

THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
(and its Subsidiaries)
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE AUGUST 22, 2025, BOARD MEETING

MEMBERS PRESENT:

ANTHONY DAVIS, Vice Chair
DARLENE LATTIMORE, Secretary
ROBERT CUCULICH
JULIUS LAWRENCE
HEATHER SNOW

MEMBERS ABSENT:

NICHOLAS LAINO, Chair
TINA FITZGERALD, Treasurer
NEIL BURKE
LOUELLA WILLIAMS
FRANK SAYA, Non-Voting Member

STAFF PRESENT:

CHRISTOPHER TUFF, Chief Executive Officer
GEOFF HOFF, VP of Fleet and Facilities
RAHMIN AZRIA, VP of Operations
STEVE KOEGEL, VP of Communication and Business Planning
BRUCE FONG, VP of Information Technologies
MELISSA BRIM, VP of Finance
BREN DAISS, Sr Director of Service Planning & Special Projects
CHRIS MORREALE, Director of Human Resources
DEREK SHERMAN, Director of Accounting
CHRISTOPHER KING, Procurement Manager
PAULA CUTRONE, Sr Manager of Transit Data and Equity
JASON SMITH, Sr Procurement Analyst
SUZANN HENSLEY, Internal Control Manager
JEANNINE JOHNSON, Executive Assistant
CASEY BROWN, Graphic Designer/Media Specialist

PUBLIC PRESENT:

BRAD HUNT, Legal Counsel
MARIO COLONE
TOM GEREMIA
DESIREE GEREMIA
MONTY FLYNN

CALL TO ORDER At 10:05 A.M. Vice Chairman Davis called the meeting to order.

- Vice Chairman Davis and the Board Members recited the Pledge of Allegiance
- Vice Chairman Davis noted a quorum was present

TOM GEREMIA RETIREMENT – 25 YEARS

Tom Geremia has retired effective August 1, 2025. He has been with Centro since July 17, 2000. (25 years)

Tom joined Centro's Information Technology department in a full-time permanent role in July 2000, accepting a position as Network Administrator. Since joining the Centro Team, Tom has been promoted to Senior Systems Administrator.

In his most recent role as Senior Network Administrator, a position he assumed in June 2017, Tom was responsible for advanced systems administration tasks, including monitoring network business applications, virus protection, disaster recovery operations, managing the storage area network, employee file permissions, and the firewall. He also provided maintenance and troubleshooting of network components. Some of his most notable highlights while working with Centro would be: migrating a majority of the company's physical servers into a virtual environment; moving the Microsoft Office applications suite into the cloud; and, most significantly, being an integral part of the Clever Devices implementation.

On August 1, following a 25-year career with Centro, Tom said farewell to his coworkers and shut down his computer for the last time, embarking on a new journey – retirement!

Tom, we want to express our gratitude for the dedication and hard work you've displayed during your tenure. Thank you, we are proud to have had you as a member of our team for the past 25 years.

Congratulations on your retirement!

RECOGNIZING MONTY FLYNN'S CONTRIBUTIONS TO THE BOARD

Today, we are saying farewell to one of our Board members, Monty Flynn, following his 4-year term of service with the Central New York Regional Transportation Authority.

Monty was appointed to Centro's Board on June 7, 2021, to represent the interests of the Oswego County community.

During his time on the Board, Monty served as a member of the Nominating and Pension Committees. He was also a part of the CEO search Committee.

Monty has contributed so much to the Authority, and we're grateful to have had his insight, skills, and experience during his time with us. Monty, we hope this new chapter is filled with joy, relaxation, and all the things you love.

Thank you for everything!

CEO Christopher Tuff then introduced Heather Snow, who will take over the position on the Board, that was formerly held Monty Flynn – representing Oswego County.

UPCOMING MEETINGS

- Vice Chairman Davis announced the following meetings for September 26, 2025:
 - Audit and Finance Meeting – 9:00 AM
 - Board Meeting – 9:30 AM

APPROVAL OF THE JULY 25, 2025, BOARD MEETING MINUTES - MOTION NO. 2791

Motion – Darlene Lattimore

Seconded – Julius Lawrence

Carried Unanimously

DEPUTY CHIEF EXECUTIVE OFFICER’S REPORT – Mr. Tuff

The following was mentioned in addition to Mr. Tuff’s written report that is attached to these Minutes.

RPM BOARD MEMBERS

Years of Service Recognition for Board Members

Louella Williams – 15 years

Robert Cuculich – 15 years

Thank you for your commitment to the Authority.

FFY 2024 LOW – NO & CMAQ AWARDS

On July 29th, after a long discussion and evaluation, Centro has put forth a request to the FTA for Vehicle Propulsion Type Scope Change to the FFY 2024 Low-No Award and NYSDOT CMAQ Award (FTA section 5307 Funding Transfer). Following a letter from our partner Gillig, May 15, 2025, that they are pausing their Hydrogen Fuel Cell bus development program, due to shifts in market dynamics and uncertainty in demand, supplies, and funding. The team has evaluated the best path moving forward to maintain the \$15.3 million budget, and the best solution is to change the propulsion system of these buses to Compressed Natural Gas (CNG). Centro operates a robust CNG fleet supported by established fueling infrastructure, skilled in-house technicians, and a reliable fuel supply chain. Our facilities are compliant, scalable, and fully integrated into our daily operations, and we maintain strong vendor relationships with both vehicle and fuel suppliers. This platform provides a clear and immediate path for successful project execution under the current award. Centro’s extensive experience with CNG vehicle deployment and infrastructure management allows this revised project scope to move forward with minimal risk and greater cost efficiency. Additionally, it enables the Authority to maximize the impact of its grant funding by procuring more vehicles and accelerating deployment advantages that are not feasible under the original hydrogen-based scope. We are waiting for a response from the FTA to determine if the scope change has been approved.

COMMUNITY INVOLVEMENT

Mary Nelson Backpack Giveaway

On August 16th, we participated in providing transportation for the Mary Nelson Backpack giveaway. This year, they relocated the giveaway to Meachem Field from her usual location on Salina St. To assist with the relocation, we provided a shuttle from the corner of Salina St and Colvin St. to Meachem Field and back.

Breast Cancer Awareness Month

We are ramping up for our Breast Cancer Awareness Campaign for October. We will be debuting the Pink Bus for the second year. We are also planning a fundraiser here at Centro on October 3rd to allow teams of 8 people to test their strength to see who can pull the pink bus the farthest in 30 seconds.

SENIOR STAFF REPORTS

OPERATION/TRANSPORTATION REPORT – Mr. Azria

This is the busiest time of the year for Operations, and the past month has been extremely busy.

NEW YORK STATE FAIR

There was a great deal of preparation and planning for the NYS Fair, which Centro continues to provide transportation support for. From hiring dozens of temp employees to many of our full-time staff working extra hours and long days for weeks straight, the NYS is a giant undertaking for the organization, and I want to thank all the Centro employees that work so hard to ensure the event goes smoothly.

At time of report, it is day 3 of the NYS Fair so we don't have much data to report on, but the first few days have gone very well. Based on the weather and event schedules we anticipate a normal NYS Fair with respect to attendance and ridership. We anticipate a slight increase in park and ride ridership, mainly due to increases in parking fees compared to no changes in Centro's fares, which are still only a charge of \$1. A more comprehensive report on Fair ridership will be given next month

SYRACUSE UNIVERSITY

Operations has also been very focused on getting ready for full fall services, which include ramping up for Syracuse University (SU) classes starting Monday, and Syracuse City school services the following week and SU events starting up over the coming weeks.

SCHOOL IDENTIFICATION

Lastly, I'm happy to report that we'll soon be using school ID's as bus passes for our City schools this fall. This has been something that our Service Development team has been working on ever since we upgraded our fare-boxes a few years ago. This will be a significant improvement from an operations standpoint as it greatly reduces potential issues for students forgetting or losing one of the two credentials they needed to use our service.

HUMAN RESOURCES – Ms. Musengo

RECRUITMENT

We attended a recruiting event in Homer last week to seek operators for our Cortland location. We also launched a hiring campaign focusing on Centro of Cortland at the beginning of the month. We will be holding an open house recruiting event on Saturday, September 6, 2024, from 9am-12pm at Centro. Advertising for the event will start two weeks prior. The operator class will be starting on September 29, 2025, and hopefully there will be several candidates.

CORTLAND TRAINING

On Saturday, September 13, 2025, the trainers, operation supervisor and service development manager will be going to Cortland to train the drivers on manifest, accident reports, route sheets, etc.

WELLNESS FAIR

We will be hosting another wellness fair this year at Centro. The event is planned for September 18, 2025. Several vendors from last year will be attending along with some new ones requested by the employees.

BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT – Mr. Koegel

Mr. Koegel reported that ridership continues to grow across all properties. In totality, ridership was up about 8% adjusted for equal weekdays. Oneida County services are the fastest growing at a rate of about 12%. Ridership in Cortland continues to produce about 4,700 riders each month.

Mr. Koegel reported that planned service changes for Cortland have been put on hold pending further research. It's likely they will not be implemented until January at the earliest.

There was also an update informing the Board that two school trippers have been created for the new STEAM school. One route will concentrate on students living East of I-81 and another for those living West of I-81. Both will provide direct service to the school's front sidewalk.

Mr. Koegel invited Ms. Cutrone to the table to present elements of the Authority's Title VI program that will be submitted in Late September to the Federal Transportation Administration.

Ms. Cutrone presented the following items, all of which required a Motion to approve.

SERVICE STANDARDS AND POLICIES EXECUTIVE SUMMARY – MOTION NO. 2792

A Motion to approve the Service Standards and Policies Executive Summary was raised. A copy of the Service Standards and Policies Executive Summary is attached to these Minutes.

Motion – Julius Lawrence

Seconded – Darlene Lattimore

Carried Unanimously

TITLE VI PROGRAM POLICIES UPDATE EXECUTIVE SUMMARY – MOTION NO. 2793

A Motion to approve the Title VI Program Policies Update Executive Summary was raised. A copy of Title VI Program Policies Update Executive Summary is attached to these Minutes.

Motion – Robert Cuculich
 Seconded – Heather Snow
 Carried Unanimously

TRANSIT SERVICE STANDARDS MONITORING PROGRAM REPORT EXECUTIVE SUMMARY – MOTION NO. 2794

A Motion to approve the Transit Service Standards Monitoring Program Report Executive Summary was raised. A copy of the Transit Service Standards Monitoring Program Report Executive Summary is attached to these Minutes.

Motion – Julius Lawrence
 Seconded – Darlene Lattimore
 Carried Unanimously

FLEET AND FACILITIES REPORT – Mr. HoffCNG FUELING STATION

DF Automation and Trillium helped fix issues with the Compressed Natural Gas fueling station. Two (2) compressors are back running efficient. The portable backup side is in place for emergencies and running well. Trillium will be out in three (3) weeks to start installing new electric CNG skids. Anticipating around a couple months per to install each skid.

ONEIDA DIESEL TANK

Onieda's above ground diesel fuel tank is being replaced with a new tank. Contractor is on site this performing installation. Installation will take around three (3) weeks for completion. '

DRIVER BARRIERS

Working on ordering and installing locking mechanisms for driver barriers.

CORTLAND

Cortland will be moving into the Grant Street garage on September 8th. Special thanks went out to Procurement, IT, Buildings and Grounds and David Caraccio for working to get Grant Street building open. Mr. Hoff invited Mr. Caraccio up to show before and after pictures of the building.

AUDIT AND FINANCE COMMITTEE REPORT

PROPERTY INSURANCE RENEWAL– MOTION NO. 2795

Mr. John Maloff, Centro's Insurance Broker, presented a Motion to approve the Property Insurance Renewal.

A Motion to approve the Property Insurance Renewal as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence
 Seconded – Robert Cuculich
 Carried Unanimously

2025-26 FIRST QUARTER FINANCIAL STATEMENTS – MOTION NO. 2796

Ms. Brim presented a Motion to approve the 2025-26 First Quarter Financial Statements. A copy of the Statements and Motion are attached to these Minutes.

A Motion to approve the 2025-26 First Quarter Financial Statements, was raised.

Motion – Robert Cuculich
 Seconded – Darlene Lattimore
 Carried Unanimously

OLD BUSINESS

Mr. Julius Lawrence mentioned the Southwest Community Center is having a 50th anniversary celebration on November 1, 2025, and encouraged everyone to attend.

NEW BUSINESS

Mr. Brad Hunt informed the Board that Barry Shulman is receiving a Lifetime Achievement Award at Drumlins County Club on September 17, 2025, and encouraged everyone to register to attend. CEO Christopher Tuff informed that a few Board Members would attend along with Centro staff and encouraged others to attend if possible.

EXECUTIVE SESSION – MOTION NO. 2797

A Motion to move the meeting into Executive Session to obtain advice from counsel was raised.

Motion – Darlene Lattimore
 Seconded – Heather Snow
 Carried Unanimously

No action was taken in Executive Session.

ADJOURNED

There being no further business to come before the Board, the CNYRTA and its Subsidiaries Board meeting was adjourned.



Vice Chairman

ATTEST:



Secretary



TO: CNYRTA Board of Members
FROM: Christopher Tuff, Chief Executive Officer
RE: Monthly Summary Report – August 2025
DATE: August 13, 2025

Spina Bifida Transportation Summit

On July 27th, I participated in the Spina Bifida Transportation Summit, where I was part of a panel called “Transportation Services Now.” I spoke to the group about the transportation services we provide, focusing on our Call-A-Bus service. I spoke to the group about accessibility to the service, challenges to performing this type of service, and how we gather input to improve the service. The discussion was lively and greatly appreciated by the attendees and me.

Reaching Productivity Milestones (RPM)

From July 28 to August 1, the leadership team and I traveled to the outside properties to celebrate employees for their years of service to the community and to announce our quarterly operator and maintenance employee of the quarter.

Operator of the Quarter – Hal Carroll – 29 years of service

Maintenance Employee of the Quarter – Homer Davis, 39 years of service

Admin Employee of the Quarter – Amber Miller – 11 years of service

The program continues to grow, and it is a great time to celebrate all employees and their accomplishments.

Tompkins-Cortland Community College

On August 8th, Bren and I participated in a call with Tompkins-Cortland Community College (TC3) President Amy Kremenek to discuss the service in Cortland County as TC3 begins to welcome students back to Campus. They would also like to include us in their facilities master plan to provide feedback on the bus pick-up and drop-off area as we continue to increase service to their location.

Various Meetings

Continued meetings to discuss the following items and move these projects forward. The topics include, but are not limited to, Capital Planning, Recruiting, RPM Program, NYPTA, SMTCC, Arcadis (Transportation Consultants)

Transit Service Standards Monitoring Program Report

Executive Summary

To ensure compliance with DOT's Title VI Regulations, FTA requires transit providers to monitor the performance of their transit system relative to their system-wide service standards and service policies not less than every three years.

For this report, staff analyzed each fixed route bus line in Onondaga, Oneida, Cayuga, and Oswego Counties. For future reports, a sample of three minority and three non-minority routes shall be included in the report following FTA guidance.

Cortland County is not part of this monitoring program due to the service starting on March 31, 2025, with vehicles that are not capable of producing the data needed for this report.

Through our service standards, Centro strives to ensure a fair bus service for the minority population in our service areas. This is evident in the facts that:

- no buses are overloaded in minority areas,
- the headway of routes is consistent between minority and non-minority areas,
- on-time performance (OTP) is consistent and close to or above established standards on minority and non-minority routes,
- Centro routes serve more minority people compared to each county's average,
- vehicles are assigned fairly and consistently in both minority and non-minority areas, and
- transit amenities tend to be higher in minority areas (likely because we have more riders there).

