



**CDTA COMMITTEE AGENDA**  
**Performance Management/Audit Committee**  
**Thursday, April 23, 2026 | 9:00 AM**  
**Microsoft Teams & 110 Watervliet Ave**

<b>Committee Item</b>	<b>Responsibility</b>
Call to Order	Peter Wohl
Approve Minutes of Thursday, March 19, 2026	Peter Wohl
<b>Consent Agenda Items</b>	
• Approve Contract for Driver Barriers	Stacy Sansky
• Approve ITS Trailer Lease	Stacy Sansky
• Approve Contract for Antifreeze	Stacy Sansky
• Approve Contract for Headway Signs	Stacy Sansky
<b>Investment Committee Item</b>	
Annual Review & Approval of Investment Policy	Patricia Cooper
<b>Administrative Discussion Items</b>	
• Monthly Management (Financial) Report	Patricia Cooper
• Monthly Non-Financial (Performance) Report	Gary Guy/Richard Cordero
• Internal Audit Update	Sarah Matrose
Next Meeting: Thursday, May 21, 2026, at 9:00am via Microsoft Teams and 110 Watervliet Ave.	
Adjourn	Peter Wohl

## **Capital District Transportation Authority**

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

**Meeting Minutes – March 19, 2026, at 9:00 am; 110 Watervliet Avenue, Albany**

In Attendance: Jayme Lahut, Peter Wohl, Denise Figueroa, Jackie McDonough; Frank Annicaro, Chris Desany, Gary Guy, Patricia Cooper, Amanda Avery, Jaime Kazlo, Jon Scherzer, Mike Williams, Dave Williams, Stacy Sansky, Jack Grogan, Melissa Shanley, Thomas Guggisberg, Rich Cordero, Sarah Matrose, Jeanette Stumbaugh, Calvin Young, Emily DeVito, Keosha Miles

### **Meeting Purpose**

Regular monthly meeting of the Performance Monitoring/Audit Committee. Committee Chair Peter Wohl noted that a quorum was present. Minutes from February 18, 2026, meeting were reviewed and approved.

### **Consent Agenda Items**

#### **Annual Approval of Procurement Manual: Presented by Stacy Sansky**

- The New York Public Authorities Law section 2879 requires that public authorities annually review their procurement guidelines.
- The Procurement Manual is utilized by CDTA staff, subsidiary employees, sub-grantees, and contractors in the procurement of goods and services necessary to advance the CDTA mission.
- *A resolution to approve the adoption of the revised Procurement Manual will be recommended to the board.*

#### **Approve Contract for Bus Wash Soap: Presented by Stacy Sansky**

- Bus Wash Soap is used as part of regular maintenance, and the current contract is set to expire.
- An Invitation for Bids (IFB) was issued that provided estimated annual usage of soap by location. Twenty-Four (24) vendors downloaded the IFB and one (1) bid was received. Dynasty Chemical is the incumbent provider of bus wash soap and has performed satisfactorily.
- *A resolution to approve a three-year contract for the purchase of bus wash soap to be awarded to Dynasty Chemical Corp of Albany, NY for an estimated cost of \$94,047 will be recommended to the board.*

#### **Approve Purchase of Rail Transformer for JLB: Presented by Stacy Sansky**

- In December 2025, CDTA experienced a significant and unanticipated loss of electrical power at the JLB Rail Station in Rensselaer, NY. The outage was determined to be caused by a failed transformer that was inoperable and not repairable, creating an immediate risk to station operations and service continuity.

- Pursuant to CDTA's emergency procurement authority under our Procurement Policy, and due to the urgent need to restore power and prevent prolonged service disruption, High Voltage Electrical Service, Inc. (HVES) was engaged on an emergency basis to furnish and install a replacement transformer.
- *A resolution to approve a retroactive contract to replace the transformer at the JLB Rail Station with High Voltage Electrical Service, Inc of Albany, NY for an amount not to exceed \$178,824 will be recommended to the board.*

### **Approve Contract for Bus Operator Uniforms: Presented by Stacy Sansky**

- The existing contract for the supply of bus operator uniforms has expired, necessitating establishment of a new agreement to ensure the continued availability of required apparel.
- A Request for Proposals (RFP) was issued seeking qualified firms to provide an electronic uniform management program to facilitate efficient ordering, returns, and changes to employee rosters. Proposers were also required to submit pricing for individual uniform items based on estimated quantities.
- An evaluation committee comprised of Transportation management and Union leadership reviewed the remaining proposals and recommended that a contract be awarded to Hanover Uniforms of Baltimore, MD.
- *A resolution to approve a three-year contract with two optional renewal years to Hanover Uniforms of Baltimore, MD for operator uniforms in an amount to exceed \$1,200,000 will be recommended to the board.*

### **Approve Federal Operating Assistance: Presented by Melissa Shanley**

- New York State Department of Transportation (NYSDOT) requires a CDTA Board resolution prior to being reimbursed for expenses incurred as part of this agreement. This resolution allows us to execute an agreement with NYSDOT to accept \$493,500 for 50% of operating assistance in Montgomery County.
- *A resolution to approve an agreement with NYSDOT to accept \$493,500 in funding will be recommended to the Board.*

### **Administrative Discussion Items**

#### **Monthly Management (Financial) Report: Presented by Patricia Cooper**

##### **Revenues:**

- MRT revenue is 7.7% over budget for the month, and 20% over budget YTD.
- Fares are 13.39% under budget for the month and 7% under budget YTD.
- Facilities income is under budget 1% for the month and 5.8% over budget YTD.

##### **Expenses:**

- Wages below budget (15.4% for the month; 6.2% YTD).
- Materials and supplies are over budget 34.7% due to large bills for shelter glass cleaning and bus supplies.

- Purchased transportation is under 7% for the month, but 3.4% over budget YTD).
- Fuel continues to be under budget – 15.2% for the month and 12%YTD
- Year-to-date surplus of \$4.9M; overall satisfactory budget condition.

### **Monthly Non-Financial (Performance) Report: Presented by Gary Guy/Richard Cordero**

#### **System-wide:**

- **Ridership** decreased by 4.2% YOY and 2.4% YTD in February, continuing the gradual decline seen in recent months. Buses are running reliably — external factors are the primary driver.
- **On-time performance** improved to 76.7% in February, up 4.3% YOY, with YTD at 71.5% (+2.3%). Schedule adherence continues to strengthen despite ridership variability — we are consistently outperforming last year.

#### **MDBSI:**

- **MDBSI** more than doubled YOY in February and is nearly four times higher YTD, reflecting significantly fewer in-service failures.
- **Preventive maintenance** compliance remains above 98% YTD and vehicle cost-per mile has decreased both monthly and year-to-date.

#### **Total Days Not Worked:**

- **Days not worked** declined MOM from 9.73% in January to 8.77% in February, with both Maintenance and Transportation reflecting incremental improvement. However, levels remain elevated at +9.6% YOY and +7.4% YTD, with sick leave as the primary driver.

#### **STAR Missed Trips:**

- **Missed trips** increased 65.9% YOY and 22.9% YTD, driven largely by two bad operating days on February. Performance on all other days remained stable.

#### **STAR Riders:**

- **STAR ridership** increased 7.7% YOY and 6.9% YTD, which was caused by few days that were higher than normal. Continued growth places increasing pressure on scheduling capacity.

#### **STAR OTP:**

- On-time performance declined 11.1% YOY to 67.65%, heavily influenced by service disruptions on February 11th and 15th. Performance on all other days remained consistent.

#### **STAR Customer Comments:**

- Customer comments increased 21.8% YOY and 53.6% YTD, reflecting higher service interaction levels.

**Next Meeting**

Thursday, April 23, 2026, at 9:00 am via Microsoft Teams and at 110 Watervliet Ave.

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Full-Enclosure Operator Barrier Pilot Program  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** April 23, 2026

### Objective of Purchase or Service:

To implement a pilot program installing full-enclosure operator barriers on our WWBRT fleet to evaluate safety, operator comfort, visibility, and overall effectiveness of full-enclosure barrier systems in a real-world operating environment.

### Summary of Staff Proposal

CDTA currently utilizes partial operator barriers; however, full-enclosure systems represent an enhanced design intended to improve operator protection while maintaining safe vehicle operation and customer interaction.

Staff proposes a structured pilot program prior to any broader deployment. The WWBRT fleet was selected for its high visibility, consistent service patterns, and dedicated operator assignments, which enable controlled evaluation and meaningful feedback.

Under this proposal, 17 New Flyer articulated buses will be retrofitted with full-enclosure barriers and placed into regular service for a 12-month evaluation period.

### Dual-Vendor Pilot Approach

To support a comprehensive and data-driven evaluation, the pilot will include two barrier systems:

- Vapor VShield (installed by The RetroFitter)
- ArowGuard (installed by New Flyer Industries)

Utilizing two vendors allows CDTA to:

- Compare design performance, ergonomics, and visibility under identical conditions
- Incorporate direct operator feedback across multiple system types
- Reduce risk prior to large-scale investment
- Ensure compatibility with the New Flyer platform
- Evaluate maintenance, durability, and lifecycle impacts

This approach aligns with CDTA's practice of piloting emerging technologies before system-wide implementation.

### Financial Summary/Cost:

Description	Unit Cost	Qty.	Extended Cost
Vapor VShield (installed by The RetroFitter)	\$10,702	9	\$96,318
Installation Support / On-Site Assistance	\$2,798	9	\$25,182
ArowGuard (installed by New Flyer Industries)	\$12,841	8	\$102,728
Tariff: 3.5%			\$7,848
Total Cost			\$232,076

The source of funds is the Washington-Western BRT grant.

### Proposed Action:

I recommend a sole-source procurement of full-enclosure barrier systems from two vendors to support the pilot program. This includes a purchase from NFI Parts of Delaware, Ohio, in an amount not to

exceed \$121,500, and a purchase from The RetroFitter of Pompano Beach, Florida, in an amount not to exceed \$102,728.

**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:**

\$121,500      fixed      estimated      (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

Number of Proposals/Bids Solicited # 2                      or                      Advertised  
Number of Proposals/Bids Received # 2

Attach Summary of Bids/Proposals

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

Are there known DBEs that provide this good or service?      Yes      No  
Number of DBEs bidding/proposing                                      \_\_\_\_\_  
DBE Certification on file?                                      Yes      No      Not Applicable  
Was contract awarded to a DBE?                                      Yes      No  
Number of DBE Subcontractors                                      0  
DBE Subcontractor Name and Certification Type:

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** NFI Parts

3229 Sawmill Parkway

Delaware, OH 43015

8. **SOURCE OF FUNDS:** Washington-Western BRT Grant

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: April 23, 2026

**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:**

\$102,728      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 Business Enterprise (DBE) involvement**

Are there known DBEs that provide this good or service?      Yes      No  
Number of DBEs bidding/proposing                                      \_\_\_\_\_  
DBE Certification on file?    Yes      No      Not Applicable  
Was contract awarded to a DBE?                                      Yes      No  
Number of DBE Subcontractors    0  
DBE Subcontractor Name and Certification Type:

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** The Retrofitter  
2101 NW 33<sup>rd</sup> Street Suite 700  
Pompano Beach, FL 33069

8. **SOURCE OF FUNDS:** Washington-Western BRT Grant

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: April 23, 2026

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Work Trailer Lease  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** April 23, 2026

### Objective of Purchase or Service:

To authorize the lease of a new modular office trailer and the removal and disposal of the existing unit at CDTA's Albany facility to ensure continuity of operations for ITS and Facilities staff.

### Summary of Staff Proposal

The existing modular office trailer located at the Albany facility has developed multiple roof leaks and is no longer suitable for continued use. Repair options were evaluated; however, the cost of repairs exceeds the cost of replacement and would not provide a long-term solution. In addition, the time required to complete repairs would require relocation of ITS and Facilities staff for an extended period, creating operational disruptions and logistical challenges.

Staff solicited and reviewed three quotes for the lease and replacement of the modular unit. Cassone Leasing Inc. was determined to be the lowest responsible quote and provided a solution that closely matches the existing trailer configuration, minimizing transition impacts.

The proposed lease includes delivery, setup, installation, and necessary modifications for a 24' x 64' modular office unit, as well as removal and disposal of the existing structure under a separate agreement. The new unit will be installed at the current location. This approach ensures:

- Continuity of operations with minimal downtime
- A cost-effective solution compared to repair
- Reduced risk of further structural deterioration
- Elimination of temporary relocation needs for staff

### Financial Summary/Cost:

Description	Unit Cost	Qty.	Extended Cost
Monthly lease for a modular office building	\$2,100	12	\$25,200
Delivery and installation of a modular office building	\$21,044	1	\$21,044
Removal of the existing trailer	\$22,650	1	\$ 22,650
Total Cost			\$68,894

The source of funds is FY2026 internal capital.

### Proposed Action:

I recommend executing an agreement to lease and install a new modular work trailer and remove the existing trailer to Cassone Leasing Inc. of Ronkonkoma, N.Y. for an amount not to exceed \$68,894.

### Manager:

David Williams, Director of Maintenance



# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Purchase of Antifreeze  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** April 23, 2026

### Objective of Purchase or Service:

Antifreeze is utilized as part of regular vehicle maintenance. The current contract is expiring.

### Summary of Staff Proposal:

An Invitation for Bids (IFB) was issued for the purchase of antifreeze. The IFB outlined product specifications, estimated usage, and delivery requirements. Fifteen vendors downloaded the IFB and a single bid was received. Historically CDTA has received 1-2 bids for this product based on the required product volume and delivery schedule.

The single bid was submitted by Safety Kleen, Inc (the incumbent) for a year one cost of \$6.25 per gallon. This represents a 1.6% price increase. Year 2 pricing will be tied to the Producers Price Index (PPI) for Chemicals and Allied Products. Year 2 pricing will be capped at a 5% change.

### Financial Summary/Cost:

Estimated Usage	Per Gallon Cost	Total
26,000	\$6.25	\$325,000

This purchase will be funded through the FY27 & FY28 operating budgets.

### Proposed Action:

I recommend a one-year contract with one optional renewal year for the purchase of antifreeze be awarded to Safety-Kleen Systems, Inc of Norwell, MA for an estimated cost of \$325,000. Year 2 pricing will change based on the Producers Price Index. Final costs will be determined by actual usage.

### Manager:

David Williams, Director of Maintenance





# Bid Summary



Contract Name: Antifreeze

Contract No: CDTA Maint 219-3000

Date/Time of Opening: March 9, 2026 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: <i>Safety-Kleen Systems, Inc.</i> Address: <i>42 Longwater Drive Norwell, MA 02061</i> Contact: <i>Shaynn Mahan</i> Email: <i>bps.government@safety-kleen.com</i> Phone: <i>331.322.5284</i>	Year 1 \$6.25/gal	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:	Year 1 Lump Sum Price:	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:	Year 1 Lump Sum Price:	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:	Year 1 Lump Sum Price:	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 __
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, Frank Annicaro, 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:** Purchase of Color Destination Signs for BRT Fleet  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** April 23, 2026

### Objective of Purchase or Service:

To standardize destination sign technology across the Bus Rapid Transit (BRT) fleet by retrofitting buses that currently do not have full-color destination signs. This upgrade will support operational flexibility, improve passenger information visibility, and enhance overall fleet management efficiency.

### Summary of Staff Proposal:

CDTA's BRT fleet currently includes buses equipped with two different destination sign technologies: full-color Luminator Spectrum signs and Twin Vision amber displays. Staff is proposing to retrofit the remaining monochrome BRT bus signs with the color signs.

Luminator's Spectrum signs allow display colors to be adjusted to match the assigned BRT line, providing greater flexibility for bus assignments, interlining, and vehicle availability. Standardizing this technology across the BRT fleet will allow buses to be used interchangeably across routes, improve dispatch efficiency, and enhance passenger information through full-color route identification.

