# CDTA COMMITTEE AGENDA
## Performance Monitoring/Audit Committee
## Thursday, July 23, 2026 | 9:00 AM
## Microsoft Teams & 110 Watervliet Ave

| Committee Item | Responsibility |
|---|---|
| Call to Order | Denise Figueroa |
| Approve Minutes of Thursday, June 18, 2026 | Denise Figueroa |
| **Consent Agenda Items** | |
| • Approve Emergency Chiller Repairs | Stacy Sansky |
| • Approve Purchase of FLEX Vehicles | Stacy Sansky |
| • Approve Purchase of Incident Management Platform | Stacy Sansky |
| • Award Contracts for Term Engineers | Stacy Sansky |
| **Administrative Discussion Items** | |
| • Monthly Management (Financial) Report | Patricia Cooper |
| • Monthly Non-Financial (Performance) Report | Gary Guy |

Next Meeting: Thursday, September 24, 2026, at 9:00am via Microsoft Teams and 110 Watervliet Ave.

| | |
|---|---|
| Adjourn | Denise Figueroa |

# Capital District Transportation Authority
## Performance Monitoring/Audit Committee
## Meeting Minutes – June 18, 2026, at 9:02 am; 110 Watervliet Avenue, Albany

In Attendance: Jayme Lahut, Patrick Lance, Jackie McDonough, Denise Figueroa, Peter Wohl; Frank Annicaro, Gary Guy, Patricia Cooper, Lance Zarcone, Jon Scherzer, Mike Williams, Dave Williams, Stacy Sansky, Jack Grogan, Rich Cordero, Sarah Matrose, Jeanette Stumbaugh, Emily DeVito, Steve Wacksman, Jaime Kazlo

**Meeting Purpose**

Regular monthly meeting of the Performance Monitoring/Audit Committee. Board member Denise Figueroa noted that a quorum was present. Minutes from May 21, 2026, meeting were reviewed and approved.

**Consent Agenda Items**

Approve Contract for Upgrades of Red Line Infrastructure

- The Red Line BRT corridor was originally launched in 2011 as CDTA's first bus rapid transit service, delivering enhanced mobility, improved rider amenities, and transit-oriented investment along a key regional corridor. Since that time, the corridor has experienced over a decade of continuous use.
- This project represents a comprehensive "state of good repair" and modernization effort intended to refresh aging infrastructure and incorporate updated design standards and amenities that reflect current system needs and expectations.
- A resolution to approve a contract for Red Line BRT Infrastructure Improvements to Callanan Industries, Inc. of Albany NY as the lowest responsive and responsible bidder, in an amount not to exceed $6,151,127 plus a 20% contingency, for a total authorized amount of $7,381,352 will be recommended to the board for approval.

Approve Annual 2026-2027 Drug and Alcohol Policy

- An annual review of our Drug and Alcohol Policy is required by the Federal Transit Administration. This policy contains language outlining how our program works, what standards employees are held to, and the consequences associated with violating the policy. The types of tests that CDTA requires include Pre-Employment, Random, Post Accident, Return to Work and Reasonable Suspicion. The five classes of drugs that we currently screen for are: Marijuana, Cocaine, Opiates, Amphetamines and Methamphetamines.
- Currently, there are no regulatory changes.
- A few administrative changes were made, including updates to our EAP provider listing, the locations of our health clinics and a modification to our medication page. We also changed some wording and bolded several sections based on recommendations from the FTA.
- A resolution to approve the 2026-2027 Drug and Alcohol Policy will be recommended to the board for approval.

**Audit Committee Item**

Accounts Payable Operating Cycle Audit

- Following a recent fraud incident, CDTA initiated an Accounts Payable operating audit conducted by BST to assess internal controls and identify opportunities for improvement.

The audit found that CDTA maintains strong financial control overall, with several recommendations to further strengthen fraud prevention and payment security.

- Existing safeguards such as daily bank monitoring and system controls were confirmed to be effective.

Annual Review of Audit Plan

- Sarah Matrose presented the annual review of the Internal Audit Plan.
- The 2026 internal audit plan reflects a balanced approach of traditional audits and advisory services, focused on strengthening internal controls, improving operational efficiency, and supporting organizational transitions. Key priorities include clarifying roles and responsibilities in the hiring and separation process to ensure timely access removal and stronger interdepartmental accountability.
- Additional focus areas include documenting cash and treasury procedures ahead of a key retirement, improving IT asset inventory and tagging, and reviewing public records and document management practices—particularly as FOIL/FOIA requests continue to trend upward. The audit function will also support the transition to a new EAP system by validating employee data integrity and consolidation.
- A compliance and efficiency review of the CRTC partnership is also planned, along with broader process analysis and internal oversight initiatives as capacity allows. With audit responsibilities currently managed by a single resource, there is recognition of the need to expand capacity to meet growing operational and compliance demands

**Administrative Discussion Items**

Annual Fleet Inspection Report

- CDTA completed its 20th consecutive independent Transit Resource Center maintenance audit in October 2025 across Albany, Schenectady, Troy, and Saratoga. The audit reviewed 50 buses, 18 major vehicle systems, maintenance records, and preventive maintenance compliance, with an expanded focus on recently serviced vehicles, recurring defects, and operator pre-trip inspections.
- Results showed the lowest level of critical safety defects in the audit's 20-year history, with preventive maintenance compliance improving to 100%, exceeding FTA standards. Fluid analysis also improved significantly. While total defects increased, this was largely attributed to staffing shortages and deferred preventive work, particularly in HVAC and engine systems.
- A major concern identified was low operator defect reporting during pre-trip inspections, with only 4% of detectable issues being reported. In response, CDTA has launched a targeted action plan focused on training, quality assurance, defect tracking, and increased supervisory oversight to improve reliability, reduce repeat defects, and strengthen accountability systemwide.

Monthly Management (Financial) Report

- Mortgage Recording Tax: On budget; $1 million increase scheduled, tracking as planned.
- Customer Fares: Slightly under budget this month (0.43%), but 2.1% over YTD budget.
- NY State Aid (STOA): Slightly under budget due to variance in projected percentage increase; 8% budgeted vs. actual 7.18%.
- Total Revenue: Overall, 3% over budget for May.
- Wages: 2.6% under budget this month.
- Materials/Supplies: 30% over monthly budget, 52% over YTD due to large bulk purchases.
- Maintenance Services: 23% under monthly, 25% under YTD (reduced bus outsourcing

and delayed invoices).

- Purchase Transportation: 4.5% over budget in May, 2.86% over YTD (driven by STAR paratransit costs).
- Fuel: 12.5% under budget this month, 7% under YTD
- Overall Expenses: 2.7% under budget YTD. The organization remains in a satisfactory budget position.

Monthly Performance (Non-Financial) Report

- Ridership: May 2026 -4% vs. May 2025; YTD -3.1% vs. last year.
- OTP (On-Time Performance) improved: YTD +4.7%, monthly +4.1%
- Ongoing: Supervisors deployed for pull-out, congestion checks, and operator support.
- Absenteeism up: YTD +9%, monthly +8%—placing strain, notably 32 employees on long-term leave (7% of workforce).
- Transportation accounts for 91% of lost workdays (800+ out of 885).
- Primary causes: Disability, workers' comp (283 days), sick time (154), family leave (98), unexpected (72), disqualified (50 days).
- STAR Paratransit Performance: Scheduling changes have impacted missed trip stats (53% factor attributable to redefined timing windows).
- Year-over-year comments/complaints down significantly (25% YoY, 32% vs. prior week).
- Deployment of field staff for true door-to-door service has decreased no-shows.
- Ongoing technology/workgroup efforts with external partners; update to be scheduled for the committee.
- Preventable Accidents: Significant reduction (monthly improvement down 16%, YTD down 21%).

**New York State Controller Report**

- Four authorities reviewed: CDTA, NFTA, RGS, and Centro.
- CDTA is highlighted as the only authority to *exceed pre-pandemic revenue* and as a leader in performance improvement.
- Multiple metrics/standards:
- OTP (On-Time Performance): Benchmarks and measurement periods differ by agency.
- On-time performance improved via service realignment/TDP and various data-driven operational strategies.
- Iteration on routes, service spans, stop spacing as key levers to improve OTP and trip times.
- Ongoing push for public transparency and data-driven improvement.
- No mention of customer safety being a specific focus in the report

Next Meeting

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

# Capital District Transportation Authority
# Agenda Action Sheet

**Subject:** Albany Chiller System
**Committee:** Performance Monitoring/Audit
**Meeting Date:** July 23, 2026

**Background**
In 2015, CDTA awarded a contract to Eckert Mechanical to replace the Albany facility's central chiller plant with a multi-stack chiller system. This system provides cooling for all offices, workspaces, meeting rooms, and common areas at the 110 Watervliet Avenue facility.

Over the past four years, the multi-stack chiller system has experienced increasing reliability issues, requiring frequent repairs and the replacement of major components to maintain operation. Despite continued maintenance efforts and significant investment in repairs, the condition of the equipment has progressively deteriorated. Most recently, several of the stack units have reached the end of their useful life and can no longer be repaired in a cost-effective or reliable manner.

**Justification:**
To restore the system to full operational capacity and ensure continued building cooling during peak summer conditions, one section of the multi-stack chiller system must be replaced with a new factory-manufactured replacement unit. The new equipment utilizes an updated refrigerant that complies with current industry standards and environmental regulations. As a result, the existing rooftop condenser serving the chiller system must also be replaced.

**Financial Summary/Cost:**
Two quotes were obtained from the following companies to repair the Chiller system.

- HT Lyons in the amount of $141,410
- Eastern Heating and Cooling in the amount of $148,715

Due to the critical nature of this system, the increasing risk of extended cooling outages, and the need to have the equipment operational during the peak summer season, management determined that immediate action was necessary. Delaying the work pending Board approval would have created a risk to building operations and the continued functioning of the offices and common areas. As a result, staff issued a Notice to Proceed to H.T. Lyons to secure equipment, schedule the required crane services, and begin the replacement process. I am therefore seeking retroactive approval of this award to memorialize the action taken and ensure the project proceeds without interruption.

**Proposed Action:**
I am *recommending* approval of the contract awarded to HT Lyons to replace a section of the Albany chiller system, and all associated components/work.

**Manager:**
Steve Wacksman, Director of Facilities

**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:**
   **_$141,410**    **fixed**    estimated    (circle one)

4. **PROCUREMENT METHOD (check one):**
   _ ___ Request for Proposals (RFP)    __ __ Invitation for Bids (IFB)    _X___ 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)
   __x___ Emergency

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: H.T. Lyons**
   **3 Rexford Way**
   **Halfmoon, NY 12065**

8. **SOURCE OF FUNDS: _Internal Funds**

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

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

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

   **__Stacy Sansky, Director of Procurement_____**    DATED: **__July 23, 2026 _ _________**

# Capital District Transportation Authority
# Agenda Action Sheet

**Subject:** Approve Purchase of FLEX/On-Demand Vehicles
**Committee:** Performance Monitoring/Audit
**Meeting Date:** July 23, 2026

**Objective of Purchase or Service:**
The current fleet replacement plan calls for annual vehicle purchases and the retirement of vehicles that have reached the end of their useful life (5 years/150,000 miles). This procurement supports state-of-good-repair initiatives and planned service expansion, ensuring the fleet remains reliable, safe, and aligned with increasing operational demand.

Additionally, this purchase will help to reduce unscheduled maintenance associated with aging vehicles and support consistent service delivery for FLEX On-Demand services across the service area.

**Summary of Staff Proposal:**
In 2025, the Board awarded a five-year contract to Fenton Mobility Products, Inc. for these vehicles. As part of this contract, staff is recommending the purchase of five FLEX On-Demand vehicles for units that have reached the end of their useful life.

The vehicles will be built on a Ford Transit chassis and body configured specifically for this service.

**Key Technical Specifications Include:**

- All-Wheel Drive (AWD)
- Ford Pilot 360 driver assistance and safety technologies
- Extended-range 31-gallon fuel tank
- Operator entrance package
- March Networks camera system is compatible with CDTA's existing video platform

These vehicles are designed to meet all ADA accessibility requirements while providing a safe, comfortable, and efficient passenger experience. Their standardized configuration enhances maintenance efficiency through greater parts commonality, streamlined inventory management, and increased technician familiarity.

This purchase aligns with CDTA’s long-term fleet management strategy to balance fleet age, improve reliability, and maintain adequate vehicle availability across the system. It also helps reduce lifecycle costs by limiting the need for major repairs and extended maintenance associated with aging vehicles.

The proposed pricing represents a 4.2% increase over the prior year and is consistent with current market conditions, material cost escalations, and prevailing industry pricing trends.

Upon Board approval, a purchase order will be issued immediately, with delivery anticipated in May 2027.

**Financial Summary/Cost:**

| Description | Unit Cost | Qty. | Extended Cost |
|---|---|---|---|
| 2028 Ford Transit Van (Delivery Included) | $149,479 | 5 | $747,395 |
| Contingency for Tariffs: 10% | $14,947 | 5 | $74,735 |
| Total Cost | | | $822,130 |

The source of funds is the FY27 capital plan.

**Proposed Action:**
I recommend purchasing five Ford Transit vehicles for our FLEX On-Demand service from Fenton Mobility Products, Inc. of Randolph, New York, for a total amount not to exceed $822,130, inclusive of contingency.

**Manager:**
David Williams, Director of Maintenance

# Capital District Transportation Authority
# Agenda Action Sheet

**Subject:** Approve Purchase of Incident Management Platform
**Committee:** Performance Monitoring/Audit
**Meeting Date:** July 23, 2026

**Objective of Purchase or Service:**
To purchase an incident management platform for use along the Washington-Western Bus Rapid Transit (WWBRT) Purple Line.

**Summary of Staff Proposal:**
Real-time incident management reporting is one of the most challenging operational responsibilities facing CDTA. Incidents can occur quickly, involve multiple locations or stakeholders, and require immediate coordination among customers, frontline employees, dispatchers, security personnel, customer service, corporate communications, and local emergency responders. An effective incident management reporting platform can minimize delays in receiving accurate information, verifying incident details, communicating with the appropriate staff, and deploying a timely response.

This purchase is for an incident management reporting platform designed to address these long-standing challenges. The ELERTS platform combines several advanced intelligent transportation systems technologies in one package by integrating mobile applications with digital video, advanced analytics, and several messaging systems and technologies including email, SMS, QR code, voicemail, and 911. ELERTS is most commonly used by transit agencies to support official "See Something, Say Something" campaigns.

The primary benefit of this new platform is to allow employees, customers, and community members to quickly and discreetly report issues such as suspicious behavior, medical emergencies, and maintenance or cleanliness issues. All incident reports and related messages are sent directly to CDTA dispatch and security operations to ensure the most immediate response.

Over the last nine months, a proof of concept project was successfully completed to test the full extent of ELERTS features and functionality. Overall, staff have been very satisfied with the platform. This purchase will enable staff to perform a larger rollout to customers over the next year and determine the long-term value of the ELERTS system.

