



CDTA COMMITTEE AGENDA

Strategic and Operational Planning Committee

Thursday, February 18, 2021 | 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, January 21, 2021	Mike Criscione
Consent Agenda Items	
• Approve Route 50 / Geysers Road Improvements	Chris Desany
Administrative Discussion Items	
• FY2022 Budget Preparation Update	Mike Collins
Next Meeting: Thursday, March 25, 2021 at 12:00pm via Microsoft Teams and 110 Watervliet Ave.	
Adjourn	

Capital District Transportation Authority

Strategic and Operational Planning Committee

Meeting Minutes – January 21, 2021 at 12:00pm; via Microsoft Teams and 110 Watervliet Ave.

In Attendance: via MT- Jayme Lahut, Denise Figueroa, Mark Schaeffer; at 110 – Mike Criscione, Pat Lance, Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Ross Farrell, Phil Parella, Vanessa Salamy; via MT – Jon Scherzer, Sarah Matrose, Jaime Watson, Jeremy Smith, Lance Zarcone, Stacy Sansky, Thomas Guggisberg, Chad Heid, Rich Cordero

Meeting Purpose

Regular monthly meeting of the Strategic and Operational Planning. Committee Chair Mike Criscione noted that a quorum was present. Minutes from the December 24, 2020 meeting were reviewed and approved.

Administrative Discussion Items

Service Planning Update

- In response to the COVID-19 pandemic, resulting fluctuations in ridership, and need for social distancing, CDTA has adjusted service several times over the last year. Most recently, average ridership has fallen to 30,000 riders per weekday, representing a 25% decline from August and a 40% decline from a year ago.
- At the end of January, we will implement another round of changes to properly align our resources to demand. By reducing the total number of hours/miles we operate and maintaining our budgeted staffing levels, CDTA will make available more operators and enable us to respond more effectively to the changing list of issues triggered by the pandemic.
- On January 31, frequencies and travel times will be reduced on the #12, #100, #353, and #905. This service adjustment will allow additional resources to be added to CDTA's "extra list" which covers work of operators that are not available on any given day.

FY2022 Budget Preparation Update

- FY2022 budget preparation continues to progress. As of this month, MRT is \$2M above budget, customer revenue is \$12M below budget, RRS revenue is \$3M below budget, STOA is \$11M under budget, and \$12.7M of federal assistance remains unused.
- Since December, we have reduced customer revenue projections by \$2M, the second round of coronavirus relief has been announced (\$28.4M), and STOA has been reduced by 10% for next year. Over the next month we will continue a multi-year approach to narrowing the customer revenue gap, drill down on expense lines, and address the service plan. There will be a full budget review next month.

Next Meeting

Thursday, February 18, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

Memorandum

February 18, 2021

To: Strategic and Operational Planning Committee

From: Christopher Desany, Vice President of Planning & Infrastructure

Subject: Approve Contract to Coordinate Route 50 / Geysers Road Improvements

Overview

In 2020, the City of Saratoga Springs made upgrades to the intersection of New York State Route 50 and Geysers Road. The \$4M project included the construction of an adjoining trail, traffic signal, and pedestrian accommodations. In an effort to align construction schedules and reduce costs, CDTA often works with municipalities to implement transit improvements. In cooperation with the City, we found that it would be advantageous for the City to procure a contractor for the Geysers Road projects and have that contractor complete CDTA station work. Enhancements include new sidewalks, two 5'x15' bus shelters, crosswalks, and a pedestrian refuge median. This will provide connections to the State Park and Saratoga Performing Art Center and improve access to the adjoining Geysers Road Trail projects.

As part of the scope the City agreed to bid and complete CDTA station work as designed. The work items would be managed and built by the winning bidder, and those costs would be reimbursed to the City upon completion. The City held an invitation for bids, and William J Keller & Sons Construction was awarded the contract. Prior to construction, estimates were provided by our engineers for CDTA items. The estimate of \$100,000 was confirmed by the City's project engineers, Greenman-Peterson, Inc.

Justification:

The recommendation to award a sole source contract and combine the work into a single project is based on cost effectiveness, and the ability to deliver satisfactory construction management services and support. This work would have been completed under a separate construction contract procured by CDTA at the same, or potentially a higher cost.

Recommendation

I am recommending awarding a sole source contract to the City of Saratoga Springs for the transit improvements at the intersection of Route 50 and Geysers Road. The value shall not exceed \$100,000 and is funded by our capital program.

