



**CDTA COMMITTEE AGENDA**  
**Performance Monitoring/Audit Committee**  
**Wednesday, August 20, 2025 | 12:00 pm | 110 Watervliet Ave**  
**& Via Microsoft Teams**

<b>Committee Item</b>	<b>Responsibility</b>
Call to Order	Peter Wohl
Approve Minutes of Wednesday, June 18, 2025	Peter Wohl
<b>Consent Agenda Items</b>	
• Approve Contract for Trolley Purchases	Stacy Sansky
• Approve Contract for JLB Rail Station Top Deck Maintenance	Stacy Sansky
• Approve Purchase of Driver Barriers	Stacy Sansky
• Approve Contract for Generators	Stacy Sansky
• Approve Purchase of Charge Management Infrastructure System	Stacy Sansky
• Approve Procurement Manual Update	Stacy Sansky
<b>Investment Committee</b>	
• Update on Committee Activity/Reports	Denise Figueroa
<b>Administrative Discussion Items</b>	
• Risk Management & Workers' Compensation Quarterly Report	Amanda Avery
• Universal Access	Jonathan Scherzer
• Monthly Management Report	Jeanette Stumbaugh
• Monthly Non-Financial Report	Gary Guy
• Internal Audit Update	Sarah Matrose
<b>Executive Session</b>	
• Pending Litigation Quarterly Report	Amanda Avery
Next Meeting: Wednesday, September 17, 2025, at Noon via Microsoft Teams & 110 Watervliet Ave	
Adjourn	Peter Wohl

## **Capital District Transportation Authority**

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

#### **Meeting Minutes – June 18, 2025, at 11:02 AM; 110 Watervliet Avenue, Albany**

In Attendance: Peter Wohl, Denise Figueroa, Jackie McDonough, Mike Criscione, Georgeanna Nugent, David Stackrow, Pat Lance; Frank Annicaro, Mike Collins, Chris Desany, Lance Zarcone, Amanda Avery, Jaime Kazlo, Jon Scherzer, Dave Williams, Stacy Sansky, Thomas Guggisberg, Rich Cordero, Trish Cooper, Jeremy Smith, Jack Grogan, Michael Williams, Sarah Matrose, Gary Guy, Rich Nasso Jr., Kelli Schreivogl, Elide Oyanedel, Emily DeVito

#### **Meeting Purpose**

Regular monthly meeting of the Performance Monitoring/Audit Committee. Peter Wohl noted that a quorum was present. Minutes from May 21, 2025, meeting were reviewed and approved.

#### **Consent Agenda Item**

##### Approve Contract for Fare Media Purchase

- In 2017, CDTA implemented its current fare collection system, *Genfare Link*, provided by SPX-Genfare following a competitive procurement process. This system supports the agency-wide Navigator program, including the management and distribution of fare media (smart cards, passes, etc.).
- The purchase of additional fare media from Genfare will secure one year's worth of inventory at current pricing levels.
- A resolution to approve a sole source contract with Genfare for the purchase of Navigator fare media sufficient for one year of inventory, at a cost not to exceed \$186,250 will be recommended to the board.

##### Approve Contract for Integrating STAR Payments into Navigator

- Since 1996, CDTA has successfully utilized the Trapeze PASS software for paratransit operations, including scheduling, client management, certification, dispatch, reporting, and compliance. In 2017, the system was enhanced with features such as mobile data terminals (tablets), a customer booking portal, SMS/email notifications, and upgraded reporting tools.
- A sole source contract with Trapeze will allow for an application programming interface (API) that will integrate CDTA's Navigator (Genfare Link) fare system with the Trapeze PASS paratransit platform. This integration will enable STAR customers and authorized third-party partners to book and pay for STAR rides using their existing Navigator online accounts. Trapeze is the sole provider of software that can integrate with its proprietary system.
- A resolution to approve a sole source contract with Trapeze to implement API integration with CDTA's Navigator fare system, allowing STAR customers to book and pay for rides through their Navigator accounts, at a cost not to exceed \$254,341 will be recommended to the board

##### Approve Contract for Joseph L. Bruno Rail Station Security

- Maintaining a safe and secure environment at the Joseph L. Bruno Rail Station is essential for passenger comfort and operational efficiency. FBY Security, the current service provider, has demonstrated reliable performance.
- A resolution to approve a new contract with FBY Security for rail-station security services for a period of three years, with two optional one-year extensions at a cost not to exceed \$711,750 will be recommended to the board.

#### Approve Contract for Harriman East Construction

- As part of the original Purple Line Bus Rapid Transit (BRT) plan, two stations are proposed for the east end of the Harriman Campus. These stations will serve the Wadsworth Center and surrounding buildings.
- A resolution to approve a one-year contract with Callanan Industries Inc. for the development of two Purple Line BRT stations at Harriman East, as part of the original Washington-Western BRT project, at a cost not to exceed \$1,366,330 will be recommended to the board.

#### Approve Annual Review of Drug & Alcohol Policy

- In compliance with Federal Transit Administration (FTA) regulations, CDTA is required to review and approve its Drug and Alcohol Policy annually. This policy outlines testing procedures, employee responsibilities, and consequences for violations.
- There are no regulatory or administrative changes being recommended.
- A resolution to approve the annual review and reaffirmation of CDTA's Drug and Alcohol Policy, as required by the FTA will be recommended to the board.

### **Administrative Discussion Items**

#### Risk Management and Workers Compensation Report

- Amanda Avery provided the quarterly report. Account balances are more than sufficient for current self-insured retention + projected losses. Projected losses are at \$1.1 million; the number of claims is slightly up but offset by market gains. 42 pending liability/auto, 4 with reserves over \$10k (3 over \$25k).

#### Workplace Safety Annual Report

- Jack Grogan provided the annual workplace safety report. 2023-24: 70-72 total injuries (favorable); 2025: 80 injuries (increase flagged for further analysis); approximately 14 severe injuries (defined as > 5 days lost). Contributing factors are miles driven, new facilities, operator fatigue from staff shortages. The top injury types are lower back, knees, ankles and shoulders.
- Significant drop in injury-related claims payments (\$200k decrease); quick settlements reducing overall costs. Historical 5-year payout: \$2.1M.
- Initiatives in Place: Enhanced facility inspections; improved return to work communication; frequent TPA meetings for claim management; collaboration with Regional Business Council and expanded use of analytics for trend identification.

#### Accident Review Annual Report

- Richard Nasso provided the annual Accident Review report. Overall accidents are down by 9, notably under 4 per 100,000 miles for the first time; 1 million more miles driven, 21

fewer preventable accidents; Ridership up 6.5%; customer injuries down by 24; 149 new employees entered safety and training.

- Training Overhaul: Remedial training for almost every accident, not just repeaters; onboarding program extended and tailored for service areas; includes mentor pairing after initial hire; focused on initial (0-1 year) employee group – accidents reduced by 13%, despite 19% more employees; temporary spike in 1–3-year group; refresher training and on-road retraining methods discussed.
- Other Initiatives: Focus on real-time mobility device securement and daily “pre-trips” as ongoing in-service training; collaboration with transportation supervisors for school zone safety.
- Safety Committee: Mandated 50/50 labor-management; transformative in issue and resolution and cross-training department collaboration; safety signage refresh across properties in progress; new safety glasses initiative for all visitors and internal staff in maintenance.
- Technology Upgrades:
- Mirrorless Bus Pilot: 3 Buses, 200,000 miles, law amended for statewide use, 25 retrofits pending.
- Blind spot monitoring is being explored for full fleet.
- GPS-based school zone warning technology for operators in progress.

#### Monthly Management Report

- Patricia Cooper provided the Monthly Management Report for May.
- Mortgage Tax receipts were over budget by 17.6% and over budget 24% YTD
- Customer Fares were under budget by 8%, 9.2% YTD. It looks like Navigator usage was up, cash fares were down. An analysis is ongoing.
- Wages were 5.5% under budget.
- Materials and Supplies were over budget by 24.7% (timing issue), 13.6% over YTD.
- Professional Services are over budget by 14.4%, but YTD under 11%; utilities are under budget by 36%, 30% YTD/
- Overall, revenue is slightly under budget by 0.83%, expenses are under 2.42%.

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

- Gary Guy provided the Monthly Non-Financial Report for May
- Fixed Route ridership was up 2%; STAR ridership was up 4.9%.
- Service Quality: Missed Trips (70) 0.02%; On-time performance: Fixed Route 70.6%; STAR increased to 79%. PMI on time 97%; overall on time 93.8%.
- There were 19 preventable accidents, and 20 non-preventable.
- Days not worked were 8.07% in May, a slight decrease from April.
- Total comments for customer service were up 66% (292), with a 90% closure rate.
- Website page views were up 6%

#### Next Meeting

Wednesday, August 20, 2025, at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Contract Award for Trolley Vehicles  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** August 20, 2025

### **Objective of Purchase or Service:**

CDTA issued a Request For Proposals (RFP) for gasoline-powered, trolley-style, transit vehicles. The vehicle specifications were developed in accordance with the American Public Transportation Association (APTA) Standard Bus Procurement Guidelines and tailored to meet the unique needs of our seasonal service in Saratoga and Lake George.

### **Summary of Staff Proposal:**

CDTA received one proposal in response to the RFP out of four possible proposers. Historically, CDTA has received a single proposal for trolleys for a variety of reasons that includes the inability of other manufacturers to meet Buy America requirements and order backlogs restricting other vendors from taking on new contracts. An evaluation team composed of maintenance managers reviewed the proposal and evaluated it based on technical compliance, price, warranty, delivery, and performance history.

Hometown Manufacturing, the incumbent provider, submitted a proposal that fully meets CDTA's technical and operational requirements. Their proposed vehicle supports CDTA's continued ability to provide high-quality seasonal trolley service in key service areas.

### **Financial Summary/Cost:**

The total cost for the initial purchase of two trolleys is \$454,595 (\$227,297 per vehicle). This represents a 12% per vehicle cost increase from 2024 purchases. Funding for this purchase is included in the fiscal year 2026 capital budget.

### **Proposed Action:**

I recommend the following actions:

1. Award a three-year contract, with the option for two additional one-year extensions, to Hometown Manufacturing of Crandon, Wisconsin, for the purchase of up to ten 31-foot Hometown Trolley Villager vehicles with a 7.3L V8 gasoline engine on a Ford chassis.
2. Authorize an initial purchase of two vehicles at \$227,297.50 per vehicle, to replace two existing trolleys that have reached the end of their useful life.

### **Manager:**

David Williams, Director of Maintenance



Cummulative Scorecard CDTA Maint 202-3000 Purchase of Trolleys	
	Hometown Trolley
<b>Price 120 Points</b> -The Price Proposal presented to CDTA.	120
<b>Technical 75 Points</b> - The Proponent's compliance with the Technical Specification and the content of the Technical Proposal.	62
<b>Delivery Schedule 45 Points</b> - The tentative dates for vehicle delivery of the base contract.	45
<b>Warranty 30 Points</b> - The warranty offering presented to CDTA.	30
<b>Proponent's Past Performance 30 Points</b> - The degree to which the Proponent has worked with procuring agencies regarding bus manufacture, adherence to production and delivery schedules, resolution of warranty issues and fleet defects. CDTA will utilize the client reference as well as history.	30
<b>Total (Out of 300 points)</b>	<b>287</b>

## Capital District Transportation Authority Agenda Action Sheet

**Subject:** Joseph. L. Bruno Rail Station Deck Maintenance Contract  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** August 20, 2025

### **Objective of Purchase or Service:**

In 2017, the top deck of the parking structure at the Joseph L. Bruno Rail Station was replaced. Since that time there has been normal wear and tear which require ongoing maintenance and repairs. Staff seeks to award a contract for annual maintenance of the top deck of the parking garage.

### **Summary of Staff Proposal:**

A Request for Proposals (RFP) was issued for the annual top deck maintenance of the parking garage. The scope of service included concrete crack chasing, concrete repair, joint sealant, membrane coating removal, and replacement and recoating of membrane surface.

In total, 16 vendors downloaded the RFP. We received two proposals. The proposals were reviewed and scored by members of the Facilities and Planning departments. The scoring was based on relevant experience and qualifications, responsiveness to the scope, and cost effectiveness.

Staff have unanimously determined that PCC Contracting was the best choice based on the evaluation criteria.

### **Financial Summary/Cost:**

The annual estimate for the work is \$80,000. This contract is funded via the annual capital plan for the JLB Station, and a revised scope of work will be determined on an annual basis.

### **Proposed Action:**

I recommend awarding a three-year contract with two one-year options for annual maintenance of the top deck of the parking garage at the JLB Rail Station to PCC Contracting of Schenectady New York. This award would be in an amount of \$80,000 per year, with a 20% contingency, for a total amount not to exceed \$480,000.

### **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:**

\$480,000 (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 # 2                      or                      Advertised  
Number of Proposals/Bids Received # 2

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	<u>No</u>
Number of D/MWBEs bidding/proposing		<u>0</u>
D/MWBE Certification on file?	Yes	No <u>Not Applicable</u>
Number of D/MWBE Subcontractors		<u>0</u>

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** PCC Contracting, Inc.

1861 Chrisler Avenue

Schenectady, NY 12303

**8. SOURCE OF FUNDS:** FY26-31 Capital Plan for Rail Station

**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: August 20, 2025

**Cummulative Scorecard CDTA FAC 227-2000 JLB Rail Top Deck PM**

	DeBrino Caulking- Castleton, NY	PCC Contracting- Schenectady, NY
Relevant Experience & Qualifications 180 Points	154	176
Responsiveness to CDTA 180 Points	105	169
Cost Effectiveness 40 Points	31	39
<b>TOTAL (400 Points)</b>	290	384

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Purchase Driver Barriers  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** August 20, 2025

### Objective of Purchase or Service:

To enhance onboard safety for CDTA operators by replacing aging protective barriers with new units that maintain clear visibility and consistent operator protection.

### Summary of Staff Proposal:

In August 2020, CDTA installed protective barriers across the fleet as a response to safeguard operators and customers during the pandemic. Since then, these barriers have become an integral part of our safety strategy. Following an evaluation, the Safety and Training Department has determined that operator barriers should remain a permanent fixture to improve operator security and minimize distractions.

The existing barriers, installed over four years ago, have deteriorated—showing signs of scratching and reduced visibility. Replacing them will maintain clear sightlines and ensure continued safety for our employees.

To ensure consistency with the existing fleet and mounting configurations, staff recommends a sole source purchase of 150 operator barriers from Metro Transit Sales (dba Transit Guard), the original vendor. The updated pricing reflects less than a 1% increase compared to the emergency procurement made during the COVID-19 pandemic, despite improvements in material availability and cost.

Upon Board approval, the purchase order will be placed immediately. Delivery is expected by November 2025.

### Financial Summary/Cost:

Description	Unit Cost	Quantity	Extended Cost
Driver Barrier	\$1,100	150	\$165,000
Mounting Kits	\$824	20	\$16,480
Delivery	\$6,000	1	\$6,000
<b>Total Cost:</b>			\$187,480

The barriers are being funded via our internal capital plan.

### Proposed Action:

I recommend approving a sole source purchase from Metro Transit Sales for 150 operator barriers, in an amount not to exceed \$187,480.

### Manager:

David Williams, Director of Maintenance

**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:**

\$187,478    fixed    estimated    (circle one)

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

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

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

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

**6. SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited    # 1      and      Advertised  
Number of Proposals/Bids Received    # 1

Attach Summary of Bids/Proposals

**7. Disadvantaged Business Enterprise (DBE)/Minority/Women's Business Enterprise (MWBE) involvement**

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

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Metro Transit Sales (dba Transit Guard Inc.)**

PO Box 3771

Pagosa Springs, CO 81147

**8. SOURCE OF FUNDS: FY2026 Capital Plan**

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

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

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

Stacy Sansky, Director of Procurement      DATED: July 29, 2025

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Purchase of Backup Generator for Charging Infrastructure  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** August 20, 2025

### Objective of Purchase or Service:

To purchase a dedicated backup generator for the operation of the new Charge Management Infrastructure System (CMIS) at the Albany garage facility.

