



CDTA COMMITTEE AGENDA
Performance Monitoring/Audit Committee
Wednesday, February 19, 2025 | 12:00 pm | 110 Watervliet Ave
& Via Microsoft Teams

Committee Item	Responsibility
Call to Order	Peter Wohl
Approve Minutes of Wednesday, January 22, 2025	Peter Wohl
Consent Agenda Items	
• Approve Contract for Bus Shelter Cleaning	Stacy Sansky
• Approve Contract for Shelter Electrical Contractor	Stacy Sansky
• Approve Resolution to Accept State Funding	Melissa Shanley
Administrative Discussion Items	
• Risk Management and Workers' Compensation Report	Amanda Avery
• Monthly Management Report*	Patricia Cooper
• Monthly Non-Financial Report	Chris Desany
Next Meeting: Wednesday, March 19, 2025 at 12 pm via Microsoft Teams & 110 Watervliet Ave	
Adjourn	Peter Wohl

**Additional Materials will be attached separately and/or emailed before the meeting.*

Capital District Transportation Authority

Performance Monitoring/Audit Committee

Meeting Minutes – January 22, 2025, at 12:00 PM; 110 Watervliet Avenue, Albany

In Attendance: Jayme Lahut, Denise Figueroa; Mike Collins, Amanda Avery, Chris Desany, Lance Zarcone, Jaime Kazlo, Jon Scherzer, Dave Williams, Thomas Guggisberg, Rich Cordero, Calvin Young, Sarah Matrose, Trish Cooper, Jeremy Smith, Mike Williams, Gary Guy, Elide Oyanedel, Emily DeVito

Meeting Purpose

Regular monthly meeting of the Performance Monitoring/Audit Committee. Denise Figueroa noted that a quorum was present. Minutes from the December 11, 2024, meeting were reviewed and approved.

Consent Agenda Item

Approve Contract for Scheduling Software and Support

- We need to purchase software licensing, support, and maintenance services for our fixed route scheduling system.
- The HASTUS software, provided by GIRO, provides several functions making it one of the most widely used and complex applications at CDTA.
- The software is proprietary and represents an average annual increase of 4.25%.
- A resolution to approve a five-year sole source contract to GIRO, Inc. of Montreal, Quebec, not to exceed \$1,977,563 will be recommended to the board for approval.

Approve Contract for Bus Filters

- Our contract for bus filters is about to expire and an Invitation for Bid was issued.
- Seven bids were received, and staff recommends a contract to the low bidder, Vehicle Maintenance Program. They are the incumbent, and staff is satisfied with their work.
- A resolution to approve a two-year contract to Vehicle Maintenance Program of Boca Raton, Florida for an estimated cost of \$304,422 will be recommended to the board for approval.

Approve Surplus Sales

- Each year we dispose of equipment, vehicles and parts that are beyond their useful life. Items are auctioned on eBay, sold for scrap metal, or recycled.
- Through these sales, \$50,327 was returned to the operating budget.
- A resolution to approve the report on disposition of surplus items will be recommended to the board for approval.

Audit Committee

- Sarah Matrose reviewed the Annual Independence and Objectivity Statement, and a written summary was provided.

Administrative Discussion Items

Annual Procurement Report

- Stacy Sansky provided the annual review of the Procurement Report; The report reviews the procurement process for change orders, sole source contracts, our Minority/Women Business Enterprise program, and Service-Disabled Veteran Owned Business Program.

Monthly Management Report

- Patricia Cooper provided the Monthly Management Report for December. Mortgage tax receipts are 11% over budget this month and 0.25% for the year; Customer Fares are 0.15% under budget for the year; but Rail Station revenue is 2% over budget for the year.
- The wage line for the month is on budget because of the budget adjustment made to right-size expenses. Health insurance is over budget this month by 7.5% due to insurance buy backs, but for the year, it is less than 1% over budget. Utilities are 45% under budget, although we expect energy costs to increase as this cold winter continues.
- Overall, we remain in a satisfactory budget position for the year.

Monthly non-financial (performance) Report

- Chris Desany gave the non-financial report for December.
- Fixed route ridership was up 7%; STAR ridership is up 6%; on-time performance for fixed route service was at 69%; on-time performance in STAR was 74%. We missed 0.2% of all scheduled trips.
- There were 22 preventable accidents and 28 non-preventable accidents.

Next Meeting

Wednesday, February 19, 2025, at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

Capital District Transportation Authority Agenda Action Sheet

Subject: Shelter Cleaning
Committee: Performance Monitoring/Audit
Meeting Date: February 19, 2025

Objective of Purchase or Service:

To provide customers with a safe, convenient, clean and modern place to wait for buses, along with projecting a professional image.

Summary of Staff Proposal:

CDTA issued an Invitation For Bid (IFB) for shelter cleaning at certain locations. The scope provided for furnishing equipment, materials, and personnel to remove garbage/debris and pressure wash the shelter, grounds and applicable surrounding areas. It also identified performance standards and protocol for damages.

We have over 300 shelter locations that need to be serviced. Because of the number of shelters that need to be cleaned in a timely manner, the work is divided between our street amenities staff and a contractor.

We had 27 vendors download the IFB and received six bids; two of which were non-responsive. The low bidder is Forevergreen, who is the incumbent. The Facilities department is satisfied with the work performed by Forevergreen.

Financial Summary/Cost:

The bid for the work is \$69,000 / year plus a 5% increase / year, for an estimated five-year total of \$379,000. This is a 3% increase year over year from the last contract. This is budgeted in our operating budget.

Proposed Action:

I recommend awarding a contract for shelter cleaning to Forevergreen of Watervliet, NY for an amount not to exceed \$379,000.

Manager:

Jeremy Smith, Director of Facilities

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

1. TYPE OF CONTRACT (check one):

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

2. TERMS OF PERFORMANCE (check one):

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

3. CONTRACT VALUE:

\$379,000 (Not to Exceed)

4. PROCUREMENT METHOD (check one):

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

5. TYPE OF PROCEDURE USED (check one):

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

6. SELECTION CRITERION USED:

Number of Proposals/Bids Solicited # 27 or **Advertised**
Number of Proposals/Bids Received # 6

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?	<u>Yes</u>	No	
Number of D/MWBEs bidding/proposing	<u>3</u>		
D/MWBE Certification on file?	Yes	No	Not Applicable
Was contract awarded to a D/MWBE?	<u>Yes</u>	No	
Number of D/MWBE Subcontractors	<u>0</u>		

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: **Forevergreen**
35 Boght Road
Watervliet, NY 12189

8. SOURCE OF FUNDS: Operating Budget

9. COMPLIANCE WITH STATE AND FEDERAL RULES:

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

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

Stacy Sansky, Director of Procurement DATED: **February 12, 2025**



Bid Summary



Contract Name: Bus Shelter Cleaning

Contract No: CDTA FAC 230-2000

Date/Time of Opening: January 22, 2025 1:00PM EST

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Kept Companies, Inc. Address: 26 Law Drive Section E 2nd Fl Fairfield, NJ 07004 Contact: Lorraine Matarazzo Email: erics@keptcompanies.com Phone: 1.800.847.3735	Year 1 Pricing NOT RESPONSIVE		1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: LN Pro Services LLC Address: 1085 Rockaway Ave Valley Stream, NY 11581 Contact: Leidy Almonte Email: info@lnproservicesllc.com Phone: 347.444.8472	Year 1 Pricing \$382,573.00	Add/deduct for 3'x10' Shelter \$3,407/unit per month Add/deduct for 5'x10' Shelter \$3,591/unit per month Add/deduct for 5'x15' Shelter \$3,591/unit per month Add/deduct for 7'x10' Shelter \$5,665/unit per month Add/deduct for 7'x15' Shelter \$5,665/unit per month	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: H2H Facility Services Inc. Address: 6443 Riddings Rd Suite 119 Syracuse, NY 13206 Contact: Lowanda Jones Email: h2h.facility.services@gmail.com Phone: 315.401.0460	Year 1 Pricing \$66,747.00	Add/deduct for 3'x10' Shelter \$22.02/unit per month Add/deduct for 5'x10' Shelter \$22.02/unit per month Add/deduct for 5'x15' Shelter \$22.02/unit per month Add/deduct for 7'x10' Shelter \$22.02/unit per month Add/deduct for 7'x15' Shelter \$22.02/unit per month	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: I-Clean Excell, LLC Address: 10 Pennyfield Avenue Unit 3B Bronx, NY 10465 Contact: Natasha Infante Email: ninfante@icleanexcell.com Phone: 718.829.4256	Year 1 Pricing \$257,893.00	Add/deduct for 3'x10' Shelter \$307.01/unit per month Add/deduct for 5'x10' Shelter \$307.01/unit per month Add/deduct for 5'x15' Shelter \$307.01/unit per month Add/deduct for 7'x10' Shelter \$307.01/unit per month Add/deduct for 7'x15' Shelter \$307.01/unit per month	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Forevergreen Address: 35 Boght Road Watervliet, NY 12189 Contact: Randy Littlejohn Email: forevergreen860@aol.com Phone: 518.728.4640	Year 1 Pricing \$69,000.00	Add/deduct for 3'x10' Shelter \$82.14/unit per month Add/deduct for 5'x10' Shelter \$82.14/unit per month Add/deduct for 5'x15' Shelter \$82.14/unit per month Add/deduct for 7'x10' Shelter \$82.14/unit per month Add/deduct for 7'x15' Shelter \$82.14/unit per month	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Contractors N Address: 1903 High St Talahassee, FL Contact: Nicoliss Johnson Email: nicoliss_johnson62@yahoo.com Phone:	Year 1 Pricing \$108,000.00	Add/deduct for 3'x10' Shelter \$9,000/unit per month Add/deduct for 5'x10' Shelter \$9,000/unit per month Add/deduct for 5'x15' Shelter \$9,000/unit per month Add/deduct for 7'x10' Shelter \$9,000/unit per month Add/deduct for 7'x15' Shelter \$9,000/unit per month	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
I, Michael P. Collins Interim Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: _____		

Capital District Transportation Authority Agenda Action Sheet

Subject: Shelter Electrical
Committee: Performance Monitoring/Audit
Meeting Date: February 19, 2025

Objective of Purchase or Service:

To provide an “on call” electrical contractor for new shelter installations and on-call maintenance services for lighting, USB chargers, sidewalk snow melt systems and solar amenities, which all require power.