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

Memorandum

February 18, 2021

To: Strategic and Operational Planning Committee

From: Mike Collins, Vice President of Finance & Administration

Subject: FY2022 Operating Budget Update

We continue to develop the FY2022 operating budget and are providing the Committee with an update on our progress. The budget composite is attached.

Revenue

- Mortgage Recording Tax (MRT) is one of two revenue sources performing well this year; in fact, it is \$2.7 million over budget through January. Advertising is the other revenue source that is in line with budget expectations.
- Three revenue lines make up 70% of revenue, which are, Customer Revenue, Rail Station Revenue and State Operating Assistance (STOA). We are projecting about \$20 million less in these categories for next year.
- We have not used our federal assistance this year which we can carry over to next year; and we will receive \$28.4 million in another federal stimulus.

Expenses

- We are budgeting wages to be flat. This will be accomplished by keeping service relatively level. We are also discussing ways to advance a contract settlement with our union.
- We are budgeting a 3% increase for health care; we are projecting an 8% increase in Worker's Compensation based on this years' experience; and we are increasing the Other Benefits category.
- We are providing for modest increase in the Professional Services and Maintenance Services lines.
- Our largest expense increase is in the Insurance line. Although fairly level for the past several years, the insurance market has been quite volatile this year.

Next Steps

Our working budget currently shows a \$5.2 million deficit. Options to close the gap include using federal assistance that we did not use this year, and we are taking another look at expenses. We expect to present a balanced budget at the March meeting.

Copy: Chief Executive Officer
Senior Staff
Director of Finance

**Capital District Transportation Authority
Draft FY2022 Operating Budget
February 10, 2021**

Revenue Item	FY2021 Budget	Budget to Budget Change	FY2022 Budget	% Change
Mortgage Tax	\$ 11,250,000	\$0	\$ 11,250,000	0.0%
Interest Income	\$ 20,000	\$0	\$ 20,000	0.0%
Customer Revenue	\$ 20,651,667	(\$12,182,667)	\$ 8,469,000	-60.0%
Advertising	\$ 1,292,500	\$0	\$ 1,292,500	0.0%
RRS and Facilities Income	\$ 3,651,631	(\$2,738,723)	\$ 912,908	-75.0%
Other	\$ 188,500	\$0	\$ 188,500	0.0%
Federal Assistance	\$ 12,701,000	\$15,714,640	\$ 28,415,640	123.7%
State Operating Assistance	\$ 43,824,758	(\$5,354,658)	\$ 38,470,100	-12.2%
Northway Commuter Service - STOA	\$ 400,000	(\$100,000)	\$ 300,000	-25.0%
County Assistance	\$ 1,917,000	(\$479,250)	\$ 1,437,750	-25.0%
Grants	\$ 1,805,786	\$1,172,929	\$ 2,978,715	65.0%
Total Revenue	\$97,702,842	\$ (3,967,729)	\$ 93,735,113	-5.5%

Expense Item	FY2021 Budget	Budget to Budget Change	FY2022 Budget	% Change
Wages	\$48,377,073	\$0	\$48,377,073	0.0%
FICA	\$3,419,662	\$0	\$3,419,662	0.0%
Health Benefits	\$10,651,352	\$319,540	\$10,970,892	3.0%
Workers' Comp	\$2,637,708	\$211,017	\$2,848,724	8.0%
Other Benefits	\$3,988,742	\$261,189	\$4,249,931	6.5%
Professional Services	\$3,889,745	\$300,000	\$4,189,745	7.7%
Materials and Supplies	\$1,686,346	\$150,000	\$1,836,346	8.9%
Miscellaneous	\$736,853	\$0	\$736,853	0.0%
Maintenance Services	\$3,015,258	\$100,000	\$3,115,258	3.3%
Purchased Transportation	\$6,665,359	(\$623,326)	\$6,042,033	-9.4%
Utilities	\$1,011,000	\$20,220	\$1,031,220	2.0%
Fuel	\$5,669,108	(\$57,838)	\$5,611,270	-1.0%
Parts Tires Oil	\$4,870,870	\$272,905	\$5,143,776	5.6%
General Insurance	\$722,933	\$340,920	\$1,063,853	47.2%
Claims	\$360,833	\$18,042	\$378,875	5.0%
Total Expenses	\$97,702,842	\$1,312,668	\$99,015,511	0.8%
Revenue over Expenses	\$0	\$ (5,280,397)	\$ (5,280,398)	