



**CDTA COMMITTEE AGENDA**  
**Strategic and Operational Planning Committee**  
**Thursday, December 12, 2024 | 12:00 PM**  
**Microsoft Teams & 110 Watervliet Ave**

**Committee Item**

**Responsibility**

Call to Order

Mike Criscione

Approve Minutes of Thursday, November 21, 2024

Mike Criscione

**Consent Agenda Items**

- Approve FY2026 Preliminary Budget

Mike Collins

Next Meeting: Thursday, January 23, 2025, 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 – Thursday, November 21, 2024, at 12:01 pm; via Microsoft Teams and 110 Watervliet Ave.**

In Attendance: Michael Criscione, Pat Lance, Jackie McDonough, Jayme Lahut; Carm Basile, Amanda Avery, Mike Collins, Chris Desany, Jaime Kazlo, Jon Scherzer, Gary Guy, Jeremy Smith, Dave Williams, Rich Cordero, Mike Williams, Trish Cooper, Thomas Guggisberg, Calvin Young, Elide Oyanedel, Kelli Schreivogl, Emily DeVito

### **Meeting Purpose**

Regular monthly meeting of the Strategic and Operational Planning Committee. Committee Chair Criscione noted that a quorum was present. Minutes from the October 24, 2024, meeting were reviewed and approved.

### **Administrative Discussion Items**

#### Mobility Hubs

- Emily Loughlin and Jeremy Smith provided updates and facilitated a conversation about our mobility hubs. The original concept for intermodal centers stemmed from the 2014 TDP but were envisioned as large indoor facilities. While these ideas are still important, we have shifted strategy to focus on smaller implementations.
- The new approach does not require the same level of investment, have smaller footprints, and require less “vertical” construction. The results are impactful projects that can be funded and built quickly, and in greater numbers than their larger counterparts.
- Mobility hub elements typically include some combination of bus transfer opportunities, micromobility services, bus priority treatments, electric vehicle charging, heated sidewalks, real time information, green space and landscaping, and pedestrian infrastructure.
- Recent mobility hub projects completed include Gateway Plaza (November 2023), Liberty Square (October 2024), and Manning Boulevard (December 2024).
- Evaluation criteria for mobility hubs include amount of available space, nearby activity generators, transfer opportunities, and ridership. We have a working draft of potential next locations for these facilities. We will be creating a “short list” from which we will advance new projects into the pipeline for funding, design, and construction.

### **Next Meeting**

Thursday, December 12, 2024, at 12:00 pm via Microsoft Teams and at 110 Watervliet Ave.

# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Preliminary Operating & Capital Budgets for FY2026  
**Committee:** Strategic and Operational Planning Committee  
**Meeting Date:** December 12, 2024

### **Objective of Purchase or Service:**

We are required by the state to provide a preliminary operating budget and five-year capital plan by December 31, 2024. This is an early look with a good number of assumptions and estimates.

### **Summary of Staff Proposal:**

The FY2026 budget development process has started, and this provides a first look and review for the committee. The preliminary budget includes several revenue and expense estimates, and over the next few months there will be opportunities for detailed discussions as we work towards a final budget before April 1, 2025.

Because most of our COVID funding has been depleted, we will have revenue challenges. This will be especially true in the next fiscal year and how we move through the coming year will establish our baseline for success moving forward. We are looking at some creative ways to bridge our gaps and have outlined potential options below.

### *Operating Budget*

The preliminary operating budget is projected to be \$146 million, a \$6.9 million or 5.1% increase over the current fiscal year. The largest increases come from wages and health care (a total of \$4.2 million). The wage line has been troublesome this year with retention challenges causing significant fluctuation in employment levels; last year's labor agreement had several wage-related changes; the addition of Glens Falls services and associated service hours were new to us; and the amount of overtime we are paying requires management and attention. This budget right-sizes the wage line to where it needs to be.

Purchased Transportation is projected to be an additional \$1 million as STAR continues to grow and we remain challenged by manpower. This has been a difficult line item for us to project and the way we contract and manage purchased transportation is being evaluated. Most of the other expense lines in the budget will increase between 2% and 3%.

For now, we are keeping most revenue lines flat including Mortgage Recording Tax (MRT), customer revenue and rail station revenue. The federal assistance line is \$3 million less than last year because we will exhaust the last of our COVID funds. We used \$15 million in federal revenue last year. To make up some of the difference, we are using more federal 5307 for operations instead of capital programs. Our grant line item will show an \$800,000 reduction, as our federal operating grant for the Purple Line BRT is now depleted.

We have seen a 50% increase in STOA over the past five years, and hope this trend continues. In order to balance this preliminary budget, we are assuming a 16.7% increase in STOA. This is aggressive and very optimistic. The Governor's Executive Budget should be released in mid-January 2025 which will give us a better indication on what to expect next year.

### *Capital Plan*

The attached five-year capital plan is focused on the first year and we prioritize funding accordingly. The following four years are mostly unfunded as we look for available funding opportunities. The plan provides a general summary of our projects.

