
Period: Jun'24

Meeting: Jul'24

Customer Service

Page 4

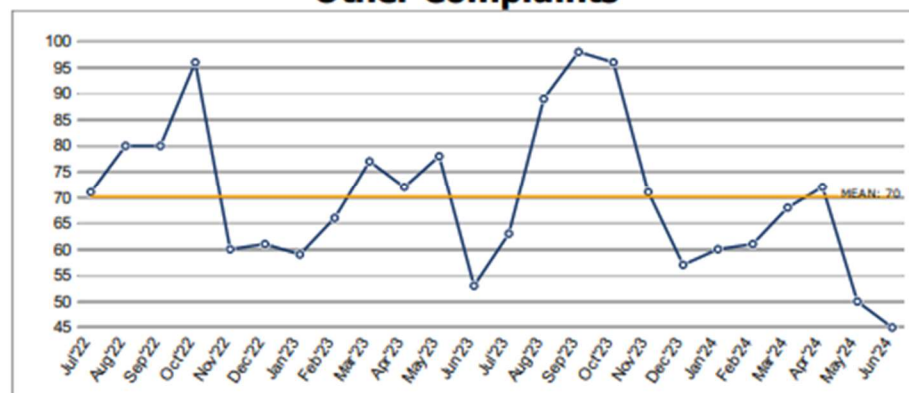
Fixed/Shuttle Complaints



Previous: 136

Current: 139

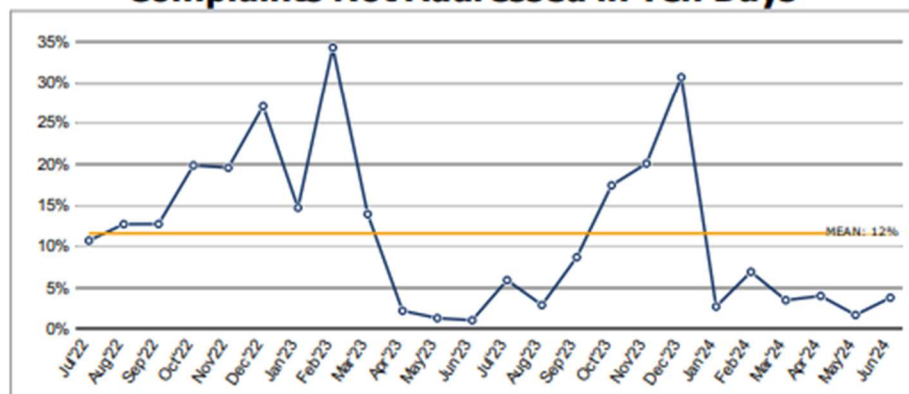
Other Complaints



Previous: 53

Current: 45

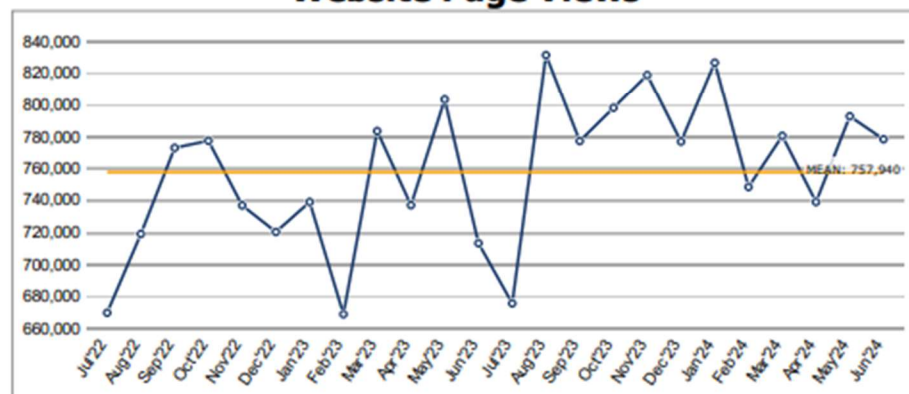
Complaints Not Addressed in Ten Days



Previous: 1.1%

Current: 3.8%

