



**CDTA COMMITTEE AGENDA**  
**Strategic and Operational Planning Committee**  
**Thursday, March 24, 2022 | 12 PM | Microsoft Teams & 110 Watervliet Ave**

<b>Committee Item</b>	<b>Responsibility</b>
Call to Order	Mike Criscione
Approve Minutes of Thursday, February 17, 2022	Mike Criscione
<b>Administrative Discussion Items</b>	
• Approve FY2023 Budget	Mike Collins

Next Meeting: April 21, 2022 at 12:00pm via Microsoft Teams and 110 Watervliet Ave.

Adjourn	Mike Criscione
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**Capital District Transportation Authority  
Strategic and Operational Planning Committee**

**Meeting Minutes – February 17, 2022 at 12:00pm; via Microsoft Teams and 110 Watervliet Ave.**

In Attendance: Peter Wohl, Jayme Lahut, Mike Criscione, Pat Lance; Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Lance Zarcone, Thomas Guggisberg, Jaime Kazlo, Phil Parella, Vanessa Salamy, Jon Scherzer, Gary Guy, Allie Schreffler, Ross Farrell, Jeremy Smith, Kelli Schreivogl, Sarah Matrose, Dave Williams

**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 January 20, 2022 meeting were reviewed and approved.

**Administrative Discussion Items**

*FY2023 Budget Planning Update -*

- Mike Collins provided an update on the FY2023 budget process. We are currently in a good budget position and expect to finish the current fiscal year ahead of projections. Our revenue is strong, and our expenses are under budget.
- Based on current year performance, we are recommending a \$1.3 million increase to the MRT line. Customer revenue is outperforming budget and we also recommend a \$6.1 million increase here. Amtrak revenue has picked up and we recommend increasing that line by \$1 million. We increased STOA by \$7.6 million due to the Governor’s executive budget, which included additional funds for Montgomery County.
- We are budgeting for a \$3.2 million wage increase, most which is to accommodate Montgomery County. Other benefit increases include health care, workers’ compensation insurance, and a pension increase for additional headcounts. Purchased transportation is increasing due to an increase in vendor rates, and the additional services needed for Montgomery County.
- We continue to have internal discussions to develop the best possible budget and will provide additional drafts and recommendations to the committee. Much of this hinges on the State budget and further revisions to our operating plans.

*Bus Lane Feasibility Update -*

- Brent Irving provided an update on the bus lane feasibility study. Bus lanes are made up of roadway space dedicated exclusively or primarily to the use of buses, whose purpose is to avoid the delays caused by general traffic. Using bus lanes can also elevate the concept of BRT.
- Assessments were based on ridership, bus volumes, travel times, road capacity, and public feedback. Twelve corridors were examined, most of which are on BRT lines and/or in downtown areas.
- 33% of survey respondents believe that buses are regularly stuck in traffic congestion. Five corridors were chosen to further conceptual design and were ranked based on ridership, delay, future growth, and equity. Phase two will continue through May, with the continuation of a more detailed design to follow.

**Next Meeting**

Thursday, March 24, 2022, at 12:00pm via Microsoft Teams and at 110 Watervliet Ave.

## Memorandum

March 24, 2022

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

**From:** Mike Collins, Vice President of Finance & Administration

**Subject:** FY2023 Operating and Capital Budget Recommendations

### Summary

We have developed a spending plan for Fiscal Year 2022-23. There has been a good deal of discussion at Strategic and Operational Planning Committee meetings, beginning in December of 2021. These discussions centered on the best ways to use resources available to us while developing a plan that is financially sound and allows for appropriate improvements to our network of services. The plan calls for \$114 million in spending; the budget is balanced with corresponding revenue. We also want to advance a five-year capital plan that totals \$329 million.

This will be an exciting year as we expand our footprint and start service in Montgomery County. In addition, we will continue to expand our mobility services with FLEX, a new electric car share program, and expanding the Scooter pilot program.

### Revenue

As we worked through the pandemic, revenue has steadily increased throughout the past year. We included modest increases in revenue projections and incorporated projections for the Montgomery County service. I have included highlights of what we expect from our revenue sources to balance the plan:

- Mortgage Recording Tax (MRT) will finish the current year at a record level. We propose to increase this line by \$1.3 million to \$12.5 million. This is a budget-to-budget increase, it is not based on actual MRT receipts this year. We are being conservative with this because we expect a slowdown in the housing market, and we are concerned with higher interest rate projections and slowing sales trends.
- Customer revenue is coming back, albeit not to pre-pandemic levels. Our ridership is about 70% of what it was, and we are projecting a \$6.1 million increase to the current budget (again, this is budget-to-budget). It is likely to take another couple of years to bring ridership and revenue back to where we were before COVID.
- Facility revenue, driven by Rensselaer Rail Station (RRS) has also gained ground this year as customers return to train travel and use our parking complex. We have increased this line by \$1 million, which is about 70% of where we were before the pandemic.
- We will use about \$15 million from our 5307 federal program and \$15 million from the American Rescue Act in our federal assistance line.
- We have budgeted a 13% increase in STOA based on the Governor's Executive Budget Request and an additional \$2.3 million for Montgomery County, a total increase of \$7.6 million. One house bills in the Senate and Assembly provide more STOA and more funding for Montgomery County. If these funding levels are included in the final state budget, we will adjust the budget accordingly through the committee and board process.