Summary of Staff Proposal:

An Invitation For Bid (IFB) was issued for electrical services at certain shelter locations. The scope provided for furnishing equipment, materials, and personnel to provide new installations when desired and on-call services for repair are needed. It also identified performance standards and protocol for damages.

In total, 16 vendors downloaded the IFB, and three bids were received. The low bidder is LaCorte Companies Inc., who is the incumbent. The Facilities department is very satisfied with the work performed by LaCorte during the previous contract.

Financial Summary/Cost:

The bid for the work is \$85,000/year for an estimated total over a five-year period of \$425,000. This work is assigned on an on-call basis and is budgeted in our operating budget.

Proposed Action:

I recommend awarding a contract for an electrical contractor at certain shelter locations to LaCorte Companies Inc. of Albany, NY for an amount not to exceed \$425,000.

Manager:

Jeremy Smith, Director of Facilities

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Staff Contract Award Certification

1. TYPE OF CONTRACT (check one):

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

2. TERMS OF PERFORMANCE (check one):

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

3. CONTRACT VALUE:

\$425,000 (NTE) 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 # 16 or Advertised
Number of Proposals/Bids Received # 3

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 2
D/MWBE Certification on file? Yes No
Was contract awarded to a D/MWBE? Yes (WBE) No
Number of D/MWBE Subcontractors 0

8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: LaCorte Companies, Inc.

630 7th Avenue

Troy, NY 12182

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: February 19, 2025



Bid Summary



Contract Name: Electrical Contractor for Bus Shelters

Contract No: CDTA FAC 229-2000

Date/Time of
Opening:

January 21, 2025 1:00pm

Bidder Contact Information	Base Bid/Lump Sum Price	Bid Alternate- If Applicable	Subcontractors If known/as applicable (Names only)	DBE/MWBE/SDVOB Status
Name: Harold R Clune, Inc. Address: 30 Prospect Street Ballston Spa, NY 12020 Contact: Brian Clune Email: brian@cluneelectric.com Phone: 518.885.6199	Cost to install shelter lighting w Nat Grid Connection \$22,000 x 10=\$220,000 Cost to install shelter lighting w solar panel connection-lrg shelter \$30,000 x 10=\$300,000 Cost to install shelter lighting w solar panel connection-sm shelter \$25,000 x 10=\$250,000 Total bid amount includes multiplier of 10=\$770,000 Hrly rate straight time \$125, Hrly rate overtime: \$190	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: DLC Electric, LLC Address: 479 State Route 40 Troy, NY 12182 Contact: Margaret Cioffi Email: rcioffi@dlcelectric.net Phone: 518.326.8130	Cost to install shelter lighting w Nat Grid Connection \$24,000 x 10=\$240,000 Cost to install shelter lighting w solar panel connection-lrg shelter \$8,000 x 10=\$80,000 Cost to install shelter lighting w solar panel connection-sm shelter \$7,000 x 10=\$70,000 Total bid amount includes multiplier of 10=\$390,000 Hrly rate straight time \$250, Hrly rate overtime: \$310	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: LaCorte Companies, Inc. Address: 35 Maplewood Ave Albany, NY 12205 Contact: Eileen LaCorte Email: aparascardola@lacorte.com Phone: 518.286.6000	Cost to install shelter lighting w Nat Grid Connection \$3,500 x 10=\$35,000 Cost to install shelter lighting w solar panel connection-lrg shelter \$2,500 x 10=\$25,000 Cost to install shelter lighting w solar panel connection-sm shelter \$2,500 x 10=\$25,000 Total bid amount includes multiplier of 10=\$85,000 Hrly rate straight time \$123.50, Hrly rate overtime: \$160	Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
Name: Address: Contact: Email: Phone:		Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
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Name: Address: Contact: Email: Phone:		Alternate 1: Alternate 2:	1 2 3 4 5	DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __ DBE __ MBE __ WBE __ SDVOB __
I, Michael P Collins Interim Chief Executive Officer of The Capital District Transportation Authority hereby certify that the above is a true, complete and accurate record of the bids received on the date and time listed above for this project.		Signature: <u>Michael P. Collins</u>		

Capital District Transportation Authority Agenda Action Sheet

Subject: Resolution to Accept State Funding
Committee: Performance Monitoring/Audit
Meeting Date: February 19, 2025

Objective of Purchase or Service:

New York State Department of Transportation (NYSDOT) requires a CDTA Board resolution to reimburse for capital expenses. The resolution allows us to execute an agreement with NYSDOT to accept \$589,760.

Summary of Staff Proposal:

CDTA was awarded the 2023 Transportation Alternatives Program (TAP) funding for Transit Access, Pedestrian, and Intersection Improvements in the City of Amsterdam. The TAP funds 80% of this grant with CDTA responsible for the 20% local match in the amount of \$147,440. The total project cost is \$737,200.

Financial Summary and Source of Funds:

NYSDOT Contract D041596 will fund a total of \$589,760

Proposed Action:

I recommend that we provide a Board resolution to NYSDOT to execute an agreement to accept \$589,760 in funding.

Manager:

Melissa Shanley, Grants Manager

Memorandum

Date: February 19, 2025

To: Performance Monitoring/Audit Committee

From: General Counsel

Subject: Risk Management and Workers Compensation Self-Insurance Accounts,
as of 1/15/25

Our procedures require a quarterly review of the adequacy of the Risk Management Self-Insurance Account and the separate Workers Compensation Self-Insurance Account.

1. Risk Management:

CDTA is self-insured for most liability exposures up to \$2 million. If at all possible, liability and automobile (AL and PD) claims are managed and defended internally. These claims include bodily injury, property damage, and certain other claims including no-fault.

Reasonable prudence dictates that in view of the \$2 million self-insured retention and the volatility of the market, we should be prepared to absorb at least one total loss (preferably two) along with the projected value of incurred losses.

- **Projected Losses** (incurred but unpaid): \$1,566,560
(increase of \$19,750 (+1.28% for the quarter))
- **Self-Insured Retention** (one) \$2,000,000
- **Market Value of Account:** \$3,554,934
(increase of \$99,499 (+2.88%) for the quarter)

2. Workers Compensation:

We have retained an actuary to project monthly expenditures under the self-insurance program for workers' compensation that was initiated on 8/14/02. This formula is based upon actual experience, an annual valuation at the end of the fiscal year, and an annual projection of expenses adjusted for actual expenses in the current year. The projection includes both IBNR and the projected value of claims, expenses and assessment.

- **Projected Claims:** \$8,137,945
increase of \$104,188 (+1.30%) for the quarter)
- **Market Value of Account:** \$10,855,094
(increase of \$306,549 (+2.9%) for the quarter)

3. Liability/Auto Claims:

As of 1/1/25, we had 39 pending liability claims, 31 of which were in suit. A number of inactive cases have been closed out. The majority of the active claims are in various stages of discovery, while a few have been referred to outside counsel and are nearing trial or other final disposition. As of 1/1/25, CDTA had 4 liability claims with reserves of \$10,000 or more, 4 of which have reserves of \$25,000 or more. It is always our intention to carry adequate funds to cover the aggregate value of anticipated losses.

Conclusion: It is my opinion that the balances of the Risk Management and Workers' Compensation Self-Insurance Accounts are adequate to meet the anticipated needs of CDTA and its subsidiaries at the present time. *Due to the high-risk nature of our operations, we anticipate an increase in claims made against the Authority. Because of our self-insured status, it is prudent to maintain adequate funds to account for the increases in claims.*

Copy: Chairperson, Performance Monitoring Committee
Interim Chief Executive Officer

Monthly Management Report

January 2025



Monthly Management Report (MMR) - January 2025

Executive Summary

			Current Month		Year to Date		
REVENUE	Actual	Budget	(\$)	(%)	(\$)	(%)	
1	Mortgage Tax	\$ 868,965	\$ 1,054,167	\$ (185,202)	-17.57%	\$ (161,141)	-1.53%
2	Customer Fares	\$ 1,609,838	\$ 1,809,808	\$ (199,970)	-11.05%	\$ (224,503)	-1.24%
3	Advertising Revenue	\$ 150,000	\$ 147,917	\$ 2,083	1.41%	\$ 214,442	14.50%
EXPENSES	Actual	Budget	(\$)	(%)	(\$)	(%)	
4	Wages	\$ 6,139,827	\$ 5,591,135	\$ 548,692	9.81%	\$ 782,387	1.40%
5	Health Benefits	\$ 1,227,668	\$ 1,115,701	\$ 111,967	10.04%	\$ 195,209	1.75%
6	Professional Services	\$ 383,142	\$ 581,264	\$ (198,122)	-34.08%	\$ (782,037)	-8.29%
7	Maintenance Services	\$ 884,807	\$ 400,303	\$ 484,504	121.03%	\$ 152,758	3.82%
					YTD Revenue	0.12%	
					YTD Expenses	1.83%	

Revenue Summary

- 1 MRT is 17.5% under budget this month but only 1.5% under budget YTD.
- 2 Customer fares are 11% under budget for the month, and under budget by just 1.24% YTD.
- 3 Advertising revenue is 1.4% over budget in January due to the start of the new Lamar contract. YTD is 14.5% over budget.