Staff recommends a sole-source procurement from Luminator Technology Group, the current supplier of destination sign systems throughout CDTA's fleet. Using the existing vendor ensures compatibility with current equipment and control systems, maintains consistency across hardware and software platforms, reduces maintenance training needs, and supports a standardized spare parts inventory—avoiding the added complexity and cost of maintaining a second sign platform.

### Financial Summary/Cost:

Description	Unit Cost	Qty.	Extended Cost
Color Spectrum Destination Sign Kits (Front, Side, Rear, Dash)	\$14,040	24	\$336,960
Days of Installation Support / On-Site Assistance	\$1,466	12	\$17,592
Tariff: 3.5%			\$11,794
Total Cost			\$366,346

The source of funds is the Washington-Western BRT grant.

### Proposed Action:

I recommend a sole-source purchase of color Spectrum destination signs from Luminator Technology Group of Plano, TX in an amount not to exceed \$366,346.

### 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:**

\$366,346      fixed      estimated      (circle one)

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

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

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

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

6. **SELECTION CRITERION USED:**

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

Attach Summary of Bids/Proposals

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

Are there known DBEs that provide this good or service?      Yes      No  
Number of DBEs bidding/proposing                                      \_\_\_\_\_  
DBE Certification on file?                                      Yes      No      Not Applicable  
Was contract awarded to a DBE?                                      Yes      No  
Number of DBE Subcontractors                                      0  
DBE Subcontractor Name and Certification Type:

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR:** Luminator Technology Group  
900 Klein Road  
Plano, TX 75074

8. **SOURCE OF FUNDS:** Washington-Western BRT Grant

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: April 23, 2026

## **Capital District Transportation Authority Agenda Action Sheet**

**Subject:** Annual Approval of Investment Policy  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** April 23, 2026

**Objective of Purchase or Service:**

The New York State Public Authorities Law Article 9, Title 7 requires an annual approval of our Investment Policy (IP).

**Summary of Staff Proposal:**

Our investment policy details the operative policy for investing, monitoring, and reporting of funds for CDTA. Each year this committee reviews our policy and makes recommendations based on input from General Counsel and our Investment Advisor, Cerity Partners.

CDTA General Counsel reviewed the IP and appropriate laws for any changes and does not recommend any adjustments at this time. Our Investment Advisor, Cerity Partners, also reviewed the IP and does not recommend any changes.

Based on these reviews, it is recommended that we approve the attached IP for one more year.

**Financial Summary and Source of Funds:**

There is no financial impact.

**Proposed Action:**

I recommend we approve the attached Investment Policy.

**Manager:**

Patricia Cooper, Chief Financial Officer

**INVESTMENT POLICY  
CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

These guidelines detail the operative policy regarding the investing, monitoring and reporting of funds of the Capital District Transportation Authority (the "Authority").

1. Purpose

- a) Establish a policy whereby current funds, in excess of immediate needs are invested to earn a reasonable rate of return while safeguarding the principal amount.
- b) Assure that invested funds are diversified and adequately safeguarded. The investment portfolios will, at all times, be diversified. No single issuer will represent more than 5% of a given portfolio. There is no limitation for the debt of the US Government or one of its agencies, except that the debt of a single agency will not represent more than 50% of a given portfolio. Certificates of deposit issued by a single bank are limited by the legal maximum for FDIC insurance.
- c) Assure that adequate accounts and records are maintained which accurately reflect all transactions.
- d) Assure that an adequate system of internal control is maintained.

2. Authorization and Management

All investment decisions are to conform to:

- a) Section 1306 (4) of the Public Authorities Law of the State of New York, and
- b) Article 9, Title 7 of the Public Authorities Law of New York,
- c) 2 NYCRR § 201.1, *et seq.*

The Board may retain at the recommendation of the Performance Monitoring/Audit Committee ("Committee") one or more investment advisors, which meet the Authority's qualifications and grant the advisor discretion to execute transactions within the context of these policies. The advisor (s) will be expected to act as a fiduciary at all times in the best interest of the Authority.

### 3. Types of Investments

The permissible types of investments (“Permitted Investments”) are as follows:

- a) Certificates of Deposit issued by banks which are members of the Federal Deposit Insurance Corporation (FDIC). Certificates of Deposit of qualifying banks may also be purchased from Broker/Dealers licensed to conduct business in New York State which are members of the Securities Investors Protection Corporation (SIPC) and the Financial Industry Regulatory Authority (FINRA).
- b) Deposits in “Money Market” accounts in banks specified in Item (a) above.
- c) Money Market Funds that invest exclusively in obligations of the United States Government or one of its agencies, except that up to 1% of each investment account may be held in a conventional money market fund provided that the fund holds more than \$500 million in assets and the sponsor is a substantial and well regarded financial institution with no less than \$1 billion of equity capital. Further, the principal objective of the fund must be preservation of capital. The purpose of this exception is to accommodate relatively small amounts of cash that are not invested and not substantial enough to qualify for a specialized Government-only fund.
- d) Obligations of New York State, the United States Government, or Agencies of the United States Government. Obligations guaranteed, as to principal and interest, by one of these entities is also permissible.
- e) The primary investment objective is the protection of principal. All bank deposits of money should be fully collateralized or insured (e.g., FDIC insurance).

Each purchase must be confirmed in writing and be made in accordance with the provisions of this Investment Policy.

### 4. Operating Procedures

- a) The investment selection process shall utilize competitive quotations or negotiated prices, except in the purchase of federal government securities at auction.
- b) Approvals: The Chief Financial Officer shall approve all investment transactions, and report investment transactions to the Chief Executive Officer. The process of initiating, reviewing and approving requests to buy and sell investments shall be documented and retained for audit purposes. The Investment Committee Chairperson, the Chief Financial Officer and the Chief Executive Officer (when necessary) will meet with any and all retained investment advisors no less than twice per year to review and approve the portfolio holdings.

- c) Collateral Custody: The custodian of all collateral involved in any investment transaction must be either the Authority or a Third-Party Bank or Trust Company acceptable to the Authority. Such Bank may not be the same as that with which the investment is made. The custody agreement must be joint with the Bank providing the collateral.

If, at any time during the term of a Certificate of Deposit or deposit in Money Market Account, the collateral or underlying security market value does not equal the principal value of the investment, the Authority shall inform the Bank of the additional collateral required. If additional collateral is not added immediately by the Bank involved, the Authority shall demand the return of the amount invested and remove such Bank from the list of approved Banks for investment and deposit of Authority funds.

Any custodian or trustee of securities in any transaction to which the Authority is a principal may not relinquish control over such securities without the written consent of the Authority and the Investment Manager.

- d) If a Bank or Investment Broker/Dealer is operating as an agent for another Bank or any of its customers, such information must be disclosed to the Authority. To the extent the Board has retained an investment advisor, the advisor will act solely as an agent on behalf of the Authority. The Advisor(s) may act as the Principal in a transaction only if it is authorized in writing by the Performance Monitoring/Audit Committee.
- e) In addition to the normal entries in cash receipts, cash disbursements and general ledger regarding investments, the following additional records shall be maintained.

- 1) A schedule for each Bank or Investment Broker/Dealer with which the Authority makes investments, maintained by the Accountant, showing:
- a. Date of transactions
  - b. Description and amount of investment
  - c. Interest rate
  - d. Due date of CD, or Bond
  - e. Market value of collateral or investment security
  - f. Indication of at least monthly recheck of market values

- f) Investments may be made by a telephone call. If the investment is a Certificate of Deposit (CD) that is eligible to be traded and cleared through the Depository Trust Company (DTC), it will be delivered directly to the custodian by the bank or broker/dealer. If the CD is not DTC eligible, such Certificate shall be mailed to the Authority or, if feasible, picked up by an agent of the Authority. The Chief Financial Officer will immediately contact the designated custodian or trustee of the collateral for such investments, requesting telephone confirmation of deposit of collateral and receive from custodian a written instrument requiring the Authority's agreement before custody may be relinquished. In practice, Banks will usually deposit a

certain amount of securities for a specified period of time, equal to the probable maximum amount the Authority would be investing during such period, i.e., a month or ninety days. CDs that are fully insured by the FDIC (principal and expected interest) are not required to be collateralized. If authorization is initially given verbally, it shall be followed by written confirmation.

- g) Payment of funds shall only be made upon delivery of securities.
- h) A record of investments shall be maintained. The records shall identify the security, the fund for which held, the place where kept, date of disposition and amount realized, if required, and the market value and custodian of collateral.
- i) Custodians of deposits and money market accounts shall be required to report monthly or more frequently on activity occurring in the Authority's custodial account to the Accountant. There shall be monthly verifications of both the principal amount and market values of all investments and collateral. Listings shall be obtained from the custodian and compared against the Authority's records. The Investment Advisor will provide the monthly account transactions, account holdings and their market value. The Custodian will provide a quarterly statement of all transactions, account holdings and their market value.
- j) The Authority requires the custodian to send verification of securities held for the Authority whenever requested to do so by the Authority.
- k) The Chief Financial Officer is authorized to deposit all funds received by the Authority in Money Market Accounts or Certificates of Deposit with Banks or Investment Broker/Dealer doing business in New York State, which are members of the FDIC; the SIPC and FINRA; and/or registered with the SEC and that have also expressed an interest in receiving requests for bids, consistent with these guidelines.
- l) The report of the status of all investments will be submitted by the Comptroller at least quarterly to the Chief Executive Officer and the Board Members of the Authority.

5. Collateralization

- a) Investments requiring collateralization must be fully collateralized by US Government obligations, or obligations guaranteed by a US Government entity.
- b) The collateral for a CD or Money Market Fund Deposit must equal the investment principal at all times.
- c) Market values of items mentioned in b) above will be checked by the Comptroller at least monthly to a nationally recognized financial publication.

- d) Investments in Certificates of Deposit and Money Market Accounts are limited to FDIC insurance limits, unless collateralized.

6. Review of Investment Guidelines and Audit Procedures

- a) These guidelines shall be reviewed by the Performance Monitoring/Audit Committee annually and revised as necessary to reflect changes in market conditions or legal requirements.
- b) An annual independent audit shall be conducted in accordance with the provisions of Article 9, Title 7 of PAL and 2 NYCRR § 201.1 *et seq*
- c) Collateral shall be verified monthly, if held by the Authority, by Members of the Performance Monitoring/Audit Committee. If held by a Bank, confirmation from such Bank will be given to Committee.
- d) The Authority shall maintain an internal control structure designed to protect the Authority's investment assets from loss, theft, and misuse.

7. Evaluation and Reporting

- a) An annual independent audit shall be performed by the Authority's independent accountants to evaluate investment program compliance. The annual audit report shall be filed within 90 days after the close of the Authority's fiscal year with the Office of Budget and Policy Analysis of the Office of the State Comptroller.
- b) The Authority shall prepare an annual investment report which shall be submitted to the Division of the Budget, with copies to the Office of the State Comptroller, the Senate Finance Committee, and the Assembly Ways and Means Committee.

8. Settlement of Securities Transactions

All purchases of securities by or on behalf of the Authority will be settled "delivered vs. payment", meaning that purchased securities will not be paid for until they are presented physically or electronically at the custodian by the seller or his agent.

9. Criteria for Selection of Investment Banks or Firms and Brokers

The Authority shall maintain a list of approved financial institutions and a list of approved security broker/dealers. As market conditions change, the Authority may find it necessary to place investments directly with Investment Banks or Firms and Brokers. The following are criteria for the selection of Investment Banks or Firms and Brokers:

- a) Investment Banks or Firms and Brokers authorized to do business within New York State.
- b) Investment Banks or Firms and Brokers in business for over (5) five years.
- c) Investment Banks or Firms and Brokers which have invested over \$500,000,000 in assets for their clients at the time of any investment made by the Authority.
- d) Investment Banks or Firms and Brokers that have demonstrated a proven record of returns, that meet or exceed the yield and total return generated from Treasury benchmarks.
- e) Investment Managers/Advisors must be registered with the Securities and Exchange Commission (SEC) while Investment Brokers/Dealers must be members in good standing with the Securities Investors Protection Corporation (SIPC) and the Financial Industry Regulatory Authority (FINRA).

All the foregoing sections of the Investment Policy that pertain to banks shall apply to Investment Broker/Dealers.

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY

## Annual Report on Investments

April 1, 2025 to March 31, 2026

During the year ended March 31, 2026, the total investment income was \$1,736,313.

During the past year, our investment vehicles were “Money Market” accounts and Now Accounts in banks doing business in New York State, and managed Investment Account in connection with Restricted Funds as explained below. All temporary excess operating cash is deposited in “Money Market” or “Now” accounts, whichever is currently earning the highest interest rate, and is withdrawn as required for operating purposes. Cash balances in operating accounts are monitored daily with banks in order to maximize the time such funds are kept in interest earning accounts.

CDTA also has five restricted cash funds which remain invested with Cerity Partners.

These restricted funds are as follows at 3/31/26:

Worker’s Compensation Self Insurance	\$ 12,214,630
Capital Projects & Local Match Reserve	\$ 13,650,089
Operating Reserve	\$ 8,988,852
Vehicle Replacement Reserve	\$ 1,069,198
Risk Management Reserve	<u>\$ 3,719,654</u>
TOTAL	\$ 39,642,423

To adhere to CDTA’s Investment Guidelines the securities purchased with the Reserve Funds were “Obligations of the United States Government or Agencies there of”. Further requirements were that all securities be of an “AAA” rating.

At 3/31/26, each Reserve account consisted primarily of U.S. Government Treasury Notes and agency obligations. The following table provides key information about each Restricted Fund Account at 3/31/26:

	WORKERS COMPENSATION	CAPITAL PROJECTS & LOCAL MATCH FUND	OPERATING RESERVE	VEHICLE REPLACEMENT	RISK MANAGEMENT
Current Market Value	\$ 12,214,630	\$ 13,650,089	\$ 8,988,852	\$ 1,069,198	\$ 3,719,654
Current Book Value	\$ 12,213,023	\$ 13,666,506	\$ 8,979,303	\$ 1,068,723	\$ 3,695,383
Average Maturity	1.89 Years	1.55 Years	0.53 Years	0.04 Years	0.23 Years
Average Yield (Long Term)	3.9 %	3.69 %	3.68 %	4.08 %	3.79 %
Average Yield (Short Term)	4.049 %	3.251 %	3.053%	3.68%	2.51 %
Interest Earned to 3/31/26	\$ 539,581	\$ 615,591	\$ 545,528	\$ 43,273	\$ 155,140

Beginning in fiscal year 1999, all interest income earned on the above Reserve Accounts was maintained in the respective accounts and the fees paid to Cerity Partners totaled \$ 44,412 for fiscal year 2026

During the year \$ 10,312,500 was taken from the Operating Reserve Fund and \$ 0 was added to the Operating Reserve Fund.

During the year \$ 0 was taken from the Capital Projects & Local Match Fund and \$ 0 was added to the Capital Projects & Local Match Fund.

During the year \$ 0 was taken from the Vehicle Replacement fund and \$ 0 was added to the Vehicle Replacement fund.

During the year \$ 2,637,708 was added to the Worker's Compensation Fund during the year to cover payment of claims and \$0 was taken.

During the year \$ 0 was taken from the Risk Management fund and \$ 0 was added.

The balance of the Investment Income of \$349,685 was earned on deposits in Money Market and Now and Checking Accounts.

These accounts were always collateralized 100% or more, by the bank involved. The collateral was held in joint custody accounts in third party banks mutually agreeable to CDTA. The five fund accounts managed by Cerity Partners were not collateralized since the securities in both accounts are specific U.S. Treasury obligations backed by the U.S. Government.

1/31/2026

# Monthly Management Report

March 2026

The logo for CDTA (Central District Transit Authority) is located in the bottom right corner. It features the letters 'CDTA' in a bold, white, sans-serif font. The letters are stylized with horizontal lines passing through them, giving it a modern, dynamic appearance. The background of the slide is a dark blue gradient with a faint, abstract pattern of lines and shapes, suggesting a transit or infrastructure theme.

