

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF  
ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY  
AND ITS SUBSIDIARIES  
March 19, 2020**

**A. Roll Call and Determination of Quorum**

The meeting was called to order at 12:05pm by Chairman Donald Jeffries who determined that a quorum was present.

**Present on Roll Call:**

|                             |                      |   |                |
|-----------------------------|----------------------|---|----------------|
| ➤ County of Monroe          | Don Jeffries         | = | 15 votes       |
| ➤ City of Rochester         | William Ansbro       | = | 2 votes        |
| City of Rochester           | Jerdine Johnson      | = | 2 votes        |
| City of Rochester           | William McDonald     | = | 2 votes        |
| County of Ontario           | Geoff Astles         | = | 3 votes        |
| County of Orleans           | James R. Bensley     | = | 1 vote         |
| ➤ County of Seneca          | Edward W. White      | = | 1 vote         |
| ➤ County of Wayne           | Michael P. Jankowski | = | 3 votes        |
| County of Wyoming           | Rich Kosmerl         | = | 1 vote         |
| ➤ Amalgamated Transit Union | Jacques Chapman      | = | <u>0 votes</u> |

|                                |           |
|--------------------------------|-----------|
| <b>Total Votes Possible</b>    | <b>30</b> |
| <b>Total Votes Present</b>     | <b>21</b> |
| <b>Votes Needed for Quorum</b> | <b>16</b> |

**Attending by Phone on Roll Call:**

|                   |                  |   |         |
|-------------------|------------------|---|---------|
| City of Rochester | William McDonald | = | 2 votes |
| County of Ontario | Geoff Astles     | = | 3 votes |
| County of Orleans | James R. Bensley | = | 1 vote  |
| County of Wyoming | Rich Kosmerl     | = | 1 vote  |

**Others Present:**

Scott Adair, Chief Financial Officer  
Tom Brede, Public Information Officer  
Bill Carpenter, Chief Executive Officer  
Daniel DeLaus, Chief Legal Counsel  
Amy Gould, Chief People Officer  
Chris Mahood, Director of Information Technology  
Kelly Schmidt, Executive Assistant to the CEO  
Miguel Velazquez, Chief Operating Officer

**Others Present by Phone:**

Julie Boasi, Director of Service Planning

## **B. Adoption of the Agenda**

On motion of Commissioner Ansbro, seconded by Commissioner White, the Agenda was unanimously adopted.

## **C. Consent Resolution**

Daniel DeLaus, General Counsel, explained to the Board that Governor Cuomo issued Executive Order Number 202.1, suspending the law prohibiting voting at a public meeting while attending via phone. In addition, the Authority by laws must be amended to allow Commissioners to vote while attending telephonically. Mr. DeLaus added that there was an amendment to this resolution brought forward by Commissioner Kosmerl which made the resolution clearer as to the end date of the Executive Order Number 202.1, to coincide with amendments to this same Executive Order. The Amended resolution was sent to the Board prior to the meeting.

### **Resolution Amending the By-Laws of the Authority. RGRTA 8-2020**

RGRTA 8-2020 Amendment: On motion of Commissioner Jankowski, seconded by Commissioner Ansbro, the amendment to the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

RGRTA 8-2020 As amended: On motion of Commissioner Ansbro, seconded by Commissioner Jankowski, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Chairman Jeffries noted that with the passage of this resolution, all those attending by phone are now voting members (see first page of meeting minutes) of the meeting.

## **D. Approval of Minutes**

On motion of Commissioner Kosmerl, seconded by Commissioner Ansbro, the following minutes were unanimously approved.

- RGRTA Quarterly Board Meeting Minutes of February 13, 2020

## **E. CEO Report**

Bill Carpenter, Chief Executive Officer, presented the monthly CEO Report. The power point presentation is attached to these Minutes.