Expense Summary

- 4 Wages are 9.8% over budget this month because of the quarterly attendance bonus, two large retirement payouts, and long month. YTD is 1.4% over budget.
- 5 Health benefits are 10% over budget due to our quarterly medicare reimbursement of \$76k to retirees. YTD is 1.75% over budget for the year.
- 6 Professional services is 34% under budget this month due to invoice timing and the YTD spending is 8.3% under budget.
- 7 Also due to timing maintenance services is over budget by 121% in January but only 3.8% over budget YTD.

Note Overall, we are in a satisfactory budget position.

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

		Jan-25	Jan-24
Assets			
	Current Assets:		
	Cash	\$18,444,189	\$6,525,797
	Investments	\$47,102,132	\$55,818,177
	Receivables:		
	Mortgage Tax	\$1,415,659	\$957,041
	Federal Grants	\$9,996,198	\$2,116,365
	New York State Operating Assistance	\$6,080,809	\$5,600,857
	Trade and Other	\$7,044,686	\$10,619,720
	Advances to Capital District Transportation Committee	\$1,210,411	\$930,390
	Materials, Parts and Supplies	\$5,923,923	\$5,643,026
	Prepaid Expenses	\$2,315,712	\$1,920,535
	Sub-Total Current Assets	\$99,533,719	\$90,131,907
	Noncurrent Assets:		
	Capital Assets, net	\$142,325,147	\$131,776,324
	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		\$255,313,589	\$238,334,372
Liabilities			
	Current Liabilities:		
	Accounts Payable	\$5,023,643	\$5,608,271
	Accrued Expenses	\$6,280,929	\$4,909,948
	Unearned Revenue	\$3,488,390	\$3,371,176
	Line of Credit	\$0	\$0
	Sub-Total Current Liabilities	\$14,792,962	\$13,889,395
	Noncurrent Liabilities:		
	Capital Lease Agreement	\$16,647,266	\$12,119,974
	Estimated Provision for Existing Claims and Settlements	\$9,623,237	\$10,418,705
	Other postemployment benefits	\$68,313,217	\$66,724,317
	Net Pension Liability	\$5,493,758	(\$2,045,372)
	Sub-Total Noncurrent Liabilities	\$100,077,478	\$87,217,624
	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		\$153,731,114	\$153,352,111
Net Position			
	Net Investment in Capital Assets	\$108,241,228	\$108,241,228
	Unrestricted	(\$6,658,753)	(\$23,258,967)
Total for Net Position		\$101,582,475	\$84,982,261
Total Liabilities and Net Position		\$255,313,589	\$238,334,372

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
CONSOLIDATED STATEMENT OF OPERATIONS
Jan-25

	<u>To Date Actual</u>	<u>Annual Budget</u>	83%
REVENUE:			
AUTHORITY	\$12,723,249	\$12,791,000	99%
TRANSIT	\$101,326,718	\$121,612,023	83%
ACCESS	\$776,035	\$900,000	86%
CDTA FACILITIES	\$3,220,174	\$3,797,908	85%
TOTAL REVENUE	<u>\$118,046,176</u>	<u>\$139,100,931</u>	<u>85%</u>
EXPENSE:			
AUTHORITY	\$18,712,229	\$23,578,439	79%
TRANSIT	\$96,244,616	\$111,870,064	86%
ACCESS	\$1,257,710	\$1,355,581	93%
CDTA FACILITIES	\$1,637,891	\$2,536,847	65%
TOTAL EXPENSE	<u>\$117,852,446</u>	<u>\$139,340,932</u>	<u>85%</u>
 Revenue over (under) Expenses	 \$193,731		
Depreciation	<u>\$15,833,333</u>		
Excess of Revenue over (under) Expenses	(\$15,639,603)		
Transfer from Capital Project Fund	\$5,110,000		
Transfer to Risk Mngt Fund	\$0		
Transfer from Risk Mngt Fund	\$0		
Transfer from Vehicle Replacement	\$0		
Transfer to Vehicle Replacement	\$0		
Transfer to Capital Projects Fund	(\$5,110,000)		
Transfer from Operating Fund	\$11,500,000		
Transfer to Operating Fund	\$0		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	<u>(\$2,361,675)</u>		
 *Net Excess of Revenue over (under) Expenses	 (\$6,501,278)		
*Contribution to required fleet replacement.			

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Jan-25

BUDGET VARIANCE REPORT

CONSOLIDATED									
This Month					Year to Date				Annual
Actual	Budget	Variance	% Variance		Actual	Budget	Variance	% Variance	Budget
Operating Revenue									
Mortgage Tax	\$868,965	\$1,054,167	(\$185,202)	-17.57%	\$10,380,526	\$10,541,667	(\$161,141)	-1.53%	\$12,650,000
Customer Fares	\$1,609,838	\$1,809,808	(\$199,971)	-11.05%	\$17,873,579	\$18,098,083	(\$224,503)	-1.24%	\$21,717,699
Advertising Revenue	\$150,000	\$147,917	\$2,084	1.41%	\$1,693,608	\$1,479,167	\$214,442	14.50%	\$1,775,000
RRS & Facilities	\$297,505	\$303,992	(\$6,487)	-2.13%	\$3,101,774	\$3,039,923	\$61,851	2.03%	\$3,647,908
Interest Income	\$23,681	\$1,667	\$22,014	1320.85%	\$255,707	\$16,667	\$239,040	1434.24%	\$20,000
Misc. Income	\$10,787	\$14,125	(\$3,338)	-23.63%	\$151,882	\$141,250	\$10,632	7.53%	\$169,500
Total Operating Revenue	\$2,960,776	\$3,331,676	(\$370,899)	-11.13%	\$33,457,076	\$33,316,756	\$140,320	0.42%	\$39,980,107
Operating Assistance									
New York State Aid	\$5,497,950	\$5,497,950	\$0	0.00%	\$54,979,500	\$54,979,500	\$0	0.00%	\$65,975,400
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,597,500	\$1,597,500	\$0	0.00%	\$1,917,001
Federal Aid	\$2,408,827	\$2,408,827	\$0	0.00%	\$24,088,269	\$24,088,269	\$0	0.00%	\$28,905,923
Operating Grants	\$193,542	\$193,542	\$0	0.00%	\$1,935,417	\$1,935,417	\$0	0.00%	\$2,322,500
Total Operating Assistance	\$8,260,069	\$8,260,069	\$0	0.00%	\$82,600,686	\$82,600,686	\$0	0.00%	\$99,120,824
Total Revenue and Assistance	\$11,220,844	\$11,591,744	(\$370,899)	-3.20%	\$116,057,762	\$115,917,442	\$140,320	0.12%	\$139,100,931
Expenses									
Salaries and Wages	\$6,139,827	\$5,591,135	\$548,692	9.81%	\$56,693,738	\$55,911,351	\$782,387	1.40%	\$67,093,621
Payroll Taxes	\$444,535	\$405,342	\$39,194	9.67%	\$4,107,198	\$4,053,416	\$53,782	1.33%	\$4,864,100
Health Benefits	\$1,227,668	\$1,115,701	\$111,967	10.04%	\$11,352,221	\$11,157,012	\$195,209	1.75%	\$13,388,415
Workers Compensation	\$142,168	\$248,893	(\$106,725)	-42.88%	\$1,785,550	\$2,488,932	(\$703,382)	-28.26%	\$2,986,718
Other Benefits	\$636,589	\$417,957	\$218,632	52.31%	\$4,507,367	\$4,179,571	\$327,796	7.84%	\$5,015,485
Professional Services	\$383,142	\$581,264	(\$198,121)	-34.08%	\$5,330,598	\$5,812,635	(\$482,037)	-8.29%	\$6,975,162
Materials & Supplies	\$262,118	\$171,252	\$90,866	53.06%	\$1,988,724	\$1,712,519	\$276,205	16.13%	\$2,055,023
Miscellaneous	\$80,865	\$91,657	(\$10,792)	-11.77%	\$994,135	\$916,569	\$77,566	8.46%	\$1,099,883
Purchased Transportation	\$1,123,345	\$1,068,000	\$55,345	5.18%	\$11,249,141	\$10,680,000	\$569,141	5.33%	\$12,816,000
Maintenance Services	\$884,807	\$400,303	\$484,505	121.03%	\$4,155,784	\$4,003,026	\$152,758	3.82%	\$4,803,631
Liability - Claims	\$27,744	\$39,583	(\$11,839)	-29.91%	\$951,259	\$395,833	\$555,426	140.32%	\$475,000
Utilities	\$166,370	\$129,083	\$37,286	28.89%	\$801,105	\$1,290,833	(\$489,728)	-37.94%	\$1,549,000
Fuel	\$689,419	\$644,584	\$44,835	6.96%	\$6,460,298	\$6,445,841	\$14,457	0.22%	\$7,735,009
Parts, Tires, Oil	\$820,676	\$585,919	\$234,758	40.07%	\$6,475,572	\$5,859,188	\$616,385	10.52%	\$7,031,025
General Insurance	\$127,565	\$101,072	\$26,494	26.21%	\$1,189,499	\$1,010,717	\$178,782	17.69%	\$1,212,860
Total EXPENSES	\$13,156,839	\$11,591,744	\$1,565,095	13.50%	\$118,042,188	\$115,917,442	\$2,124,746	1.83%	\$139,100,931
Surplus/Deficit	(\$1,935,995)	\$0	(\$1,935,995)		(\$1,984,426)	(\$0)	(\$1,984,425)		\$0