### Summary of Staff Proposal:

This purchase includes a new generator composed of redundant 1000 kW gensets, capable of providing reliable backup power for the new CMIS chargers, dispensers (plug-in, pantograph, and portable), charge management software, and several related garage support activities. Due to the critical nature of battery electric bus charging infrastructure, a backup generator is required to maintain dependable and redundant power for all charging systems at the Albany garage, in the event of a localized or regional power failure.

A CMIS request for proposals was issued for the functional design, installation, integration, testing, and commissioning of a backup power generator. Three responses were received. An evaluation team consisting of personnel from Facilities, Maintenance, Information Technology, Finance, and Transportation, conducted the review process which included multiple rounds of questions and answers, and walkthroughs of the Albany garage. As a result, the team is recommending Cummins as having submitted the best overall proposal, offering the strongest combination of quality equipment, value, design, and services.

### Financial Summary/Cost:

A cost summary is provided below with a breakdown of the Generator project requirements. This is funded through our 2022 Low-No Emissions Federal Grant program.

Item	Description	Cost
1	Generator and Parallel Switchgear	\$2,326,250
2	Freight, Commissioning, Training, & Integration	\$125,000
3	Maintenance and Support	\$217,000
4	20% Contingency	\$533,650
	<b>Total</b>	<b>\$3,201,900</b>

### Proposed Action:

The evaluation team is requesting that a contract be awarded to Cummins Inc. of Columbus, Indiana for the purchase of a generator and related services for an amount not to exceed \$3,201,900.

### Managers:

Jeremy Smith, Director of Facilities  
Thomas Guggisberg, Director of Information Technology  
David Williams, Director of Maintenance

**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:**

**\$3,201,900 (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 # 55      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	<u><b>No</b></u>	
Number of D/MWBEs bidding/proposing		<u>0</u>	
D/MWBE Certification on file?	Yes	No	<u><b>Not Applicable</b></u>
Was contract awarded to a D/MWBE?	Yes	<u><b>No</b></u>	
Number of D/MWBE Subcontractors		<u>0</u>	

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: Cummins, Inc.**

**500 Jackson Street**

**Columbus, IN 47201**

**8. SOURCE OF FUNDS: Low-No Emissions Federal Grant**

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

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

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

**Stacy Sansky, Director of Procurement**      DATED: **August 20, 2025**

**Cummulative Scorecard CDTA FAC 229-2000 Back-Up Generator**

	<b>Cummins-Columbus, IN</b>	<b>Guth DeConzo-Troy, NY</b>	<b>Lynkwell- Sch'dy, NY</b>
<b>Price (20 Points)</b>	41	36	53
<b>Qualifications/Experience/References (30 points)</b>	77	69	54
<b>System Design and Work Plan (35 points)</b>	88	77	82
<b>Reliability, Scalability, Integration, &amp; Options (10 points)</b>	25	24	17
<b>TOTAL</b>	<b>231</b>	<b>206</b>	<b>206</b>

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Purchase of Charge Management Infrastructure System  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** August 20, 2025

### **Objective of Purchase or Service:**

To purchase a new Charge Management Infrastructure System (CMIS) to accommodate the electrification of up to 60% of the fleet at the Albany facility.

### **Summary of Staff Proposal:**

In 2020, CDTA implemented a first-generation charge management system with Siemens to operate a fleet of four 40-foot Battery Electric Buses (BEBs) from New Flyer of America. This was part of a pilot project designed to demonstrate the effectiveness and efficiency of operating BEBs in fixed-route service. In 2022, four additional battery electric buses were purchased from New Flyer of America and added to the fleet as part of the pilot.

This purchase will involve upgrading and expanding upon the first-generation pilot project with new infrastructure, equipment, and software to support the operation of up to 60% BEB fleet at the Albany facility. This includes new chargers—plug-in, pantograph, and portable dispensers—charge management software, training, warranty and maintenance, support services, and several integrations with legacy systems.

A Request for Proposals (RFP) was issued specifying the functional design, furnishing, installation, integration, testing, engineering, and project management of a modern CMIS and related services. The RFP included a detailed set of technical specifications and requirements, with the goal of implementing a modern enterprise charge management infrastructure system designed to improve the efficacy, efficiency, and safety of BEBs.

Three proposals were received. An evaluation team consisting of personnel from Facilities, Maintenance, Information Technology, Finance, and Transportation was convened to carry out the proposal review process. This process included a pre-proposal conference, walkthroughs of the Albany garage, multiple rounds of questions and answers, requirements compliance and pricing submissions, and supplemental proposal submissions. After concluding the review process, the evaluation team identified Guth DeConzo Consulting Engineers as having submitted the best overall proposal to meet the project's requirements.

### **Financial Summary/Cost:**

The total (not to exceed) cost of this purchase is \$14,105,703. This is funded through our 2022 Low-No Emissions Federal Grant program. A detailed summary of pricing for this purchase is as follows:



Item	Base System - Description	Cost
1	Core Charging System Infrastructure and Related Equipment	\$675,990.00
2	Pantograph Dispenser Infrastructure and Related Equipment	\$886,270.00
3	Plug-In Dispenser Infrastructure and Related Equipment	\$81,860.00
4	Design Review, Installation, & Testing Services	\$3,016,237.66
5	Operational Performance Management Services	\$139,018.00
6	Project Management and Engineering Services	\$1,716,095.00
7	Training Services and Documentation	\$87,473.00
8	Charge Management System (CMS) Software	\$333,586.44
9	CMS Data Communications and Reporting Services	\$68,750.00
10	Base System Warranty, Maintenance, Documentation, & Support	\$574,642.20
11	Spare Parts and Other Fixed Capital Costs & Services	\$314,858.95
	<b>Total</b>	\$7,894,781.25

Item	Options - Description	Cost
1	Extended Infrastructure, Equipment, and Hardware Warranty	\$360,225.00
2	Extended Software Support Services Warranty	\$187,902.00
3	Post-Warranty Depot Level Maintenance Support	\$300,000.00
4	Post-Warranty System Upgrades and Technology Refresh	\$120,875.08
5	Lightning and Surge Suppression	\$945,415.00
6	Integrate Additional Indoor Charge Points	\$852,960.60
7	Integrate Additional Outdoor Charge Points	\$792,987.37
8	Workforce Development Training Services	\$103,817.32
9	Removal of Existing Siemens Infrastructure (Concrete Platforms)	\$40,000.00
10	Temporary (Portable) Charge Points	\$196,417.75
11	Thermal Event Response and Coordination Services	\$671,683.80
12	Legacy System Interfaces	\$44,000.00
13	Active System Monitoring Services	\$15,681.60
	<b>Total</b>	\$4,631,965.52

Item	Totals	Cost
1	Base System	\$7,894,781.25
2	Options	\$4,631,965.52
3	20% Contingency	\$1,578,956.25
	<b>Total</b>	\$14,105,703.02

#### **Proposed Action:**

The evaluation team is requesting that a two-year contract with three one-year renewals for a charge management infrastructure system be awarded to Guth DeConzo Consulting Engineers Inc. of New York, New York for a total amount not to exceed \$14,105,703. Upon Board approval, staff will enter into contract negotiations with Guth DeConzo to refine the work scope, project management plan, equipment quantities, options, and final costs. Only upon successful completion of such negotiations will a contract be executed.

#### **Managers:**

Jeremy Smith, Director of Facilities

Thomas Guggisberg, Director of Information Technology

David Williams, Director of Maintenance

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

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

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

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

  X   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:**

  \$14,105,703 (Not to Exceed)  

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

  X   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)                        X   Request for Proposals (RFP)  
       Professional Services (Over \$25,000)                             Sole or Single Source (Non-Competitive)

**6. SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited #   55   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	<u>  No  </u>
Number of D/MWBEs bidding/proposing		<u>  0  </u>
D/MWBE Certification on file?	Yes	No <u>  Not Applicable  </u>
Was contract awarded to a D/MWBE?	Yes	<u>  No  </u>
Number of D/MWBE Subcontractors		<u>  3 (2 WBE, 1 DBE/MBE)  </u>

**8. LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:**   Guth DeConzo Consulting Engineers, PC    
  520 8<sup>th</sup> Avenue    
  New York, NY 10018  

**8. SOURCE OF FUNDS:**   Low-No Emissions Federal Grant  

**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)	( <u>  Yes  </u> , No, N/A)
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:   August 20, 2025

Cummulative Scorecard CDTA FAC 229-2000

	Cummins-Columbus, IN	Guth DeConzo-Troy, NY	Lynkwell- Sch'dy, NY
Price 80 Points	63	51	75
Qualifications/Experience/References 120 points	143	113	91
System Design & Work Plan 140 Points	80	128	112
Reliability, Scalability & Integration (Options) 40 points	32	37	28
DBE/MWBE/SDVOB Participation 20 points	0	5	0
<b>TOTAL (400 Points)</b>	<b>318</b>	<b>334</b>	<b>306</b>

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Review and approval of revised CDTA Procurement Manual

**Committee:** Performance Monitoring/Audit

**Meeting Date:** August 20, 2025

**Objective of Purchase or Service:**

The New York Public Authorities Law section 2879 requires that public authorities annually review their procurement guidelines.

**Summary of Staff Proposal:**

The Procurement Manual is utilized by staff, subsidiary employees, sub-grantees, and contractors in procuring goods and services necessary to advance the CDTA mission.

The Procurement Manual is reviewed annually by General Counsel, Internal Audit, Finance and Procurement staff. In March the Board approval several changes based upon FTA guidance. As a result of the FTA Triennial Review conducted in June additional changes are required.

Section/Page Number	Revision
Section II-Page 27 “Negotiation of Contract for Profit”	New Addition: Explains that profits must be negotiated separately for each contract without price competition.
Section II-Pg. 27 “Procurement of Recovered Materials”	New Addition: CDTA, Prime Contractors, and Subcontractors must comply with the Solid Waste Disposal Act.
Section II-Pg. 27 “Contracting with Small and Minority Businesses, Women’s Business Enterprise, Labor Surplus Area Firms	New Addition: Assurance that the listed business types are solicited for procurement opportunities.
Section II-Pg. 28 “Authorization of Rolling Stock Acquisitions and Related Equipment”	New Addition: Provision of additional procurement methods for Rolling Stock that are outlined in the FAST Act which include joint procurement, pilot programs and state procurements.
Appendix 1-Page 39 “Procurement Checklist”	Updated to include more oversight of subcontractors related to prompt payment, and inclusion of specified federal clauses for subcontracts.
Appendix 7-Page 57 “NYS Required Clauses”	Added clauses that are referenced on page 17.
Appendix 8-Page 83 “Federal Required Clauses”	Added clauses that are referenced on page 17.
Entire Document	Revised to update titles as reflected by new organizational structure.

**Financial Summary/Cost:**

No impact

**Proposed Action:**

I am recommending the adoption of the revised Procurement Manual.

**Manager:** Stacy Sansky, Director of Procurement

## Memorandum

Date: August 20, 2025

To: Performance Monitoring/Audit Committee

From: General Counsel

Subject: Risk Management and Workers Compensation Self-Insurance Accounts,  
**as of 7/1/25**

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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): \$1,310,210  
(increase of \$201,650 (+18.2% for the quarter))
- **Self-Insured Retention** (one) \$2,000,000
- **Market Value of Account:** \$3,627,223  
(increase of \$48,904 (+1.37%) 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:** \$7,962,740  
(decrease of \$203,453 (-2.49%) for the quarter)
- **Market Value of Account:** \$11,324,383  
(increase of \$118,686 (+1.06%) for the quarter)

### 3. Liability/Auto Claims:

As of 7/1/25, we had 43 pending liability claims, 33 of which were in suit. A number of inactive cases have been closed out. The majority of the active claims are in various stages of discovery, while a few have been referred to outside counsel and are nearing trial or other final disposition. As of 7/1/25, CDTA had 7 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  
Chief Executive Officer

# Universal Access Deep Dive

Performance Management 8.20.2025



# UA Ridership & Revenue

- Universal Access ridership increased in each of the last three years, but revenue has not kept pace:
- FY2025: 4,699,935      FY2025: \$7,329,545
- FY2024: 4,006,681      FY2024: \$7,865,871
- FY2023: 3,043,723      FY2023: \$7,481,662
- UA revenue dropped approximately 500k in FY2025 due in part to capped maximums, rate variations and OGS transition to ridership-based agreement
- We dove into the current state of UA looking at price per ride, number of cards per client, and other ways to increase revenue

