



CDTA COMMITTEE AGENDA

Strategic and Operational Planning Committee

Thursday, December 16, 2021 | 12PM | Microsoft Teams & 110 Watervliet Ave

Committee Item	Responsibility
Call to Order	Mike Criscione
Approve Minutes of Thursday, October 21, 2021	Mike Criscione
Consent Agenda Items	
• FY2023 Preliminary Budget Approval*	Mike Collins
Administrative Discussion Items	
• River BRT One-Year Update	Ross Farrell
• State Employee Services Four-Month Update	Ross Farrell

Next Meeting: January 20, 2022 at 12:00pm via Microsoft Teams and 110 Watervliet Ave.

Adjourn Mike Criscione

**Additional materials will be attached separately or provided before the meeting via email.*

**Capital District Transportation Authority
Strategic and Operational Planning Committee
Meeting Minutes – October 21, 2021 at 12:00pm; via Microsoft Teams and 110 Watervliet Ave.**

via MT: Dave Stackrow, Mark Schaeffer; at 110: Jayme Lahut, Mike Criscione, Pat Lance; Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Lance Zarccone, Thomas Guggisberg, Jaime Kazlo, Phil Parella, Vanessa Salamy, Jon Scherzer, Dave Williams, Gary Guy, Allie Schreffler, Ross Farrell; via MT: Jeremy Smith, Steve Wacksman, Stacy Sansky

Meeting Purpose

Regular monthly meeting of the Strategic and Operational Planning Committee. Committee Chair Mike Criscione noted that a quorum was present. Minutes from the September 23, 2021 meeting were reviewed and approved.

Administrative Discussion Items

MaaS Update –

- Chris Desany led a conversation on how we are progressing our Mobility-as-a-Service (MaaS) initiatives. MaaS continues to be a sometimes-confusing concept, the definition of which varies depending on the source. For the sake of our purposes, we agree on delivering a suite of mobility services with a focus on customer flexibility, integrated tools, and ease of use.
- Challenges still exist for MaaS, including policy/governance issues, stakeholder cooperation/leadership, and revenue models. We remain at MaaS maturity level 1+ (basic trip planning and payments, with other modes available via separate applications).
- We have been in discussions with several of our existing and potential new partners about how we may advance our work. Moovit is a globally recognized MaaS provider/integrator that we feel holds promise in assisting us.
- We have been working with Moovit to develop a scope that includes deployment of a white label application for trip planning, Navigator payments, and customer alerts/feedback. Most importantly, we will seek to integrate one or more of our mobility modes (bike, scooter, FLEX, etc.). We expect to advance specific award recommendations to the Board in the coming months.

Next Meeting

Thursday, December 16, 2021 at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.



Memorandum

December 15, 2021

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

From: Mike Collins, Vice President of Finance & Administration

Subject: FY2023 Preliminary Budget Discussion and Approval

Background:

We are required by New York State to approve a preliminary operating budget by December 31, 2021. This is an early forecast of operating costs and revenue for the coming fiscal year. We use it as the starting point for budget development and we will have a number of meetings on how to develop a sustainable budget given the current circumstances. The preliminary operating budget and five-year capital plan for Fiscal Year 2023 is attached.

Operating Budget

The preliminary budget is projected to be \$113.2 million, an 8% increase from this year's budget. Most of this is because of the addition of Montgomery County to our service area. We continue to work with the state to secure additional STOA and we anticipate running service in FY2023. As COVID has receded, we are seeing trend increases in customer revenue and our Rensselaer Rail Station (RRS) lines. For FY2023, we are projecting a 60% budget increase in customer revenue; this includes farebox revenue and an assumption that we will get an increase in STOA. We project a 45% (\$400,000) increase at the RRS.

We have good news from our federal partners. It was announced that we will see an increase in our 5307 program, some of which can be used for operations. Our Mortgage Recording Tax (MRT) is performing extremely well, and we will increase MRT projections during the budget process. We will use the American Rescue Plan to balance shortfalls in our traditional revenue lines.

Most of the expense increases (90%) is a result of adding Montgomery County services into our budget. This is a major expansion with increases to the wage and benefit lines, parts, and fuel. We do not anticipate any other major changes to the FY2023 operating budget.

Capital Plan

Like the operating budget, the capital plan must be approved by the board. This plan includes a variety of capital projects that support annual facility projects and growing our organization.

The five-year capital plan is a forecast and not intended to be "fully" funded. The first year of the plan is typically funded after prioritizing projects. The FY2023 plan includes our annual fleet replacement program, including STAR and Flex vehicles, diesel and electric vehicles. There is a robust investment in information technology to maintain innovative technologies to support our infrastructure. Lastly, we have had discussions about the condition and capacity restrictions



of our facilities. This plan includes proposed design budgets for a new facility (location to be determined) to expand our facility footprint. More discussion needs to happen to move these projects forward.