### Questions/Comments regarding the Coronavirus Crisis & Response:

- *Commissioner McDonald asked if we are coordinating with other transportation providers to transport folks to appointments. Bill Carpenter, CEO, responded that no we have not committed to providing any additional service. We are available, if resources exist, for food delivery and warehouse distribution of supplies.*
- *Commissioner Jankowski stated that he is definitely in favor of waving the fare based on the Authority's financial position. We are in the midst of an emergency right now and we will figure out the financials when we are on the other side of this. I feel that we need to take care of the operators and those who are heroically still working during this emergency. Have we had conversations with the school districts to distribute food? Bill Carpenter, CEO, responded that we have instructed our Regional operations to work with in their communities on how we can be supportive and Monroe County has included us in a daily call with community leaders to discuss needs and how we can assist each other.*
- *Commissioner Chapman stated that he does not want to sound ungrateful for the work that Miguel Velazquez, Chris Dobson and Rusty Korth are doing but we still have two glaring issues. We do not have running water in the restroom at the Transit Center. We also do not have running water to clean buses at Seneca County. The Seneca County issue is something that the Union and Senior Management did not know about. I do understand that we are looking into this but our employees feel vulnerable. Miguel Velazquez, COO, stated the water issue at the Transit Center, is fixed, breaks, fixed, breaks but we are looking today into the appropriate long term fix. I know right now it is working and I will go down to the Transit Center today to check on it myself. As far as Seneca County we are looking at all options, including having those buses washed at Ontario County at this point, until we have a permanent solution.*
- *Commissioner McDonald wanted to voice his support of eliminating the fares.*
- *Commissioner Jankowski stated that as far as the elimination of fares will help with the current population that we serve. He also asked if the operators at the Transit Center have their own restroom or if they use the public restroom. Miguel Velazquez, COO, responded that they do have their own at the center area of the Transit Center, they can use the public restroom and restrooms that we have located upstairs near their breakroom. The restroom that Commissioner Chapman is referring to is the restroom downstairs dedicated to the employees.*
- *Commissioner Chapman added that the operators do not have time to go upstairs because they only have a 10 minute timeframe. So we really need this restroom fixed.*

On motion of Commissioner Ansbro, seconded by Commissioner Jankowski, the CEO Report was accepted by unanimous vote.

## **F. Financial Report**

Scott Adair, Chief Financial Officer, presented the financial report, a copy of which is attached to these Minutes.

On motion of Commissioner Ansbro, seconded by Commissioner Jankowski, the Financial Report was accepted by unanimous vote.

## **G. Proposed Resolutions**

### **Resolution for the Adoption of the 2020-2023 Comprehensive Strategic Plan and 2020-2021 Financial Plan for RGRTA and its subsidiary Companies, RGRTA 9-2020**

RGRTA 9-2020: On motion of Commissioner Ansbro, seconded by Commissioner Jankowski, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

## **H. Consent Resolutions**

### **Resolution Authorizing Fare Reductions and Eliminations, RGRTA 10-2020**

RGRTA 10-2020: On motion of Commissioner Jankowski, seconded by Commissioner Ansbro, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

### **Resolution Authorizing the Purchase of Commercial Property Insurance Policy, RGRTA 11-2020**

### **Resolution Authorizing the Purchase of Automobile Excess Liability Insurance Policy, RGRTA 12-2020**

### **Resolution Endorsing a Program of Projects for the Authority's Federal Section 5311 Consolidated Grant Application for Fiscal Years 2019 and 2020, RGRTA 13-2020**

### **Resolution Authorizing the Execution of Grant Agreements for Accelerated Transit Capital (ATC) Funding and Public Transportation Modernization and Enhancement Program (MEP) Funding between the Authority and the New York State Department of Transportation (NYSDOT), RGRTA 14-2020**

Resolutions RGRTA 11-2020 up to and including RGRTA 14-2020 were moved by a motion from Commissioner Ansbro seconded by Commissioner White and were unanimously approved.