This sole source purchase for a one year software-as-a-service (SaaS) subscription is based on several important considerations. Most importantly, with installations in over 35 transit agencies, ELERTS is the only provider of a crowdsourced incident reporting solution that integrates with CDTA's Navigator mobile application provided by Moovit. Additional reasons to support this sole source recommendation include:

- ELERTS has fully satisfied CDTA's system integration, business process, cloud-based content management, and data content sourcing standards including GTFS-RT.
- Utilizing this vendor will require no third-party integration or customization, which reduces the risk inherent in custom third-party vendor development.
- We have documentation on file noting how the cost is justified by similar vendors and project requirements, which confirms fair and reasonable pricing for this purchase.

**Financial Summary/Cost:**
This purchase is funded through our WWBRT Federal grant program. A summary of costs is provided below.

| Description | Cost |
|---|---|
| ELERTS SeeSay Transit System One Year Subscription (SaaS) | $109,989 |
| Technical Support, Configuration, and Training Services | $15,000 |
| Contingency (20%) | $22,000 |
| **Annual Cost Totals:** | **$146,989** |

**Proposed Action:**
I am requesting that a one-year contract be awarded to ELERTS Inc. of Hingham, Massachusetts for an amount not to exceed $146,989.

**Manager:**
Thomas Guggisberg, Senior Director of Information Technology

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

1. **TYPE OF CONTRACT (check one):**
   __ _ Construction & Maintenance  _ **X**___ 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:**
   **_$146,989**  **fixed**  estimated  (circle one)

4. **PROCUREMENT METHOD (check one):**
   _ ___ Request for Proposals (RFP)  __ __ Invitation for Bids (IFB)  _**X**___ 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)  __**X**__ 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: ELERTS**
   **45 Industrial Park Road, Suite 4**
   **Hingham, MA 02043**

8. **SOURCE OF FUNDS: _WWBRT Federal 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: __**July 22, 2026** _ _________

# Capital District Transportation Authority
# Agenda Action Sheet

**Subject:** Award Contracts for Term Engineers
**Committee:** Performance Monitoring/Audit
**Meeting Date:** July 23, 2026

**Background:**
A term agreement establishes a pool of pre-qualified and vetted firms that have demonstrated the technical expertise, experience, and capacity necessary to provide professional services to CDTA on an as-needed basis. The purpose of these agreements is to ensure that CDTA has timely access to qualified consultants who can support the planning, design, engineering, and implementation of capital projects and other organizational initiatives as needs arise.

Selection under a term agreement does not guarantee that a consultant will receive work, nor does it guarantee an opportunity to compete for any specific assignment. Rather, the agreement establishes a framework through which CDTA may efficiently procure professional services when project needs are identified. When services are required, CDTA staff will develop a project-specific scope of work and solicit proposals from one or more of the term consultants whose expertise best aligns with the assignment.

This approach provides CDTA with flexibility, accelerates project delivery, reduces procurement timelines, and ensures access to specialized technical expertise while maintaining a competitive and qualifications-based selection process.

Under these term agreements, engineering consultants will work under the direction of CDTA and may be called upon to perform a variety of professional services, including but not limited to the following:

- Architecture
- Site planning, landscape architecture
- Civil engineering including structural engineering, geotechnical engineering, facility and infrastructure design
- Traffic and transportation engineering
- Electrical engineering
- Mechanical engineering
- Environmental engineering (subsurface pollution abatement, storm water management)
- Environmental engineering (hazardous materials)

Types of projects include basic renovations such as upgrading bathrooms/locker rooms/office space/common space, space planning, replacement of mechanical systems, replacement of bus/vehicle systems, mobility hub design, parking lot and parking deck repairs, ADA compliance improvements, and safety upgrades. At times, the Planning department may require assistance with route design and infrastructure improvements (e.g. sidewalks, shelter pads, permitting, etc.)

**Justification:**
The terms of our contracts are for three years with two, one-year options, and are now up for renewal. An RFP was released to solicit new proposals. Forty-six firms downloaded the solicitation and thirteen submitted proposals. A review committee conducted a comprehensive evaluation of each submission based on qualifications, relevant experience, and client references. Following the initial review, the five highest-ranked firms were invited to submit pricing. Based on the results the assessments, staff recommend awarding contracts to the following five firms:

- Creighton Manning Engineering of Albany, NY
- Weston & Sampson of Albany, NY
- LaBella Associates of Latham, NY
- Sage Engineering Associates of Albany, NY
- Hesnor Engineering of Albany, NY

**Financial Summary/Cost:**
Funding for project-specific assignments is provided through a combination of federal and state grant programs. Work performed outside of grant-funded initiatives is supported through CDTA's approved capital plan.

**Proposed Action:**
I recommend awarding term engineer agreements to the above firms.

**Manager:**
Christopher Desany, Chief Operating Officer

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

1. **TYPE OF CONTRACT (check one):**
   ____ Construction & Maintenance _ ___ Goods, Commodities & Supplies ____ Bus Purchase
   _X__ Services & Consultants __ __ Transportation & Operational Services

2. **TERMS OF PERFORMANCE (check one):**
   _ ___ One-Shot Deal: Complete scope and fixed value
   __X_ 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:**
   **_Undetermined at this time______________________** fixed estimated (circle one)

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 #**_46**______ or **Advertised**
   Number of Proposals/Bids Received #**_13**______

Attach Summary of Bids/Proposals

7. **Disadvantaged/Minority Womens Business Enterprise (DMWBE) involvement**

   Are there known DMWBEs that provide this good or service? **Yes** No

   Number of DMWBEs bidding/proposing ____**2**______

   DMWBE Certification on file? **Yes (for subcontractors)** No Not Applicable

   Number of DMWBE Subcontractors ____**6MBE, 11 WBE, 3 SDVOB**_____

8. **LEGAL NAME and ADDRESS OF CONTRACTOR/VENDOR: __See Action Item -5 Firms___**

8. **SOURCE OF FUNDS: _Operating or Capital Budget depending on amount and type of project_**

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 22, 2026______________________**

   ________________________________________

Cummulative Scorecard CDTA FAC 237-2000 Term Engineers

| | CHA Albany, NY | Stantec Albany, NY | Sage Engineering Albany, NY | Fellenzer Engineering Poughkeepsie, NY | Grant & Vine Troy, NY | Weston & Sampson Albany, NY | MJ Engineering Clifton Park, NY | H2M Architects & Engineers Troy, NY | LaBella Latham, NY | Hesnor Albany, NY | Creighton Manning Albany, NY | Wendell Williamsville, NY | HVEA Engineers Beacon, NY |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Qualifications 45% | 124 | 116 | 123 | 114 | 110 | 126 | 117 | 112 | 125 | 132 | 132 | 117 | 111 |
| Experience 25% | 63 | 63 | 66 | 59 | 57 | 71 | 60 | 58 | 67 | 63 | 73 | 63 | 58 |
| References 25% | 57 | 65 | 64 | 61 | 58 | 70 | 64 | 57 | 69 | 61 | 72 | 65 | 60 |
| DBE and/or MWBE Participation 5% | 2.25 | 3 | 1.5 | 15 | 0.75 | 5.25 | 0.75 | 6 | 0.75 | 2.25 | 3 | 0.25 | 15 |
| TOTAL | 246.25 | 247 | **254.5** | 249 | 225.75 | **272.25** | 241.75 | 233 | **261.75** | **258.25** | **280** | 245.25 | 244 |
| Subs: | Azar | Adelaide Environmental | The Environmental Design Partnership | ***Prime is SDVOB** | Envision Architects | Ambient Environmental | Friedman Fisher | Gedeon GRC Consulting | Sowinski Sullivan | Ambient | Sowinski Sullivan | CPL | ***Prime is WBE** |
| | Toscano Clements Taylor | CME Associates | Spring Line Design | Hyman Hayes | | MH Professional | Adelaide Environmental | Ellana | | Hamlin Design | Landart Studio | Ryann Biggs Clark Davis | |
| | KB Engineering | Creighton Manning | OSPA Engineering | Ryan Biggs Clark Davis | | Ryan Biggs Clark Davis | Renaissance Geotech | Laland Baptiste | | Herrmann Engineering | Sage | WSP | |
| | Control Point | CME Engineering | | Adelaide Environmental | | d2d Green Design | PCM Company | G2G Environmental | | KB Engineering | Green2Green | Atlantic Testing | |
| | | Popli Design | | Chiuten Trowbridge | | Terracon | KB Engineering | Spring Line Design | | | | | |
| | | Dharam Consulting | | Colliers Engineering | | Bethlehem Land Survey | | Rennaissance Geotech | | | | | |
| | | | | | | Dack Consulting | | | | | | | |

Reviewer Name:______________ ____________________ ____ ___________ ____________________ ____

Comments:
DBE/MWBE-

Primes with DBE/MWBE Cert get full points regardless of subs as we have no guarantee some of those subs will do much if any work depending on projects. The true value is as a prime.

| | | MBE | WBE | SDVOB | Points | |
|---|---|---|---|---|---|---|
| | Prime or Sub | | | | | |
| **CHA** | Prime | | | | | |
| Azar | Sub | x | | | 0.25 | |
| TCT | Sub | | x | | 0.25 | |
| KB Engineering | Sub | | | x | 0.25 | |
| Control Point | Sub | | | | | |
| CHA TOTAL | | | | | 0.75 | |
| **Stantec** | Prime | | | | | |
| Adelaide | Sub | | x | | 0.25 | |
| CME Assoc | Sub | | x | | 0.25 | |
| CME Engineer | Sub | | | | | |
| Popli Design | Sub | x | | | 0.25 | |
| Dharam Consu | Sub | x | | | 0.25 | |
| Creighton Man | Sub | | | | | |
| STANTEC TOTAL | | | | | 1 | |
| **Sage** | Prime | | | | | |
| The Environme | Sub | | | | | |
| OSPA Engineer | Sub | | x | | 0.25 | |
| Spring Line | Sub | | x | | 0.25 | |
| SAGE TOTAL | | | | | 0.5 | |
| **Fellenzer** | Prime | | | x | 5 | *max points avail is 5 |
| Hyman Hayes | Sub | | | | | |
| Ryan Biggs Clar | Sub | | x | | | |
| Adelaide | Sub | | x | | | |
| Chiuten Trowb | Sub | x | x | | | |
| Colliers Engine | Sub | | | | | |
| FELLENZER TOTAL | | | | | 5 | |
| **Grant & Vine** | Prime | | | | | |
| Envision | Sub | | x | | 0.25 | |
| GRANT & VINE TOTAL | | | | | 0.25 | |
| **WESTON SAMI** | Prime | | | | | |
| Ambient | Sub | | x | | 0.25 | |
| MH Profession | Sub | | x | | 0.25 | |
| Ryan Biggs Clar | Sub | | x | | 0.25 | |
| Terracon | Sub | | | | | |
| Bethlehem Lan | Sub | | | | | |
| Dack Consultin | Sub | x | x | | 0.5 | |
| D2D | Sub | x | x | | 0.5 | |
| WESTON SAMPSON TOTAL | | | | | 1.75 | |
| **MJ Eng.** | Prime | | | | | |
| Friedman Fishe | Sub | | | | | |
| Adelaide | Sub | | x | | 0.25 | |
| Renaissance | Sub | x | | | 0.25 | |
| PCM Company | Sub | | | | | |
| KB Engineering | Sub | | | x | 0.25 | |
| MJ TOTAL | | | | | 0.75 | |
| **H2M** | Prime | | | | | |
| GRC | Sub | x | | | 0.25 | |
| Ellana | Sub | | x | | 0.25 | |
| Laland Baptiste | Sub | x | x | | 0.5 | |
| G2G | Sub | x | | x | 0.5 | |
| Renaissance | Sub | x | | | 0.25 | |
| Spring Line | Sub | | x | | 0.25 | |
| H2M TOTAL | | | | | 2 | |
| **LaBella** | Prime | | | | | |
| Sowinski | Sub | | x | | 0.25 | |
| LABELLA TOTAL | | | | | 0.25 | |
| **Hesnor** | Prime | | | | | |
| Ambient | Sub | | x | | 0.25 | |
| Herrmann | Sub | | | | | |
| KB Engineering | Sub | | | x | 0.25 | |
| Hamlin | Sub | x | | | 0.25 | |
| HESNOR TOTAL | | | | | 0.75 | |
| **CME** | Prime | | | | | |
| Sowinski | Sub | | x | | 0.25 | |
| Sage | Sub | | | | | |
| Green2Green | Sub | x | | x | 0.5 | |
| LandArt | Sub | | x | | 0.25 | |
| CME TOTAL | | | | | 1 | |
| **Wendell** | Prime | | | | | |
| CPL | Sub | | | | | |
| Ryan Biggs Clar | Sub | | x | | 0.25 | |
| WSP | Sub | | | | | |

Primes w/any certification get full value (5pts)
Subs will receive .25 points for ea certification

**In many cases subs are added to gain the "points" and rarely utilized**

| | | | |
|---|---|---|---|
| Atlantic | Sub | | |
| WENDELL TOTAL | | | 0.25 |
| **HVEA** | Prime | X | 5 |
| HVEA TOTAL | | | 5 |


Monthly Management
Report
June 2026

## Monthly Management Report (MMR) - June 2026

Executive Summary

| | | | | Current Month | | Year to Date | |
|---|---|---|---|---|---|---|---|
| | **REVENUE** | **Actual** | **Budget** | **($) Variance** | **(%) Variance** | **($) Variance** | **(%) Variance** |
| 1 | Mortgage Tax | $ 1,372,258 | $ 1,137,500 | $ 234,758 | 20.64% | $ 225,538 | 6.61% |
| 2 | Customer Fares | $ 1,896,943 | $ 1,684,808 | $ 212,135 | 12.59% | $ 283,140 | 5.60% |
| 3 | Facilities Income | $ 401,596 | $ 353,231 | $ 48,365 | 13.69% | $ 130,454 | 12.31% |
| | **EXPENSES** | **Actual** | **Budget** | **($) Variance** | **(%) Variance** | **($) Variance** | **(%) Variance** |
| 4 | Wages | $ 5,487,979 | $ 5,491,290 | $ (3,311) | -0.06% | $ (280,440) | -1.70% |
| 5 | Health Benefits | $ 1,208,062 | $ 1,350,936 | $ (142,874) | -10.58% | $ (389,630) | -9.61% |
| 6 | Purchased Transportation | $ 1,268,666 | $ 1,183,833 | $ 84,833 | 7.17% | $ 152,609 | 4.30% |
| 7 | Maintenance Services | $ 584,288 | $ 539,707 | $ 44,581 | 8.26% | $ (226,550) | -13.99% |
| | | | | | | **YTD Revenue** | 1.52% |
| | | | | | | **YTD Expenses** | -2.86% |

