

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY**  
**(and its Subsidiaries)**  
**200 CORTLAND AVENUE, SYRACUSE, NEW YORK**  
**MINUTES OF THE JULY 25, 2025, BOARD MEETING**

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**MEMBERS PRESENT:** NICHOLAS LAINO, Chair  
TINA FITZGERALD, Treasurer  
NEIL BURKE  
ROBERT CUCULICH  
JULIUS LAWRENCE  
LOUELLA WILLIAMS  
FRANK SAYA, Non-Voting Member

**MEMBERS ABSENT:** ANTHONY DAVIS, Vice Chair  
DARLENE LATTIMORE, Secretary  
HEATHER SNOW

**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  
CAITLIN MACCOLLUM, Senior Director of Procurement  
CHRIS MORREALE, Director of Human Resources  
JOE DEGRAY, Administrative Advisor  
TARA SPRAKER, Director of Capital Programs  
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

**PUBLIC PRESENT:** BRAD HUNT, Legal Counsel  
BARRY SHULMAN  
DEBBIE SHULMAN

**CALL TO ORDER** At 10:20 A.M. Chairman Laino called the meeting to order.

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

### UPCOMING MEETINGS

- Chairman Laino announced the following meetings for August 22, 2025:
  - Audit and Finance Meeting – 9:00 AM
  - Board Meeting – 9:30 AM

### APPROVAL OF THE JUNE 20, 2025, BOARD MEETING MINUTES - MOTION NO. 2786

Motion – Tina Fitzgerald  
 Seconded – Julius Lawrence  
 Carried Unanimously

### DEPUTY CHIEF EXECUTIVE OFFICER'S REPORT – Mr. Tuff

Mr. Tuff's written report is attached to these Minutes.

### SENIOR STAFF REPORTS

#### OPERATION/TRANSPORTATION REPORT – Mr. Azria

Operations has received all 7 New Supervisor Vehicles.

Our Operations and Call-A-Bus (CAB) team has completed our annual vendor refresher training. This is a required training, whereby we retrained dozens of drivers over the course of a few weeks. Topics include tie-downs and harnesses, and the training is important to ensure safety standards are being met.

As has been mentioned, we continue to work on finding ways to fulfil as many CAB rides in-house as we are able. Centro recently worked with our union on a few MOU's to continue in this effort.

#### CALL-A-BUS QUARTERLY REPORT

A CAB Extra Work MOU Extension was signed. The MOU is working well and will be evaluated soon for additional considerations.

A CAB 7th Full Run and 8th potential run at higher staffing levels were signed. This MOU combines a few blocks of work to establish a Full Time run and set a target to add an additional (8th) CAB run once specific staffing levels are reached.

CAB Ridership continues to increase year over year. Consolidated ridership is up 6% over the prior year and we completed 50,619 rides.

Utica CAB ridership saw the largest increase at 22% over the prior year.

Despite the notable increase in ridership compared to last year, we are pleased to report that our budget remains on track with last year.

This achievement can be largely attributed to the enhanced efficiency in scheduling facilitated by the VIA scheduling software.

The software has proven to be instrumental in allowing us to optimize our operations, ensuring that we can accommodate the rising demand of an aging population.

#### FLEET AND FACILITIES REPORT – Mr. Hoff

##### GILLIG ROOFS

Mr. Hoff gave an update on the Roofs of Buses. Eight (8) remaining buses required repairs. Completion should be the week of the 28<sup>th</sup>.

##### FUELING ISSUES

Mr. Hoff stated CNG Fueling is down to one fueling skid, and it is struggling. Fueling day and night to ensure buses make service. Buses not fueled the night before are fueled in the morning.

A contractor is arriving to help with programing issues and to get the backup skid operational. Also looking into another backup skid. If needed, fueling can be done at National Grid CNG fueling station in Cicero. The new electric skids are estimated to go in around October / November.

##### DRIVER BARRIER

Mr. Hoff provided an update Driver barriers. We have requested a locking mechanism on the stanchion pole and are awaiting an engineering spec. sometime in August.

#### BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT – Mr. Koegel

Mr. Koegel reported ridership on Centro Bus services continues to increase at all properties. Ridership is up more than 10% for the month of June compared to last year. Mr. Koegel invited Ms. Cutrone to the table who provided the Board with the proposed new service standards for all properties. The Board tabled the Motion for approval until the August Board meeting to allow for revision. Mr. Koegel invited Ms. Daiss to provide an update on special projects.

Bren Daiss, AVP of Communications & Business Planning, addressed the Board to give an update on some of the service-related special projects. She discussed that Centro has completed the first full signup process for Cortland operations, and it was successful. The focus here is on staff training and community integration with Centro's systems and procedures. The team has implemented temporary route changes while conducting community outreach to better understand local needs and educate residents about Centro services.

Ms. Daiss also discussed the Better Bus Oswego project which is progressing well. For this system redesign, Service Development is working to streamline routes and increase frequency based on positive community feedback from recent outreach efforts. The team plans additional public engagement this summer, followed by public hearings in fall and service changes launching in January 2026. Discussion was had that both expansions in service face ongoing challenges with bus operator availability, though Centro has maintained perfect service reliability in Cortland to date and is running a targeted hiring campaign for the area.

### AUDIT AND FINANCE COMMITTEE REPORT

#### 2025-26 FIRST QUARTER FINANCIAL STATEMENTS – MOTION NO. 2787

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 – Louella Williams  
 Seconded – Neil Burke  
 Carried Unanimously

#### 2025 ITC PROPERTY, GENERAL LIABILITY AND GARAGE KEEPER INSURANCE – MOTION NO. 2788

Mr. John Maloff, Centro's Insurance Broker, presented a Motion to approve the 2025 ITC Property, General Liability, and Garage Keeper Insurance.

A Motion to approve the 2025 ITC Property, General Liability, and Garage Keeper Insurance as recommended by the Audit and Finance Committee was raised.

Motion – Julius Lawrence  
 Seconded – Robert Cuculich  
 Carried Unanimously

#### 2025 WORKERS COMPENSATION RENEWAL – MOTION NO. 2789

Mr. Cronin presented a Motion to approve the 2025 Worker's Compensation Renewal. A copy of which is attached to these minutes.

A Motion to approve the 2025 Workers Compensation Renewal as recommended by the Audit and Finance Committee was raised.

Motion – Neil Burke

Seconded – Julius Lawrence  
Carried Unanimously

EXHAUST EXTRACTION SYSTEMS INSTALLATION – RESOLUTION NO. 2662

Mr. King presented a Motion to authorize the contract award for Exhaust Extraction Systems Installation. A copy of the Motion is attached to these Minutes.

A Motion to authorize the contract award for Exhaust Extraction Systems Installation to Air Cleaning Systems, in the amount of \$132,889.00, was raised.

Motion – Louella Williams  
Seconded – Neil Burke  
Carried Unanimously

MINIVAN SERVICE A 2026-2031- RESOLUTION NO. 2663

Mr. Smith presented a Motion to authorize the contract award for Minivan Service A 2026-2031. A copy of the Motion is attached to these Minutes.

A Motion to authorize the contract award for Minivan Service A 2026-2031 to CNY Cab Service, Inc, for a 5-year term commencing February 1, 2026, was raised.

Motion – Julius Lawrence  
Seconded – Louella Williams  
Carried Unanimously

PENSION COMMITTEE REPORT

Chairman Laino announced that at the Pension Committee met earlier this morning, Tim Tindall from Alesco Advisors LLC presented the quarterly report regarding the investment of assets in the pension plans of the Authority (salaried and non-salaried) and for Centro of Oneida, Inc. (Utica). After a detailed and lengthy discussion, it was agreed that no action is recommended regarding the respective pension plans at this time.