Website Page Views



Previous: 713,585

Current: 778,463

Monthly Performance Report

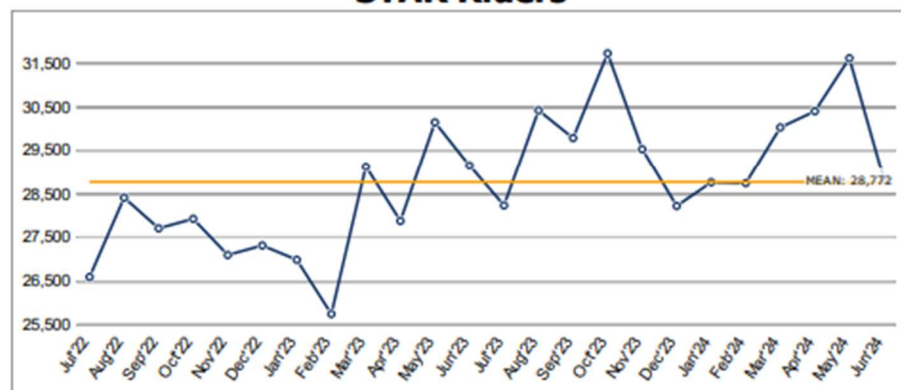
Period: Jun'24

Meeting: Jul'24

STAR Service

Page 5

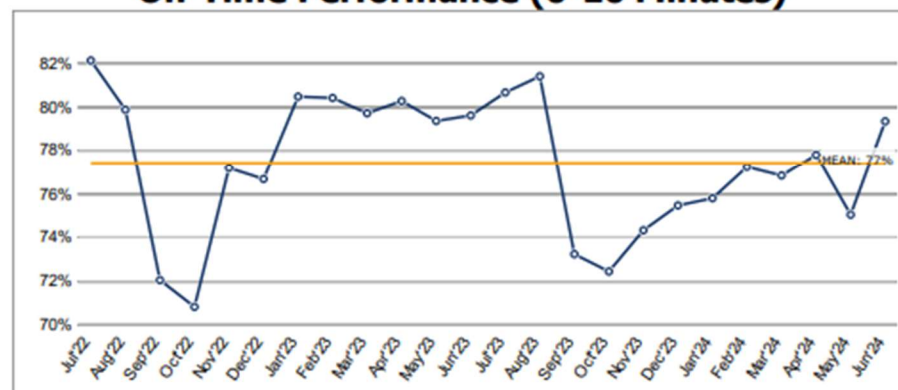
STAR Riders



Previous: 29,156

Current: 28,844

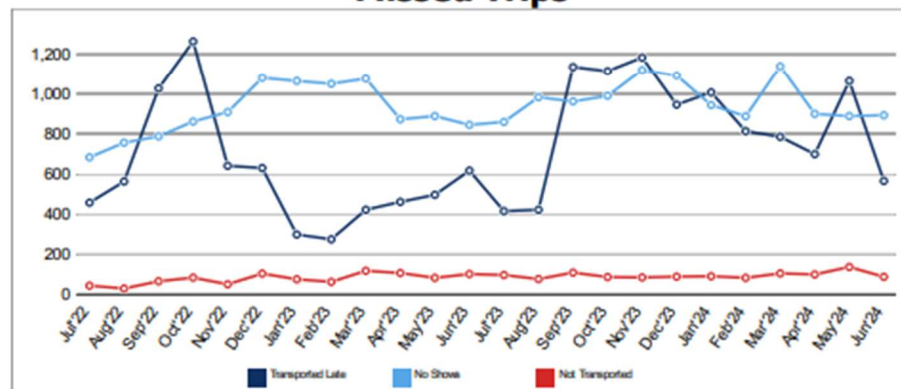
On-Time Performance (0-10 Minutes)



