



CDTA COMMITTEE AGENDA

Strategic and Operational Planning Committee

Thursday, December 17, 2020 | 12:00 PM | Microsoft Teams Meeting

Committee Item	Responsibility
Call to Order	Mike Criscione
Ascertain Quorum	Mike Criscione
Agenda Approval	Mike Criscione
Approve Minutes of Thursday, November 12, 2020	Mike Criscione
Consent Agenda Items	
<ul style="list-style-type: none">Preliminary Budget Approval for FY2022	Mike Collins
Administrative Discussion Items	
<ul style="list-style-type: none">Scooter/E-bike UpdateCare Share UpdateService Planning Update *	Jon Scherzer Jon Scherzer Ross Farrell

Next Meeting: Thursday, January 21, 2020 at 12:00pm via Microsoft Teams and 110 Watervliet Ave.

Adjourn

** Indicates Additional Material Will Be Provided Via Email*

**Capital District Transportation Authority
Strategic and Operational Planning Committee**

Meeting Minutes – November 12, 2020 at 11:30am; via Microsoft Teams and 110 Watervliet Ave.

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

Meeting Purpose

Regular monthly meeting of the Strategic and Operational Planning. Committee Chair Mike Criscione noted that a quorum was present. Minutes from the October 22, 2020 meeting were reviewed and approved.

Consent Agenda Items

Approve Title VI Program

- The Title VI statute is an FTA regulation to ensure equity when transit systems make major service and operational decisions. As a federal funding recipient, CDTA must comply with Title VI regulations.

- CDTA works to ensure that all decisions made under the umbrella of Title VI put our customers on a level playing field and do not unfairly favor or disfavor one demographic over another. The requirement to comply with Title VI has existed for many years, and we fully support its goals and objectives. We performed an extensive analysis based on FTA regulations to develop our final plan. The policy was provided separately for review.

- In summary, the policy contains:
 - General requirements
 - Service monitoring standards and an analysis of our adherence to them
 - The definition of a “major service change”, “disparate impact”, and “disproportionate burden”
 - A Public Participation Plan
 - A Limited English Proficiency Language Assessment Plan

- The 2020-2023 Title VI Program will be recommended to the board for approval.

Next Meeting

Thursday, December 17, 2020 at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

Memorandum

December 17, 2020

To: Chairman, Strategic & Operational Planning Committee
Members, Strategic & Operational Planning Committee

From: Mike Collins, Vice President of Finance & Administration

Subject: FY2022 Preliminary Budget Discussion and Approval

Background:

We are required by New York State to approve a preliminary operating budget by December 31, 2020. At best, this is an early forecast of operating costs and revenue for the fiscal year. Staff uses it as the starting point for budget development and we will have a number of meetings and discussions on how to develop a sustainable budget given the current circumstances. The preliminary operating budget and five-year capital plan for Fiscal Year 2022 is attached.

Operating Budget

This preliminary budget is projected to be \$100.2 million, a \$2.5 million increase from this year's budget. We are concerned about customer revenue, Rensselaer Rail Station (RRS) income and State Operating Assistance. Customer revenue is expected to be 50% (\$10 million) less than this year; RRS income is projected to be 75% (\$2.8 million) less than this year; and we estimate a 25% (\$10.9 million) reduction in State Operating Assistance (STOA).

Some good news - Mortgage Recording Tax (MRT) is performing well this year and we will likely increase MRT projections in the budget process. At this point, we have not used our Federal Maintenance (5307) and we expect to carry this over to FY2022.

With this first pass of the budget, we are showing a 2% increase in expenses. Part of this includes our cost to operate River Corridor BRT. Wages and benefits make up 70% of our expenses, and we will look at ways to adjust these budget lines as we go through the budget process. We do not anticipate major changes heading into FY2022.

Capital Plan

The projected five-year capital plan is attached. Like the operating budget, the capital plan must be approved by the board. This plan includes several large capital projects, like the \$77 million Washington/Western BRT project.

A five-year capital plans is a forecast that is never "fully" funded. Typically, the first year of the plan is funded after prioritizing projects and funding is secured. The FY2022 plan includes our annual fleet replacement program and providing for annual facility projects. It also includes purchasing more electric buses, expanding Micro Transit and piloting electric scooters.

Summary



This will be a challenging year with lots of uncertainty surrounding the virus. We are showing a large deficit at this point and may have to make difficult decisions as we go through the budgeting process. The Strategic and Operational Planning Committee will be provided options to discuss as we move through the budget development process.

Recommendation

We recommend that the preliminary FY2022 operating budget of \$100,259,401 and the five-year capital plan of \$383,507,704 be approved to meet our New York State statutory requirement.