## 2. Universal Access: A Deep Dive





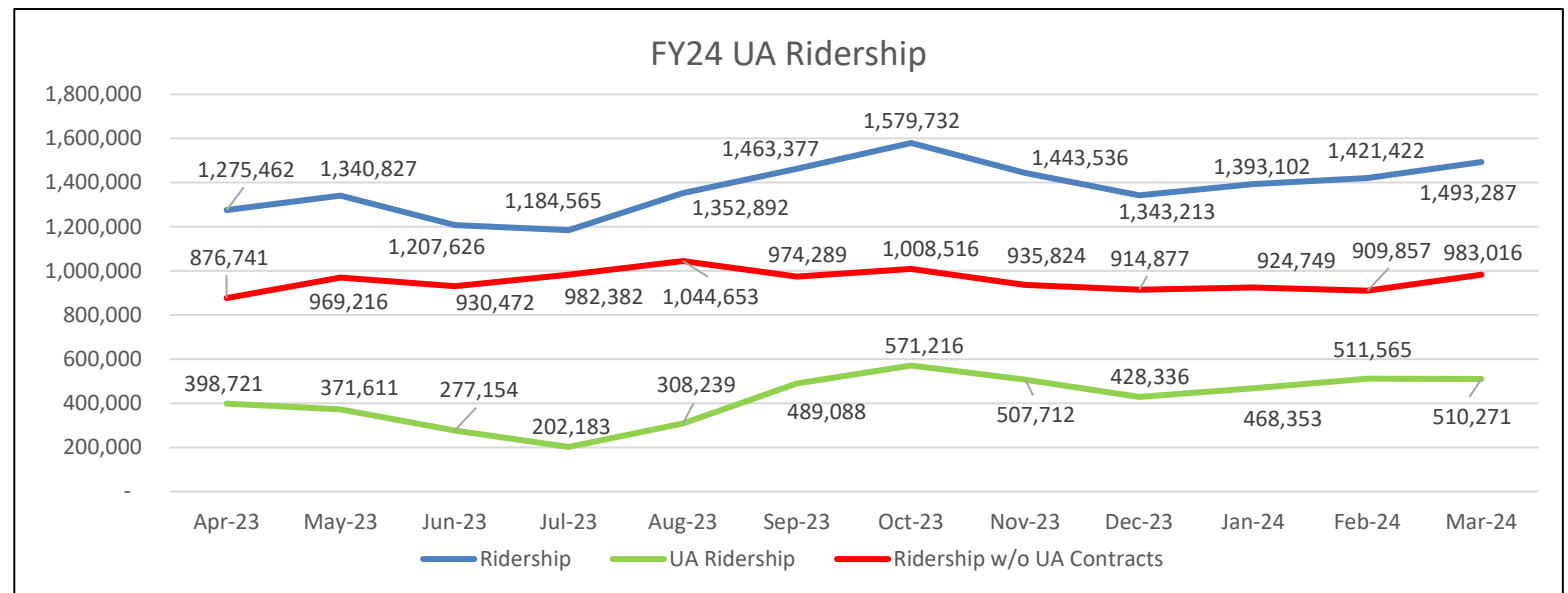
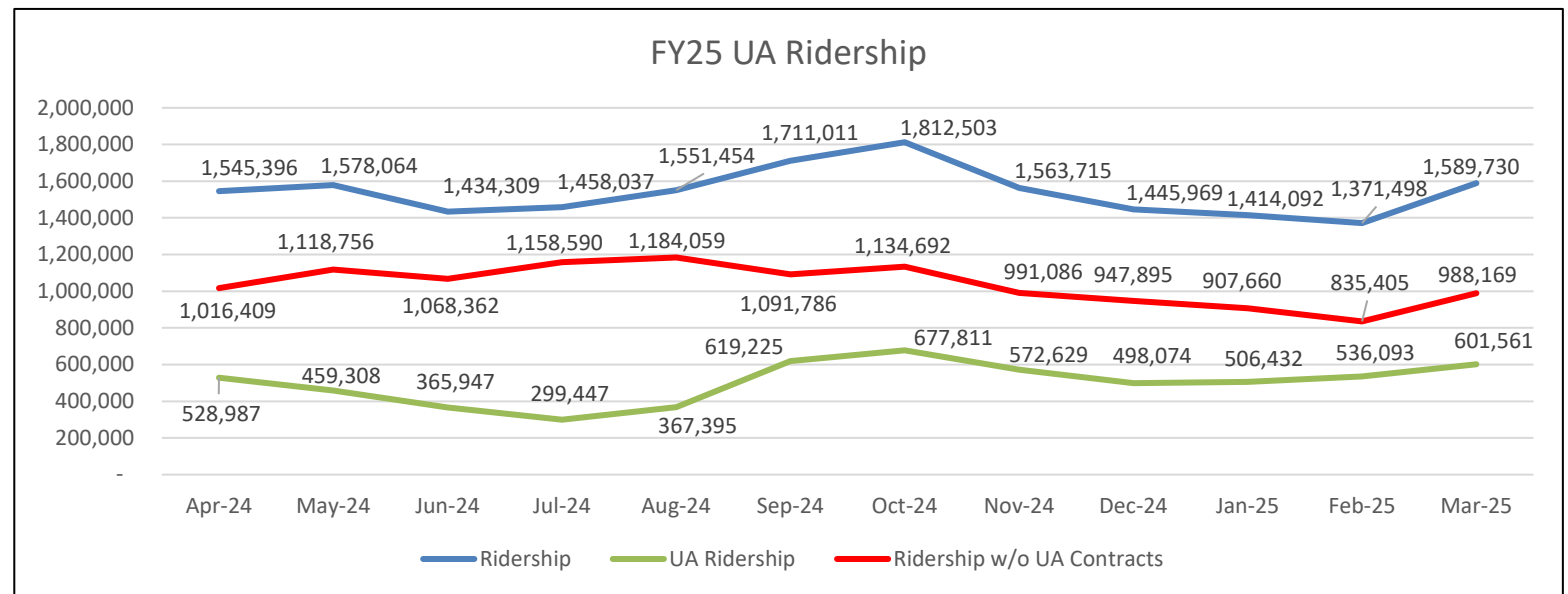
# NYS OGS Overview

- OGS partnership began with the addition of three express routes (#523, #524 & #525) providing service for operations totaling \$1.7M annually
- We moved to ridership-based model in January 2024, which included elimination two express routes (#523 and #525) and reduction of the third. The operational savings to CDTA were \$850,000
- The ridership-based model has shown consistent ridership of nearly 250,000 each year but results in far less ridership revenue recorded
- FY2023: \$1,674,999
- FY2024: \$1,275,000
- FY2025 \$350,000



# Tracking...

- FY2025 UA ridership came in around 33%
- Total UA trips taken in FY2025 up 1M from the prior year
- Non-UA ridership also rose roughly 1M from FY2024
- Working to understand the larger ridership/revenue relationships (fare evasion, APC vs. farebox)





# What did we learn?

- 2023 FY Avg UA revenue per ride was \$2.46
- 2025 FY Avg UA revenue per ride was \$1.56
- School district contracts provide the best return at an average of \$5.27 per trip as they are priced to cover actual costs
- Hospitality partnerships show the lowest rate at roughly \$.12 per trip on a total of nearly 300,000 trips across three agreements
- UA avg per ride revenue in FY2025 was roughly \$1.00 excluding school district agreements
- Increases to \$1.16 pr ride excluding hospitality partnerships

## 5. Universal Access: A Deep Dive





# Its All in the Card(s)

Largest # of *Navigator* card holders

- NYSOGS – 1,200
  - AMC – 1,000
- St. Peter's Hospital – 900
  - Amazon – 700
  - Market32 – 625
- Each *Navigator* smart card costs CDTA roughly \$2
- Colleges and school districts use their own ID or limited use *Navigator* cards
- Many partners have been issued than their initial allotment which were included with program





# Looking ahead

- We are codifying revenue goal to focus on at least 10% off the *Navigator* fare (\$1.15 per trip)
- Renegotiating contracts that return less than the price per ride goal underway
  - Troy BID – Up \$5k to \$25k
  - Market32 Pilot to end in October (\$100K)
- Exploring ability to generate revenue through renewals by capping not only program cost, but the amount of cards as well
- Monthly reviews to maximize profitability of contracts during the term prior to expiration
- Annual deep dive review of all UA contracts

## 7. Universal Access: A Deep Dive





# THANK YOU!



Questions? | Comments? | Next Steps.

# Monthly Management Report

July 2026



## Monthly Management Report (MMR) - July 2025

### Executive Summary

				Current Month		Year to Date	
REVENUE		Actual	Budget	(\$ Variance	(%) Variance	(\$ Variance	(%) Variance
1	Mortgage Tax	\$ 1,447,134	\$ 1,054,167	\$ 392,967	37.28%	\$ 841,500	19.96%
2	Customer Fares	\$ 1,744,764	\$ 1,809,808	\$ (65,044)	-3.59%	\$ (488,382)	-6.75%
3	Interest Income	\$ 28,112	\$ 8,333	\$ 19,778	237.34%	\$ 86,827	260.48%
EXPENSES		Actual	Budget	(\$ Variance	(%) Variance	(\$ Variance	(%) Variance
4	Wages	\$ 5,839,452	\$ 5,976,923	\$ (137,471)	-2.30%	\$ (1,257,154)	-5.26%
5	Materials & Supplies	\$ 134,696	\$ 183,421	\$ (48,725)	-26.56%	\$ (39,469)	-5.38%
6	Miscellaneous	\$ 131,446	\$ 108,156	\$ 23,290	21.53%	\$ (7,479)	-1.73%
7	Purchased Transportation	\$ 1,285,104	\$ 1,123,000	\$ 162,104	14.43%	\$ 485,179	10.80%
						YTD Revenue	-0.69%
						YTD Expenses	-3.47%

#### ***Revenue Summary***

- 1 MRT is 37.2% over budget for the month of July and 20.0% over budget YTD.
- 2 Customer fares continue to trend under budget. Fares are 3.6% under budget in July and 6.8% under budget YTD.
- 3 Interest Income is 237% over budget in July and 260% over budget YTD.

#### ***Expense Summary***

- 4 Wages are under budget 2.3% in July and 5.3% YTD.
- 5 Materials & Supplies are 26.6% under budget in July and 5.4% under budget YTD.
- 6 Miscellaneous expenses are 21.5% over budget in July, but 1.7% under budget YTD.
- 7 Purchased Transportation continues to be over budget, being 14.4% over budget in July and 10.8% over YTD.

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



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

		<b>Jul-25</b>	<b>Jul-24</b>
<b>Assets</b>			
	<b>Current Assets:</b>		
	Cash	\$16,687,829	\$11,865,554
	Investments	\$42,267,841	\$44,269,972
	Receivables:		
	Mortgage Tax	\$1,447,135	\$1,060,559
	Federal Grants	\$10,900,308	\$3,882,318
	New York State Operating Assistance	\$6,555,134	\$5,456,778
	Trade and Other	\$8,579,769	\$12,176,025
	Advances to Capital District Transportation Committee	\$2,058,699	\$1,317,251
	Materials, Parts and Supplies	\$6,745,175	\$5,732,350
	Prepaid Expenses	\$2,077,886	\$1,942,687
	<b>Sub-Total Current Assets</b>	<b>\$97,319,774</b>	<b>\$87,703,494</b>
	<b>Noncurrent Assets:</b>		
	Capital Assets, net	\$153,709,812	\$145,021,197
	<b>Deferred outflows of resources:</b>		
	Deferred outflows of resources related to OPEB	\$6,404,604	\$9,213,739
	Deferred outflows of resources from pension	\$3,720,844	\$4,240,984
	<b>Sub-Total Deferred outflows of resources:</b>	<b>\$10,125,448</b>	<b>\$13,454,723</b>
<b>Total for Assets</b>		<b>\$261,155,034</b>	<b>\$246,179,414</b>
<b>Liabilities</b>			
	<b>Current Liabilities:</b>		
	Accounts Payable	\$7,036,627	\$14,628,684
	Accrued Expenses	\$10,748,450	\$6,272,421
	Unearned Revenue	\$2,216,344	\$3,002,520
	Line of Credit	\$0	\$0
	<b>Sub-Total Current Liabilities</b>	<b>\$20,001,421</b>	<b>\$23,903,625</b>
	<b>Noncurrent Liabilities:</b>		
	Capital Lease Agreement	\$15,991,522	\$11,734,214
	Estimated Provision for Existing Claims and Settlements	\$9,214,846	\$10,044,546
	Other postemployment benefits	\$66,811,397	\$68,313,217
	Net Pension Liability	\$3,687,602	\$5,493,758
	<b>Sub-Total Noncurrent Liabilities</b>	<b>\$95,705,367</b>	<b>\$95,585,736</b>
	<b>Deferred inflows of resources:</b>		
	Deferred inflows of resources from pension	\$2,176,474	\$480,710
	Deferred inflows of resources from OBEP	\$39,316,956	\$38,379,964
	<b>Sub-Total Deferred inflows of resources</b>	<b>\$41,493,430</b>	<b>\$38,860,674</b>
<b>Total for Liabilities</b>		<b>\$157,200,219</b>	<b>\$158,350,034</b>
<b>Net Position</b>			
	Net Investment in Capital Assets	\$108,241,228	\$108,241,228
	Unrestricted	(\$4,286,413)	(\$20,411,848)
<b>Total for Net Position</b>		<b>\$103,954,815</b>	<b>\$87,829,380</b>
<b>Total Liabilities and Net Position</b>		<b>\$261,155,034</b>	<b>\$246,179,414</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
**Jul-25**

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>33%</b>
<b>REVENUE:</b>			
AUTHORITY	\$5,797,290	\$12,871,000	45%
TRANSIT	\$41,682,073	\$129,342,309	32%
ACCESS	\$257,385	\$630,000	41%
CDTA FACILITIES	\$1,512,502	\$4,186,924	36%
<b>TOTAL REVENUE</b>	<u>\$49,249,250</u>	<u>\$147,030,233</u>	<u>33%</u>
<b>EXPENSE:</b>			
AUTHORITY	\$7,418,682	\$23,698,326	31%
TRANSIT	\$38,573,972	\$119,545,669	32%
ACCESS	\$288,914	\$1,162,721	25%
CDTA FACILITIES	\$850,704	\$2,592,516	33%
<b>TOTAL EXPENSE</b>	<u>\$47,132,272</u>	<u>\$146,999,233</u>	<u>32%</u>
 Revenue over (under) Expenses	 \$2,116,977		
Depreciation	<u>\$6,500,000</u>		
Excess of Revenue over (under) Expenses	(\$4,383,023)		
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	\$3,750,000		
Transfer to Operating Fund	\$0		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	<u>\$879,236</u>		
 *Net Excess of Revenue over (under) Expenses	 \$246,213		
*Contribution to required fleet replacement.			

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Jul-25**

**BUDGET VARIANCE REPORT**

CONSOLIDATED									
This Month					Year to Date				Annual
Actual	Budget	Variance	% Variance		Actual	Budget	Variance	% Variance	Budget
Operating Revenue									
Mortgage Tax	\$1,447,134	\$1,054,167	\$392,968	37.28%	\$5,058,167	\$4,216,667	\$841,500	19.96%	\$12,650,000
Customer Fares	\$1,744,764	\$1,809,808	(\$65,044)	-3.59%	\$6,750,851	\$7,239,233	(\$488,382)	-6.75%	\$21,717,699
Advertising Revenue	\$150,000	\$152,083	(\$2,083)	-1.37%	\$600,000	\$608,333	(\$8,333)	-1.37%	\$1,825,000
Facilities Income	\$344,718	\$336,410	\$8,308	2.47%	\$1,462,502	\$1,345,641	\$116,860	8.68%	\$4,036,924
Interest Income	\$28,112	\$8,333	\$19,778	237.34%	\$120,160	\$33,333	\$86,827	260.48%	\$100,000
Misc. Income	\$13,115	\$14,125	(\$1,010)	-7.15%	\$73,578	\$56,500	\$17,078	30.23%	\$169,500
Total Operating Revenue	\$3,727,843	\$3,374,927	\$352,916	10.46%	\$14,065,257	\$13,499,708	\$565,550	4.19%	\$40,499,123
Operating Assistance									
New York State Aid	\$5,766,267	\$5,992,766	(\$226,499)	-3.78%	\$23,065,067	\$23,971,062	(\$905,995)	-3.78%	\$71,913,186
County Aid	\$159,750	\$159,750	\$0	0.00%	\$639,000	\$639,000	\$0	0.00%	\$1,917,001
Federal Aid	\$2,554,660	\$2,554,660	\$0	0.00%	\$10,218,641	\$10,218,641	\$0	0.00%	\$30,655,923
Operating Grants	\$170,417	\$170,417	\$0	0.00%	\$681,667	\$681,667	\$0	0.00%	\$2,045,000
Total Operating Assistance	\$8,651,094	\$8,877,593	(\$226,499)	-2.55%	\$34,604,375	\$35,510,370	(\$905,995)	-2.55%	\$106,531,110
<b>Total Revenue and Assistance</b>	<b>\$12,378,937</b>	<b>\$12,252,519</b>	<b>\$126,418</b>	<b>1.03%</b>	<b>\$48,669,632</b>	<b>\$49,010,078</b>	<b>(\$340,446)</b>	<b>-0.69%</b>	<b>\$147,030,233</b>
Expenses									
Salaries and Wages	\$5,839,452	\$5,976,923	(\$137,472)	-2.30%	\$22,650,539	\$23,907,694	(\$1,257,154)	-5.26%	\$71,723,081
Payroll Taxes	\$381,849	\$433,327	(\$51,478)	-11.88%	\$1,645,699	\$1,733,308	(\$87,609)	-5.05%	\$5,199,923
Health Benefits	\$1,126,424	\$1,195,190	(\$68,765)	-5.75%	\$4,429,419	\$4,780,759	(\$351,340)	-7.35%	\$14,342,278
Workers Compensation	\$150,194	\$228,060	(\$77,866)	-34.14%	\$791,356	\$912,239	(\$120,883)	-13.25%	\$2,736,718
Other Benefits	\$435,973	\$459,374	(\$23,401)	-5.09%	\$1,860,458	\$1,837,495	\$22,963	1.25%	\$5,512,485
Professional Services	\$479,361	\$495,867	(\$16,506)	-3.33%	\$1,724,707	\$1,983,467	(\$258,760)	-13.05%	\$5,950,400
Materials & Supplies	\$134,696	\$183,421	(\$48,725)	-26.56%	\$694,214	\$733,683	(\$39,469)	-5.38%	\$2,201,050
Miscellaneous	\$131,446	\$108,156	\$23,290	21.53%	\$425,144	\$432,623	(\$7,479)	-1.73%	\$1,297,868
Purchased Transportation	\$1,285,104	\$1,123,000	\$162,104	14.43%	\$4,977,179	\$4,492,000	\$485,179	10.80%	\$13,476,000
Maintenance Services	\$510,259	\$454,060	\$56,199	12.38%	\$1,864,920	\$1,816,242	\$48,678	2.68%	\$5,448,725
Liability - Claims	\$20,104	\$39,583	(\$19,479)	-49.21%	\$203,249	\$158,333	\$44,916	28.37%	\$475,000
Utilities	\$90,150	\$120,375	(\$30,225)	-25.11%	\$314,078	\$481,500	(\$167,422)	-34.77%	\$1,444,500
Fuel	\$658,138	\$669,747	(\$11,609)	-1.73%	\$2,477,521	\$2,678,989	(\$201,467)	-7.52%	\$8,036,966
Parts, Tires, Oil	\$649,763	\$641,917	\$7,846	1.22%	\$2,719,743	\$2,567,667	\$152,076	5.92%	\$7,703,000
General Insurance	\$142,456	\$123,520	\$18,936	15.33%	\$530,025	\$494,080	\$35,945	7.28%	\$1,482,240
<b>Total EXPENSES</b>	<b>\$12,035,368</b>	<b>\$12,252,519</b>	<b>(\$217,152)</b>	<b>-1.77%</b>	<b>\$47,308,251</b>	<b>\$49,010,078</b>	<b>(\$1,701,826)</b>	<b>-3.47%</b>	<b>\$147,030,233</b>
Surplus/Deficit	\$343,569	\$0	\$343,568		\$1,361,381	\$0	\$1,361,381		\$0

CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
Jul-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	\$1,447,134	\$1,054,167	\$392,968	37.28%	\$5,058,167	\$4,216,667	\$841,500	19.96%	\$12,650,000
	Interest Income	\$27,828	\$8,333	\$19,495	233.94%	\$119,173	\$33,333	\$85,839	257.52%	\$100,000
	Interest Inc-Invest/Change in Invest	\$133,230	\$0	\$133,230	0.00%	\$579,618	\$0	\$579,618	0.00%	\$0
	Misc. Income - Authority	\$10,083	\$10,083	(\$0)	0.00%	\$40,333	\$40,333	\$0	0.00%	\$121,000
Total Operating Revenue		\$1,618,276	\$1,072,583	\$545,692	50.88%	\$5,797,290	\$4,290,333	\$1,506,957	35.12%	\$12,871,000
Expenses										
	Labor - Authority	\$863,028	\$838,923	\$24,104	2.87%	\$3,286,673	\$3,355,693	(\$69,021)	-2.06%	\$10,067,080
	Fringe - Authority	\$399,606	\$483,961	(\$84,355)	-17.43%	\$1,830,786	\$1,935,844	(\$105,058)	-5.43%	\$5,807,532
	Materials & Supplies - Authority	\$19,888	\$15,706	\$4,182	26.63%	\$98,786	\$62,825	\$35,961	57.24%	\$188,475
	Professional Services - Authority	\$262,547	\$269,073	(\$6,525)	-2.43%	\$880,113	\$1,076,291	(\$196,178)	-18.23%	\$3,228,873
	Other Expenses - Authority	\$309,030	\$367,197	(\$58,167)	-15.84%	\$1,322,324	\$1,468,789	(\$146,464)	-9.97%	\$4,406,367
Total Expenses		\$1,854,099	\$1,974,861	(\$120,761)	-6.11%	\$7,418,682	\$7,899,442	(\$480,760)	-6.09%	\$23,698,326
Surplus/(Deficit)		(\$235,824)	(\$902,277)	\$666,454		(\$1,621,392)	(\$3,609,109)	\$1,987,717		(\$10,827,326)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Jul-25**

BUDGET VARIANCE REPORT		TRANSIT								Annual Budget
		This Month				Year to Date				
		Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue										
	Passenger Fares-Transit	\$1,020,867	\$1,093,137	(\$72,270)	-6.61%	\$3,837,768	\$4,372,548	(\$534,779)	-12.23%	\$13,117,643
	Contracts - Transit	\$664,171	\$664,171	\$0	0.00%	\$2,656,685	\$2,656,685	\$0	0.00%	\$7,970,056
	Advertising-Transit	\$137,500	\$139,583	(\$2,083)	-1.49%	\$550,000	\$558,333	(\$8,333)	-1.49%	\$1,675,000
	Misc. Income - Transit	\$3,032	\$4,042	(\$1,010)	-24.99%	\$33,244	\$16,167	\$17,078	105.64%	\$48,500
Total Operating Revenue		\$1,825,570	\$1,900,933	(\$75,363)	-3.96%	\$7,077,698	\$7,603,733	(\$526,034)	-6.92%	\$22,811,199
Operating Assistance										
	State Aid	\$5,766,267	\$5,992,766	(\$226,499)	-3.78%	\$23,065,067	\$23,971,062	(\$905,995)	-3.78%	\$71,913,186
	County Aid	\$159,750	\$159,750	\$0	0.00%	\$639,000	\$639,000	\$0	0.00%	\$1,917,001
	Federal Aid - Transit	\$2,554,660	\$2,554,660	\$0	0.00%	\$10,218,641	\$10,218,641	\$0	0.00%	\$30,655,923
	Other Grants - Federal	\$170,417	\$170,417	\$0	0.00%	\$681,667	\$681,667	\$0	0.00%	\$2,045,000
Total Operating Assistance		\$8,651,094	\$8,877,593	(\$226,499)	-3.78%	\$34,604,375	\$35,510,370	(\$905,995)	-3.78%	\$106,531,110
Total Revenue and Assistance		\$10,476,664	\$10,778,526	(\$301,862)	-2.80%	\$41,682,073	\$43,114,103	(\$1,432,029)	-3.32%	\$129,342,309
Expenses										
	Labor - Maintenance	\$1,096,585	\$1,035,853	\$60,732	5.86%	\$4,072,763	\$4,143,412	(\$70,649)	-1.71%	\$12,430,236
	Labor - Transportation	\$3,425,954	\$3,614,009	(\$188,055)	-5.20%	\$13,581,471	\$14,456,035	(\$874,564)	-6.05%	\$43,368,105
	Labor - STAR	\$424,224	\$422,130	\$2,094	0.50%	\$1,598,008	\$1,688,520	(\$90,512)	-5.36%	\$5,065,560
	Fringe	\$1,641,919	\$1,825,033	(\$183,115)	-10.03%	\$6,679,352	\$7,300,133	(\$620,781)	-8.50%	\$21,900,399
	Materials & Supplies	\$1,481,685	\$1,464,564	\$17,121	1.17%	\$5,827,778	\$5,858,255	(\$30,477)	-0.52%	\$17,574,766
	Professional Services	\$265,799	\$278,711	(\$12,911)	-4.63%	\$1,099,916	\$1,114,842	(\$14,926)	-1.34%	\$3,344,527
	Other Expenses	\$15,094	\$16,132	(\$1,038)	-6.43%	\$62,052	\$64,527	(\$2,474)	-3.83%	\$193,580
	Purchased Transportation - STAR	\$985,626	\$827,083	\$158,543	19.17%	\$3,826,813	\$3,308,333	\$518,479	15.67%	\$9,925,000
	Liability - Claims	\$20,104	\$39,583	(\$19,479)	-49.21%	\$203,249	\$158,333	\$44,916	28.37%	\$475,000
	Liability - Insurance	\$127,475	\$119,125	\$8,351	7.01%	\$464,160	\$476,499	(\$12,339)	-2.59%	\$1,429,497
	Utilities - Transit	\$45,273	\$64,417	(\$19,143)	-29.72%	\$205,637	\$257,667	(\$52,029)	-20.19%	\$773,000
	Mat & Supplies - NX	\$3,953	\$2,083	\$1,870	89.75%	\$12,545	\$8,333	\$4,212	50.54%	\$25,000
	Purchased Transportation - NX	\$137,171	\$178,417	(\$41,246)	-23.12%	\$529,978	\$713,667	(\$183,689)	-25.74%	\$2,141,000
	Purchased Transportation - Vanpool	\$24,600	\$0	\$24,600	0.00%	\$67,200	\$0	\$67,200	#DIV/0!	\$0
	Purchased Transportation - TX	\$88,789	\$75,000	\$13,789	100.00%	\$343,050	\$300,000	\$43,050	14.35%	\$900,000
Total Expenses		\$9,784,252	\$9,962,139	(\$177,887)	-1.79%	\$38,573,972	\$39,848,556	(\$1,274,584)	-3.20%	\$119,545,669
Surplus/(Deficit)		\$692,411	\$816,387	(\$123,975)		\$3,108,100	\$3,265,547	(\$157,445)		\$9,796,640

CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
Jul-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	\$59,726	\$52,500	\$7,226	13.76%	\$256,398	\$210,000	\$46,398	22.09%	\$630,000
	Interest Income	\$284	\$0	\$284	0.00%	\$988	\$0	\$988	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		\$60,010	\$52,500	\$7,510	14.30%	\$257,385	\$210,000	\$47,385	22.56%	\$630,000
Total Revenue and Assistance		\$60,010	\$52,500	\$7,510	14.30%	\$257,385	\$210,000	\$47,385	22.56%	\$630,000
Expenses										
	Labor - Access	\$11,606	\$48,300	(\$36,694)	-75.97%	\$43,845	\$193,200	(\$149,355)	-77.31%	\$579,600
	Fringe Benefits - Access	\$6,141	\$4,200	\$1,941	46.21%	\$25,669	\$16,800	\$8,869	52.79%	\$50,400
	Purchased Transportation	\$48,917	\$42,500	\$6,417	15.10%	\$210,138	\$170,000	\$40,138	23.61%	\$510,000
	Rent and Utilities - Access	\$1,742	\$1,643	\$100	6.06%	\$7,262	\$6,574	\$689	10.48%	\$19,721
	Other Expenses - Access	\$0	\$250	(\$250)	-100.00%	\$2,000	\$1,000	\$1,000	100.00%	\$3,000
Total Expenses		\$68,407	\$96,893	(\$28,486)	-29.40%	\$288,914	\$387,574	(\$98,659)	-25.46%	\$1,162,721
Surplus/(Deficit)		(\$8,397)	(\$44,393)	\$35,996		(\$31,529)	(\$177,574)	\$146,045		(\$532,721)

CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
Jul-25

BUDGET VARIANCE REPORT

CDTA FACILITIES									
This Month					Year to Date				Annual
Actual	Budget	Variance	% Variance		Actual	Budget	Variance	% Variance	Budget
Operating Revenue									
JLB Station & Garage	\$103,931	\$80,000	\$23,931	29.91%	\$355,578	\$320,000	\$35,578	11.12%	\$960,000
JLB Parking Revenue	\$196,220	\$213,951	(\$17,730)	-8.29%	\$896,487	\$855,803	\$40,684	4.75%	\$2,567,408
JLB Advertising	\$12,500	\$12,500	\$0	0.00%	\$50,000	\$50,000	\$0	0.00%	\$150,000
SSTS	\$2,668	\$3,458	(\$790)	-22.84%	\$10,213	\$13,833	(\$3,620)	-26.17%	\$41,500
Greyhound	\$110	\$0	\$110	0.00%	\$281	\$0	\$281	0.00%	\$0
85 Watervliet Avenue	\$5,801	\$6,250	(\$449)	-7.18%	\$23,203	\$25,000	(\$1,797)	-7.19%	\$75,000
Interest Income	\$5,004	\$333	\$4,671	1401.20%	\$17,873	\$1,333	\$16,540	1240.48%	\$4,000
West Facility	\$30,983	\$32,418	(\$1,435)	100.00%	\$158,867	\$129,672	\$29,195	100.00%	\$389,016
Total Operating Revenue	\$357,218	\$348,910	\$8,308	2.38%	\$1,512,502	\$1,395,641	\$116,860	8.37%	\$4,186,924
Expenses									
Labor	\$18,054	\$17,625	\$429	2.44%	\$67,437	\$70,500	(\$3,063)	-4.34%	\$211,500
Fringe-Benefits	\$3,865	\$2,756	\$1,109	40.23%	\$15,490	\$11,024	\$4,465	40.50%	\$33,073
Professional Services	\$7,559	\$8,333	(\$774)	-9.29%	\$35,927	\$33,333	\$2,594	7.78%	\$100,000
Insurance	\$3,914	\$4,012	(\$98)	-2.44%	\$15,658	\$16,049	(\$391)	-2.44%	\$48,148
Security	\$36,771	\$16,667	\$20,104	120.63%	\$76,889	\$66,667	\$10,222	15.33%	\$200,000
Facilities Upkeep	\$10,605	\$22,917	(\$12,312)	-53.72%	\$56,271	\$91,667	(\$35,395)	-38.61%	\$275,000
Facilities Repairs	\$1,361	\$12,083	(\$10,723)	-88.74%	\$17,090	\$48,333	(\$31,243)	-64.64%	\$145,000
Utilities	\$10,949	\$28,250	(\$17,301)	-61.24%	\$24,420	\$113,000	(\$88,580)	-78.39%	\$339,000
Materials & Supplies	\$166	\$833	(\$667)	-80.04%	\$166	\$3,333	(\$3,167)	-95.01%	\$10,000
Parking Garage	\$52,464	\$41,667	\$10,797	25.91%	\$214,756	\$166,667	\$48,089	28.85%	\$500,000
85 Watervliet Avenue	\$6,893	\$8,607	(\$1,714)	-19.91%	\$25,451	\$34,429	(\$8,977)	-26.08%	\$103,286
SSTS	\$9,526	\$13,126	(\$3,600)	-27.43%	\$51,139	\$52,503	(\$1,364)	-2.60%	\$157,509
West Facility	\$123,570	\$39,167	\$84,403	100.00%	\$250,010	\$156,667	\$93,343	100.00%	\$470,000
Total Expenses	\$285,697	\$216,043	\$69,654	32.24%	\$850,704	\$864,172	(\$13,468)	-1.56%	\$2,592,516
Surplus/(Deficit)	\$71,521	\$132,867	(\$61,347)		\$661,798	\$531,469	\$130,328		\$1,594,408

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

Jul-25		
	Amount	% of Total
Current	\$374,322	12.31%
31 - 60	\$841,897	27.68%
61 - 90	\$15,238	0.50%
91 - 120	\$24,017	0.79%
Over 120	\$1,786,119	58.72%
Total Accounts Receivable	\$3,041,593	100.00%

Jun-25		
	Amount	% of Total
Current	\$1,203,646	17.14%
31 - 60	\$60,969	0.87%
61 - 90	\$56,787	0.81%
91 - 120	\$4,228,137	60.20%
Over 120	\$1,474,107	20.99%
Total Accounts Receivable	\$7,023,646	100.00%

## AGING OF ACCOUNTS PAYABLE

Jul-25		
	Amount	% of Total
Current	\$7,975,207	93.47%
31 - 60	\$385,628	4.52%
61 - 90	\$39,842	0.47%
90 & Over	\$131,779	1.54%
Total Accounts Payable	\$8,532,456	100.00%

**Jul-25 Receivables over 120 days:** \$1,786,119

Breakdown of outstanding receivables over 120 days.