In addition, system redesigns are in progress for Onondaga and Oswego Counties, following Rome's example to improve headways and the overall customer experience.



TRANSIT SERVICE STANDARDS MONITORING PROGRAM REPORT TITLE VI 2025



Central New York Regional Transportation Authority
Recipient ID: 1778

Steven Koegel – email: skoegel@centro.org
Vice President of Communications and Business Planning

Paula Cutrone – email: pcutrone@centro.org
Senior Manager of Transit Data and Equity

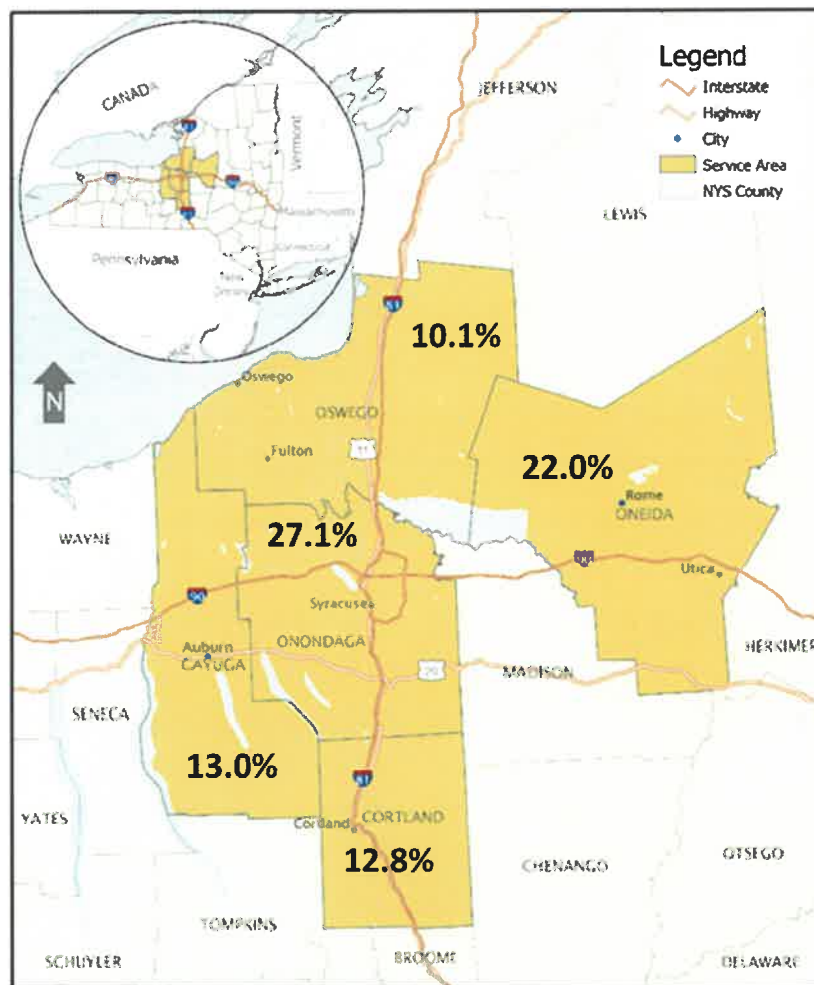


SERVICE METRICS

The six service standards as they apply to minority versus non-minority routes were evaluated in accordance with the CNY Centro Service Standards & Guidelines and the CNYRTA Small UZA and Non-UZA Service Standards & Guidelines. The data utilized is from the September 2024 signup including the October 2024 count week, unless otherwise noted.

Bus routes throughout Onondaga, Oneida, Cayuga, and Oswego counties are included in this report. Cortland County is not part of this report as service began on March 31, 2025. Cortland vehicles lack the technology to generate the data necessary for this report and were not part of our service during the time period analyzed. Cortland will be included in the next report due in 2028 and service metrics will be monitored once data is available.

CNYRTA Service Area Map with Minority Percentage by County



Per the FTA requirement for monitoring transit service, the bus routes were analyzed to determine which routes should be classified as "minority transit routes." A minority transit route is one in which at least 1/3 of the total revenue mileage is in an area in which the percentage of minority population exceeds the percentage of minority population of the service area. The minority population is calculated separately for each county (refer to the map on the left).

For this analysis, CNYRTA calculated the percent of minority population for each census block group. Routes which passed through or adjacent to a census block group were selected and calculations performed to determine the total length of feet/miles of the bus route corresponding to the minority and non-minority designations.

The following data sources and systems were used to compile this report:

- U.S. Census Bureau. "RACE." Decennial Census, DEC Redistricting Data (PL 94-171), Table P1 (SMTC)
- U.S. Census Bureau. "HISPANIC OR LATINO, AND NOT HISPANIC OR LATINO BY RACE." Decennial Census, DEC Redistricting Data (PL 94-171), Table P2
- Esri Living Atlas USA 2020 Census Race and Ethnicity Characteristics, block group
- Ridecheck Plus Ridership Reporting Software
- Trapeze Scheduling Software

Standard 1: Vehicle Load Monitoring

Peak capacity was derived from calculating the maximum average passenger load per hour during the peak timeframe of 6:00 am – 8:00 am for trips in both directions of travel between Monday October 7, 2024, and Friday October 11, 2024.

| Time Period Standard | % of Seating Capacity (Max Load) |
|---------------------------|-------------------------------------|
| Peak – Maximum any 1 trip | 155% |
| Peak – 1 hour average | 130% |
| Non-peak average | 100% |

ONONDAGA COUNTY

Nineteen of the twenty-one minority routes, and all the non-minority routes averaged less than the bus seated capacity of 38 persons. Of the two routes averaging more than 38 persons, both were less than the max load during peak time.

| Minority Route | Average Passenger Load |
|----------------|------------------------|
| Sy 10 | 30.2 |
| Sy 16 | 24.4 |
| Sy 20 | 24.5 |
| Sy 26 | 28.6 |
| Sy 30 | 46.0 |
| Sy 36 | 27.0 |
| Sy 40 | 22.8 |
| Sy 48 | 24.9 |
| Sy 50 | 6.8 |
| Sy 52 | 29.3 |
| Sy 54 | 21.6 |

| Minority Route | Average Passenger Load |
|----------------|------------------------|
| Sy 58 | 11.4 |
| Sy 62 | 17.0 |
| Sy 64 | 22.5 |
| Sy 68 | 21.6 |
| Sy 72 | 5.2 |
| Sy 74 | 47.8 |
| Sy 76 | 25.8 |
| Sy 80 | 24.2 |
| Sy 84 | 10.6 |
| Sy 86 | 27.4 |
| Average | 26.0 |

| Non-Minority Route | Average Passenger Load |
|--------------------|------------------------|
| Sy 46 | 11.8 |
| Sy 82 | 11.6 |
| Sy 88 | 8.0 |
| Sy510 | 12.6 |
| Average | 11.0 |

ONEIDA COUNTY

All routes averaged well under the seating capacity.

Note: The Rome system redesign went into effect on March 4, 2024. There was a tornado in July 2024 which affected service availability during the count week in October 2024.

| Minority Route | Average Passenger Load |
|----------------|------------------------|
| Ut 11 | 6.6 |
| Ut 12 | 6.4 |
| Ut 14 | 9.8 |
| Ut 15 | 9.9 |
| Ut 20 | 7.5 |
| Ut 22 | 6.8 |

| Minority Route | Average Passenger Load |
|----------------|------------------------|
| Ut 28 | 8.5 |
| Ut 31 | 5.2 |
| Rome2 | 2.5 |
| Rome5 | 2.9 |
| Rome6 | 3.5 |
| Average | 6.3 |

| Non-Minority Route | Average Passenger Load |
|--------------------|------------------------|
| Ut 24 | 11.9 |
| Ut 29 | 12.3 |
| Ut 30 | 10.6 |
| Ut 33 | 5.2 |
| Ut111 | 16.0 |
| Average | 11.2 |

CAYUGA COUNTY

All routes averaged well under the seating capacity.

| Minority Route | Average Passenger Load |
|----------------|------------------------|
| Aub 1 | 6.5 |
| Aub 2 | 4.4 |
| Aub 3 | 3.5 |
| Aub 4 | 4.2 |
| Average | 4.6 |

| Non-Minority Route | Average Passenger Load |
|--------------------|------------------------|
| Aub38 | 8.0 |
| Average | 8.0 |

OSWEGO COUNTY

All routes averaged well under the seating capacity.

| Minority Route | Average Passenger Load |
|----------------|------------------------|
| Ful 4 | 1.6 |
| Ful 5 | 1.2 |
| Osw1A | 1.8 |
| Osw1B | 2.3 |
| Osw1C | 0.0 |

| Minority Route | Average Passenger Load |
|----------------|------------------------|
| Osw1D | 2.3 |
| Osw2A | 3.4 |
| Osw2C | 1.7 |
| Osw2D | 3.1 |
| Average | 1.9 |

| Non-Minority Route | Average Passenger Load |
|--------------------|------------------------|
| Mex 3 | 3.8 |
| Osw46 | 9.0 |
| Average | 6.4 |

Standard 2: Vehicle Headway Monitoring

The bus routes were categorized as urban or suburban using geographic information systems (GIS) to analyze the distance the route travels through census block groups classified as such based on 2020 Decennial Census population density. The Syracuse Metropolitan Transportation Council (SMTTC) completed the population density calculations and provided a shapefile (digital vector data with geometric location and attribute information) to Centro staff.

Routes which passed through or adjacent to a census block group were selected and calculations performed to determine the total length of feet/miles of the bus route corresponding to the urban, suburban, and rural designations. Summary calculations were executed to total the length of the urban, suburban, and rural segments and percent of total. Bus lines with over 50% urban routing were designated as 'Urban' while the rest were designated as 'Suburban'.

There are no established Intercity standards due to the variable nature of each route's needs. The average headway in minutes was analyzed for weekdays (AM Peak, PM Peak, and Non-Peak timeframe), Saturdays (full day), and Sundays (full day).

The values depicted in red in the following tables represent headways exceeding the standard.

ONONDAGA COUNTY

Onondaga Weekday Headway**Transit Headway Standards - Weekday Service (Minutes)****Peak Period Headways**

0 - 90 minutes

Urban

30-40

Suburban

40 min

Non-Peak Period Headways

0 - 90 minutes

Urban

45-60

Suburban

90
min

The Sy30 minority route operates limited service to support Nottingham High School and the local neighborhoods, providing transportation to the Transit Hub. Syracuse University has duplicative service in this area. The Sy510 non-minority route operates one inbound and one outbound trip each morning and afternoon as a commuter service.

CNY Centro Inc. adopted the Saturday schedule for Weekday service due to staffing shortages in late summer/early fall 2021. Since then, we have been adding to our new weekday service as operator resources have increased. We are still operating at a deficit and unable to increase service to meet some headway standards. We are in the process of redesigning our Onondaga County bus system to better meet the public's needs.

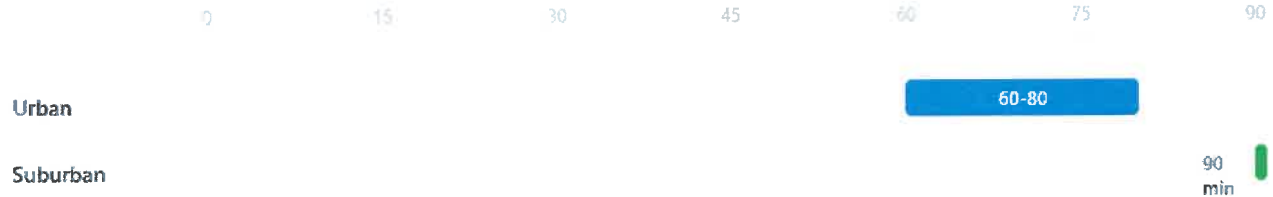
| Minority Route | Route Type | AM Peak | PM Peak | Non-Peak |
|----------------|------------|---------|---------|----------|
| Sy 10 | Urban | 20 | 20 | 37 |
| Sy 16 | Suburban | 40 | 20 | 38 |
| Sy 20 | Suburban | 20 | 20 | 31 |
| Sy 26 | Suburban | 40 | 20 | 45 |
| Sy 30 | Urban | n/a | n/a | n/a |
| Sy 36 | Suburban | 40 | 60 | 51 |
| Sy 40 | Urban | 28 | 15 | 29 |
| Sy 48 | Suburban | 45 | 80 | 103 |
| Sy 50 | Urban | n/a | 40 | 35 |
| Sy 52 | Urban | 30 | 20 | 36 |
| Sy 54 | Urban | 40 | 20 | 34 |

| Minority Route | Route Type | AM Peak | PM Peak | Non-Peak |
|----------------|------------|---------|---------|----------|
| Sy 58 | Suburban | 80 | 100 | 213 |
| Sy 62 | Suburban | 65 | 20 | 58 |
| Sy 64 | Suburban | 40 | 20 | 38 |
| Sy 68 | Suburban | 60 | 20 | 36 |
| Sy 72 | Urban | n/a | 240 | 80 |
| Sy 74 | Urban | 40 | 20 | 52 |
| Sy 76 | Urban | 40 | 80 | 58 |
| Sy 80 | Urban | 40 | 80 | 52 |
| Sy 84 | Suburban | 33 | 20 | 70 |
| Sy 86 | Suburban | 40 | 60 | 108 |

| Non-Minority Route | Route Type | AM Peak | PM Peak | Non-Peak |
|--------------------|------------|---------|---------|----------|
| Sy 46 | Suburban | 60 | 70 | 112 |
| Sy 82 | Suburban | 120 | 170 | 240 |
| Sy 88 | Suburban | 120 | 45 | 167 |
| Sy510 | Suburban | n/a | n/a | n/a |

Onondaga Weekend Headway**Transit Headway Standards - Weekend Service (Minutes)****Saturday Headways**

0 - 90 minutes

**Sunday Headways**

0 - 90 minutes



The Sy 48 is supported by the Osw46 on the weekends therefore duplicative service is not required. The Sy 58 Saturday service operates to support shift work at area industries. The Sy 72 operates limited trips on the weekend connecting apartment complexes to the downtown Hub. The Sy 84 operates limited commuter-style trips to provide some service to the area.

| Minority Route | Route Type | Saturday | Sunday |
|----------------|------------|----------|--------|
| Sy 10 | Urban | 47 | 80 |
| Sy 16 | Suburban | 58 | 80 |
| Sy 20 | Suburban | 58 | 80 |
| Sy 26 | Suburban | 58 | 80 |
| Sy 30 | Urban | No Svc | No Svc |
| Sy 36 | Suburban | 80 | 80 |
| Sy 40 | Urban | 42 | 61 |
| Sy 48 | Suburban | 120 | 120 |
| Sy 50 | Urban | 53 | n/a |
| Sy 52 | Urban | 80 | 80 |
| Sy 54 | Urban | 80 | No Svc |

| Minority Route | Route Type | Saturday | Sunday |
|----------------|------------|----------|--------|
| Sy 58 | Suburban | 280 | No Svc |
| Sy 62 | Suburban | 80 | 80 |
| Sy 64 | Suburban | 58 | 80 |
| Sy 68 | Suburban | 55 | 80 |
| Sy 72 | Urban | 200 | 200 |
| Sy 74 | Urban | 80 | 80 |
| Sy 76 | Urban | 80 | 80 |
| Sy 80 | Urban | 80 | 80 |
| Sy 84 | Suburban | 280 | No Svc |
| Sy 86 | Suburban | No Svc | No Svc |

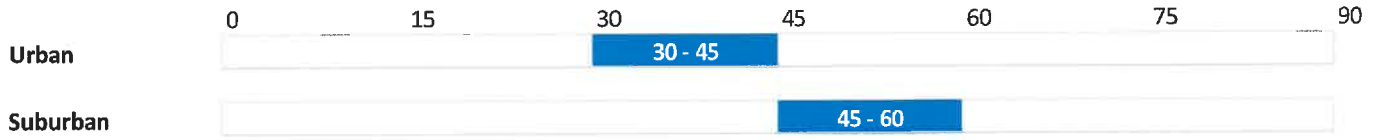
| Non-Minority Route | Route Type | Saturday | Sunday |
|--------------------|------------|----------|--------|
| Sy 46 | Suburban | No Svc | No Svc |
| Sy 82 | Suburban | No Svc | No Svc |
| Sy 88 | Suburban | No Svc | No Svc |
| Sy510 | Suburban | No Svc | No Svc |

ONEIDA COUNTY

Oneida Weekday Headway

Transit Headway Standards - Weekday Service (Minutes)

Peak Period Headways



Non-Peak Period Headways



The Ut 14 does not operate during the peak period; it is supplemental service to the Ut 15 which ends at 7:05pm.