***Revenue Summary***

1 MRT is 20.6% over budget for the month and 6.61% over budget YTD. Saratoga and Albany both had a strong month.

2 Customer fares are 12.6% over budget in June and 5.6% over budget YTD.

3 Facilities income is over budget 12.3% YTD and 13.7% or $48k in June.

***Expense Summary***

4 Wages are under budget 0.6% in June and 1.7% YTD. Contracted raises went into effect June 13th.

5 YTD Health Benefits are under budget 9.6% and 10.6% in June.

6 Purchased Transportation is 7.2% over budget in June and over budget 4.3% YTD.

7 Maintenance Services is 8.26% over budget in June but 14% under budget YTD due to timing of services provided.

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

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

| | Jun-26 | Jun-25 |
|---|---|---|
| **Assets** | | |
| ***Current Assets:*** | | |
| Cash | $26,363,470 | $20,152,732 |
| Investments | $40,098,760 | $44,332,659 |
| Receivables: | | |
| Mortgage Tax | $1,841,734 | $985,819 |
| Federal Grants | $5,849,856 | $8,175,231 |
| New York State Operating Assistance | $2,183,001 | $629,767 |
| Trade and Other | $12,755,440 | $13,723,496 |
| Advances to Capital District Transportation Committee | $657,300 | $1,185,892 |
| Materials, Parts and Supplies | $6,842,856 | $6,598,737 |
| Prepaid Expenses | $2,137,922 | $2,109,593 |
| ***Sub-Total Current Assets*** | ***$98,730,338*** | ***$97,893,927*** |
| ***Noncurrent Assets:*** | | |
| Capital Assets, net | $163,512,528 | $155,334,812 |
| **Deferred outflows of resources:** | | |
| Deferred outflows of resources related to OPEB | $2,748,231 | $6,404,604 |
| Deferred outflows of resources from pension | $3,595,469 | $3,720,844 |
| **Sub-Total Deferred outflows of resources:** | **$6,343,700** | **$10,125,448** |
| **Total for Assets** | **$268,586,566** | **$263,354,187** |
| **Liabilities** | | |
| ***Current Liabilities:*** | | |
| Accounts Payable | $6,113,319 | $5,739,122 |
| Accrued Expenses | $10,754,081 | $11,535,819 |
| Unearned Revenue | $2,767,514 | $2,369,348 |
| Line of Credit | $0 | $0 |
| ***Sub-Total Current Liabilities*** | ***$19,634,914*** | ***$19,644,289*** |
| ***Noncurrent Liabilities:*** | | |
| Capital Lease Agreement | $13,631,858 | $15,991,522 |
| Estimated Provision for Existing Claims and Settlements | $11,679,742 | $9,242,757 |
| Other postemployment benefits | $69,076,391 | $66,811,397 |
| Net Pension Liability | $4,117,203 | $3,687,602 |
| ***Sub-Total Noncurrent Liabilities*** | ***$98,505,195*** | ***$95,733,278*** |
| **Deferred inflows of resources:** | | |
| Deferred inflows of resources from pension | $360,116 | $2,176,474 |
| Deferred inflows of resources from OBEP | $32,172,430 | $39,316,956 |
| ***Sub-Total Deferred inflows of resources*** | **$32,532,546** | **$41,493,430** |
| **Total for Liabilities** | **$150,672,654** | **$156,870,997** |
| **Net Position** | | |
| Net Investment in Capital Assets | $108,241,228 | $108,241,228 |
| Unrestricted | $9,672,683 | ($1,758,038) |
| **Total for Net Position** | **$117,913,911** | **$106,483,190** |
| **Total Liabilities and Net Position** | **$268,586,566** | **$263,354,187** |

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

| | To Date Actual | Annual Budget | 25% |
|---|---|---|---|
| **REVENUE:** | | | |
| AUTHORITY | $3,775,885 | $13,971,000 | 27% |
| TRANSIT | $31,158,090 | $124,688,684 | 25% |
| ACCESS | $194,555 | $630,000 | 31% |
| CDTA FACILITIES | $1,227,646 | $4,186,924 | 29% |
| **TOTAL REVENUE** | $36,356,177 | $143,476,608 | 25% |
| **EXPENSE:** | | | |
| AUTHORITY | $5,966,491 | $22,601,600 | 26% |
| TRANSIT | $27,974,313 | $117,088,862 | 24% |
| ACCESS | $177,755 | $784,896 | 23% |
| CDTA FACILITIES | $716,847 | $3,000,751 | 24% |
| **TOTAL EXPENSE** | $34,835,406 | $143,476,109 | 24% |
| Revenue over (under) Expenses | $1,520,771 | | |
| Depreciation | $4,875,000 | | |
| Excess of Revenue over (under) Expenses | ($3,354,229) | | |
| 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 | $0 | | |
| Transfer to Operating Fund | $0 | | |
| Transfer from Worker's Comp Fund | $0 | | |
| Transfer to Worker's Comp Fund | $659,427 | | |
| *Net Excess of Revenue over (under) Expenses | ($2,694,802) | | |

*Contribution to required fleet replacement.

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**
**Jun-26**

| BUDGET VARIANCE REPORT | CONSOLIDATED | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | This Month | | | | Year to Date | | | | Annual |
| | Actual | Budget | Variance | % Variance | Actual | Budget | Variance | % Variance | Budget |
| Operating Revenue | | | | | | | | | |
| Mortgage Tax | $1,372,258 | $1,137,500 | $234,758 | 20.64% | $3,638,038 | $3,412,500 | $225,538 | 6.61% | $13,650,000 |
| Customer Fares | $1,896,943 | $1,684,808 | $212,134 | 12.59% | $5,337,565 | $5,054,425 | $283,140 | 5.60% | $20,217,699 |
| Advertising Revenue | $152,083 | $156,250 | ($4,167) | -2.67% | $456,250 | $468,750 | ($12,500) | -2.67% | $1,875,000 |
| Facilities Income | $401,596 | $353,231 | $48,365 | 13.69% | $1,190,146 | $1,059,693 | $130,454 | 12.31% | $4,238,770 |
| Interest Income | $29,753 | $16,667 | $13,086 | 78.52% | $94,106 | $50,000 | $44,106 | 88.21% | $200,000 |
| Misc. Income | $273,186 | $264,125 | $9,061 | 3.43% | $806,971 | $792,375 | $14,596 | 1.84% | $3,169,500 |
| Total Operating Revenue | $4,125,819 | $3,612,581 | $513,238 | 14.21% | $11,523,076 | $10,837,742 | $685,334 | 6.32% | $43,350,969 |
| Operating Assistance | | | | | | | | | |
| New York State Aid | $6,180,467 | $6,227,568 | ($47,101) | -0.76% | $18,541,400 | $18,682,704 | ($141,304) | -0.76% | $74,730,816 |
| County Aid | $166,283 | $166,283 | $0 | 0.00% | $498,850 | $498,850 | $0 | 0.00% | $1,995,400 |
| Federal Aid | $1,866,619 | $1,866,619 | $0 | 0.00% | $5,599,856 | $5,599,856 | $0 | 0.00% | $22,399,423 |
| Operating Grants | $83,333 | $83,333 | $0 | 0.00% | $250,000 | $250,000 | $0 | 0.00% | $1,000,000 |
| Total Operating Assistance | $8,296,702 | $8,343,803 | ($47,101) | -0.56% | $24,890,106 | $25,031,410 | ($141,304) | -0.56% | $100,125,639 |
| **Total Revenue and Assistance** | **$12,422,521** | **$11,956,384** | **$466,137** | **3.90%** | **$36,413,182** | **$35,869,152** | **$544,030** | **1.52%** | **$143,476,608** |
| Expenses | | | | | | | | | |
| Salaries and Wages | $5,487,979 | $5,491,290 | ($3,311) | -0.06% | $16,193,431 | $16,473,871 | ($280,440) | -1.70% | $65,895,484 |
| Payroll Taxes | $406,312 | $398,119 | $8,194 | 2.06% | $1,153,095 | $1,194,356 | ($41,261) | -3.45% | $4,777,423 |
| Health Benefits | $1,208,062 | $1,350,936 | ($142,874) | -10.58% | $3,663,178 | $4,052,808 | ($389,630) | -9.61% | $16,211,232 |
| Workers Compensation | $111,959 | $205,254 | ($93,295) | -45.45% | $561,504 | $615,762 | ($54,257) | -8.81% | $2,463,046 |
| Other Benefits | $433,589 | $476,040 | ($42,452) | -8.92% | $1,372,520 | $1,428,121 | ($55,601) | -3.89% | $5,712,485 |
| Professional Services | $351,732 | $480,046 | ($128,314) | -26.73% | $1,242,472 | $1,440,138 | ($197,665) | -13.73% | $5,760,550 |
| Materials & Supplies | $175,696 | $183,421 | ($7,725) | -4.21% | $736,165 | $550,263 | $185,902 | 33.78% | $2,201,050 |
| Miscellaneous | $83,660 | $98,027 | ($14,367) | -14.66% | $296,185 | $294,080 | $2,106 | 0.72% | $1,176,319 |
| Purchased Transportation | $1,268,666 | $1,183,833 | $84,833 | 7.17% | $3,704,110 | $3,551,500 | $152,609 | 4.30% | $14,206,000 |
| Maintenance Services | $584,288 | $539,707 | $44,581 | 8.26% | $1,392,572 | $1,619,122 | ($226,550) | -13.99% | $6,476,489 |
| Liability - Claims | $63,819 | $56,250 | $7,569 | 13.46% | $199,706 | $168,750 | $30,956 | 18.34% | $675,000 |
| Utilities | $90,430 | $129,708 | ($39,278) | -30.28% | $384,224 | $389,125 | ($4,901) | -1.26% | $1,556,500 |
| Fuel | $562,761 | $621,381 | ($58,620) | -9.43% | $1,718,175 | $1,864,142 | ($145,966) | -7.83% | $7,456,566 |
| Parts, Tires, Oil | $614,844 | $606,500 | $8,344 | 1.38% | $1,830,698 | $1,819,500 | $11,198 | 0.62% | $7,278,000 |
| General Insurance | $131,223 | $135,872 | ($4,649) | -3.42% | $393,567 | $407,616 | ($14,049) | -3.45% | $1,630,464 |
| **Total EXPENSES** | **$11,575,021** | **$11,956,384** | **($381,363)** | **-3.19%** | **$34,841,603** | **$35,869,152** | **($1,027,549)** | **-2.86%** | **$143,476,608** |
| Surplus/Deficit | $847,500 | $0 | $847,500 | | $1,571,579 | $0 | $1,571,579 | | $0 |

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**
**Jun-26**

**BUDGET VARIANCE REPORT**

| | NON-TRANSIT | | | | | | | | Annual |
|---|---|---|---|---|---|---|---|---|---|
| | This Month | | | | Year to Date | | | | |
| | Actual | Budget | Variance | % Variance | Actual | Budget | Variance | % Variance | Budget |
| Operating Revenue | | | | | | | | | |
| Mortgage Tax | $1,372,258 | $1,137,500 | $234,758 | 20.64% | $3,638,038 | $3,412,500 | $225,538 | 6.61% | $13,650,000 |
| Interest Income | $29,560 | $16,667 | $12,893 | 77.36% | $93,558 | $50,000 | $43,558 | 87.12% | $200,000 |
| Interest Inc-Invest/Change in Invest | $0 | $0 | $0 | 0.00% | $0 | $0 | $0 | 0.00% | $0 |
| Misc. Income - Authority | $10,833 | $10,083 | $750 | 7.44% | $44,288 | $30,250 | $14,039 | 46.41% | $121,000 |
| Total Operating Revenue | $1,412,651 | $1,164,250 | $248,401 | 21.34% | $3,775,885 | $3,492,750 | $283,135 | 8.11% | $13,971,000 |
| Expenses | | | | | | | | | |
| Labor - Authority | $882,212 | $874,221 | $7,990 | 0.91% | $2,557,951 | $2,622,664 | ($64,713) | -2.47% | $10,490,656 |
| Fringe - Authority | $509,176 | $355,563 | $153,613 | 43.20% | $1,590,065 | $1,066,690 | $523,375 | 49.07% | $4,266,760 |
| Materials & Supplies - Authority | $8,130 | $13,940 | ($5,809) | -41.67% | $25,539 | $41,819 | ($16,280) | -38.93% | $167,275 |
| Professional Services - Authority | $204,130 | $251,042 | ($46,911) | -18.69% | $710,171 | $753,125 | ($42,954) | -5.70% | $3,012,500 |
| Other Expenses - Authority | $268,784 | $388,701 | ($119,917) | -30.85% | $1,082,765 | $1,166,102 | ($83,337) | -7.15% | $4,664,409 |
| Total Expenses | $1,872,433 | $1,883,467 | ($11,034) | -0.59% | $5,966,491 | $5,650,400 | $316,091 | 5.59% | $22,601,600 |
| Surplus/(Deficit) | ($459,782) | ($719,217) | $259,435 | | ($2,190,606) | ($2,157,650) | ($32,956) | | ($8,630,600) |

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**
**Jun-26**

## TRANSIT

| BUDGET VARIANCE REPORT | This Month | | | | Year to Date | | | | Annual |
|---|---|---|---|---|---|---|---|---|---|
| | Actual | Budget | Variance | % Variance | Actual | Budget | Variance | % Variance | Budget |
| Operating Revenue | | | | | | | | | |
| Passenger Fares-Transit | $1,117,256 | $968,137 | $149,119 | 15.40% | $3,094,039 | $2,904,411 | $189,628 | 6.53% | $11,617,643 |
| Contracts - Transit | $664,171 | $664,171 | $0 | 0.00% | $1,992,514 | $1,992,514 | $0 | 0.00% | $7,970,056 |
| Advertising-Transit | $139,583 | $143,750 | ($4,166) | -2.90% | $418,750 | $431,250 | ($12,500) | -2.90% | $1,725,000 |
| Misc. Income - Transit | $262,352 | $270,862 | ($8,510) | -3.14% | $762,682 | $812,587 | ($49,904) | -6.14% | $3,250,346 |
| Total Operating Revenue | $2,183,363 | $2,046,920 | $136,443 | 6.67% | $6,267,985 | $6,140,761 | $127,225 | 2.07% | $24,563,045 |
| Operating Assistance | | | | | | | | | |
| State Aid | $6,180,466 | $6,227,568 | ($47,102) | -0.76% | $18,541,399 | $18,682,704 | ($141,305) | -0.76% | $74,730,816 |
| County Aid | $166,283 | $166,283 | $0 | 0.00% | $498,850 | $498,850 | $0 | 0.00% | $1,995,400 |
| Federal Aid - Transit | $1,866,619 | $1,866,619 | $0 | 0.00% | $5,599,856 | $5,599,856 | $0 | 0.00% | $22,399,423 |
| Other Grants - Federal | $83,333 | $83,333 | $0 | 0.00% | $250,000 | $250,000 | $0 | 0.00% | $1,000,000 |
| Total Operating Assistance | $8,296,702 | $8,343,803 | ($47,101) | -0.76% | $24,890,105 | $25,031,410 | $141,305 | -0.76% | $100,125,639 |
| | | | | | | | | | |
| Total Revenue and Assistance | $10,480,064 | $10,390,724 | $89,342 | 0.86% | $31,158,090 | $31,172,171 | $268,530 | 0.86% | $124,688,684 |
| Expenses | | | | | | | | | |
| Labor - Maintenance | $1,014,798 | $1,165,616 | ($150,818) | -12.94% | $3,101,060 | $3,496,847 | ($395,787) | -11.32% | $13,987,388 |
| Labor - Transportation | $3,168,645 | $3,003,622 | $165,023 | 5.49% | $9,225,032 | $9,010,866 | $214,167 | 2.38% | $36,043,463 |
| Labor - STAR | $398,587 | $419,706 | ($21,119) | -5.03% | $1,240,182 | $1,259,119 | ($18,937) | -1.50% | $5,036,477 |
| Fringe | $1,640,134 | $2,064,595 | ($424,462) | -20.56% | $5,125,315 | $6,193,786 | ($1,068,471) | -17.25% | $24,775,145 |
| Materials & Supplies | $1,363,628 | $1,383,381 | ($19,752) | -1.43% | $4,132,352 | $4,150,142 | ($17,789) | -0.43% | $16,600,566 |
| Professional Services | $332,634 | $303,088 | $29,547 | 9.75% | $715,157 | $909,263 | ($194,106) | -21.35% | $3,637,050 |
| Other Expenses | $15,168 | $15,923 | ($756) | -4.75% | $48,187 | $47,770 | $417 | 0.87% | $191,080 |
| Purchased Transportation - STAR | $1,042,117 | $937,487 | $104,630 | 11.16% | $3,010,861 | $2,812,460 | $198,402 | 7.05% | $11,249,838 |
| Liability - Claims | $63,819 | $56,250 | $7,569 | 13.46% | $199,706 | $168,750 | $30,956 | 18.34% | $675,000 |
| Liability - Insurance | $92,882 | $131,686 | ($38,804) | -29.47% | $295,724 | $395,057 | ($99,333) | -25.14% | $1,580,227 |
| Utilities - Transit | $76,815 | $74,583 | $2,232 | 2.99% | $252,406 | $223,750 | $28,656 | 12.81% | $895,000 |
| Mat & Supplies - NX | $32,620 | $2,083 | $30,536 | 1465.74% | $50,380 | $6,250 | $44,130 | 706.08% | $25,000 |
| Purchased Transportation - NX | $135,033 | $141,667 | ($6,634) | -4.68% | $405,099 | $425,000 | ($19,901) | -4.68% | $1,700,000 |
| Purchased Transportation - TX | $57,719 | $57,719 | $0 | 0.00% | $172,853 | $173,157 | ($304) | -0.18% | $692,628 |
| Total Expenses | $9,434,598 | $9,757,405 | ($322,808) | -3.31% | $27,974,313 | $29,272,216 | ($1,297,902) | -4.43% | $117,088,862 |
| | | | | | | | | | |
| Surplus/(Deficit) | $1,045,467 | $633,318 | $412,150 | | $3,183,777 | $1,899,955 | $1,566,432 | | $7,599,822 |