## Expenses

People cost drive the expense side of the budget. The cost for wages and benefits for our 750-person workforce accounts for 70% of our spending.

- With the addition of Montgomery County, we will increase the wage line by \$3.4 million. This will also accommodate for overtime costs to ensure that service operate as planned. As we have discussed, this is necessary to close the gap between budgeted and actual headcounts.
- The expanded head count and wage adjustments also drive increases in benefit categories like health care, workers' compensation, and pensions for union employees. Part of the collective bargaining agreement last year includes a pension increase for members of the union.
- Purchased transportation increases accommodate for a new contract for outsourced paratransit services, including the ability to outsource more services if needed.
- Fuel and parts will increase due the expansion into Montgomery County. The fuel increase is for more miles of service, not additional rate costs (we are in good shape in that regard). We take a conservative budget approach to expansion cost to allow for uncertainties, timing issues and unforeseen challenges.

## Capital Plan

The first year of the five-year Capital Plan is funded with \$34 million from grants. More than half of the plan dedicated to bus purchases. About \$20 million will fund new Gillig buses, new STAR vehicles, and new vehicles for FLEX service. It includes our last bus lease payments. The plan includes a number of facility projects, IT infrastructure and facility maintenance, along with money to fund our Red Line Upgrade (Route 5 BRT).

The five-year capital plan is a forecast, and it is not fully-funded; however, it must be submitted to the state on an annual basis. The plan includes continuing our fleet replacement plan as well as looking at alternatives to address facility challenges. It dovetails into alternative fuels (electric vehicles) and how we continue to proceed forward.

## Recommendation

The staff recommends that the committee approve the FY2023 Operating Plan that totals \$114,349,217 and the five-year Capital Plan at \$329,581,704. Upon consideration by the committee, the budget can be advanced to the full board for approval.

Copy: Chief Executive Officer  
Director of Finance

**Capital District Transportation Authority**  
**FY2023 Draft Operating Budget**  
**March 16, 2022**

Revenue Item	FY2022 Budget	Budget to Budget Change	FY2023 Budget	% change
Mortgage Tax	\$11,250,000	\$1,300,000	\$12,550,000	11.6%
Customer Revenue	\$8,469,000	\$6,100,000	\$14,569,000	72.0%
Advertising	\$1,292,500	\$100,000	\$1,392,500	7.7%
RRS and Facilities Income	\$912,908	\$1,000,000	\$1,912,908	109.5%
Other	\$108,500	\$50,000	\$158,500	46.1%
Federal Assistance	\$35,773,269	(\$4,867,346)	\$30,905,923	-13.6%
State Operating Assistance	\$41,108,000	\$7,629,600	\$48,737,600	18.6%
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%
<b>Total Revenue</b>	<b>\$104,209,892</b>	<b>\$10,139,325</b>	<b>\$114,349,217</b>	<b>9.7%</b>
Expense Item	FY2022 Budget	Budget to Budget Change	FY2023 Budget	% change
Wages	\$52,645,356	\$3,400,898	\$56,046,254	6.5%
FICA	\$3,722,434	\$240,316	\$3,962,750	6.5%
Health Benefits	\$10,970,892	\$1,079,979	\$12,050,871	9.8%
Workers' Comp	\$2,848,725	\$137,993	\$2,986,718	4.8%
Other Benefits	\$4,449,931	\$415,556	\$4,865,487	9.3%
Professional Services	\$4,189,745	\$520,000	\$4,709,745	12.4%
Materials and Supplies	\$1,836,346	\$157,677	\$1,994,023	8.6%
Miscellaneous	\$736,853	\$50,000	\$786,853	6.8%
Maintenance Services	\$3,115,258	\$250,000	\$3,365,258	8.0%
Purchased Transportation	\$6,665,359	\$2,677,735	\$9,343,094	40.2%
Utilities	\$1,031,220	\$0	\$1,031,220	0.0%
Fuel	\$5,411,270	\$435,979	\$5,847,249	8.1%
Parts Tires Oil	\$5,243,775	\$725,000	\$5,968,775	13.8%
General Insurance	\$963,853	\$48,193	\$1,012,046	5.0%
Claims	\$378,875	\$0	\$378,875	0.0%
<b>Total Expenses</b>	<b>\$104,209,892</b>	<b>\$10,139,325</b>	<b>\$114,349,217</b>	<b>9.7%</b>
<b>Revenue over Expense</b>	<b>\$0</b>	<b>(\$0)</b>	<b>(\$0)</b>	

