



**CDTA COMMITTEE AGENDA**  
**Strategic and Operational Planning Committee**  
**Thursday, March 20, 2025 | 12:00 PM**  
**Microsoft Teams & 110 Watervliet Ave**

**Committee Item**

**Responsibility**

Call to Order

Mike Criscione

Approve Minutes of Thursday, February 20, 2025

Mike Criscione

**Consent Agenda Items**

- Approve FY2026 Budget
- Approve Title VI Update

Patricia Cooper  
Chris Desany

Next Meeting: Thursday, April 24, 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, February 20, 2025, at 12:07 pm; via Microsoft Teams and 110 Watervliet Ave.**

In Attendance: Michael Criscione, Jayme Lahut, Pat Lance, Jackie McDonough, Georgie Nugent, Peter Wohl, Dave Stackrow, Denise Figueroa; Amanda Avery, Mike Collins, Chris Desany, Jaime Kazlo, Jon Scherzer, Gary Guy, Mike Williams, Rich Cordero, Trish Cooper, Calvin Young, Kelli Schreivogl, Jack Grogan, Stacy Sansky, Thomas Guggisberg, Ehtan Warren, Elide Oyanedel, 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 January 23, 2025, meeting were reviewed and approved.

### **Consent Agenda Item**

#### Approve Warren County Fare Structure

- Chris Desany provided details for the request to approve the new fare structure (provided) in Warren County. 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.
- Our Title VI program states: “A report of all public comments received will be provided to the Board of Directors. Recommended changes in the proposal as a result of public comment may also be presented. Following completion of this process, the Board of Directors may authorize the implementation of the changes or may direct other action...”
- CDTA received three comments through the survey, one online, and six at the hearing. Some comments were unrelated to the fare change. Others ranged from supporting fares matching across the service area, to impacts of a fare increase to the poor, outreach effectiveness, appreciation, interest in a community advisory committee, and the paratransit approvals process.
- We do not recommend any adjustments to the plan based on public engagement. We plan to establish several milestone dates to accommodate exchanging legacy media, discontinuing the sale of legacy media, accepting legacy media, and transitioning half-fare customers. We will also conduct the appropriate outreach, training, and customer education campaigns to facilitate this process.
- A resolution to approve the integration of the former GGFT fare structure into CDTA’s existing Navigator fare structure beginning on April 1, 2025 will be recommended to the board for approval.

## **Administrative Discussion Items**

### FY2026 Budget Update

- Patricia Cooper provided an update on where we are with the development of next year's budget. We expect to finish the year on budget, but it will be tight.
- The composite budget was provided. Since submitting our preliminary budget in December, we have modestly increased advertising (contract increase), and facilities (new lease revenue from the West Facility). We are keeping customer revenue projections flat.
- We increased Federal Assistance by \$3.7 million for FY2026 because we did not use this amount in the FY2025 budget.
- The Governor's Executive Budget was released, and it includes a 3.4% increase to our State Operating Assistance. This is welcome news and the additional \$2.2 million helps to close the original budget gap.
- Health insurance projections are 7.1% higher than last year. Our other benefits line is increasing by 11% mainly due to a contractual pension increase, while professional services are being reduced 10% by eliminating several contracts. Purchased transportation is increasing 5% to accommodate more customers and a CPI increase.
- Our budget deficit is \$5.5 million on an expense projection of \$147.8 million. We continue to work with all departments to lower expenses to provide a balanced budget for review and approval in March.

### **Next Meeting**

Thursday, March 20, 2025, at 12:00 pm via Microsoft Teams and at 110 Watervliet Ave.

## Capital District Transportation Authority Agenda Action Sheet

**Subject:** FY2026 Operating Budget and Five-Year Capital Plan  
**Committee:** Strategic and Operational Planning Committee  
**Meeting Date:** March 20, 2025

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

Develop a balanced FY2026 Operating Budget and Five-Year Capital Plan

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

We have developed a spending plan for Fiscal Year 2026. We have had discussions at the Strategic and Operational Planning Committee meetings since December 2024, we have met with a smaller group of the board, and we have had meetings with staff. We will make common sense improvements to our service network while balancing challenging revenue sources. We will continue to work to support our communities and plan to both improve and connect service from Warren County to Saratoga this fall.

Increasing expenses continue to impact the overall budget from inflationary pressures, along with effects tied to wage increases in last year's collective bargaining agreement. We have budgeted remaining COVID funds into our operation this year, but with the flexibility of 5307 funds and an anticipated increase to State Operating Assistance (STOA), we will propose a balanced budget to the board of \$147 million, a 5.7% increase over last year's budget. We also propose to advance a five-year capital plan that totals \$253 million.

### **Revenue Forecast**

We project total revenue to grow by \$8 million in FY2026 to \$147 million, with the major revenue drivers being State Operating Assistance (STOA) and Federal Assistance (5307 funding).