EXECUTIVE SESSION – MOTION NO. 2790

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

Motion – Robert Cuculich  
Seconded – Julius Lawrence  
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

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY  
AUDIT AND FINANCE COMMITTEE  
200 CORTLAND AVENUE, SYRACUSE, NEW YORK  
MINUTES OF THE JULY 25, 2025, AUDIT AND FINANCE COMMITTEE MEETING**

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**MEMBERS PRESENT:** NICHOLAS LAINO, Chair  
TINA FITZGERALD, Treasurer  
NEIL BURKE  
ROBERT CUCULICH  
JULIUS LAWRENCE  
LOUELLA WILLIAMS  
FRANK SAYA, Non-Voting Member

**MEMBERS ABSENT:** ANTHONY DAVIS, Vice Chair  
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HEATHER SNOW

**STAFF PRESENT:** CHRISTOPHER TUFF, Chief Executive Officer  
JACQUELYN MUSENGO, VP of Human Resources  
RAHMIN AZRIA, VP of Operations  
BRUCE FONG, VP of Information Technology  
GEOFF HOFF, VP of Fleet and Facilities  
MELISSA BRIM, VP of Finance  
CAITLIN MACCOLLUM, Sr Director of Procurement  
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JASON SMITH, Sr Procurement Analyst  
DEREK SHERMAN, Director of Accounting  
JOE DEGRAY, Administrative Advisor  
SUZANN HENSLEY, Internal Control Manager  
JEANNINE JOHNSON, Executive Assistant  
JIMMIE HESTER, Bus Operator Syracuse

**PUBLIC PRESENT:** BRAD HUNT, Legal Counsel  
BARRY SCHULMAN  
DEBBIE SCHULMAN  
JON MALOFF  
DOUG CRONIN, Crown Risk Management

CALL TO ORDER At 9:40 A.M. Chairman Laino called the meeting to order.

- Chairman Laino noted a quorum was present
- The next Committee meeting will be on August 22, 2025

2025-26 FIRST QUARTER FINANCIAL STATEMENTS

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, as recommended by the Audit and Finance Committee, was raised and forwarded to the Board for approval.

Motion – Neil Burke

Seconded – Robert Cuculich

Carried Unanimously to the Board with a recommendation of approval.

2025 ITC PROPERTY, GENERAL LIABILITY, AND GARAGE KEEPER INSURANCE

Mr. Maloff, Centro's Insurance Broker, presented a Motion to approve the 2025 ITC Property, General Liability and Garage Keeper Insurance. A copy of the Motion is attached to these Minutes.

A Motion to approve the 2025 ITC Property, General Liability and Garage Keeper Insurance, was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Louella Williams

Carried Unanimously to the Board with a recommendation of approval.

2025 WORKERS COMPENSATION RENEWAL

Mr. Cronin presented a Motion to approve the 2025 Workers Compensation Renewal. A copy of the Motion is attached to these Minutes.

A Motion to approve the 2025 Workers Compensation Renewal, was raised and forwarded to the Board for approval.

Motion – Louella Williams

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

EXHAUST EXTRACTION SYSTEMS INSTALLATION

Mr. King presented a Motion to authorize the contract award for Exhaust Extraction Systems Installation. A copy of the Motion is attached to these Minutes.



A Motion to authorize the contract award for Exhaust Extraction Systems Installation to Air Cleaning Systems, in the amount of \$132,889.00, as recommended by the Audit and Finance Committee, was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Neil Burke

Carried Unanimously to the Board with a recommendation of approval.

#### MINIVAN SERVICE A 2026-2031

Mr. Smith presented a Motion to authorize the contract award for Minivan Service A 2026-2031. A copy of the Motion is attached to these Minutes.

A Motion to authorize the contract award for Minivan Service A 2026-2031 to CNY Cab Service, Inc, for a 5-year term commencing February 1, 2026, as recommended by the Audit and Finance Committee, was raised and forwarded to the Board for approval.

Motion – Julius Lawrence

Seconded – Tina Fitzgerald

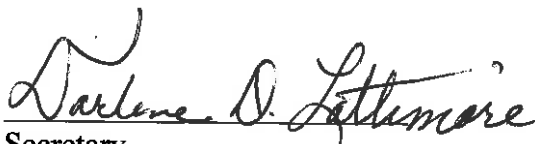
Carried Unanimously to the Board with a recommendation of approval.

#### ADJOURNED

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

  
\_\_\_\_\_  
Vice Chairman

ATTEST:

  
\_\_\_\_\_  
Secretary



TO: CNYRTA Board of Members  
FROM: Christopher Tuff, Chief Executive Officer  
RE: Monthly Summary Report – July 2025  
DATE: July 16, 2025

#### **Assemblyman Magnarelli**

On July 8<sup>th</sup>, Steve and I met with Assemblyman Magnarelli. We thanked the Assemblyman for his support of transportation in the State Budget this year. We updated him on the status of the System redesign and future Centro projects.

#### **ADA 35<sup>th</sup> Anniversary Parade**

On July 8<sup>th</sup>, we provided a bus for the ADA 35<sup>th</sup> anniversary parade. We provided a Call-A-Bus to be in the parade, but it also serves as transportation for those who are unable to walk in the parade. The route starts at City Hall and ends at the Jerry Rescue Monument at Clinton Square.

#### **Public Transit Leadership Institute (PTLI)**

On July 15<sup>th</sup>, we hosted the New York Public Transit Association (NYPTA) PTLI session in Syracuse. This six-part, year-long series offers an in-depth professional development opportunity for mid- to senior-level managers aspiring to advance their careers as senior and executive-level public transit professionals. We provided a tour of the facility and engaged in discussions on the technology and programs we are working on in Central New York.

#### **Community Involvement**

This past month, we have participated in several events in Central New York:

June 21 - I, along with several staff and their family members, walked in the Pride parade.

July 3 – We provided a parking lot shuttle for the Albany Symphony Orchestra for the Bicentennial of the Erie Canal. The shuttle ran from the Nexus Center to Harbor Point.

July 4 - We provided a parking lot shuttle service for the fireworks display, transporting guests from Mohawk Valley Community College parking lots to Proctor Park and back.

July 8 – We provided a tour of the City of Utica for the Municipal Housing Authority.

#### **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, SMTC, Arcadis (Transportation Consultants)

# Audit and Finance Committee Agenda

Presented by Melissa Brim, Vice President of Finance  
July 25, 2025

## Board Actions Motions and Resolutions

### MOTIONS:

- 2025-26 First Quarter Financial Statements – M. Brim
- 2025 ITC Property, General Liability, and Garage Keeper Insurance – J. Maloff
- 2025 Workers Compensation Renewal – D. Cronin

### RESOLUTIONS:

- Exhaust Extraction System Installation – C. King
- Minivan Service A 2026-2031 – J. Smith

### SUPPLEMENTAL INFORMATION:

- MRT Statement
- Statement of Cash Flow
- Quarterly Investment Report
- Procurement Summary
- Grant Summary

### ITEMS REQUIRING FUTURE BOARD ACTION:

- July 31, 2025, Statement of Revenues & Expenditures
- August 31, 2025, Statement of Revenues & Expenditures



## STATEMENT OF NEW POSTION

Central New York Regional Transportation Authority  
Preliminary Statement of Net Postion  
As of 6/30/2025

(In Whole Numbers)