Capital District Transportation Authority  
FY2023 DRAFT Capital Plan  
March 17, 2022

Project Name	2023	2024	2025	2026	2027	Total
Mid-Sized Infrastructure	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000
Street Amenities (Shelter Program)	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000
Facilities Maintenance and Engineering	\$350,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,150,000
85W Renovations	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Preliminary Engineering - Facilities	\$0	\$150,000	\$150,000	\$150,000	\$150,000	\$600,000
Facility Design	\$1,000,000	\$5,000,000	\$0	\$0	\$0	\$6,000,000
Lift Replacement	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$800,000
Park & Ride Lots	\$75,000	\$50,000	\$50,000	\$50,000	\$50,000	\$275,000
RRS Enhancements	\$375,000	\$60,000	\$60,000	\$60,000	\$60,000	\$615,000
Schenectady Driver's Locker/Bathroom	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Schenectady Mechanic's Locker/Bathroom	\$0	\$400,000	\$0	\$0	\$0	\$400,000
Schenectady Gas Tanks	\$0	\$100,000	\$0	\$0	\$0	\$100,000
RRS Garage Repairs	\$0	\$692,704	\$0	\$0	\$0	\$692,704
RRS Parking Upgrades	\$0	\$500,000	\$0	\$0	\$0	\$500,000
Maintenance Training Room	\$0	\$400,000	\$0	\$0	\$0	\$400,000
Fuel Management System	\$0	\$970,000	\$0	\$0	\$0	\$970,000
Consolidated Operations Facility	\$0	\$0	\$0	\$150,000,000	\$0	\$150,000,000
TTC Design	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Downtown Albany Intermodal	\$0	\$50,000,000	\$0	\$0	\$0	\$50,000,000
Information Technology	\$645,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,245,000
MaaS	\$500,000	\$0	\$0	\$0	\$0	\$500,000
Montgomery Co Radio	\$600,000	\$0	\$0	\$0	\$0	\$600,000
VanPool	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Car Share	\$250,000	\$120,000	\$130,000	\$130,000	\$130,000	\$760,000
Marketing iRide	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000
E-Scooter Pilot Program	\$250,000	\$0	\$0	\$0	\$0	\$250,000
CDPHP Cycle!	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Mid-Sized Infrastructure	\$300,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,300,000
Bus Lane Feasibility Study	\$120,000	\$0	\$0	\$0	\$0	\$120,000
BRT Expansion study(Yellow/Green/Orange Lines)	\$350,000	\$0	\$0	\$0	\$0	\$350,000
Red Line Upgrade	\$6,792,000	\$4,912,000	\$0	\$0	\$0	\$11,704,000
Downtown Amsterdam Mobility Hub Planning & Design	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Advance Design of Downtown Albany Bus Lanes	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Red Line Vehicle Replacement	\$5,060,000	\$0	\$0	\$0	\$0	\$5,060,000
Bus Replacement Program - Rolling Stock	\$13,000,000	\$11,000,000	\$11,000,000	\$5,000,000	\$5,000,000	\$45,000,000
NX Commuter Bus Replacement	\$0	\$1,100,000	\$1,100,000	\$1,200,000	\$1,200,000	\$4,600,000
Fleet Financing 2014	\$780,000	\$780,000	\$780,000	\$0	\$0	\$2,340,000
Flex Vehicles	\$560,000	\$0	\$0	\$0	\$0	\$560,000
STAR Buses	\$500,000	\$570,000	\$570,000	\$600,000	\$600,000	\$2,840,000
Non-Revenue Vehicles	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Trolleys	\$0	\$0	\$0	\$0	\$250,000	\$250,000
Mid-Life Hybrid Replacement	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
Electric Bus / Replacement Program	\$0	\$4,000,000	\$4,000,000	\$10,000,000	\$10,000,000	\$28,000,000
Vehicle Overhaul	\$0	\$300,000	\$300,000	\$300,000	\$300,000	\$1,200,000
<b>Total Expense</b>	<b>\$34,057,000</b>	<b>\$84,054,704</b>	<b>\$20,840,000</b>	<b>\$170,190,000</b>	<b>\$20,440,000</b>	<b>\$329,581,704</b>