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Jan-25

BUDGET VARIANCE REPORT		NON-TRANSIT								Annual Budget
		This Month				Year to Date				
		Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue										
	Mortgage Tax	\$868,965	\$1,054,167	(\$185,202)	-17.57%	\$10,380,526	\$10,541,667	(\$161,141)	-1.53%	\$12,650,000
	Interest Income	\$23,535	\$1,667	\$21,868	1312.08%	\$253,476	\$16,667	\$236,810	1420.86%	\$20,000
	Interest Inc-Invest/Change in Invest	\$223,490	\$0	\$223,490	0.00%	\$1,988,414	\$0	\$1,988,414	0.00%	\$0
	Misc. Income - Authority	\$10,083	\$10,083	\$0	0.00%	\$100,833	\$100,833	\$0	0.00%	\$121,000
Total Operating Revenue		\$1,126,073	\$1,065,917	\$60,157	5.64%	\$12,723,249	\$10,659,167	\$2,064,083	19.36%	\$12,791,000
Expenses										
	Labor - Authority	\$851,599	\$805,388	\$46,211	5.74%	\$7,669,578	\$8,053,875	(\$384,297)	-4.77%	\$9,664,650
	Fringe - Authority	\$547,592	\$480,655	\$66,937	13.93%	\$4,505,577	\$4,806,549	(\$300,972)	-6.26%	\$5,767,859
	Materials & Supplies - Authority	\$12,226	\$14,623	(\$2,397)	-16.39%	\$169,234	\$146,229	\$23,005	15.73%	\$175,475
	Professional Services - Authority	\$216,736	\$329,829	(\$113,092)	-34.29%	\$3,045,177	\$3,298,285	(\$253,108)	-7.67%	\$3,957,942
	Other Expenses - Authority	\$600,389	\$334,376	\$266,012	79.55%	\$3,322,662	\$3,343,761	(\$21,099)	-0.63%	\$4,012,513
Total Expenses		\$2,228,542	\$1,964,870	\$263,672	13.42%	\$18,712,229	\$19,648,699	(\$936,470)	-4.77%	\$23,578,439
Surplus/(Deficit)		(\$1,102,468)	(\$898,953)	(\$203,515)		(\$5,988,979)	(\$8,989,533)	\$3,000,554		(\$10,787,439)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY

Jan-25

BUDGET VARIANCE REPORT

TRANSIT									
This Month					Year to Date				Annual
Actual	Budget	Variance	% Variance		Actual	Budget	Variance	% Variance	Budget
Operating Revenue									
Passenger Fares-Transit	\$874,163	\$1,070,637	(\$196,474)	-18.35%	\$10,457,761	\$10,706,369	(\$248,608)	-2.32%	\$12,847,643
Contracts - Transit	\$664,171	\$664,171	\$0	0.00%	\$6,642,013	\$6,641,713	\$300	0.00%	\$7,970,056
Advertising-Transit	\$137,500	\$135,417	\$2,084	1.54%	\$1,568,608	\$1,354,167	\$214,442	15.84%	\$1,625,000
Misc. Income - Transit	\$703	\$4,042	(\$3,338)	-82.60%	\$57,649	\$40,417	\$17,232	42.64%	\$48,500
Total Operating Revenue	\$1,676,538	\$1,874,267	(\$197,728)	-10.55%	\$18,726,031	\$18,742,666	(\$16,633)	-0.09%	\$22,491,199
Operating Assistance									
State Aid - General	\$5,304,867	\$5,304,867	\$0	0.00%	\$53,048,667	\$53,048,667	\$0	0.00%	\$63,658,400
State Aid - PBT	\$159,750	\$159,750	\$0	0.00%	\$1,597,500	\$1,597,500	\$0	0.00%	\$1,917,000
State Aid - Northway Commuter S.	\$33,333	\$33,333	\$0	0.00%	\$333,333	\$333,333	\$0	0.00%	\$400,000
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,597,501	\$1,597,501	\$0	0.00%	\$1,917,001
Federal Aid - Transit	\$2,408,827	\$2,408,827	\$0	0.00%	\$24,088,269	\$24,088,269	\$0	0.00%	\$28,905,923
Other Grants - Federal	\$193,542	\$193,542	\$0	0.00%	\$1,935,417	\$1,935,417	\$0	0.00%	\$2,322,500
Total Operating Assistance	\$8,260,069	\$8,260,069	\$0	0.00%	\$82,600,687	\$82,600,687	\$0	0.00%	\$99,120,824
Total Revenue and Assistance	\$9,936,606	\$10,134,335	(\$197,728)	-1.95%	\$101,326,718	\$101,343,353	(\$16,633)	-0.02%	\$121,612,023
Expenses									
Labor - Maintenance	\$1,063,375	\$943,071	\$120,304	12.76%	\$9,926,821	\$9,430,707	\$496,114	5.26%	\$11,316,849
Labor - Transportation	\$3,707,386	\$3,404,239	\$303,147	8.90%	\$34,296,439	\$34,042,394	\$254,045	0.75%	\$40,850,872
Labor - STAR	\$446,346	\$369,097	\$77,249	20.93%	\$4,134,199	\$3,690,972	\$443,227	12.01%	\$4,429,167
Fringe	\$1,971,051	\$1,690,636	\$280,415	16.59%	\$16,918,582	\$16,906,361	\$12,221	0.07%	\$20,287,634
Materials & Supplies	\$1,807,710	\$1,371,949	\$435,762	31.76%	\$14,777,827	\$13,719,485	\$1,058,342	7.71%	\$16,463,382
Professional Services	\$369,327	\$268,768	\$100,559	37.41%	\$2,993,396	\$2,687,683	\$305,712	11.37%	\$3,225,220
Other Expenses	\$19,527	\$15,548	\$3,978	25.59%	\$144,523	\$155,483	(\$10,960)	-7.05%	\$186,580
Purchased Transportation - STAR	\$829,859	\$750,000	\$79,859	10.65%	\$8,264,152	\$7,500,000	\$764,152	10.19%	\$9,000,000
Liability - Claims	\$27,744	\$39,583	(\$11,839)	-29.91%	\$951,259	\$395,833	\$555,426	140.32%	\$475,000
Liability - Insurance	\$112,496	\$96,613	\$15,883	16.44%	\$883,348	\$966,133	(\$82,785)	-8.57%	\$1,159,360
Utilities - Transit	\$132,667	\$80,833	\$51,834	64.12%	\$584,209	\$808,333	(\$224,124)	-27.73%	\$970,000
Mat & Supplies - NX	\$0	\$2,083	(\$2,083)	-100.00%	\$15,487	\$20,833	(\$5,346)	-25.66%	\$25,000
Purchased Transportation - NX	\$127,255	\$178,417	(\$51,161)	-28.68%	\$1,278,214	\$1,784,167	(\$505,952)	-28.36%	\$2,141,000
Purchased Transportation - Vanpool	\$24,600	\$25,000	(\$400)	-1.60%	\$246,000	\$250,000	(\$4,000)	-1.60%	\$300,000
Purchased Transportation - TX	\$83,292	\$86,667	(\$3,375)	100.00%	\$830,159	\$866,667	(\$36,508)	-4.21%	\$1,040,000
Total Expenses	\$10,722,636	\$9,322,505	\$1,400,131	15.02%	\$96,244,616	\$93,225,053	\$3,019,563	3.24%	\$111,870,064
Surplus/(Deficit)	(\$786,030)	\$811,830	(\$1,597,859)		\$5,082,102	\$8,118,300	(\$3,036,197)		\$9,741,960