- STOA is anticipated to grow by 9% (\$5.9 million) based on legislative assumptions. The state proposed increasing STOA for upstate transit properties by 3.4%; The Senate and Assembly one house bills are 15% and 7%, respectively. The three sides are negotiating the final state budget and hope to have a final budget adopted by April 1, 2025.
- The federal assistance line includes two funding sources: federal 5307 funds total \$21.9 million and the remaining \$8,750,000 of COVID funds.
- We do not plan to change our MRT assumptions or customer revenue projections. As interest rates continue to be high and the current ups and downs of an unpredictable market continue, we do not recommend increasing last year's MRT budget forecast. In the fall, we approved a budget adjustment that increased the customer revenue line by 8% (\$1.6 million) based on ongoing increases. That trend has slowed over the past few months, and we do not recommend changing this line.

- We proposed to increase our facilities revenue by 10.7% (\$390,000) due to the recent purchase of our West Facility, including several active tenants.

### **Expense Forecast**

The core asset of our organization is our employees, and they make up the majority of expenses in our budget. Wages and benefits account for 70% of the budget and remain the principal driver of the budget plan. The remaining 30% of our budget includes things such as purchased transportation, utilities, professional services and insurance.

- The wage line reflects increases as called for in our collective bargaining agreement, along with the second year of Glens Falls operations, Purple Line BRT, and FLEX services. In addition, we need to adjust wages for additional attendance incentives and sick leave modifications that were not appropriately budgeted last year.
- The other benefits lines are increasing 9.9% due in part to a contractual increase for pension contributions, while professional services are decreasing 14.7% as a result of several expiring contracts. The miscellaneous line is increasing because of market research (the bulk of the increase), and smaller items supporting day-to-day operations.
- Maintenance services are increasing due to more outsourcing of maintenance due to lower staffing levels in maintenance; and an increase in our information technology services for technical support. Our overall utilities line is decreasing by almost 7%, but embedded in this line is an increase of \$275,000 for West Facility utilities.
- Purchase Transportation is increasing 5.1%, which includes a CPI increase. People issues remain and continue to drive operational increases. Most of this is for providing STAR service and we are redesigning service strategy and execution to provide for operational efficiencies.
- The Parts line is increasing 9.6% due to inflationary costs, and a growing fleet of buses due to recent service expansions. For example, it includes an additional \$200,000 for parts in our Glens Falls division.

### **Capital Plan**

The first year of our capital plan is funded at \$19.6 million and supported by grants and federal assistance. It contains funding for designing potential mobility hubs at Crossgates Mall and Hudson Valley Community College; expanding and replacing a portion of our CDPHP *Cycle!* bike fleet; and implementing phase two of our pilot program to install video mirrors on 25 of our buses. It also includes a continuation of our annual fleet replacement plan to purchase 33 vehicles.

The five-year capital plan outlines a vision to enhance and diversify our service network and improve mobility for people in the Capital Region. We have several exciting projects that we are exploring, including zero emission technology for buses and facilities which is supported by

federal and state grants. The plan contains the recent West Facility purchase, which includes the annual expense and projected expenses of opportunities for design and construction.

The five-year capital plan is a forecast with only the first year fully funded. Years two through five contain some funding for projects, but not all. As always, we continue to pursue funding possibilities for future projects.

**Proposed Action**

I recommend that the committee advance to the board our FY2026 Operating Plan of \$147,030,233 and the Five-Year Capital Plan, which totals \$253,552,974.

**Manager:**

Mike Collins, Interim Chief Executive Officer

**Note:**

Staff will provide a presentation to support the budget recommendation.

**Capital District Transportation Authority**  
**FY2026 Operating Budget**  
**April 1, 2025**

Revenue Item	FY2025 Adjusted Budget	Budget to Budget Change	FY2026 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	\$50,000	\$1,825,000	2.8%
Facilities Income	\$3,647,908	\$389,016	\$4,036,924	10.7%
Other	\$189,500	\$80,000	\$269,500	42.2%
Federal Assistance	\$28,905,923	\$1,750,000	\$30,655,923	6.1%
State Operating Assistance	\$65,975,400	\$5,937,786	\$71,913,186	9.0%
County Assistance	\$1,917,001	\$0	\$1,917,001	0.0%
Grants	\$2,322,500	(\$277,500)	\$2,045,000	-11.9%
<b>Total Revenue</b>	<b>\$139,100,931</b>	<b>\$7,929,302</b>	<b>\$147,030,233</b>	<b>5.7%</b>
Expense Item	FY2025 Adjusted Budget	Budget to Budget Change	FY2026 Budget	% change
Wages	\$67,093,620	\$4,629,460	\$71,723,080	6.9%
Payroll Taxes	\$4,864,100	\$335,824	\$5,199,923	6.9%
Health Benefits	\$13,388,415	\$953,863	\$14,342,278	7.1%
Workers' Compensation	\$2,986,718	(\$250,000)	\$2,736,718	-8.4%
Other Benefits	\$5,015,485	\$497,000	\$5,512,485	9.9%
Professional Services	\$6,975,162	(\$1,024,762)	\$5,950,400	-14.7%
Materials and Supplies	\$2,055,023	\$146,027	\$2,201,050	7.1%
Miscellaneous	\$1,099,883	\$197,985	\$1,297,868	18.0%
Maintenance Services	\$4,803,631	\$645,094	\$5,448,725	13.4%
Purchased Transportation	\$12,816,000	\$660,000	\$13,476,000	5.1%
Utilities	\$1,549,000	(\$104,500)	\$1,444,500	-6.7%
Fuel	\$7,735,009	\$301,957	\$8,036,966	3.9%
Parts Tires Oil	\$7,031,025	\$671,975	\$7,703,000	9.6%
General Insurance	\$1,212,860	\$269,380	\$1,482,240	22.2%
Claims	\$475,000	\$0	\$475,000	0.0%
<b>Total Expenses</b>	<b>\$139,100,931</b>	<b>\$7,929,303</b>	<b>\$147,030,233</b>	<b>5.7%</b>
<b>Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