## Monthly Management Report (MMR) - March 2026

### Executive Summary

				Current Month		Year to Date	
REVENUE	Actual	Budget	(\$) Variance	(%) Variance	(\$) Variance	(%) Variance	
1	Mortgage Tax	\$ 1,330,181	\$ 1,054,167	\$ 276,014	26.18%	\$ 2,642,146	20.89%
2	Customer Fares	\$ 1,690,602	\$ 1,809,808	\$ (119,206)	-6.59%	\$ (1,516,100)	-6.98%
3	Facilities Income	\$ 307,769	\$ 336,410	\$ (28,641)	-8.51%	\$ 186,478	4.62%
4	Interest Income	\$ 22,067	\$ 8,333	\$ 13,734	164.81%	\$ 255,047	255.05%
EXPENSES	Actual	Budget	(\$) Variance	(%) Variance	(\$) Variance	(%) Variance	
5	Wages	\$ 5,412,887	\$ 5,976,923	\$ (564,036)	-9.44%	\$ (4,625,793)	-6.45%
6	Workers Compensation	\$ 110,538	\$ 228,060	\$ (117,522)	-51.53%	\$ (618,003)	-22.58%
7	Professional Services	\$ 360,608	\$ 495,867	\$ (135,259)	-27.28%	\$ (828,852)	-13.93%
8	Materials & Supplies	\$ 239,973	\$ 183,421	\$ 56,552	30.83%	\$ 59,718	2.71%
9	Purchased Transportation	\$ 1,177,823	\$ 1,123,000	\$ 54,823	4.88%	\$ 472,762	3.51%
10	Maintenance Services	\$ 517,184	\$ 454,060	\$ 63,124	13.90%	\$ 718,240	13.18%
11	Fuel	\$ 612,123	\$ 669,747	\$ (57,624)	-8.60%	\$ (942,161)	-11.72%
						<b>YTD Revenue</b>	<b>-4.35%</b>
						<b>YTD Expenses</b>	<b>-3.59%</b>

#### **Revenue Summary**

- 1 MRT is over budget 26% for the month March due to Albany County MRT and finished the fiscal year 21% or \$2.6M over budget.
- 2 Customer fares are 6.6% under budget for the month and 7% under budget for FY26.
- 3 Facilities income is 8.5% under budget for the month and 4.6% over budget in 2026.
- 4 Interest income continued to be strong through out the year and we ended with \$255k if operational interest income.

#### **Expense Summary**

- 5 Wages are under budget 9.4% for the month and 6.45% for the fiscal year.
- 6 Workers compensation continued to be under budget. In March it was 52% under and for the year 23% under.
- 7 Professional services are under budget 27% for the month and 14% for the year.
- 8 Materials & supplies is over budget 31% in March due to large bills for shelter glass cleaning & bus supplies. The fiscal year ended only 2.7% over budget.
- 9 Purchased transportation is over budget 4.8% for the month 3.5% over budget for the fiscal year.
- 10 Maintenance services continued to be over budget 14% for the month and 13% for the year.
- 11 Fuel continues to be under budget. 8.6% for the month and 12% for the year.

**Note** Overall, we are in a satisfactory budget position, with a surplus of \$5.2 million.

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

	<b>Mar-26</b>	<b>Mar-25</b>
<b>Assets</b>		
<b>Current Assets:</b>		
Cash	\$33,227,234	\$20,592,768
Investments	\$39,414,844	\$47,521,597
Receivables:		
Mortgage Tax	\$1,440,503	\$1,143,157
Federal Grants	\$32,700,923	\$0
New York State Operating Assistance	\$569,805	\$591,854
Trade and Other	\$7,073,878	\$12,890,133
Advances to Capital District Transportation Committee	\$1,296,648	\$1,253,903
Materials, Parts and Supplies	\$7,310,906	\$6,381,559
Prepaid Expenses	\$1,929,514	\$1,872,863
<b>Sub-Total Current Assets</b>	<b>\$124,964,255</b>	<b>\$92,247,835</b>
<b>Noncurrent Assets:</b>		
Capital Assets, net	\$140,709,812	\$160,209,812
<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>\$275,799,515</b>	<b>\$265,912,370</b>
<b>Liabilities</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$6,824,841	\$5,801,724
Accrued Expenses	\$11,753,048	\$7,030,495
Unearned Revenue	\$2,812,709	\$2,509,651
Line of Credit	\$0	\$0
<b>Sub-Total Current Liabilities</b>	<b>\$21,390,598</b>	<b>\$15,341,870</b>
<b>Noncurrent Liabilities:</b>		
Capital Lease Agreement	\$14,731,858	\$15,991,522
Estimated Provision for Existing Claims and Settlements	\$11,555,330	\$9,274,753
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>\$96,786,188</b>	<b>\$99,073,250</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>\$159,670,215</b>	<b>\$153,275,795</b>
<b>Net Position</b>		
Net Investment in Capital Assets	\$108,241,228	\$108,241,228
Unrestricted	\$7,888,072	\$4,395,347
<b>Total for Net Position</b>	<b>\$116,129,300</b>	<b>\$112,636,575</b>
<b>Total Liabilities and Net Position</b>	<b>\$275,799,515</b>	<b>\$265,912,370</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY  
CONSOLIDATED STATEMENT OF OPERATIONS  
Mar-26**

	<u>To Date Actual</u>	<u>Annual Budget</u>	<b>100%</b>
<b>REVENUE:</b>			
AUTHORITY	\$17,214,222	\$12,871,000	134%
TRANSIT	\$125,371,053	\$129,342,309	97%
ACCESS	\$728,229	\$630,000	116%
CDTA FACILITIES	\$4,366,142	\$4,186,924	104%
	<b>TOTAL REVENUE</b>	<b>\$147,030,233</b>	<b>100%</b>
<b>EXPENSE:</b>			
AUTHORITY	\$22,534,793	\$23,698,326	95%
TRANSIT	\$115,235,870	\$119,545,669	96%
ACCESS	\$868,724	\$1,162,721	75%
CDTA FACILITIES	\$3,386,405	\$2,592,516	131%
	<b>TOTAL EXPENSE</b>	<b>\$146,999,233</b>	<b>97%</b>
Revenue over (under) Expenses	\$5,653,854		
Depreciation	\$19,500,000		
Excess of Revenue over (under) Expenses	(\$13,846,146)		
Transfer from Capital Project Fund	\$0		
Transfer to Risk Mngt Fund	\$0		
Transfer from Risk Mngt Fund	\$0		
Transfer from Vehicle Replacement	\$0		
Transfer to Vehicle Replacement	\$0		
Transfer to Capital Projects Fund	\$0		
Transfer from Operating Fund	\$8,125,015		
Transfer to Operating Fund	\$0		
Transfer from Worker's Comp Fund	\$0		
Transfer to Worker's Comp Fund	\$2,417,899		
*Net Excess of Revenue over (under) Expenses	(\$3,303,232)		
*Contribution to required fleet replacement.			

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Mar-26**

**BUDGET VARIANCE REPORT**

<b>CONSOLIDATED</b>									
	This Month				Year to Date				Annual
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	Budget
Operating Revenue									
Mortgage Tax	\$1,330,181	\$1,054,167	\$276,014	26.18%	\$15,292,146	\$12,650,000	\$2,642,146	20.89%	\$12,650,000
Customer Fares	\$1,690,602	\$1,809,808	(\$119,206)	-6.59%	\$20,201,599	\$21,717,699	(\$1,516,100)	-6.98%	\$21,717,699
Advertising Revenue	\$152,083	\$152,083	\$0	0.00%	\$2,063,619	\$1,825,000	\$238,619	13.08%	\$1,825,000
Facilities Income	\$307,769	\$336,410	(\$28,641)	-8.51%	\$4,223,402	\$4,036,924	\$186,478	4.62%	\$4,036,924
Interest Income	\$22,067	\$8,333	\$13,733	164.80%	\$355,047	\$100,000	\$255,047	255.05%	\$100,000
Misc. Income	\$44,421	\$14,125	\$30,296	214.49%	\$445,919	\$169,500	\$276,419	163.08%	\$169,500
<b>Total Operating Revenue</b>	<b>\$3,547,123</b>	<b>\$3,374,927</b>	<b>\$172,196</b>	<b>5.10%</b>	<b>\$42,581,732</b>	<b>\$40,499,123</b>	<b>\$2,082,609</b>	<b>5.14%</b>	<b>\$40,499,123</b>
Operating Assistance									
New York State Aid	\$5,766,267	\$5,992,766	(\$226,499)	-3.78%	\$63,428,937	\$71,913,186	(\$8,484,249)	-11.80%	\$71,913,186
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,917,001	\$1,917,001	\$0	0.00%	\$1,917,001
Federal Aid	\$2,554,660	\$2,554,660	\$0	0.00%	\$30,655,923	\$30,655,923	\$0	0.00%	\$30,655,923
Operating Grants	\$170,417	\$170,417	\$0	0.00%	\$2,045,000	\$2,045,000	\$0	0.00%	\$2,045,000
<b>Total Operating Assistance</b>	<b>\$8,651,094</b>	<b>\$8,877,593</b>	<b>(\$226,499)</b>	<b>-2.55%</b>	<b>\$98,046,861</b>	<b>\$106,531,110</b>	<b>(\$8,484,249)</b>	<b>-7.96%</b>	<b>\$106,531,110</b>
<b>Total Revenue and Assistance</b>	<b>\$12,198,217</b>	<b>\$12,252,519</b>	<b>(\$54,302)</b>	<b>-0.44%</b>	<b>\$140,628,593</b>	<b>\$147,030,233</b>	<b>(\$6,401,640)</b>	<b>-4.35%</b>	<b>\$147,030,233</b>
Expenses									
Salaries and Wages	\$5,412,887	\$5,976,923	(\$564,036)	-9.44%	\$67,097,287	\$71,723,081	(\$4,625,793)	-6.45%	\$71,723,081
Payroll Taxes	\$401,640	\$433,327	(\$31,687)	-7.31%	\$4,857,400	\$5,199,923	(\$342,523)	-6.59%	\$5,199,923
Health Benefits	\$1,168,665	\$1,195,190	(\$26,525)	-2.22%	\$14,147,369	\$14,342,278	(\$194,909)	-1.36%	\$14,342,278
Workers Compensation	\$110,538	\$228,060	(\$117,521)	-51.53%	\$2,118,715	\$2,736,718	(\$618,003)	-22.58%	\$2,736,718
Other Benefits	\$465,943	\$459,374	\$6,569	1.43%	\$5,788,347	\$5,512,485	\$275,862	5.00%	\$5,512,485
Professional Services	\$360,608	\$495,867	(\$135,259)	-27.28%	\$5,121,548	\$5,950,400	(\$828,852)	-13.93%	\$5,950,400
Materials & Supplies	\$239,973	\$183,421	\$56,552	30.83%	\$2,260,768	\$2,201,050	\$59,718	2.71%	\$2,201,050
Miscellaneous	\$84,070	\$108,156	(\$24,086)	-22.27%	\$992,586	\$1,297,868	(\$305,282)	-23.52%	\$1,297,868
Purchased Transportation	\$1,177,823	\$1,123,000	\$54,823	4.88%	\$13,948,762	\$13,476,000	\$472,762	3.51%	\$13,476,000
Maintenance Services	\$517,184	\$454,060	\$63,123	13.90%	\$6,166,965	\$5,448,725	\$718,240	13.18%	\$5,448,725
Liability - Claims	\$46,212	\$39,583	\$6,628	16.75%	\$777,009	\$475,000	\$302,009	63.58%	\$475,000
Utilities	\$469,844	\$120,375	\$349,469	290.32%	\$2,240,868	\$1,444,500	\$796,368	55.13%	\$1,444,500
Fuel	\$612,123	\$669,747	(\$57,624)	-8.60%	\$7,094,805	\$8,036,966	(\$942,161)	-11.72%	\$8,036,966
Parts, Tires, Oil	\$698,893	\$641,917	\$56,976	8.88%	\$7,511,019	\$7,703,000	(\$191,981)	-2.49%	\$7,703,000
General Insurance	\$130,884	\$123,520	\$7,364	5.96%	\$1,623,757	\$1,482,240	\$141,517	9.55%	\$1,482,240
<b>Total EXPENSES</b>	<b>\$11,897,285</b>	<b>\$12,252,519</b>	<b>(\$355,234)</b>	<b>-2.90%</b>	<b>\$141,747,205</b>	<b>\$147,030,233</b>	<b>(\$5,283,028)</b>	<b>-3.59%</b>	<b>\$147,030,233</b>
Surplus/Deficit	\$300,932	\$0	\$300,931		(\$1,118,612)	\$0	(\$1,118,613)		\$0

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Mar-26**

**BUDGET VARIANCE REPORT**

	<b>NON-TRANSIT</b>								<b>Annual Budget</b>
	<b>This Month</b>				<b>Year to Date</b>				
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>% Variance</b>	
Operating Revenue									
Mortgage Tax	\$1,330,181	\$1,054,167	\$276,014	26.18%	\$15,292,146	\$12,650,000	\$2,642,146	20.89%	\$12,650,000
Interest Income	\$21,888	\$8,333	\$13,554	162.65%	\$352,539	\$100,000	\$252,539	252.54%	\$100,000
Interest Inc-Invest/Change in Invest	(\$86,569)	\$0	(\$86,569)	0.00%	\$1,444,537	\$0	\$1,444,537	0.00%	\$0
Misc. Income - Authority	\$10,417	\$10,083	\$333	3.31%	\$125,000	\$121,000	\$4,000	3.31%	\$121,000
<b>Total Operating Revenue</b>	<b>\$1,275,916</b>	<b>\$1,072,583</b>	<b>\$203,333</b>	<b>18.96%</b>	<b>\$17,214,222</b>	<b>\$12,871,000</b>	<b>\$4,343,222</b>	<b>33.74%</b>	<b>\$12,871,000</b>
Expenses									
Labor - Authority	\$832,040	\$838,923	(\$6,884)	-0.82%	\$9,844,613	\$10,067,080	(\$222,467)	-2.21%	\$10,067,080
Fringe - Authority	\$527,101	\$483,961	\$43,140	8.91%	\$5,964,314	\$5,807,532	\$156,782	2.70%	\$5,807,532
Materials & Supplies - Authority	\$13,626	\$15,706	(\$2,080)	-13.24%	\$194,642	\$188,475	\$6,167	3.27%	\$188,475
Professional Services - Authority	\$242,624	\$269,073	(\$26,449)	-9.83%	\$2,642,144	\$3,228,873	(\$586,729)	-18.17%	\$3,228,873
Other Expenses - Authority	\$294,427	\$367,197	(\$72,770)	-19.82%	\$3,889,081	\$4,406,367	(\$517,286)	-11.74%	\$4,406,367
<b>Total Expenses</b>	<b>\$1,909,818</b>	<b>\$1,974,861</b>	<b>(\$65,043)</b>	<b>-3.29%</b>	<b>\$22,534,793</b>	<b>\$23,698,326</b>	<b>(\$1,163,533)</b>	<b>-4.91%</b>	<b>\$23,698,326</b>
<b>Surplus/(Deficit)</b>	<b>(\$633,901)</b>	<b>(\$902,277)</b>	<b>\$268,376</b>		<b>(\$5,320,571)</b>	<b>(\$10,827,326)</b>	<b>\$5,506,755</b>		<b>(\$10,827,326)</b>