\$1,388,002 NYS DEPT. OF TRANSPORTATION

\$160,329 DROPBIKE CORP

\$87,500 CITY OF ALBANY

\$50,287 OTHER

\$25,000 CITY HALL OF ALBANY

\$25,000 GREATER GLENS FALLS TRANSIT

\$25,000 CITY OF SCHENECTADY

\$25,000 CITY OF SARATOGA SPRINGS

\$1,786,118

## ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	Jul-25	Jul-24	Difference	%	2025	2024	Difference	%
Albany	\$421,000	\$300,384	\$120,616	40.15%	\$1,496,795	\$1,062,842	\$433,954	40.83%
Rensselaer	\$365,313	\$195,062	\$170,251	87.28%	\$825,867	\$714,281	\$111,586	15.62%
Saratoga	\$385,066	\$389,726	(\$4,659)	-1.20%	\$1,773,557	\$1,580,669	\$192,889	12.20%
Schenectady	\$160,635	\$40,467	\$120,168	296.95%	\$635,343	\$546,072	\$89,271	16.35%
Warren	\$115,121	\$82,591	\$32,530	100.00%	\$326,604	\$288,247	\$38,357	100.00%
Total	\$1,447,134	\$1,008,229	\$438,905	43.53%	\$5,058,167	\$4,192,111	\$866,055	20.66%

### Current Month Year To Date

FY 2025 \$1,447,134 \$5,058,167

FY 2024 \$1,008,229 \$4,192,111

Mortgage tax is unpredictable. Average annual receipts over the past 20 years were **\$11.6** million with an annual low of **\$6.2** million and an annual high of **\$17.5** million.



**Highlight Summary  
July 31, 2025**

**RESTRICTED INVESTMENTS**

	<b><u>Fund Balances</u></b>	<b><u>Current Obligations</u></b>
<b>Risk Management Account (Self-Insured)</b>	\$3,629,445	\$1,224,288
<b>Workers' Comp. Account (Self-Insured)</b>	\$11,249,905	\$7,990,557

<b>Operating Account</b>	\$13,103,712	
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**Current Operating Reserve Obligations**

Federal Operating Assistance in FY26		\$8,750,000
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**Current Capital Reserve Obligations**

Washington/Western BRT Project Match	\$13,238,500	\$3,344,205
LowNo Electrification Project Match		\$3,981,039
Redline Upgrade Project Match		\$1,856,078
Redline Upgrade Safe Streets for All Match		\$1,323,600
FY26 5339 & 5307 Capital Match		\$341,775

**Current Vehicle Replacement Reserve Obligations**

Vehicle Replacement Funds FY25	\$1,046,280	\$665,011
Vehicle Replacement Funds FY26		\$338,746

All Investment Accounts are reviewed quarterly.		
Average annual returns:		
Risk Management		4.43%
Workers' Compensation		4.06%
Operating Fund		4.18%
Vehicle Replacement Fund		4.09%
Capital Project		4.23%

\* 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.

