



CDTA COMMITTEE AGENDA
Strategic and Operational Planning Committee
Thursday, January 23, 2025 | 12:00 PM
Microsoft Teams & 110 Watervliet Ave

Committee Item

Responsibility

Call to Order

Mike Criscione

Approve Minutes of Thursday, December 12, 2024

Mike Criscione

Consent Agenda Items

- Approve Warren County Fare Hearing

Chris Desany

Administrative Discussion Items

- Employee Development *

Lori Ana Valentin /
Alison Farison

Next Meeting: Thursday, February 20, 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, December 12, 2024, at 12:00 pm; via Microsoft Teams and 110 Watervliet Ave.

In Attendance: Michael Criscione, Pat Lance, Jackie McDonough, Jayme Lahut, Peter Wohl; Amanda Avery, Mike Collins, Chris Desany, Jaime Kazlo, Jon Scherzer, Gary Guy, Jeremy Smith, Dave Williams, Rich Cordero, Trish Cooper, Thomas Guggisberg, Calvin Young, Kelli Schreivogl, Jack Grogan, Sarah Matrose, 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 November 21, 2024, meeting were reviewed and approved.

Consent Agenda Item

Approve FY2026 Preliminary Budget

- We are required by the State to provide a preliminary operating budget and five-year capital plan by December 31, 2024. The FY2026 budget development process has started, and over the next few months there will be opportunities for detailed discussions as we work towards a final budget before April 1, 2025.
- The preliminary operating budget is projected to be \$146 million, a 5.1% increase over the current fiscal year. The largest increases come from wages and health care (a total of \$4.2 million). Most 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, 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.
- To balance this budget, we are assuming a 16.7% increase in STOA. Although this is aggressive, the Governor's budget will be released in January which will give us a better indication on what to expect.
- The five-year capital plan was also reviewed. The first year consists of recurring projects such as the annual fleet replacement program, information technology enhancements, and our shelter program. Beyond the first year, the plan includes projects for zero emission vehicles. As we move forward with the purchase of our West Facility, we will also look for grants to incorporate design and construction to improve the property.
- A resolution to approve the FY2026 preliminary operating budget of \$146,037,094 and five-year capital plan of \$244,208,500 to meet our New York State statutory requirement will be recommend to the board.

Next Meeting

Thursday, January 23, 2025, at 12:00 pm via Microsoft Teams and at 110 Watervliet Ave.

Memorandum

January 23, 2025

To: Strategic and Operational Planning Committee

From: Christopher Desany, Vice President of Planning and Infrastructure

Subject: Approval of Fare Hearing for Former GGFT Service Area

Background

We incorporated the former GGFT operation into our service area in 2024 and did not adjust fares in the immediate term. Now that we have been operating service for a year, it is time to incorporate that fare structure into the structure of the rest of our system. The Title VI statute is implemented by FTA regulations 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 their goals and intentions. The latest version of our policy was approved by the Board in 2023.

Regarding changing the fares, based on our Title VI policy, "If a major service change is planned, or a change in fares is proposed, the CDTA Board of Directors will authorize formal solicitation of public commentary." As such, we seek to hold a fare hearing on January 30, 2025, to provide the public with information and seek feedback regarding the integration.

Proposed Fare Structure

The fare structure being proposed for feedback is as follows:

	Former GGFT	CDTA
Full Base Fare	\$1.00	\$1.50
Half Base Fare	\$0.50	\$0.75
Transfer	\$0.50	n/a
Paratransit	\$2.00	\$2.50
Paratransit Transfer	\$1.00	\$0.00
Summer Trolley	\$1.00	\$1.50
Trolley Zone Surcharge	\$1.00	n/a
Monthly Pass	\$50.00	\$65.00
10-Ride	\$9.00 (not valid on trolley)	\$13.00
1-day pass	\$3.00	\$3.90
3-day pass	\$9.00	n/a
7-day pass	\$15.00	n/a
One Zone Token	\$1.00	n/a
Summer Season Pass	\$0.00	n/a
Exact Change	Yes	Yes
Pass (paper vs. Navigator)	\$0.00	\$2.00
Mobile Application	Token Transit	Navigator

Proposed Action

I am recommending approval to administer a hearing to integrate the former GGFT fare structure into CDTA's existing *Navigator* fare structure. The hearing will be conducted on January 30, 2025 at the Crandall Public Library at 251 Glen St, Glens Falls, NY from 6:00-7:30pm. We will subsequently report on the comments/responses and provide any recommendations for changes. We will then seek authorization for implementation of the fare change.

Memorandum

January 23, 2025

To: Strategic & Operational Planning Committee

From: Alison Farison, Manager of Training
Lori Ana Valentin, Ph.D., Manager of Talent Development

Subject: Employee Development

Executive Summary

For the past year, CDTA Human Resources has renewed its focus in the area of Training and Development. We have always strived to have a culture of learning, and now, with the appropriate resources, are on the path to success.

To truly embrace our goal, we invested in two new, experienced staff members who are solely dedicated to employee training and development. These employees work collaboratively on a variety of professional development initiatives, however each of them has an area of focus. The Manager of Training supports our employees who are represented by the union, while the Manager of Talent Development focuses on Authority staff. We have found that Union employees want more formalized career pathways to hone their existing skill sets to secure a promotional opportunity. Authority staff require more personalized growth programs depending on their area of expertise, career aspirations, and leadership opportunities. Having resources for these two distinct groups has been instrumental in ensuring the successful development of all employees.

For the past nine months, we have been working with several employee populations to collaborate and build sustainable learning programs. Alison, the Manager of Training, has been working with several groups including Transportation Supervisors, Maintenance Foreman and Safety Supervisors, to help hone their existing skills and to learn new ways to support and grow their internal customers. Lori Ana, the Manager of Talent Development, has been focused on a growth program for Transportation and Maintenance Superintendents as well as developing sound leadership skills for our senior operations team. In addition to these targeted programs, they are also providing career development opportunities for over 50 employees, covering all departments and skill sets. Developing this foundation, coupled with the desire of our employees to strive, can only maximize, and enhance the growth potential of the CDTA workforce.

Copy: Interim Chief Executive Officer
Director of Human Resources