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**

**Mar-26**

BUDGET VARIANCE REPORT	TRANSIT								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
Passenger Fares-Transit	\$910,933	\$1,093,137	(\$182,204)	-16.67%	\$11,452,828	\$13,117,643	(\$1,664,815)	-12.69%	\$13,117,643
Contracts - Transit	\$717,166	\$664,171	\$52,996	7.98%	\$8,023,051	\$7,970,056	\$52,996	0.66%	\$7,970,056
Advertising-Transit	\$139,583	\$139,583	\$0	0.00%	\$1,913,619	\$1,675,000	\$238,620	14.25%	\$1,675,000
Misc. Income - Transit	\$34,005	\$4,042	\$29,963	741.35%	\$328,179	\$48,500	\$279,679	576.66%	\$48,500
Total Operating Revenue	\$1,801,688	\$1,900,933	(\$99,244)	-5.22%	\$21,717,676	\$22,811,199	(\$1,093,522)	-4.79%	\$22,811,199
Operating Assistance									
State Aid	\$5,766,267	\$5,992,766	(\$226,499)	-3.78%	\$69,195,204	\$71,913,186	(\$2,717,982)	-3.78%	\$71,913,186
County Aid	\$159,750	\$159,750	\$0	0.00%	\$1,757,250	\$1,917,001	\$0	0.00%	\$1,917,001
Federal Aid - Transit	\$2,554,660	\$2,554,660	\$0	0.00%	\$30,655,923	\$30,655,923	\$0	0.00%	\$30,655,923
Other Grants - Federal	\$170,417	\$170,417	\$0	0.00%	\$2,045,000	\$2,045,000	\$0	0.00%	\$2,045,000
Total Operating Assistance	\$8,651,094	\$8,877,593	(\$226,499)	-3.78%	\$103,653,377	\$106,531,110	(\$2,717,982)	-3.78%	\$106,531,110
Total Revenue and Assistance	\$10,452,782	\$10,778,526	(\$325,743)	-3.02%	\$125,371,053	\$129,342,309	(\$3,811,504)	-2.95%	\$129,342,309
Expenses									
Labor - Maintenance	\$1,029,037	\$1,035,853	(\$6,816)	-0.66%	\$12,277,075	\$12,430,236	(\$153,161)	-1.23%	\$12,430,236
Labor - Transportation	\$3,090,965	\$3,614,009	(\$523,044)	-14.47%	\$39,617,169	\$43,368,105	(\$3,750,936)	-8.65%	\$43,368,105
Labor - STAR	\$432,250	\$422,130	\$10,120	2.40%	\$5,014,573	\$5,065,560	(\$50,987)	-1.01%	\$5,065,560
Fringe	\$1,628,671	\$1,825,033	(\$196,362)	-10.76%	\$21,087,833	\$21,900,399	(\$812,566)	-3.71%	\$21,900,399
Materials & Supplies	\$1,525,034	\$1,464,564	\$60,470	4.13%	\$16,769,152	\$17,574,766	(\$805,614)	-4.58%	\$17,574,766
Professional Services	\$195,115	\$278,711	(\$83,596)	-29.99%	\$3,566,011	\$3,344,527	\$221,484	6.62%	\$3,344,527
Other Expenses	\$18,618	\$16,132	\$2,486	15.41%	\$196,495	\$193,580	\$2,915	1.51%	\$193,580
Purchased Transportation - STAR	\$923,925	\$827,083	\$96,842	11.71%	\$10,819,801	\$9,925,000	\$894,801	9.02%	\$9,925,000
Liability - Claims	\$46,212	\$39,583	\$6,628	16.75%	\$777,009	\$475,000	\$302,009	63.58%	\$475,000
Liability - Insurance	\$108,534	\$119,125	(\$10,591)	-8.89%	\$1,379,001	\$1,429,497	(\$50,496)	-3.53%	\$1,429,497
Utilities - Transit	\$173,680	\$64,417	\$109,263	169.62%	\$1,171,973	\$773,000	\$398,973	51.61%	\$773,000
Mat & Supplies - NX	\$2,052	\$2,083	(\$31)	-1.50%	\$28,640	\$25,000	\$3,640	14.56%	\$25,000
Purchased Transportation - NX	\$141,464	\$178,417	(\$36,953)	-20.71%	\$1,568,524	\$2,141,000	(\$572,476)	-26.74%	\$2,141,000
Purchased Transportation - Vanpool	\$0	\$0	\$0	0.00%	\$67,200	\$0	\$67,200		\$0
Purchased Transportation - TX	\$60,468	\$75,000	(\$14,532)	-19.38%	\$895,415	\$900,000	(\$4,585)	-0.51%	\$900,000
Total Expenses	\$9,376,022	\$9,962,139	(\$586,117)	-5.88%	\$115,235,870	\$119,545,669	(\$4,305,214)	-3.60%	\$119,545,669
Surplus/(Deficit)	\$1,076,760	\$816,387	\$260,374		\$10,135,183	\$9,796,640	\$493,711		\$9,796,640

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Mar-26**

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	\$62,502	\$52,500	\$10,002	19.05%	\$725,721	\$630,000	\$95,721	15.19%	\$630,000
Interest Income	\$179	\$0	\$179	0.00%	\$2,509	\$0	\$2,509	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	\$62,681	\$52,500	\$10,181	19.39%	\$728,229	\$630,000	\$98,229	15.59%	\$630,000
Total Revenue and Assistance	\$62,681	\$52,500	\$10,181	19.39%	\$728,229	\$630,000	\$98,229	15.59%	\$630,000
Expenses									
Labor - Access	\$10,665	\$48,300	(\$37,635)	-77.92%	\$132,442	\$579,600	(\$447,158)	-77.15%	\$579,600
Fringe Benefits - Access	\$6,625	\$4,200	\$2,425	57.74%	\$77,319	\$50,400	\$26,919	53.41%	\$50,400
Purchased Transportation	\$51,967	\$42,500	\$9,467	22.27%	\$597,823	\$510,000	\$87,823	17.22%	\$510,000
Rent and Utilities - Access	\$1,796	\$1,643	\$153	9.30%	\$21,140	\$19,721	\$1,420	7.20%	\$19,721
Other Expenses - Access	\$30,000	\$250	\$29,750	11900.00%	\$40,000	\$3,000	\$37,000	1233.33%	\$3,000
Total Expenses	\$101,052	\$96,893	\$4,159	4.29%	\$868,724	\$1,162,721	(\$293,997)	-25.29%	\$1,162,721
Surplus/(Deficit)	(\$38,371)	(\$44,393)	\$6,022		(\$140,494)	(\$532,721)	\$392,226		(\$532,721)

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**  
**Mar-26**

BUDGET VARIANCE REPORT	CDTA FACILITIES								Annual Budget
	This Month				Year to Date				
	Actual	Budget	Variance	% Variance	Actual	Budget	Variance	% Variance	
Operating Revenue									
JLB Station & Garage	\$87,771	\$80,000	\$7,771	9.71%	\$943,310	\$960,000	(\$16,690)	-1.74%	\$960,000
JLB Parking Revenue	\$247,942	\$213,951	\$33,991	15.89%	\$2,687,798	\$2,567,408	\$120,390	4.69%	\$2,567,408
JLB Advertising	\$12,500	\$12,500	\$0	0.00%	\$150,000	\$150,000	\$0	0.00%	\$150,000
SSTS	\$2,636	\$3,458	(\$822)	-23.77%	\$40,539	\$41,500	(\$961)	-2.32%	\$41,500
Greyhound	\$55	\$0	\$55	0.00%	\$777	\$0	\$777	0.00%	\$0
85 Watervliet Avenue	\$5,801	\$6,250	(\$449)	-7.19%	\$69,609	\$75,000	(\$5,391)	-7.19%	\$75,000
Interest Income	\$4,765	\$333	\$4,432	1329.64%	\$57,066	\$4,000	\$53,066	1326.65%	\$4,000
West Facility	(\$41,201)	\$32,418	(\$73,619)	100.00%	\$417,043	\$389,016	\$28,027	100.00%	\$389,016
<b>Total Operating Revenue</b>	<b>\$320,269</b>	<b>\$348,910</b>	<b>(\$28,641)</b>	<b>-8.21%</b>	<b>\$4,366,142</b>	<b>\$4,186,924</b>	<b>\$179,218</b>	<b>4.28%</b>	<b>\$4,186,924</b>
Expenses									
Labor	\$17,931	\$17,625	\$306	1.74%	\$209,627	\$211,500	(\$1,873)	-0.89%	\$211,500
Fringe-Benefits	\$4,488	\$2,756	\$1,732	62.85%	\$62,302	\$33,073	\$29,229	88.38%	\$33,073
Professional Services	\$9,356	\$8,333	\$1,022	12.27%	\$104,738	\$100,000	\$4,738	4.74%	\$100,000
Insurance	\$3,719	\$4,012	(\$293)	-7.31%	\$50,106	\$48,148	\$1,958	4.07%	\$48,148
Security	\$50,511	\$16,667	\$33,845	203.07%	\$188,221	\$200,000	(\$11,779)	-5.89%	\$200,000
Facilities Upkeep	\$41,663	\$22,917	\$18,746	81.80%	\$306,878	\$275,000	\$31,878	11.59%	\$275,000
Facilities Repairs	\$13,205	\$12,083	\$1,122	9.29%	\$165,120	\$145,000	\$20,120	13.88%	\$145,000
Utilities	\$237,278	\$28,250	\$209,028	739.92%	\$648,556	\$339,000	\$309,556	91.31%	\$339,000
Materials & Supplies	\$1,220	\$833	\$387	46.40%	\$14,776	\$10,000	\$4,776	47.76%	\$10,000
Parking Garage	\$29,244	\$41,667	(\$12,423)	-29.81%	\$560,539	\$500,000	\$60,539	12.11%	\$500,000
85 Watervliet Avenue	\$9,840	\$8,607	\$1,233	14.32%	\$116,161	\$103,286	\$12,875	12.47%	\$103,286
SSTS	\$29,478	\$13,126	\$16,352	124.58%	\$214,958	\$157,509	\$57,449	36.47%	\$157,509
West Facility	\$82,557	\$39,167	\$43,390	110.78%	\$743,982	\$470,000	\$273,982	100.00%	\$470,000
<b>Total Expenses</b>	<b>\$530,491</b>	<b>\$216,043</b>	<b>\$314,448</b>	<b>145.55%</b>	<b>\$3,386,405</b>	<b>\$2,592,516</b>	<b>\$793,889</b>	<b>30.62%</b>	<b>\$2,592,516</b>
Surplus/(Deficit)	(\$210,222)	\$132,867	(\$343,089)		\$979,737	\$1,594,408	(\$614,671)		\$1,594,408

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

Mar-26		
	Amount	% of Total
Current	\$1,130,182	54.93%
31 - 60	\$210,267	10.22%
61 - 90	\$90,417	4.39%
91 - 120	\$63,660	3.09%
Over 120	\$562,831	27.36%
<b>Total Accounts Receivable</b>	<b>\$2,057,357</b>	<b>100.00%</b>

Feb-26		
	Amount	% of Total
Current	\$1,046,962	48.56%
31 - 60	\$161,767	7.50%
61 - 90	\$121,480	5.63%
91 - 120	\$29,944	1.39%
Over 120	\$795,957	36.92%
<b>Total Accounts Receivable</b>	<b>\$2,156,110</b>	<b>100.00%</b>

## AGING OF ACCOUNTS PAYABLE

Mar-26		
	Amount	% of Total
Current	\$7,249,507	78.01%
31 - 60	\$1,471,730	15.84%
61 - 90	\$59,853	0.64%
90 & Over	\$511,646	5.51%
<b>Total Accounts Payable</b>	<b>\$9,292,736</b>	<b>100.00%</b>

**Mar-26 Receivables over 120 days:** \$562,831

Breakdown of outstanding receivables over 120 days.	
\$229,315	ALBANY SCHOOL DISTRICT
\$158,982	NYS DEPT. OF TRANSPORTATION
\$87,500	CITY OF ALBANY
\$60,234	OTHER
\$26,777	ELLIS MEDICINE
<b>\$562,808</b>	

## ADDITIONAL INFORMATION

MORTGAGE RECORDING TAX					Fiscal Year to Date			
	Mar-26	Mar-25	Difference	%	2026	2025	Difference	%
Albany	\$542,541	\$237,777	\$304,764	128.17%	\$5,211,247	\$3,591,941	\$1,619,306	45.08%
Rensselaer	\$140,336	\$140,308	\$28	0.02%	\$2,162,820	\$1,992,419	\$170,402	8.55%
Saratoga	\$380,817	\$351,240	\$29,577	8.42%	\$4,782,986	\$4,086,779	\$696,207	17.04%
Schenectady	\$192,165	\$137,256	\$54,908	40.00%	\$2,021,491	\$1,635,671	\$385,821	23.59%
Warren	\$74,322	\$76,539	(\$2,217)	-2.90%	\$1,113,602	\$954,959	\$158,642	16.61%
<b>Total</b>	<b>\$1,330,181</b>	<b>\$943,120</b>	<b>\$387,061</b>	<b>41.04%</b>	<b>\$15,292,146</b>	<b>\$12,261,769</b>	<b>\$3,030,377</b>	<b>24.71%</b>

### Current Month Year To Date

FY 2026	\$1,330,181	\$15,292,146
FY 2025	\$943,120	\$12,261,769

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.

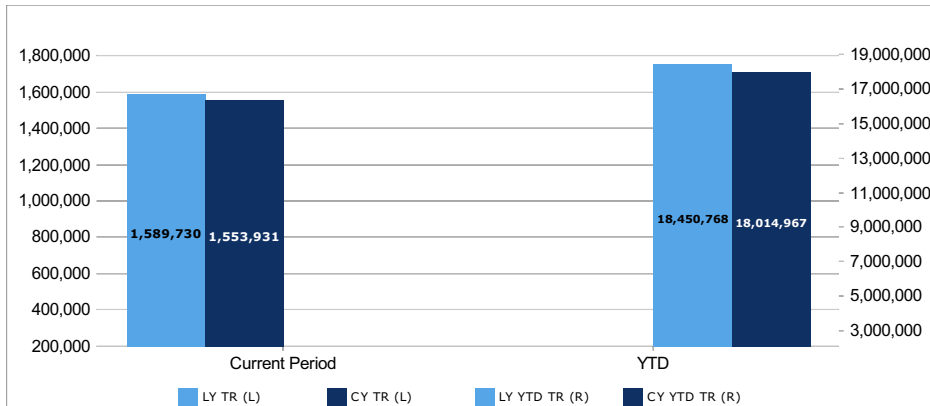
**Highlight Summary  
March 31, 2026**

<u><b>RESTRICTED INVESTMENTS</b></u>	<u><b>Fund Balances</b></u>	<u><b>Current Obligations</b></u>
<b>Risk Management Account (Self-Insured)</b>	\$3,719,654	\$3,109,200
<b>Workers' Comp. Account (Self-Insured)</b>	\$12,144,856	\$8,446,130
 <b>Operating Account</b>	 \$11,172,468	
 <u><b>Current Operating Reserve Obligations</b></u>		
Federal Operating Assistance in FY26		\$2,187,500
 <u><b>Current Capital Reserve Obligations</b></u>	 \$11,308,667	
Washington/Western BRT Project Match		\$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
 <u><b>Current Vehicle Replacement Reserve Obligations</b></u>	 \$1,069,198	
Vehicle Replacement Funds FY25		\$665,011
Vehicle Replacement Funds FY26		\$338,746

All Investment Accounts are reviewed quarterly.	
Average annual returns:	
Risk Management	3.79%
Workers' Compensation	3.90%
Operating Fund	3.67%
Vehicle Replacement Fund	4.08%
Capital Project	3.69%