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**
**Jun-26**

| BUDGET VARIANCE REPORT | ACCESS TRANSIT SERVICES | | | | | | | | Annual |
|---|---|---|---|---|---|---|---|---|---|
| | This Month | | | | Year to Date | | | | |
| | Actual | Budget | Variance | % Variance | Actual | Budget | Variance | % Variance | Budget |
| Operating Revenue | | | | | | | | | |
| Contracts - Access | $58,511 | $52,500 | $6,011 | 11.45% | $194,008 | $157,500 | $36,508 | 23.18% | $630,000 |
| Interest Income | $194 | $0 | $194 | 0.00% | $548 | $0 | $548 | 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 | $58,705 | $52,500 | $6,205 | 11.82% | $194,555 | $157,500 | $37,055 | 23.53% | $630,000 |
| Total Revenue and Assistance | $58,705 | $52,500 | $6,205 | 11.82% | $194,555 | $157,500 | $37,055 | 23.53% | $630,000 |
| Expenses | | | | | | | | | |
| Labor - Access | $11,332 | $10,417 | $915 | 8.79% | $33,284 | $31,250 | $2,034 | 6.51% | $125,000 |
| Fringe Benefits - Access | $6,756 | $6,137 | $619 | 10.09% | $21,642 | $18,410 | $3,232 | 17.55% | $73,641 |
| Purchased Transportation | $33,798 | $46,961 | ($13,164) | -28.03% | $115,297 | $140,884 | ($25,586) | -18.16% | $563,534 |
| Rent and Utilities - Access | $1,742 | $1,643 | $100 | 6.06% | $3,532 | $4,930 | ($1,398) | -28.35% | $19,721 |
| Other Expenses - Access | $2,000 | $250 | $1,750 | 700.00% | $4,000 | $750 | $3,250 | 433.33% | $3,000 |
| Total Expenses | $55,628 | $65,408 | ($9,780) | -14.95% | $177,755 | $196,224 | ($18,469) | -9.41% | $784,896 |
| Surplus/(Deficit) | $3,077 | ($12,908) | $15,984 | | $16,801 | ($38,724) | $55,524 | | ($154,896) |

**CAPITAL DISTRICT TRANSPORTATION AUTHORITY**
**Jun-26**

## CDTA FACILITIES

| BUDGET VARIANCE REPORT | This Month | | | | Year to Date | | | | Annual |
|---|---|---|---|---|---|---|---|---|---|
| | Actual | Budget | Variance | % Variance | Actual | Budget | Variance | % Variance | Budget |
| Operating Revenue | | | | | | | | | |
| JLB Station & Garage | $149,681 | $112,418 | $37,263 | 33.15% | $301,270 | $337,254 | ($35,984) | -10.67% | $1,349,016 |
| JLB Parking Revenue | $201,480 | $213,951 | ($12,471) | -5.83% | $715,319 | $641,852 | $73,467 | 11.45% | $2,567,408 |
| JLB Advertising | $12,500 | $12,500 | $0 | 0.00% | $37,500 | $37,500 | $0 | 0.00% | $150,000 |
| SSTS | $2,510 | $3,458 | ($949) | -27.43% | $8,598 | $10,375 | ($1,777) | -17.13% | $41,500 |
| Greyhound | $71 | $0 | $71 | 0.00% | $163 | $0 | $163 | 0.00% | $0 |
| 85 Watervliet Avenue | $5,801 | $6,250 | ($449) | -7.19% | $17,402 | $18,750 | ($1,348) | -7.19% | $75,000 |
| Interest Income | $5,454 | $333 | $5,120 | 1536.08% | $15,515 | $1,000 | $14,515 | 1451.51% | $4,000 |
| West Facility | $36,601 | $0 | $36,601 | 100.00% | $131,880 | $0 | $131,880 | 100.00% | $0 |
| Total Operating Revenue | $414,096 | $348,910 | $65,186 | 18.68% | $1,227,646 | $1,046,731 | $180,915 | 17.28% | $4,186,924 |
| Expenses | | | | | | | | | |
| Labor | $11,942 | $17,625 | ($5,683) | -32.24% | $35,119 | $52,875 | ($17,756) | -33.58% | $211,500 |
| Fringe-Benefits | $4,320 | $4,053 | $267 | 6.58% | $14,079 | $12,160 | $1,918 | 15.78% | $48,641 |
| Professional Services | $23,172 | $9,583 | $13,589 | 141.80% | $42,896 | $28,750 | $14,146 | 49.20% | $115,000 |
| Insurance | $3,719 | $3,812 | ($93) | -2.44% | $11,157 | $11,436 | ($279) | -2.44% | $45,744 |
| Security | $640 | $21,833 | ($21,194) | -97.07% | $42,242 | $65,500 | ($23,258) | -35.51% | $262,000 |
| Facilities Upkeep | $10,310 | $22,917 | ($12,606) | -55.01% | $55,669 | $68,750 | ($13,081) | -19.03% | $275,000 |
| Facilities Repairs | $3,499 | $10,417 | ($6,917) | -66.41% | $20,141 | $31,250 | ($11,109) | -35.55% | $125,000 |
| Utilities | ($47,073) | $23,667 | ($70,739) | -298.90% | $39,445 | $71,000 | ($31,555) | -44.44% | $284,000 |
| Materials & Supplies | $0 | $2,083 | ($2,083) | -100.00% | $3,957 | $6,250 | ($2,293) | -36.68% | $25,000 |
| Parking Garage | $68,755 | $41,667 | $27,089 | 65.01% | $138,395 | $125,000 | $13,395 | 10.72% | $500,000 |
| 85 Watervliet Avenue | $22,685 | $9,832 | $12,854 | 130.74% | $35,496 | $29,495 | $6,000 | 20.34% | $117,981 |
| SSTS | $15,461 | $12,668 | $2,793 | 22.05% | $43,186 | $38,003 | $5,183 | 13.64% | $152,011 |
| West Facility | $88,734 | $69,864 | $18,869 | 27.01% | $235,065 | $209,593 | $25,472 | 100.00% | $838,373 |
| Total Expenses | $206,165 | $250,063 | ($43,897) | -17.55% | $716,847 | $750,188 | ($33,341) | -4.44% | $3,000,751 |
| Surplus/(Deficit) | $207,931 | $98,848 | $109,083 | | $510,800 | $296,543 | $214,256 | | $1,186,173 |

# CAPITAL DISTRICT TRANSPORTATION AUTHORITY MONTHLY MANAGEMENT REPORT

## AGING OF ACCOUNTS RECEIVABLE

| Jun-26 | Amount | % of Total |
|---|---|---|
| Current | $1,550,657 | 41.34% |
| 31 - 60 | $105,479 | 2.81% |
| 61 - 90 | $118,796 | 3.17% |
| 91 - 120 | $1,503,506 | 40.08% |
| Over 120 | $472,604 | 12.60% |
| Total Accounts Receivable | $3,751,042 | 100.00% |

| May-26 | Amount | % of Total |
|---|---|---|
| Current | $3,954,214 | 18.99% |
| 31 - 60 | $382,105 | 1.83% |
| 61 - 90 | $11,731,357 | 56.33% |
| 91 - 120 | $31,940 | 0.15% |
| Over 120 | $4,725,454 | 22.69% |
| Total Accounts Receivable | $20,825,070 | 100.00% |

## AGING OF ACCOUNTS PAYABLE

| Jun-26 | Amount | % of Total |
|---|---|---|
| Current | $3,533,801 | 61.06% |
| 31 - 60 | $769,345 | 13.29% |
| 61 - 90 | $111,322 | 1.92% |
| 90 & Over | $1,372,529 | 23.72% |
| Total Accounts Payable | $5,786,997 | 100.00% |

**Jun-26 Receivables over 120 days:** $472,604

Breakdown of outstanding receivables over 120 days.

| | |
|---|---|
| $229,315 | ALBANY SCHOOL DISTRICT |
| $158,982 | NYS DEPT. OF TRANSPORTATION |
| $57,508 | OTHER |
| $26,777 | ELLIS MEDICINE |
| $472,582 | |

## ADDITIONAL INFORMATION

| MORTGAGE RECORDING TAX | Jun-26 | Jun-25 | Difference | % | Fiscal Year to Date 2027 | 2026 | Difference | % |
|---|---|---|---|---|---|---|---|---|
| Albany | $465,472 | $323,640 | $141,832 | 43.82% | $1,049,753 | $1,075,795 | ($26,043) | -2.42% |
| Rensselaer | $164,583 | $129,619 | $34,964 | 26.97% | $488,254 | $460,554 | $27,700 | 6.01% |
| Saratoga | $441,688 | $334,587 | $107,100 | 32.01% | $1,173,253 | $1,388,491 | ($215,238) | -15.50% |
| Schenectady | $210,004 | $129,972 | $80,032 | 61.58% | $559,481 | $474,708 | $84,773 | 17.86% |
| Warren | $90,511 | $68,000 | $22,511 | 33.10% | $367,297 | $211,484 | $155,814 | 73.68% |
| Total | $1,372,258 | $985,818 | $386,440 | 39.20% | $3,638,038 | $3,611,032 | $27,006 | 0.75% |

| | Current Month | Year To Date |
|---|---|---|
| FY 2027 | $1,372,258 | $3,638,038 |
| FY 2026 | $985,818 | $3,611,032 |

Mortgage tax is unpredictable. Average annual receipts over the past 20 years were **$12.5** million with an annual low of **$8.5** million and an annual high of **$17.5** million.

**Highlight Summary**
**June 30, 2026**

| ***RESTRICTED INVESTMENTS*** | **Fund Balances** | **Current Obligations** |
|---|---|---|
| **Risk Management Account (Self-Insured)** | $4,360,204 | $3,232,450 |
| **Workers' Comp. Account (Self-Insured)** | $11,924,409 | $8,447,292 |
| **Operating Account** | $9,019,917 | |
| **Current Operating Reserve Obligations** | | |
| **Current Capital Reserve Obligations** | $13,704,547 | |
| 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 Streeets for All Match | | $1,323,600 |
| FY26 5339 & 5307 Capital Match | | $341,775 |
| **Current Vehicle Replacement Reserve Obligations** | $1,089,683 | |
| Vehicle Replacement Funds FY26 | | $338,746 |
| Vehicle Replacement Funds FY27 | | $443,470 |

All Investment Accounts are reviewed quarterly.

Average annual returns:

| | |
|---|---|
| Risk Management | 3.80% |
| Workers' Compensation | 3.87% |
| Operating Fund | 3.65% |
| Vehicle Replacement Fund | 3.69% |
| 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.

| Monthly Performance Report Summary | | | | Period: Jun'26 | | Meeting: Jul'26 | |
|---|---|---|---|---|---|---|---|
| S.No | Metrics | Jun-26 | Jun-25 | YOY % Change | FY27 YTD | FY26 YTD | YTD % Change |
| 1 | Total Riders | 1,501,117 | 1,473,551 | 1.9% | 4,643,785 | 4,715,231 | -1.5% |
| 2 | System Wide OTP | 72.1% | 69.5% | 3.7% | 73.9% | 70.7% | 4.4% |
| 3 | MDBSI | 29,779 | 25,277 | 17.8% | 26,815 | 17,283 | 55.2% |
| 4 | Total Days Not Worked | 9.17% | 7.82% | 17.4% | 9.00% | 8.06% | 11.6% |
| 5 | STAR Missed Trips | 3,066 | 1,612 | 90.2% | 9,310 | 5,663 | 64.4% |
| 6 | STAR Riders | 32,487 | 32,076 | 1.3% | 98,785 | 98,730 | 0.1% |
| 7 | On Time Performance (0-10 Minutes) | 67.92% | 80.7% | -15.9% | 67.8% | 79.4% | -14.6% |
| 8 | Customer Comments | 69 | 82 | -15.9% | 228 | 241 | -5.4% |
| 9 | Non-Preventable Accidents Per 100K Miles | 3.33 | 2.36 | 41.2% | 2.35 | 2.19 | 7.0% |