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Jan-25

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	\$71,503	\$75,000	(\$3,497)	-4.66%	\$773,804	\$750,000	\$23,804	3.17%	\$900,000
	Interest Income	\$146	\$0	\$146	0.00%	\$2,230	\$0	\$2,230	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		\$71,650	\$75,000	(\$3,350)	-4.47%	\$776,035	\$750,000	\$26,035	3.47%	\$900,000
Total Revenue and Assistance		\$71,650	\$75,000	(\$3,350)	-4.47%	\$776,035	\$750,000	\$26,035	3.47%	\$900,000
Expenses										
	Labor - Access	\$38,905	\$48,003	(\$9,098)	-18.95%	\$487,128	\$480,034	\$7,094	1.48%	\$576,041
	Fringe Benefits - Access	\$7,296	\$14,985	(\$7,689)	-51.31%	\$118,823	\$149,849	(\$31,026)	-20.70%	\$179,819
	Purchased Transportation	\$58,338	\$47,917	\$10,422	21.75%	\$630,615	\$479,167	\$151,448	31.61%	\$575,000
	Rent and Utilities - Access	\$1,742	\$1,643	\$99	6.03%	\$17,143	\$16,434	\$709	4.31%	\$19,721
	Other Expenses - Access	\$2,000	\$417	\$1,583	380.00%	\$4,000	\$4,167	(\$167)	-4.00%	\$5,000
Total Expenses		\$108,282	\$112,965	(\$4,683)	-4.15%	\$1,257,710	\$1,129,651	\$128,059	11.34%	\$1,355,581
Surplus/(Deficit)		(\$36,633)	(\$37,965)	\$1,332		(\$481,675)	(\$379,651)	(\$102,024)		(\$455,581)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY
Jan-25

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	\$65,317	\$80,000	(\$14,683)	-18.35%	\$728,790	\$800,000	(\$71,210)	-8.90%	\$960,000
RRS Parking Revenue	\$211,401	\$213,951	(\$2,550)	-1.19%	\$2,227,263	\$2,139,507	\$87,756	4.10%	\$2,567,408
RRS Advertising	\$12,500	\$12,500	\$0	0.00%	\$125,000	\$125,000	\$0	0.00%	\$150,000
SSTS	\$11,749	\$3,458	\$8,291	239.73%	\$33,854	\$34,583	(\$729)	-2.11%	\$41,500
Greyhound	\$14	\$0	\$14	0.00%	\$547	\$0	\$547	0.00%	\$0
85 Watervliet Avenue	\$5,801	\$6,250	(\$449)	-7.19%	\$58,007	\$62,500	(\$4,493)	-7.19%	\$75,000
Interest Income	\$3,224	\$333	\$2,890	867.05%	\$46,713	\$3,333	\$43,380	1301.40%	\$4,000
Total Operating Revenue	\$310,005	\$316,492	(\$6,487)	-2.05%	\$3,220,174	\$3,164,923	\$55,251	1.75%	\$3,797,908
Expenses									
Labor	\$16,968	\$21,337	(\$4,369)	-20.47%	\$163,521	\$213,368	(\$49,848)	-23.36%	\$256,042
Fringe-Benefits	\$3,896	\$1,617	\$2,279	140.93%	\$35,236	\$16,171	\$19,065	117.90%	\$19,405
Professional Services	\$9,011	\$6,667	\$2,345	35.17%	\$85,908	\$66,667	\$19,241	28.86%	\$80,000
Insurance	\$7,494	\$4,167	\$3,328	79.86%	\$80,820	\$41,667	\$39,154	93.97%	\$50,000
Security	\$2,328	\$20,833	(\$18,505)	-88.82%	\$131,579	\$208,333	(\$76,754)	-36.84%	\$250,000
Facilities Upkeep	\$32,841	\$27,500	\$5,341	19.42%	\$162,297	\$275,000	(\$112,703)	-40.98%	\$330,000
Facilities Repairs	\$9,743	\$16,417	(\$6,674)	-40.65%	\$88,990	\$164,167	(\$75,176)	-45.79%	\$197,000
Utilities	\$29,129	\$39,917	(\$10,788)	-27.03%	\$185,154	\$399,167	(\$214,013)	-53.61%	\$479,000
Materials & Supplies	\$921	\$917	\$4	0.44%	\$4,647	\$9,167	(\$4,519)	-49.30%	\$11,000
Parking Garage	\$48,805	\$45,833	\$2,971	6.48%	\$450,239	\$458,333	(\$8,094)	-1.77%	\$550,000
85 Watervliet Avenue	\$12,298	\$11,283	\$1,015	8.99%	\$94,497	\$112,833	(\$18,336)	-16.25%	\$135,400
SSTS	(\$12,428)	\$14,917	(\$27,344)	-183.31%	\$154,575	\$149,167	\$5,408	3.63%	\$179,000
Total Expenses	\$161,006	\$211,404	(\$50,398)	-23.84%	\$1,637,891	\$2,114,039	(\$476,149)	-22.52%	\$2,536,847
Surplus/(Deficit)	\$148,999	\$105,088	\$43,911		\$1,582,283	\$1,050,884	\$531,399		\$1,261,061

CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

AGING OF ACCOUNTS RECEIVABLE

Jan-25		
	Amount	% of Total
Current	\$2,816,237	50.94%
31 - 60	\$310,536	5.62%
61 - 90	\$231,281	4.18%
91 - 120	\$87,589	1.58%
Over 120	\$2,083,267	37.68%
Total Accounts Receivable	\$5,528,910	100.00%

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

AGING OF ACCOUNTS PAYABLE

Jan-25		
	Amount	% of Total
Current	\$3,054,462	78.95%
31 - 60	\$650,501	16.81%
61 - 90	\$23,923	0.62%
90 & Over	\$140,102	3.62%
Total Accounts Payable	\$3,868,988	100.00%

Dec-24 Receivables over 120 days: \$2,083,267

Breakdown of outstanding receivables over 120 days.

\$1,771,267 NYS DEPT. OF TRANSPORTATION

\$140,000 SCHENECTADY CITY SCHOOL DISTRICT

\$87,500 CITY OF ALBANY

\$34,499 OTHER

\$25,000 CITY OF SARATOGA SPRINGS

\$25,000 GREATER GLENS FALLS TRANSIT

\$2,083,266

ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	Jan-25	Jan-24	Difference	%	2025	2024	Difference	%
Albany	\$239,325	\$404,917	(\$165,592)	-40.90%	\$3,067,529	\$3,297,860	(\$230,332)	-6.98%
Rensselaer	\$175,310	\$104,792	\$70,518	67.29%	\$1,743,623	\$1,368,930	\$374,693	27.37%
Saratoga	\$322,553	\$219,408	\$103,145	47.01%	\$3,478,379	\$3,231,347	\$247,032	7.64%
Schenectady	\$37,782	\$163,330	(\$125,548)	-76.87%	\$1,318,616	\$1,217,793	\$100,823	8.28%
Warren	\$93,995	\$64,592	\$29,404	100.00%	\$772,379	\$64,592	\$707,788	100.00%
Total	\$868,965	\$957,039	(\$88,074)	-9.20%	\$10,380,526	\$9,180,522	\$1,200,004	13.07%

Current Month Year To Date

FY 2025 \$868,965 \$10,380,526

FY 2024 \$957,039 \$9,180,522

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

January 31, 2025

<u>RESTRICTED INVESTMENTS</u>	<u>Fund Balances</u>	<u>Current Obligations</u>
Risk Management Account (Self-Insured)	\$3,553,233	\$1,566,560
Workers' Comp. Account (Self-Insured)	\$10,753,401	\$8,056,677
Operating Account	\$18,726,822	
<u>Current Operating Reserve Obligations</u>		
Federal Operating Assistance in FY25		\$11,250,000
<u>Current Capital Reserve Obligations</u>	\$13,030,821	
Washington/Western BRT Project Match		\$9,000,000
LowNo Electrification Project Match		\$3,981,039
Safe Streets for All Match		\$1,323,600
<u>Current Vehicle Replacement Reserve Obligations</u>	\$1,037,856	
Vehicle Replacement Funds		\$665,011

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	4.46%
Workers' Compensation	4.39%
Operating Fund	4.43%
Vehicle Replacement Fund	4.39%
Capital Project	4.34%