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

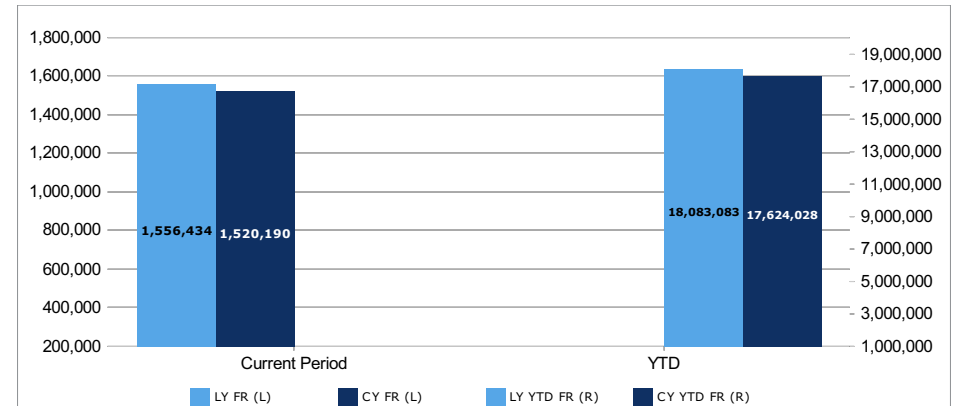
### Total Riders



Monthly % Change **-2.3%**

YTD % Change **-2.4%**

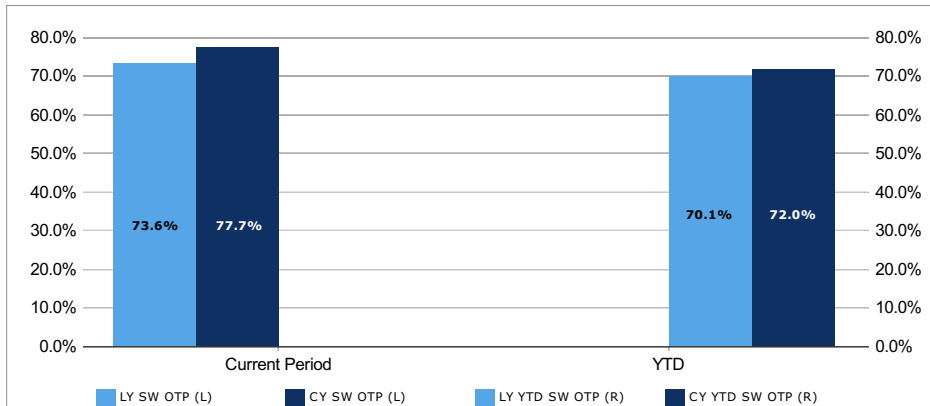
### Fixed Riders



Monthly % Change **-2.3%**

YTD % Change **-2.5%**

### System Wide OTP



Monthly % Change **5.6%**

YTD % Change **2.6%**

# Monthly Performance Report Summary

Period: Mar'26

Meeting: Apr'26

S.No	Metrics	Mar-26	Mar-25	YOY % Change	FY26 YTD	FY25 YTD	YTD % Change
1	Total Riders	1,553,931	1,589,730	-2.3%	18,014,967	18,450,768	-2.4%
2	System Wide OTP	77.7%	73.6%	5.6%	72.0%	70.1%	2.6%
3	MDBSI	37,856	13,758	175.1%	19,079	5,123	272.4%
4	Total Days Not Worked	8.34%	7.66%	8.8%	8.96%	8.33%	7.5%
5	STAR Missed Trips	2,795	2,239	24.8%	28,311	23,006	23.1%
6	STAR Riders	33,741	33,296	1.3%	390,939	367,590	6.4%
7	On Time Performance (0-10 Minutes)	69.5%	75.4%	-7.8%	75.4%	77.2%	-2.3%
8	Customer Comments	70	86	-18.6%	959	676	41.9%
9	Preventable Accidents Per 100K Miles	2.19	1.69	29.7%	2.00	1.95	2.3%

S.No	Key Points
1	<p><b>Total Riders -Takeaways</b></p> <ul style="list-style-type: none"> <li>•<b>Sustained Softening Trend:</b> Ridership is down modestly but consistently across both short-term and cumulative measures.</li> <li>•<b>Stable:</b> The marginal decline indicates relative stability.</li> </ul> <p><b>Bottom Line:</b> Ridership remains relatively stable but is trending downward.</p> <p><b>Action:</b> Proactive, data-informed strategies focused on service optimization and rider re-engagement will be critical to stabilizing and reversing this trend.</p>
2	<p><b>System Wide OTP - Takeaways</b></p> <ul style="list-style-type: none"> <li>•<b>Significant Monthly Improvement:</b> A +5.6% increase represents a strong operational gain and reflects effective frontline management and service oversight.</li> <li>•<b>Positive YTD Trend:</b> Sustained improvement year-to-date signals that performance gains are not isolated, but part of a broader upward trajectory.</li> <li>•<b>Reliability Gains Achieved:</b> Improved OTP directly enhances customer experience and system credibility.</li> <li>•<b>Opportunity to Stabilize Gains:</b> While trending positively, OTP still remains below optimal industry benchmarks (typically ~80%).</li> </ul> <p><b>Bottom Line:</b> System-wide OTP is trending in the right direction with strong recent gains.</p> <p><b>Action:</b> The focus should now shift to sustaining this momentum, closing the gap to industry benchmarks, and leveraging improved reliability as a driver for increased ridership.</p>

3	<p><b>MDBSI - Takeaways</b></p> <ul style="list-style-type: none"> <li>•<b>Exceptional Reliability Gains:</b> MDBSI improvements exceeding 100% reflect a dramatic reduction in service interruptions.</li> <li>•<b>Sustained YTD Performance:</b> The +272.4% YTD increase demonstrates that reliability gains are consistent and not isolated.</li> <li>•<b>Maintenance Effectiveness:</b> Results suggest that preventive maintenance strategies, asset management, and fleet oversight are performing at a high level.</li> <li>•<b>Operational Stability:</b> Fewer service interruptions contribute directly to improved OTP, customer satisfaction, and overall system dependability.</li> </ul> <p><b>Bottom Line:</b> MDBSI performance reflects exceptional gains in system reliability and maintenance effectiveness.</p>
4	<p><b>Total Days Not Worked - Takeaways</b></p> <ul style="list-style-type: none"> <li>•<b>Rising Absenteeism Trend:</b> Both <b>monthly and YTD increases</b> indicate a sustained upward movement in days not worked.</li> <li>•<b>Operational Impact Risk:</b> Elevated absence rates can directly affect service coverage, increase overtime costs, and strain available workforce resources.</li> </ul> <p><b>Bottom Line:</b> The increase in Total Days Not Worked represents a growing operational and financial risk.</p> <p><b>Action:</b> <b>Immediate focus on attendance management, workforce engagement, and data-driven interventions will be critical to stabilizing availability and maintaining service reliability.</b></p>
4a	<p><b>Bus Operator Workforce - Highlights:</b></p> <ul style="list-style-type: none"> <li>•<b>Headcount vs. Budget:</b> Overall alignment, but <b>Albany (-8.5)</b> and <b>Saratoga (-4)</b> are understaffed; <b>STAR (+5.5), Troy (+1), Schenectady (+1.5), Glens Falls (+0.5)</b> are overstaffed.</li> <li>•<b>Availability:</b> 421 in-service operators out of 444 total; <b>23 long-term out</b> impacting daily operations.</li> <li>•<b>Training Pipeline:</b> <b>15 trainees scheduled April–June</b>, all allocated to Albany to address the largest staffing gap.</li> </ul> <p>-<b>Workforce Stability:</b> Overall staffing is near budget, with a strong hiring/training pipeline supporting near-term operational needs.</p> <p>-<b>Operational Sensitivity:</b> Service delivery is impacted more by availability and distribution than total headcount. Albany and Saratoga face the greatest operational pressure.</p> <p>-<b>Attrition Insight:</b> Transportation attrition is predominantly involuntary; targeted workforce management and early-tenure support are necessary.</p> <p><b>Bottom Line:</b> The Bus Operator workforce is strategically positioned but operationally sensitive.</p> <p><b>Action:</b> <b>With targeted deployment of trainees, active management of long-term absences, and focused attention on Transportation attrition, the organization is well-positioned to stabilize staffing, optimize service delivery, and address high-risk locations in the near term.</b></p>
5	<p><b>STAR Missed Trips:</b> Missed trips <b>increased 24.8 YOY and 23.1% YTD. We seen a decline of 9.3% from last month.</b></p> <p><b>Takeaway:</b> Since making changes to our scheduling we are aware that YOY will be higher. We are seeing improvents with changes being made to the schedule.</p> <p><b>Action:</b> <b>Continue to adjust how we schedule and focus on proactive dispatching while we make adjustments to our current software</b></p>
6	<p><b>STAR Riders:</b> STAR ridership <b>increased 1.3% YOY and 6.4% YTD</b>, reflecting <b>sustained demand growth for paratransit services</b>. Continued growth places increasing pressure on scheduling capacity.</p> <p><b>Takeaway:</b> More riders depend on STAR every month.</p> <p><b>Action:</b> <b>Continue to make sadjustments to our software and efficiencies to get maximum use out of each vehicle.</b></p>
7	<p><b>STAR OTP:</b> On-time performance <b>declined 7.8% YOY as expected. OTP improved 2% from last month.</b></p> <p><b>Takeaway:</b> Since making changes to our scheduling we are aware that YOY will be higher. We are seeing improvents with changes being made to the schedule.</p> <p><b>Action:</b> <b>Continue schedule optimization and real-time oversight</b> to strengthen on-time performance.</p>
8	<p><b>STAR Customer Comments:</b> Customer comments <b>reflecting higher service interaction levels</b>, reflecting higher service interaction levels.</p> <p><b>Takeaway:</b> <b>MOM number is nearly flat.</b> The <b>YOY and YTD increases</b> reflect the <b>broader pattern of growing service interactions</b>, not a sudden spike.</p> <p><b>Action:</b> Reinforce <b>door-to-door service standards</b> and <b>address "No Show" concerns</b> to reduce preventable complaints.</p>

**Bus Accident Review – Non-Roadway Incidents Overview**

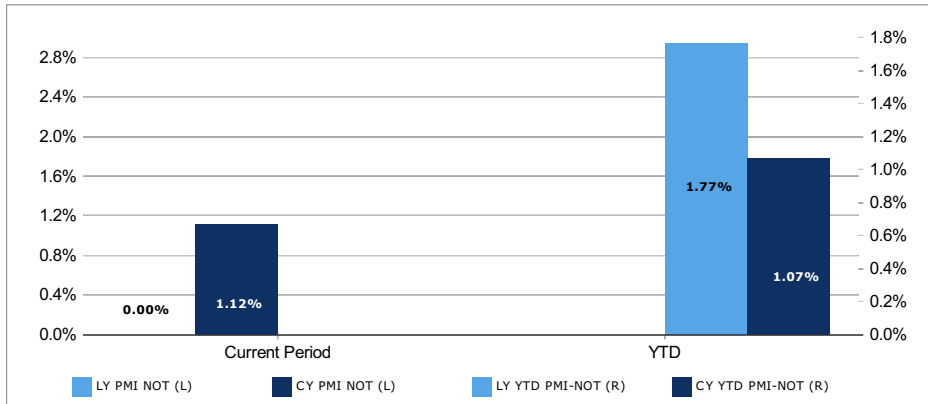
As part of the ongoing review of accident and claims trends, Risk & Safety conducted a focused analysis of preventable incidents occurring outside of traditional roadway operations. This review was expanded beyond on-road events to include all operational environments where revenue service vehicles are staged, stored, or maneuvered. The findings indicate that a meaningful portion of recent preventable accidents are occurring in controlled facility environments rather than in active roadway service.

**Preventable Accidents - Takeaways**

9

- Preventable accidents are not limited to roadway operations; facility-based movements represent a measurable risk area requiring structured controls.
- Early intervention controls (such as the Troy garage pull-out procedure) demonstrate clear effectiveness and scalability across divisions.
- The organization is transitioning toward a more formalized, documented, and accountable remedial training framework with defined follow-up and supervisory oversight.
- No systemic accident trend has been identified at this time, but continuous monitoring and data-driven adjustments remain necessary.
- Safety resources are being strategically repositioned to increase field visibility and reduce repeat preventable incidents.

