



## **CDTA COMMITTEE AGENDA**

### **Strategic and Operational Planning Committee**

**Thursday, February 16, 2023 | 12:00 PM | Microsoft Teams & 110 Watervliet Ave**

#### **Committee Item**

#### **Responsibility**

Call to Order

Mike Criscione

Approve Minutes of Thursday, January 19, 2023

Mike Criscione

#### **Consent Agenda Items**

- Adoption of Title VI Program

Chris Desany

#### **Administrative Discussion Items**

- Budget Development Update

Mike Collins

Next Meeting: Thursday, March 23, 2023 at 12:00 pm via Microsoft Teams and 110 Watervliet Ave.

Adjourn

Mike Criscione

# **Capital District Transportation Authority**

## **Strategic and Operational Planning Committee**

**Meeting Minutes – January 19, 2023 at 12:01 pm; via Microsoft Teams and 110 Watervliet Ave.**

In Attendance: Mike Criscione, Pat Lance, Jayme Lahut, Dave Stackrow, Dan Lynch, Georgie Nugent; Denise Figueroa, Carm Basile, Amanda Avery, Mike Collins, Lance Zarcone, Jaime Kazlo, Vanessa Fox, Jon Scherzer, Emily DeVito, Dave Williams, Trish Cooper, Gary Guy, Thomas Guggisberg, Kelli Schreivogl, Sarah Matrose, Ross Farrell

### **Meeting Purpose**

Regular monthly meeting of the Strategic and Operational Planning Committee. Committee Member Jayme Lahut noted that a quorum was present. Minutes from the December 15, 2022 meeting were reviewed and approved.

### **Consent Agenda Items**

#### *Facility Condition Analysis Report (FCAR) -*

- Jeremy Smith gave an update on the Facility Condition Analysis Report (FCAR). We conduct facility condition assessments of our fixed building assets to inform the capital planning priorities over the next decade. CDTA retained WSP USA Inc. to perform in-depth visual condition assessments of the three operating divisions, both rail stations, 85 Watervliet and a sample of bus stops and shelters. We have been engaged in this work over the last several months.
- The evaluation team consisted of Facilities staff, architects, engineers, bus fleet experts and cost estimators. It performed site inspections using industry-standard rating scales and procedures as recommended by the FTA.
- Of the findings (deficiencies) found, the facilities ranked between 2.7 and 3.7 (on a scale of 1 to 5) across all the categories (substructure, shell, interiors, conveyance, plumbing, HVAC, fire protection, electrical, equipment, and site). Some of these findings were considered “high urgency”, half of which have been resolved or are in progress.
- Recommended budgets for repairs and replacements were provided and amount to approximately \$16M.
- As expected, the Schenectady garage rated the lowest of all our facilities (“Marginal”). The Committee discussed addressing ADA issues, and how overall near-term investments should be considered carefully because at the same time we are planning for a replacement facility.

### **Next Meeting**

Thursday, February 16, 2023, at 12:00 pm via Microsoft Teams and at 110 Watervliet Ave.

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approval of Title VI Policy  
**Committee:** Strategic and Operational Planning  
**Meeting Date:** February 16, 2023

### Objective

To Approve the latest Title VI Policy.

### Summary of Staff Proposal

The Title VI statute is an FTA regulation designed to ensure equity when transit systems make major service and operational decisions. As a federal funding recipient and as a matter of good practice, we comply with Title VI regulations. The purpose of Title VI is to:

- Ensure that the level and quality of transit service is provided in a nondiscriminatory manner;
- Promote full and fair participation in transit decision-making without regard to race, color, or national origin;
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

CDTA follows its Title VI Program to make certain that decisions put our customers on a level playing field and do not unfairly favor or disfavor one demographic over another. The intent of Title VI is consistent with CDTA's goal that service and fare decisions consider the impact to *all* customers. Title VI objectives have existed for many years, and we fully support its goals and intentions. We performed an analysis based on FTA guidelines to develop our final program. The detailed policy is available for review.

As a routine practice, we are required to re-submit our Title VI Program every three years. In summary, the program contains:

- General requirements, including a copy of Title VI notifications and a report of investigations
- Service monitoring standards that include level and quality of service
- An analysis of our adherence to service monitoring standards (we do comply)
- The definition of a "major service change"
- The definition of a "disparate impact"
- The definition of a "disproportionate burden"
- A Public Participation Plan that describes customer and stakeholder outreach procedures
- A Limited English Proficiency Language Assistance Plan that describes our strategy for addressing customers who do not read, write, or speak English well (provided under separate cover from the Title VI Policy document)

### Proposed Action

I recommend approval of the 2023-2026 Title VI Policy.