The Ut 30 connects the village of Clinton with City of Utica. The trips are long and cannot run as frequently as the standard.

Note: The Rome system redesign went into effect on March 4, 2024. The service was designed to run on a consistent and reliable 30-minute frequency throughout the day.

| Minority Route | Route Type | AM Peak | PM Peak | Non-Peak |
|----------------|------------|---------|---------|----------|
| Ut 11 | Suburban | 60 | 75 | 59 |
| Ut 12 | Urban | 20 | 29 | 28 |
| Ut 14 | Urban | n/a | n/a | 100 |
| Ut 15 | Urban | 30 | 30 | 31 |
| Ut 20 | Urban | 45 | 45 | 45 |
| Ut 22 | Urban | 45 | 45 | 45 |
| Ut 28 | Suburban | 60 | 60 | 61 |
| Ut 31 | Suburban | n/a | 60 | 85 |
| Rome2 | Suburban | 30 | 30 | 30 |
| Rome5 | Suburban | 30 | 30 | 30 |
| Rome6 | Suburban | 30 | 30 | 30 |

| Non-Minority Route | Route Type | AM Peak | PM Peak | Non-Peak |
|--------------------|------------|---------|---------|----------|
| Ut 24 | Suburban | 30 | 30 | 32 |
| Ut 29 | Suburban | 60 | 60 | 49 |
| Ut 30 | Suburban | 120 | 90 | 106 |
| Ut 33 | Intercity | n/a | 90 | 110 |
| Ut111 | Suburban | 60 | 60 | 54 |

Oneida Weekend Headway**Transit Headway Standards - Weekend Service (Minutes)****Saturday Headways****Sunday Headways N/A**

There is no Sunday service in Oneida County. Ut 30 connects the village of Clinton with City of Utica. The trips are long and cannot run as frequently as the standard.

| Minority Route | Route Type | Saturday | Sunday |
|----------------|------------|----------|--------|
| Ut 11 | Suburban | 60 | No Svc |
| Ut 12 | Urban | 37 | No Svc |
| Ut 14 | Urban | No Svc | No Svc |
| Ut 15 | Urban | 60 | No Svc |
| Ut 20 | Urban | 45 | No Svc |
| Ut 22 | Urban | 45 | No Svc |
| Ut 28 | Suburban | 60 | No Svc |
| Ut 31 | Suburban | No Svc | No Svc |
| Rome2 | Suburban | 30 | No Svc |
| Rome5 | Suburban | 30 | No Svc |
| Rome6 | Suburban | 30 | No Svc |

| Non-Minority Route | Route Type | Saturday | Sunday |
|--------------------|------------|----------|--------|
| Ut 24 | Suburban | 30 | No Svc |
| Ut 29 | Suburban | 60 | No Svc |
| Ut 30 | Suburban | 120 | No Svc |
| Ut 33 | Intercity | 102 | No Svc |
| Ut111 | Suburban | 60 | No Svc |

CAYUGA COUNTY

Although a Suburban standard is not defined in the current Small and Non-UZA Service Standards, Auburn routes are classified as Suburban based on population density. The standards for Oneida County have been applied to Cayuga County as shown in the tables below. There is no intercity headway service standard defined.

Cayuga Weekday Headway

Transit Headway Standards - Weekday Service (Minutes)

Peak Period Headways



Non-Peak Period Headways



Each minority route's weekday headway operates in accordance with established standards.

| Minority Route | Route Type | AM Peak | PM Peak | Non-Peak |
|----------------|------------|---------|---------|----------|
| Aub 1 | Suburban | 49 | 50 | 49 |
| Aub 2 | Suburban | 45 | 50 | 56 |
| Aub 3 | Suburban | 40 | 50 | 49 |
| Aub 4 | Suburban | 40 | 50 | 52 |

| Non-Minority Route | Route Type | AM Peak | PM Peak | Non-Peak |
|--------------------|------------|---------|---------|----------|
| Aub38 | Intercity | 30 | 68 | 113 |

Cayuga Weekend Headway

Transit Headway Standards - Weekend Service (Minutes)

Saturday Headways



There is limited local service in Auburn on Saturdays and no local service in Auburn on Sundays. The Aub38 operates limited service (three trips) and a shorter version of the route on Saturdays and Sundays, terminating at Township 5 in Camillus.

| Minority Route | Route Type | Saturday | Sunday |
|----------------|------------|----------|--------|
| Aub 1 | Suburban | 54 | No Svc |
| Aub 2 | Suburban | 107 | No Svc |
| Aub 3 | Suburban | 50 | No Svc |
| Aub 4 | Suburban | 100 | No Svc |

| Non-Minority Route | Route Type | Saturday | Sunday |
|--------------------|------------|----------|--------|
| Aub38 | Intercity | 200 | 200 |

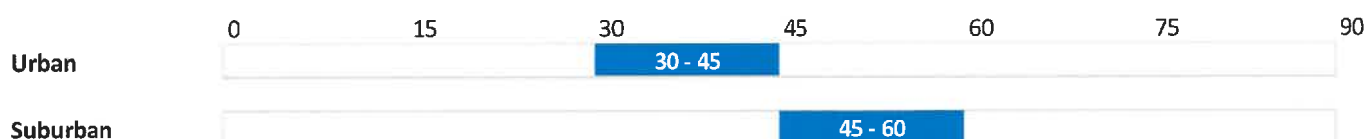
OSWEGO COUNTY

Although a Suburban standard is not defined in the current Small and Non-UZA Service Standards, Oswego routes are primarily classified as Suburban based on population density. The standards for Oneida County have been applied to Oswego County as shown in the tables below. There is no intercity headway service standard defined.

Oswego Weekday Headway

Transit Headway Standards - Weekday Service (Minutes)

Peak Period Headways



Non-Peak Period Headways



The minority route peaks listed as 'n/a' below are for service that operates outside of the typical peak period.

The non-minority route Mex 3 is a loop service that accommodates Department of Social Services (DSS) shift work in the morning.

Oswego County service is currently being redesigned to improve frequency and streamline the routes.

| Minority Route | Route Type | AM Peak | PM Peak | Non-Peak |
|----------------|------------|---------|---------|----------|
| Ful 4 | Urban | 78 | 100 | 98 |
| Ful 5 | Suburban | 43 | 110 | 60 |
| Osw1A | Suburban | n/a | 95 | 85 |
| Osw1B | Suburban | n/a | 185 | 148 |
| Osw1C | Suburban | n/a | n/a | 160 |
| Osw1D | Suburban | 30 | 60 | 109 |
| Osw2A | Suburban | n/a | 50 | 54 |
| Osw2C | Suburban | n/a | 80 | 96 |
| Osw2D | Urban | 39 | 130 | 98 |

| Non-Minority Route | Route Type | AM Peak | PM Peak | Non-Peak |
|--------------------|------------|---------|---------|----------|
| Mex 3 | Suburban | n/a | 85 | 130 |
| Osw46 | Intercity | n/a | 91 | 134 |

Oswego Weekend Headway**Transit Headway Standards - Weekend Service (Minutes)****Saturday Headways****Sunday Headways N/A**

There is reduced local service in Oswego on Saturdays. On Sundays, limited local service operates (3 trips per route) to support the Intercity Osw46 traveling between the City of Oswego and City of Syracuse.

| Minority Route | Route Type | Saturday | Sunday |
|----------------|------------|----------|--------|
| Ful 4 | Urban | 109 | No Svc |
| Ful 5 | Suburban | 112 | No Svc |
| Osw1A | Suburban | 50 | 240 |
| Osw1B | Suburban | 200 | 240 |
| Osw1C | Suburban | 133 | No Svc |
| Osw1D | Suburban | 164 | No Svc |
| Osw2A | Suburban | 69 | No Svc |
| Osw2C | Suburban | 187 | No Svc |
| Osw2D | Urban | 187 | No Svc |

| Non-Minority Route | Route Type | Saturday | Sunday |
|--------------------|------------|----------|--------|
| Mex 3 | Suburban | No Svc | No Svc |
| Osw46 | Intercity | 240 | 240 |

Standard 3: On-Time Performance Monitoring

On-Time Performance (OTP) was calculated from RideCheck Plus Run Time Detail report data collected between Monday October 7, 2024, and Friday October 11, 2024, for all locations except for Rome (refer to note in the Oneida County section below). The scheduled arrival and departure times from the Transit Hub or primary stop location were compared to the actual bus arrival and departure times recorded by Clever CAD.



ONONDAGA COUNTY

Most trips originate at the Downtown Transit Hub at a lineup. Lineups are held for the convenience of customers making transfers. While recovery time is built in for the inbound trips to be on time, in some cases it is not enough to meet our standard (90%).

We are in the process of evaluating a system redesign, referred to as 'Better Bus Onondaga,' which will help address this issue. The proposed launch date for the Onondaga County redesign is January 2027.

| Minority Route | % On Time |
|----------------|-----------|
| Sy 10 | 92% |
| Sy 16 | 93% |
| Sy 20 | 85% |
| Sy 26 | 90% |
| Sy 30 | 92% |
| Sy 36 | 86% |
| Sy 40 | 83% |
| Sy 48 | 80% |
| Sy 50 | 71% |
| Sy 52 | 91% |
| Sy 54 | 76% |

| Minority Route | % On Time |
|----------------|------------|
| Sy 58 | 93% |
| Sy 62 | 86% |
| Sy 64 | 91% |
| Sy 68 | 94% |
| Sy 72 | 92% |
| Sy 74 | 86% |
| Sy 76 | 88% |
| Sy 80 | 89% |
| Sy 84 | 85% |
| Sy 86 | 97% |
| Average | 88% |

| Non-Minority Route | % On Time |
|--------------------|------------|
| Sy 46 | 96% |
| Sy 82 | 84% |
| Sy 88 | 88% |
| Sy510 | 100% |
| Average | 92% |

ONEIDA COUNTY

Minority routes are on time an average of 92%. The Utica minority routes are on time 93% of the time, while the Rome minority routes are just below the threshold at 88%. The non-minority routes are on time an average of 90%.

Note: Rome OTP data is from May 4, 2024, through May 12, 2024, due to a tornado in the area in July 2024 which impacted the downtown transfer Hub and impacted the on-time performance due to detours.

| Minority Route | % On Time |
|----------------|-----------|
| Ut 11 | 96% |
| Ut 12 | 97% |
| Ut 14 | 92% |
| Ut 15 | 95% |
| Ut 20 | 89% |
| Ut 22 | 96% |

| Minority Route | % On Time |
|----------------|------------|
| Ut 28 | 86% |
| Ut 31 | 96% |
| Rome2 | 83% |
| Rome5 | 90% |
| Rome6 | 90% |
| Average | 92% |

| Non-Minority Route | % On Time |
|--------------------|------------|
| Ut 24 | 91% |
| Ut 29 | 86% |
| Ut 30 | 89% |
| Ut 33 | 92% |
| Ut111 | 92% |
| Average | 90% |

CAYUGA COUNTY

Minority routes are on time an average of 93%; three of the four routes are over the 90% standard, with the Aub4 being within one percentage point.

The non-minority route is on time 85% of the time. The Aub38 is an intercity service operating approximately 63 roundtrip miles between the City of Auburn and the City of Syracuse. This service is more susceptible to weather delays, constructions, and accidents even with the built in recovery time.

| Minority Route | % On Time |
|----------------|------------|
| Aub 1 | 95% |
| Aub 2 | 95% |
| Aub 3 | 94% |
| Aub 4 | 89% |
| Average | 93% |

| Non-Minority Route | % On Time |
|--------------------|------------|
| Aub38 | 85% |
| Average | 85% |

OSWEGO COUNTY

Minority routes are on time an average of 88%; however, the Fulton route's OTP is 85% while the Oswego City route's OTP is 90%.

The non-minority routes are on time an average of 74.0%. The Mex3 is a loop service operating approximately 72 roundtrip miles between the City of Oswego, the village of Mexico, and the City of Fulton while the Osw46 is an intercity service operating approximately 93 roundtrip miles between the City of Oswego and the City of Syracuse. These services are more susceptible to weather delays, constructions, and accidents even with the built in recovery time.

| Minority Route | % On Time |
|----------------|-----------|
| Ful 4 | 89% |
| Ful 5 | 80% |
| Osw1A | 93% |
| Osw1B | 87% |
| Osw1C | 95% |

| Minority Route | % On Time |
|----------------|------------|
| Osw1D | 95% |
| Osw2A | 93% |
| Osw2C | 72% |
| Osw2D | 91% |
| Average | 88% |

| Non-Minority Route | % On Time |
|--------------------|------------|
| Mex 3 | 69% |
| Osw46 | 79% |
| Average | 74% |

Standard 4: Service Availability

Service Availability was analyzed using the *Decennial Census 2020*, population by race demographic data. The service area includes portions of census block groups within one-quarter mile of urban segments of bus routes and one-half mile of suburban/rural segments of bus routes. Segments were derived from a GIS analysis of census block group population data. The size of the service area is represented in square miles in the below tables. Service area size is depicted in square miles in the tables below.

ONONDAGA COUNTY

Each of the minority and non-minority routes analyzed serve a minority population at or above the minority concentration percentage (**27.1%** for Onondaga County based on Decennial Census 2020, table P2).

There is a higher percentage of minority residents in the minority route service area, 51.4% compared to 34.8%.