	Current Year	Prior Year	Current Year Change	Current Year % Change
<b>Current Assets</b>				
Cash & Cash Equivalents	23,825,349	19,370,586	4,454,763	23.0%
Cash & Cash Equivalents - Designated	16,637,394	18,238,473	(1,601,079)	-8.8%
Trade Accounts Receivable	566,283	1,057,096	(490,813)	-46.4%
Mortgage Tax Receivable	825,242	507,119	318,123	62.7%
Operating Assistance Receivable	3,830,804	419,510	3,411,294	813.2%
Grants Receivable	6,480,524	6,907,814	(427,290)	-6.2%
Lease Receivable	0	239,446	(239,446)	-100.0%
Materials & Supplies	3,589,671	4,153,532	(563,860)	-13.6%
Prepaid Expenses & Other Current Assets	5,560,582	6,703,550	(1,142,967)	-17.1%
<b>Total Current Assets</b>	<b>61,315,851</b>	<b>57,597,126</b>	<b>3,718,725</b>	<b>6.5%</b>
<b>Non-Current Assets</b>				
Capital Assets - Net of Accumulated	125,258,070	79,494,927	45,763,143	57.6%
Net Pension Asset	7,125,035	3,505,148	3,619,887	103.3%
<b>Total Non-Current Assets</b>	<b>132,383,105</b>	<b>83,000,075</b>	<b>49,383,030</b>	<b>59.5%</b>
Deferred Outflows of Resources	3,924,287	8,099,570	(4,175,283)	-51.6%
<b>Total Deferred Outflows of Resources</b>	<b>3,924,287</b>	<b>8,099,570</b>	<b>(4,175,283)</b>	<b>-51.6%</b>
<b>Total Assets</b>	<b>197,623,243</b>	<b>148,696,771</b>	<b>48,926,472</b>	<b>32.9%</b>
<b>Current Liabilities</b>				
Accounts Payable and Accrued Expenses	1,733,630	1,941,611	(207,981)	-10.7%
Accrued Salaried, Liabilities and Benefits	3,916,617	3,278,632	637,985	19.5%
Estimated Claims Payable	1,122,193	847,863	274,330	32.4%
<b>Total Current Liabilities</b>	<b>6,772,440</b>	<b>6,068,105</b>	<b>704,334</b>	<b>11.6%</b>
<b>Non-Current Liabilities</b>				
Other Postemployment Benefits	5,381,723	240,492,251	(235,110,528)	-97.8%
Net Pension Liability	197,442,353	13,740,965	183,701,387	1336.9%
Estimated Claims Payable	1,727,693	3,074,079	(1,346,386)	-43.8%
<b>Total Non-Current Liabilities</b>	<b>204,551,768</b>	<b>257,307,295</b>	<b>(52,755,527)</b>	<b>-20.5%</b>
Deferred Inflows of Resources	113,150,354	102,125,240	11,025,114	10.8%
<b>Total Deferred Inflows of Resources</b>	<b>113,150,354</b>	<b>102,125,240</b>	<b>11,025,114</b>	<b>10.8%</b>
<b>Total Liabilities</b>	<b>324,474,562</b>	<b>365,500,641</b>	<b>(41,026,079)</b>	<b>-11.2%</b>
<b>Net assets - Unrestricted</b>				
Unrestricted - Beginning Balance	(253,658,924)	(297,197,199)	43,538,275	-14.7%
Change in Unrestricted	1,375,737	726,109	649,628	89.5%
<b>Total Net Assets - Unrestricted</b>	<b>(252,283,187)</b>	<b>(296,471,090)</b>	<b>44,187,902</b>	<b>-14.9%</b>
<b>Net Assets - Invested in Capital Assets</b>				
Invested in Capital Assets - Beginning Balance	128,096,950	81,206,183	46,890,768	57.7%
Change in Investment in Capital Assets	(2,665,083)	(1,538,963)	(1,126,119)	73.2%
<b>Total Net Assets - Invested in Capital Assets</b>	<b>125,431,868</b>	<b>79,667,219</b>	<b>45,764,648</b>	<b>57.4%</b>
<b>Total Liabilities, Deferred Inflows and Net Position</b>	<b>197,623,243</b>	<b>148,696,771</b>	<b>48,926,472</b>	<b>32.9%</b>



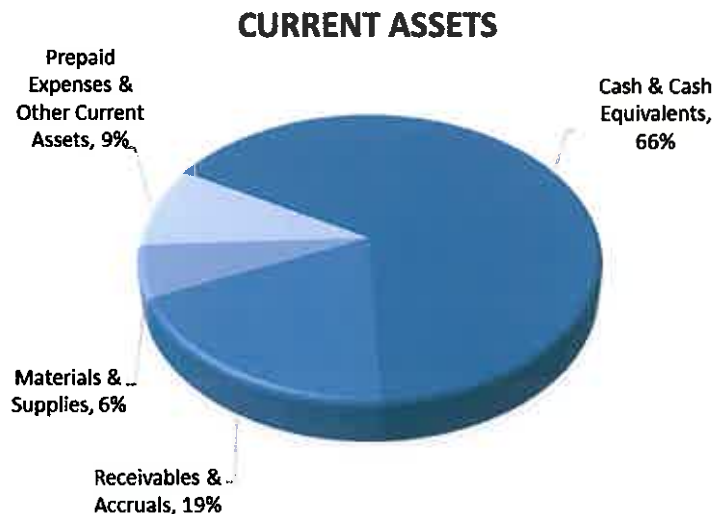
## STATEMENT OF NEW POSTION

As of June 30, 2025, the quick ratio is 7.70, which is inline with the quick ratio of the first quarter in 2024-25. This indicates that CNYRTA has approximately \$7.70 in current assets for every \$1 in current liabilities.

**Current Assets** total \$61.3million, reflecting a \$3.7 million, or 6.5%, increase compared to June 2024.

	Current Year	Prior Year	Current Year Change	Current Year % Change
<b>Current Assets</b>				
Cash, Cash Equivalents & Investments	40,462,743	37,609,059	2,853,684	7.6%
Receivables & Accrued Receivables	11,702,853	9,130,985	2,332,422	28.2%
Materials & Supplies	3,589,671	4,153,532	(563,861)	-13.6%
Prepaid Expenses & Other Current Assets	5,560,582	6,703,550	(1,142,968)	-17.1%
<b>Total Current Assets</b>	<b>61,315,849</b>	<b>57,597,126</b>	<b>3,479,277</b>	<b>6.5%</b>

**Cash, Cash Equivalents & Investments** total \$40.5 million, reflecting an increase of \$2.9 million compared to the same period in June 2024. This increase is primarily attributable to investment revenue earned throughout the past year and an increase in annual State Transit Operating Assistance (STOA) payments. The Authority remains committed to maximizing returns on idle cash by continuing to invest in U.S. Treasury bills. This strategy supports a conservative, low-risk investment approach while generating additional revenue. Staff will continue to actively monitor cash flow and upcoming cash obligations to ensure liquidity is maintained and operational needs are met.



**Receivables & Accrued Receivables** total \$11.7 million, reflecting an increase of \$2.3 million compared to June 2024.

**Trade Receivables and Accruals** balance total is \$566 thousand, reflecting a \$490 thousand decrease compared to June 2024. This decrease is attributed to contract service vendors paying invoices timely. Approximately 87% of these receivables are within 30 days of their due date.

**Mortgage Tax Receivables** balance total is \$825 thousand, reflecting a \$328 thousand increase compared to June 2024. Mortgage Tax Receivables show a favorable increase, driven by continued strength in the local real estate market. These receipts are typically allocated to support the local share of capital purchases. In addition to funding current needs, the Authority conserves a portion of these funds for future use and to help establish and maintain reserves.

**Operating Assistance Receivables** total \$3.8 million, reflecting an increase of \$3.4 million compared to June 2024. This increase is primarily attributed to New York State's 5311 operating assistance, COVID relief funds received through the American Rescue Plan (ARP) and Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) programs, for Cayuga, Oswego, Rural Onondaga, and Oneida Counties. While these funds have been awarded, there continues to be a delay in reimbursement from New York State.