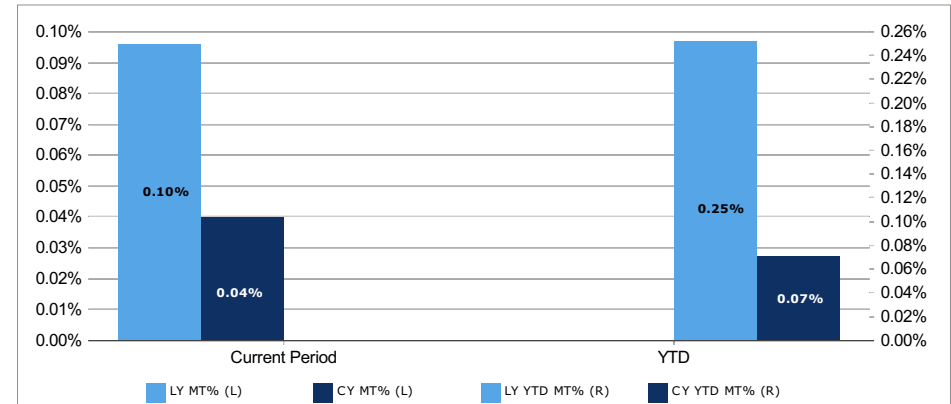
## PMI Not On Time



Monthly % Change **1.1%**

YTD % Change **-39.4%**

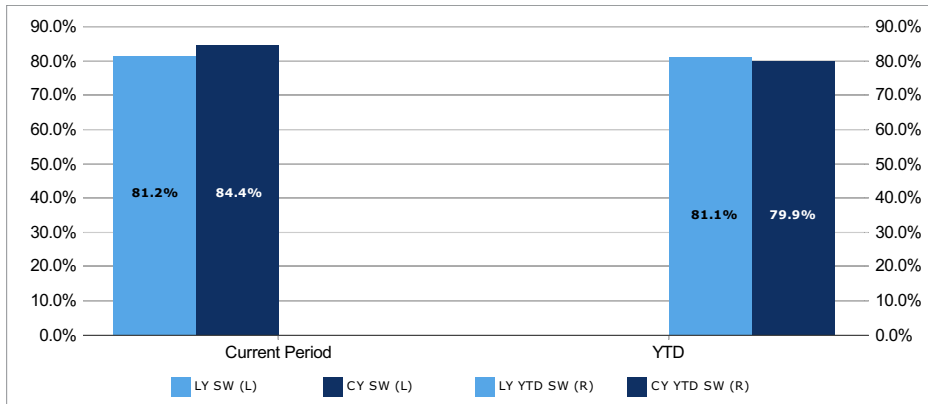
## Percent of Trips Missed



Monthly % Change **-58.3%**

YTD % Change **-71.9%**

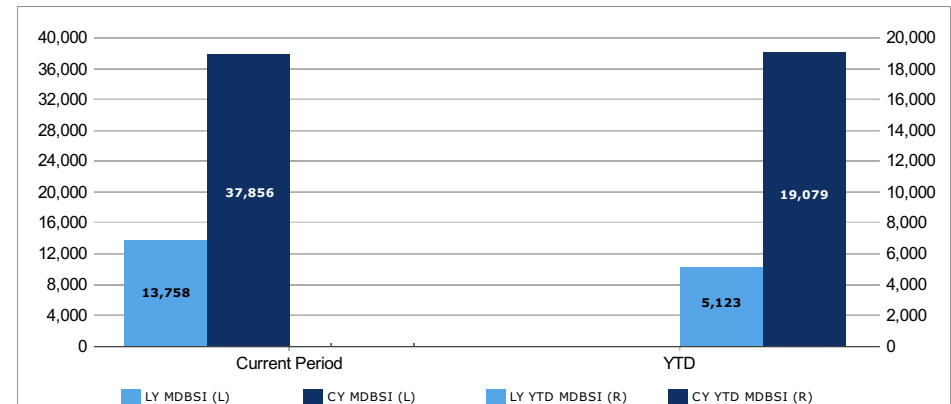
## Scheduled Work



Monthly % Change **3.9%**

YTD % Change **-1.5%**

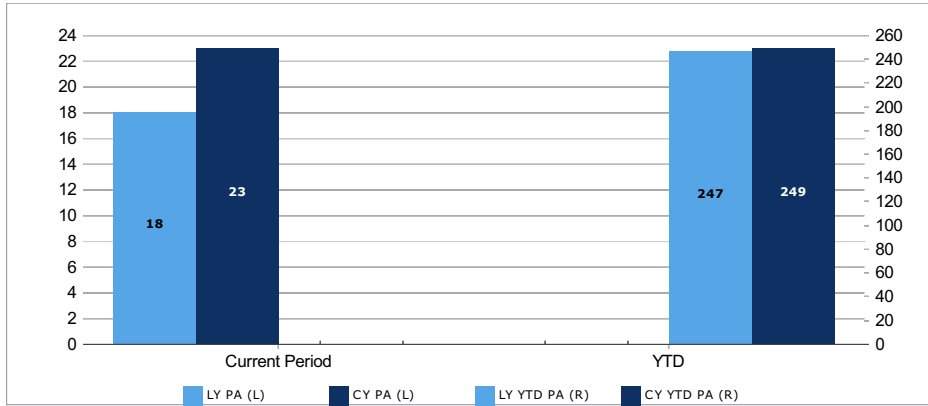
## MDBSI



Monthly % Change **175.2%**

YTD % Change **272.4%**

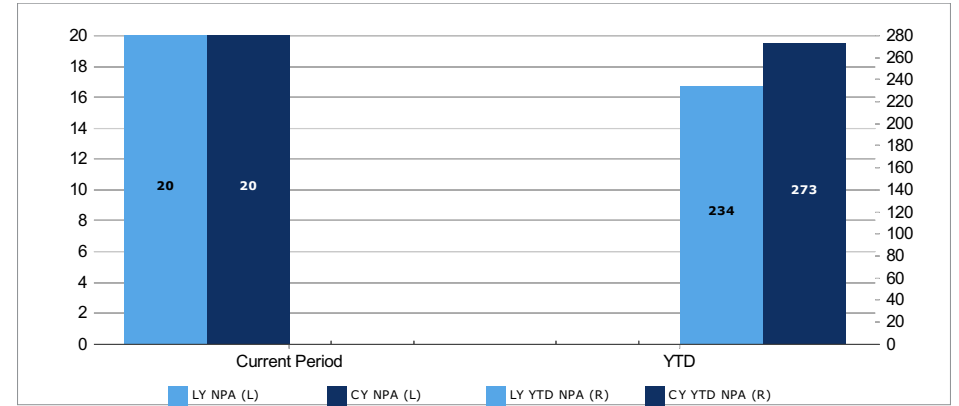
## Preventable Accidents



Monthly % Change **27.8%**

YTD % Change **0.8%**

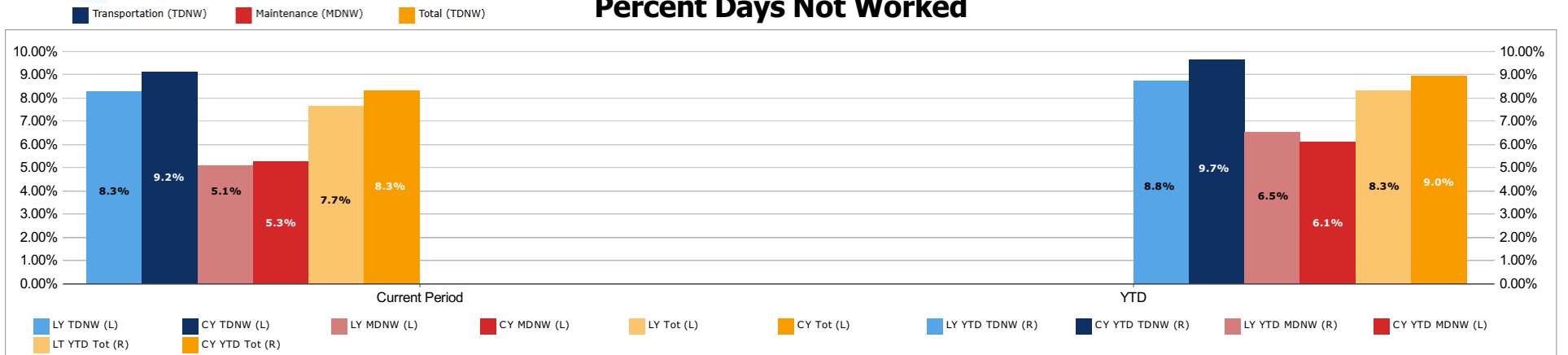
## Non-Preventable Accidents



Monthly % Change **0.0%**

YTD % Change **16.7%**

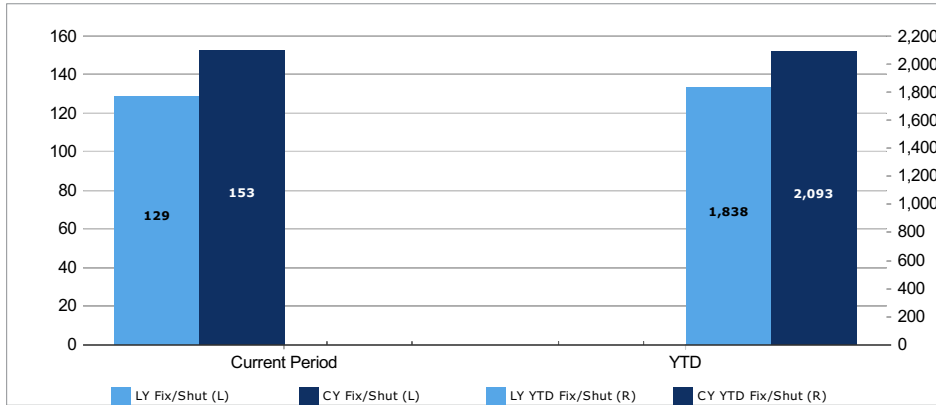
## Percent Days Not Worked



Monthly % Change **10.2%** **3.1%** **8.9%**

YTD % Change **10.3%** **-6.5%** **7.5%**

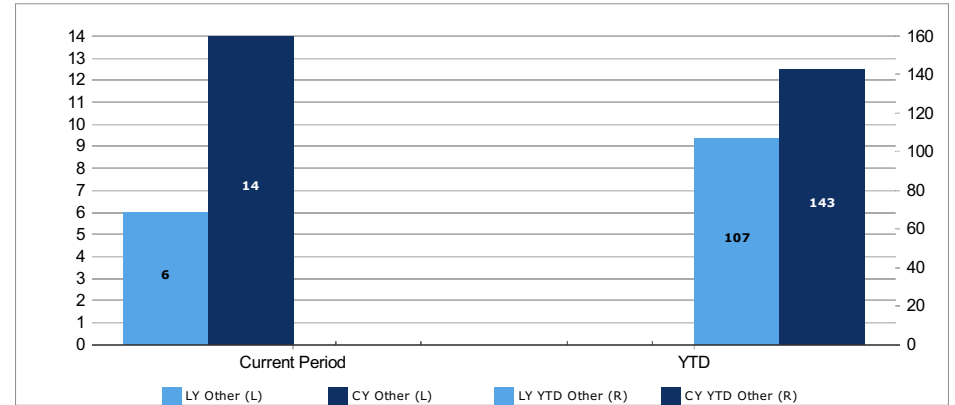
## Fixed/Shuttle Complaints



Monthly % Change **18.6%**

YTD % Change **13.9%**

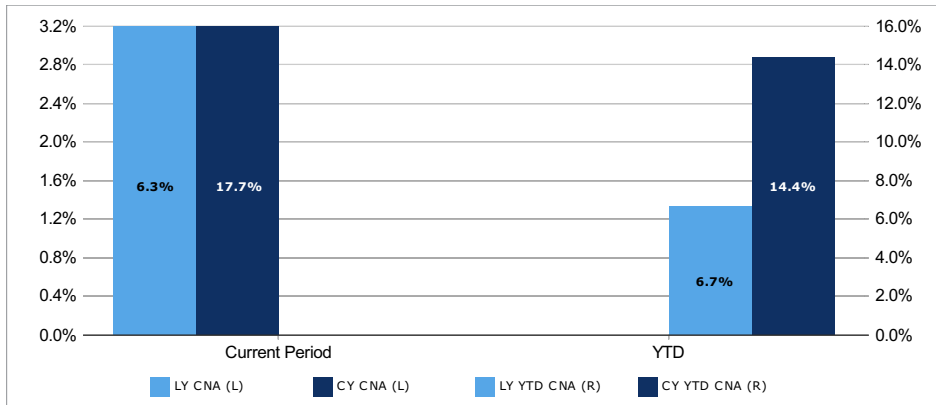
## Other Complaints



Monthly % Change **133.3%**

YTD % Change **33.6%**

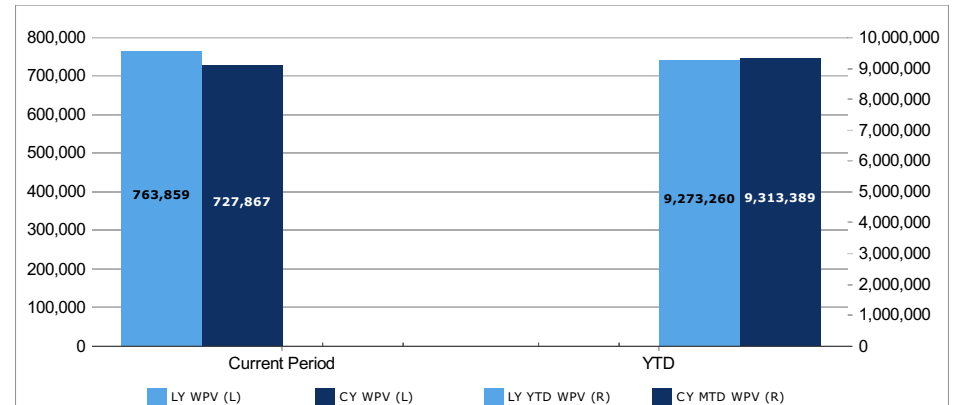
## Complaints Not Addressed in Ten Days



Monthly % Change **179.7%**

YTD % Change **115.3%**

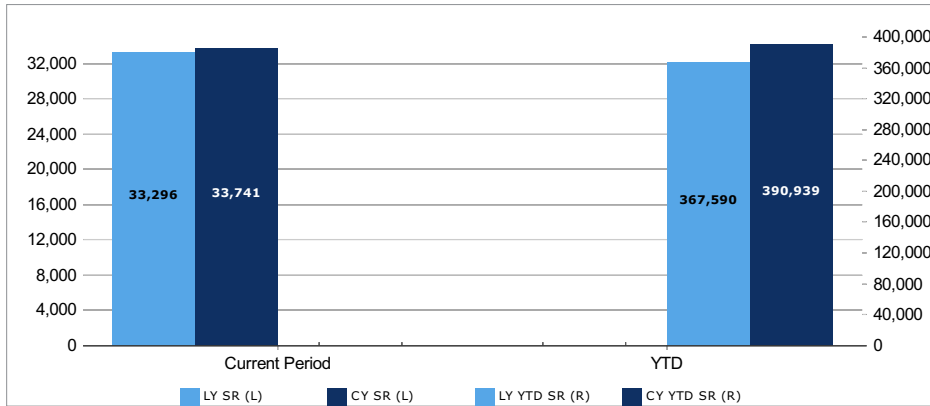
## Website Page Views



Monthly % Change **-4.7%**

YTD % Change **0.4%**

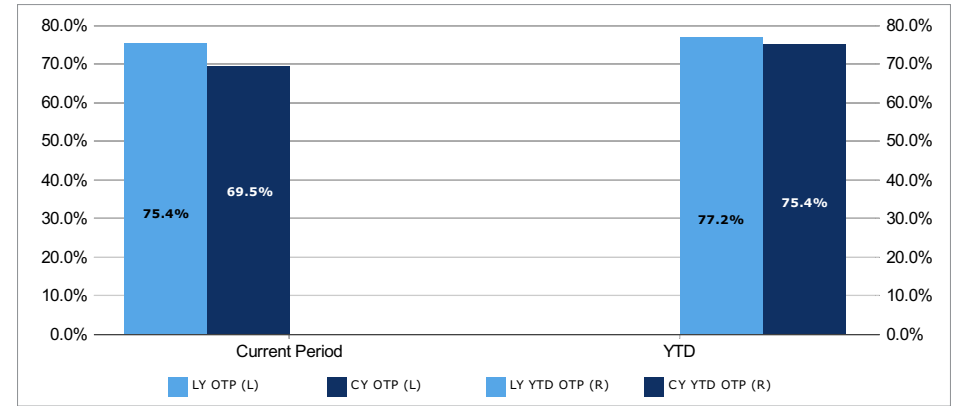
## STAR Riders



Monthly % Change **1.3%**

YTD % Change **6.4%**

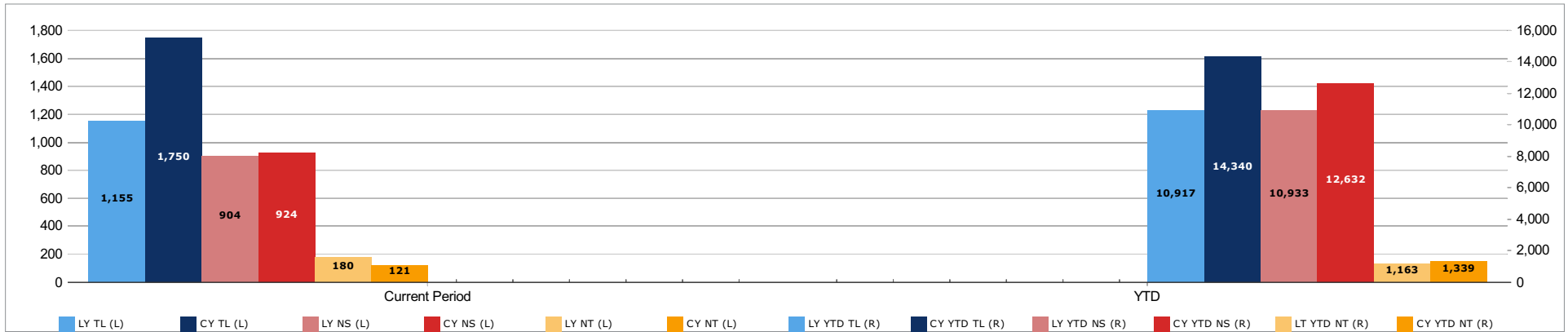
## On-Time Performance (0-10 Minutes)