Previous: 79.6%

Current: 79.4%

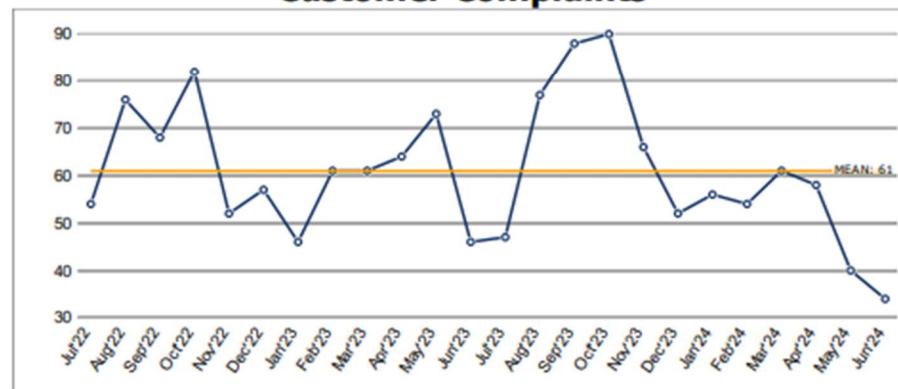
Missed Trips



Previous: 1,568

Current: 1,551

Customer Complaints



Previous: 46

Current: 34

Monthly Performance Report

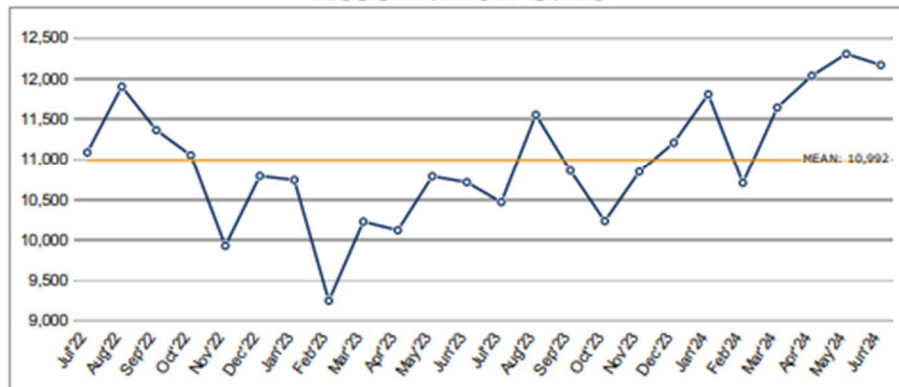
Period: Jun'24

Meeting: Jul'24

STAR Service

Page 6

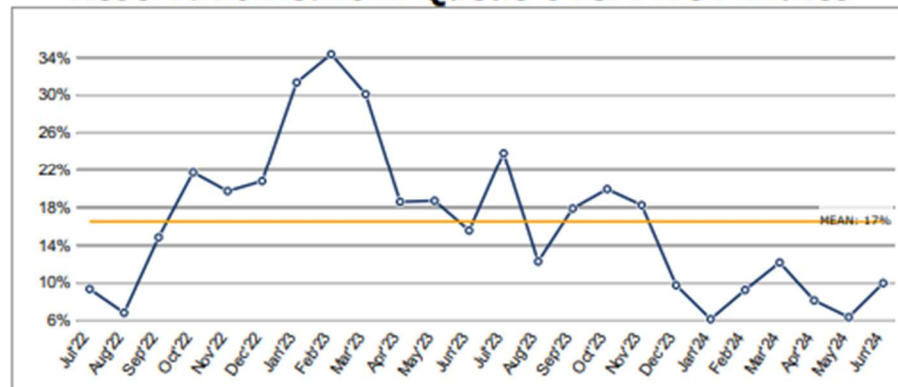
Reservation Calls



Previous: 10,713

Current: 12,169

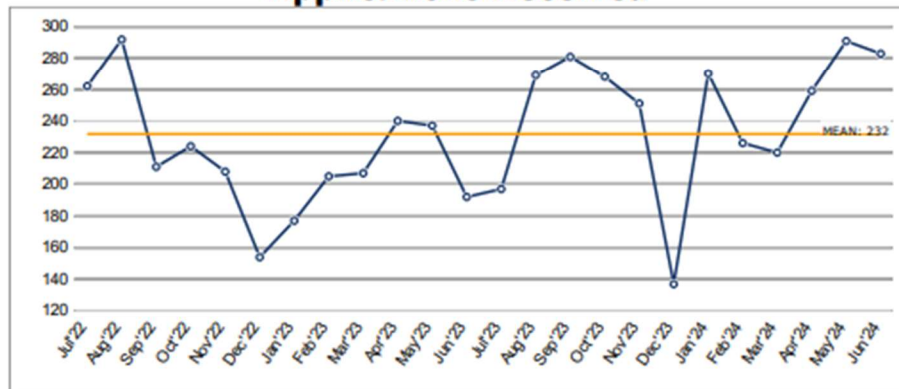
Reservation Calls in Queue Over Five Minutes



Previous: 15.6%

Current: 10.0%

Applications Received



Previous: 192

Current: 283

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 PMIs 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.