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

Monthly Performance Report

Period: Jan'25

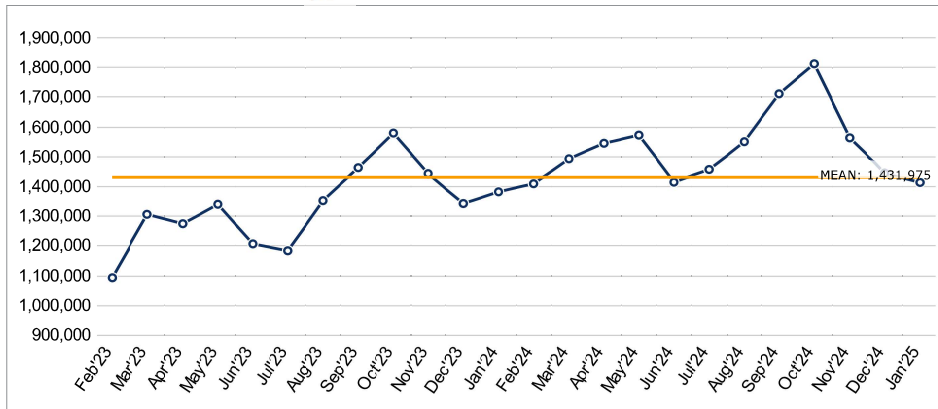
Meeting: Feb'25

Patronage / Mobility

Page 1



Total Riders

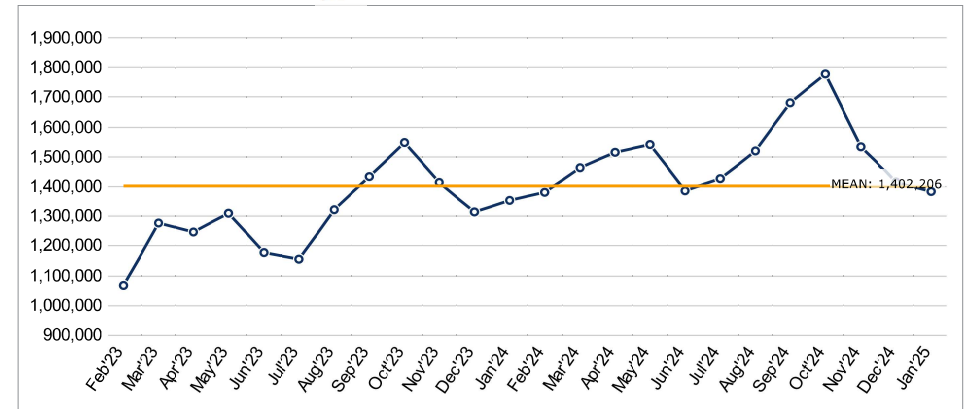


Previous: 1,382,596

Current: 1,414,092



Fixed Riders

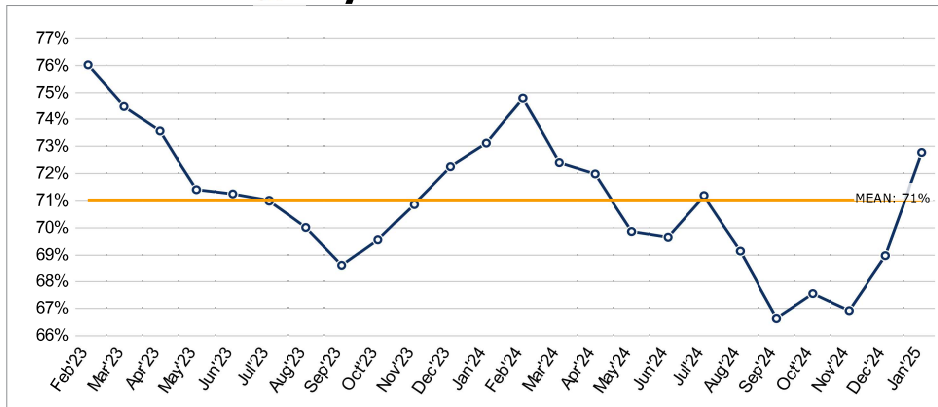


Previous: 1,353,832

Current: 1,383,793



System Wide OTP



Previous: 73.13%

Current: 72.78%

Monthly Performance Report

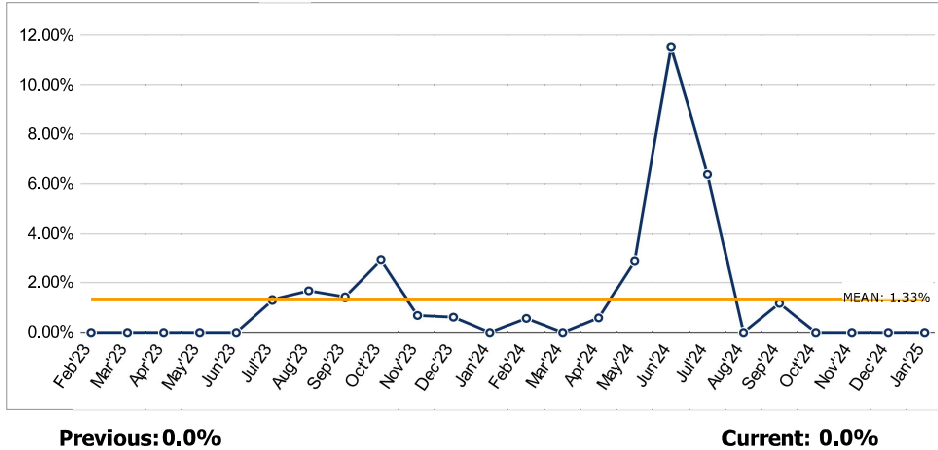
Period: Jan'25

Meeting: Feb'25

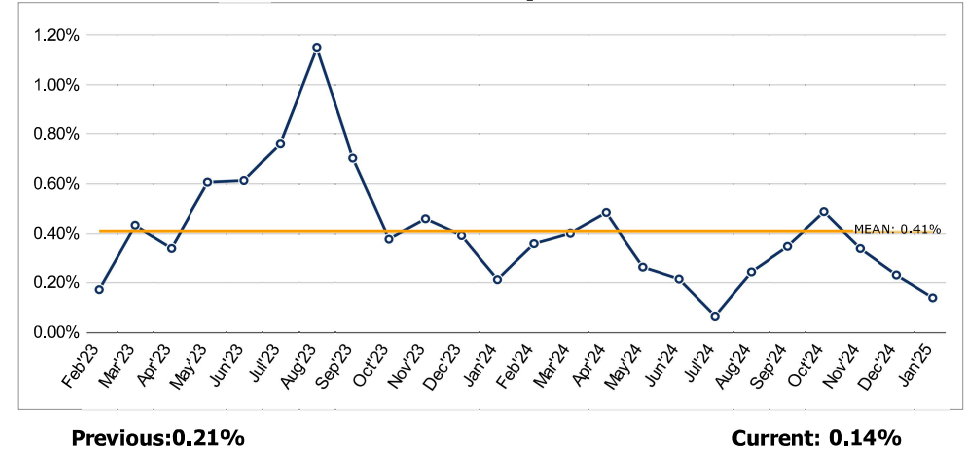
Reliability

Page 2

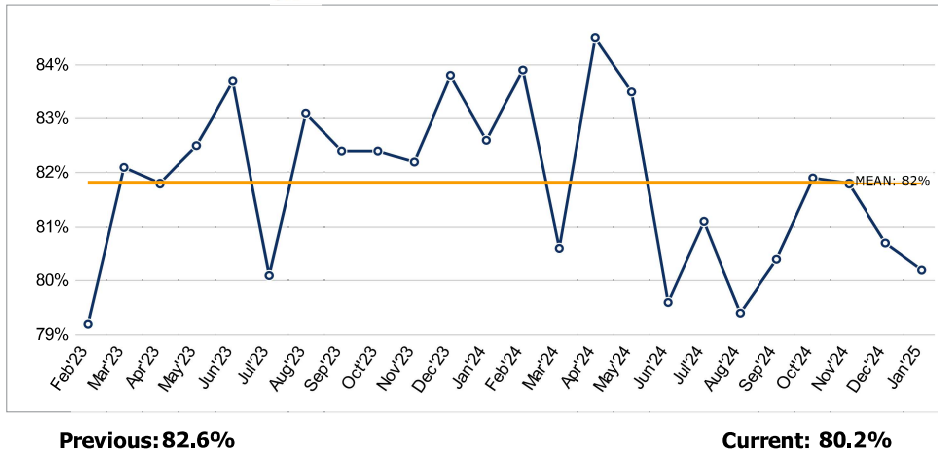
PMI Not On Time



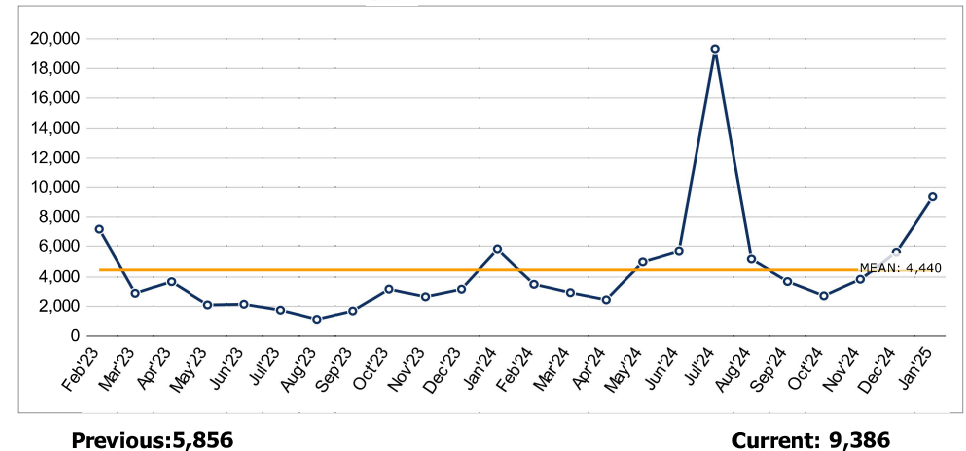
Percent of Trips Missed



Scheduled Work



MDBSI



Monthly Performance Report

Period: Jan'25

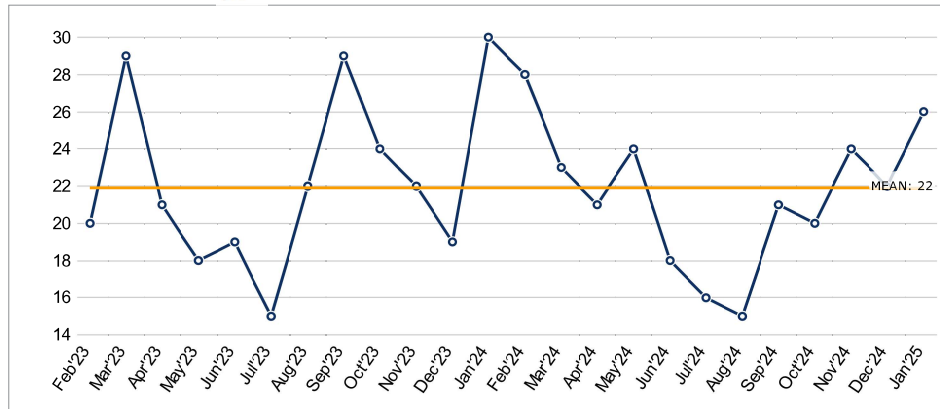