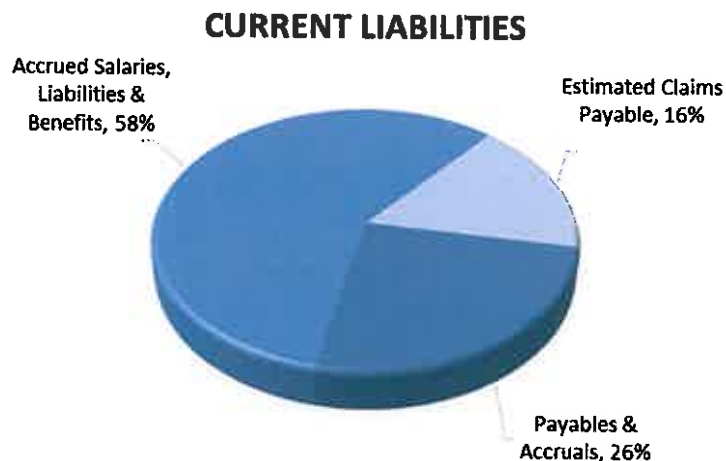
**Grant Receivables** total \$6.4 million, reflecting a \$427 thousand decrease compared to June 2024. The balance consists of \$1.1 million in Federal Transit Administration (FTA) grant reimbursements, with 90% of those receivables outstanding for less than 30 days. The remaining \$5.3 million relates to New York State grant reimbursements, of which 79% are between 61 and 90 days past due. Reimbursement delays from New York State continue to impact the timing of cash flow associated with these grants.

**Materials & Supplies** total \$3.6 million, reflecting a decrease of \$563 thousand decrease compared to June 2024. This reduction is the result of regular inventory reviews, timely disposal of obsolete parts, and continued efforts to optimize inventory levels. These practices have helped maintain tighter controls and improve overall inventory management.

**Prepays Expenses and Other Current Assets** total \$5.6 million, reflecting a decrease of \$1.1 million compared to March 2024. This decrease is primarily due to a reduction in the cash collateral held for the workers' compensation program.

**Current Liabilities** total \$6.8 million, reflecting a \$704 thousand, or a 11.6% decrease compared to June 2024.

	Current Year	Prior Year	Current Year Change	Current Year % Change
<b>Current Liabilities</b>				
Accounts Payable & Accrued Expenses	1,733,630	1,941,611	(207,981)	-10.7%
Accrued Salaried, Liabilities & Benefits	3,916,617	3,278,632	637,985	19.5%
Estimated Claims Payable	1,122,193	847,863	274,330	32.4%
<b>Total Current Liabilities</b>	<b>6,772,440</b>	<b>6,068,106</b>	<b>704,334</b>	<b>11.6%</b>



**Accounts Payable & Accrued Expenses** total \$1.7 million, reflecting a decrease of \$207 thousand compared to June 2024. This reduction is primarily due to the timely processing of vendor invoices, which has resulted in fewer accruals at month-end.

**Accrued Salaries, Liabilities & Benefits** total \$3.9 million, an increase of \$637 thousand compared to June 2024. The higher balance is primarily driven by increased vacation and sick leave accruals recorded during the current year, as well as additional accruals related to the implementation of GASB Statement No. 101 – Compensated Absences.

**Estimated Claims Payables** total \$1.1 million, reflecting an increase of \$274 thousand compared to June 2024. This increase is the result of an adjustment made on March 31, 2025, to the UMR Incurred But Not Reported (IBNR) reserve, which better reflects the expected outstanding claims liability.



## STATEMENT OF REVENUES AND EXPENDITURES

Central New York Regional Transportation Authority  
Preliminary Statement of Revenues and Expenditures  
From 04/01/2025 through 06/30/2025  
(In Whole Numbers)

	Actual	Budget	Budget Change	% Change to Budget	Prior Year Actual	CY to PY Change	% Change CY to PY
<b>Operating Revenue</b>							
Regular Line Passenger Revenue	1,098,403	1,049,850	48,553	4.6%	1,022,444	75,959	7.4%
Special Line Passenger Revenue	1,739,916	1,689,975	49,941	3.0%	1,594,074	145,842	9.1%
Advertising & Other Revenue	579,653	587,519	(7,866)	-1.3%	587,178	(7,525)	-1.3%
<b>Total Operating Revenue</b>	<b>3,417,972</b>	<b>3,327,344</b>	<b>90,628</b>	<b>2.7%</b>	<b>3,203,696</b>	<b>214,276</b>	<b>6.7%</b>
<b>Operating Expenses</b>							
Salaries & Wages	10,043,205	11,022,563	979,357	-8.9%	9,508,771	534,434	5.6%
Other Employee Benefits & Payroll Taxes	1,017,364	1,156,980	139,616	-12.1%	978,391	38,973	4.0%
Healthcare Benefits	3,060,160	4,105,445	1,045,285	-25.5%	3,359,788	(299,627)	-8.9%
Workers Compensation	768,982	815,100	46,118	-5.7%	606,161	162,821	26.9%
Pension Benefits	1,011,139	1,266,910	255,771	-20.2%	1,227,028	(215,889)	-17.6%
Risk Management	804,614	1,119,087	314,474	-28.1%	531,949	272,665	51.3%
Purchased Transportation	1,513,383	1,698,000	184,617	-10.9%	1,528,485	(15,102)	-1.0%
Materials & Supplies	1,140,406	1,237,607	97,201	-7.9%	1,221,649	(81,243)	-6.7%
Services	1,354,926	2,031,309	676,383	-33.3%	1,487,766	(132,840)	-8.9%
Fuel	534,855	716,450	181,595	-25.3%	500,605	34,251	6.8%
Utilities	140,385	181,285	40,900	-22.6%	135,104	5,281	3.9%
Other Expenses	90,328	156,610	66,282	-42.3%	86,194	4,134	4.8%
<b>Total Operating Expenses</b>	<b>21,479,747</b>	<b>25,507,346</b>	<b>4,027,599</b>	<b>-15.8%</b>	<b>21,171,890</b>	<b>307,857</b>	<b>1.5%</b>
<b>Non-Operating Revenue</b>							
Operating Assistance	16,818,187	19,169,100	(2,350,913)	-12.3%	16,718,600	99,587	0.6%
Mortgage Tax Revenue	2,400,657	1,770,000	630,657	35.6%	1,666,750	733,907	44.0%
Gain/Loss on Disposal of Capital	34,331	12,500	21,831	174.7%	15,725	18,606	118.3%
Investment Revenue	274,977	125,101	149,876	119.8%	404,350	(129,373)	-32.0%
<b>Total Non-Operating Revenue</b>	<b>19,528,152</b>	<b>21,076,701</b>	<b>(1,548,549)</b>	<b>-7.4%</b>	<b>18,805,424</b>	<b>722,728</b>	<b>3.8%</b>
<b>Operating Income (Loss)</b>	<b>1,466,378</b>	<b>(1,103,301)</b>	<b>2,569,678</b>	<b>-232.9%</b>	<b>837,230</b>	<b>629,147</b>	<b>75.1%</b>
<b>Capital Contributions</b>							
Federal Grants	725,127	0	725,127	0.0%	889,818	(164,691)	-18.5%
State Grants	95,641	0	95,641	0.0%	264,207	(168,567)	-63.8%
<b>Total Capital Contributions</b>	<b>820,767</b>	<b>0</b>	<b>820,767</b>	<b>0.0%</b>	<b>1,154,025</b>	<b>(333,258)</b>	<b>-28.9%</b>
<b>Non-Operating Expenses</b>							
Depreciation Expense	3,576,491	0	(3,576,491)	0.0%	2,804,110	772,381	27.5%
<b>Total Non-Operating Expenses</b>	<b>3,576,491</b>	<b>0</b>	<b>(3,576,491)</b>	<b>0.0%</b>	<b>2,804,110</b>	<b>772,381</b>	<b>27.5%</b>
<b>Change in Net Position</b>	<b>(1,289,346)</b>	<b>(1,103,301)</b>	<b>(186,045)</b>	<b>16.9%</b>	<b>(812,854)</b>	<b>(476,492)</b>	<b>58.6%</b>
<b>Net Position - Beginning of Year</b>	<b>(125,561,974)</b>	<b>0</b>	<b>(125,561,974)</b>	<b>0.0%</b>	<b>(215,991,016)</b>	<b>90,429,042</b>	<b>-41.9%</b>
<b>Total Net Position - Beginning of Year</b>	<b>(125,561,974)</b>	<b>0</b>	<b>(125,561,974)</b>	<b>0.0%</b>	<b>(215,991,016)</b>	<b>90,429,042</b>	<b>-41.9%</b>
<b>Net Position - End of Year</b>	<b>(126,851,320)</b>	<b>(1,103,301)</b>	<b>(125,748,019)</b>	<b>11397.4%</b>	<b>(216,803,870)</b>	<b>89,952,551</b>	<b>-41.5%</b>