| S.No | Key Points |
|---|---|
| 1 | **Total Riders: Key Takeaways**<br>**June ridership increased 1.9% over the prior year,** demonstrating continued customer demand and improved system utilization.<br>**Fiscal year-to-date ridership remains 1.5% below** FY2026 but has improved relative to earlier monthly trends.<br>Strong summer ridership performance could help further reduce the current year-to-date deficit.<br>**Action:** Monitor ridership trends through the Daily Metrics Power BI Dashboard to identify emerging travel patterns and service demand. |
| 2 | **System Wide OTP: Key Takeaways**<br>**Systemwide OTP improved both monthly and year-to-date,** continuing a positive trend in service reliability.<br>**The organization achieved a 3.7% improvement in June and a 4.4% improvement year-to-date,** reflecting consistent operational execution.<br>While progress is encouraging, additional improvement opportunities remain as the Authority works toward its long-term OTP objectives. |
| 3 | **MDBSI: Key Takeaways**<br>**MDBSI improved substantially both monthly and year-to-date,** indicating fewer service interruptions and stronger fleet performance.<br>**The 55.2% YTD improvement represents** one of the strongest reliability gains among operational performance indicators.<br>**Action:** Continue monitoring vehicle reliability trends through performance dashboards and maintenance reporting. |
| 4a | **Total Days Not Worked: Key Takeaway:**<br>June attendance results indicate continued pressure on workforce availability, with **both monthly and year-to-date absenteeism rates above prior-year levels.** While staffing initiatives and recruitment efforts continue to support operational needs, improving attendance reliability remains essential to reducing overtime exposure, strengthening daily coverage, and maintaining consistent service delivery throughout FY2027. |
| 4b | **Systemwide attendance declined** modestly from May, increasing from 7.82% to 9.17%.<br>**Transportation accounted for 87% (831 of 953)** of all lost workdays, remaining the primary operational challenge.<br>**Disability/Workers' Compensation and FMLA** continue to represent the largest sources of lost workdays.<br>**Maintenance** experienced the largest month-over-month percentage increase, although overall attendance remains comparatively strong.<br>**Unexcused absences remain relatively low** but should continue to be monitored for trends that may require supervisory intervention. |
| 5 | **"STAR Missed Trips: Missed trips increased 90.26 YOY and 64.4% YTD. We have seen a decrease of 1.5% from the month prior.**<br>**Takeaway: Since making changes to our scheduling we are aware that YOY will be higher.**<br>**Action: We are focusing on building staffing levels up on the paratransit side. "** |
| 6 | **STAR Riders:** STAR ridership increased **1.3% YOY and 0.1 YTD. Ridership has leveled out after several months of growth.**<br>**Takeaway:** With the ridership steady, we can focus on building up staffing to improve on our OTP and Missed trips goals.<br>**Action: Continue to make sdjustments to our software and efficiencies to get maximum use out of each vehicle.** |
| 7 | **STAR OTP:** On-time performance **declined 15.9% YOY as expected. OTP is steady from the from last month at 67%.**<br>**Takeaway:** 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.<br>**Action:** **Continue schedule optimization** and **real-time oversight** to strengthen on-time performance. |
| 8 | **STAR Customer Comments:** Customer comments**reflecting higher service interaction levels,** reflecting higher service interaction levels.<br>**Takeaway:** The **YOY and YTD decreased 5.4% , which is a relection of door to door operator campaign**.<br>**Action:** Reinforce **door-to-door service standards** and **address "No Show" concerns** to reduce preventable complaints. |
| 9 | **Non Preventable Accidents Per 100K Miles: Key Takeaway:**<br>**June non-preventable accident rates increased significantly** compared with the prior year; however, the majority of the increase reflects incidents outside the operator's direct control. The year-to-date impact remains limited, but continued trend analysis and proactive safety interventions are necessary to prevent external-risk events from impacting overall safety performance. Maintaining focus on defensive driving, hazard recognition, and data-driven safety improvements will support continued progress throughout FY2027. |