Monthly % Change **-7.8%**

YTD % Change **-2.3%**

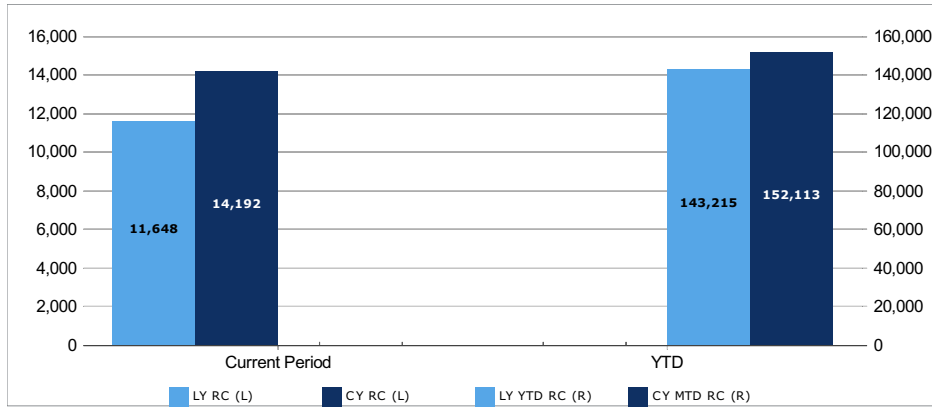
## Missed Trips



Monthly % Change **51.5%** **2.2%** **-32.8%**

YTD % Change **31.4%** **15.5%** **15.1%**

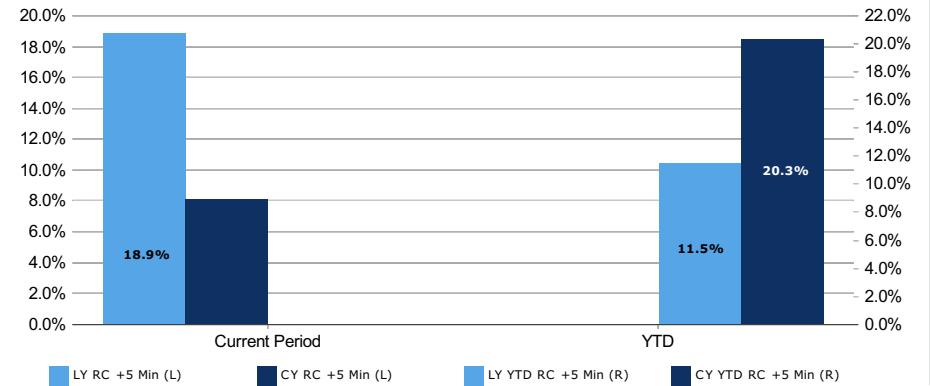
## Reservation Calls



Monthly % Change **21.8%**

YTD % Change **6.2%**

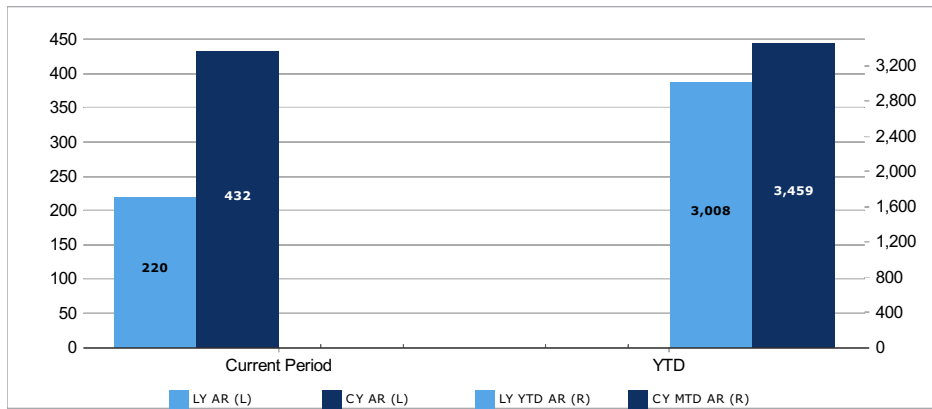
## Reservation Calls in Queue Over Five Minutes



Monthly % Change **-57.1%**

YTD % Change **77.4%**

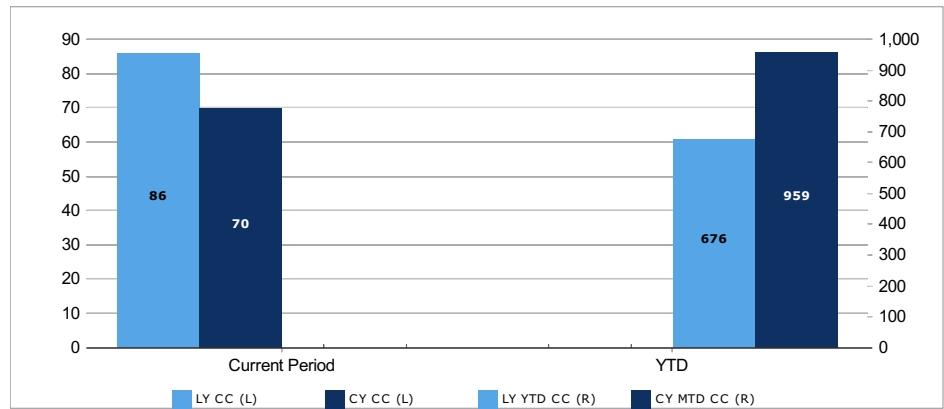
## Applications Received



Monthly % Change **96.4%**

YTD % Change **15.0%**

## Customer Complaints



Monthly % Change **-18.6%**

YTD % Change **41.9%**

*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.

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#### 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.

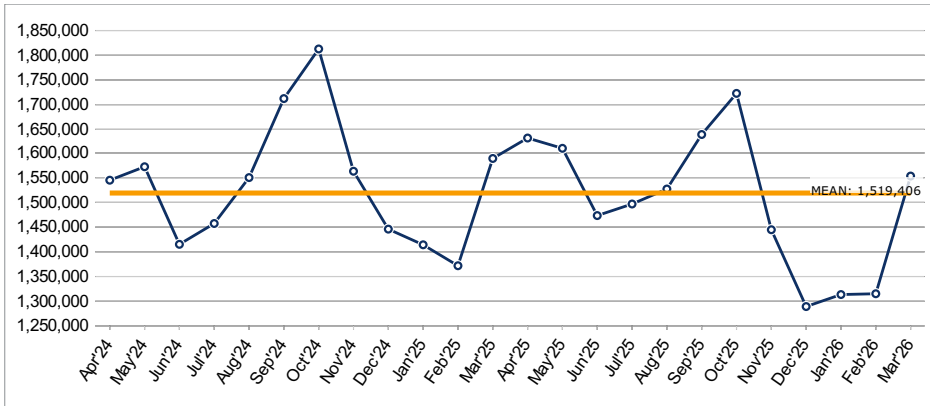
**STAR Reservation Calls in Queue Over 5 Minutes** - Count of times customers had to wait for over five minutes before being connected with a STAR reservationist after selecting to do so.