Regarding RGRTA 15-2020, Scott Adair, Chief Financial Officer, explained that on the cover sheet of the resolution we listed that comments could be received via the postal service. That statement was missing in the actual resolution itself and we have added that statement in.

**Resolution Endorsing the FFY 2020 Program of Projects for the Urbanized Area and Authorizing the Filing of Applications for Capital Assistance with the United States Department of Transportation and New York State Department of Transportation, RGRTA 15-2020**

RGRTA 15-2020 Amendment: On motion of Commissioner Ansbro, seconded by Commissioner White, the amendment to the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

RGRTA 15-2020 As amended: On motion of Commissioner Ansbro, seconded by Commissioner White, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

**Resolution Authorizing the Award of a Contract for a Bike Share Program, RGRTA 16-2020**

**Resolution Authorizing the Award of a Contract for Security Guard Services, RGRTA 17-2020**

Resolutions RGRTA 16-2020 and RGRTA 17-2020 were moved by a motion from Commissioner White seconded by Commissioner McDonald and were unanimously approved.

**I. Calendar**

Bill Carpenter, CEO stated that we have postponed the Finance and Investment committee meeting and we have cancelled the April Board Meeting. No other changes have been made to the calendar.

**J. Adjournment**

There being no further matters on the adopted Agenda, the regular meeting was adjourned on motion of Commissioner Ansbro, seconded by Commissioner McDonald at 1:12pm.

Respectfully submitted,

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Edward W. White, Esq., Secretary

Posted Date: April 2, 2020



**ROCHESTER  
GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY**

## **BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET**

|                     |   |
|---------------------|---|
| Board Meeting Date: | March 19, 2020  |
| Presenter:          | Daniel DeLaus   |
| Subject:            | Resolution Amending the By-Laws   |
| Background:         | <p>Currently neither New York State law nor the Authority by-laws allow Authority Commissioners to vote on Board matters while attending Board meetings telephonically.</p> <p>Recently Governor Cuomo, in wake of the COVID-19 pandemic, issued Executive Order Number 202.1 which suspended the law prohibiting voting at public meetings while attending via telephone. The suspension of this law currently lasts until April 11, 2020.</p> <p>Prudence requires that the Authority amend its by-laws to allow Board members to vote on Authority matters while attending via telephone. The amendment should apply so long as Executive Order 202.1 remains in effect.</p> |
| Financial Impact:   | None  |
| Recommendation:     | That the Authority amend its by-laws as described in the Resolution to give effect the Executive Order 202.1.   |

Our Promise: RTS makes it easy to enjoy your journey.



## **Resolution: RGRTA 8-2020**

### **RESOLUTION AMENDING THE BY-LAWS**

WHEREAS, the Authority has created by-laws which delineate the process under which the Board functions and carries out Authority business; and

WHEREAS, most provisions of the by-laws are codification of existing New York State laws, particularly the Public Authorities Law and the Public Officers (Open Meetings) Law; and

WHEREAS, currently neither New York State Law nor the Authority by-laws allow a Commissioner to vote on matters when the Commissioner attends the meeting telephonically; and

WHEREAS, by-law section 2.13, which is based upon Article 7 of the Open Meetings, Law reads as follows:

2.13. Participation by Conference Communication Equipment Any one or more members of the Board of Commissioners or any committee thereof may participate in a meeting of the Board of Commissioners or said committee by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear and/or see each other at the same time.

