



CDTA COMMITTEE AGENDA

Strategic and Operational Planning Committee

Thursday, March 23, 2023 | 12:00 PM | Microsoft Teams & 110 Watervliet Ave

Committee Item	Responsibility
Call to Order	Mike Criscione
Approve Minutes of Thursday, February 16, 2023	Mike Criscione
Consent Agenda Items	
• Adopt Fiscal Year 2024 Budget	Mike Collins
Administrative Discussion Items	
• Washington-Western BRT Construction Update	Jeremy Smith
Next Meeting: Thursday, April 20, 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 – February 16, 2023 at 12:01 pm; via Microsoft Teams and 110 Watervliet Ave.

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

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 January 19 , 2023 meeting were reviewed and approved.

Consent Agenda Items

Approve Title VI Policy Update

- Chris Desany and Ethan Warren gave an update on the Title VI Program. This program is designed to ensure equity when we make major service and operational decisions. We seek to safeguard that service is provided in a nondiscriminatory manner, public participation is accessible to all demographics, and meaningful access to transit-related programs and activities are granted to persons with limited English proficiency.
- The Program includes general requirements, a report of investigations, service monitoring standards, definitions, a public participation plan, and a limited English proficiency plan.
- As a federal funding recipient and as a matter of good practice, we comply with Title VI regulations and are required to re-submit our Title VI Program every three years.
- The 2023-2026 Title VI Policy updates will be recommended to the board for approval.

Administrative Discussion Items

Budget Development Update

- Mike Collins gave an update on the development of the FY24 budget. The composite budget was attached. Our current position is good, and we expect to finish the year ahead of projections.
- Since submitting our preliminary budget in December, we have increased customer revenue projections to \$18 million. We increased our Rensselaer Rail Station revenue by \$1.1 million based on new rates. We are also planning a 7.1% increase in STOA as per the Governor's budget.
- We repositioned the wage line to reflect modest increases for employees, including additional bus operator and maintenance positions for the new Purple Line BRT. We also reduced health insurance projections by \$1.1 million.

- Maintenance services increased by \$900,000 due to expiring grant-funded warranties for IT services; and we increased the purchased transportation line by \$1.4 million due to additional outsourcing.
- 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.

Next Meeting

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

Capital District Transportation Authority Agenda Action Sheet

Subject: FY2024 Operating Budget and Five-Year Capital Plan
Committee: Strategic and Operational Planning Committee
Meeting Date: March 23, 2023

Objective of Purchase or Service:

Develop a balanced FY2024 Operating Budget and Five-Year Capital Plan.

Summary of Staff Proposal:

The proposed operating plan is balanced at \$126 million based on our revenue and expense assumptions. The five-year capital plan provides a vision of projects and opportunities, including a new facility on the west side of our service network.

The plan includes the addition of a third BRT (Purple Line) that will connect downtown Albany, the University of Albany and Crossgates Mall. It also includes the Gateway Mobility Hub in Schenectady and plans for several others throughout our network. Our budget plan builds on a strong financial foundation to expand our network of services throughout the region.

Revenue

Operating revenue continues to improve with customer revenue leading the way. Highlights of what we expect from revenue includes:

- Customer revenue is up, in part due to our Universal Access program and marketing efforts to develop more relationships. We project to increase this line by \$4.3 million, a 30% increase.
- Revenue at Rensselaer Rail Station is improving. Amtrak customers are using our parking facilities; leases are restored; and we will implement new parking rates on April 3, 2023. We project \$1.1 million in new revenue this year.
- We have budgeted a 7.1% increase in State Operating Assistance based on the Governor's Executive Budget. There is a chance the final number may increase based on one house bills in the Senate and Assembly.

Expenses

About 70% of our expenses are directed towards employees who operate and maintain equipment for our customers. Highlights include:

- A 4.1% increase in wages to accommodate our Purple Line BRT service that will start this fall. The line also includes a modest increase in employee wages.
- The health insurance line will increase by nearly 6% based on premium renewals. We will spend \$13 million on employee health insurance.