### Manager:

Ethan Warren, Senior Planner/Title VI Coordinator

## Memorandum

February 15, 2023

To: Strategic and Operational Planning Committee  
From: Mike Collins, VP of Finance & Administration  
Subject: Fiscal Year 2024 Budget Update

### Background

I am providing the committee with an update on the development of the FY2024 budget and want to highlight the changes we are recommending. The composite budget is attached.

We are in a good budget position and expect to finish the year ahead of projections. As such, we anticipate a balanced budget proposal to review and approve in March.

### Budget Revenue

Since submitting our preliminary budget in December, we have increased customer revenue projections to reflect improving ridership numbers. We now project a \$3.3 million revenue increase to \$18 million. We also increased our Rensselaer Rail Station (RRS) revenue by \$1.1 million based on improving parking conditions and raising parking rates effective April 1, 2023.

The Governors Executive Budget was released last week, and it includes a 7.1% increase to our State Operating Assistance (STOA). This is welcome news and the additional \$3.7 million will help to close the original budget gap.

### Budget Expenses

We reduced the wage line to reflect modest increases for employees, including additional bus operator and maintenance positions for the new Purple Line BRT that will begin service this fall. We also reduced health insurance projections by \$1.1 million based on the number of employees who are not taking health insurance coverage due to other options.

Our Maintenance Service line increased by \$900,000 primarily due to expiring grant funded warranties for IT support services; and we increased the Purchased Transportation line by \$1.4 million because of additional outsourcing as a result of ongoing manpower challenges.

We have reduced our fuel estimate based on the new fuel contract that the board will approve next week; and Utilities, Parts and Insurance saw increases based in part on inflationary factors.

### Summary

Our budget deficit is now just over \$300,000 with a clear path forward to provide a balanced budget for review and approval in March. We continue to advocate with elected officials and state leaders to tell our story about innovation and expanding services to encourage more funding.

Copy: Chief Executive Officer  
Director of Finance

**Capital District Transportation Authority**  
**FY2024 Draft Operating Budget**  
**February 9, 2023**

	Revenue Item	FY2023 Budget	Budget to Budget Change	FY2024 Budget	% change
1	Mortgage Tax	\$12,550,000	\$0	\$12,550,000	0.0%
2	Customer Revenue	\$14,568,999	\$3,356,380	\$17,925,379	23.0%
3	Advertising	\$1,392,500	\$328,327	\$1,720,827	23.6%
4	RRS and Facilities Income	\$1,912,908	\$1,100,000	\$3,012,908	57.5%
5	Other	\$158,500	\$0	\$158,500	0.0%
6	Federal Assistance	\$29,905,923	\$0	\$29,905,923	0.0%
7	State Operating Assistance	\$51,636,600	\$3,666,197	\$55,302,797	7.1%
8	State Operating Assistance - NX	\$400,000	\$0	\$400,000	0.0%
9	County Assistance	\$1,917,001	\$0	\$1,917,001	0.0%
10	Grants	\$1,805,786	\$0	\$1,805,786	0.0%
	<b>Total Revenue</b>	<b>\$116,248,217</b>	<b>\$8,450,904</b>	<b>\$124,699,121</b>	<b>7.3%</b>
	Expense Item	FY2023 Budget	Budget to Budget Change	FY2024 Budget	% change
11	Wages	\$57,546,254	\$2,366,505	\$59,912,759	4.1%
12	FICA	\$3,962,750	\$213,721	\$4,176,471	5.4%
13	Health Benefits	\$12,050,871	\$700,000	\$12,750,871	5.8%
14	Workers' Comp	\$2,986,718	\$0	\$2,986,718	0.0%
15	Other Benefits	\$4,865,487	\$0	\$4,865,487	0.0%
16	Professional Services	\$4,709,745	\$443,197	\$5,152,942	9.4%
17	Materials and Supplies	\$1,994,023	\$0	\$1,994,023	0.0%
18	Miscellaneous	\$786,853	\$258,000	\$1,044,853	32.8%
19	Maintenance Services	\$3,365,258	\$906,546	\$4,271,804	26.9%
20	Purchased Transportation	\$9,343,094	\$1,473,103	\$10,816,197	15.8%
21	Utilities	\$1,430,220	\$222,990	\$1,653,210	15.6%
22	Fuel	\$5,847,249	\$1,787,758	\$7,635,007	30.6%
23	Parts Tires Oil	\$5,968,775	\$309,250	\$6,278,025	5.2%
24	General Insurance	\$1,012,046	\$90,554	\$1,102,600	8.9%
25	Claims	\$378,875	\$21,125	\$400,000	5.6%
	<b>Total Expenses</b>	<b>\$116,248,217</b>	<b>\$8,792,749</b>	<b>\$125,040,966</b>	<b>7.6%</b>
	<b>Surplus/(Deficit)</b>	<b>\$0</b>	<b>(\$341,845)</b>	<b>(\$341,845)</b>	