However, except to the extent permitted by New York Public Officers Law Section 100, a voting commissioner participating by such means shall not be considered for determining whether a quorum exists and the vote of any such voting commissioner shall not be considered when his/her vote would either cause a matter to be adopted, cause a matter not to be adopted, or cause a tie vote; and

WHEREAS, Governor Cuomo , in the wake of the COVID-19 pandemic, has issued Executive Order Number 202.1, which reads, in pertinent part as follows:

#### **Suspension of law allowing the attendance of meetings telephonically or other similar service:**

Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed; This provision of Executive Order 202.1 currently expires April 11, 2020; and

WHEREAS, given the current risks associated with public gatherings and to ensure that the Authority acts consistently with its own rules, prudence requires that the Authority amend its by-laws to allow for Commissioners to vote on Authority matters when they attend meetings telephonically; and

NOW, THEREFORE, BE IT RESOLVED, the second paragraph of Section 2.13 of the Board by-laws be deleted in its entirety and replaced with the following language:

Commissioners who participate in a meeting telephonically may be considered in determining whether a quorum exists and may vote on all matters taken up during the meeting, provided that

the public has the ability to view or listen to such meeting and that such meetings are recorded and later transcribed; and

BE IT FURTHER RESOLVED, further that this amendment to the by-laws shall only be effective as long as there exists an effective suspension of Article 7 of the Public Officers Law, **via an amendment to Executive Order 202.1, including time adjustments made by Governor Cuomo, any other applicable Executive Order or other proper legal means; and**

BE IT FURTHER RESOLVED, that any other provision of the by-laws which must be amended to implement Executive Order 202.1, **or amendments thereto**, is hereby considered amended for that purpose; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee are hereby authorized, empowered and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as they may deem necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolutions.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on March 19, 2020 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: March 19, 2020  
Rochester, New York



## CEO Report

*Presented by: Bill Carpenter, CEO*

Two decorative, light blue curved lines that sweep upwards from the bottom right towards the center of the slide.

## Chief Executive Officer Report

- **Coronavirus Crisis and Response**
- **Miscellaneous**

## Coronavirus Crisis

- The RTS team has responded professionally and quickly in response to the emergence of the Coronavirus.
- We have been following the evolving guidance from President Trump, the Centers for Disease Control and Prevention, Governor Cuomo, the New York State Department of Health, County Executive Adam Bello and the Monroe County Department of Public Health.
- Amy Gould and Dan DeLaus have been authorized to make sure our employees and customers are safe.
  - Attended calls and seminars, spoke with peers regarding best practices, and are coordinating ongoing team meetings and evaluations.

- **Week of March 1-7:**
  - Provided initial guidance to employees and customers focused on tips to help prevent the spread of the virus.
  - Started enhanced bus and facility cleaning program.
  - Governor Cuomo declared State of Emergency.
  - Started providing hand sanitizer to all employees.
- **Week of March 8-14:**
  - Monroe County Executive Adam Bello declares State of Emergency
  - Stopped collecting fare media and cash at RTS Access and Regionals
- **Week of March 15-21:**
  - End of the day 3/15, all counties in the RTS service area were under a State of Emergency.
  - Governor Cuomo Executive Order: all non-essential employees have been instructed to work from home for two weeks.
  - We are encouraging virtual meetings whenever possible.
  - Telework resources provided to employees.
  - All buses equipped with disinfectant, rags and PPE instructions
    - PPE glasses being provided.
  - All maintenance kiosks equipped with hand sanitizer.



# Coronavirus Response

## Fares & Safer Boarding

- **Additional potential action**
  - To protect employees, customers and the general public, the Authority could:
    - Waive the payment of fares
    - Allow customers to enter the bus using the rear door
  - This would potentially eliminate or reduce the amount of time at the closest point of contact between individuals in our business. A significant portion of our revenue vehicles could avoid this contact through this proposal.
  - Resolution 10-2020 provides for the Board of Commissioners to delegate to the Chief Executive Officer the authority to temporarily suspend or reduce fares across the Authority service areas as long as the New York State COVID-19 State of Emergency exists.

