



**CDTA COMMITTEE AGENDA**  
**Strategic and Operational Planning Committee**  
**Thursday, October 22, 2020 | 12:00 PM | Microsoft Teams Meeting**

<b>Committee Item</b>	<b>Responsibility</b>
Call to Order	Mike Criscione
Ascertain Quorum	Mike Criscione
Agenda Approval	Mike Criscione
Approve Minutes of Thursday, September 24, 2020	Mike Criscione
<b>Consent Agenda Items</b>	
• Approve Disposition of Saratoga Property	Chris Desany
• Approve Three BRT Land Acquisitions	Chris Desany
<b>Administrative Discussion Items</b>	
• Six-Month Budget Review / FY22 Budget Kickoff	Mike Collins
<b>Executive Session</b>	
• No Items Scheduled	
Next Meeting: Thursday, November 12, 2020 at 12:00pm via Microsoft Teams and 110 Watervliet Ave.	
Adjourn	

*\* Indicates Material (Or Additional Material) Will Be Provided Via Email or At Meeting*

**Capital District Transportation Authority**  
**Strategic and Operational Planning Committee**  
**Meeting Minutes – September 24, 2020 at 12:00pm; via Microsoft Teams**

In Attendance: via MT- Denise Figueroa, Mark Schaeffer; at 110 – Jayme Lahut, Mike Criscione, Dave Stackrow, Pat Lance, Carm Basile, Amanda Avery, Chris Desany, Jaime Watson, Jon Scherzer, Michael Williams, Vanessa Salamy; via MT –Sarah Matrose, Jeremy Smith, Lance Zarcone, Ross Farrell, Stacy Sansky, Mike Collins

**Meeting Purpose**

Regular monthly meeting of the Strategic and Operational Planning. Committee Chair Mike Criscione noted that a quorum was present. Minutes from the August 20, 2020 meeting were reviewed and approved.

**Consent Agenda Items**

**Approve River Corridor Bus Rapid Transit Title VI Service Equity Analysis**

- The Title VI statute is implemented via an FTA regulation that ensures equity when transit systems make major service and operational decisions. The intent of Title VI is consistent with CDTA’s goals that service and fare decisions take into consideration the impact to our customers of all demographics. As per our Title VI Program, CDTA must conduct a Service Equity Analysis when a major service change is proposed. The River BRT qualifies as a major service change.
- Through a geographic data analysis of each individual service change as well as the total collective changes, we have determined that there will be no disparate impact upon minority populations, nor a disproportionate burden upon low-income populations. Accordingly, no further changes must be made to the Blue Line service plan. The detailed analysis document was provided to Committee members.
- Approving the River Corridor Bus Rapid Transit Title VI Service Equity Analysis will be recommended to the board for approval.

**Administrative Discussion Items**

**River BRT Outreach and Promotion Plan**

- Jon Scherzer and Jaime Watson gave a presentation and facilitated discussion on the marketing, communication, and branding plans for the River BRT. Key targeted audiences include employees, stakeholders, media, and customers. Outreach will include newsletters, posters, launch events, promotional items, and a ribbon cutting.
- We will focus on the benefits of BRT by conducting virtual town halls, and reaching out to BIDs, route businesses, service partners and directly to customers on the street. The Blue Line will be tied into the broader BRT message (existing Red Line, future Purple Line). It will also be important to effectively communicate the nuances of the changes to minimize any confusion.

**Executive Session**

No items scheduled.

**Next Meeting**

Thursday, October 22, 2020 at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

## Memorandum

October 22, 2020

To: Strategic and Operational Planning Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approve Disposal of Saratoga Property

### Overview

In 2008, CDTA sought to establish a new operating and maintenance facility for its Saratoga County services. This initiative was pursued in consideration of an expansion of local neighborhood routes, the insourcing of express routes into CDTA's family of services, and the long deadheads to Saratoga Springs, some 18 miles north of CDTA's closest facility.

Since the 2011 acquisition of a property to facilitate this expansion, expected ridership increases have not materialized as hoped. While the population and development in Saratoga County have continued to increase, most new development has taken place primarily in suburban communities oriented toward automobile travel.

The 13.5-acre Saratoga bus facility property is in the W.J. Grande Industrial Park on Duplainville Road in Saratoga Springs and was purchased for \$535,000. In February, we completed an appraisal and review appraisal which valued the property at \$1,000,000. As discussed in previous Planning Committee meetings, we intend to facilitate the disposition of the land and use the proceeds to contribute toward the CIG / Small Starts Package for the Purple Line. We received final approval from FTA for the sale of this property in August.