Meeting: Feb'25

Safety

Page 3



Preventable Accidents

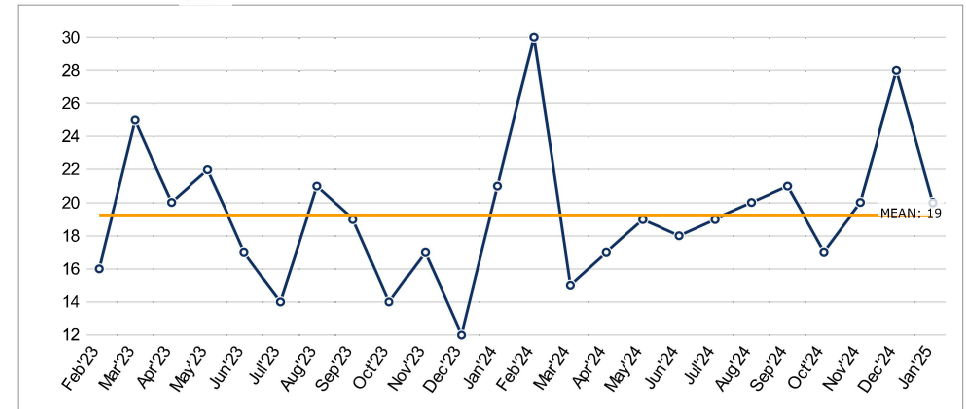


Previous: 30

Current: 26



Non-Preventable Accidents

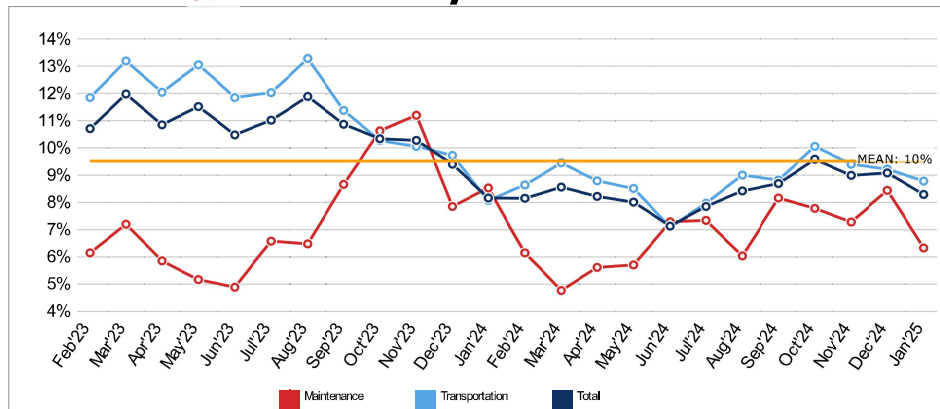


Previous: 21

Current: 20



Percent Days Not Worked



Previous: 8.2%

Current: 8.3%

Monthly Performance Report

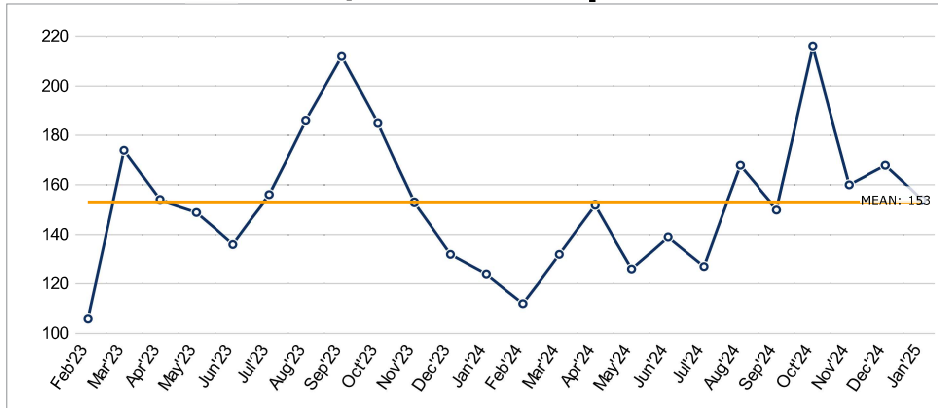
Period: Jan'25

Meeting: Feb'25

Customer Service

Page 4

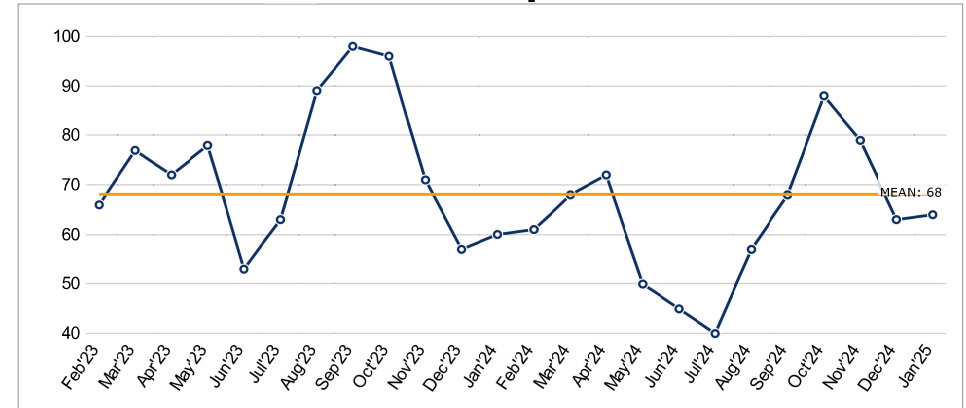
Fixed/Shuttle Complaints



Previous: 124

Current: 154

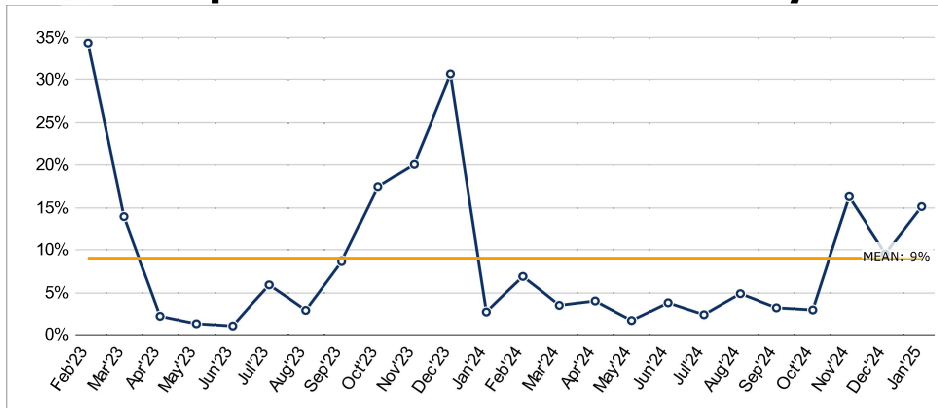
Other Complaints



Previous: 60

Current: 64

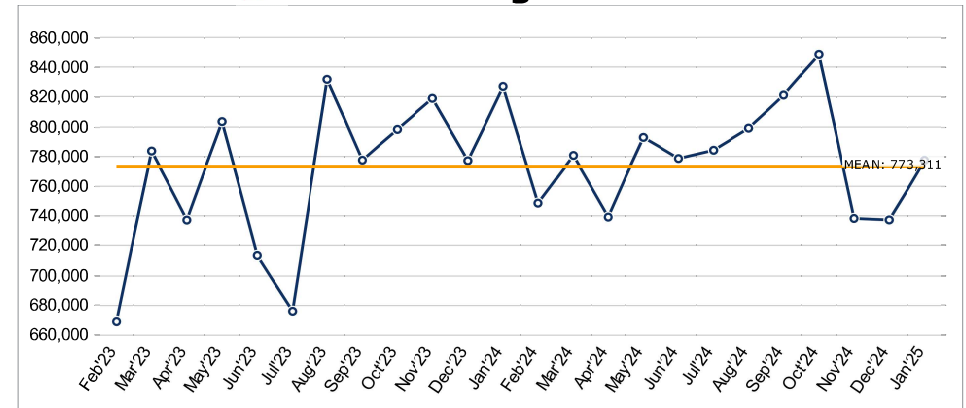
Complaints Not Addressed in Ten Days



Previous: 2.7%

Current: 15.1%

Website Page Views



Previous: 826,981

Current: 777,378

Monthly Performance Report

Period: Jan'25

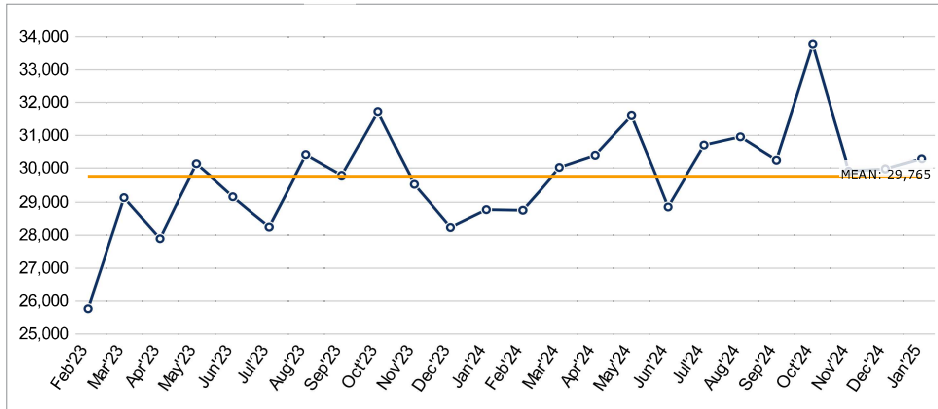