## Impact on Ridership

- Ridership levels were consistent with historical averages through Thursday, March 12.
- Started seeing declines in non-school ridership on Friday, March 13:
  - Dropped 15% Friday, Saturday and Sunday
  - Dropped 22% Monday
  - Dropped 37% Tuesday
  - Dropped 40% Wednesday
- Schools are closed effective March 16
- RTS Access is also experiencing reduced trips

## Impact on Finances

- We are an essential service for the community so maintaining our workforce and the ability to continue providing service during and after this crisis is vital
- We are in unprecedented circumstances and are monitoring all revenue and expense changes due to the crisis
  - Revenues
    - Fare revenue is lower
    - Business partners are adjusting their requests
  - Expenses
    - Added expenses for supplies to support safety and cleanliness initiatives
    - Reduced fuel costs
- There is Federal legislation being negotiated to address the impact this crisis has on public transit agencies

## Impact on Reimagine RTS

- **Monitoring Coronavirus developments for potential impact on the launch of Reimagine RTS on June 29.**
- **Three determining factors:**
  - Can all systems be implemented and ready to launch
  - Can we hire and train all necessary staff
  - Can we educate the community on what they need to know
- **Project team is determining decision dates**
  - At what point do we delay the launch
  - What alternate launch dates are possible
    - What are the decision dates for each contingent launch date



## Summary

- Leadership is keeping current with the evolving crisis
- We are nimble in making decisions aligned with the evolving guidance of our leaders to best keep our employees and customers safe while we continue to provide the essential service of mobility
- We will support the community with the resources unique to the Authority
- We will responsibly manage our finances
- We will progress Reimagine RTS, making any necessary adjustments for a successful launch

## Chief Executive Officer Report

- Coronavirus Crisis and Response
- **Miscellaneous**

## **RTS Employee Quarterly Meeting March 3<sup>rd</sup> 2020**



## Transit Awareness Day March 10<sup>th</sup> 2020



### March 10:

- In Albany advocating for more funding for SFY 2020-21.

### Since Then:

- Communicating with the State on what the Coronavirus is costing.
- We are advocating with the Bus Coalition and APTA for nearly \$13 Billion from the Federal Government for mass transit to cover added costs and replace lost revenue due to the Coronavirus.



## Miscellaneous

- Met with Jim Chodak, Director of Transportation & Parking at the U of R on Service for Sawgrass EER and Lattimore
- The Bus Coalition Member Call
- APTA Board of Directors Webinar
- Connections with Evan Dawson on Reimagine RTS
- APTA webinar on COVID-19
- Systems Integration Team Meeting
- In Albany to meet with Representatives from Senate and Assembly Staff
- NYPTA Board Meeting
- Meeting with Union Members on COVID-19
- Reimagine Steering Committee Meeting
- APTA webinar on Transit Agency response to COVID-19
- Daily phone calls with System Integration Project Crisis Response on COVID-19
- Call with Upstate Authorities on COVID-19
- Working with the County Executive, Mayor and Monroe County Health Director