## STATEMENT OF REVENUE AND EXPENDITURES

After three months ending June 30, 2025, the Authority reports a consolidated operating income of \$1.5 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

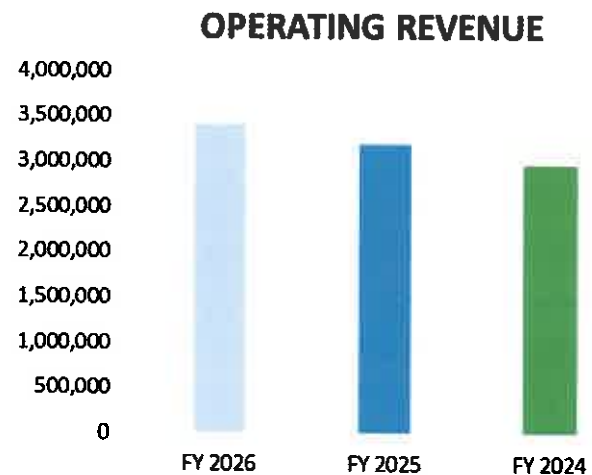
Total operating revenues amount to \$3.4 million, representing a \$428 thousand (6.7%) increase compared to the same period in the prior year. Revenues also exceeded budget projections by \$90 thousand (2.7%), driven by higher-than-anticipated service demand and revenue recovery efforts.

	Actual	Budget	Budget Change	% Change to Budget	Prior Year Actual	CY to PY Change	% Change CY to PY
Operating Revenue							
Passenger Revenues	2,838,319	2,739,825	98,494	3.6%	2,616,518	221,801	8.5%
Advertising & Other Revenue	579,653	587,519	(7,866)	-1.3%	587,178	(7,525)	-1.3%
Total Operating Revenue	3,417,972	3,327,344	90,628	2.7%	3,203,696	214,276	6.7%

Passenger revenues are performing 3.6% over budget expectations, and 8.5% over prior year.

Regular line passenger revenues are performing 4.6% over budget expectations, and 7.4% over prior year. This favorable variance is primarily driven by higher-than-anticipated farebox collections. Total ridership across both fixed-route and demand response services is up 8.74% compared to prior year, reflecting increased utilization of transit services. These gains have been slightly offset by lower-than-expected pass sales.

Special line passenger revenues are meeting budget expectations and have increased 9% year-over-year. This improvement is attributed to scheduled contract rate increases and expanded service levels under the Syracuse University contract.



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

### Operating Expenses

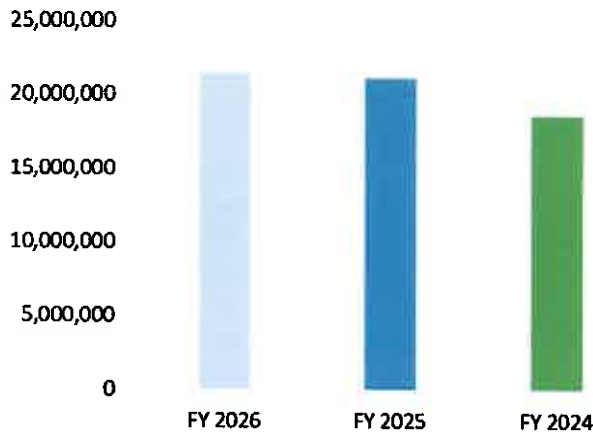
As of June 30, 2025, total operating expenses amount to \$21.5 million, which is \$4 million (15.8%) under budget expectations. Expenses remain consistent with prior year levels, reflecting the Authority's continued focus on cost management and operational efficiency.

	Actual	Budget	Budget Change	% Change to Budget	Prior Year Actual	CY to PY Change	% Change CY to PY
Operating Expenses							
Personnel Expenses	15,900,850	18,366,998	2,466,148	-13.4%	15,680,139	220,711	1.4%
Non-Personnel Expenses	5,578,897	7,140,348	1,561,451	-21.9%	5,491,752	87,145	1.6%
Total Operating Expenses	21,479,747	25,507,346	4,027,599	-15.8%	21,171,890	307,857	1.5%





## OPERATING EXPENSES



**Personnel expenses** are performing \$2.5 million (13.4%) under budget expectations, and generally in line with prior year expenses. All personnel expense categories are currently under budget. It's important to note that the personnel budget is based on full staffing for the entire fiscal year. However, ongoing vacancies, particularly among bus operators and administrative staff continue to contribute significantly to the favorable budget variance.

On a year-over-year basis, most personnel-related expenses have increased, with the exception of healthcare and pension benefits. The decrease in healthcare expenses is attributed to 963 fewer claims and 4,063 fewer services provided. Additionally, prescription drug costs have come in lower than anticipated, and Excellus premiums are below

budget due to fewer enrolled members, particularly in Cortland County.

Pension expenses are also trending below prior year levels. This is primarily due to the results of the annual actuarial valuation and reduced 401(a) plan expenses, as the majority of May contributions were funded using forfeited funds from the forfeiture account.

**Non-personnel expenses** are \$1.5 million (21.9%) under budget expectation, and generally in line with prior year expenses. All non-personnel expense categories are performing at or below budget. Most are trending in line with or slightly above prior year levels, with the exception of fuel, which remains below both budget and prior year due to favorable pricing and usage trends.

**Purchased Transportation** expenses are 10.9% under budget expectations and performing in line with prior year. Although contracted vendor rates have increased and overall demand for Call-A-Bus (CAB) services has risen by approximately 5%, the use of the Via platform has created scheduling efficiencies. Additionally, vendors have not needed to deploy extra "as-needed" runs. Currently, private vendors continue to provide approximately 83% of contracted transportation services.

**Materials/Supplies and Services** expenses are under budget but exceed prior year levels. The current budget variances are largely driven by timing, as planned expenditures for advertising, marketing, training, and software licensing/maintenance are anticipated but not yet realized. The year-over-year increases in this category are consistent with historical trends and reflect operational needs.



## Non-Operating Revenues

Non-operating revenues total \$19.5 million, which are \$1.5 million (7.3%) under budget expectations, and are reflecting a \$722 thousand (3.8%) increase over prior year.

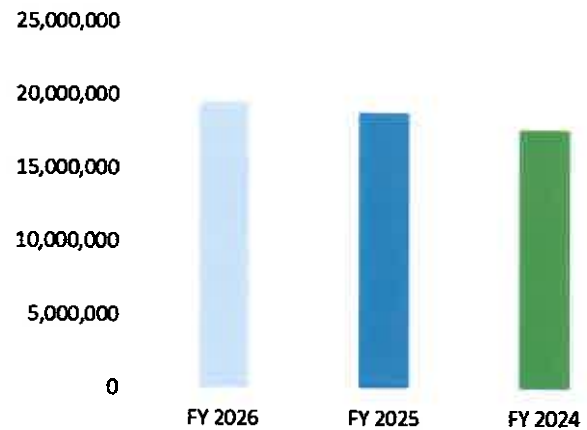
	Actual	Budget	Budget Change	% Change to Budget	Prior Year Actual	CY to PY Change	% Change CY to PY
<b>Non-Operating Revenue</b>							
Operating Assistance	16,818,187	19,169,100	(2,350,913)	-12.3%	16,718,600	99,587	0.6%
Mortgage Tax Revenue	2,400,657	1,770,000	630,657	35.6%	1,666,750	733,907	44.0%
Gain/Loss on Disposal of Capital	34,331	12,500	21,831	174.6%	15,725	18,606	118.3%
Investment Revenue	274,977	125,101	149,876	119.8%	404,350	(129,373)	-32.0%
<b>Total Non-Operating Revenue</b>	<b>19,528,152</b>	<b>21,076,701</b>	<b>(1,548,549)</b>	<b>-7.4%</b>	<b>18,805,424</b>	<b>722,728</b>	<b>3.8%</b>

**Operating assistance** revenues are 12.3% under budget expectations, and in line with prior year. The variance for both the budget and year-over-year is the result of a strategic approach to revenue recognition. While State Transit Operating Assistance (STOA) has increased, the Authority is intentionally conserving federal and state Preventive Maintenance (PM) funds for use later in the fiscal year, as operating expenses are expected to rise in the coming months.