Copy: Chief Executive Officer
Senior Staff
Director of Finance

Capital District Transportation Authority
Draft FY2022 Operating Budget
December 16, 2020

Revenue Item	FY2021 Budget	% change	Budget to Budget Change	FY2022 Budget	% Change
Mortgage Tax	\$ 11,250,000	0.0%	\$0	\$ 11,250,000	0.0%
Interest Income	\$ 20,000	0.0%	\$0	\$ 20,000	0.0%
Customer Revenue	\$ 20,651,667	9.8%	(\$10,117,500)	\$ 10,534,167	-50.0%
Advertising	\$ 1,292,500	43.6%	\$0	\$ 1,292,500	0.0%
RRS and Facilities Income	\$ 3,651,631	12.3%	(\$2,738,723)	\$ 912,908	-75.0%
Other	\$ 188,500	113.0%	\$0	\$ 188,500	0.0%
Federal Maintenance	\$ 12,701,000	2.4%	\$0	\$ 12,701,000	0.0%
State Operating Assistance	\$ 43,824,758	7.2%	(\$10,956,190)	\$ 32,868,569	-25.0%
Northway Commuter Service - STOA	\$ 400,000	0.0%	(\$100,000)	\$ 300,000	-25.0%
County Assistance	\$ 1,917,000	0.0%	(\$479,250)	\$ 1,437,750	-25.0%
Grants	\$ 1,805,786	576.8%	\$1,172,929	\$ 2,978,715	65.0%
Total Revenue	\$97,702,842	8.3%	\$ (23,218,734)	\$ 74,484,108	-25.2%
Expense Item	FY2021 Budget	% change	Budget to Budget Change	FY2022 Budget	% Change
Wages	\$48,377,073	8.0%	\$483,771	\$48,860,844	1.0%
FICA	\$3,419,662	7.9%	\$34,197	\$3,453,859	1.0%
Health Benefits	\$10,651,352	4.9%	\$759,092	\$11,410,444	7.1%
Workers' Comp	\$2,637,708	0.0%	\$79,131	\$2,716,839	3.0%
Other Benefits	\$3,988,742	5.5%	\$134,814	\$4,123,556	3.4%
Professional Services	\$3,889,745	48.6%	\$0	\$3,889,745	0.0%
Materials and Supplies	\$1,686,346	16.1%	\$60,276	\$1,746,622	3.6%
Miscellaneous	\$736,853	5.8%	\$0	\$736,853	0.0%
Maintenance Services	\$3,015,258	1.7%	\$211,068	\$3,226,326	7.0%
Purchased Transportation	\$6,665,359	14.6%	\$199,961	\$6,865,320	3.0%
Utilities	\$1,011,000	5.2%	\$20,220	\$1,031,220	2.0%
Fuel	\$5,669,108	6.5%	(\$57,838)	\$5,611,270	-1.0%
Parts Tires Oil	\$4,870,870	2.7%	\$272,905	\$5,143,776	5.6%
General Insurance	\$722,933	6.4%	\$340,920	\$1,063,853	47.2%
Claims	\$360,833	3.1%	\$18,042	\$378,875	5.0%
Total Expenses	\$97,702,842	8.3%	\$2,556,559	\$100,259,401	2.0%
Revenue over Expenses	\$0		\$ (25,775,293)	\$ (25,775,293)	

Capital District Transportation Authority

FY2022 DRAFT Capital Plan

December 16, 2020

	2022	2023	2024	2025	2026	Total
WWBRT	\$76,685,000	\$0	\$0	\$0	\$0	\$76,685,000
85W Call Center Renovation	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Automated Access Gate - Schenectady	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Troy Mechanic's Locker/Bathroom	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Schenectady Driver's Locker/Bathroom	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Schenectady Mechanic's Locker/Bathroom	\$400,000	\$0	\$0	\$0	\$0	\$400,000
Schenectady Gas Tanks	\$100,000	\$0	\$0	\$0	\$0	\$100,000
RRS Garage Repairs	\$692,704	\$0	\$0	\$0	\$0	\$692,704
RRS Enhancements	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
RRS Parking Upgrades	\$500,000	\$0	\$0	\$0	\$0	\$500,000
LED Light Replacement	\$350,000	\$0	\$0	\$0	\$0	\$350,000
Maintenance Training Room	\$400,000	\$0	\$0	\$0	\$0	\$400,000
Fuel Management System	\$970,000	\$0	\$0	\$0	\$0	\$970,000
Facilities Maintenance and Engineering	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Preliminary Engineering - Facilities	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Consolidated Operations Facility	\$0	\$0	\$0	\$150,000,000	\$0	\$150,000,000
Downtown Albany Intermodal	\$0	\$50,000,000	\$0	\$0	\$0	\$50,000,000
Street Amenities (Shelter Program)	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Mid-Sized Infrastructure	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Information Technology	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,000,000
Park & Ride Lots	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Car Share	\$120,000	\$120,000	\$130,000	\$130,000	\$130,000	\$630,000
Scooter	\$100,000	\$0	\$0	\$0	\$0	\$100,000
VanPool	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Marketing iRide	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Fleet Financing 2012	\$930,000	\$0	\$0	\$0	\$0	\$930,000
Fleet Financing 2014	\$780,000	\$780,000	\$780,000	\$0	\$0	\$2,340,000
Camera Install	\$170,000	\$0	\$0	\$0	\$0	\$170,000
Flex Vehicles	\$260,000	\$0	\$0	\$0	\$0	\$260,000
Non-Revenue Vehicles	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Electric Bus / Replacement Program	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$15,000,000	\$75,000,000
NX Commuter Bus Replacement	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,200,000	\$5,600,000
STAR Buses	\$570,000	\$570,000	\$570,000	\$570,000	\$600,000	\$2,880,000
Trolleys	\$350,000	\$0	\$0	\$0	\$0	\$350,000
Lift Replacement	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Mid-Life Hybrid Replacement	\$300,000	\$300,000	\$300,000	\$0	\$0	\$900,000
Vehicle Overhaul (Gillig Engine Replacement)	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Total Expense	\$103,587,704	\$70,480,000	\$20,490,000	\$169,410,000	\$19,540,000	\$383,507,704