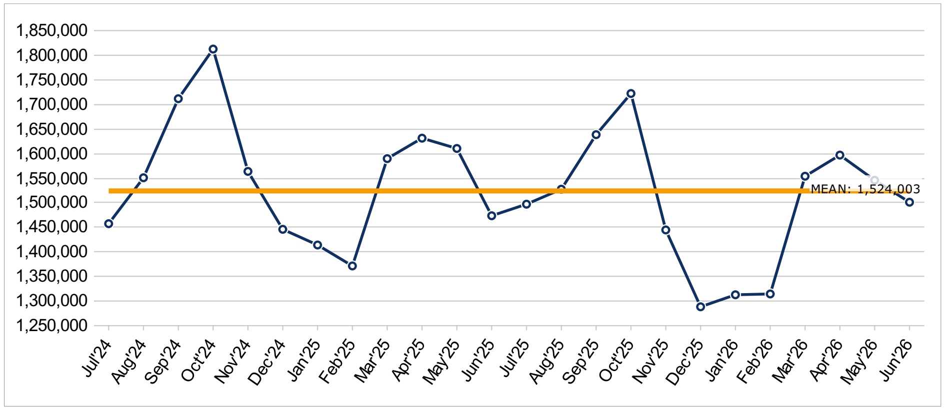
# Monthly Performance Report

**Period: Jun'26** **Meeting: Jul'26**

**Patronage / Mobility**

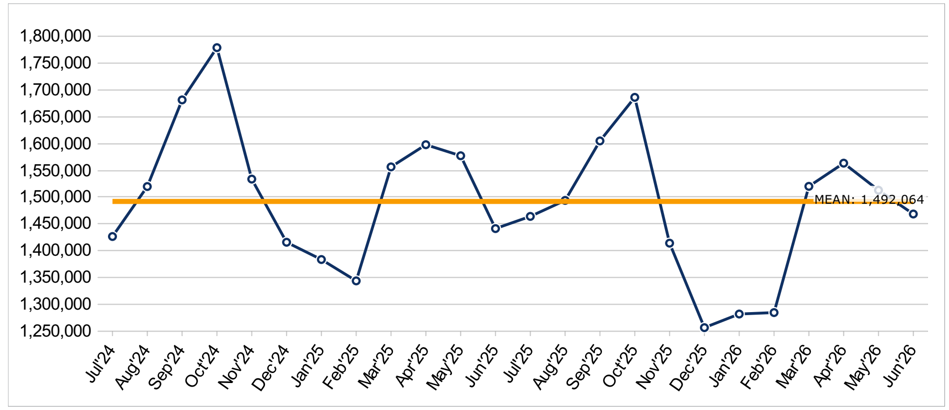


## Total Riders



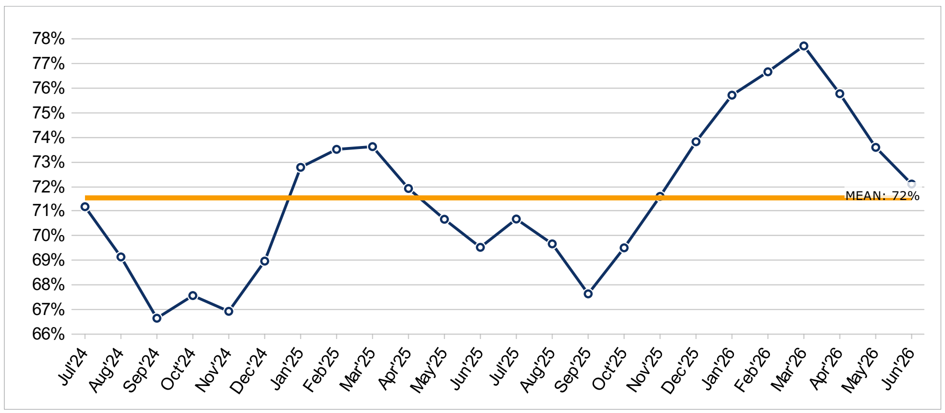

**Previous: 1,473,551** **Current: 1,501,117**

## Fixed Riders




**Previous: 1,441,475** **Current: 1,468,630**

## System Wide OTP



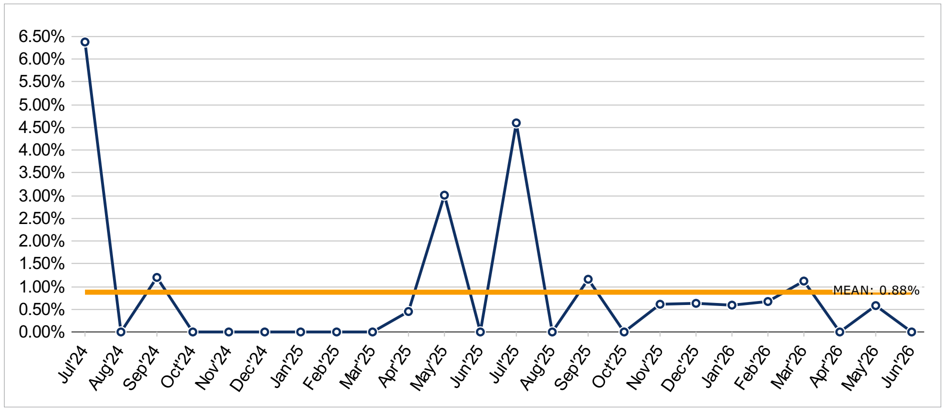

**Previous: 69.53%** **Current: 72.10%**

# Monthly Performance Report

**Period: Jun'26** **Meeting: Jul'26**

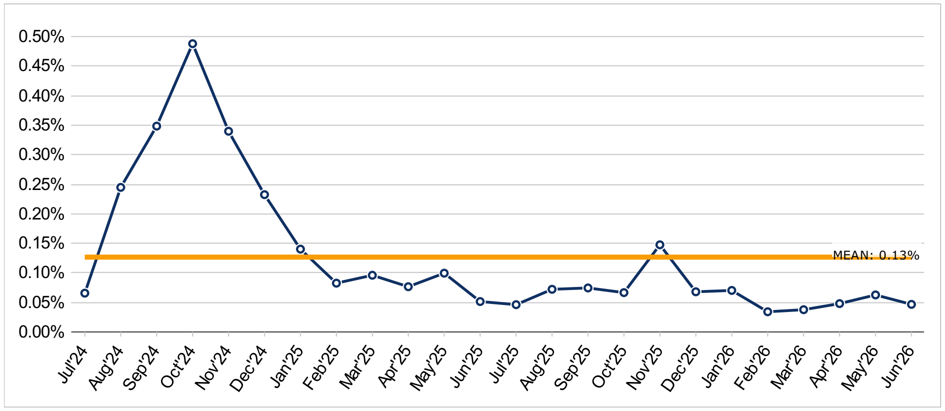


## PMI Not On Time



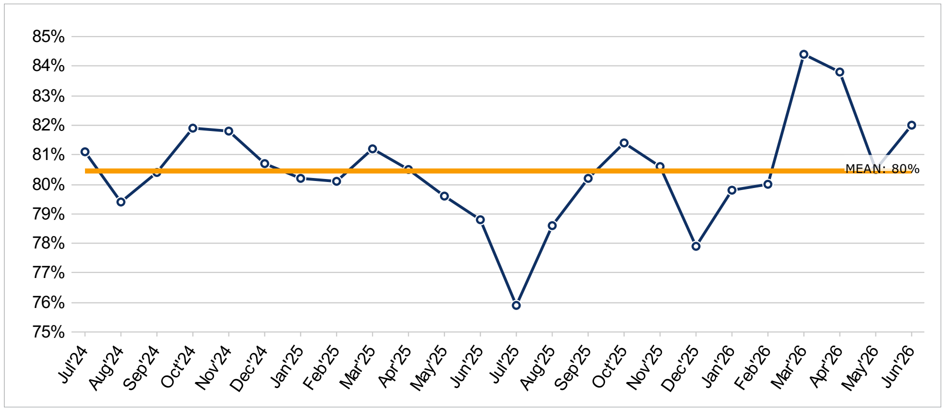

**Previous: 0.0%** **Current: 0.0%**

## Percent of Trips Missed



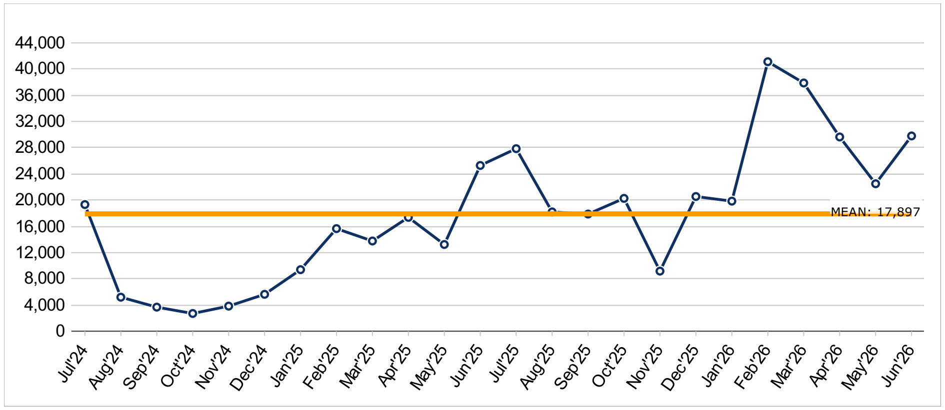

**Previous: 0.05%** **Current: 0.05%**

## Scheduled Work



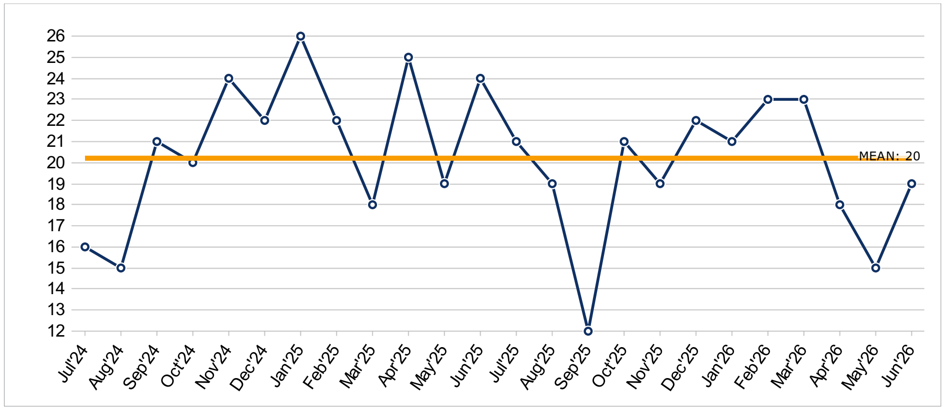

**Previous: 78.8%** **Current: 82.0%**

## MDBSI



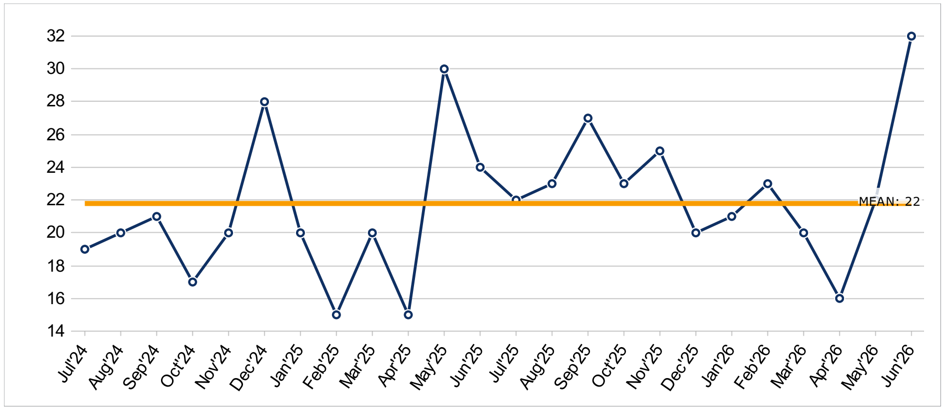

**Previous: 25,277** **Current: 29,779**

## Preventable Accidents



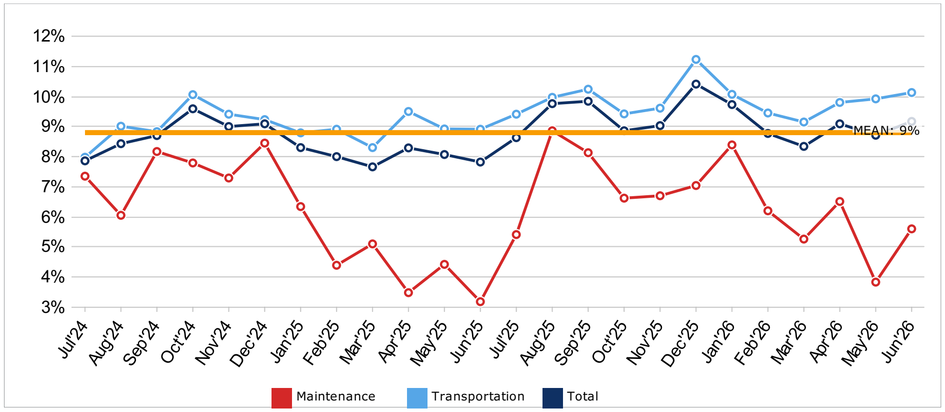

**Previous: 24** **Current: 19**

## Non-Preventable Accidents



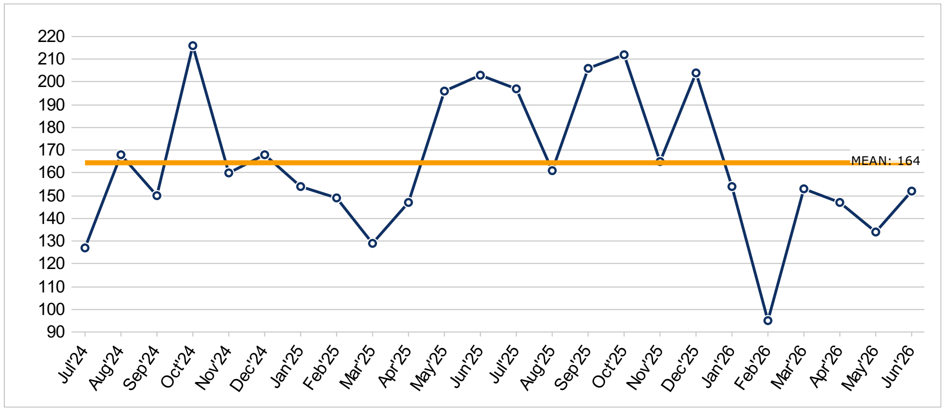

**Previous: 24** **Current: 32**

## Percent Days Not Worked



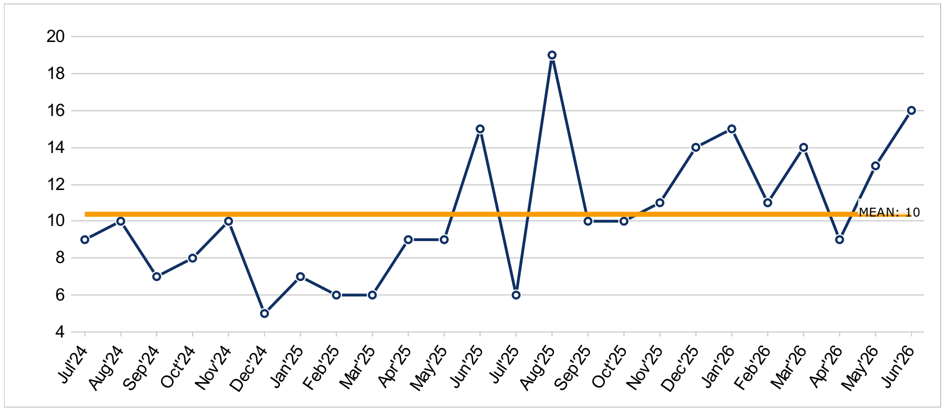

**Previous: 7.8%** **Current: 9.2%**

## Fixed/Shuttle Complaints



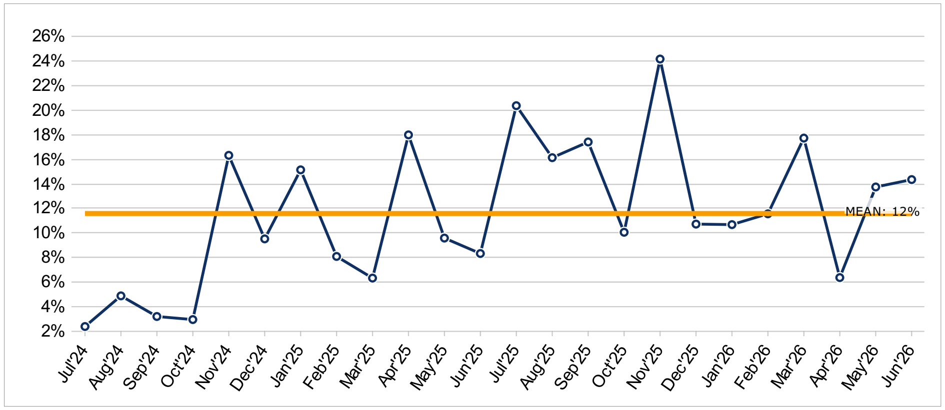