# Board Performance Report

Performance Monitoring/Audit Committee 8.21.2025

# Monthly Report

# Monthly Performance Report

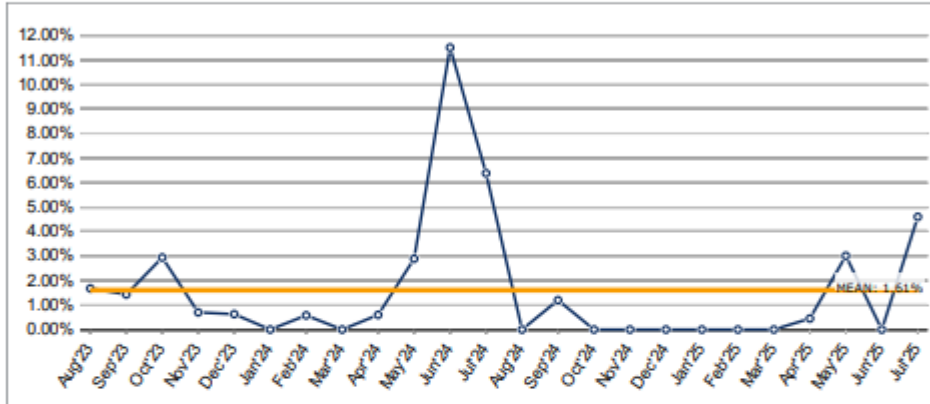
Period: Jul'25

Meeting: Aug'25

## Reliability

Page 2

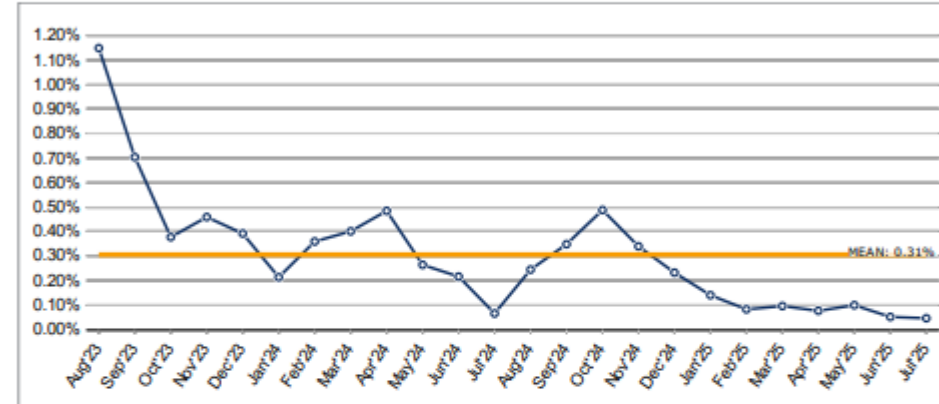
### PMI Not On Time



Previous: 6.4%

Current: 4.6%

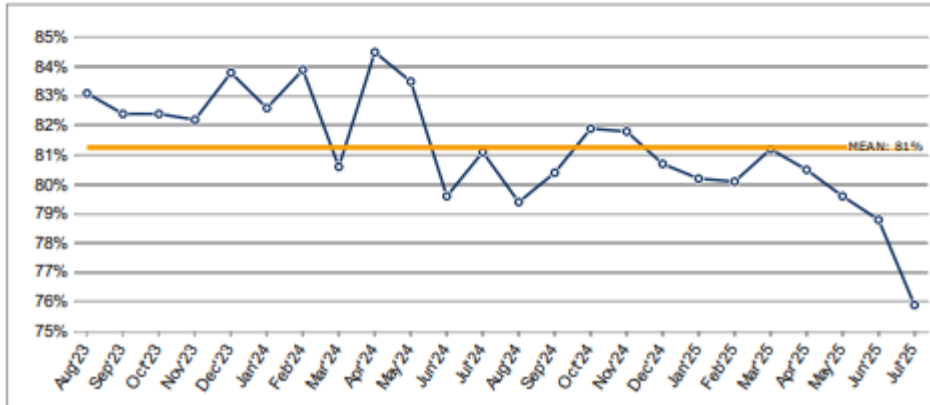
### Percent of Trips Missed



Previous: 0.07%

Current: 0.05%

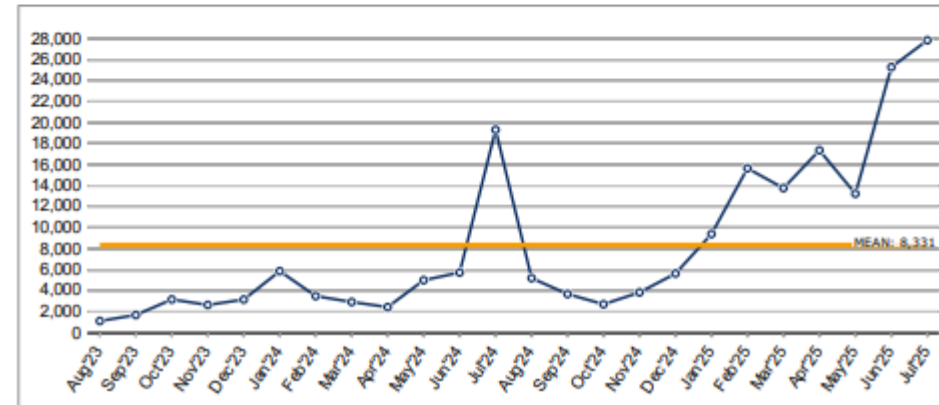
### Scheduled Work



Previous: 81.1%

Current: 75.9%

### MDBSI



Previous: 19,316

Current: 27,839

# Monthly Performance Report

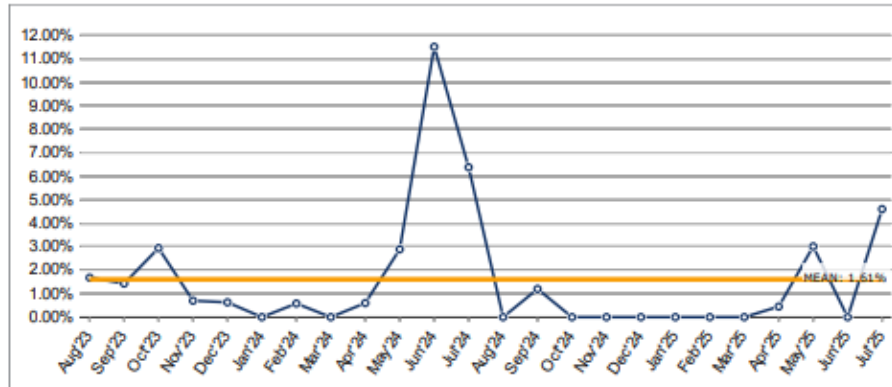
Period: Jul'25

Meeting: Aug'25

## Reliability

Page 2

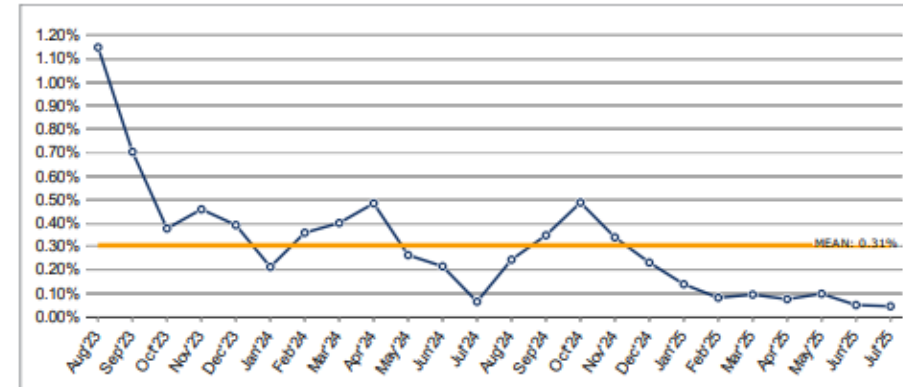
### PMI Not On Time



Previous: 6.4%

Current: 4.6%

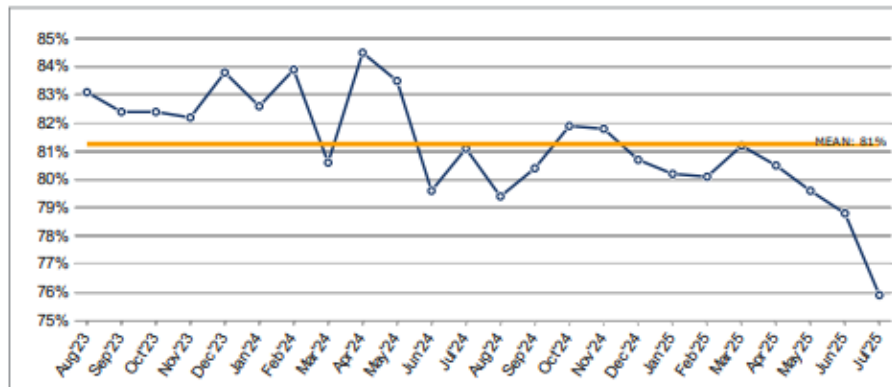
### Percent of Trips Missed



Previous: 0.07%

Current: 0.05%

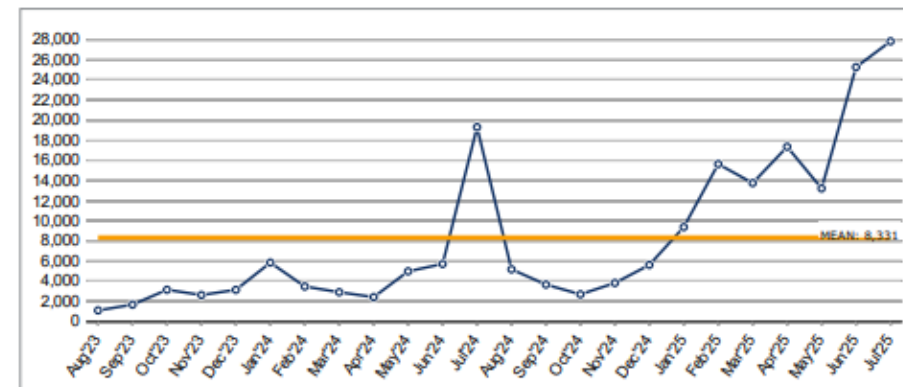
### Scheduled Work



Previous: 81.1%

Current: 75.9%

### MDBSI



Previous: 19,316

Current: 27,839

# Monthly Performance Report

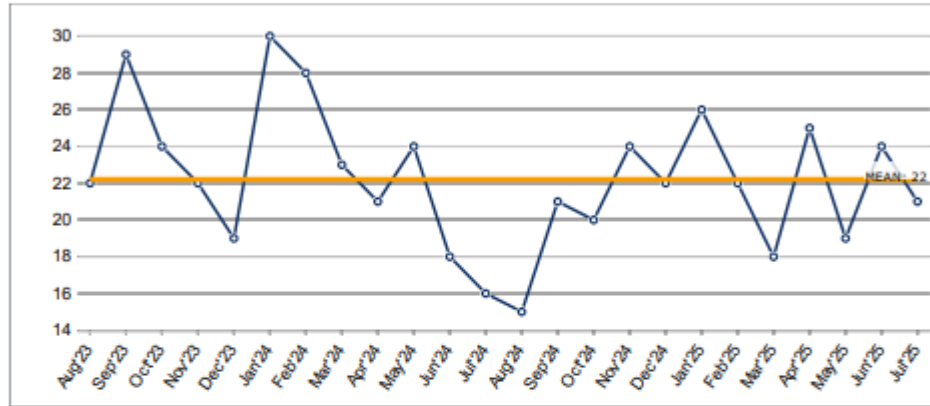
Safety

Period: Jul'25

Meeting: Aug'25

Page 3

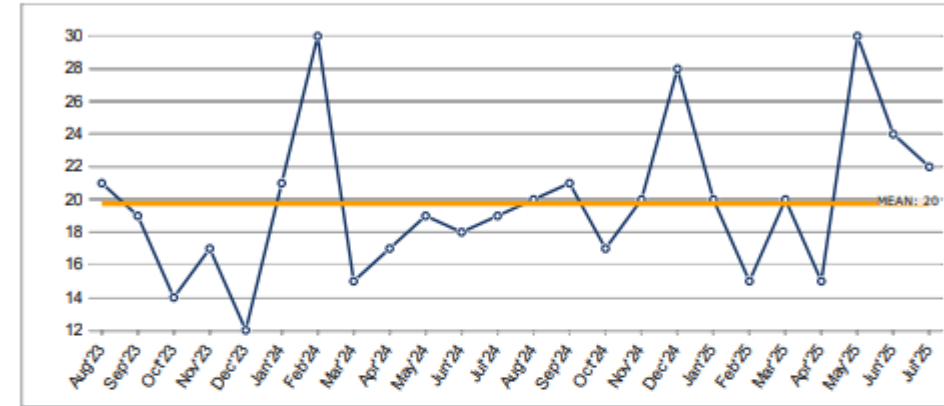
## Preventable Accidents



Previous:16

Current: 21

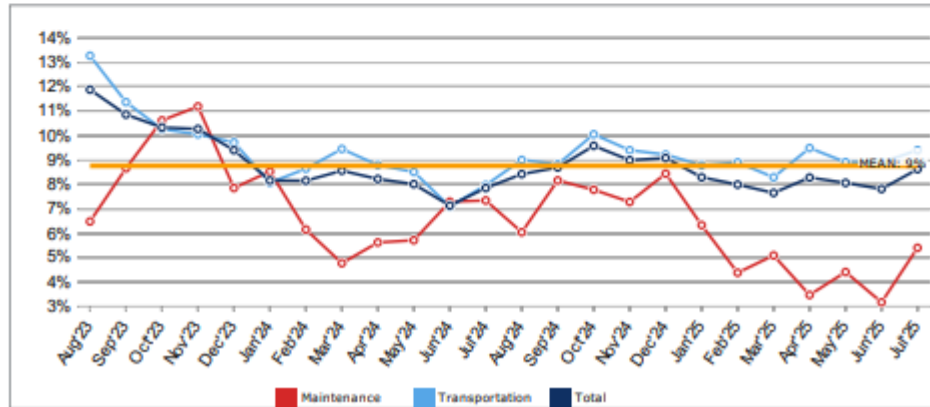
## Non-Preventable Accidents



Previous:19

Current: 22

## Percent Days Not Worked



Previous:7.9%

Current: 8.6%



# Monthly Performance Report

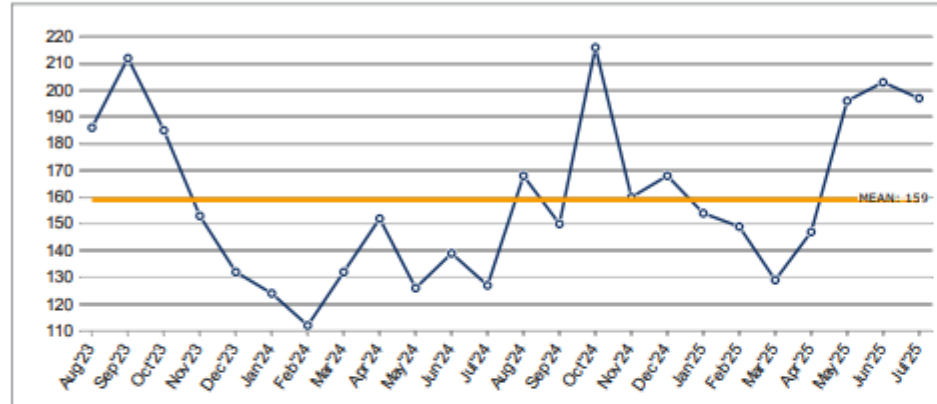
Customer Service

Period: Jul'25

Meeting: Aug'25

Page 4

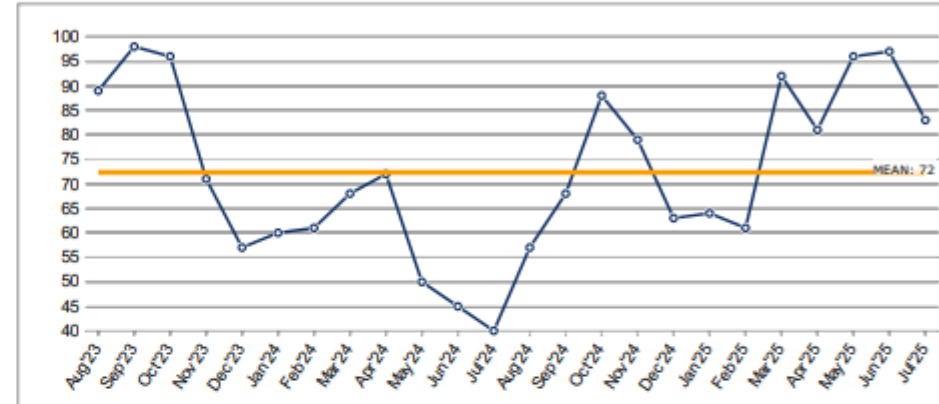
## Fixed/Shuttle Complaints



Previous: 127

Current: 197

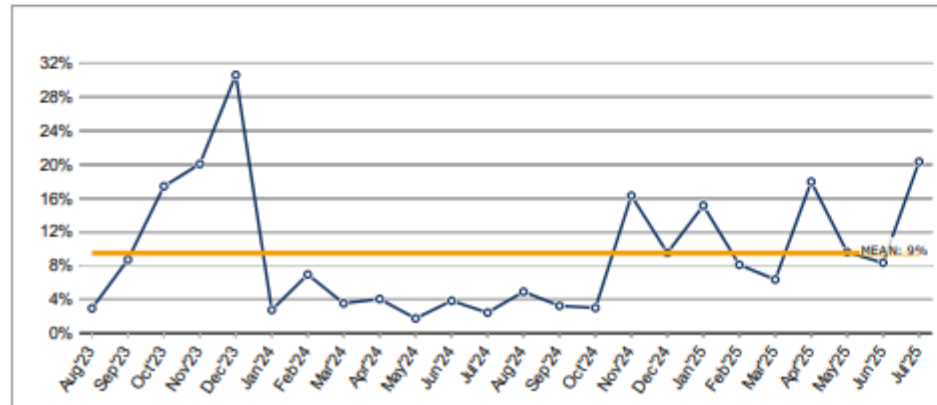
## Other Complaints



Previous: 40

Current: 83

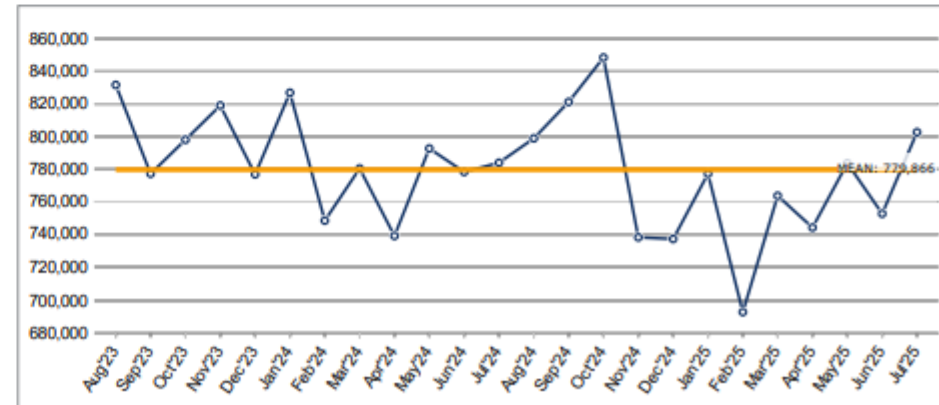
## Complaints Not Addressed in Ten Days



Previous: 2.4%

Current: 20.4%

## Website Page Views



Previous: 784,105

Current: 802,792

# Monthly Performance Report

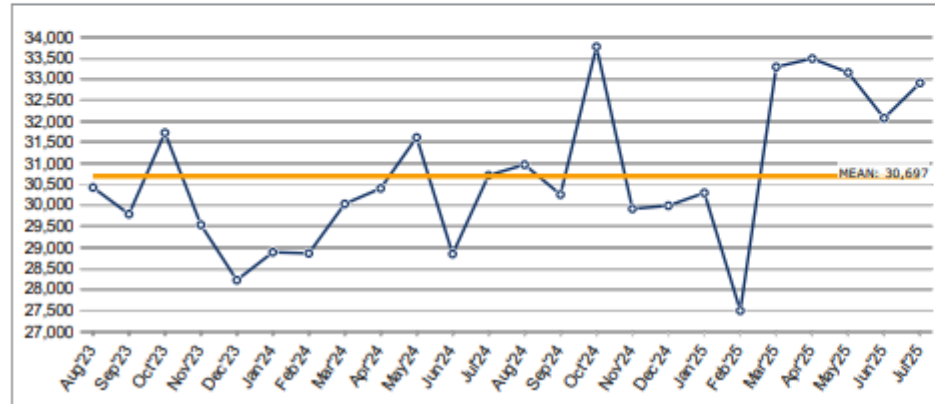
Period: Jul'25

Meeting: Aug'25

STAR Service

Page 5

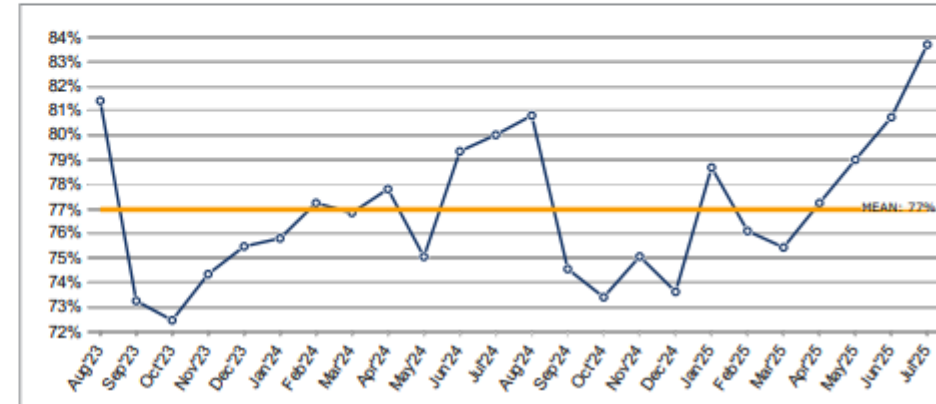
## STAR Riders



Previous:30,716

Current: 32,915

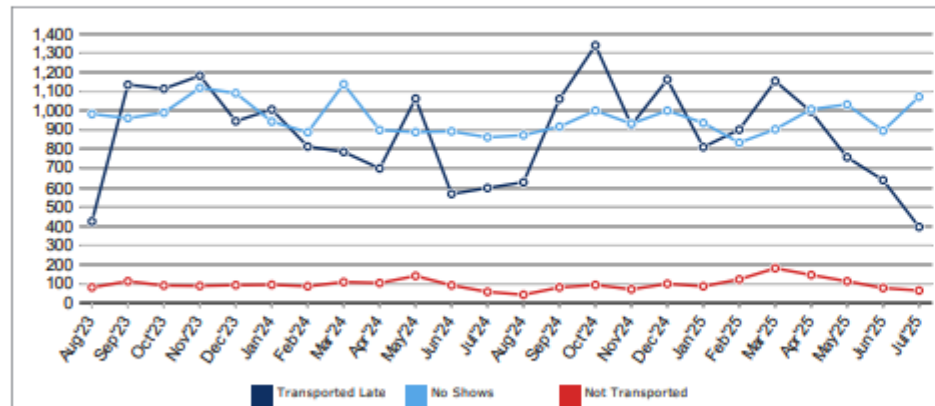
## On-Time Performance (0-10 Minutes)



Previous:80.0%

Current: 83.7%

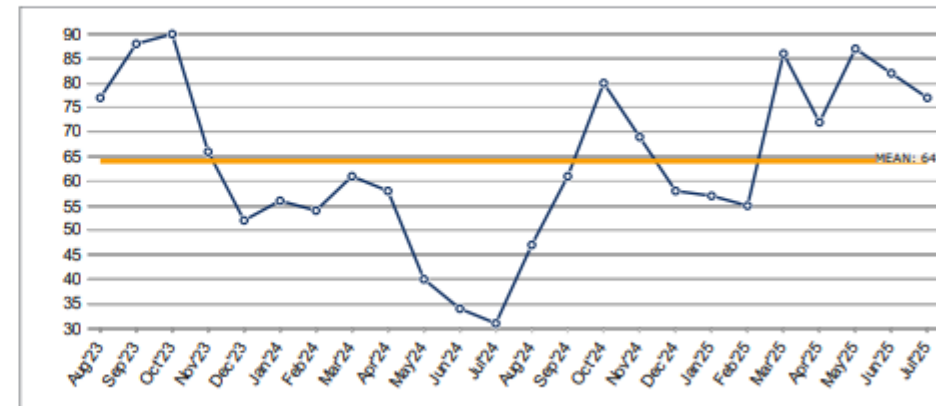
## Missed Trips



Previous:1,517

Current: 1,532

## Customer Complaints



Previous:31

Current: 77



## Monthly Performance Report

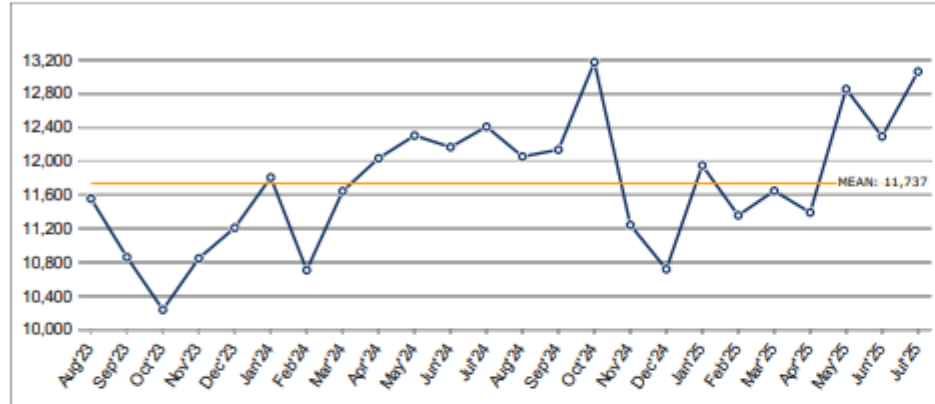
STAR Service

Period: Jul'25

Meeting: Aug'25

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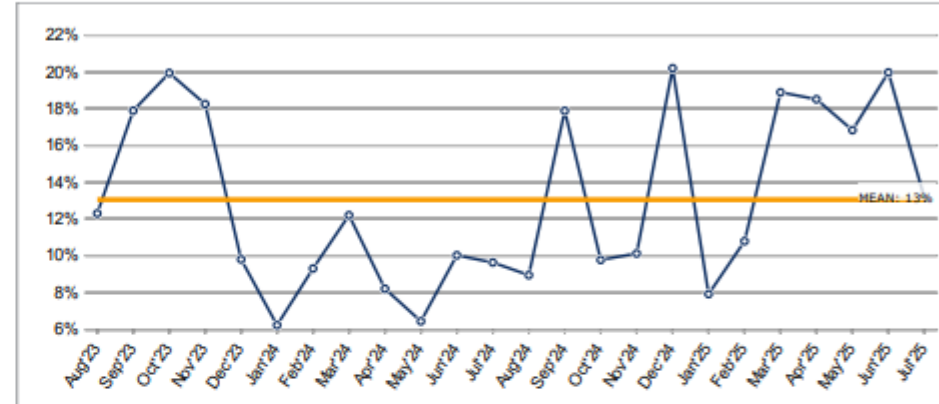
### Reservation Calls



Previous: 12,412

Current: 13,069

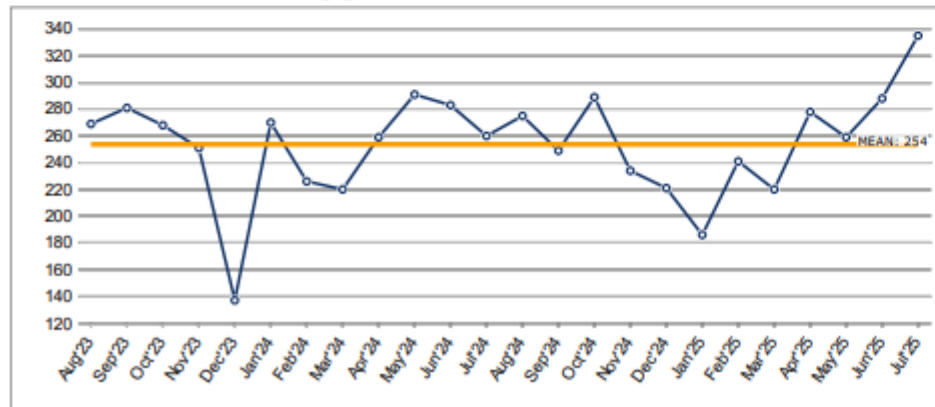
### Reservation Calls in Queue Over Five Minutes