**Mortgage tax revenues** are performing strongly, exceeding budget expectations by 36% and coming in 44% higher than prior year. While this growth reflects a healthy real estate market, the inherent volatility of this revenue source requires ongoing monitoring and conservative financial planning.

**Investment revenues** are exceeding budget expectations by over 100% and are 32% under prior year. With investment yields averaging approximately 4.0%, 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 06/30/2025  
(In Whole Numbers)

Cash Investments	Institution	Interest Rate	Amount	Total
Unrestricted - Operating Funds				
Commercial Savings - General Fund	M&T Bank	2.50%	\$18,133,237	<u>\$18,133,237</u>
Board Designated - Funded Reserves				
Commercial Savings - Health Reserve	M&T Bank	2.50%	\$3,215,668	
Commercial Savings - Insurance Reserve	M&T Bank	2.50%	\$2,851	
Commercial Checking - Capital Reserve	JP Morgan	1.65%	\$830,210	
Commercial Checking - Paratransit Reserve	JP Morgan	1.65%	\$90,914	<u>\$4,139,643</u>
Total Cash Investment Value				<u>\$22,272,880</u>

Investments	Institution	Yield	Term	Market Value	Purchase Date	Maturity Date	Maturity Value
Operating Funds							
Treasury Bill - Operating Funds	JP Morgan	4.03%	1 mo.	\$5,001,572	06/26/2025	07/31/2025	\$5,019,000
Board Designated - Funded Reserves							
Treasury Bill - Capital Reserve	JP Morgan	4.17%	2 mo.	\$3,014,125	05/20/2025	07/15/2025	\$3,019,000
Treasury Bill - Paratransit Reserve	JP Morgan	4.19%	3 mo.	\$4,272,395	06/13/2025	09/11/2025	\$4,309,000
Treasury Bill - Insurance Reserve	JP Morgan	4.17%	2 mo.	\$5,211,231	06/24/2025	08/19/2025	\$5,242,000
Total Investment Values				<u>\$17,499,322</u>			<u>\$17,589,000</u>



## MORTGAGE RECORDING TAX STATEMENT

### Actual Receipts 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>
2,485,211	1,940,087	1,672,309	2,400,657	728,348	43.6%	1,770,000	630,657	35.6%

### Budget Variance YTD

	<u>Actual FY-23</u>	<u>Actual FY-24</u>	<u>Actual FY-25</u>	<u>Actual FY-26</u>	<u>Actual vs PY</u>	<u>YTD vs PY</u>	<u>Budget FY 26</u>	<u>Actual vs Budget</u>	<u>YTD 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	825,242	61.0%	280.7%	625,000	32.0%	35.6%
July	852,081	651,504	878,691	0			760,000		
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		
<b>Totals</b>	<u>9,394,307</u>	<u>7,680,275</u>	<u>8,260,794</u>	<u>2,400,657</u>			<u>8,090,000</u>		

### **County Receipts - June**

	<u>FY-26</u>	<u>FY-25</u>	<u>\$</u>	<u>%</u>
Onondaga	548,008	282,552	265,456	94%
Oswego	72,718	49,177	23,541	48%
Cayuga	52,832	38,559	14,273	37%
Cortland	26,684	-	26,684	
Oneida	125,000	142,390	(17,390)	-12%
<b>Total</b>	<u>825,242</u>	<u>512,679</u>	<u>312,564</u>	<u>0.61</u>



## STATEMENT OF CASH FLOW

Central New York Regional Transportation Authority  
Statement of Cash Flow  
As of 06/30/2025  
(In Whole Numbers)

**Cash Flows From Operating Activities:**

Operating Receipts from Fares, Contract Bill & Misc Items	\$ 4,182,775
Mortgage Tax Receipts	2,027,135
State Operating Assistance	14,292,875
Payments to Vendors & Bank Fees	(11,483,160)
Payments for Employee Benefits	(2,986,692)
Payments of Payroll Related Wages & Liabilities	(10,134,915)
<b>Net Cash Provided by (Utilized in) Operating Activities</b>	<b>\$ (4,101,981)</b>

**Cash Flows From Capital Activities:**

Federal & State Grants Proceeds for Capital Additions	0
Proceeds from Federal Operating Assistance	11,396,891
Purchases of Capital Assets	(6,118,328)
<b>Net Cash Provided by (Utilized in) Capital Activities</b>	<b>\$ 5,278,563</b>

**Net Change in Cash from Operating & Capital Activities**

**\$ 1,176,581**

**General Fund Cash Balances - Beginning of Period**

**\$ 15,812,749**

**General Fund Cash Balances - End of Period\***

**\$ 16,989,330**

**Reserve Funds:**

Insurance Reserve	2,851
Health Insurance Reserve	3,215,668
Capital Reserve Fund	830,210
Paratransit Reserve	90,914
Invested Reserve Funds	17,499,322
<b>Reserve Funds Total</b>	<b>\$ 21,638,965</b>

**Total Cash All Sources - End of Period:**

**\$ 38,628,295**

\*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



## MOTION

### Intermodal Transportation Center Property, Liability & Garagekeeper Liability Insurance

#### Liability Insurance Renewal – July 1, 2025

Jon Maloff will attend the Board Meeting to present the renewal proposal for the ITC property and liability insurance. Our current carrier, Travelers Indemnity Company, offered the most competitive renewal rates. The premium for last year was \$121,594, with a projected renewal rate of \$131,404 for 2025.





## MOTION

### Central New York Regional Transportation Authority Workers Compensation

#### Worker's Compensation Renewal – August 1, 2025

Centro entered into a policy with Travelers Insurance Group on August 1, 2015, to administer and manage CNYRTA worker's compensation program. The policy is a deductible program, wherein we are responsible for the first \$150,000 per claim. Each year of the plan closes out after five years. The insurance carrier, Travelers, is then responsible for all the claim payments thereafter. Doug Cronin from Crown Risk Management will be present at the board meeting to present the renewal rates for August 1, 2025.



## 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:**
  - 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 density (at least 3 bus stops per mile) and suburban/rural density (bus stops not more than 2 miles apart)

### 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.
- **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.
- **Transit Amenities** are items of comfort, convenience, and safety available to the general riding public.

## CNYRTA Service Standards and Policies

- **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 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 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 density are afforded at least 3 bus stops per mile and persons living in suburban/urban areas are afforded bus stops not more than 2 miles apart. 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.
- b. No alternative shelter is available (i.e., a building entrance/overhang, etc.).
- c. There must be sufficient space to safely install a shelter.

## CNYRTA Service Standards and Policies

- 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.