**Previous: 203** **Current: 152**

## Other Complaints



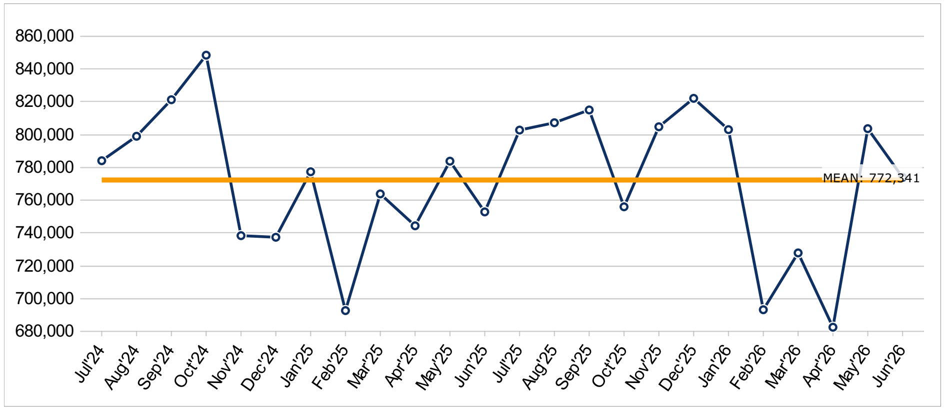

**Previous: 15** **Current: 16**

## Complaints Not Addressed in Ten Days



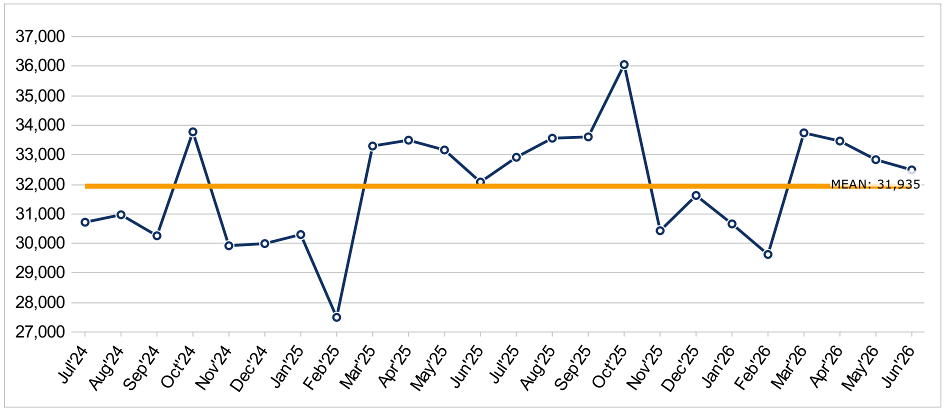

**Previous:8.3%** **Current: 14.3%**

## Website Page Views



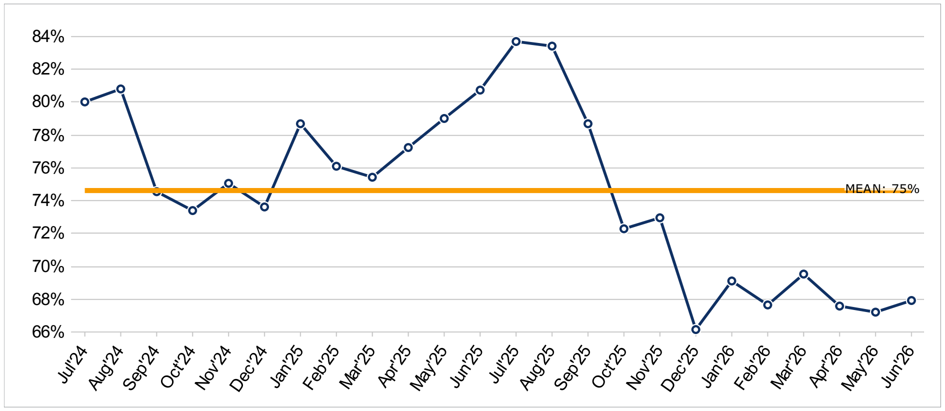

**Previous: 752,885** **Current: 773,946**

## STAR Riders



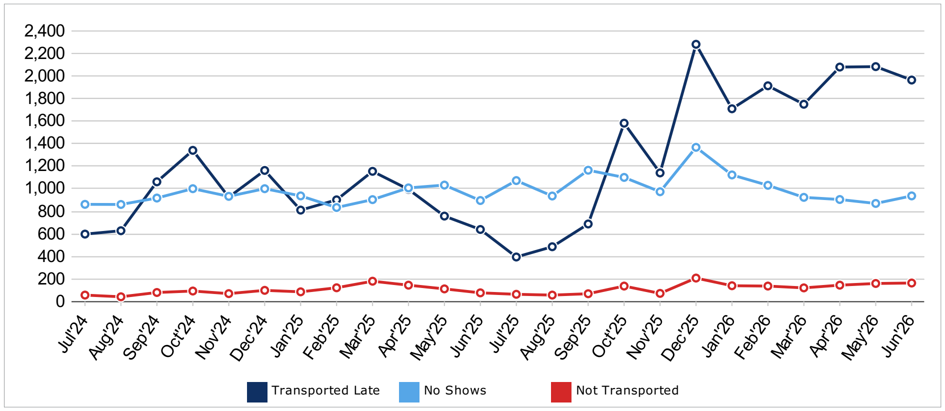

**Previous: 32,076** **Current: 32,487**

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



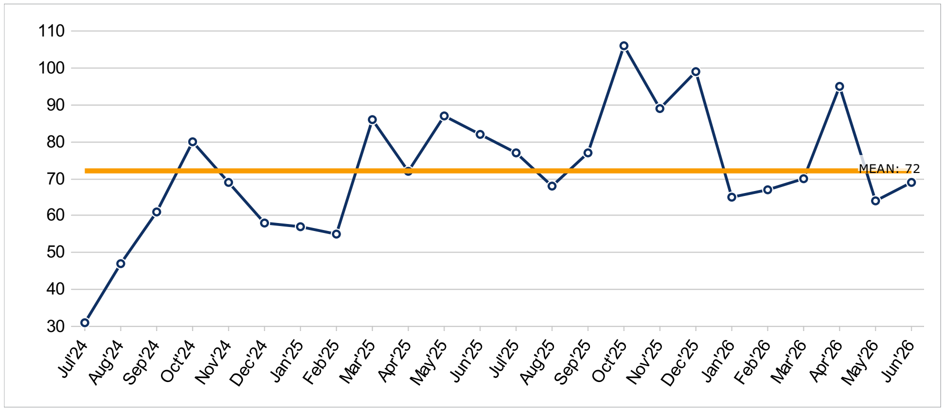

**Previous: 80.7%** **Current: 67.9%**

## Missed Trips



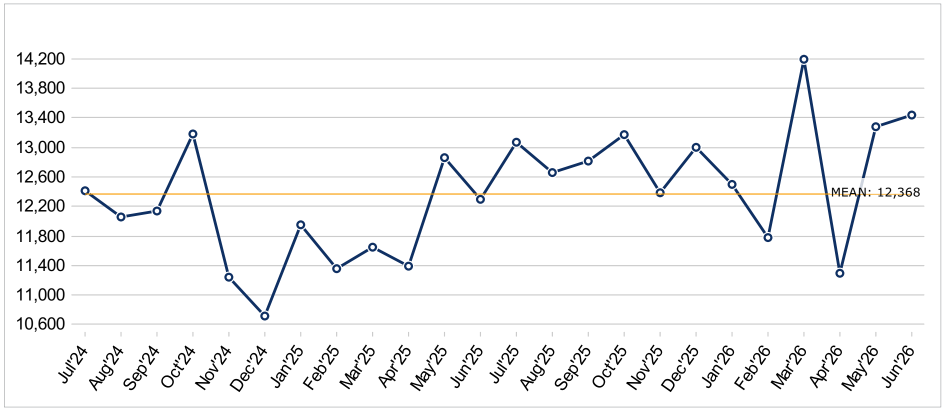

**Previous: 1,612** **Current: 3,066**

## Customer Complaints



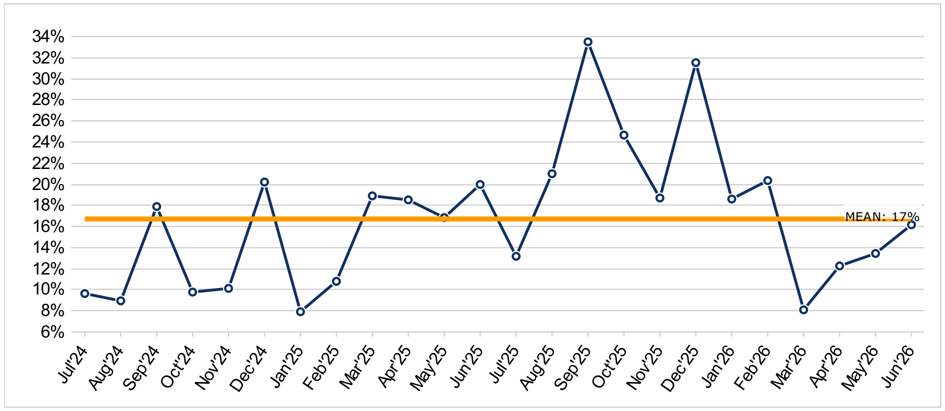

**Previous: 82** **Current: 69**

## Reservation Calls



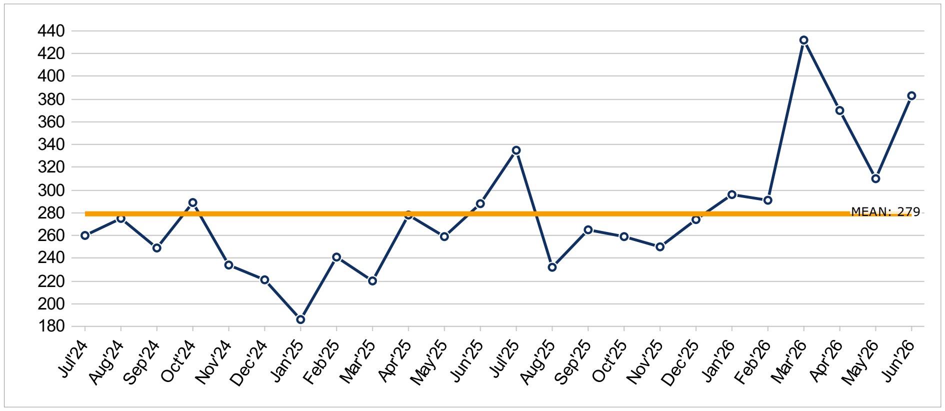

**Previous: 12,296** **Current: 13,437**

## Reservation Calls in Queue Over Five Minutes




**Previous: 20.0%** **Current: 16.2%**

## Applications Received




**Previous: 288** **Current: 383**

## Definitions



**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.
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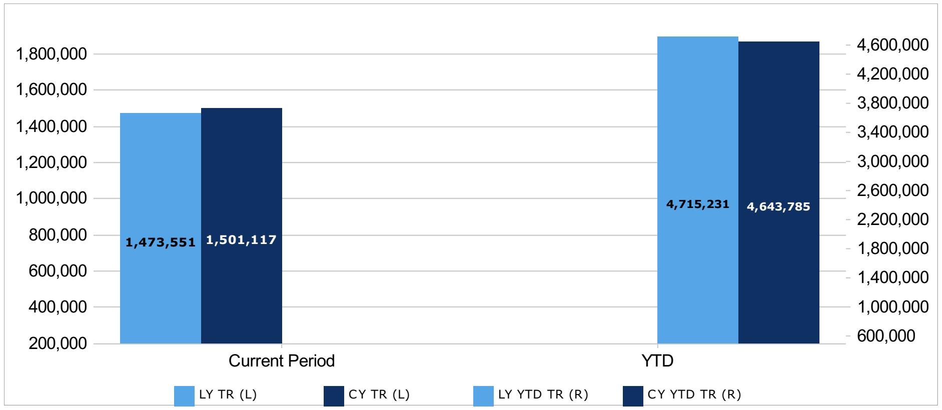
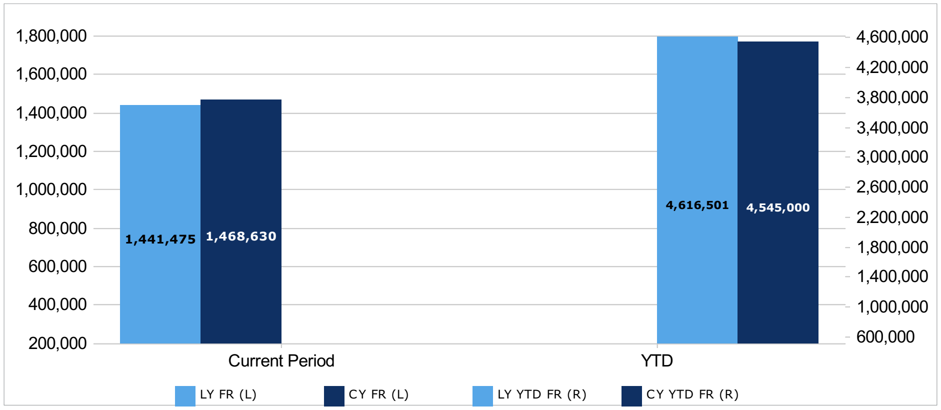
### Total Riders