Note: The highway mileage was removed from the Sy510 line before calculating the service area metrics as the bus is unable to make stops along the highway.

| Minority Route | Service Area Size | Population per sq mile | Minority per sq mile | % Minority |
|----------------|-------------------|------------------------|----------------------|------------|
| Sy 10 | 4.3 | 4,088 | 2,639 | 64.5% |
| Sy 16 | 8.4 | 3,292 | 1,287 | 39.1% |
| Sy 20 | 17.9 | 2,174 | 802 | 36.9% |
| Sy 26 | 7.1 | 3,180 | 1,844 | 58.0% |
| Sy 30 | 6.5 | 4,790 | 2,011 | 42.0% |
| Sy 36 | 9.1 | 3,411 | 943 | 27.7% |
| Sy 40 | 6.7 | 5,112 | 2,317 | 45.3% |
| Sy 48 | 8.3 | 3,352 | 1,531 | 45.7% |
| Sy 50 | 3.3 | 5,015 | 3,091 | 61.6% |
| Sy 52 | 9.7 | 3,827 | 2,051 | 53.6% |
| Sy 54 | 3.4 | 5,957 | 4,431 | 74.4% |

| Minority Route | Service Area Size | Population per sq mile | Minority per sq mile | % Minority |
|----------------|-------------------|------------------------|----------------------|--------------|
| Sy 58 | 7.0 | 2,850 | 1,249 | 43.8% |
| Sy 62 | 15.6 | 2,651 | 1,099 | 41.5% |
| Sy 64 | 6.8 | 3,453 | 1,332 | 38.6% |
| Sy 68 | 5.5 | 4,002 | 2,173 | 54.3% |
| Sy 72 | 0.6 | 8,724 | 5,873 | 67.3% |
| Sy 74 | 7.4 | 3,730 | 1,412 | 37.8% |
| Sy 76 | 6.2 | 3,693 | 1,865 | 50.5% |
| Sy 80 | 3.1 | 8,615 | 4,654 | 54.0% |
| Sy 84 | 8.0 | 3,311 | 1,508 | 45.5% |
| Sy 86 | 11.2 | 2,939 | 1,221 | 41.5% |
| Average | 7.4 | 4,198.5 | 2,158.6 | 51.4% |

| Non-Minority Route | Service Area Size | Population per sq mile | Minority per sq mile | % Minority |
|--------------------|-------------------|------------------------|----------------------|--------------|
| Sy 46 | 14.0 | 3,078 | 1,074 | 34.9% |
| Sy 82 | 18.2 | 1,607 | 505 | 31.4% |
| Sy 88 | 27.8 | 1,577 | 514 | 32.6% |
| Sy510 | 12.7 | 595 | 290 | 48.7% |
| Average | 18.2 | 1,714.3 | 595.8 | 34.8% |

ONEIDA COUNTY

Each of the minority and non-minority routes analyzed serve a minority population at or above the minority concentration percentage (**22.0%** for Oneida County based on Decennial Census 2020, table P2).

There is a higher percentage of minority residents in the minority route service area, 47.5% compared to 34.3%.

| Minority Route | Service Area Size | Population per sq mile | Minority per sq mile | % Minority |
|----------------|-------------------|------------------------|----------------------|--------------|
| Ut 11 | 5.5 | 2,697 | 993 | 36.8% |
| Ut 12 | 3.1 | 3,404 | 1,918 | 56.4% |
| Ut 14 | 6.4 | 4,543 | 2,305 | 50.7% |
| Ut 15 | 1.6 | 8,787 | 5,969 | 67.9% |
| Ut 20 | 3.9 | 3,981 | 1,782 | 44.8% |
| Ut 22 | 2.2 | 6,831 | 3,652 | 53.5% |
| Ut 28 | 5.9 | 1,871 | 613 | 32.8% |
| Ut 31 | 6.2 | 2,615 | 1,085 | 41.5% |
| Rome2 | 3.9 | 2,025 | 532 | 26.3% |
| Rome5 | 2.9 | 3,550 | 774 | 21.8% |
| Rome6 | 4.5 | 2,235 | 560 | 25.0% |
| Average | 4.2 | 3,867.0 | 1,834.9 | 47.5% |

| Non-Minority Route | Service Area Size | Population per sq mile | Minority per sq mile | % Minority |
|--------------------|-------------------|------------------------|----------------------|--------------|
| Ut 24 | 6.9 | 2,877 | 1,064 | 37.0% |
| Ut 29 | 5.6 | 1,610 | 548 | 34.0% |
| Ut 30 | 11.3 | 2,094 | 695 | 33.2% |
| Ut 33 | 29.5 | 835 | 293 | 35.0% |
| Ut111 | 7.4 | 2,435 | 777 | 31.9% |
| Average | 12.1 | 1,970.4 | 675.5 | 34.3% |

CAYUGA COUNTY

Each of the minority and non-minority routes analyzed serve a minority population at or above the minority concentration percentage (**13.0%** for Cayuga County based on Decennial Census 2020, table P2).

The Aub38 non-minority line has a higher percentage of minorities due to it serving the urban core of Syracuse.

| Minority Route | Service Area Size | Population per sq mile | Minority per sq mile | % Minority |
|----------------|-------------------|------------------------|----------------------|--------------|
| Aub 1 | 4.7 | 2,178 | 590 | 27.1% |
| Aub 2 | 3.8 | 2,481 | 459 | 18.5% |
| Aub 3 | 4.1 | 2,463 | 577 | 23.4% |
| Aub 4 | 5.1 | 2,132 | 554 | 26.0% |
| Average | 4.4 | 2,313.6 | 545.1 | 23.6% |

| Non-Minority Route | Service Area Size | Population per sq mile | Minority per sq mile | % Minority |
|--------------------|-------------------|------------------------|----------------------|--------------|
| Aub38 | 32.9 | 1,551 | 474 | 30.6% |
| Average | 32.9 | 1,550.9 | 474.2 | 30.6% |

OSWEGO COUNTY

Each of the minority and non-minority routes analyzed serve a minority population at or above the minority concentration percentage (**10.1%** for Oswego County based on Decennial Census 2020, table P2).

The Osw46 non-minority line has a higher percentage of minorities due to it serving the urban core of Syracuse.

| Minority Route | Service Area Size | Population per sq mile | Minority per sq mile | % Minority |
|----------------|-------------------|------------------------|----------------------|--------------|
| Ful 4 | 3.9 | 1,983 | 261 | 13.2% |
| Ful 5 | 4.4 | 1,635 | 191 | 11.7% |
| Osw1A | 3.1 | 2,275 | 356 | 15.7% |
| Osw1B | 3.7 | 2,238 | 349 | 15.6% |
| Osw1C | 3.6 | 1,996 | 311 | 15.6% |
| Osw1D | 4.1 | 2,019 | 310 | 15.4% |
| Osw2A | 1.9 | 2,777 | 531 | 19.1% |
| Osw2C | 2.4 | 2,620 | 473 | 18.0% |
| Osw2D | 3.0 | 2,968 | 500 | 16.8% |
| Average | 3.4 | 2,279.0 | 364.8 | 16.0% |

| Non-Minority Route | Service Area Size | Population per sq mile | Minority per sq mile | % Minority |
|--------------------|-------------------|------------------------|----------------------|--------------|
| Mex 3 | 32.9 | 493 | 65 | 13.3% |
| Osw46 | 54.7 | 1,594 | 418 | 26.2% |
| Average | 43.8 | 1,043.6 | 241.4 | 23.1% |

Standard 5: Vehicle Assignment

All vehicles operated in the four counties are equipped with Wi-Fi and accessible ramps or lifts. The vehicle length will vary based on passenger loads in each county. The age of vehicles is not considered when assigning buses.

ONONDAGA COUNTY

There are six unique bus types, assigned in Onondaga County, all of which are 40-foot buses. For the September 2024 signup, the age of the buses ranged between four and sixteen years old. *Note, the oldest buses have since been removed from service and the current (July 2025) age range is between one and thirteen years old.*

18.75% of the assigned bus types have high back seats. High back seats are available on buses for both minority and non-minority routes. As per Centro standards, high back seats are used primarily for routes with extended travel distance and highway travel.

96.25% of the assigned bus types are low floor models. The exceptions are the Coach Diesel buses known as MCIs. As MCIs are phased out of operation, they will be replaced with low-floor models.

| Vehicle Amenities | | | | |
|-------------------|-------------|-----------|-----------|---------------|
| Minority Route | Average Age | High Back | Low Floor | ADA Compliant |
| Sy 10 | 7.0 | No | Yes | 100% |
| Sy 16 | 5.3 | No | Yes | 100% |
| Sy 20 | 7.0 | No | Yes | 100% |
| Sy 26 | 7.4 | No | Yes | 100% |
| Sy 30 | 7.0 | No | Yes | 100% |
| Sy 36 | 9.0 | mixed | Yes | 100% |
| Sy 40 | 9.0 | mixed | mixed | 100% |
| Sy 48 | 9.0 | mixed | Yes | 100% |
| Sy 50 | 6.0 | No | Yes | 100% |
| Sy 52 | 9.4 | mixed | Yes | 100% |
| Sy 54 | 6.0 | No | Yes | 100% |

| Vehicle Amenities | | | | |
|-------------------|-------------|-----------|-----------|---------------|
| Minority Route | Average Age | High Back | Low Floor | ADA Compliant |
| Sy 58 | 11.0 | mixed | Yes | 100% |
| Sy 62 | 10.8 | mixed | Yes | 100% |
| Sy 64 | 6.0 | No | Yes | 100% |
| Sy 68 | 6.0 | No | Yes | 100% |
| Sy 72 | 9.0 | mixed | Yes | 100% |
| Sy 74 | 7.4 | No | Yes | 100% |
| Sy 76 | 6.7 | No | Yes | 100% |
| Sy 80 | 6.3 | No | Yes | 100% |
| Sy 84 | 10.8 | mixed | Yes | 100% |
| Sy 86 | 10.8 | mixed | Yes | 100% |

| Vehicle Amenities | | | | |
|--------------------|-------------|-----------|-----------|---------------|
| Non-Minority Route | Average Age | High Back | Low Floor | ADA Compliant |
| Sy 46 | 9.0 | mixed | Yes | 100% |
| Sy 82 | 10.3 | mixed | mixed | 100% |
| Sy 88 | 13.3 | mixed | mixed | 100% |
| Sy510 | 6.0 | No | Yes | 100% |

ONEIDA COUNTY

The Oneida County fleet is made up of 35-foot buses which fall under a singular bus type. Within that bus type, there are vehicles ranging in age up to thirteen years old. The average age of the Utica fleet is eight years old while the average age of the Rome fleet is six years old based on a review of bus assignments for the week of 10/7/2024 – 10/12/2024. Vehicles are often swapped between the Utica and Rome garages due to mechanical issues and preventative maintenance.

None of the assigned bus types have high back seats. 100% of the fleet are low floor models.

| Minority Route | Average Age | Vehicle Amenities | | |
|----------------|-------------|-------------------|-----------|---------------|
| | | High Back | Low Floor | ADA Compliant |
| Ut 11 | 8.0 | No | Yes | 100% |
| Ut 12 | 8.0 | No | Yes | 100% |
| Ut 14 | 8.0 | No | Yes | 100% |
| Ut 15 | 8.0 | No | Yes | 100% |
| Ut 20 | 8.0 | No | Yes | 100% |
| Ut 22 | 8.0 | No | Yes | 100% |
| Ut 28 | 8.0 | No | Yes | 100% |
| Ut 31 | 8.0 | No | Yes | 100% |
| Rome2 | 6.0 | No | Yes | 100% |
| Rome5 | 6.0 | No | Yes | 100% |
| Rome6 | 6.0 | No | Yes | 100% |

| Non-Minority Route | Average Age | Vehicle Amenities | | |
|--------------------|-------------|-------------------|-----------|---------------|
| | | High Back | Low Floor | ADA Compliant |
| Ut 24 | 8.0 | No | Yes | 100% |
| Ut 29 | 8.0 | No | Yes | 100% |
| Ut 30 | 8.0 | No | Yes | 100% |
| Ut 33 | 8.0 | No | Yes | 100% |
| Ut111 | 8.0 | No | Yes | 100% |

CAYUGA COUNTY

The Cayuga County fleet is comprised of three unique bus types which are 30-foot and 40-foot in length. The minority route buses are transit diesel buses which range between three and seven years of age. The average age of the buses used on those lines is five years based on a review of bus assignments for the week of 10/7/2024 – 10/12/2024. All the buses on the minority routes are low floor models. High back seats would not be used on local service unless necessary.

For the Aub38 non-minority route, the 40-foot Coach Diesel bus (known as MCI) would be assigned due to the extended trip length between the City of Auburn and City of Syracuse. The MCI has high back seats but does not have a low floor. As MCIs are phased out of operation, they will be replaced with low-floor models.

| Minority Route | Average Age | Vehicle Amenities | | |
|----------------|-------------|-------------------|-----------|---------------|
| | | High Back | Low Floor | ADA Compliant |
| Aub 1 | 5.0 | No | Yes | 100% |
| Aub 2 | 5.0 | No | Yes | 100% |
| Aub 3 | 5.0 | No | Yes | 100% |
| Aub 4 | 5.0 | No | Yes | 100% |

| Non-Minority Route | Average Age | Vehicle Amenities | | |
|--------------------|-------------|-------------------|-----------|---------------|
| | | High Back | Low Floor | ADA Compliant |
| Aub38 | 9.0 | Yes | No | 100% |

OSWEGO COUNTY

The Oswego County fleet is comprised of three unique bus types which are 30-foot and 40-foot in length. The minority route buses, except for the Osw1A, are transit diesel buses which range between six and seven years of age and are low floor models. The Osw1A can be a transit diesel or a 40-foot Coach Diesel as there are specific trips that connect to the Osw46 which require a bus type with high back seats.

For the Osw46 non-minority route, the 40-foot Coach Diesel bus (known as MCI) would be assigned due to the extended trip length between the City of Oswego and City of Syracuse. The MCI has high back seats but does not have a low floor. As MCIs are phased out of operation, they will be replaced with low-floor models.

| Minority Route | Average Age | Vehicle Amenities | | |
|----------------|-------------|-------------------|-----------|---------------|
| | | High Back | Low Floor | ADA Compliant |
| Ful 4 | 7.0 | No | Yes | 100% |
| Ful 5 | 6.5 | No | Yes | 100% |
| Osw1A | 7.3 | mixed | mixed | 100% |
| Osw1B | 6.5 | No | Yes | 100% |
| Osw1C | 6.0 | No | Yes | 100% |
| Osw1D | 6.0 | No | Yes | 100% |
| Osw2A | 6.5 | No | Yes | 100% |
| Osw2C | 6.0 | No | Yes | 100% |
| Osw2D | 6.5 | No | Yes | 100% |

| Non-Minority Route | Average Age | Vehicle Amenities | | |
|--------------------|-------------|-------------------|-----------|---------------|
| | | High Back | Low Floor | ADA Compliant |
| Mex 3 | 6.5 | No | Yes | 100% |
| Osw46 | 8.0 | mixed | mixed | 100% |

Standard 6: Distribution of Transit Amenities

Transit Amenities analyzed included bus shelters, benches, and shelter information panels. The maximum roundtrip miles were calculated for each route from the pairs of inbound and outbound trips. Due to the difference in mileage between the routes, the amenities per mile were calculated to quantify the amenities more evenly by type, per route.