## Workers' Compensation Proposal

8/1/2025 - 8/1/2026

**Presented By:**



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- ⌘ **Claim Expense Analysis**
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## Named Insureds

	<u>Corporation</u>	<u>FEIN</u>
⌘	CENTRO	16-0980956
⌘	CNY Centro, Inc.	16-0987028
⌘	Centro Call-A-Bus, Inc.	16-1562464
⌘	Centro of Oswego, Inc.	16-1002381
⌘	Centro of Cayuga, Inc.	16-1011485
⌘	Intermodel Transportation Center	16-1502464
⌘	Centro of Oneida, Inc.	01-0831094
⌘	Centro of Cortland, Inc.	33-2652582

## Markets Contacted

Travelers

Quoted

Strategic Comp

Declined due to prohibited class

Sentry

Declined based on their review of the financials

## Workers' Compensation Payroll/Claim Exhibit

<u>Classification</u>	<u>2018-2019</u> <u>Audited</u>	<u>2019-2020</u> <u>Audited</u>	<u>2020-2021</u> <u>Audited</u>	<u>2021-2022</u> <u>Audited</u>	<u>2022-2023</u> <u>Audited</u>	<u>2023-2024</u> <u>Audited</u>	<u>2024-2025</u> <u>Estimated</u>	<u>2025-2026</u> <u>Estimated</u>
Taxicab Service-Public-Garage Employees 8385	\$ -	\$ -	\$ -	\$ -	\$ 5,219,154	\$ 5,841,787	\$ 8,188,966	\$ 6,983,915
Auto Body Repair Shop-All Operations 8391	\$ 3,803,351	\$ 4,915,915	\$ 4,539,463	\$ 4,775,691	\$ -	\$ -	\$ -	\$ -
Bus Co. All Other Employees & Drivers 8394	\$ 17,889,739	\$ 16,395,741	\$ 17,117,238	\$ 17,354,875	\$ 17,476,657	\$ 22,269,657	\$ 17,626,630	\$ 20,102,512
Clerical Office Employees - NOC 8810	\$ 8,223,775	\$ 8,191,085	\$ 8,018,511	\$ 8,750,403	\$ 9,431,271	\$ 7,546,203	\$ 12,134,937	\$ 11,184,814
<b>TOTAL PAYROLL</b>	<b>\$ 29,916,865</b>	<b>\$ 29,502,741</b>	<b>\$ 29,675,212</b>	<b>\$ 30,880,969</b>	<b>\$ 32,127,082</b>	<b>\$ 35,657,647</b>	<b>\$ 37,950,533</b>	<b>\$ 38,271,241</b>

<u>Total # of Claims</u>	<u>2015-2016</u> <u>Travelers</u>	<u>2016-2017</u> <u>Travelers</u>	<u>2017-2018</u> <u>Travelers</u>	<u>2018-2019</u> <u>Travelers</u>	<u>2019-2020</u> <u>Travelers</u>	<u>2020-2021</u> <u>Travelers</u>	<u>2021-2022</u> <u>Travelers</u>	<u>2022-2023</u> <u>Travelers</u>	<u>2023-2024</u> <u>Travelers</u>	<u>2024-2025</u> <u>Travelers</u>
Open	2	4	3	3	3	3	3	12	9	30
Closed	118	113	137	126	104	96	84	89	74	74
Total	120	117	140	129	107	99	87	101	83	104
<u>Claim Values</u>										
Incurred	\$ 2,747,440	\$ 2,893,348	\$ 2,432,191	\$ 1,592,762	\$ 1,850,989	\$ 1,382,492	\$ 3,147,524	\$ 1,766,347	\$ 409,492	\$ 472,630
Paid	\$ 2,539,524	\$ 2,589,604	\$ 2,309,186	\$ 1,533,538	\$ 1,617,265	\$ 1,203,740	\$ 3,073,898	\$ 1,076,900	\$ 205,390	\$ 254,056
Reserve	\$ 207,917	\$ 303,735	\$ 123,006	\$ 59,217	\$ 233,725	\$ 178,753	\$ 73,626	\$ 689,448	\$ 204,100	\$ 218,570

# Claim Expense Estimate

as of 6/30/2025

<u>Year</u>		<u>CM</u>		<u>CB</u>		<u>Incident</u>		<u>Total Billed</u>
2019		21		42		44		\$ 64,075
2020		23		42		34		\$ 64,805
2021		17		49		21		\$ 72,770
2022		25		55		26		\$ 75,815
2023		16		41		26		\$ 58,415
2024		19		45		30		\$ 64,615
Total		121		274		181		\$ 400,495
<i>Annual Average</i>		24.20		54.80		36		\$ 80,099
<i>Total Est. Cost</i>		\$ 3,872		\$ 72,610		\$ 2,353		\$ 78,835
		<u>2023</u>	<u>2024</u>	<u>2025</u>				
CM		\$ 150	\$ 160	\$ 160				
CB		\$ 1,350	\$ 1,325	\$ 1,325				
IO		\$ 65	\$ 65	\$ 65				



## Workers' Compensation Program Renewal for 2025

	Travelers Expiring	Travelers Renewal
	Large Deductible	Large Deductible
Deductible	150,000	150,000
Payroll Exposure	\$37,950,533	\$38,271,241
<b>Total Fixed Cost Subject to Audit</b>		
WC Deductible Premium	\$1,267,813	\$1,163,446
Rate per \$100 of Covered Payroll	\$3.3407/\$100	\$3.04/\$100
Premium Tax Deposit		
Administration Expense	\$47,241	\$47,241
Rate per \$100 of Covered Payroll	\$0.1245/\$100	\$0.1234/\$100
TRIA/CAT	Included	Included
Surcharges and Assessments	\$334,056	\$220,678
MAXIMUM LOSS CONTENT	\$4,144,800	\$3,832,500
TOTAL FIXED COST	\$1,649,110	\$1,431,365
<b>Estimated Claim Handling Charges</b>		
Per Claim CB	\$1,325	\$1,325
Per Claim CM	\$160	\$160
Per Claim CBx	\$65	\$65
<b>Estimated Claim Handling Costs</b>		
	\$70,665	\$78,835
<b>Cost Summary</b>		
TOTAL ESTIMATED COST	\$1,719,775	\$1,510,200
<b>Collateral Requirements</b>		
Cash Collateral Held (Drawdown)	\$4,521,522	\$2,513,477
Cash Collateral Required All Years (Drawdown)	\$6,021,522	\$3,763,477
Additional Cash Deposit (Drawdown)	\$1,500,000	\$1,250,000
<b>Loss Deposit Escrow</b>		
Loss Fund Balance	\$0	\$0
Loss Fund Required	\$0	\$0
Additional Amount Needed	\$0	\$0

### Loss Development Factors

Year 1 - 1.332  
 Year 2 - 1.107  
 Year 3 - 1.060  
 Year 4 - 1.052  
 Year 5 - 1.051  
 Plus Tax .031

### Loss Development Factors

Year 1 - 1.326  
 Year 2 - 1.100  
 Year 3 - 1.053  
 Year 4 - 1.047  
 Year 5 - 1.046  
 Plus Tax .031



**Consolidated**  
**SPECIALIZED TRANSPORTATION RIDERSHIP**  
**1st QUARTER FY26 2025-2026**

	APRIL 2025	MAY 2025	JUNE 2025	TOTAL 1ST QTR	Last Qtr. FY 25	FY 1st QTR	% PY
<b>RIDES REQUESTED</b>							
<b>INDIVIDUAL RIDERS</b>							
Rides Breakdown:							
Paratransit Rides	23,122	22,713	22,268	68,103	63,542	62,181	10%
Fixed Route Rides	1,438	1,447	1,511	1,465	1,401	1,401	5%
Rides Transferred to Fixed Route	17,076	16,694	16,849	50,619	46,134	47,242	7%
	0	0	0	0	0	258	-100%
	0	0	0	0	0	37	-100%
<b>TOTAL RIDES TAKEN</b>	17,076	16,694	16,849	50,619	46,134	47,537	6%

**RIDES OFFERED / NOT TAKEN**

Cancellations	2,149	2,375	2,709	7,233	8,511	6,612	9%
No-Shows	685	732	643	2,060	2,053	1,449	42%
Total Cancellations/No-Shows	2,834	3,107	3,352	9,293	10,564	8,061	15%
% Req. Rides Cx'd or No-Shows	12%	14%	15%	14%	17%	13%	5%