Cushman & Wakefield | Pyramid Brokerage Company was commissioned to broker the sale of the site. The property was listed on various brokerage sites and local/global MLS services including: CIREB, RealNex, NYSCAR, 42 Floors, City Feet, NAR, LinkedIn, Pyramid's website, CoStar, Rofo, Twitter, Cushman & Wakefield's global site, Greater Capital Association of Realtors, CREXi and LoopNet.

Over the last nine months, Pyramid also canvassed the local market for potential buyers and developers who may be interested in purchasing land. Most of the tenants within the park who might be interested in expansion already had extra space on their site or were not in the position to do so at this time. This canvas included but was not limited to: Quad/Graphics, Slack Chemical, Logistics One, Saratoga Eagle, MJ Properties, Peroxychem, Greenfield Manufacturing, and Saratoga EDC.

The only offer made to date comes from John Munter of Munter Enterprises, in an amount of \$600,000. Munter Enterprises is a construction and real estate development company who is responsible for the development of much of the Grande Park. Incidentally, CDTA originally purchased this property from Munter in 2011.

**Justification**

With the current economic climate and pandemic conditions, the pool of potential buyers/developers has shrunk since the appraisal was done. Pyramid did originally indicate that this land could take significant time to sell if we waited for a large scale buyer with a large industrial requirement, and the time to go through the planning, permitting, site work and development process. Additionally, with Munter coordinating significant acreage in the W.J. Grande Park and being on the Saratoga EDC Board, any new leads coming into the region will likely be funneled through that group anyway.

Appraisals are also done through the lens of “highest and best use”, meaning there is an ideal buyer who needs to build an industrial building at the current time of the appraisal. An appraisal is only good on the day it is delivered because conditions change daily, as we have seen over the past six months. The advantages of this buyer is that he knows the property, it would be a cash deal in short time (30 days), and he is a developer willing to take a chance on sitting on the property for an extended period of time (instead of CDTA).

Without a clear need for the Saratoga land any longer, this is an opportunity to liquidate an asset efficiently and reuse the funds on other projects.

**Recommendation**

I am requesting approval to sell the Duplainville Road (Saratoga) property to Munter Land Holdings LLC for an amount of \$600,000.

Copy: Chief Executive Officer  
Director of Facilities  
Director of Planning  
Director of Finance

## Memorandum

October 22, 2020

To: Strategic and Operational Planning Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Approval of Three BRT Land Acquisitions

### Background

The River BRT is set to launch in the coming weeks. Along with the service plan, buses, and technology – the land acquisition component of the project is also very important. Parcels are used primarily for BRT stations and park and rides. When parcels are in the right-of-way, we work with municipalities to coordinate access to build stations. When parcels are on private property, we work with landowners to execute permanent easements or purchases.

In October of 2016, the Board approved our land acquisition public hearing plan for the River BRT. That plan included an accounting of the parcels required to implement it. Subsequent to executing the process, we published a Determination and Findings document which included the feedback from the public outreach activities. The Board approved our Determination and Findings in January of 2017, which included authorization to acquire the properties.

This approach satisfies our Small Starts requirements; however, we want to be conservative and be sure to satisfy our internal guidelines as well. As such, three of the properties acquired were of high enough value that we are looking for an additional resolution to memorialize their approvals:

559 Broadway  
Menands NY 12204  
\$450,000.00 to 853 Hoosick Road LLC  
Use: Park & ride

517 Delaware Avenue  
Albany NY 12209  
\$100,000.00 to Jaffe-Webster Properties Inc.  
Use: Delaware Station, turnaround & layover

720 South Pearl Street  
Albany NY 12202  
\$94,200 for permanent easement  
\$55,100 for construction easements to Center for Disability Services  
Use: Old South Pearl Station, park & ride, turnaround & layover

We have appraisals for all properties, and funding is provided by the Small Starts Capital Investment Grant (CIG) program.