ONONDAGA COUNTY

Amenities are equitably distributed between both minority and non-minority routes in accordance with our service standards. There are more shelters, benches, and information panels per mile on minority routes compared to non-minority routes.

| Minority Route | Max Roundtrip Miles | # shelters | # benches | # info panels | shelters per Mile | benches per Mile | info panels per Mile |
|----------------|---------------------|------------|-----------|---------------|-------------------|------------------|----------------------|
| Sy 10 | 10.2 | 7 | 6 | 9 | 0.69 | 0.59 | 0.88 |
| Sy 16 | 15.3 | 6 | 5 | 9 | 0.39 | 0.33 | 0.59 |
| Sy 20 | 24.3 | 20 | 19 | 29 | 0.82 | 0.78 | 1.20 |
| Sy 26 | 16.0 | 5 | 5 | 5 | 0.31 | 0.31 | 0.31 |
| Sy 30 | 15.3 | 11 | 11 | 19 | 0.72 | 0.72 | 1.24 |
| Sy 36 | 20.9 | 14 | 14 | 29 | 0.67 | 0.67 | 1.39 |
| Sy 40 | 15.1 | 9 | 8 | 9 | 0.59 | 0.53 | 0.59 |
| Sy 48 | 19.2 | 6 | 6 | 17 | 0.31 | 0.31 | 0.89 |
| Sy 50 | 7.9 | 7 | 6 | 17 | 0.89 | 0.76 | 2.15 |
| Sy 52 | 14.3 | 10 | 10 | 17 | 0.70 | 0.70 | 1.19 |
| Sy 54 | 11.9 | 6 | 5 | 7 | 0.50 | 0.42 | 0.59 |
| Sy 58 | 18.1 | 4 | 4 | 12 | 0.22 | 0.22 | 0.66 |
| Sy 62 | 32.3 | 12 | 12 | 21 | 0.37 | 0.37 | 0.65 |
| Sy 64 | 11.3 | 2 | 2 | 3 | 0.18 | 0.18 | 0.26 |
| Sy 68 | 13.0 | 7 | 7 | 15 | 0.54 | 0.54 | 1.16 |
| Sy 72 | 1.9 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 |
| Sy 74 | 16.0 | 3 | 3 | 3 | 0.19 | 0.19 | 0.19 |
| Sy 76 | 13.1 | 8 | 8 | 17 | 0.61 | 0.61 | 1.30 |
| Sy 80 | 10.6 | 14 | 14 | 21 | 1.32 | 1.32 | 1.98 |
| Sy 84 | 19.9 | 6 | 6 | 11 | 0.30 | 0.30 | 0.55 |
| Sy 86 | 24.5 | 7 | 7 | 18 | 0.29 | 0.29 | 0.74 |
| Total | 331.0 | 164.0 | 158.0 | 288.0 | | | |
| Average | | | | | 0.50 | 0.48 | 0.87 |

| Non-Minority Route | Max Roundtrip Miles | # shelters | # benches | # info panels | shelters per Mile | benches per Mile | info panels per Mile |
|--------------------|---------------------|------------|-----------|---------------|-------------------|------------------|----------------------|
| Sy 46 | 32.5 | 8 | 8 | 20 | 0.25 | 0.25 | 0.62 |
| Sy 82 | 42.5 | 6 | 6 | 17 | 0.14 | 0.14 | 0.40 |
| Sy 88 | 44.5 | 12 | 12 | 25 | 0.27 | 0.27 | 0.56 |
| Sy510 | 40.5 | 1 | 1 | 1 | 0.02 | 0.02 | 0.02 |
| Total | 160.0 | 27 | 27 | 63 | | | |
| Average | | | | | 0.17 | 0.17 | 0.39 |

ONEIDA COUNTY

There are no information panels in the shelters. Amenities are equitably distributed between both minority and non-minority routes in accordance with our service standards. There are more shelters and benches per mile on minority routes compared to non-minority routes.

| Minority Route | Max Roundtrip Miles | # shelters | # benches | # info panels | shelters per Mile | benches per Mile | info panels per Mile |
|----------------|---------------------|------------|-----------|---------------|-------------------|------------------|----------------------|
| Ut 11 | 11.9 | 4 | 3 | 0 | 0.34 | 0.25 | 0.00 |
| Ut 12 | 7.1 | 2 | 1 | 0 | 0.28 | 0.14 | 0.00 |
| Ut 14 | 18.6 | 7 | 7 | 0 | 0.38 | 0.38 | 0.00 |
| Ut 15 | 6.2 | 3 | 3 | 0 | 0.49 | 0.49 | 0.00 |
| Ut 20 | 8.9 | 6 | 6 | 0 | 0.68 | 0.68 | 0.00 |
| Ut 22 | 6.5 | 2 | 2 | 0 | 0.31 | 0.31 | 0.00 |
| Ut 28 | 11.9 | 3 | 2 | 0 | 0.25 | 0.17 | 0.00 |
| Ut 31 | 14.9 | 3 | 3 | 0 | 0.20 | 0.20 | 0.00 |
| Rome2 | 6.7 | 1 | 2 | 0 | 0.15 | 0.30 | 0.00 |
| Rome5 | 6.6 | 2 | 2 | 0 | 0.30 | 0.30 | 0.00 |
| Rome6 | 8.1 | 2 | 2 | 0 | 0.25 | 0.25 | 0.00 |
| Total | 107.3 | 35.0 | 33.0 | 0.0 | | | |
| Average | | | | | 0.33 | 0.31 | 0.00 |

| Non-Minority Route | Max Roundtrip Miles | # shelters | # benches | # info panels | shelters per Mile | benches per Mile | info panels per Mile |
|--------------------|---------------------|------------|-----------|---------------|-------------------|------------------|----------------------|
| Ut 24 | 15.0 | 14 | 14 | 0 | 0.93 | 0.93 | 0.00 |
| Ut 29 | 11.0 | 3 | 2 | 0 | 0.27 | 0.18 | 0.00 |
| Ut 30 | 28.0 | 15 | 15 | 0 | 0.54 | 0.54 | 0.00 |
| Ut 33 | 58.7 | 3 | 3 | 0 | 0.05 | 0.05 | 0.00 |
| Ut111 | 17.7 | 2 | 2 | 0 | 0.11 | 0.11 | 0.00 |
| Total | 130.5 | 37 | 36 | 0 | | | |
| Average | | | | | 0.28 | 0.28 | 0.00 |

CAYUGA COUNTY

Amenities are equitably distributed between both minority and non-minority routes in accordance with our service standards. There are more shelters and benches per mile on minority routes compared to non-minority routes. The non-minority route has more info panels per mile due to the inclusion of shelters in the urban core of Syracuse.

| Minority Route | Max Roundtrip Miles | # shelters | # benches | # info panels | shelters per Mile | benches per Mile | info panels per Mile |
|----------------|---------------------|-------------|-------------|---------------|-------------------|------------------|----------------------|
| Aub 1 | 12.4 | 6 | 6 | 3 | 0.48 | 0.48 | 0.24 |
| Aub 2 | 10.1 | 1 | 1 | 1 | 0.10 | 0.10 | 0.10 |
| Aub 3 | 8.5 | 4 | 4 | 3 | 0.47 | 0.47 | 0.35 |
| Aub 4 | 12.1 | 2 | 2 | 2 | 0.17 | 0.17 | 0.17 |
| Total | 43.0 | 13.0 | 13.0 | 9.0 | | | |
| Average | | | | | 0.30 | 0.30 | 0.21 |

| Non-Minority Route | Max Roundtrip Miles | # shelters | # benches | # info panels | shelters per Mile | benches per Mile | info panels per Mile |
|--------------------|---------------------|------------|-----------|---------------|-------------------|------------------|----------------------|
| Aub38 | 63.2 | 10 | 10 | 23 | 0.16 | 0.16 | 0.36 |
| Total | 63.2 | 10 | 10 | 23 | | | |
| Average | | | | | 0.16 | 0.16 | 0.36 |

OSWEGO COUNTY

Amenities are equitably distributed between both minority and non-minority routes in accordance with our service standards. There are more shelters and benches per mile on minority routes compared to non-minority routes. All shelters have been removed from Fulton due to customer requests. There are no information panels on the local service in Oswego. The non-minority route has information panels due to the inclusion of shelters in the urban core of Syracuse.

| Minority Route | Max Roundtrip Miles | # shelters | # benches | # info panels | shelters per Mile | benches per Mile | info panels per Mile |
|----------------|---------------------|-------------|-------------|---------------|-------------------|------------------|----------------------|
| Ful 4 | 13.1 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 |
| Ful 5 | 11.4 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 |
| Osw1A | 5.1 | 4 | 4 | 0 | 0.78 | 0.78 | 0.00 |
| Osw1B | 10.7 | 3 | 3 | 0 | 0.28 | 0.28 | 0.00 |
| Osw1C | 9.8 | 4 | 4 | 0 | 0.41 | 0.41 | 0.00 |
| Osw1D | 10.4 | 5 | 5 | 0 | 0.48 | 0.48 | 0.00 |
| Osw2A | 3.0 | 3 | 3 | 0 | 0.99 | 0.99 | 0.00 |
| Osw2C | 6.0 | 2 | 2 | 0 | 0.33 | 0.33 | 0.00 |
| Osw2D | 7.6 | 3 | 3 | 0 | 0.39 | 0.39 | 0.00 |
| Total | 77.1 | 24.0 | 24.0 | 0.0 | | | |
| Average | | | | | 0.31 | 0.31 | 0.00 |

| Non-Minority Route | Max Roundtrip Miles | # shelters | # benches | # info panels | shelters per Mile | benches per Mile | info panels per Mile |
|--------------------|---------------------|------------|-----------|---------------|-------------------|------------------|----------------------|
| Mex 3 | 72.1 | 4 | 4 | 0 | 0.06 | 0.06 | 0.00 |
| Osw46 | 92.6 | 15 | 14 | 21 | 0.16 | 0.15 | 0.23 |
| Total | 164.7 | 19 | 18 | 21 | | | |
| Average | | | | | 0.12 | 0.11 | 0.13 |

CONCLUSION

After completing the service monitoring evaluation of all routes throughout Onondaga, Oneida, Cayuga, and Oswego Counties, CNYRTA has determined that there is no evidence of a disparate impact on the basis of race, color, or national origin in any of the six established policies and standards.

CNYRTA is taking steps to improve adherence to its standards by undertaking a system redesign in Onondaga and Oswego Counties. In addition, there are updates proposed to the Service Standards & Guidelines to align the criteria with Centro's expanded service area and fleet, and with customer travel patterns.

Service Standards and Policies Executive Summary

The Federal Transit Administration (FTA) Circular 4702.1 B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" requires that all FTA recipients who operate fixed route service set system-wide service standards and policies for each specific fixed route mode of service they provide. These standards and policies must address how service is distributed across the transit system and must ensure that the manner of the distribution affords users access to these assets.

The last update of the Service Standards and Policies was in 2019. An update is necessary to align the standards and policies with Centro's expanded service area and fleet, and with customer travel patterns.

Notable revisions to Service Standards:

- **Vehicle Load:** vehicle sizes updated, no change to maximum load standard
- **Vehicle Headway:**
 - Intercity headways defined as being variable
 - CNY Centro Inc. suburban route headways updated to include a range (40-60 minutes or 90-120 minutes)
- **On-Time Performance:** updated performance objective to 85% or greater to match current Clever on-time performance analysis
- **Service Availability (revised based on feedback from July Board Meeting):**
 - removed reference to route spacing; added walking distance and speed for urban density (.25 miles from route, 5 minutes at 3mph) and suburban/rural density (.50 miles from route, 10 minutes at 3mph)
 - added bus stop standard for urban population density (minimum of 3 and maximum of 6 stops per mile) and suburban/rural population density (bus stops not more than 2 miles apart) depending on terrain, walkability, and street grid design; added urban, suburban, and rural population density to definitions section of document

Notable revisions to Policies:

- **Transit Amenities:**
 - consolidated policies to apply to all locations
 - changed weekday ridership usage to 15% of the most frequently used bus stops for the service location
 - changed senior usage to a 'substantial number of seniors' as opposed to a specific percentage
 - added additional Intelligent Transportation System (ITS) elements; matched installation criteria to bus shelters
- **Vehicle Assignment:** updated bus type references to better match current fleet

Following the forthcoming Syracuse System redesign, the Service Standards and Policies will be updated as necessary.



CNYRTA Service Standards and Policies

I. Purpose of the Policy

The Federal Transit Administration (FTA) Circular 4702.1 B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" effective October 1, 2012) requires that all FTA recipients who operate fixed route service set system-wide service standards and policies for each specific fixed route mode of service they provide. These standards and policies must address how service is distributed across the transit system and must ensure that the manner of the distribution affords users access to these assets.

II. Policy Statement

The Authority's Board of Members adopts the following service standards and service policies in keeping with the Authority's mission and in compliance with FTA Circular C 4702.1B Chapter 4 to ensure service design and operations practices do not result in discrimination on the basis of race, color, or national origin. Service policies differ from service standards in that standards are not necessarily based on a quantitative threshold.

As these standards and policies will be major determinants of the Authority's operating and capital costs, the ability to adhere to them is dependent on the Authority's fiscal position. As such, these standards and policies are "targets." Staff are therefore directed to use their best judgement in providing efficient, cost-effective public transportation within the confines of the Authority's fiscal means.

III. Applicability & Participation Eligibility

These standards apply to Centro's service areas as required by the Federal Transit Administration (FTA) and are consistent with the criteria required by the FTA. Most standards apply universally to all garage locations, while others are designated as CNY Centro Inc. (Syracuse) or Small UZA (Utica)/Non-UZA (Auburn, Cortland, Oswego, Rome).

IV. Resources & Related Procedures

- Title VI of the Civil Rights Act of 1964
- FTA circular 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration dated October 1, 2012

V. Definitions

- **On-Time Performance** is a measure of trips completed as scheduled.
- **Rural Population Density** is defined as less than 1,800 persons per square mile.
- **Service Availability** is a general measure of the distribution of routes within a transit provider's service area, characterized by the average walking distance to a bus line.
- **Suburban Population Density** is defined as 1,800 to 3,600 persons per square mile.

CNYRTA Service Standards and Policies

- **Transit Amenities** are items of comfort, convenience, and safety available to the general riding public.
- **Urban Population Density** is defined as 3,600 or more people per square mile.
- **Vehicle Headway** is the amount of time between two vehicles traveling in the same direction on the same route.
- **Vehicle Assignment** is the process by which transit vehicles are placed into service in depots and on routes throughout the transit provider's system.
- **Vehicle Load** is the ratio of passengers on board to the number of seats available on a vehicle, at the vehicle's maximum load point.

VI. Policy Detail for Service Standards

FTA requires all fixed route transit providers to develop quantitative standards for all fixed route modes of operation for the indicators listed below.

a. Vehicle Load

Vehicle load is a metric expressed as the ratio of passengers on board to the number of seats available on a vehicle, at the vehicle's maximum load point.

The vehicle fleet at each garage facility is to be matched to the ridership patterns and volume of customers served.

CNY Centro Inc.:

- Regular route loadings in the urbanized Syracuse region require most of the fleet to be 40-foot buses. Within the 40-foot category, various seating configurations yield between 30 and 38 seats.

Small UZA/Non-UZA:

- Regular route loadings in Utica, and the non-urbanized areas of Auburn, Oswego, and Rome require various sized vehicles to meet the local ridership demand. Within these service areas, bus sizes range from 29 to 40 feet in length with seating capacities ranging from 24 to 38 seats. Several 40-foot coach vehicles are assigned to intercity service. Coach style vehicles have 40-49 seats and a max load of 100% seating capacity.
- The Cortland fleet was inherited from Cortland Transit and is comprised of medium duty cutaways with seating capacities between 17 and 19 seats and 35-foot buses with seating capacities between 26 and 34 seats. The max load on the current Cortland fleet is 100% of seating capacity.

The variety of service area characteristics, vehicle types, amenities, and seating configurations make identification of a "one size fits all" vehicle load standard difficult. To the extent possible, except where previously noted, the following vehicle load guidelines should be used in service planning:

| TIME PERIOD | % OF SEATING CAPACITY/MAXIMUM LOAD |
|---------------------------|------------------------------------|
| Peak – Maximum any 1 trip | 155% |
| Peak – 1 hour average | 130% |
| Non-peak average | 100% |

CNYRTA Service Standards and Policies

b. Vehicle Headway

A “headway” is the time interval between two vehicles traveling in the same direction on the same route.