Summary

We are in a good financial position to make our system better, safer, and more attractive. Our system is showing positive growth as we recapture more customers to get us to pre-pandemic numbers. We will provide options to discuss as we move through the budget development process.

Recommendation

We recommend that the preliminary FY2023 operating budget of \$113,248,413 and the five-year capital plan of \$325,311,704 be approved to meet our New York State statutory requirement.

Copy: Chief Executive Officer
Senior Staff
Director of Finance

Capital District Transportation Authority
FY2023 Draft Operating Budget
December 6, 2021

Revenue Item	FY2022 Budget	Budget to Budget Change	FY2023 Budget	% change
Mortgage Tax	\$11,250,000	\$0	\$11,250,000	0.0%
Customer Revenue	\$8,469,000	\$5,099,738	\$13,568,738	60.2%
Advertising	\$1,292,500	\$100,000	\$1,392,500	7.7%
RRS and Facilities Income	\$912,908	\$400,000	\$1,312,908	43.8%
Other	\$108,500	\$50,000	\$158,500	46.1%
Federal Assistance	\$35,773,269	(\$1,455,333)	\$34,317,936	-4.1%
State Operating Assistance	\$41,108,000	\$6,017,045	\$47,125,045	14.6%
State Operating Assistance - NX	\$400,000	\$0	\$400,000	0.0%
County Assistance	\$1,917,000	\$0	\$1,917,000	0.0%
Grants	\$2,978,715	(\$1,172,929)	\$1,805,786	-39.4%
Total Revenue	\$104,209,892	\$9,038,521	\$113,248,413	8.7%
Expense Item	FY2022 Budget	Budget to Budget Change	FY2023 Budget	% change
Wages	\$52,645,356	\$3,201,197	\$55,846,553	6.1%
FICA	\$3,722,434	\$240,421	\$3,962,855	6.5%
Health Benefits	\$10,970,892	\$1,257,123	\$12,228,015	11.5%
Workers' Comp	\$2,848,725	\$183,991	\$3,032,716	6.5%
Other Benefits	\$4,449,931	\$487,408	\$4,937,339	11.0%
Professional Services	\$4,189,745	\$0	\$4,189,745	0.0%
Materials and Supplies	\$1,836,346	\$210,236	\$2,046,582	11.4%
Miscellaneous	\$736,853	\$0	\$736,853	0.0%
Maintenance Services	\$3,115,258	\$250,000	\$3,365,258	8.0%
Purchased Transportation	\$6,665,359	\$1,570,313	\$8,235,672	23.6%
Utilities	\$1,031,220	\$0	\$1,031,220	0.0%
Fuel	\$5,411,270	\$714,639	\$6,125,909	13.2%
Parts Tires Oil	\$5,243,775	\$875,000	\$6,118,775	16.7%
General Insurance	\$963,853	\$48,193	\$1,012,046	5.0%
Claims	\$378,875	\$0	\$378,875	0.0%
Total Expenses	\$104,209,892	\$9,038,521	\$113,248,413	8.7%
Revenue over Expense	\$0	\$0	\$0	

5 Year Capital Plan – Attached as a PDF for ease of viewing

Blue Line BRT

Ridership & Operations Update

CDTA Planning Committee
December 16, 2021



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Background

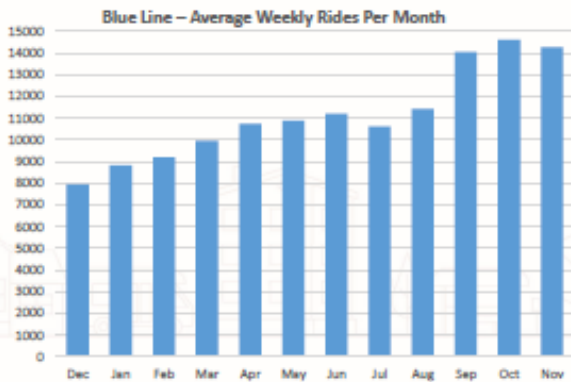
- 1 corridor = 16 miles = 31 stations
- BRT + 6 new/adjusted local routes
- Design & constructed in phases (2016-2020)
- Various grants
 - FTA Small Starts
 - BRT Setaside
 - ESD Upstate Revitalization Initiative
- Initial service & operations provided by CMAQ grant
- Rollout in November 2020 during height of pandemic



Ridership

Steady Increase

- Blue Line grown over 80% since first full month of service
- Corridor ridership grown by 35% between October 2020 and October 2021



Rides vs Riders

- Corridor transfers reduced by 60%
- Even faster growth in riders traveling on the corridor



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Ridership

Productivity

- #922/#923 Blue Line = 10 rides/hour
- #22 Troy-Albany = 13 rides/hour
- #85 Fifth Ave = 15 rides/hour
- #106 Uptown Belt = 16 rides/hour
- #107 Albany/Glenmont = 21 rides/hour