Meeting: Feb'25

STAR Service

Page 5



STAR Riders

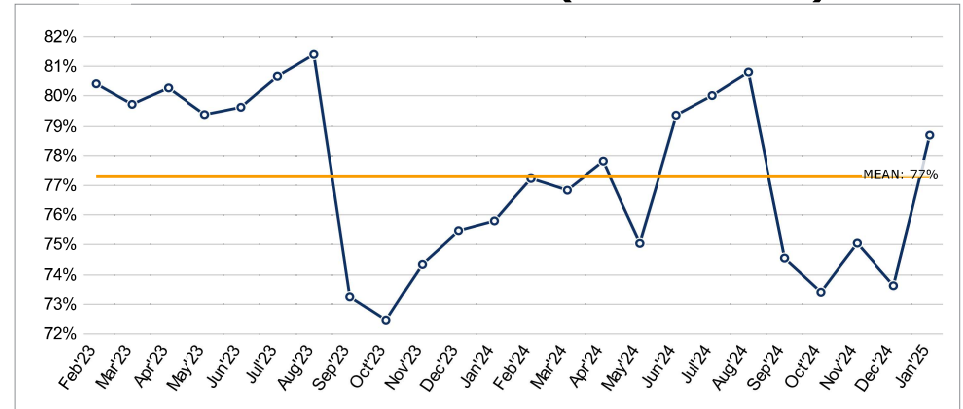


Previous: 28,764

Current: 30,299



On-Time Performance (0-10 Minutes)

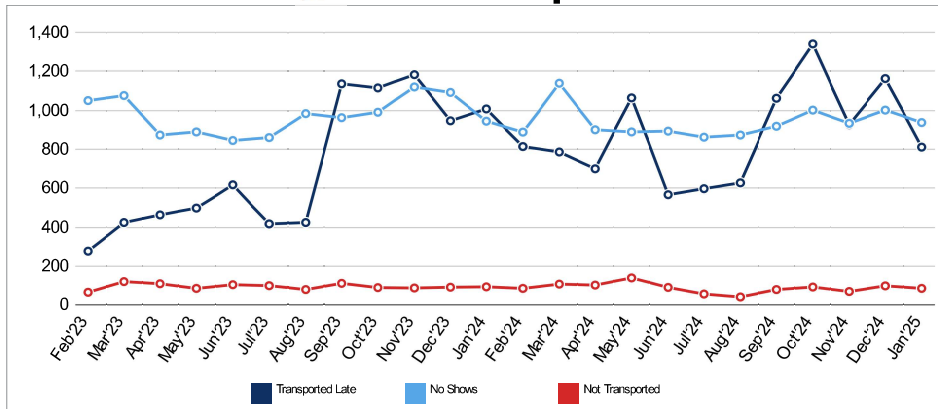


Previous: 75.8%

Current: 78.7%



Missed Trips

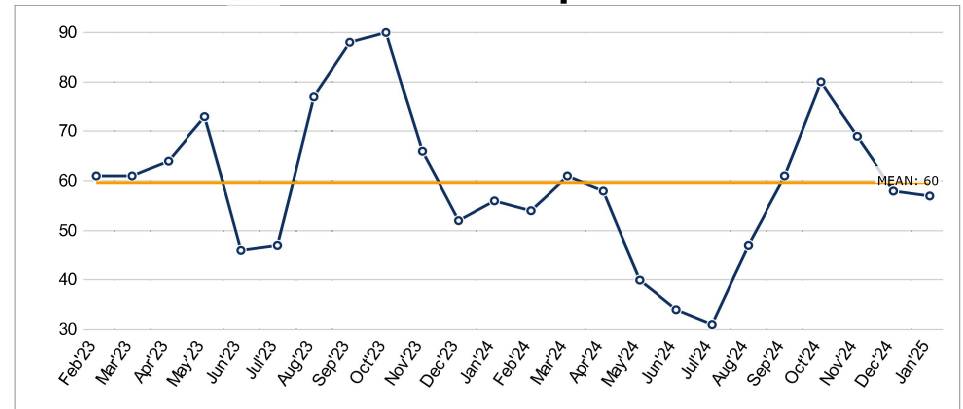


Previous: 2,045

Current: 1,834



Customer Complaints



Previous: 56

Current: 57

Monthly Performance Report

Period: Jan'25

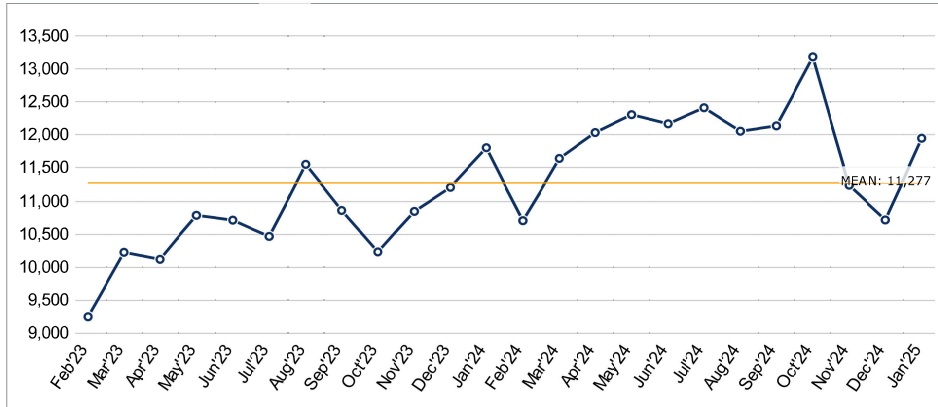
Meeting: Feb'25

STAR Service

Page 6



Reservation Calls

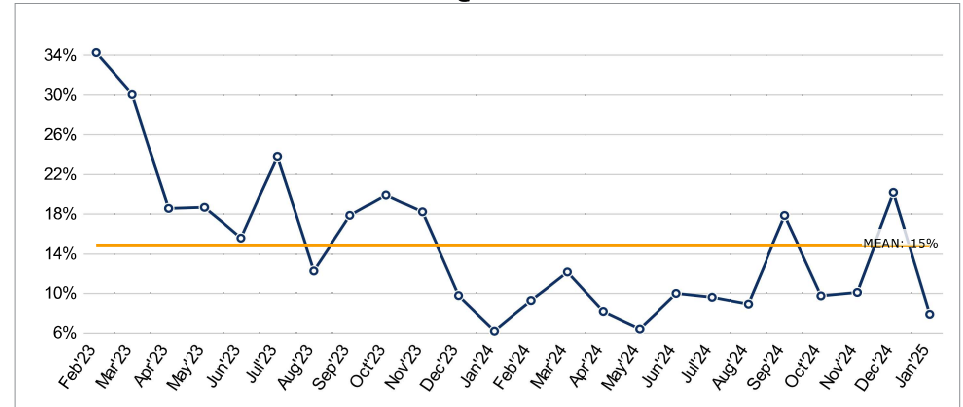


Previous: 11,808

Current: 11,951



Reservation Calls in Queue Over Five Minutes

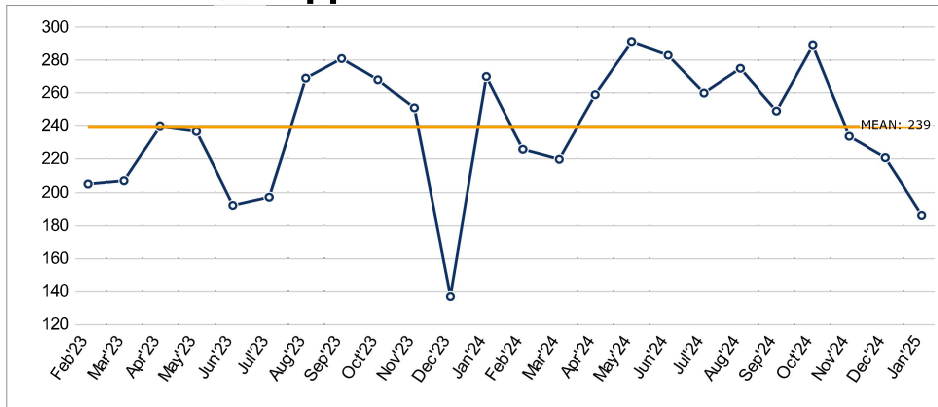


Previous: 6.2%

Current: 7.9%



Applications Received



Previous: 270

Current: 186

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.