As with the vehicle load standard, vehicle headways are tailored to the route’s ridership characteristics and patterns. To the extent possible, Centro should strive to achieve the following minimum vehicle headways listed in minutes:

CNY Centro Inc. (Syracuse)

| AREA TYPE | WEEKDAY PEAK PERIOD | WEEKDAY NON-PEAK PERIOD | SATURDAY | SUNDAY |
|-----------|---------------------|-------------------------|----------|----------|
| Urban | 30 - 40 | 45 - 60 | 60 - 80 | 60 - 80 |
| Suburban | 40 - 60 | 90 - 120 | 90 - 120 | 90 - 120 |
| Intercity | Variable | Variable | Variable | Variable |

Small UZA (Utica) / Non-UZA (Auburn, Cortland, Oswego, Rome)

| AREA TYPE | WEEKDAY PEAK PERIOD | WEEKDAY NON-PEAK PERIOD | SATURDAY | SUNDAY |
|-----------|---------------------|-------------------------|----------|----------|
| Urban | 30 - 45 | 45 - 60 | 45 - 60 | N/A |
| Suburban | 45 - 60 | 60 - 90 | 60 - 90 | N/A |
| Intercity | Variable | Variable | Variable | Variable |

Notes:

- More frequent headways may be provided if warranted by passenger loads.
- Specialized services may be designed to only make trips as required by passenger demand. Service on such routes may be scheduled to extend outside of the vehicle headway guidelines.
- Intercity bus service is determined by customer demand and available funding, and in many cases, services are considered performed as a matter of policy. Services are variable and changeable due to staffing and trip connections and are dependent upon available resources.

c. On-Time Performance

On-time performance is a measure of trips completed as scheduled. Adherence to a published schedule is critical to ensure reliability of service to the public.

- 1) A vehicle is considered on time if it departs a scheduled timepoint no more than 5 minutes late. Centro’s on-time performance objective is 85% or greater.
- 2) Any bus line exceeding 15% of trips late will be defined as having a schedule adherence problem and steps will be taken to rectify the situation.
- 3) No trips should leave a terminal or time point ahead of schedule.

CNYRTA Service Standards and Policies

- 4) Wherever practical, recovery time should be built into running times and used as a management tool to support schedule adherence. Recovery time should be minimal but sufficient to maintain timely schedules under most conditions.

d. Service Availability

Service availability is a general measure of the distribution of routes within a transit provider's service area. Centro's service area is vast and encompasses the entirety of five separate counties. Bus service is concentrated within and surrounding the cities. Centro defines service "availability" as the average walking distance to a bus line. Factors that affect the public's perception of the availability of transit services include the land use pattern adjacent to bus routes and stops, topography, the presence of sidewalks and the condition of the bus stop area in clear weather and inclement weather.

In areas of urban population density, Centro provides walk-on access to persons residing within .25 miles of a bus route (5 minutes at 3 mph average walking speed). In areas of suburban/rural population density, Centro's walk-on access increases to .50 miles (10 minutes at 3 mph).

In terms of bus stops, persons living in areas of urban population density are afforded a minimum of 3 and a maximum of 6 bus stops per mile and persons living in areas of suburban/rural population density are afforded bus stops not more than 2 miles apart. These standards depend on terrain, walkability, and street grid design. Highway mileage is not included as vehicles are not picking up passengers.

VII. Policy Detail for Service Policies

FTA requires fixed route transit providers to develop a policy for each of the following service indicators.

a. Transit Amenities

The installation of transit amenities along bus routes will be based on the number of passengers boarding at individual bus stops. Transit amenities include bus shelters, benches, schedule panels, and Intelligent Transportation System (ITS) elements used to provide information to the public.

Transit amenities are defined for the current fixed route service and do not apply to future system changes such as Bus Rapid Transit (BRT). The Policy will be updated at such time as BRT is incorporated into the bus system.

1) Bus Shelters

Bus shelters are the most frequently requested transit amenity; however, bus stops are not always physically suitable candidates for a bus shelter. In addition, Centro has limited capital and operating (maintenance) resources to devote to bus shelters. Staff will evaluate each requested shelter location using the criteria below as a guide. Based on the results, a recommendation will be made to the Executive Director or his/her designee for final decision. The decision to install a shelter will include, but not be limited to, the following factors:

- a. Weekday ridership usage at the site must be among the top 15% of the most frequently used bus stops for the service location.

CNYRTA Service Standards and Policies

- b. No alternative shelter is available (i.e., a building entrance/overhang, etc.).
- c. There must be sufficient space to safely install a shelter.
- d. The usage standard may be waived if a substantial number of the riders are seniors or disabled.
- e. All shelters will be compliant with Americans with Disabilities Act guidelines.
- f. Shelters should be installed only where the Authority's equipment investment is deemed to be safe from vandalism.

2) Bus Shelter Benches

Benches are to be installed within bus shelters. If ADA guidelines cannot be met, a bench will not be installed. If the number of passengers waiting at a shelter exceeds the shelter capacity, a bench may not be installed. Free-standing benches without bus shelters are not to be installed due to liability and maintenance concerns.

3) Schedule Panels

Schedule panels are to be installed in shelters wherever possible. In lieu of schedule panels, real-time electronic arrival displays may be installed.

4) Intelligent Transportation System (ITS) elements

ITS is a national program aimed at using modern computers and communications to make travel smarter, faster, safer, and more convenient. ITS elements include real-time messaging signs linked to Centro's automated vehicle location system and voice annunciators for the visually impaired to announce "next bus" arrival times at bus stops. This includes the onboard signage displaying the next stop and customer announcements.

The decision to install ITS elements will include, but not be limited to, the following factors:

- a. A sustainable source of funding is available.
- b. Weekday ridership usage at the site must be among the top 15% of the most frequently used bus stops for the service location.
- c. The usage standard may be waived if a substantial number of the riders are seniors or disabled.
- d. ITS equipment should be installed only where the Authority's equipment investment is deemed to be safe from vandalism.

As new transportation systems and technologies emerge, they will be evaluated for deployment.

Additional ITS elements available to customers include:

- The GoCentroBus mobile app provides access to real-time bus information. Customers can pinpoint real-time bus locations, see estimated bus arrival times, store favorite routes and stops, create customized travel plans, identify the nearest stop using the cell phone's geolocation, and provide feedback with email and photos. The app is available for downloading for free on portable smart devices.
- Track By Text is available to get next scheduled bus arrival times for any Centro bus stop via text message.

CNYRTA Service Standards and Policies

b. Vehicle Assignment

Equipment guidelines must consider the operating characteristics of buses of various lengths, which are to be matched to the operating parameters of the route. Higher capacity buses shall be used on routes with the highest ridership and load factors. Local routes with lower ridership may be assigned lower capacity buses. In addition:

- 1) Bus assignments must be done to ensure that no route is given a disproportionate percentage of old buses or buses without amenities deemed desirable.
- 2) In keeping with Federal Title VI guidelines bus assignments will be made without regard to the race, color or national origin of the population to be served.
- 3) Buses that do not have equipment to accommodate standing passengers should not be used on routes with vehicle loads exceeding 100% of seating capacity.
- 4) Over-the-road-style coaches may be assigned to intercity and suburban routes due to the extended travel distance and the extent of highway travel. As coach-style buses are phased out of the CNYRTA fleet, they will be replaced with low floor buses equipped with high-back seats to accommodate the longer trip duration.

VIII. Monitoring and Updating Service Standards and Policies

Centro routinely reviews and updates its CNYRTA Service Standards and Policies, as necessary. Anticipated updates include the addition of new counties to the Authority and significant changes to the transit system that require different quantitative standards, vehicle types, or amenities. A review of the CNYRTA Service Standards and Policies occurs with each triennial Title VI program submission.

Title VI Program Policies Update Executive Summary

As required by Title VI of the Civil Rights Act of 1964, Centro maintains policies for identifying and analyzing major transit service changes and fare changes to ensure there are no discriminatory impacts.

Centro is required by the Federal Transit Administration to regularly update its Title VI program. Due to service and population changes in the service area, it is necessary to update several key parts of the policies which are summarized below.

Major Service Change Policy

The criteria for a major service change have been updated:

1. from service hours to revenue hours;
2. length of a route to revenue miles; and
3. added criteria related to implementing a new transit route that provides at least 50% of its route miles without duplicating other routes.

The exceptions to criteria were enhanced to include route detours for situations outside of Centro's control.

Fare Change Policy

The fare change policy was added as a separate policy in the document.

The definition of a fare change was specified as either an increase or decrease in the price of any CNYRTA fare or fare product.

Disparate Impact Policy

The disparate impact threshold is being raised from 20% to 30%.

Disproportionate Burden Policy

The disproportionate burden threshold is being raised from 20% to 34%.

The definition of low-income is being updated to refer to persons as opposed to households as follows: A low-income person refers to an individual whose household income is at or below 150 percent of the U.S. Department of Health and Human Services (HHS) poverty guidelines.

The proposed revised policies were made available for public comment from July 1 – July 31, 2025. There were no comments received related to the policy changes or definitions.



Title VI Program Policies

I. Purpose of the Policy

The Federal Transit Administration (FTA) Circular 4702.1 B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" effective October 1, 2012) requires that all FTA recipients who operate 50 or more fixed route vehicles in peak service and serve a population of 200,000 or greater, evaluate any fare change or any major service change, during the planning and programming stages.

When planning fare changes or major services changes, the Central New York Regional Transportation Authority (CNYRTA) shall consider if any adverse effect would occur because of the change. CNYRTA shall consider the degree of adverse effects (if any), analyze those effects, and identify any mitigating factors that need to be considered because of the proposed fare change or major service change.

This document contains CNYRTA's definitions and related plans and procedures pertinent to the Major Service Change Policy, Fare Change Policy, Disparate Impact Policy, and Disproportionate Burden Policy.

II. Policy Statement

It is the policy of CNYRTA to solicit and consider public feedback prior to implementing major service changes and/or fare changes. In addition, CNYRTA's Title VI Program objectives are as follows:

- To ensure that transit services are equitably distributed without regard to race, color, or national origin.
- To ensure that the level and quality of transit services are sufficient to provide equal access and mobility for any person.
- To ensure that opportunities to participate in the transit planning and decision-making processes are provided to persons.
- To ensure that decisions on the location of transit services and facilities are made without regard to race, color, or national origin.
- To ensure that corrective and remedial action is taken to prevent discriminatory treatment.

III. Applicability & Participation Eligibility

These standards apply to all properties within the CNYRTA service area, as required by the Federal Transit Administration (FTA) and are consistent with criteria required by the FTA.

IV. Resources & Related Procedures

- Title VI of the Civil Rights Act of 1964
- FTA circular 4702.1B Title VI Requirements and Guidelines for Federal Transit Administration dated October 1, 2012
- Centro's Language Accessibility Plan for Limited English Proficient Persons (June 2025)
- Centro's Public Participation Plan (June 2025)

Title VI Program Policies

V. Definitions

- **Adverse Effect** refers to a geographical or time-based change in transit service which includes but is not limited to span of service changes, frequency changes, route segment elimination, re-routing, or route elimination. An adverse effect is measured by the changes between the existing and proposed service levels that are deemed significant.
- **American Community Survey (ACS)** is an ongoing statistical survey conducted by the U.S. Census Bureau to collect and provide annually updated information about the nation's population, demographics, housing, and social and economic characteristics. The ACS is conducted annually, providing continuous updates on population and housing characteristics. ACS 5-year estimates are produced by aggregating data over a five-year period, making them more reliable for smaller areas and are the preferred data source for minority and low-income demographic data.
- **Disparate Impact** refers to a facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where the recipient's policy or practice lacks a substantial legitimate justification and where there exists one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin.
- **Disproportionate Burden** refers to a neutral policy or practice that disproportionately affects low-income populations more than non-low-income populations. A finding of disproportionate burden requires the recipient to evaluate alternatives and mitigate burdens where practicable.
- **Fare Changes** are defined as either an increase or decrease in the price of any CNYRTA fare or fare product.
- **Low-Income Person** refers to an individual whose income is at or below 150 percent of the U.S. Department of Health and Human Services (HHS) poverty guidelines.
- **Low-Income Population** refers to any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed CNYRTA program, policy, or activity.
- **Major Service Changes** are defined as an increase or decrease in service on a fixed route that either changes the number of revenue hours operated on any individual route or combination of routes, by 25% or more; changes the number of revenue miles on any individual route or combination of routes, by 25% or more; or the implementation of a new transit route that provides at least 50% of its route miles without duplicating other routes.
- **Minority Person** refers to an individual who identifies as being part of any racial or ethnic groups aside from white, non-Hispanic.
- **Minority Population** refers to any readily identifiable group of minority persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed CNYRTA program, policy, or activity.
- **Service Area** refers to the geographic area in which CNYRTA is authorized by its charter to provide service to the public. As of March 31, 2025, the following counties are included in the CNYRTA service area: Cayuga, Cortland, Oneida, Onondaga, and Oswego.

Title VI Program Policies

VI. Policy Detail

a. Major Service Change Policy

A Major Service Change is defined as an increase or decrease in service on a fixed route meeting at least one of the following criteria:

- 1) Changes the number of revenue hours operated on any individual route or combination of routes, by 25% or more.
- 2) Changes the number of revenue miles on any individual route or combination of routes, by 25% or more.
- 3) The implementation of a new transit route that provides at least 50% of its route miles without duplicating other routes.

Exceptions to these criteria include:

- School trippers
- Contracted service
- Seasonal service
- Route detours due to circumstances beyond CNYRTA'S control, including but not limited to road and/or lane closures, construction, emergency service roadblocks, fiscal crisis, civil demonstrations, lack of winter maintenance including plowing, salting, and sanding that may lead to unsafe driving conditions, or any other uncontrollable circumstance.
- Route detours due to natural disasters such as tornados, flooding, earthquakes, wildfires, or other natural disasters or human-caused catastrophic disasters that may force the suspension of transit service for public safety.
- When a segment of one route is moved to another route, but the revenue hours or miles do not change by 25%.

Temporary service changes (experimental, demonstration, or emergency service changes) may be operated for twelve months or less without a Title VI Service Equity Analysis being completed. If a temporary service change lasts longer than twelve months, then FTA considers the change permanent, and a service equity analysis must be completed if the service otherwise qualifies as a major service change.

All Major Service Changes will be subject to a service equity analysis to evaluate the effects of the service changes on minority and low-income populations. This includes an analysis of adverse effects relating to possible disparate impacts and disproportionate burden.

A public hearing is required for all Major Service Changes. For details regarding public participation practices related to Major Service Changes, refer to Centro's Public Participation Plan dated June 2025.

Title VI Program Policies

b. Fare Change Policy

A fare change is defined as either an increase or decrease in the price of any CNYRTA fare or fare product.

Exceptions:

- “Spare the air days” or other instances when CNYRTA has declared that all passengers ride free to mitigate air pollution.
- Temporary fare reductions for service changes due to events outside of CNYRTA control. The reduction is used as a mitigating measure for altering the customer’s travel patterns.
- Promotional fare reductions lasting less than six months.

Promotional fare changes that last longer than six months are considered a permanent change by FTA, and a fare equity analysis must be completed.

All Fare Changes will be subject to a fare equity analysis to evaluate the effects of the fare change on minority and low-income populations. This includes an analysis of adverse effects relating to possible disparate impacts and disproportionate burden.

A public hearing is required for all Fare Changes. For details regarding public participation practices related to Fare Changes, refer to Centro’s Public Participation Plan dated June 2025.

c. Disparate Impact Policy

The purpose of this policy is to establish a threshold which identifies when adverse effects of a major service or any fare change are borne disproportionately by minority populations.