Previous: 9.6%

Current: 13.2%

### Applications Received



Previous: 260

Current: 335

# YTD & Monthly Performance Metrics Comparison

# Monthly Performance Report

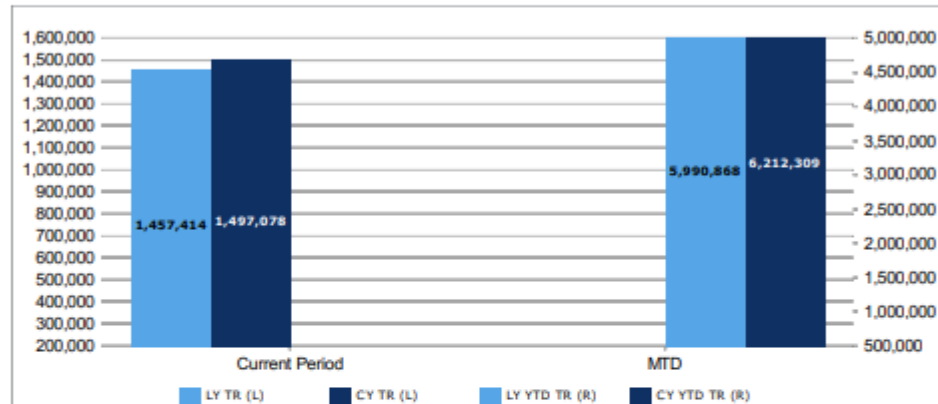
Period: Jul'25

Meeting: Aug'25

Patronage / Mobility

Page 1

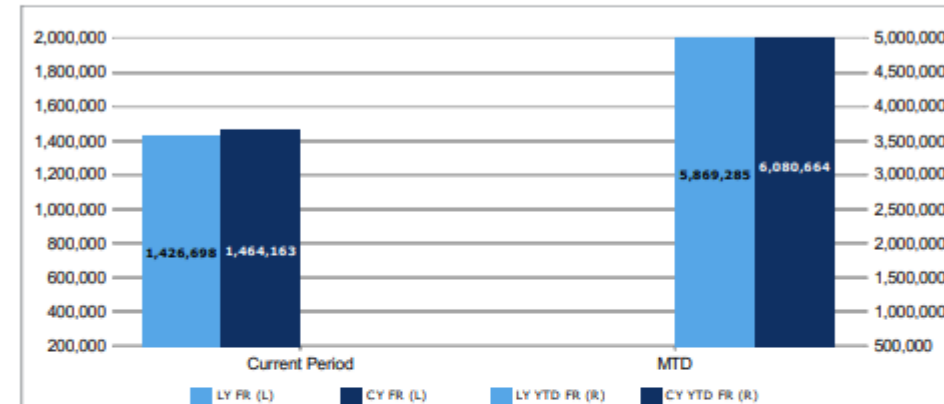
## Total Riders



Monthly % Change 2.7%

YTD % Change 3.7%

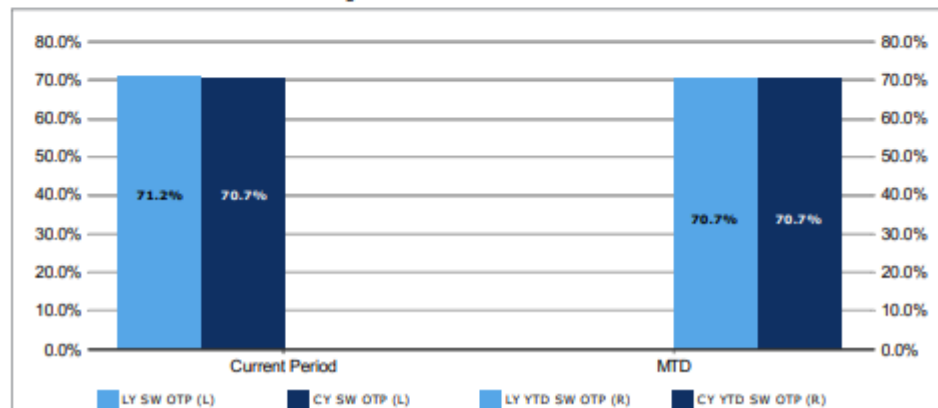
## Fixed Riders



Monthly % Change 2.6%

YTD % Change 3.6%

## System Wide OTP



Monthly % Change -0.7%

YTD % Change 0.1%

# Monthly Performance Report

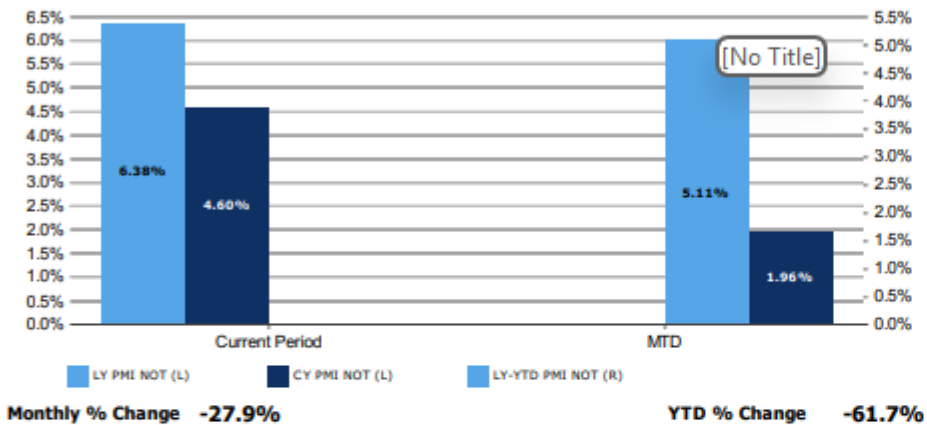
Period: Jul'25

Meeting: Aug'25

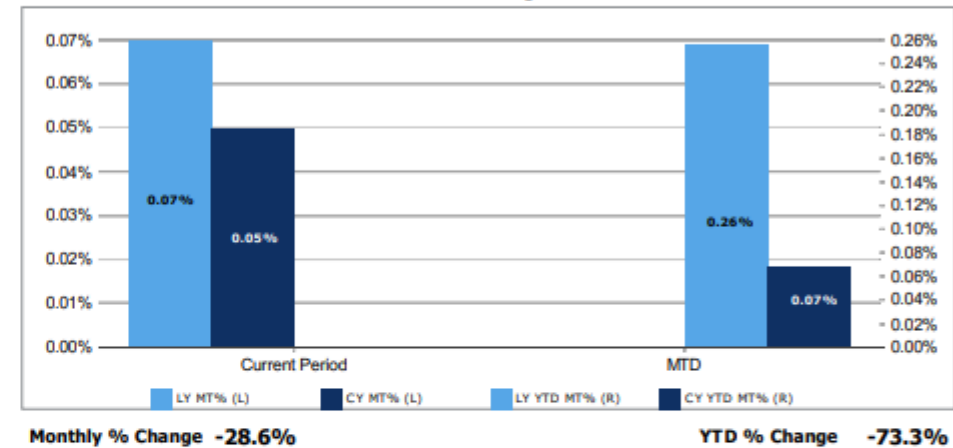
## Reliability

Page 2

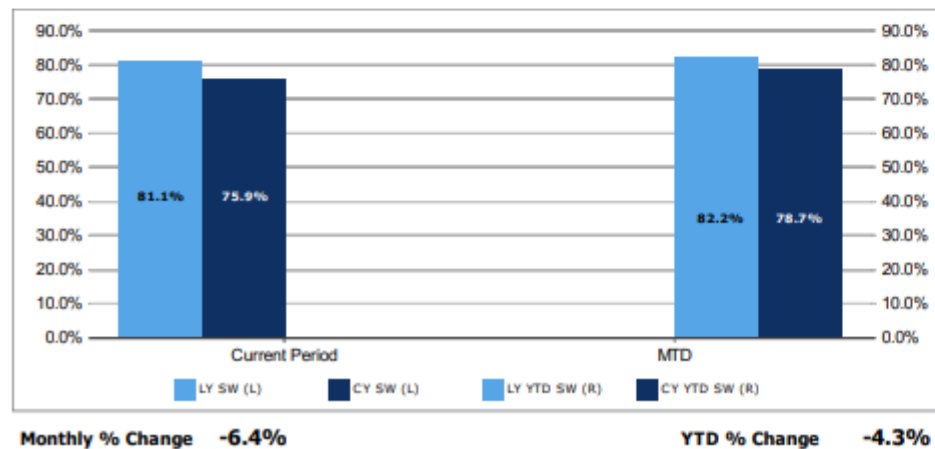
### PMI Not On Time



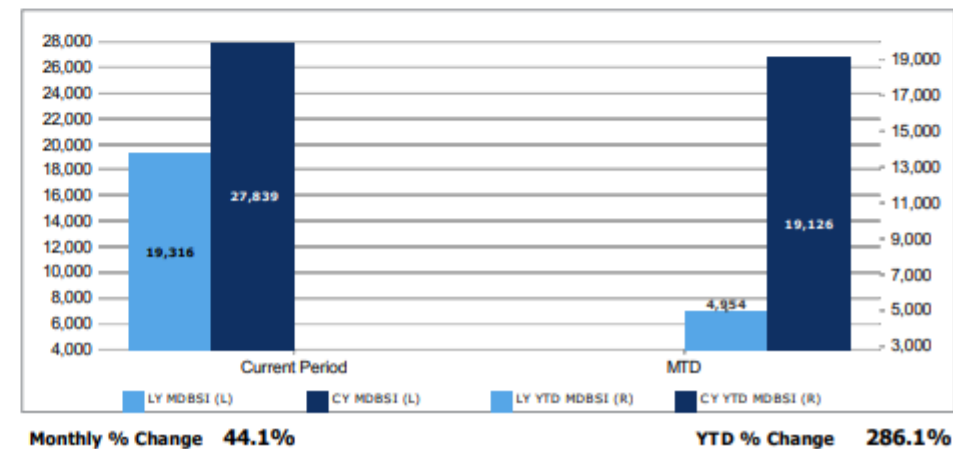
### Percent of Trips Missed



### Scheduled Work



### MDBSI



# Monthly Performance Report

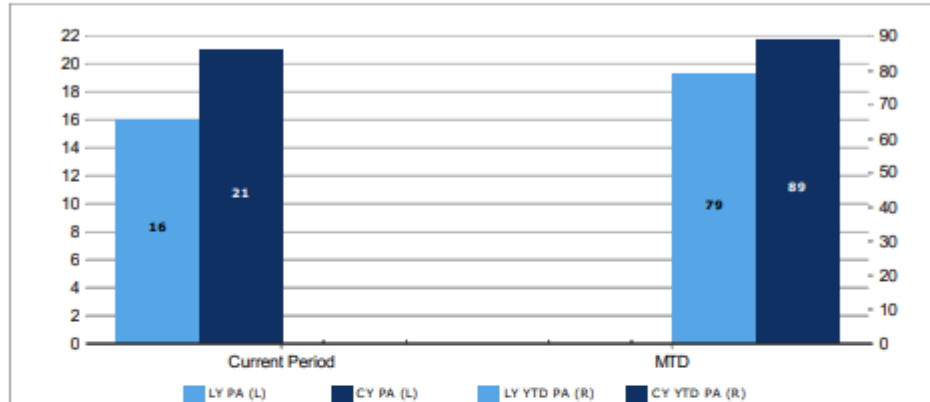
Period: Jul'25

Meeting: Aug'25

Safety

Page 3

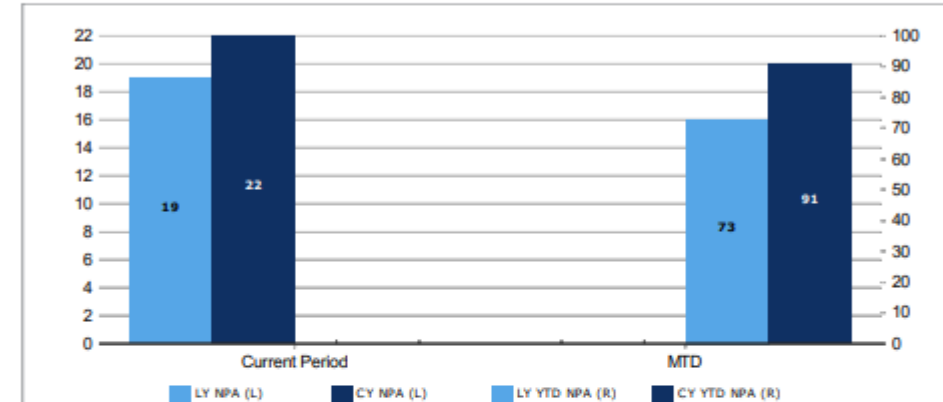
## Preventable Accidents



Monthly % Change **31.3%**

YTD % Change **24.7%**

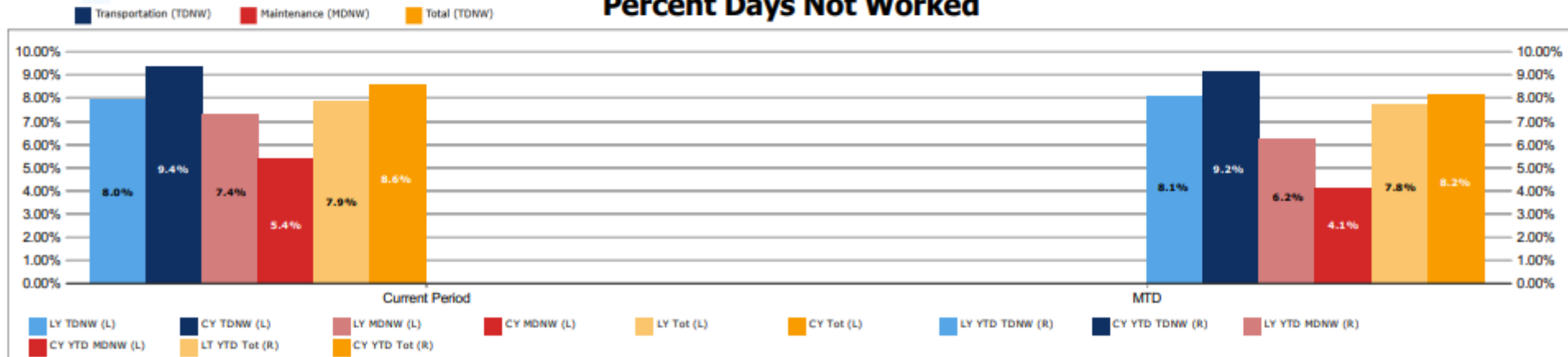
## Non-Preventable Accidents



Monthly % Change **15.8%**

YTD % Change **24.7%**

## Percent Days Not Worked



Monthly % Change **17.9%** **-26.4%** **9.8%**

YTD % Change **13.2%** **-33.8%** **5.5%**



# Monthly Performance Report

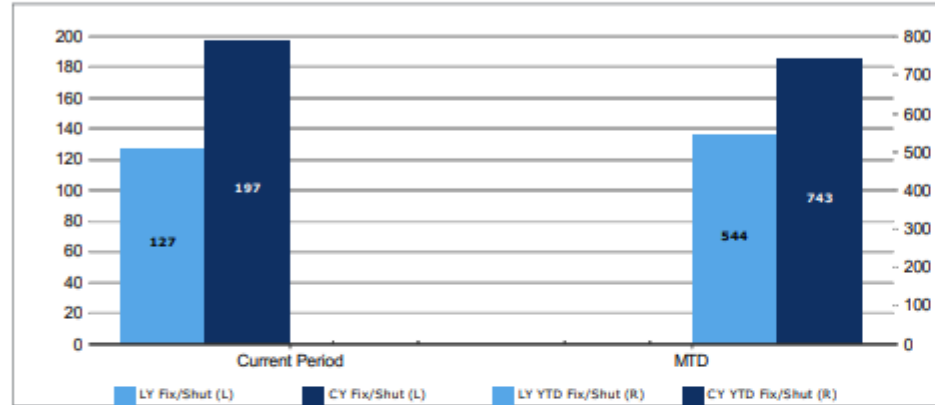
Period: Jul'25

Meeting: Aug'25

Customer Service

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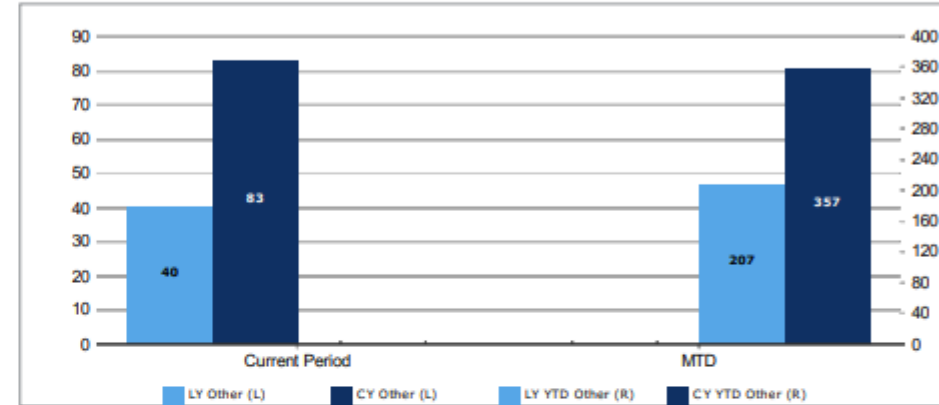
## Fixed/Shuttle Complaints