# Financial Report

*Presented by: Scott Adair, CFO*



**RGRTA - Consolidated Budget Status Report - FY 2019-2020**  
**1/31/2020**

## Financial Report

| <u>Revenues</u>                                | <u>Budget<br/>2019-20</u> | <u>FYTD<br/>1/31/2020</u> | <u>Projected<br/>3/31/2020</u> | <u>Budget<br/>Variance</u> |
|--|---------------------------|---------------------------|--------------------------------|----------------------------|
| Total Locally Generated                        | \$ 29,686                 | \$ 23,547                 | \$ 29,382                      | \$ (304)                   |
| Total Government Subsidies                     | \$ 60,225                 | \$ 51,599                 | \$ 60,225                      | \$ -                       |
| Mortgage Tax                                   | \$ 11,276                 | \$ 9,641                  | \$ 11,276                      | \$ -                       |
| Grand Total Revenue                            | \$ 101,186                | \$ 84,787                 | \$ 100,882                     | \$ (304)                   |
| <u>Expenses</u>                                |                           |                           |                                |                            |
| Personnel                                      |                           |                           |                                |                            |
| Salary & Wages                                 | \$ 50,486                 | \$ 42,336                 | \$ 50,419                      | \$ 67                      |
| Fringe Benefits                                | \$ 23,499                 | \$ 16,531                 | \$ 23,292                      | \$ 207                     |
| Total Personnel                                | \$ 73,985                 | \$ 58,866                 | \$ 73,711                      | \$ 274                     |
| Non-Personnel                                  |                           |                           |                                |                            |
| Services                                       | \$ 8,698                  | \$ 5,806                  | \$ 8,574                       | \$ 124                     |
| Fuel/Lubricants                                | \$ 5,719                  | \$ 4,095                  | \$ 5,719                       | \$ -                       |
| Parts  | \$ 4,335                  | \$ 3,167                  | \$ 4,295                       | \$ 40                      |
| Other  | \$ 8,448                  | \$ 5,033                  | \$ 8,400                       | \$ 48                      |
| Total Non-Personnel                            | \$ 27,201                 | \$ 18,102                 | \$ 26,989                      | \$ 212                     |
| Grand Total Expenses                           | \$ 101,186                | \$ 76,968                 | \$ 100,700                     | \$ 486                     |
| Net Income/Deficit From Operations & Subsidies | \$ -                      | \$ 7,819                  | \$ 182                         | \$ 182                     |



## **Resolution: RGRTA 9-2020**

### **ADOPTION OF THE 2020-23 COMPREHENSIVE STRATEGIC PLAN AND 2020-21 FINANCIAL PLAN FOR RGRTA AND ITS SUBSIDIARY COMPANIES**

WHEREAS, on March 19, Bill Carpenter, Chief Executive Officer, submitted to the Board of Commissioners (hereinafter the "Board") the proposed 2020-23 Comprehensive Strategic Plan for the Rochester Genesee Regional Transportation containing the proposed Strategic Plan, Operating Initiatives, Financial Plan and Performance Measurements for RGRTA and its subsidiary companies for the fiscal year ending March 31, 2021; and

WHEREAS, Board members have had sufficient opportunities to review the document, ask questions, and obtain additional information, as they deem appropriate; and

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby approves the proposed 2020-23 Comprehensive Strategic Plan. The Comprehensive Strategic Plan contains the Strategic Plan, Operating Initiatives, Financial Plan and Performance Measurements for fiscal year 2020-21; for RGRTA and its subsidiary companies; and further authorizes that the Capital Reserve fund receive up to Two Million Six Hundred Seventy One Thousand Five Hundred Dollars (\$2,671,500); said funds to be transferred from (1) the total consolidated budgeted depreciation expense for fiscal year 2020-21 of Three Million Thirteen Thousand One Hundred and Ninety Five Dollars (\$3,013,195), and (2) the total debt service payment for the RTS Transit Center internal borrowing in the amount of Three Hundred Forty One Thousand Six Hundred Ninety Five Dollars (\$341,695).

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on March 19, 2020 and that the Resolution is still in full force and effect.

---

Donald Jeffries, Chairman

Date: March 19, 2020  
Rochester, New York







## Resolution Adopting the 2020-23 Comprehensive Strategic Plan & 2020-21 Financial Plan for RGRTA and its Subsidiary Companies

RGRTA 9-2020

*Presented by Bill Carpenter, Chief Executive Officer  
Scott Adair, Chief Financial Officer*