Centro defines a disparate impact as occurring when the absolute difference between the percentage of minority and non-minority persons affected is at least 30%. A minority person refers to an individual who identifies as being part of any racial or ethnic groups aside from white, non-Hispanic.

The threshold was determined by calculating 1.5 times the systemwide minority average from ACS 5-year 2019-2023 data (20.3%). For simplicity, the calculated value of 30.45% was standardized to 30%.

When a disparate impact is identified, Centro will consider modification of the proposal in order to avoid, minimize, or mitigate the impacts. This Disparate Impact Policy will be applied to all major service, and fare changes.

d. Disproportionate Burden Policy

The purpose of this policy is to establish a threshold which identifies when the adverse effects of a major service change or any fare change are borne disproportionately by low-income populations.

Centro defines a disproportionate burden as occurring when the absolute difference between the percentage of low-income and non-low-income persons affected is at least 34%. A low-income

Title VI Program Policies

person refers to an individual whose household income is at or below 150 percent of the U.S. Department of Health and Human Services (HHS) poverty guidelines.

The threshold was determined by calculating 1.5 times the systemwide low-income average from ACS 5-year 2019-2023 data (22.6%). For simplicity, the calculated value of 33.90% was standardized to 34%.

U.S. Census Bureau ACS tables, including, but not limited to, Ratio of Income to Poverty in the last 12 months, will be used to determine low-income status for the general population. The U.S. Department of Health and Human Services (HHS) Poverty Guidelines table will be used to determine low-income status based on ridership survey responses for number of persons in household and income.

When a disproportionate burden is identified, Centro will consider modification of the proposal to avoid, minimize, or mitigate the impacts. This Disproportionate Burden Policy will be applied to all major service and fare changes.

Audit and Finance Committee Agenda

Presented by Melissa Brim, Vice President of Finance
August 22, 2025

Board Actions Motions and Resolutions

MOTIONS:

July 31, 2025, Statement of Revenues & Expenditures – M. Brim

RESOLUTIONS:

SUPPLEMENTAL INFORMATION:

Mortgage Recording Tax (MRT) Statement
Statement of Cash Flow
Quarterly Investment Report
Procurement Summary
Capital Program Summary

ITEMS REQUIRING FUTURE BOARD ACTION:

August 31, 2025, Statement of Revenues & Expenditures
September 30, 2025, Statement of Revenues & Expenditures



STATEMENT OF REVENUES AND EXPENDITURES

Central New York Regional Transportation Authority
Preliminary Statement of Revenues and Expenditures
From 04/01/2025 through 07/31/2025
(In Whole Numbers)

| | Actual | Budget | Budget Change | % Change to Budget | Prior Year Actual | CY to PY Change | % Change CY to PY |
|---|----------------------|--------------------|----------------------|--------------------|----------------------|--------------------|-------------------|
| Operating Revenue | | | | | | | |
| Regular Line Passenger Revenue | 1,478,315 | 1,424,730 | 53,585 | 3.8% | 1,387,790 | 90,525 | 6.5% |
| Special Line Passenger Revenue | 1,792,217 | 1,733,076 | 59,141 | 3.4% | 1,636,466 | 155,751 | 9.5% |
| Advertising & Other Revenue | 781,121 | 784,692 | (3,571) | -0.5% | 784,968 | (3,847) | -0.5% |
| Total Operating Revenue | 4,051,653 | 3,942,498 | 109,155 | 2.8% | 3,809,223 | 242,429 | 6.4% |
| Operating Expenses | | | | | | | |
| Salaries & Wages | 12,928,463 | 14,491,201 | 1,562,738 | -10.8% | 12,212,646 | 715,816 | 5.9% |
| Other Employee Benefits & Payroll Taxes | 1,313,909 | 1,491,217 | 177,308 | -11.9% | 1,277,514 | 36,395 | 2.8% |
| Healthcare Benefits | 4,301,463 | 5,269,380 | 967,917 | -18.4% | 4,451,124 | (149,661) | -3.4% |
| Workers Compensation | 1,180,535 | 1,058,700 | (121,835) | 11.5% | 679,415 | 501,120 | 73.8% |
| Pension Benefits | 1,377,043 | 1,694,587 | 317,544 | -18.7% | 1,642,874 | (265,832) | -16.2% |
| Risk Management | 2,537,311 | 1,488,740 | (1,048,572) | 70.4% | 769,412 | 1,767,899 | 229.8% |
| Purchased Transportation | 1,936,749 | 2,264,000 | 327,251 | -14.5% | 2,084,628 | (147,879) | -7.1% |
| Materials & Supplies | 1,563,722 | 1,648,993 | 85,272 | -5.2% | 1,728,025 | (164,303) | -9.5% |
| Services | 2,091,113 | 2,694,140 | 603,028 | -22.4% | 1,968,622 | 122,491 | 6.2% |
| Fuel | 675,065 | 954,513 | 279,449 | -29.3% | 678,320 | (3,256) | -0.5% |
| Utilities | 184,201 | 247,100 | 62,899 | -25.5% | 200,179 | (15,978) | -8.0% |
| Other Expenses | 127,527 | 226,658 | 99,132 | -43.7% | 121,032 | 6,495 | 5.4% |
| Total Operating Expenses | 30,217,099 | 33,529,229 | 3,312,130 | -9.9% | 27,813,792 | 2,403,307 | 8.6% |
| Non-Operating Revenue | | | | | | | |
| Operating Assistance | 23,252,174 | 25,558,800 | (2,306,626) | -9.0% | 22,676,024 | 576,150 | 2.5% |
| Mortgage Tax Revenue | 3,556,311 | 2,530,000 | 1,026,311 | 40.6% | 2,555,985 | 1,000,326 | 39.1% |
| Gain/Loss on Disposal of Capital | 39,181 | 16,667 | 22,515 | 135.1% | 15,945 | 23,237 | 145.7% |
| Investment Revenue | 378,816 | 166,768 | 212,048 | 127.2% | 535,070 | (156,254) | -29.2% |
| Total Non-Operating Revenue | 27,226,483 | 28,272,235 | (1,045,752) | -3.7% | 25,783,023 | 1,443,460 | 5.6% |
| Operating Income (Loss) | 1,061,036 | (1,314,497) | 2,375,533 | -180.7% | 1,778,455 | (717,418) | -40.3% |
| Capital Contributions | | | | | | | |
| Federal Grants | 855,865 | 0 | 855,865 | 0.0% | 930,351 | (74,486) | -8.0% |
| State Grants | 135,991 | 0 | 135,991 | 0.0% | 354,437 | (218,446) | -61.6% |
| Total Capital Contributions | 991,855 | 0 | 991,855 | 0.0% | 1,284,788 | (292,932) | -22.8% |
| Non-Operating Expenses | | | | | | | |
| Depreciation Expense | 4,759,344 | 0 | (4,759,344) | 0.0% | 3,745,879 | 1,013,466 | 27.1% |
| Total Non-Operating Expenses | 4,759,344 | 0 | (4,759,344) | 0.0% | 3,745,879 | 1,013,466 | 27.1% |
| Change in Net Position | (2,706,453) | (1,314,497) | (1,391,956) | 105.9% | (682,636) | (2,023,817) | 296.5% |
| Net Position - Beginning of Year | (125,571,224) | 0 | (125,571,224) | 0.0% | (215,991,016) | 90,419,792 | -41.9% |
| Total Net Position - Beginning of Year | (125,571,224) | 0 | (125,571,224) | 0.0% | (215,991,016) | 90,419,792 | -41.9% |
| Net Position - End of Year | (128,277,677) | (1,314,497) | (126,963,180) | 9658.7% | (216,673,652) | 88,395,976 | -40.8% |



STATEMENT OF REVENUE AND EXPENDITURES

After four months ending July 31, 2025, the Authority reports a consolidated operating income of \$1.1 million, excluding capital contributions and non-operating expenses. This positive result reflects strong operating performance in the early part of the fiscal year.

Operating Revenues

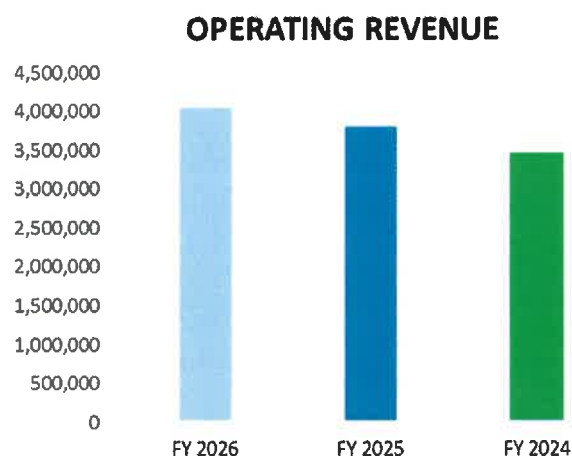
Total operating revenues amount to \$4 million, representing a \$242 thousand (6.4%) increase compared to the same period in the prior year. Revenues also exceeded budget projections by \$107 thousand (2.8%), driven by higher-than-anticipated service demand and revenue recovery efforts.

| | Actual | Budget | Budget Change | % Change to Budget | Prior Year Actual | CY to PY Change | % Change CY to PY |
|-----------------------------|-----------|-----------|---------------|--------------------|-------------------|-----------------|-------------------|
| Operating Revenue | | | | | | | |
| Passenger Revenues | 3,270,532 | 3,157,806 | 112,726 | 3.6% | 3,024,256 | 246,276 | 8.1% |
| Advertising & Other Revenue | 781,121 | 784,692 | (3,571) | -0.5% | 784,968 | (3,847) | -0.5% |
| Total Operating Revenue | 4,051,653 | 3,942,498 | 109,155 | 2.8% | 3,809,224 | 242,429 | 6.4% |

Passenger revenues are performing 3.6% over budget expectations, and 8.1% over prior year.

Regular line passenger revenues are performing 3.8% above budget expectations and 6.5% higher than the same period last year. This positive trend is largely driven by stronger-than-anticipated farebox collections and increased revenue from Mobility on Demand (Move) services. Total ridership for both fixed-route and demand-response services has grown 8.5% year-over-year, reflecting greater use of public transit in our community. These gains have been partially offset by lower-than-expected pass sales.

Special line passenger revenues are performing 3.4% above budget expectations and 9.5% higher than the prior year. This favorable performance is primarily the result of scheduled contract rate increases and increased contracted service request.



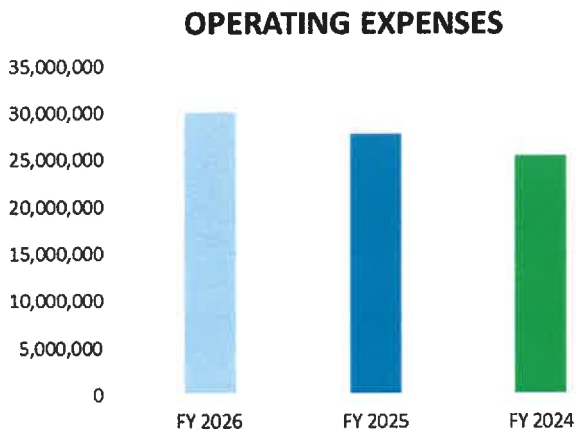
Advertising and other revenues are performing inline with budget expectations and prior year.



Operating Expenses

As of July 31, 2025, total operating expenses total \$30.2 million, representing a \$2.4 million (8.6%) increase compared to prior year. Current year expense are performing \$3.3million (9.9%) under the budgeted expectations.

| | Actual | Budget | Budget Change | % Change to Budget | Prior Year Actual | CY to PY Change | % Change CY to PY |
|--------------------------|------------|------------|---------------|--------------------|-------------------|-----------------|-------------------|
| Operating Expenses | | | | | | | |
| Personnel Expenses | 21,101,413 | 24,005,085 | 2,903,672 | -12.1% | 20,263,573 | 837,840 | 4.1% |
| Non-Personnel Expenses | 9,115,688 | 9,524,144 | 408,456 | -4.3% | 7,550,218 | 1,565,470 | 20.7% |
| Total Operating Expenses | 30,217,101 | 33,529,229 | 3,312,128 | -9.9% | 27,813,790 | 2,403,311 | 8.6% |



Personnel expenses are performing \$2.9 million (12.1%) below budget expectations and are \$2.4 million (4.1%) higher than the same period last year. All personnel expense categories are currently under budget with the exception of Workers' Compensation, which is elevated due to current-period claim costs and the presence of seven more open claims compared to last year.

It is important to note that the personnel budget is based on full staffing for the entire fiscal year. Ongoing vacancies, particularly among bus operators and administrative staff, continue to be a primary driver of the favorable budget variance.

On a year-over-year basis, most personnel-related expenses have increased, with the exception of healthcare and pension benefits. Healthcare expenses have declined due to 1,809 fewer claims and 9,777 fewer services provided. Excellus premiums are under budget due to fewer enrolled members, particularly in Cortland County.

Pension expenses are trending below prior-year levels as well. This reduction is largely the result of the annual actuarial valuation and lower 401(a) plan costs, as the majority of May contributions were funded using forfeited funds from the forfeiture account.

Non-personnel expenses are \$408 thousand (4.3%) below budget expectations but \$1.5 million (20.7%) higher than the same period last year.

All non-personnel expense categories are currently at or below budget, with the exception of Risk Management. Most categories are trending in line with, or slightly below, prior-year levels, with the notable exceptions of Risk Management and Services.

Risk Management expenses are 70.4% over budget and more than 100% higher than last year. This variance is driven primarily by costs related to self-insurance claims under CNYRTA's Auto GL policy, stemming from incidents in prior years.

Services expenses are currently under budget but remain above prior-year levels. The favorable budget variance is largely due to timing, as planned expenditures for advertising, marketing, training, and software licensing/maintenance are anticipated but have not yet occurred. This is partially offset by service-related work already underway in Cortland in preparation for staff relocating to the Grant Street facility. The year-over-year increase reflects costs for outside services performed at the Grant Street location ahead of the move.



Non-Operating Revenues

Non-operating revenues total \$27.2 million, which are \$1 million (7.4%) under budget expectations, and are reflecting a \$1.4 million (5.6%) increase over prior year.

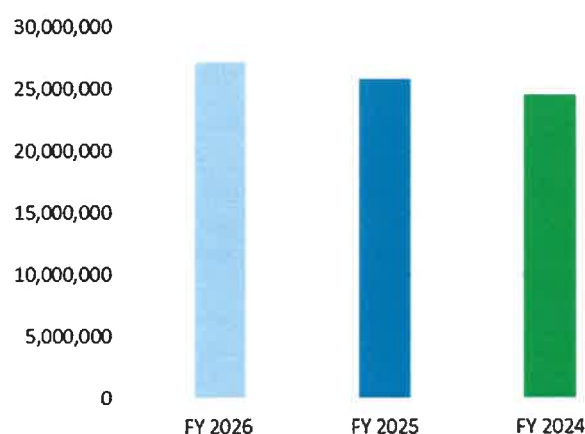
| | Actual | Budget | Budget Change | % Change to Budget | Prior Year Actual | CY to PY Change | % Change CY to PY |
|----------------------------------|------------|------------|---------------|--------------------|-------------------|-----------------|-------------------|
| Non-Operating Revenue | | | | | | | |
| Operating Assistance | 23,252,174 | 25,558,800 | (2,306,626) | -9.0% | 22,676,024 | 576,150 | 2.5% |
| Mortgage Tax Revenue | 3,556,311 | 2,530,000 | 1,026,311 | 40.6% | 2,555,985 | 1,000,326 | 39.1% |
| Gain/Loss on Disposal of Capital | 39,181 | 16,667 | 22,515 | 135.1% | 15,945 | 23,237 | 145.7% |
| Investment Revenue | 378,816 | 166,768 | 212,048 | 127.2% | 535,070 | (156,254) | -29.2% |
| Total Non-Operating Revenue | 27,226,482 | 28,272,235 | (1,045,752) | -7.4% | 25,783,023 | 1,443,460 | 5.6% |

Operating assistance revenues are 7.4% below budget expectations but remain 5.6% higher than the same period last year. This variance is the result of a strategic approach to revenue recognition. While State Transit Operating Assistance (STOA) has increased, the Authority utilized conserved federal and state Preventive Maintenance (PM) funds in July. The use of these conserved PM funds is evaluated on a month-to-month basis and will be applied in months with higher operating costs.