- 19% of system ridership in November

Room for Growth

- Service plan matches funding requirements, not current ridership demand
- Dependent on return of travel and promotion of service (especially in Downtown Albany & Troy)
- Tied to growth in ridership of State employees
- Reluctance to move from local to BRT due to several possible factors



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Upcoming Changes

Service adjustments in January/April 2022

- Modest reduction in hours of operation and frequency
- Schedules tightened based on experience



Operations

Management Oversight

- Central Communications (24 Hours); Radio Controllers monitoring route performance
- Road Supervisors monitor all services on-street (Blue Line & local routes)
- On-Time Performance over 80%; system average 75%



Messaging

- Public education limited due to COVID rollout
- Rollout of FREE Times Union coverage on BRT services
- Marketing campaign including FREE service time frame
- National media coverage (ex. Washington Post)
- Further promotion in 2022



State Employee Transit Ridership & Service Update

CDTA Planning Committee
December 16, 2021



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Program

Universal Access

- State employees in OGS lots provided Navigator cards
- Access to all fixed route services

Service

- OGS lots to Downtown Albany
- New connections for all users
- Existing routes plus three new routes
- Phased rollout in August/September
- Operating 60% of original service plan

Infrastructure

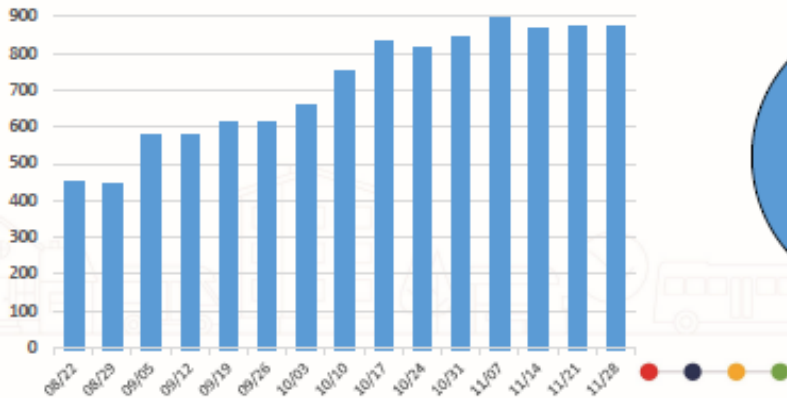
- New pedestrian infrastructure connecting routes to lots
- Replacing shelters & new stops



Ridership

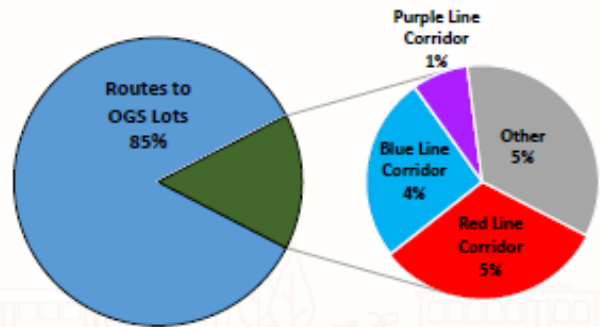
Increasing Quickly

- Nearly 900 rides per weekday
- 15,000 rides in November
- System ridership +2%
- Ridership doubled in four months



Diversifying

- State employees migrating to other routes in system faster than expected
- Attracted to BRT corridors



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Ridership

Productivity

- Routes to OGS Lots = 15 rides/hour
 - #523 McCarty Lot = 21 rides/hour
 - #524 80 Broadway Lot = 13 rides/hour
 - #525 Water Street Lots = 7 rides/hour



Room for Growth

- Most trips have capacity for more riders
- Only 50% of state workforce has returned to office (based on parking permits)
- As employees return, ridership will increase



Upcoming Changes

Service in January 2022

- All route schedules tightened based on experience
- Look at midday service
- Increase frequency on Route #523
- Extend #525 to Empire State Plaza
- Net neutral with no increase in hours or buses required

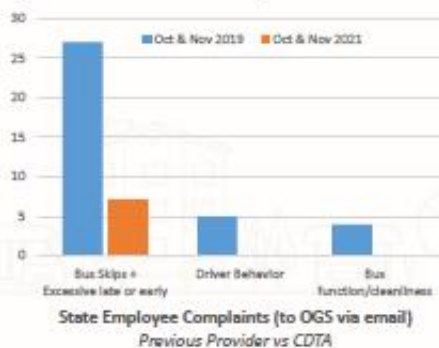


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Operations

Management Oversight

- Central Communications (24 Hours); Radio Controllers monitoring route performance
- Road Supervisors monitor service on-street with dedicated supervisor @ ESP Concourse
- No complaints to OGS of operator behavior or bus cleanliness



Communications

- Soft rollout in August of new routes
- Limited promotion of transition
- “How to Ride” video and additional promotion in 2022
- New messaging via special events partnership