- We are adjusting Professional Services by moving carshare, bikeshare, and marketing services to the operating budget. This is a \$1.4 million increase with a corresponding decrease to the capital plan.
- Purchased Transportation is projected to increase by 16%. Most of this covers paratransit services; it also includes express Northway and Thruway Express services.
- Fuel costs will increase by 30%. Current and future conditions remain unclear, so pricing remains elevated. The budget increase is \$1.8 million.
- Other increases include maintenance services related to IT support and increases to categories like utilities and parts.

Capital Plan

The first year of our Capital Plan includes construction of the Gateway Mobility Hub; upgraded shelters and improvements on the BRT Red Line; and a new parking information system at RRS.

Thanks to funding from our LOWNO grant we will construct infrastructure to increase charging capacity at 110 Watervliet Avenue. The grant also includes funding for electric buses; and workforce development to provide training for employees to maintain buses and facilities. The capital plan also includes fleet replacements that total \$20 million (40' foot buses, STAR buses, and *FLEX* vehicles).

The capital plan is a forecast, it is not fully funded in years two through five, and not all projects will be funded.

Proposed Action:

Staff recommends that the committee advance to the board our FY2024 Operating Plan of \$126,020,418 and the five year Capital Plan, which totals \$274,828,798.

Manager:

Mike Collins, VP of Finance & Administration

Notes:

The staff will provide a PowerPoint presentation to support the budget recommendation.

Capital District Transportation Authority
FY2024 Operating Budget
March 23, 2023

Revenue Item	FY2023 Budget	Budget to Budget Change	FY2024 Budget	% change
Mortgage Tax	\$12,550,000	\$0	\$12,550,000	0.0%
Customer Revenue	\$14,568,999	\$4,355,457	\$18,924,456	29.9%
Advertising	\$1,392,500	\$328,327	\$1,720,827	23.6%
RRS and Facilities Income	\$1,912,908	\$1,100,000	\$3,012,908	57.5%
Other	\$158,500	\$0	\$158,500	0.0%
Federal Assistance	\$29,905,923	\$0	\$29,905,923	0.0%
State Operating Assistance	\$51,636,600	\$3,666,197	\$55,302,797	7.1%
State Operating Assistance - NX	\$400,000	\$0	\$400,000	0.0%
County Assistance	\$1,917,001	\$0	\$1,917,001	0.0%
Grants	\$1,805,786	\$322,220	\$2,128,006	17.8%
Total Revenue	\$116,248,217	\$9,772,201	\$126,020,418	8.4%
Expense Item	FY2023 Budget	Budget to Budget Change	FY2024 Budget	% change
Wages	\$57,546,254	\$2,366,505	\$59,912,759	4.1%
FICA	\$3,962,750	\$241,154	\$4,203,904	6.1%
Health Benefits	\$12,050,871	\$700,000	\$12,750,871	5.8%
Workers' Comp	\$2,986,718	\$0	\$2,986,718	0.0%
Other Benefits	\$4,865,487	\$0	\$4,865,487	0.0%
Professional Services	\$4,709,745	\$1,415,417	\$6,125,162	30.1%
Materials and Supplies	\$1,994,023	\$0	\$1,994,023	0.0%
Miscellaneous	\$786,853	\$188,000	\$974,853	23.9%
Maintenance Services	\$3,365,258	\$906,546	\$4,271,804	26.9%
Purchased Transportation	\$9,343,094	\$1,522,901	\$10,865,995	16.3%
Utilities	\$1,430,220	\$222,990	\$1,653,210	15.6%
Fuel	\$5,847,249	\$1,787,758	\$7,635,007	30.6%
Parts Tires Oil	\$5,968,775	\$309,250	\$6,278,025	5.2%
General Insurance	\$1,012,046	\$90,554	\$1,102,600	8.9%
Claims	\$378,875	\$21,125	\$400,000	5.6%
Total Expenses	\$116,248,217	\$9,772,201	\$126,020,418	8.4%
Surplus/(Deficit)	\$0	\$0	\$0	