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

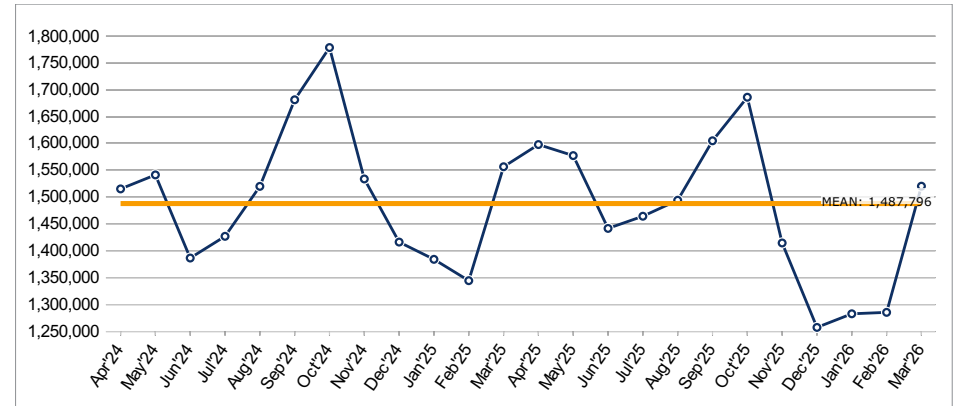
## Total Riders



Previous: 1,589,730

Current: 1,553,931

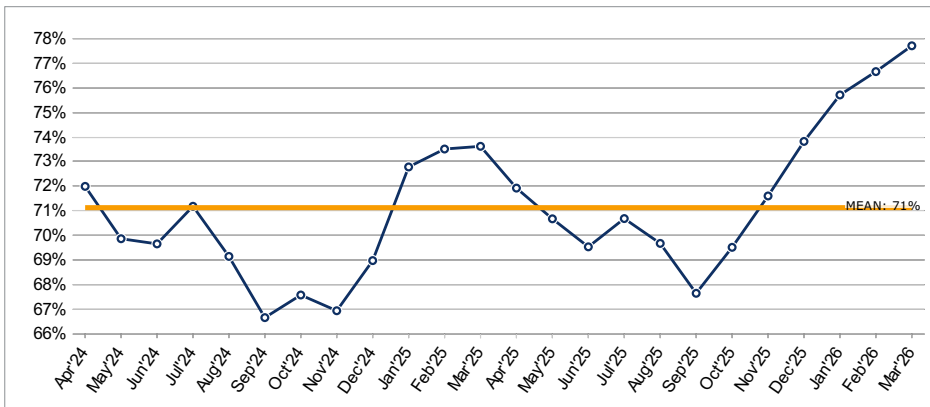
## Fixed Riders



Previous: 1,556,434

Current: 1,520,190

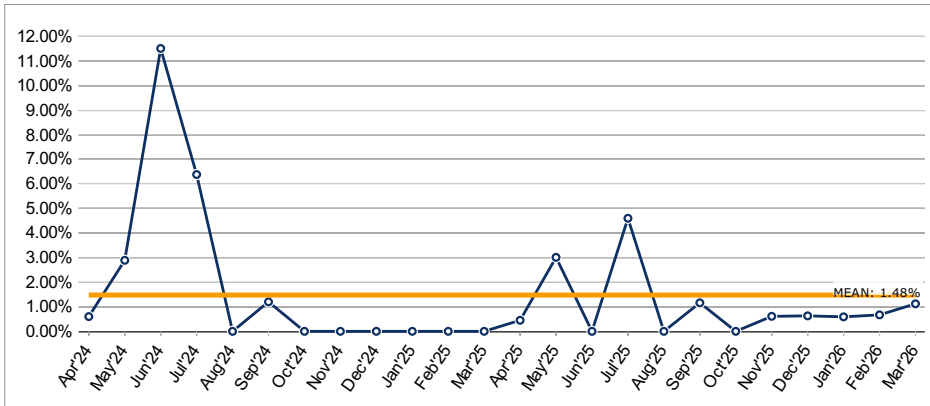
## System Wide OTP



Previous: 73.62%

Current: 77.71%

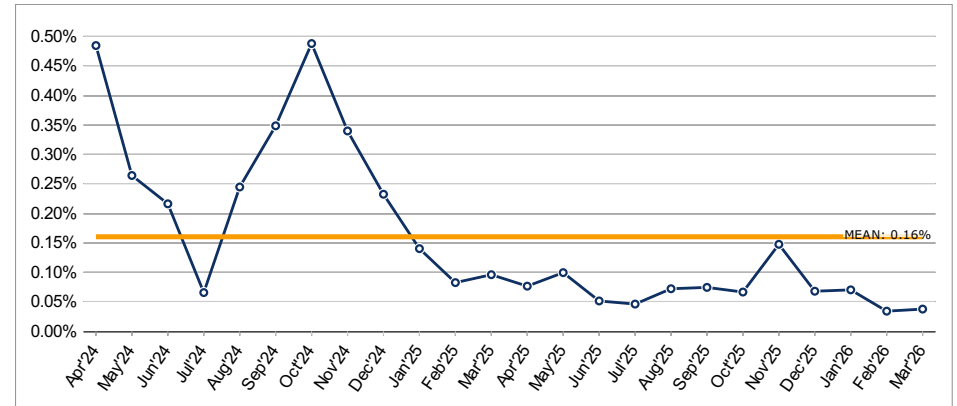
## PMI Not On Time



Previous: 0.0%

Current: 1.1%

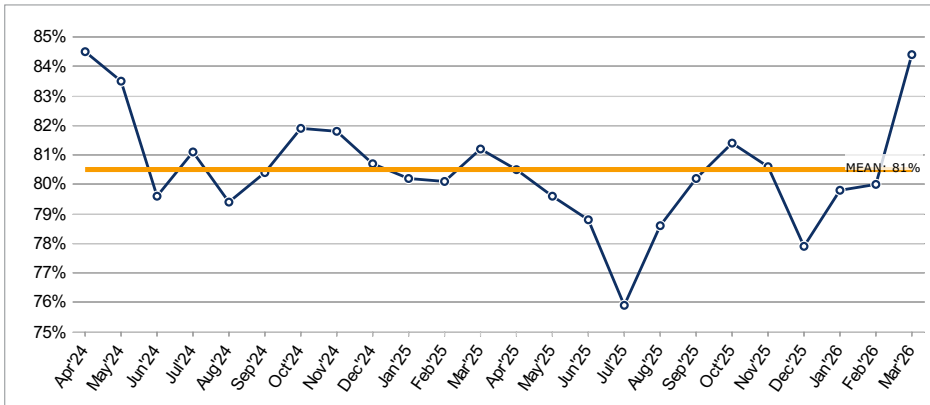
## Percent of Trips Missed



Previous: 0.10%

Current: 0.04%

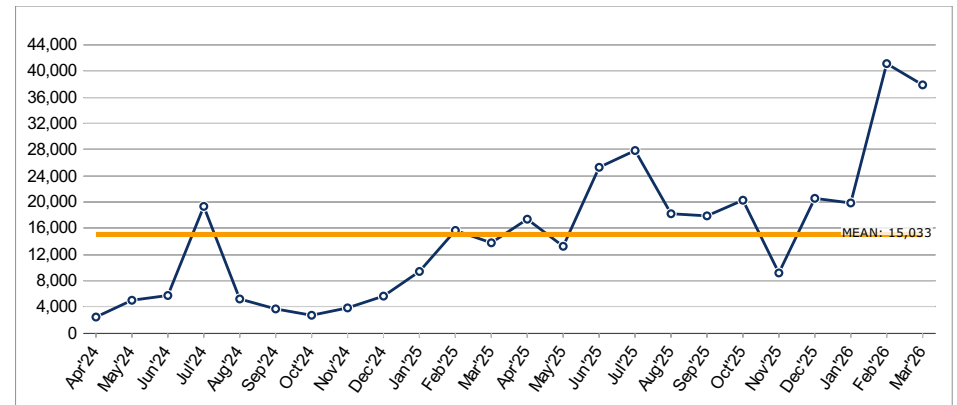
## Scheduled Work



Previous: 81.2%

Current: 84.4%

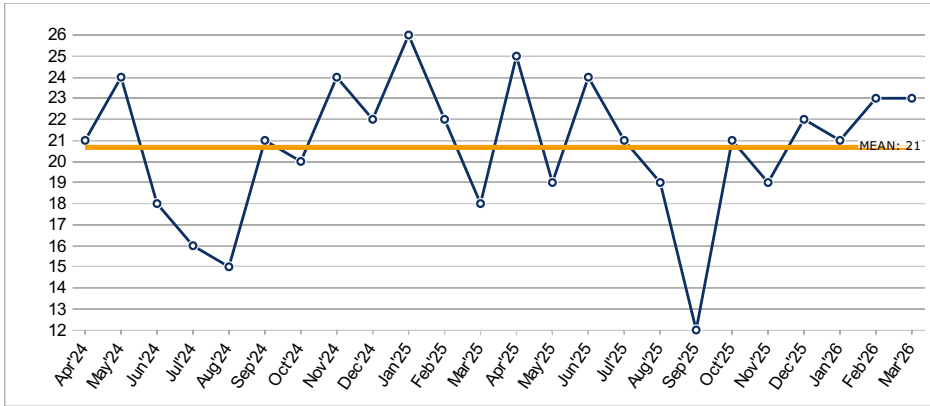
## MDBSI



Previous: 13,758

Current: 37,856

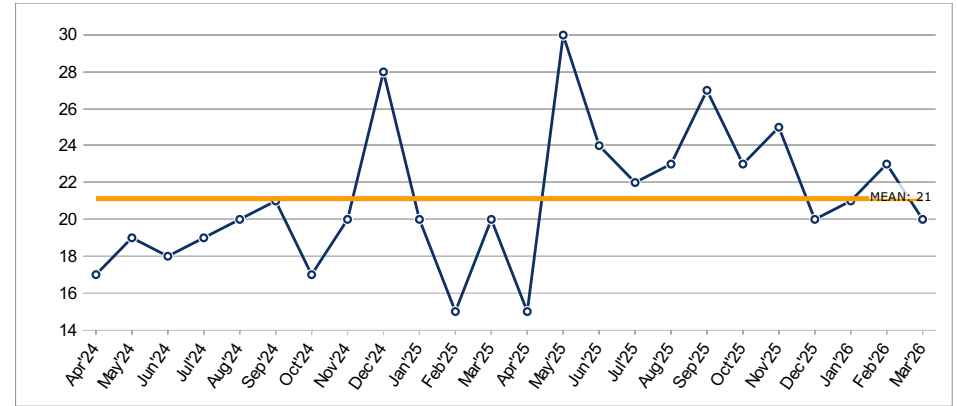
## Preventable Accidents



Previous: 18

Current: 23

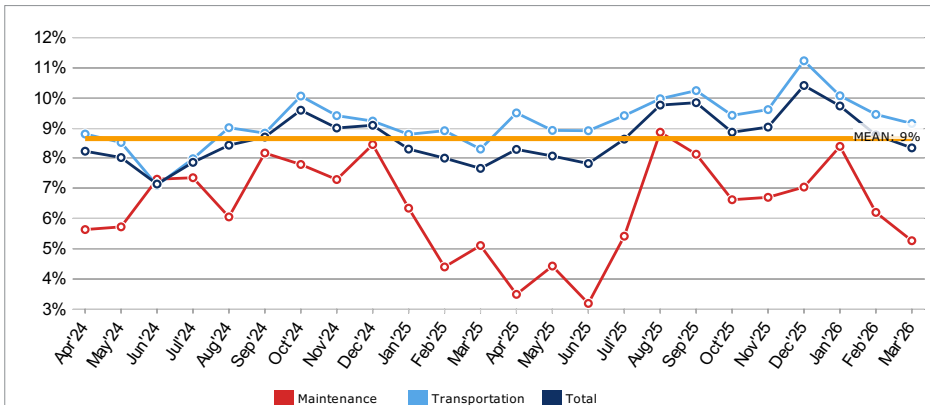
## Non-Preventable Accidents



Previous: 20

Current: 20

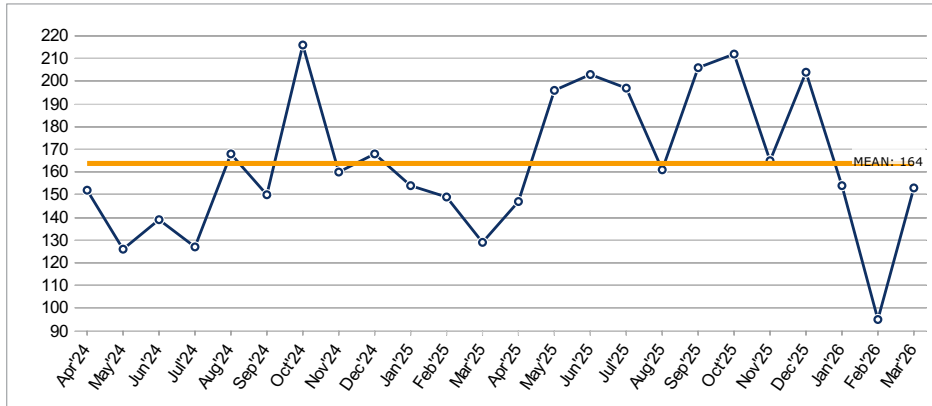
## Percent Days Not Worked



Previous: 7.7%

Current: 8.3%

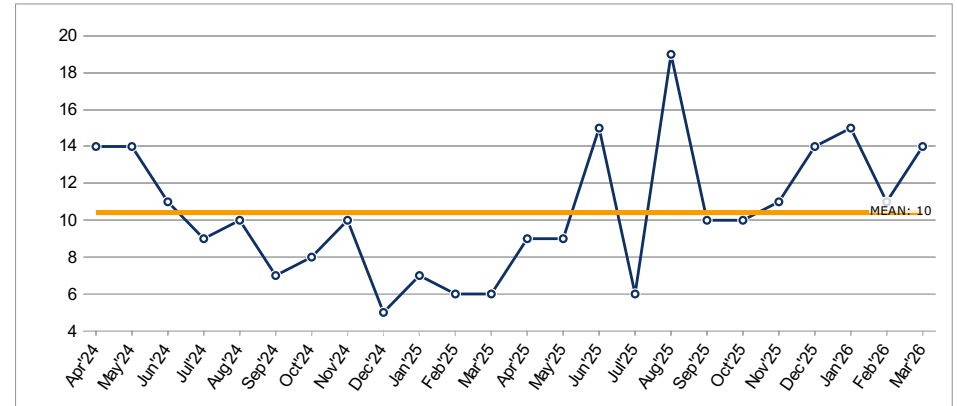
## Fixed/Shuttle Complaints



Previous: 129

Current: 153

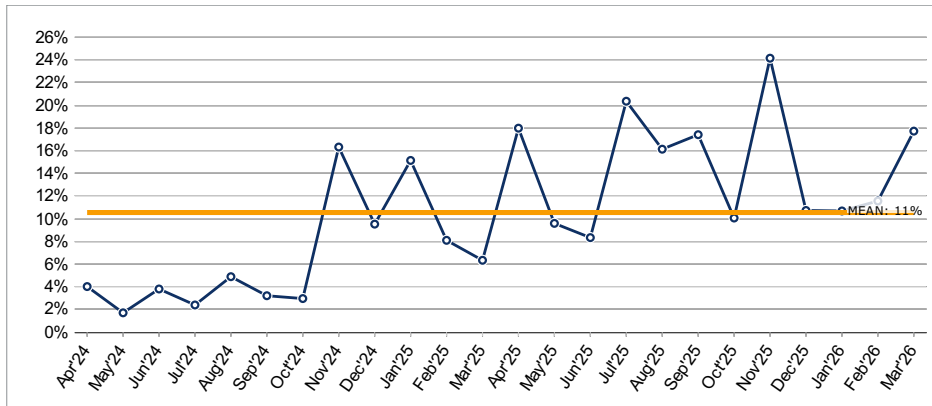
## Other Complaints



Previous: 6

Current: 14

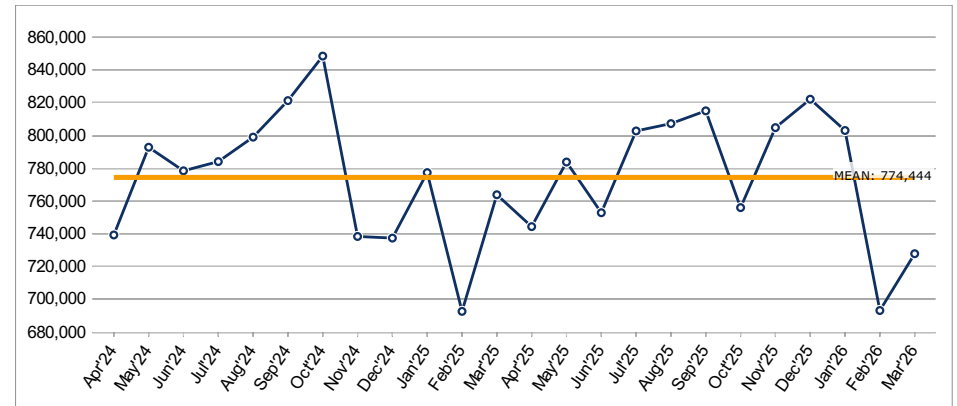
## Complaints Not Addressed in Ten Days



Previous: 6.3%

Current: 17.7%

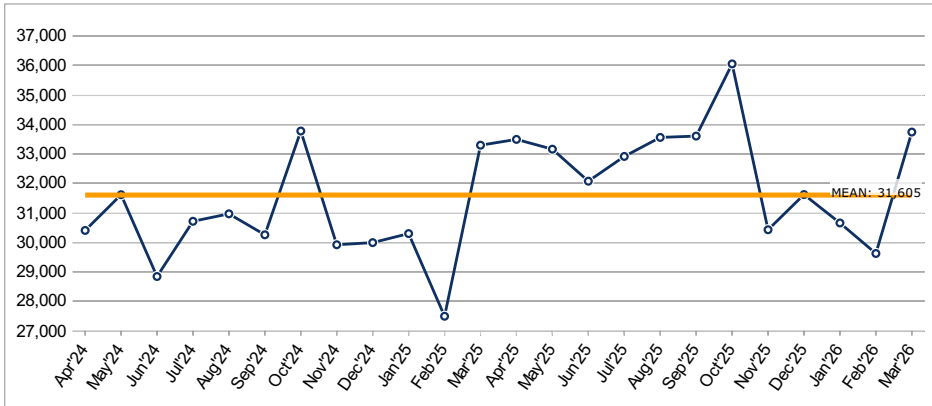
## Website Page Views



Previous: 763,859

Current: 727,867

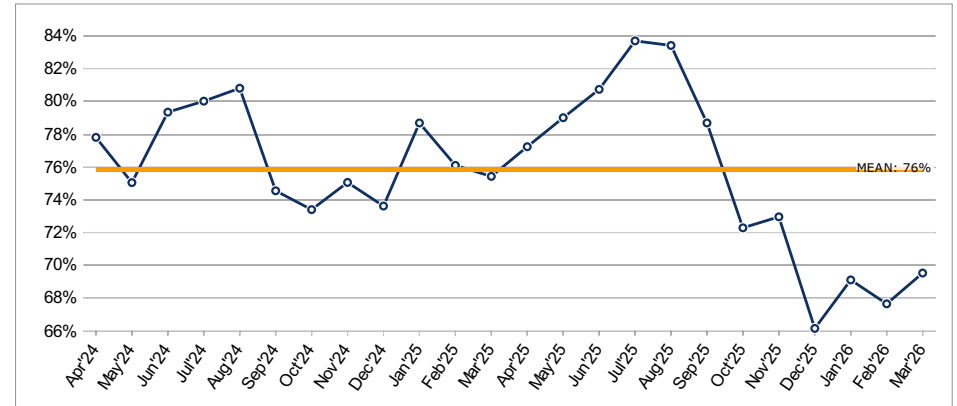
## STAR Riders



Previous: 33,296

Current: 33,741

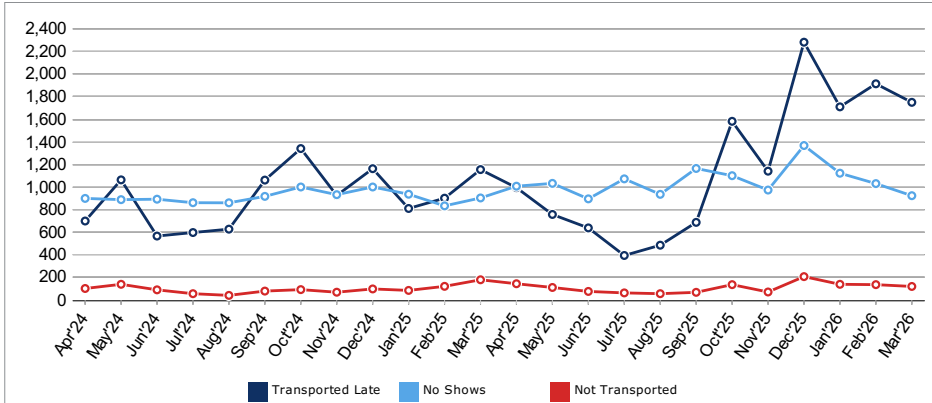
## On-Time Performance (0-10 Minutes)



Previous: 75.4%

Current: 69.5%

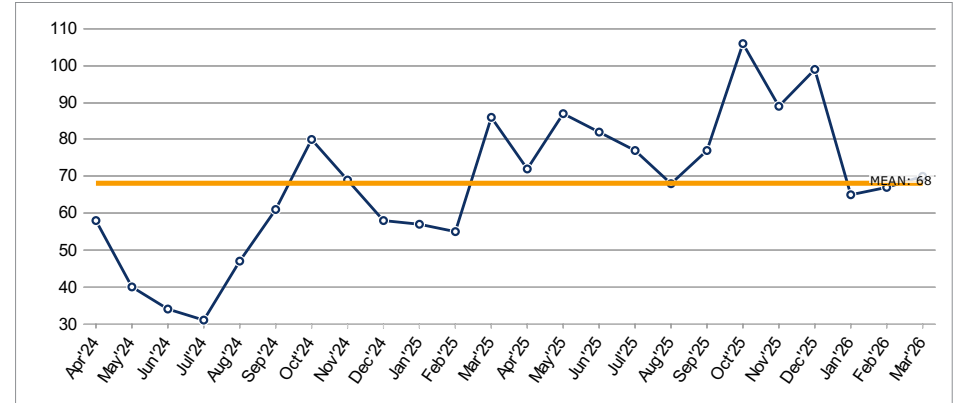
## Missed Trips



Previous: 2,239

Current: 2,795

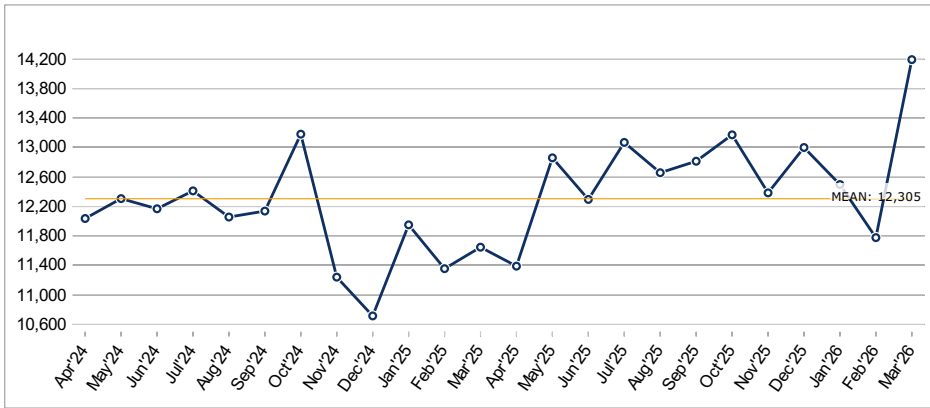
## Customer Complaints



Previous: 86

Current: 70

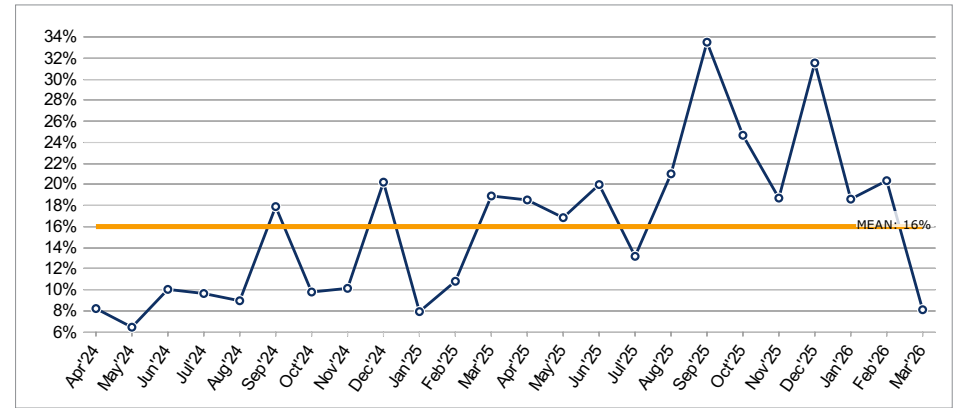
## Reservation Calls



Previous: 11,648

Current: 14,192

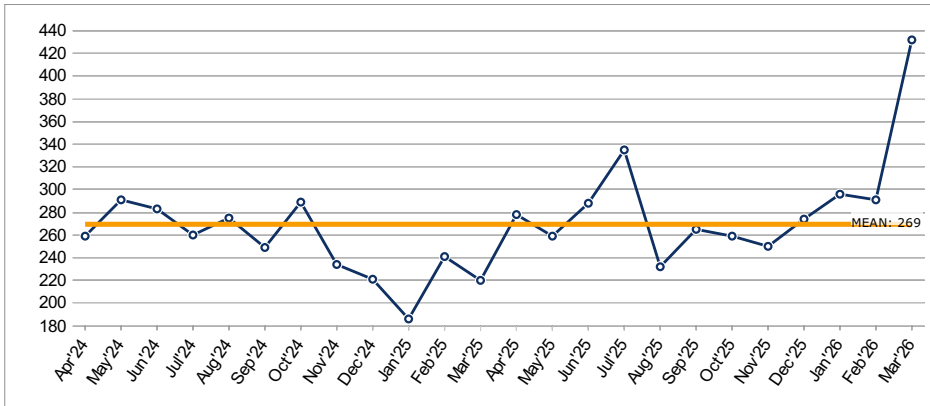
## Reservation Calls in Queue Over Five Minutes



Previous: 18.9%

Current: 8.1%

## Applications Received



Previous: 220

Current: 432

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#### 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.