The FY2026 plan is \$28 million with several grants providing most of the funding for next year. The plan includes recurring procurements such as fixed route buses and STAR vehicles, Flex vehicles and trolleys. It also includes the last year of our LOW/NO grant for electrification of facilities and electric bus procurement. The plan also includes funding for street amenities program (shelters) and continued funding for facility maintenance and repairs.

Beyond the first year, the plan includes projects for zero emission vehicles, such as hydrogen. As we move forward with the purchase of our West Facility, we will look for grants to incorporate design and construction to improve the new facility. Future years include continued design and construction of Mobility Hubs throughout the region, along with a BRT concept for a fourth line. Other needed infrastructure calls for the replacement of our financial and human resources software platforms, along with exploring upgrades to our fuel management system.

### *Summary*

Although we are in a good financial position, federal funding is getting tighter as we will use all our remaining COVID funds. We are looking at options to balance the budget. We remain in a good position to advocate for sustained state operating assistance, and we will continue to work with our lobbyist and the New York Public Transit Association to encourage increased state funding.

### **Financial Summary/Cost:**

We project the FY2026 operating budget to be \$146,037,094 and the five-year capital plan to be \$244,208,500

### **Proposed Action:**

I recommend that the preliminary FY2026 operating budget of \$146,037,094 and five-year capital plan of \$244,208,500 be approved to meet our New York State statutory requirement.

### **Manager:**

Mike Collins, Vice President of Finance & Administration

**Capital District Transportation Authority  
FY2026 Operating Budget Draft  
December 4, 2024**

| Revenue<br>Item            | FY2025<br>Adjusted<br>Budget | Budget to<br>Budget<br>Change | FY2026<br>Budget     | % change    |
|----------------------------|------------------------------|-------------------------------|----------------------|-------------|
| Mortgage Tax               | \$12,650,000                 | \$0                           | \$12,650,000         | 0.0%        |
| Customer Revenue           | \$21,717,699                 | \$0                           | \$21,717,699         | 0.0%        |
| Advertising                | \$1,775,000                  | \$0                           | \$1,775,000          | 0.0%        |
| RRS and Facilities Income  | \$3,647,908                  | \$0                           | \$3,647,908          | 0.0%        |
| Other                      | \$189,500                    | \$0                           | \$189,500            | 0.0%        |
| Federal Assistance         | \$28,905,923                 | (\$3,000,000)                 | \$25,905,923         | -10.4%      |
| State Operating Assistance | \$65,975,400                 | \$10,758,163                  | \$76,733,563         | 16.7%       |
| County Assistance          | \$1,917,001                  | \$0                           | \$1,917,001          | 0.0%        |
| Grants                     | \$2,322,500                  | (\$822,000)                   | \$1,500,500          | -35.4%      |
| <b>Total Revenue</b>       | <b>\$139,100,931</b>         | <b>\$6,936,163</b>            | <b>\$146,037,094</b> | <b>5.1%</b> |

| Expense<br>Item          | FY2025<br>Adjusted<br>Budget | Budget to<br>Budget<br>Change | FY2026<br>Budget     | % change    |
|--------------------------|------------------------------|-------------------------------|----------------------|-------------|
| Wages                    | \$67,093,620                 | \$3,083,745                   | \$70,177,365         | 4.6%        |
| Payroll Taxes            | \$4,864,100                  | \$223,759                     | \$5,087,859          | 4.6%        |
| Health Benefits          | \$13,388,415                 | \$1,208,262                   | \$14,596,677         | 9.0%        |
| Workers' Compensation    | \$2,986,718                  | \$0                           | \$2,986,718          | 0.0%        |
| Other Benefits           | \$5,015,485                  | \$250,774                     | \$5,266,259          | 5.0%        |
| Professional Services    | \$6,975,162                  | \$209,255                     | \$7,184,417          | 3.0%        |
| Materials and Supplies   | \$2,055,023                  | \$102,751                     | \$2,157,774          | 5.0%        |
| Miscellaneous            | \$1,099,883                  | \$21,998                      | \$1,121,881          | 2.0%        |
| Maintenance Services     | \$4,803,631                  | \$96,073                      | \$4,899,704          | 2.0%        |
| Purchased Transportation | \$12,816,000                 | \$974,016                     | \$13,790,016         | 7.6%        |
| Utilities                | \$1,549,000                  | \$0                           | \$1,549,000          | 0.0%        |
| Fuel                     | \$7,735,009                  | \$232,050                     | \$7,967,059          | 3.0%        |
| Parts Tires Oil          | \$7,031,025                  | \$351,551                     | \$7,382,576          | 5.0%        |
| General Insurance        | \$1,212,860                  | \$181,929                     | \$1,394,789          | 15.0%       |
| Claims                   | \$475,000                    | \$0                           | \$475,000            | 0.0%        |
| <b>Total Expenses</b>    | <b>\$139,100,931</b>         | <b>\$6,936,164</b>            | <b>\$146,037,094</b> | <b>5.1%</b> |

|                          |            |              |              |  |
|--------------------------|------------|--------------|--------------|--|
| <b>Surplus/(Deficit)</b> | <b>\$0</b> | <b>(\$0)</b> | <b>(\$0)</b> |  |
|--------------------------|------------|--------------|--------------|--|