Capital District Transportation Authority

FY2024 DRAFT Capital Plan

March 23, 2023

Project Name	Purpose	Type	2024	2025	2026	2027	2028	Total
LOW/NO electrification and buses	System Improvement	Facilities	\$7,461,151	\$10,956,941	\$10,980,000	\$0	\$0	\$29,398,092
Electrification Make Ready	System Improvement	Facilities	\$2,090,000	\$0	\$0	\$0	\$0	\$2,090,000
Street Amenities (Shelter Program)	State of Good Repair	Facilities	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,050,000
Facilities Maintenance and Engineering	State of Good Repair	Facilities	\$550,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,950,000
Schenectady Updates	State of Good Repair	Facilities	\$250,000	\$0	\$0	\$0	\$0	\$250,000
Mobility Hubs	System Improvement	Facilities	\$600,000	\$0	\$0	\$0	\$0	\$600,000
RRS Enhancements	State of Good Repair	Facilities	\$200,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,400,000
Maintenance Training Room	System Improvement	Facilities	\$0	\$500,000	\$0	\$0	\$0	\$500,000
Downtown Albany Intermodal	System Improvement	Facilities	\$0	\$0	\$10,000,000	\$15,000,000	\$0	\$25,000,000
West Facility Design	System Improvement	Facilities	\$0	\$6,500,000	\$1,000,000	\$0	\$0	\$7,500,000
West Facility Construction	System Improvement	Facilities	\$0	\$0	\$25,000,000	\$50,000,000	\$25,000,000	\$100,000,000
Information Technology	Normal Replacement	IT	\$400,000	\$500,000	\$600,000	\$600,000	\$600,000	\$2,700,000
Mid-Sized Infrastructure	System Improvement	Planning	\$495,000	\$500,000	\$500,000	\$250,000	\$250,000	\$1,995,000
Transit Development Plan/Route Restructuring	System Improvement	Planning	\$514,045	\$500,000	\$500,000	\$0	\$0	\$1,514,045
Gateway Mobility Hub & Red Line Upgrade	System Improvement	Planning	\$1,400,000	\$4,800,000	\$453,500	\$0	\$0	\$6,653,500
Fleet Financing 2014	Normal Replacement	Rolling Stock	\$780,000	\$0	\$0	\$0	\$0	\$780,000
Fleet Financing 2022	Normal Replacement	Rolling Stock	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$1,555,000	\$7,775,000
Bus Replacement Program - Rolling Stock	Normal Replacement	Rolling Stock	\$10,350,000	\$11,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$36,350,000
NX Commuter Bus Replacement	Normal Replacement	Rolling Stock	\$1,200,000	\$1,100,000	\$1,200,000	\$1,200,000	\$1,200,000	\$5,900,000
Flex Vehicles	System Improvement	Rolling Stock	\$560,000	\$400,000	\$400,000	\$400,000	\$400,000	\$2,160,000
STAR Buses	Normal Replacement	Rolling Stock	\$650,000	\$600,000	\$600,000	\$600,000	\$600,000	\$3,050,000
Non-Revenue Vehicles	Normal Replacement	Rolling Stock	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Trolleys	System Improvement	Rolling Stock	\$213,161	\$0	\$0	\$250,000	\$250,000	\$713,161
Mid-Life Hybrid Replacement/Engine Overhaul	State of Good Repair	Rolling Stock	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Alternate Fuel Vehicle Pilot	System Improvement	Rolling Stock	\$0	\$1,500,000	\$1,000,000	\$0	\$0	\$2,500,000
Zero Emission Bus Replacement Program	System Improvement	Rolling Stock	\$0	\$0	\$10,000,000	\$10,000,000	\$10,000,000	\$30,000,000
Total Expense			\$30,118,357	\$41,861,941	\$70,238,500	\$86,305,000	\$46,305,000	\$274,828,798