Note: There were zero no-show suspensions for the quarter

**PERFORMANCE GOALS**

Missed Trips:							
Customer did not travel	4	5	6	15	19	15	0%
ADA Denied Trips	0	0	0	0	0	0	0%
On Time Performance							
(within 15 mins / goal 95%)	95%	94%	94%	94%	96%	93%	2%
Ride Time Performance							
(length of time - goal 95%)	99%	99%	99%	99%	99%	100%	-1%
Drop Off Time Performance							
(> 25 mins before - goal 95%)	94%	92%	92%	93%	92%	87%	6%
Telephone Access:							
(Answered w/in 2 min. goal 85%)	75%	75%	76%	75%	58%	84%	-10%

**MOBILITY DEVICE TRIPS**

	2,868	3,014	3,105	8,987	7,262	7,825	15%
% Rides MOBILITY DEVICE	17%	18%	18%	18%	16%	16%	8%

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR  
EXHAUST EXTRACTION SYSTEM INSTALLATION**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has a need for a qualified vendor to furnish and install a vehicle exhaust extraction system in multiple maintenance bays within its Syracuse garage; and

**WHEREAS**, this contract will be paid for using 100% State Dedicated Funds; and

**WHEREAS**, the Invitation for Bid was publicly let on May 29, 2025; and

**WHEREAS**, nine (9) vendors were invited and sixteen (16) bid packages were downloaded; and

**WHEREAS**, one (1) bid was received on June 20, 2025, with the lowest responsive and responsible bid received from Air Cleaning Systems; and

**WHEREAS**, the price was determined to be fair and reasonable based upon comparison with the independent cost estimate; and

**WHEREAS**, The staff of CNYRTA is aware of no interest held by any Member of the CNYRTA or any staff member thereof or any family member of such individual in the firm to which this contract is made; and

**WHEREAS**, To the best of our knowledge and belief, no member of the governing body of CNYRTA, or its subsidiaries, and no other officer, employee or agent of CNYRTA, or its subsidiaries, whether or not exercising any functions or responsibilities in connection with the carrying out of the project to which this contract pertains, during his/her tenure or two years thereafter, has any personal interest, direct or indirect in this contract; and

**WHEREAS**, To the best of our knowledge and belief, no member of the governing body of the CNYRTA, or its subsidiaries, and no other officer, agent, servant or employee employed by or appointed by CNYRTA, or its subsidiaries, is in any way or manner interested, directly or indirectly, as principal, surety, or otherwise, in this contract.

**WHEREAS**, to the best of our knowledge and belief, this award is consistent with the Code of Ethical Conduct for Members of the Central New York Regional Transportation Authority originally adopted by it on July 20, 1990, as Motion No. 775, and as revised and updated on April 25, 2008, as Motion No. 1709.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY**, that the Chief Executive Officer or his designee is authorized to issue a purchase order for a vehicle exhaust extraction system to Air Cleaning Systems, in the amount of \$132,889.00.

**FACT SHEET**  
**EXHAUST EXTRACTION SYSTEM INSTALLATION**

**PROJECT DESCRIPTION:** The CNYRTA has a need for a qualified vendor to furnish and install a vehicle exhaust extraction system in multiple maintenance bays within its Syracuse garage.

**ADVERTISEMENT:** An Invitation for Bid was advertised on May 29, 2025, in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch and the Minority Commerce Weekly.

**FUNDING:** This contract will be paid for using 100% State Dedicated Funds.

**PRICING RECEIVED:**

Description	Air Cleaning Systems
Exhaust Extraction System Installation	\$132,889.00

**COMMENTS:** Air Cleaning Systems has performed like kind services in the past with positive results.

**M/WBE:** A full waiver for M/WBE participation was approved by NYS Empire State Development on this contract.

**RECOMMENDATION:** Staff recommends the Board authorize the issuance of a purchase order to Air Cleaning Systems in the amount of \$132,889.00 to furnish and install a vehicle exhaust extraction system in multiple maintenance bays within the Syracuse garage.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR**  
**MINIVAN SERVICES A 2026-2031**

**WHEREAS**, the Central New York Regional Transportation Authority (CNYRTA) has a need for a qualified vendor to provide minivan services; and

**WHEREAS**, this contract will be paid for using operating funds; and

**WHEREAS**, the Invitation for Bid was publicly let on March 28, 2025; and

**WHEREAS**, twenty-six (26) vendors were invited, of which six (6) were sent to NYS Certified M/WBE firms and twenty (20) bid packages were downloaded, and

**WHEREAS**, three (3) bids were received on April 18, 2025, with the lowest responsive and responsible bid received from CNY Cab Service, Inc.; and

**WHEREAS**, the price was determined to be fair and reasonable based upon comparison with the other bids and independent cost estimate; and

**WHEREAS**, The staff of CNYRTA is aware of no interest held by any Member of the CNYRTA or any staff member thereof or any family member of such individual in the firm to which this contract is made; and

**WHEREAS**, To the best of our knowledge and belief, no member of the governing body of CNYRTA, or its subsidiaries, and no other officer, employee or agent of CNYRTA, or its subsidiaries, whether or not exercising any functions or responsibilities in connection with the carrying out of the project to which this contract pertains, during his/her tenure or two years thereafter, has any personal interest, direct or indirect in this contract; and

**WHEREAS**, To the best of our knowledge and belief, no member of the governing body of the CNYRTA, or its subsidiaries, and no other officer, agent, servant or employee employed by or appointed by CNYRTA, or its subsidiaries, is in any way or manner interested, directly or indirectly, as principal, surety, or otherwise, in this contract.

**WHEREAS**, to the best of our knowledge and belief, this award is consistent with the Code of Ethical Conduct for Members of the Central New York Regional Transportation Authority originally adopted by it on July 20, 1990, as Motion No. 775, and as revised and updated on April 25, 2008, as Motion No. 1709.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY**, that the Chief Executive Officer or his designee is authorized to enter into a five (5) year contract with CNY Cab Service, Inc., for minivan services. The contract would commence February 1, 2026.

**FACT SHEET**  
**MINIVAN SERVICES A 2026-2031**

**PROJECT DESCRIPTION:** The CNYRTA has a need for a qualified vendor to provide minivan services.

**ADVERTISEMENT:** An Invitation for Bid was advertised on March 28, 2025, in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch and the Minority Commerce Weekly.

**FUNDING:** This contract is to be paid for using operating funds.

**PRICING RECEIVED:**

<b>Minivan Services</b>	<b>CNY Cab Service, Inc.</b>	<b>Empire DM, Inc.</b>	<b>Suburban Transportation</b>
Monday- Friday- 7:00AM-5:30PM, with a break from 11:00AM-12:30PM	\$39.00	\$46.25	\$64.00
Monday- Friday- 8:00AM-6:00PM, with a 2-hour flexible/ floating break	\$39.00	\$46.25	\$64.00
Monday- Friday- 7:00AM-6:00PM, with a break from 11:00AM-2:00PM	\$39.00	\$46.25	\$64.00
Monday- Friday- 6:30AM-4:00PM, with a 1.5-hour flexible / floating break	\$39.00	\$46.25	\$64.00
Saturday, Sunday and Holidays- 1:00PM-6:00PM with no split	\$39.00	\$46.25	\$64.00
Seven (7) days per week including holidays- On a as needed basis from 5:00AM to 12:30AM.	\$39.00	\$46.25	\$76.00
<b>Annual Escalators</b>			
Year 2	2%	2%	3%
Year 3	2%	2%	3%
Year 4	2%	2%	3%
Year 5	2%	2%	3%

**COMMENTS:** CNY Cab Service, Inc., has provided specialized transportation services in the past with positive results.

**MWBE:** A full waiver for MWBE participation was approved by NYS Empire Development on this contract.

**RECOMMENDATION:** Based upon evaluation of the bid documents staff recommends the contract award to CNY Cab Service, Inc., for a five (5) year term, commencing February 1, 2026.