For reference, below is a list of the acquisitions for the River BRT:

Station	Property Address	Type*	Size (ft <sup>2</sup> )	Cost
Old South Pearl	720 S. Pearl Street - Albany	PE/TE	19,423PE/ 28,741TE	\$149,300.00
Mount Hope	S. Pearl Street (West) - Albany	U&O	N/A	N/A
Second	418 S. Pearl Street - Albany, NY	PE	440	\$4,700.00
Delaware	517 Delaware Ave - Albany	PE/TE	7,480PE/ 4,539TE	\$100,000.00
Morton	273 S. Pearl Street - Albany	PE	573	\$6,000.00
Morton	269 S. Pearl Street - Albany	PE		
State	18 N Pearl St - Albany	PE	963	\$0.00
Warehouse District	946 Broadway - Albany	PE	678	\$5,100.00
Warehouse District	27 Thacher St - Albany	PE	338	\$3,000.00
Route 378	550 Broadway - Menands	PE	633	\$2,900.00
Route 378	559 Broadway - Menands	FA	28,286	\$450,000.00
Road Diet	93 Broadway - Menands	PE	N/A	N/A
111 <sup>th</sup>	453 2 <sup>nd</sup> Avenue - Troy	PE	269	\$5,200.00
Route 378	431 Broadway - Menands	PE	1,160	\$18,800.00
Route 378	559 Broadway - Menands	U&O	NA	NA
Troy Garage	40 Hoosick Street - Troy	U&O	NA	NA

\* PE = Permanent Easement, TE = Temporary Easement; U&O = Use and Occupancy; FA Fee Acquisition

**Recommendation**

At this time, I am recommending approval to acquire the three River BRT parcels as outlined above.

Copy: Chief Executive Officer  
Director of Facilities

# FY2021 Six-Month Budget Review



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## F2021 – Revenue Highlights

- Mortgage Recording Tax – Performing Well; 18% over budget
- Customer Revenue – Recovered 20% of Budget
- RRS/Facilities – 76% Under Budget
- STOA – Received 70%
- Federal – Have not drawn 5307
- CARES – Spent Funding (\$42.7M)





# F2021 – Revenue Highlights

<u>Revenue Item</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance \$</u>
Mortgage Tax	\$6,651,940	\$5,625,000	\$1,026,940
Customer Revenue	\$1,747,756	\$10,325,834	(\$8,578,078)
RRS and Facilities Income	\$433,598	\$1,825,816	(\$1,392,218)
State Operating Assistance (STOA)	\$15,386,920	\$22,112,379	(\$6,725,459)
Federal Preventative Maintenance	\$0	\$6,350,500	(\$6,350,500)
Federal Aid - Cares Act	\$42,782,597	\$0	\$42,781,597



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# F2021 – Expense Highlights

- Wages – Under budget 5.6%. No BRT, no OGS
- Health Benefits – Under budget by 5%
- Workers’ Compensation – Under budget by 1%
- Materials/Supplies – Over budget by 46%
- Purchased Trans – Under budget 34%, partial payment to vendors
- Fuel – Under budget by 23%, less fuel consumption (examining)

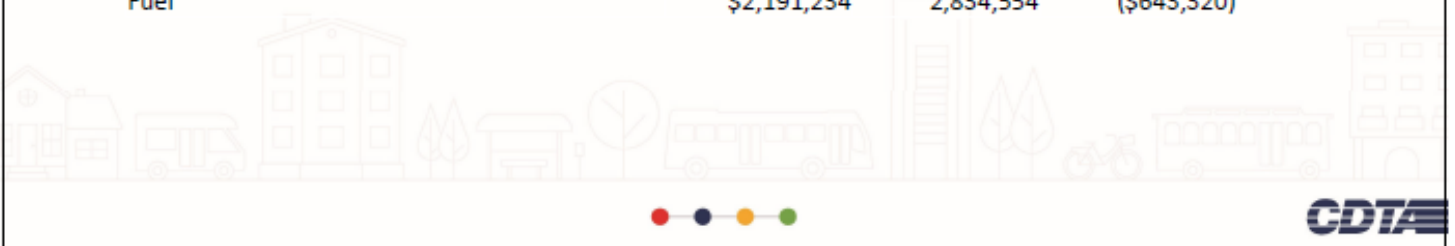


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# F2021 – Expense Highlights

<u>Expense Item</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance \$</u>
Wages	\$22,847,971	24,188,537	(\$1,340,566)
Health Benefits	\$5,061,017	5,325,676	(\$264,659)
Workers' Comp	\$1,310,185	1,318,854	(\$8,670)
Materials and Supplies	\$1,227,622	843,173	\$384,449
Purchased Transportation	\$2,196,433	3,332,679	(\$1,136,246)
Fuel	\$2,191,234	2,834,554	(\$643,320)



# FY2022 Budget Preparation

- NYS Operating Assistance
- Customer Revenue
- Section 5307
- Rensselaer Rail Station
- Service