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY
RESOLUTION No. 22 - 2024**

Authorizing the Negotiation of the Purchase of 2345 Maxon Road (“Gazette Building”)

WHEREAS, pursuant to Public Authorities Law 1306(7), the Capital District Transportation Authority and its subsidiaries (CDTA) are authorized to acquire real property in the exercise of their powers, and

WHEREAS, CDTA’s operational needs have grown significantly in recent years, and we have researched and advanced the development of additional facility space to support our services, and

WHEREAS, CDTA has undertaken a program evaluation to identify high-level requirements for this new facility space including service plan, program support needs and sustainability choices, and

WHEREAS, the Alternatives Analysis reviewed seven location options, four of which pointed to a new “west facility” location, and

WHEREAS, after extensive research, investigation, and discussion, CDTA has identified the property known as 2345 Maxon Road Ext., Schenectady, New York, directly adjacent to the CDTA Schenectady Operating Division, as the parcel of real estate most suitable for the west facility location, and

WHEREAS, CDTA has completed the Phase I Environmental Review, and an independent appraisal and review appraisal have established an estimated fair market value of \$5,500,000, and

WHEREAS, it has been determined to be in the best interests of CDTA to authorize the pursuit of formal negotiations for the acquisition of the west facility.

NOW, THEREFORE, BE IT RESOLVED:

1. The Chief Executive Officer is hereby authorized to enter into negotiation discussions with the owner of 2345 Maxon Road Ext., Schenectady New York, subject to federal and New York State rules and requirements.
2. This resolution will take effect immediately.

CERTIFICATION

The undersigned, duly qualified and acting as Secretary of the Capital District Transportation Authority, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Capital District Transportation Authority held on the 24th day of July 2024

Dated: July 24, 2024

Georgeanna M. Nugent, Secretary

Capital District Transportation Authority

Agenda Action Sheet

Subject: Authorization to Negotiate Property Purchase
Committee: Strategic and Operational Planning
Meeting Date: July 24, 2024

Objective of Purchase or Service:

We are advancing the development of a new “west facility” to support our operations. Due to the aging of the Schenectady garage, and the increase in services in the western and northern parts of our service area, staff has spent the last 18 months exploring this concept.

Studies completed that apply to this project include the NYPA electrification master plan, our 25% electrification study, our facilities audit and master plan, the west facility feasibility study, and the west facility Alternatives Analysis.

We developed an evaluation process to identify high-level requirements. This included a service plan, program support needs, and sustainability choices. An Alternatives Analysis looked at seven options, four of which pointed to a new west location. The results of that study identified as the preferred option the Daily Gazette building (at 2345 Maxon Rd. Ext. next to our Schenectady Facility). Built in 1988, this 107,000 ft² structure is situated on 9.7 acres, and is zoned M-1, Light Manufacturing and Warehousing. There are ample maintenance and administrative spaces, and it is currently partially occupied by several lessees. There is adequate infrastructure for the charging of buses. This building is for sale.

We have completed a Phase I environmental review, an independent appraisal, and a review appraisal. We are reviewing existing leases, looking at the terms for a new lease for the existing owner, and started the framework for a purchase agreement.

Summary of Staff Proposal:

We are pursuing formal negotiations for the purchase of the property. It is conveniently located, spacious enough to accommodate our needs, and its acquisition will cause minimal disruption to our operations.

We are talking with the Federal Transit Administration (FTA) for guidance on this matter. The estimated cost of the property is \$5,500,000. We are confident that this acquisition is a sound investment for our future.

Proposed Action:

We seek the Board's approval to negotiate with the property owner for the purchase of this property. Once the final details have been established, we will seek formal approval from the Board to close the purchase. We will comply with all State and Federal guidelines, including any FTA requirements.

This acquisition represents a crucial step in our strategy to increase our operational capacity and meet the growing transportation needs of the region. This authorization will allow us to move forward.