**Capital District Transportation Authority**

FY2026 Capital Plan

April 1, 2025

Project Name	Purpose	Type	2026	2027	2028	2029	2030	Total
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	\$0	\$350,000	\$350,000	\$350,000	\$350,000	\$1,400,000
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	\$500,000	\$600,000	\$300,000	\$300,000	\$300,000	\$2,000,000
Lift Replacements	State of Good Repair	Facilities	\$750,000	\$0	\$0	\$0	\$0	\$750,000
West Facility Purchase	System Improvement	Facilities	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$7,500,000
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	\$0	\$500,000	\$400,000	\$0	\$0	\$900,000
Information Technology	Normal Replacement	IT	\$205,000	\$400,000	\$600,000	\$600,000	\$600,000	\$2,405,000
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
IMI Mobility Capital Project	System Improvement	IT	\$725,000	\$400,000	\$0	\$0	\$0	\$1,125,000
Mid-Sized Infrastructure	System Improvement	Planning	\$100,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,100,000
Red Line Upgrade	System Improvement	Planning	\$0	\$6,110,239	\$0	\$0	\$0	\$6,110,239
BRT Concept Design	System Improvement	Planning	\$0	\$250,000	\$250,000	\$0	\$0	\$500,000
Video Mirror 25 Vehicle Pilot	System Improvement	Maintenance	\$302,750	\$0	\$0	\$0	\$0	\$302,750
Fluid Management System	System Improvement	Maintenance	\$0	\$970,000	\$200,000	\$0	\$0	\$1,170,000
Vehicle Predictive Maintenance Software	System Improvement	Maintenance	\$250,000	\$250,000	\$0	\$0	\$0	\$500,000
Bus Operator Barriers	System Improvement	Maintenance	\$200,000	\$200,000	\$0	\$0	\$0	\$400,000
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	\$9,042,072	\$13,800,000	\$14,400,000	\$13,800,000	\$16,050,000	\$67,092,072
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	\$900,000	\$400,000	\$400,000	\$500,000	\$200,000	\$2,400,000
STAR Buses	Normal Replacement	Rolling Stock	\$897,913	\$600,000	\$600,000	\$300,000	\$600,000	\$2,997,913
Non-Revenue Vehicles	Normal Replacement	Rolling Stock	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Trolleys	Normal Replacement	Rolling Stock	\$430,000	\$430,000	\$430,000	\$0	\$230,000	\$1,520,000
Engine Overhaul	State of Good Repair	Rolling Stock	\$0	\$300,000	\$0	\$300,000	\$0	\$600,000
Cycle! bike	Normal Replacement	Rolling Stock	\$325,000	\$250,000	\$100,000	\$250,000	\$100,000	\$1,025,000
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>\$29,962,735</b>	<b>\$44,965,239</b>	<b>\$58,685,000</b>	<b>\$70,855,000</b>	<b>\$49,085,000</b>	<b>\$253,552,974</b>



# Capital District Transportation Authority

## Agenda Action Sheet

**Subject:** Approve Title VI Update  
**Committee:** Performance Monitoring/Audit  
**Meeting Date:** March 20, 2025

### Background

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. According to FTA Circular 4702.1B, Chapter 3: "...FTA requires that all direct and primary recipients document their compliance with DOT's Title VI regulations by submitting a Title VI Program to their FTA regional civil rights officer once every three years or as otherwise directed by FTA..."

and the Title VI Program must include:

*"...a copy of the recipient's plan for providing language assistance to persons with limited English proficiency, based on the DOT LEP Guidance."*

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

The latest version of our program was approved by the Board in 2023. Due to the recent changes in our service footprint, the Planning Department has completed an update of the Title VI Program (including the Language Assistance Plan). The most noteworthy changes to the program include:

- The addition of Warren County;
- An increase of the Disparate Impact threshold from 25% to 30%, based on demographic data;
- Summaries of Title VI analyses, including:
  - Purchase of the Daily Gazette (52% minority, no viable alternatives, impact minimal)
  - Warren County Fare Change (65% low income, 18% minority from rider survey, change will proceed as planned)
  - Purple Line "Major" Service Change (45.8% minority, 18.7% low income, service increases do not require alternatives analysis)
- Updates to all data and maps, including service monitoring, which found no concerns

### Proposed Action

I am recommending approval of the 2025-2028 Title VI Program and corresponding Language Assistance Plan, and consent to submit them to the FTA.

### Manager

Christopher Desany, Vice President of Planning and Infrastructure