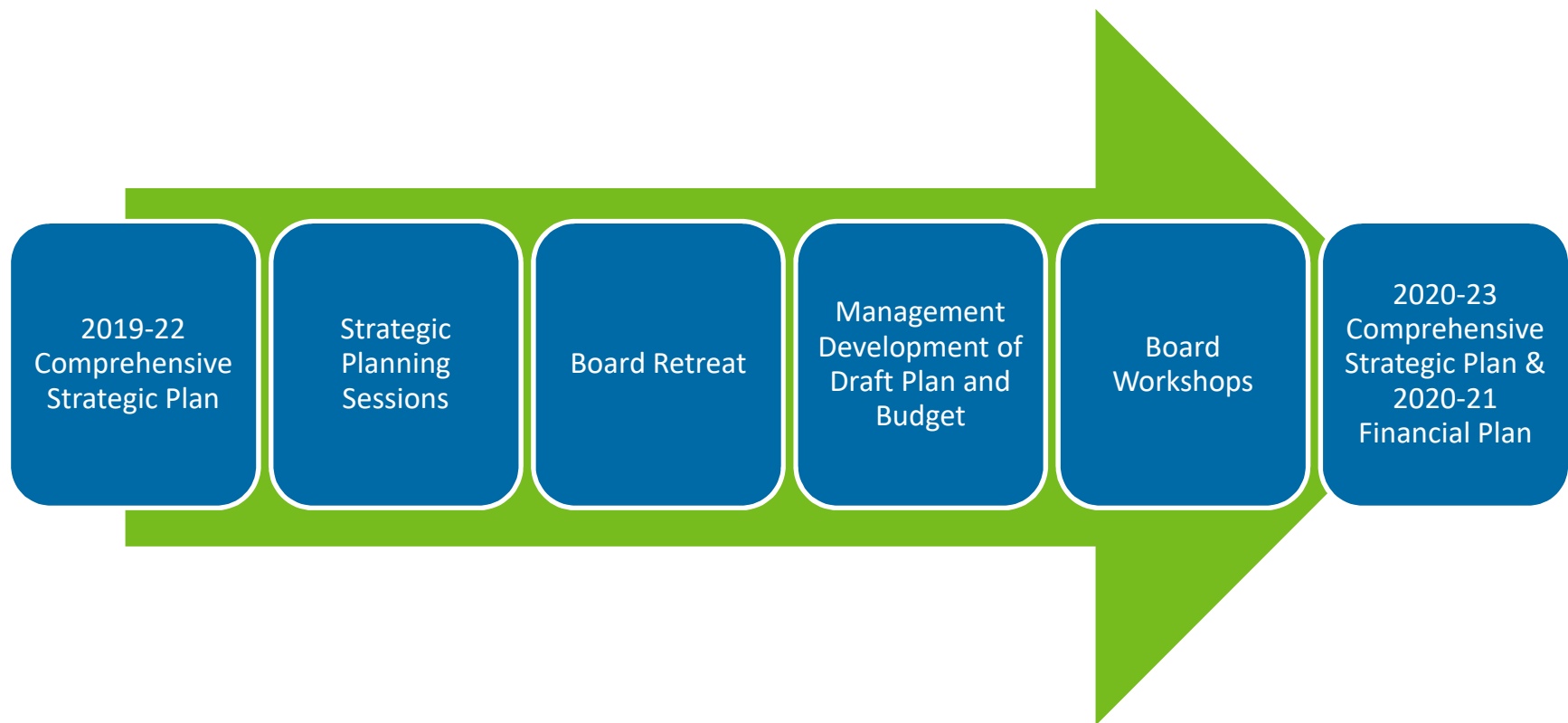
# Comprehensive Plan Overview





# Our Collaborative Planning Process

- **3 year horizon (2020 – 2023)**
  - Builds on prior plans and progress to date
- **Input from RGRTA stakeholders**
  - Internal assessment against 2019 Strategic Framework
  - Ongoing input from customers, employees and business partners
  - ABBG benchmark comparisons
  - Department level meetings to identify and develop initiatives
  - Board input on new TOPS metrics due to Reimagine RTS



## Theme

- **The RTS Way Forward**
  - Speaks to our effort to grow our culture and embrace the transformation in public transit



# Mission, Vision, Values

- **Our VISION**

The Innovative Mobility Choice.

- **Our MISSION**

We partner with the communities we serve to provide safe and sustainable mobility, offering better access, frequency, and reliability.