Manager:

Christopher Desany, Vice President of Planning and Infrastructure



Memorandum

July 24, 2024

To: Chairman of the Board
Board Members

From: Chief Executive Officer

Subject: CEO Report for June

Overview

We are in the middle of summer and have enjoyed warm days and pleasant evenings. Many of our employees are enjoying deserved time off with their family and friends. This is an abbreviated report that provides an update on the activities of our company over the past few weeks.

As reported in our monthly reports, the work of CDTA continues regardless of the season, the weather, or the surrounding circumstances. In addition to our network of regular services, our complement of seasonal services is fully operational. This includes trolley services in and around Lake George and Saratoga Springs. We are also operating service to Grafton State Park, to Lawson Lake in Feura Bush, and our Nature Buses. Additionally, we are operating services that support activities throughout the region, including parades and commemorative events. All this work connects people throughout the Capital Region. It also supports organizations that we work with throughout the year. Lastly, this work continues to sharpen the CDTA brand while promoting the organization and our employees.

Although the biking season extends beyond what we consider to be seasonal, CDPHP *Cycle!* is a prominent part of our warm weather offerings. With more than 600 bikes in operation across our six-county service area, *Cycle!* is well on its way to another record-breaking year. Now in its eighth season, *Cycle!* is a mature program that our staff continues to develop with new partners, innovative equipment and new promotions. The *Cycle!* program is also one of our largest partnership efforts. CDPHP is one of the most respected companies in the region and as the naming sponsor for the program, we work to integrate their brand into the *Cycle!* program. This has been especially important as we weave in the health and wellness benefits of cycling. We are one of the very few transit systems that operates its own bike share program – another important innovation from CDTA.

Construction on two new mobility hubs has begun. One of the new hubs will be in the Little Italy section of Troy and the other will be at St. Peter's Hospital on Manning Boulevard in Albany. These smaller hubs are being built in urban neighborhoods and will include space for customers to wait for buses, or to rent a CDPHP *Cycle!* bike and a *DRIVE* car. Our plan is to develop a network of hubs at locations where customer volume is high and there is space for this type of development. The hubs will be in areas where several bus routes intersect. They will be in areas with lots of foot traffic and we will integrate pedestrian improvements along with lighting and security upgrades into the work. The hubs will improve the customer experience and they will strengthen the image of transit and CDTA throughout the region. Construction on the two new hubs should be complete in a couple of months.

I am pleased that the board has formally endorsed the purchase of the Daily Gazette property in Schenectady. The building, which is directly adjacent to our Schenectady facility on Maxon Road, is well-suited to our needs and will offer many options for us to consider. This is an exciting development for CDTA, and we are developing a phased plan for the board to consider.

Performance Measures

Key Performance indicators are reviewed at our committee meetings. Data for these reports covers the month of June and it is compared to June 2023. Our operating statistics are good, and they are summarized below:

Revenue:

- Operating revenue was 15.5% over budget in June.
- MRT receipts were \$1.4 million; 33% over budget in June.
- Customer revenue was \$1.8 million, 7% over budget in June.
- Facility revenue was \$337,000, 18% over budget in June.

Expenses:

- Total expenses were 1% under budget in June.
- Salaries and wages were 3% under budget in June.
- Liability/Claims expenses were 300% over budget in June (unexpected payments).
- Purchased transportation was 1% over budget in June.

Ridership Statistics:

- Total ridership was 1.4 million; 17% more than last June.
- STAR ridership was 28,845; 1% less than last June.
- FLEX ridership was 10,815; 19% more than last June.
- NX ridership was 5,940; 4% more than last May.

Maintenance/Transportation Statistics:

- We missed .22% of all trips.
- There were 36 accidents with 18 categorized as preventable.
- Scheduled maintenance work was at 79%.
- On time performance for fixed route service was 69%. STAR operated within our 10-minute scheduling window 79% of the time.

Customer Service:

- Our call center processed 184 comments. There were 34 comments about STAR service.
- There were 778,500 page views at www.cdfa.org.

Final Thoughts

The CDTA workforce continues to respond to every challenge and make our company bigger and better. It has been a warm and humid summer and these difficult conditions have made it a little harder to get our work done, but CDTA people persevere and move forward. Thank you to all of them for a job well done.

CDTA Provides Mobility Solutions that Connect the Region's Communities