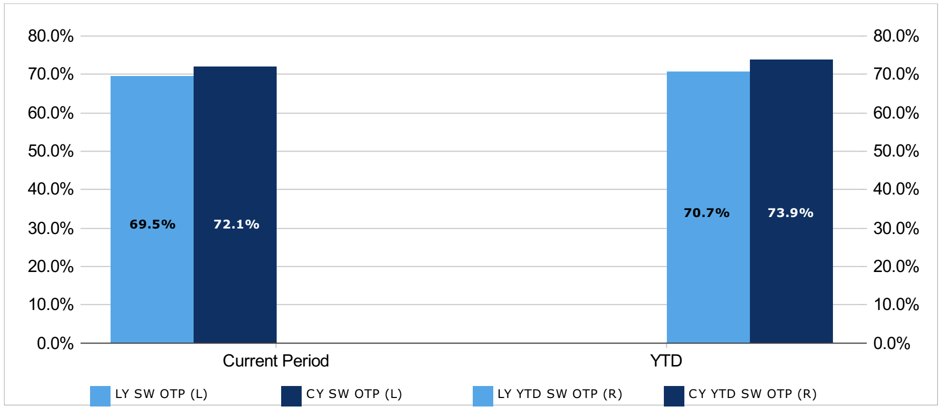

**Monthly % Change** **1.9%** **YTD % Change** **-1.5%**

### Fixed Riders




**Monthly % Change** **1.9%** **YTD % Change** **-1.5%**

### System Wide OTP




**Monthly % Change** **3.7%** **YTD % Change** **4.4%**

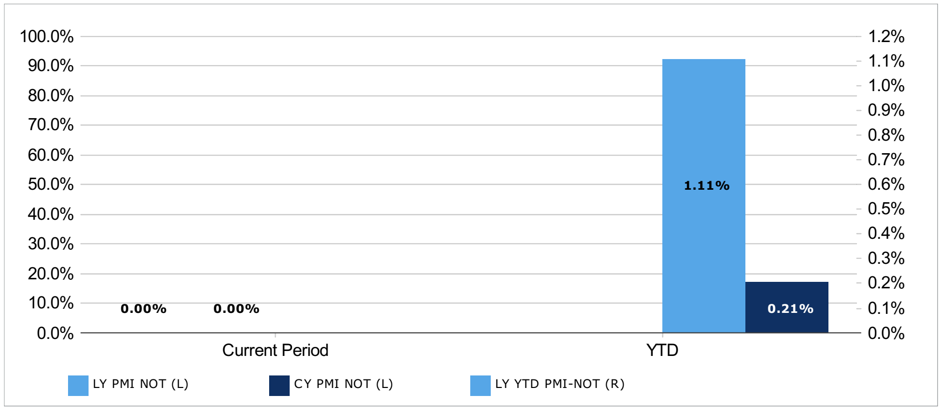
# Monthly Performance Report

**Period: Jun'26** **Meeting: Jul'26**

## Reliability

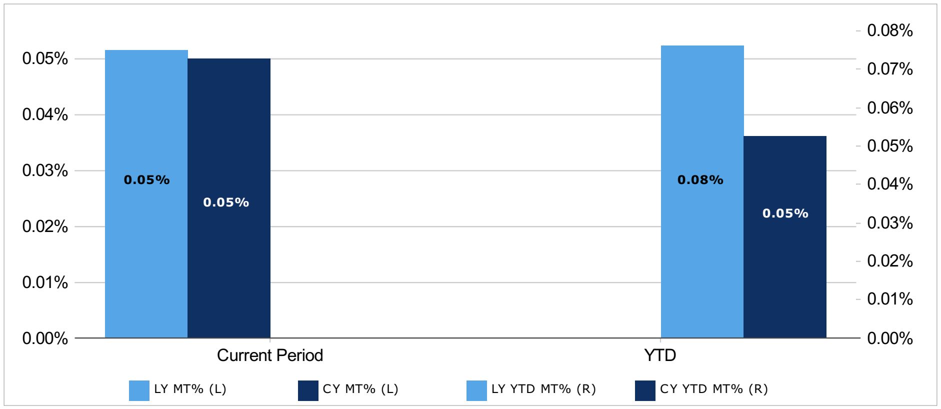


### PMI Not On Time



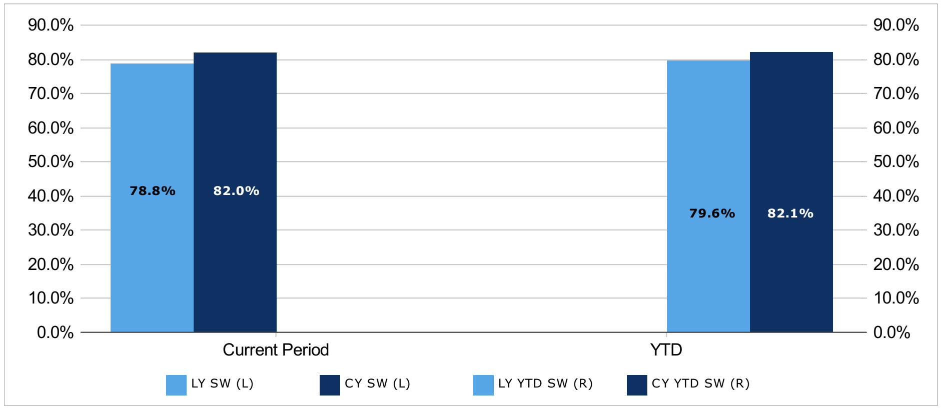

**Monthly % Change** **0.0%** **YTD % Change** **-81.4%**

### Percent of Trips Missed



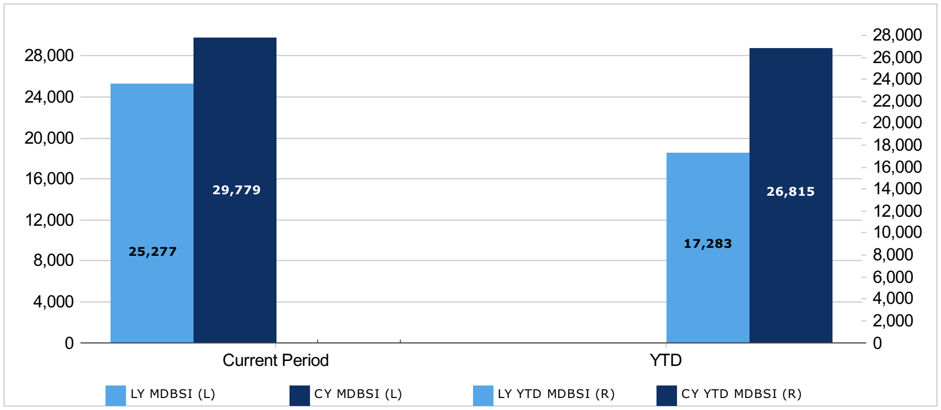

**Monthly % Change** **-2.9%** **YTD % Change** **-31.0%**

### Scheduled Work



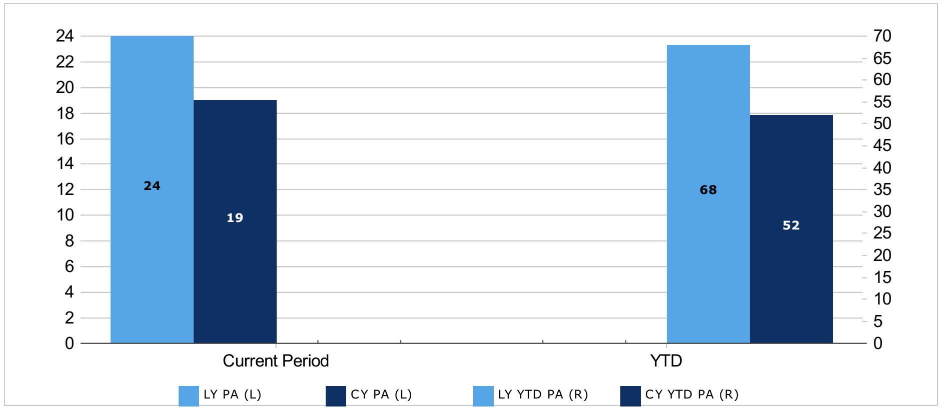

**Monthly % Change** **4.1%** **YTD % Change** **3.1%**

### MDBSI




**Monthly % Change** **17.8%** **YTD % Change** **55.2%**

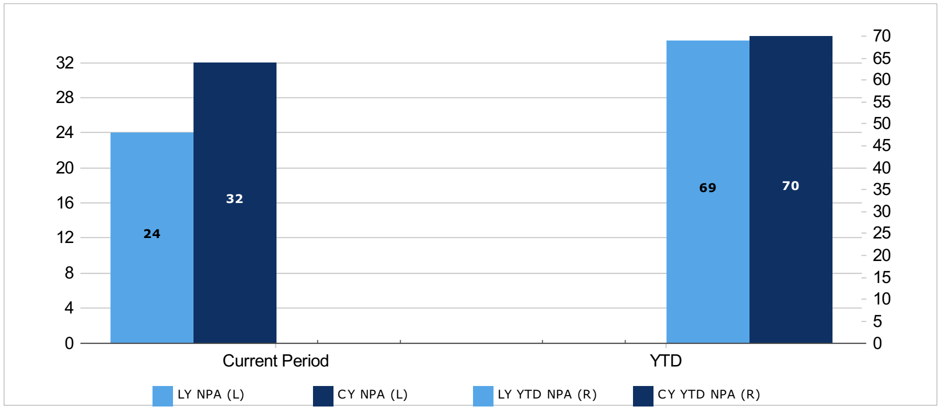
## Preventable Accidents




**Monthly % Change** -20.8%

**YTD % Change** -23.5%

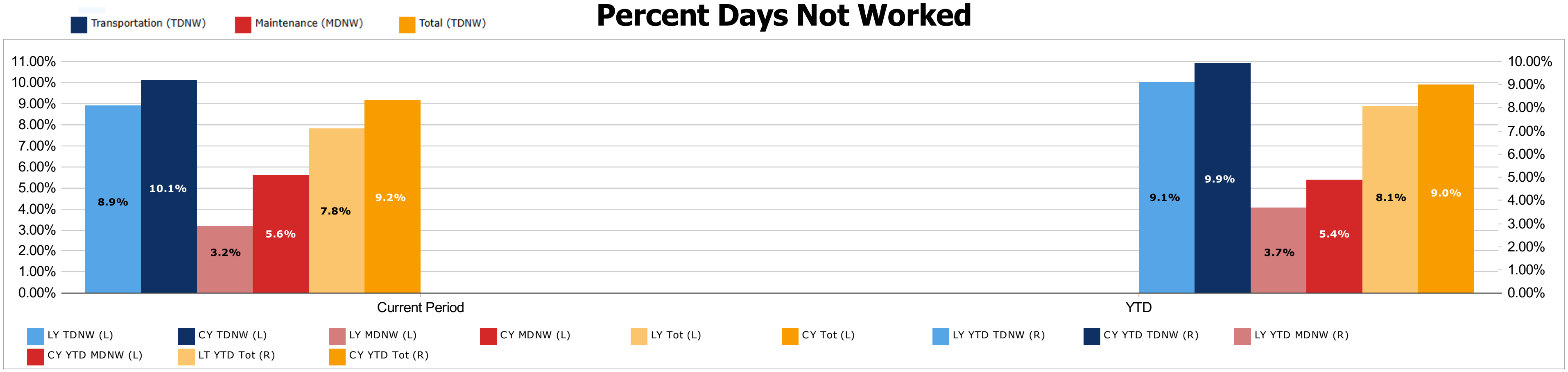
## Non-Preventable Accidents




**Monthly % Change** 33.3%

**YTD % Change** 1.4%

## Percent Days Not Worked




**Monthly % Change** 13.7% 76.1% 17.3%

**YTD % Change** 9.2% 45.7% 11.6%

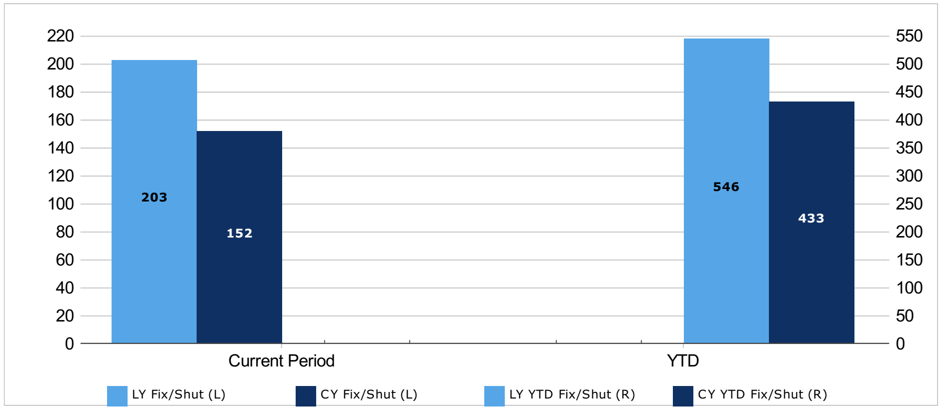
# Monthly Performance Report

**Period: Jun'26** **Meeting: Jul'26**

## Customer Service

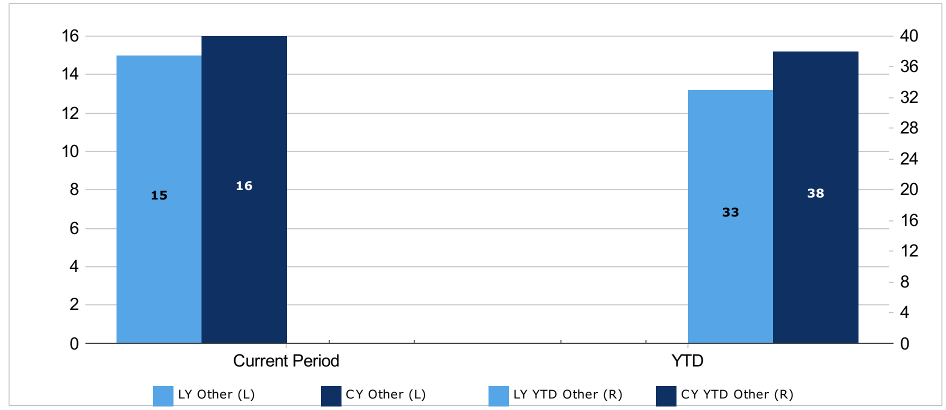


### Fixed/Shuttle Complaints



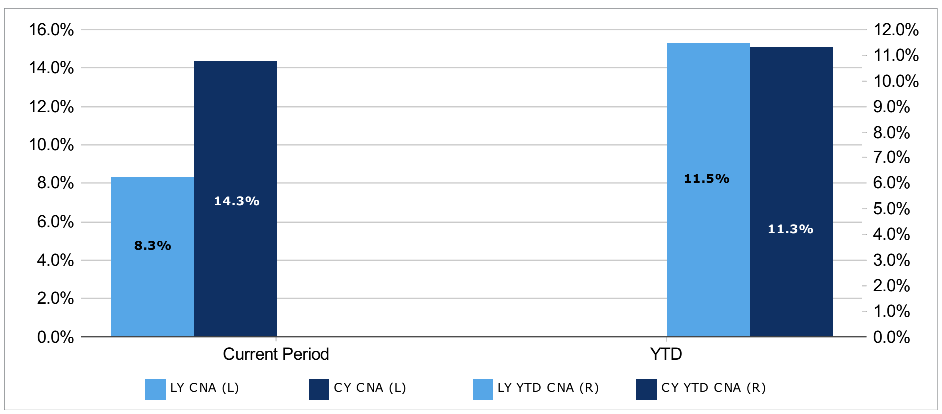

**Monthly % Change** -25.1% **YTD % Change** -20.7%

### Other Complaints



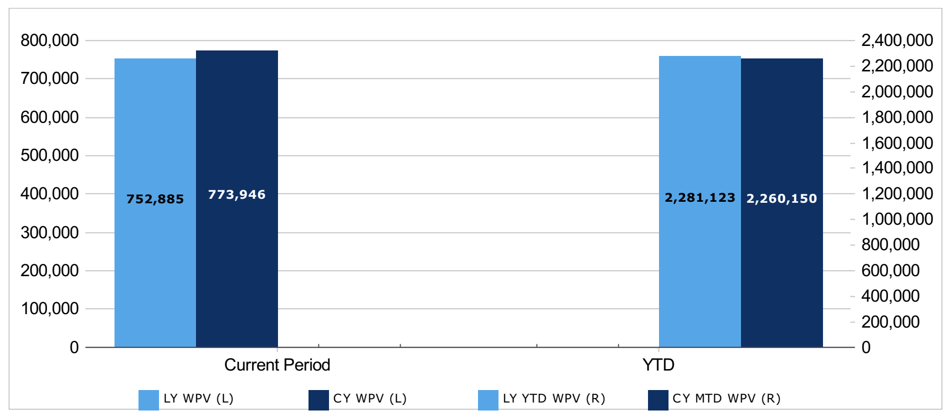

**Monthly % Change** 6.7% **YTD % Change** 15.2%

### Complaints Not Addressed in Ten Days



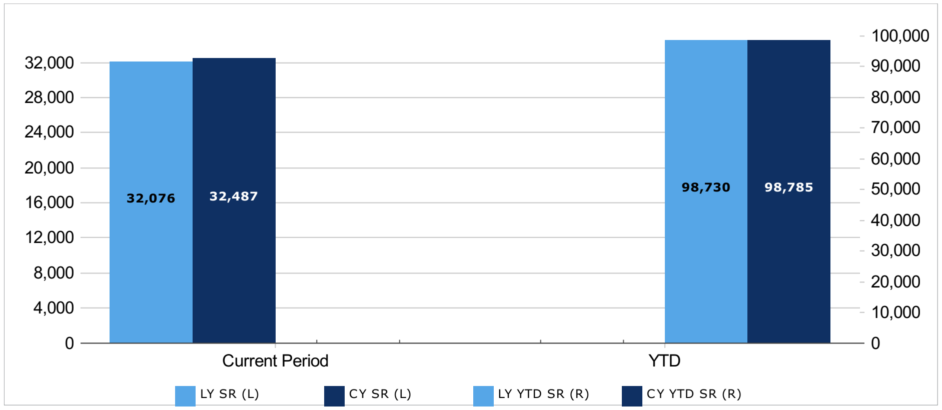

**Monthly % Change** 72.2% **YTD % Change** -1.4%

### Website Page Views



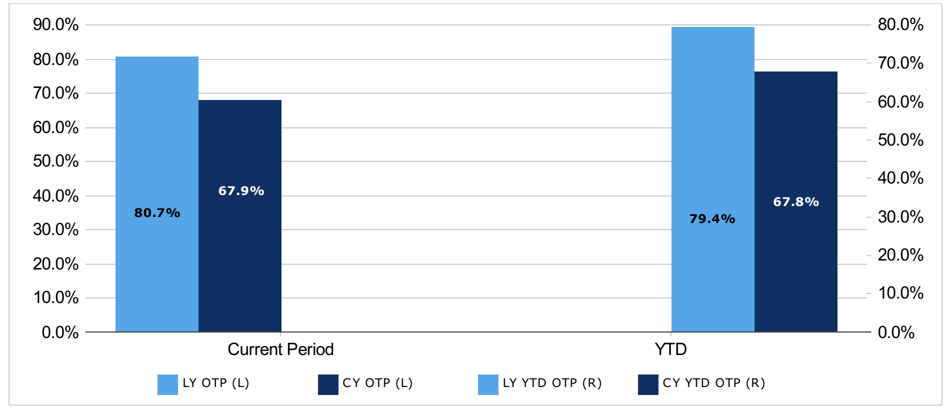

**Monthly % Change** 2.8% **YTD % Change** -0.9%

## STAR Riders



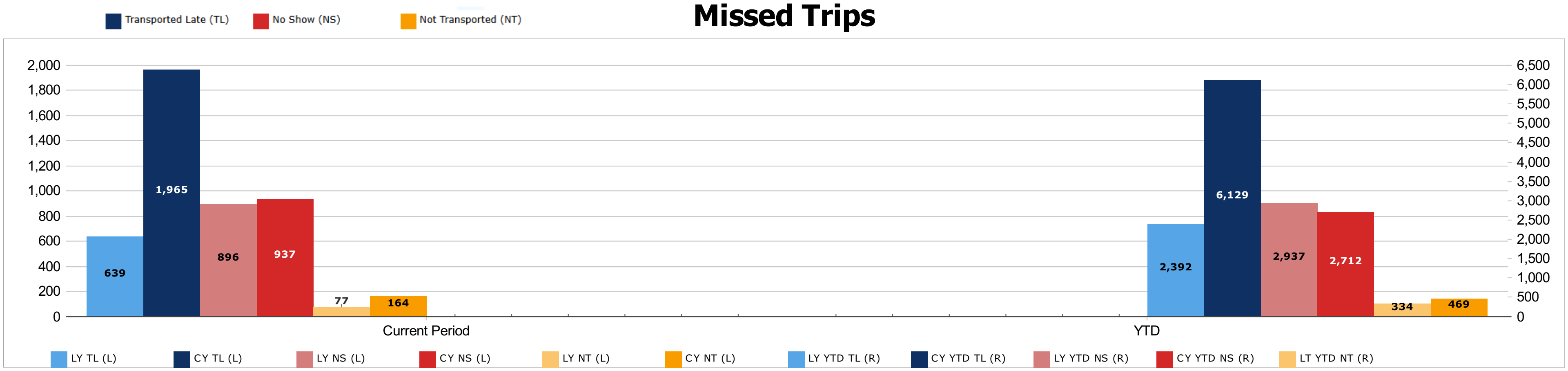

**Monthly % Change** 1.3% **YTD % Change** 0.1%

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




**Monthly % Change** -15.9% **YTD % Change** -14.6%

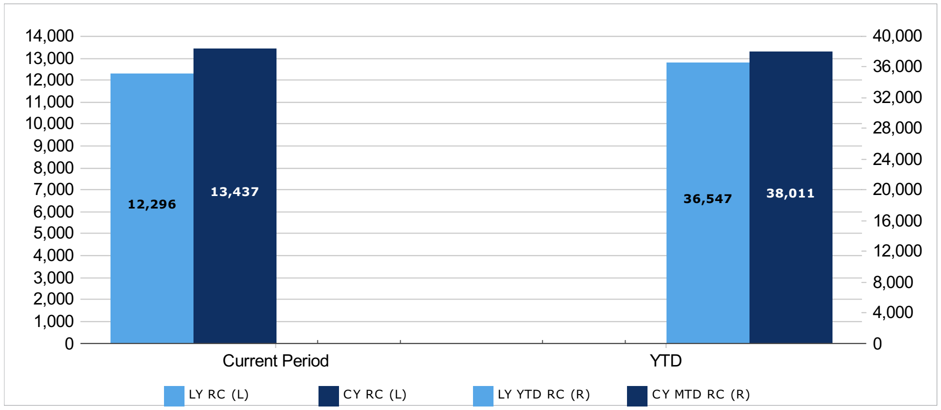
## Missed Trips




**Monthly % Change** 207.5% 4.6% 113.0%

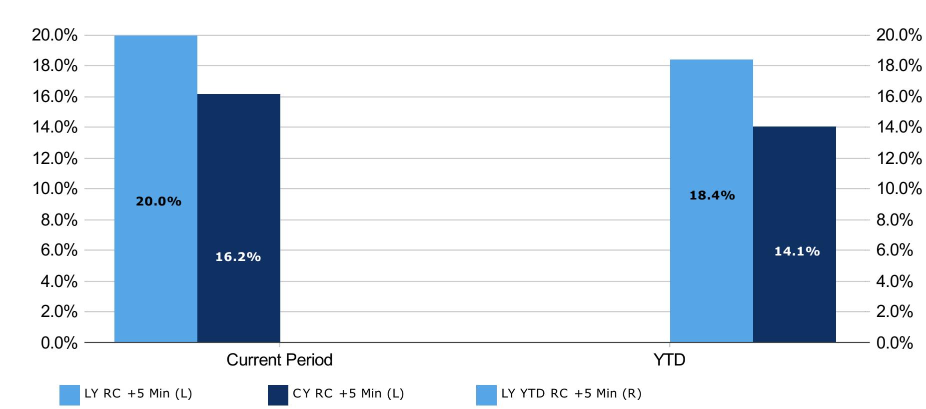
**YTD % Change** 156.2% -7.7% 40.4%

## Reservation Calls



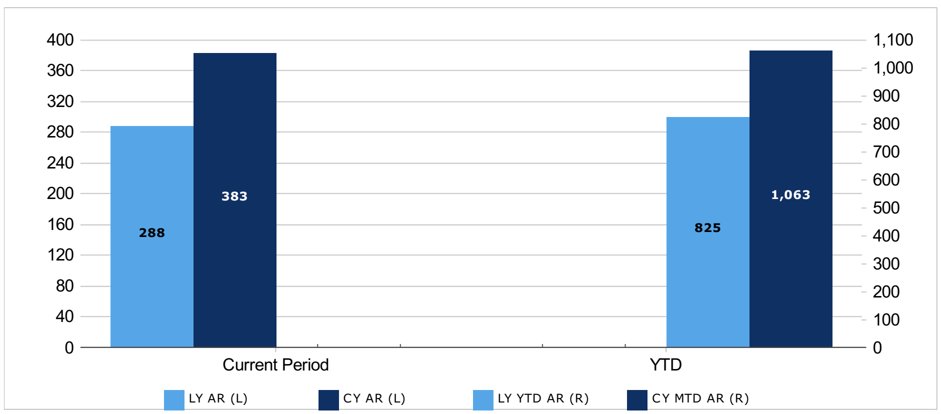

**Monthly % Change** **9.3%** **YTD % Change** **4.0%**

## Reservation Calls in Queue Over Five Minutes



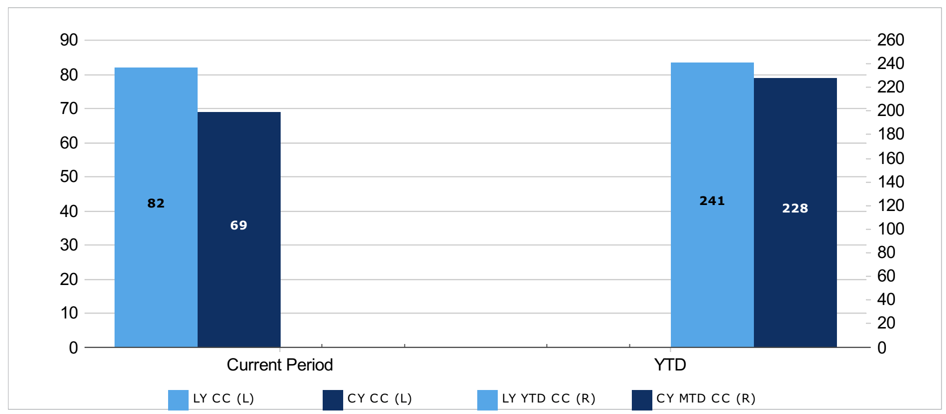

**Monthly % Change** **-19.1%** **YTD % Change** **-23.7%**

## Applications Received




**Monthly % Change** **33.0%** **YTD % Change** **28.8%**

## Customer Complaints




**Monthly % Change** **-15.9%** **YTD % Change** **-5.4%**

***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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**Percentage Change Calculation:** Percentage Change = ((Current Year Value − Last Year Value) / Last Year Value) × 100