Mortgage tax revenues are performing exceptionally well, 40% above budget expectations and 39% higher than last year. This growth reflects a healthy real estate market; however, given the inherent volatility of this revenue source, the Authority will continue to closely monitor trends and apply conservative financial planning practices.

Investment revenues are exceeding budget expectations by over 100% and are 29% under prior year. With investment yields performing between 4.18% and 4.30%, the Authority will continue to seek opportunities to invest idle cash strategically, while ensuring sufficient liquidity is maintained to support ongoing operations.

NON-OPERATING REVENUE



INVESTMENT REPORT

Central New York Regional Transportation Authority
Inventory of Existing Investments
As of 07/31/2025
(In Whole Numbers)

| Cash Investments | Institution | Interest Rate | Amount | Total |
|---|-------------|---------------|--------------|---------------------|
| Unrestricted - Operating Funds | | | | |
| Commercial Savings - General Fund | M&T Bank | 2.50% | \$11,163,006 | |
| Commercial Savings - Farebox Collection | JP Morgan | 1.65% | \$75,544 | |
| | | | | <u>\$11,238,550</u> |
| Board Designated - Funded Reserves | | | | |
| Commercial Savings - Health Reserve | M&T Bank | 2.50% | \$3,222,504 | |
| Commercial Savings - Insurance Reserve | M&T Bank | 2.50% | \$2,857 | |
| Commercial Checking - Capital Reserve | JP Morgan | 1.65% | \$833,049 | |
| Commercial Checking - Paratransit Reserve | JP Morgan | 1.65% | \$91,041 | |
| | | | | <u>\$4,149,451</u> |
| Total Cash Investment Value | | | | <u>\$15,388,001</u> |

| Investments | Institution | Yield | Term | Market Value | Purchase Date | Maturity Date | Maturity Value |
|-------------------------------------|-------------|-------|-------|---------------------|---------------|---------------|---------------------|
| Operating Funds | | | | | | | |
| Treasury Bill - Operating Funds | JP Morgan | 4.18% | 2 mo. | \$5,018,124 | 07/31/2025 | 09/23/2025 | \$5,050,000 |
| Board Designated - Funded Reserves | | | | | | | |
| Treasury Bill - Capital Reserve | JP Morgan | 4.19% | 2 mo. | \$3,023,912 | 07/15/2025 | 09/09/2025 | \$3,038,000 |
| Treasury Bill - Capital Reserve | JP Morgan | 4.19% | 2 mo. | \$2,002,025 | 05/20/2025 | 07/15/2025 | \$2,013,000 |
| Treasury Bill - Insurance Reserve | JP Morgan | 4.19% | 3 mo. | \$4,287,959 | 06/13/2025 | 09/11/2025 | \$4,309,000 |
| Treasury Bill - Paratransit Reserve | JP Morgan | 4.30% | 2 mo. | \$5,230,766 | 06/24/2025 | 08/19/2025 | \$5,242,000 |
| Total Investment Values | | | | <u>\$19,562,786</u> | | | <u>\$19,652,000</u> |



MORTGAGE RECORDING TAX STATEMENT

Actual Receipts YTDBudget Variance YTD

| <u>FY-23</u> | <u>FY-24</u> | <u>FY-25</u> | <u>FY-26</u> | <u>\$ vs PY</u> | <u>% vs PY</u> | <u>FY-26 Bud</u> | <u>\$</u> | <u>%</u> |
|--------------|--------------|--------------|--------------|-----------------|----------------|------------------|-----------|----------|
| 3,337,292 | 2,591,592 | 2,551,000 | 3,556,311 | 1,005,311 | 39.4% | 2,530,000 | 1,026,311 | 40.6% |

| | <u>Actual</u> <u>FY-23</u> | <u>Actual</u> <u>FY-24</u> | <u>Actual</u> <u>FY-25</u> | <u>Actual</u> <u>FY-26</u> | <u>Actual</u> <u>vs PY</u> | <u>YTD</u> <u>vs PY</u> | <u>Budget</u> <u>FY 26</u> | <u>Actual Vs</u> <u>Budget</u> | <u>YTD</u> <u>Variance</u> |
|-----------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|----------------------------|-------------------------------|-----------------------------------|-------------------------------|
| April | 899,181 | 761,875 | 537,226 | 690,885 | 28.6% | 373.6% | 545,000 | 26.8% | 26.8% |
| May | 778,198 | 557,104 | 622,405 | 884,530 | 42.1% | 266.0% | 600,000 | 47.4% | 37.6% |
| June | 807,832 | 621,109 | 512,679 | 971,182 | 89.4% | 227.9% | 625,000 | 55.4% | 43.9% |
| July | 852,081 | 651,504 | 878,691 | 1,009,715 | 14.9% | 246.5% | 760,000 | 32.9% | 40.6% |
| August | 1,213,405 | 736,644 | 739,495 | 0 | | | 750,000 | | |
| September | 755,804 | 643,528 | 668,431 | 0 | | | 725,000 | | |
| October | 658,916 | 737,317 | 880,437 | 0 | | | 775,000 | | |
| November | 819,898 | 613,698 | 824,214 | 0 | | | 760,000 | | |
| December | 567,517 | 640,840 | 704,965 | 0 | | | 660,000 | | |
| January | 682,916 | 743,819 | 730,141 | 0 | | | 630,000 | | |
| February | 624,144 | 547,438 | 525,142 | 0 | | | 625,000 | | |
| March | 734,415 | 425,398 | 636,968 | 0 | | | 635,000 | | |
| Totals | <u>9,394,307</u> | <u>7,680,275</u> | <u>8,260,794</u> | <u>3,556,311</u> | | | <u>8,090,000</u> | | |

| <u>County Receipts - July</u> | <u>FY-26</u> | <u>FY-25</u> | <u>\$</u> | <u>%</u> |
|-------------------------------|--------------|--------------|-----------|----------|
| Onondaga | 584,445 | 639,346 | (54,901) | -9% |
| Oswego | 190,325 | 77,410 | 112,916 | 146% |
| Cayuga | 58,866 | 34,878 | 23,988 | 69% |
| Cortland | 26,684 | - | 26,684 | |
| Oneida | 149,394 | 127,058 | 22,336 | 18% |
| Total | 1,009,715 | 878,691 | 131,023 | 0.15 |



STATEMENT OF CASH FLOW

Central New York Regional Transportation Authority
Statement of Cash Flow
As of 07/31/2025
(In Whole Numbers)

Cash Flows from Operating Activities:

| | |
|--|-----------------------|
| Operating Receipts from Fares, Contract Bill & Misc Items | \$ 779,827 |
| Mortgage Tax Receipts | 971,182 |
| Investment Transfer | (2,000,000) |
| Payments to Vendors & Bank Fees | (2,956,897) |
| Payments for Employee Benefits | (718,526) |
| Payments of Payroll Related Wages & Liabilities | (3,806,801) |
| Net Cash Provided by (Utilized in) Operating Activities | \$ (7,731,215) |

Cash Flows from Capital Activities:

| | |
|--|---------------------|
| Federal & State Grants Proceeds for Capital Additions | 842,975 |
| Proceeds from Federal Operating Assistance | 200,000 |
| Purchases of Capital Assets | 0 |
| Net Cash Provided by (Utilized in) Capital Activities | \$ 1,042,975 |

| | |
|---|-----------------------|
| Net Change in Cash from Operating & Capital Activities | \$ (6,688,241) |
|---|-----------------------|

| | |
|---|----------------------|
| General Fund Cash Balances - Beginning of Period | \$ 16,989,330 |
|---|----------------------|

| | |
|--|----------------------|
| General Fund Cash Balances - End of Period* | \$ 10,301,090 |
|--|----------------------|

Reserve Funds:

| | |
|----------------------------|----------------------|
| Insurance Reserve | 2,857 |
| Health Insurance Reserve | 3,222,504 |
| Capital Reserve Fund | 833,049 |
| Paratransit Reserve | 91,041 |
| Invested Reserve Funds | 19,562,786 |
| Reserve Funds Total | \$ 23,712,237 |

| | |
|--|----------------------|
| Total Cash All Sources - End of Period: | \$ 34,013,327 |
|--|----------------------|

*General Fund Cash Includes General Disbursing and Money Market Accounts Only



PROCUREMENT

ACTIVE PROCUREMENTS

The following open contracts actively moving through the process:

- Real Time Signage
- Bus Shelter and Parking Lot Janitorial Services
- Specialized Transportation- Minivan Services A
- TPA for Prescription Services
- Public Relations
- Exhaust Extraction System Installation
- Term Design and Engineering
- Gasoline- Bulk Delivery

FUTURE PROCUREMENTS

Items requiring future board action:

Within 2 months:

- TPA for Prescription Services
- Gasoline- Bulk Delivery
- Real Time Signage

Within 6 months:

- Bus Shelter and Parking Lot Janitorial Services
- Public Relations
- Term Design and Engineering

REVENUE SERVICE CONTRACTS

LEASE REVENUE CONTRACTS

RTC Unoccupied Space Agreement (Previously Dunkin Donuts)

LEASE AGREEMENTS



CAPITAL PROGRAMS

FEDERAL GRANT FUNDING

NEW OPPORTUNITIES

No new opportunities currently.

PENDING APPLICATIONS

Low or No Emission Grant Program and the Grants for Buses and Bus Facilities Competitive Program, FTA's FY2025 solicitation for projects to be funded through Section 5339(c) are underway. Applications are under review.

Section 5307 and 5339 Grant Programs Applications: The federal fiscal year 2025 draft applications are under review. They include operating and capital assistance for various projects totaling approximately \$16 million in federal funds.

AWARDED APPLICATIONS

No new awards currently.

STATE GRANT FUNDING

NEW OPPORTUNITIES

No new opportunities currently.

PENDING APPLICATIONS

Section 5311 Grant Program Applications: New York State's 2024-2025 solicitation for projects to be funded via FTA Section 5311 Formula Grants for Rural Areas are underway. Applications are under review.

Supplemental Funds for the Innovative Mobility Initiative: \$9.1 million of state-dedicated funds from the federal Carbon Reduction Program (CRP) for *capital expenditures* to support innovative On-Demand transit services. Plans are under review.

Zero-Emission Transit Transition Program (ZETT) Application, \$17.5 million of funding to be administered by New York State DOT. Applications are under review.

AWARDED APPLICATIONS

No new awards currently.

CAPITAL PLANNING

The Central New York Regional Transportation Authority's (CNYRTA) Capital Planning Committee continues to meet regularly to evaluate the Authority's capital needs and to plan for both short and long-term improvements in alignment with the Capital Improvement Plan (CIP).

Below are highlights of key projects currently in the execution phase:

- Bus Rapid Transit (BRT) Planning
- Compressed Natural Gas (CNG) Electrical Service Upgrade
- CNG Facility Upgrades
- Oneida Facility Consolidation Planning
- Various Building Improvements and Technology Upgrades



Property Insurance September 9, 2025 to September 9, 2026
Affiliated Factory Mutual Ins.

| | 9-9-2025 to 9-9-2026 | 9-9-2024 to 9-9-2025 |
|----------------|----------------------|----------------------|
| Insured Value: | \$199,222,369 | \$161,296,000 |
| Cost: | \$360,494 | \$287,514 |

Coverage Particulars:

| | |
|--|---------------------|
| Deductible per claim: | \$25,000 |
| Deductible per earthquake claim: | \$100,000 |
| Deductible per flood claim: | \$100,000 |
| (Oswego & Leland & Cortland) | \$500,000 |
| Flood limited for Leland to: | \$2,000,000 maximum |
| Flood limited for Cortland Ave. & Oswego combined to: | \$1,000,000 maximum |
| Annual Aggregate Limit for Flood: | \$30,000,000 |
| Maximum Limit for vehicles | \$73,000,000 |

Licensed vehicles are insured only when in garages or withing 1000 feet of our building.

Coverage is on replacement cost basis except for our vehicles for which coverage is on an actual cash value basis.

August 22, 2025

THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AUDIT AND FINANCE COMMITTEE
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE AUGUST 22, 2025, AUDIT AND FINANCE COMMITTEE MEETING

MEMBERS PRESENT:

ANTHONY DAVIS, Vice Chair
DARLENE LATTIMORE, Secretary
ROBERT CUCULICH
JULIUS LAWRENCE
HEATHER SNOW
LOUELLA WILLIAMS

MEMBERS ABSENT:

NICHOLAS LAINO, Chair
TINA FITZGERALD, Treasurer
NEIL BURKE
FRANK SAYA, Non-Voting Member

STAFF PRESENT:

CHRISTOPHER TUFF, Chief Executive Officer
JACQUELYN MUSENGO, VP of Human Resources
STEVE KOEGEL, VP of Communication and Business Planning
RAHMIN AZRIA, VP of Operations
BRUCE FONG, VP of Information Technology
GEOFF HOFF, VP of Fleet and Facilities
RAHMIN AZRIA, VP of Operations
MELISSA BRIM, VP of Finance
BREN DAISS, Sr Director of Service Planning & Special Projects
CHRIS MORRALE, Director of Human Resources
PAULA CUTRONE, Senior Manager of Transit Data and Equity
DAVID CARACCIO, Facilities Project Manager
THOMAS GAINES, Procurement Analyst
JASON SMITH, Sr Procurement Analyst
DEREK SHERMAN, Director of Accounting
SUZANN HENSLEY, Internal Control Manager
JEANNINE JOHNSON, Executive Assistant

PUBLIC PRESENT:

BRAD HUNT, Legal Counsel
JON MALOFF
MARIO COLONE

CALL TO ORDER At 9:12 A.M. Vice Chairman Davis called the meeting to order.

- Vice Chairman Davis noted a quorum was present
- The next Committee meeting will be on September 26, 2025

PROPERTY INSURANCE RENEWAL

Mr. Maloff, Centro's Insurance Broker, presented a Motion to approve Property Insurance Renewal. A copy of the Motion is attached to these Minutes.

A Motion to approve the Property Insurance Renewal, was raised and forwarded to the Board for approval.

Motion – Darlene Lattimore

Seconded – Julius Lawrence

Carried Unanimously to the Board with a recommendation of approval.

2025-26 FIRST QUARTER FINANCIAL STATEMENTS

MS. Brim presented a Motion to approve the 2025-26 First Quarter Financial Statements. A copy of the Motion is attached to these Minutes.

A Motion to approve the 2025-26 First Quarter Financial Statements, was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Darlene Lattimore

Carried Unanimously to the Board with a recommendation of approval.

ADJOURNED

There being no further business to come before the Committee, the Audit and Finance Committee Meeting was adjourned.


Vice Chairman

ATTEST:


Secretary