Monthly % Change 55.1%

YTD % Change 36.6%

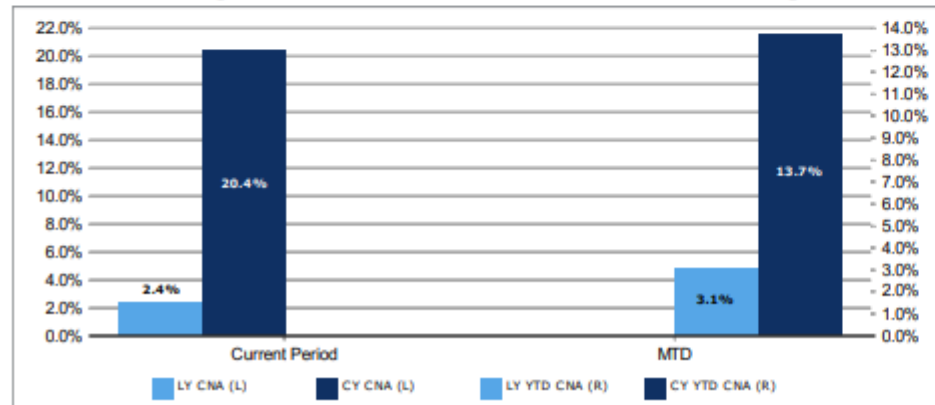
## Other Complaints



Monthly % Change 107.5%

YTD % Change 72.5%

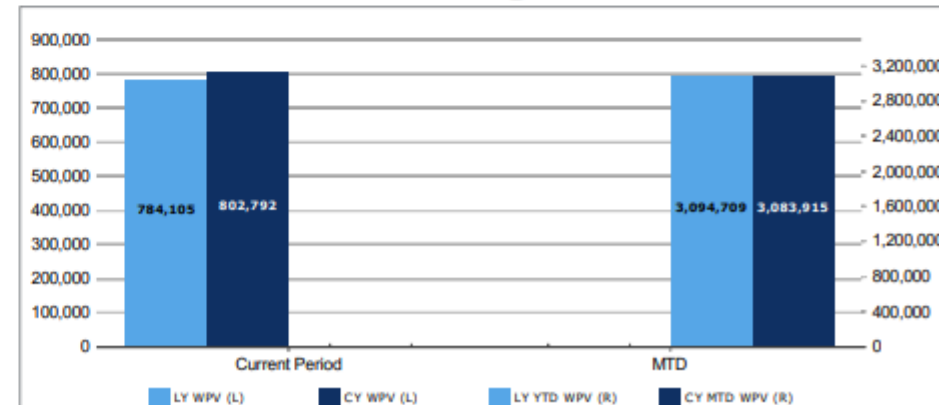
## Complaints Not Addressed in Ten Days



Monthly % Change 749.9%

YTD % Change 348.2%

## Website Page Views



Monthly % Change 2.4%

YTD % Change -0.3%

# Monthly Performance Report

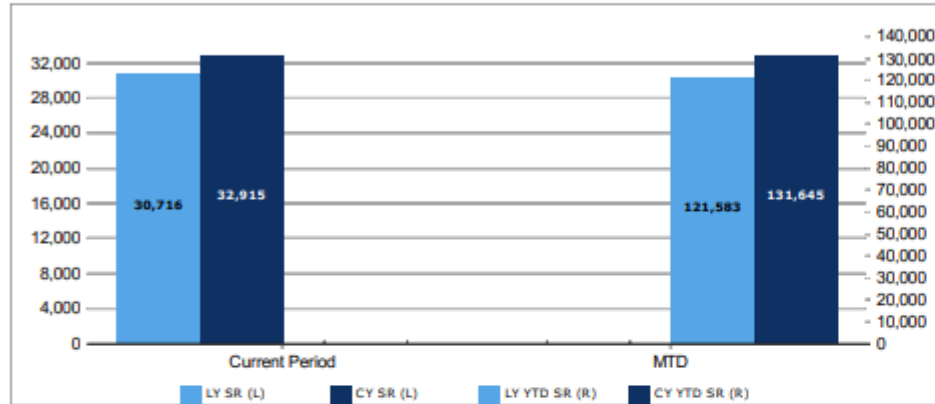
STAR Service

Period: Jul'25

Meeting: Aug'25

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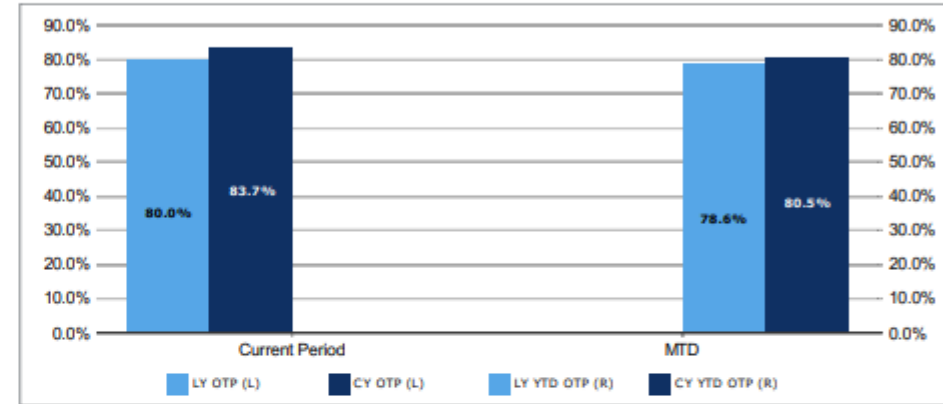
## STAR Riders



Monthly % Change 7.2%

YTD % Change 8.3%

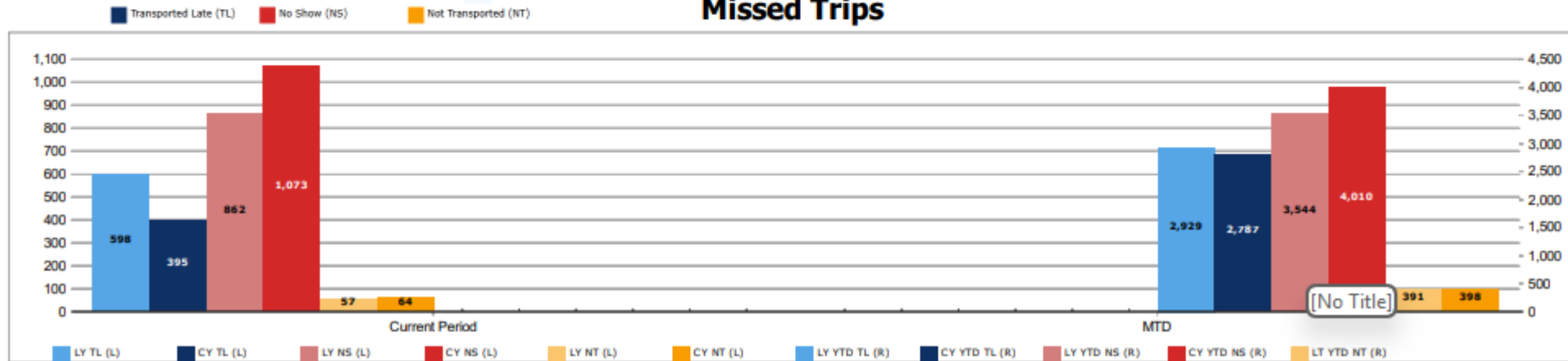
## On-Time Performance (0-10 Minutes)



Monthly % Change 749.9%

YTD % Change 348.2%

## Missed Trips



Monthly % Change -33.9% 24.5% 12.3%

YTD % Change -4.8% 13.1% 1.8%

# Monthly Performance Report

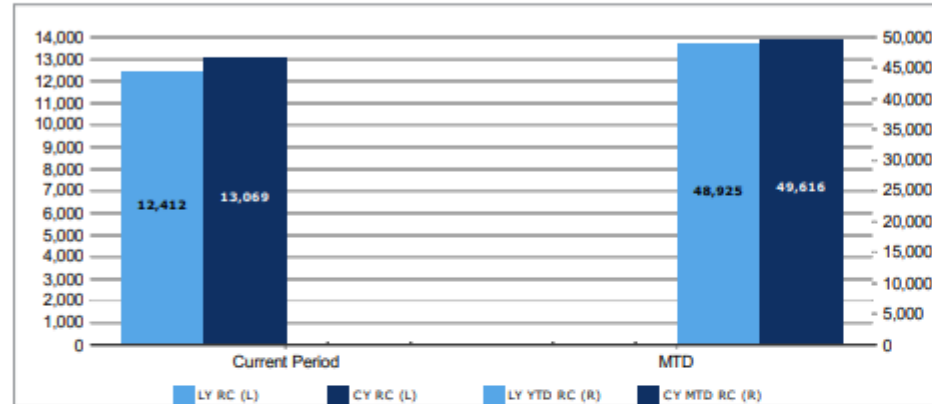
Period: Jul'25

Meeting: Aug'25

STAR Service

Page 6

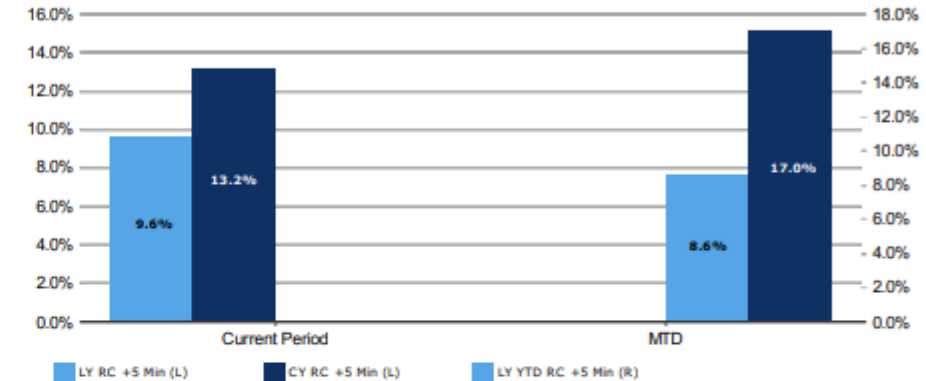
## Reservation Calls



Monthly % Change 5.3%

YTD % Change 1.4%

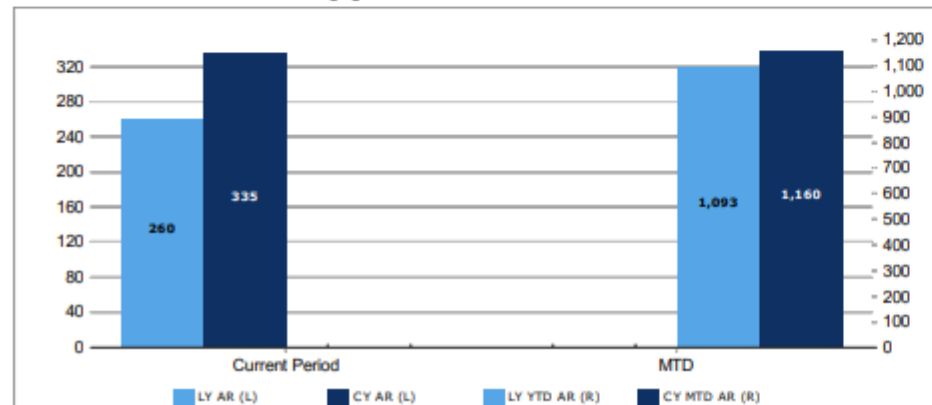
## Reservation Calls in Queue Over Five Minutes



Monthly % Change 36.6%

YTD % Change 98.6%

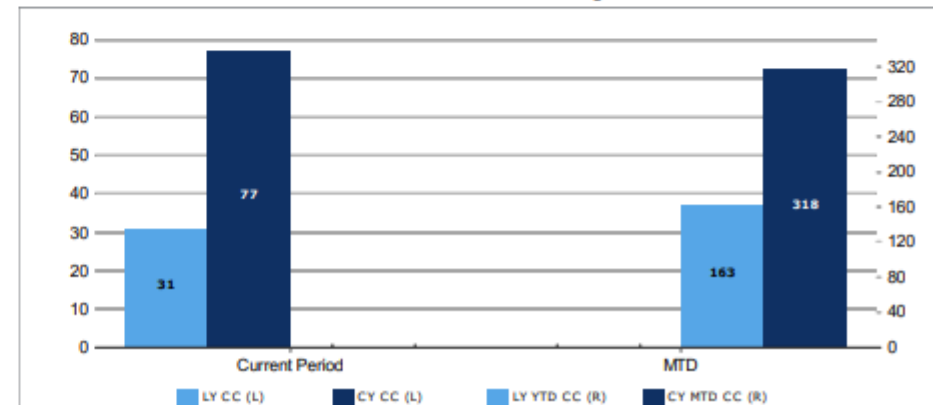
## Applications Received



Monthly % Change 28.8%

YTD % Change 6.1%

## Customer Complaints



Monthly % Change 148.4%

YTD % Change 95.1%



# Monthly Performance Report

Period: Jul'25

Meeting: Aug'25

## Definitions

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*This page provides insights into current month and Year-To-Date (YTD) performance, including percentage changes compared to the same period last year.*

**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.

**Percentage Change Calculation:**  $\text{Percentage Change} = ((\text{Current Year Value} - \text{Last Year Value}) / \text{Last Year Value}) \times 100$

# THANK YOU!