**Capital District Transportation Authority**  
**FY2026 Capital Plan Draft - 12/12/24**

| <b>Project Name</b>                          | <b>Purpose</b>       | <b>Type</b>   | <b>2026</b>         | <b>2027</b>         | <b>2028</b>         | <b>2029</b>         | <b>2030</b>         | <b>Total</b>         |
|--|----------------------|---------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| LOW/NO electrification and buses             | System Improvement   | Facilities    | \$10,980,000        | \$0                 | \$0                 | \$0                 | \$0                 | \$10,980,000         |
| Street Amenities (Shelter Program)           | State of Good Repair | Facilities    | \$300,000           | \$300,000           | \$300,000           | \$300,000           | \$300,000           | \$1,500,000          |
| Facilities Maintenance and Engineering       | State of Good Repair | Facilities    | \$350,000           | \$350,000           | \$350,000           | \$350,000           | \$350,000           | \$1,750,000          |
| Buildings State of Good Repair               | State of Good Repair | Facilities    | \$700,000           | \$500,000           | \$300,000           | \$300,000           | \$300,000           | \$2,100,000          |
| Mobility Hubs                                | System Improvement   | Facilities    | \$0                 | \$250,000           | \$250,000           | \$250,000           | \$250,000           | \$1,000,000          |
| RRS Enhancements                             | State of Good Repair | Facilities    | \$300,000           | \$600,000           | \$300,000           | \$300,000           | \$300,000           | \$1,800,000          |
| Lift Replacements                            | State of Good Repair | Facilities    | \$660,000           | \$0                 | \$0                 | \$0                 | \$0                 | \$660,000            |
| West Facility Purchase                       | System Improvement   | Facilities    | \$1,200,000         | \$1,200,000         | \$1,200,000         | \$1,200,000         | \$1,200,000         | \$6,000,000          |
| West Facility Design                         | System Improvement   | Facilities    | \$0                 | \$7,500,000         | \$0                 | \$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        |
| Glens Falls Capital Investments              | System Improvement   | Facilities/IT | \$200,000           | \$200,000           | \$0                 | \$0                 | \$0                 | \$400,000            |
| Information Technology                       | Normal Replacement   | IT            | \$250,000           | \$600,000           | \$600,000           | \$600,000           | \$600,000           | \$2,650,000          |
| MMIS Replacement                             | Normal Replacement   | IT            | \$0                 | \$5,000,000         | \$0                 | \$0                 | \$0                 | \$5,000,000          |
| FMIS/HCM Replacement                         | Normal Replacement   | IT            | \$0                 | \$0                 | \$8,000,000         | \$0                 | \$0                 | \$8,000,000          |
| Mid-Sized Infrastructure                     | System Improvement   | Planning      | \$250,000           | \$250,000           | \$250,000           | \$250,000           | \$250,000           | \$1,250,000          |
| Transit Development Plan/Route Restructuring | System Improvement   | Planning      | \$250,000           | \$0                 | \$0                 | \$0                 | \$0                 | \$250,000            |
| Red Line Upgrade                             | System Improvement   | Planning      | \$453,500           | \$0                 | \$0                 | \$0                 | \$0                 | \$453,500            |
| BRT Concept Design                           | System Improvement   | Planning      | \$0                 | \$250,000           | \$250,000           | \$0                 | \$0                 | \$500,000            |
| Fluid Management System                      | System Improvement   | Maintenance   | \$0                 | \$970,000           | \$200,000           | \$0                 | \$0                 | \$1,170,000          |
| Vehicle Predictive Maintenance Software      | System Improvement   | Maintenance   | \$0                 | \$400,000           | \$0                 | \$0                 | \$0                 | \$400,000            |
| Bus Operator Barriers                        | System Improvement   | Maintenance   | \$0                 | \$500,000           | \$0                 | \$0                 | \$0                 | \$500,000            |
| 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 | \$8,400,000         | \$13,800,000        | \$14,400,000        | \$13,800,000        | \$16,050,000        | \$66,450,000         |
| NX Commuter Bus Replacement                  | Normal Replacement   | Rolling Stock | \$0                 | \$0                 | \$1,200,000         | \$0                 | \$1,200,000         | \$2,400,000          |
| Flex Vehicles                                | System Improvement   | Rolling Stock | \$1,000,000         | \$400,000           | \$400,000           | \$500,000           | \$200,000           | \$2,500,000          |
| STAR Buses                                   | Normal Replacement   | Rolling Stock | \$600,000           | \$600,000           | \$600,000           | \$300,000           | \$600,000           | \$2,700,000          |
| 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 | \$430,000           | \$430,000           | \$430,000           | \$0                 | \$230,000           | \$1,520,000          |
| 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                 | \$2,000,000         | \$2,000,000         | \$0                 | \$0                 | \$4,000,000          |
| <b>Total Expense</b>                         |                      |               | <b>\$28,478,500</b> | <b>\$38,255,000</b> | <b>\$58,185,000</b> | <b>\$70,305,000</b> | <b>\$48,985,000</b> | <b>\$244,208,500</b> |