Memorandum

December 17, 2020

To: Strategic and Operational Planning Committee

From: Jonathan Scherzer, Director of Marketing

Subject: New Mobility Options

Background

New York State law now allows the operation of electric scooters and bicycles with electric assist. Municipalities can regulate the time, place, and manner of operation of these devices according to local law or ordinance. As we pursue new mobility choices, we have an opportunity to sample electric scooters and bicycles through our bike share operations vendor, Mobility Cloud Inc.

E-Scooter Pilot Overview

We have identified an electric scooter for a pilot program that can begin in Summer 2021. The units use cellular technology and feature a swappable battery with GPS to track the vehicle. We are looking to pilot 50 e-scooters at semi-private and geo-fenced recreational locations. We want to get experience with this mode to ensure a safe, accessible option for customers and a product that does not reduce the quality of life where it is deployed. In the new mobility landscape, transformed by the coronavirus, scooters offer a solo, open-air, and socially distanced option.

The cost of the pilot program is about \$100,000 (purchase of equipment and daily operations). Funds for the program will come from the FY22 Capital Plan. Mobility Cloud will provide the same operational services that they provide for CDPHP *Cycle!*

We will lean on our public-private partnerships to situate scooters with development communities and in recreational zones to give us experience with use, location, and deployment. We will also identify ways to not have scooters clog sidewalks and streets while ensuring social equity. Scooter rides are short (one mile) and tend to concentrate in entertainment districts. Students, tourists, and office workers are all e-scooter users; they are big parts of our customer base.

E-bike Update

We are also investigating the addition of electric bikes to the CDPHP *Cycle!* fleet. As with scooters, we will need to coordinate with municipal partners regarding this option. We have been told to expect a delay in the availability of e-bike components due to the global interest in bicycles during the pandemic but hope to sample them sometime in 2021.

Next Steps

- Share pilot concept with the Strategic and Operational Planning Committee
- Place an order for scooters with expected delivery in late Winter 2021
- Work with municipal partners for approvals; engage partners on deployment plans

Copy: Mobility Manager

Memorandum

December 17, 2020

To: Strategic and Operational Planning Committee

From: Jonathan Scherzer, Director of Marketing

Subject: Capital CarShare Programming Update

Background

Capital CarShare has announced that they will cease operations at the end of this month; they have been in business since 2013. CDTA has supported this effort with operational and marketing assistance using funds originally available through CDTC. CCS has 7 vehicles in its fleet (4 in Albany and 3 in Troy, including an electric BMW at the News Apartments).

The CCS operating budget is \$250,000 covering vehicle leases, operations, software/hardware rental and fleet insurance. Revenue consists of membership fees and vehicle rentals. CDTA has provided \$100,000 annually to fund CCS as part of a larger agreement with CDTC.

Current Status

Capital CarShare struggled with less than 50 active users that total 200 rentals per month. Their insurance costs are high, and their software systems are out of date and need to be upgraded.

We think that this could be an exciting addition to our mobility menu. We would sharpen the branding and image of the program and work to modernize the fleet and membership options. A car share program fits our mission and is consistent with our strategic pillars. We know that people who use transit and bikes are likely to use car share. Carsharing in tandem CDPHP *Cycle!*, *FLEX* On Demand, and network of transit services would deepen our mobility mix and support development of local and regional mobility hubs.

We are considering joining a carsharing collaborative with a company called Mobility Development Group. The collaborative would encompass carsharing vehicles in the Capital Region, Rochester, and Boston, MA. This would give Mobility Development Group, a better package of fleet, commercial insurance, and hardware/software options.

Next Steps

- Formalize pilot program including deployment timeline, locations, and announcement.
- Reach an agreement with Mobility Development for day-to-day operations.
- Connect with elected officials and other stakeholders to get input and to identify new funding sources.
- Identify branding and how to position carshare to a wider audience and attract more users.

Copy: Mobility Manager