- **Our VALUES**

Integrity

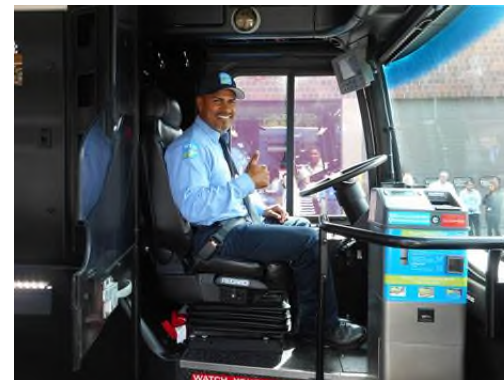
Respect

Diversity & Inclusion

Engagement & Collaboration

Agility & Innovation

Performance Focus





## Our Core Service:

**Frequent, reliable, connected public transit; \$1 fare through FY 2020-21**

**To fulfill this commitment:**

- We developed the new system around \$1 per ride, \$3 per day
- We used increased funding from NYS to add 9% more service hours

## Base Strategy

*We are Customer Focused in every market we serve and are reimagining public transit based on their input.*

### Focused on:

- Fixed routes where there is Density, Diversity and Design
- On Demand service that improves access to transit
- Innovative mobile fare payment and ticketing technology
- Paratransit service that ensures continuation of service
- A new transit system that is more frequent, reliable and connected



# Plan Assumptions

- **Funding Trends**
  - Federal funding (FAST Act) is in place through FFY 2020
  - NYS funding at 4.2% growth for SFY 2021
- **Demographics & Population Trends**
- **Business, Higher Education & Employment Trends**
- **Need for Regional Connectivity**
- **Workforce & Succession Planning**
- **Agreement with RCSD continues (New 5 year agreement begins Sept. 2020)**
- **Agreement with RTS Monroe ATU is in place (Jan 2020 to Dec 2022)**
- **Emergence of new mobility options**



## Plan Highlights *(1/2)*

- Annual and multi-year initiatives focused on 5 key areas of strategic focus
- Expanded success indicators to be tracked
  - Alignment of success indicators with launch of new system
- Progress monitored through TOPS Performance Measurement System
- Fare structures updated for FY 2020-21
- Strategic involvement in regional initiatives (ex. RMAPI, Common Ground Health)
- Focus on launch of Reimagine RTS
- Continued focus on employee wellbeing



## Plan Highlights (2/2)

### Operating Budget:

- Includes one-time expenses for Reimagine RTS of approximately \$1.4M
- Self-Insured Health Insurance Plan contains 7% premium increase

### Multiyear Budget:

- The Authority has adequate fiscal resources to achieve its goals and balance the operating budget through FY 2021-22

### Capital Budget:

- Focuses on Reimagine RTS capital needs in the upcoming year
- Supports planning for long-term needs
- Program of projects is fully-funded and fiscally constrained

# Operating Plan & Initiatives





# Key Strategies

- 1. Ensure Financial Sustainability**
- 2. Maximize Ridership & Customer Satisfaction**
- 3. Deliver Quality Service & Improve Performance**
- 4. Engage Employees in Delivering on Our Brand Promise**
- 5. Modernize our Infrastructure**

## **Financial Sustainability**

**We manage our finances to be  
successful for the near  
and long-term**



# Tactics: Financial Sustainability

## Capital Funding:

- Continuous review of our long-term capital funding needs.

## Cost Containment:

- Ensure cost containment of health insurance costs through monitoring and analysis of claims.

## New Location for RTS Access:

- Secure funding and use consultant report to identify a new location for the RTS access facility.



## **Maximize Ridership & Customer Satisfaction**

**We actively engage with our customers and our communities to maximize the number of customers we serve and their satisfaction with our products.**



# Tactics: Maximize Ridership & Customer Satisfaction *(1/2)*

## Implement Reimagine RTS:

- Finalize preparations and launch Reimagine RTS, followed by efforts to attract and retain customers, and support ridership and customer engagement goals.

## Implement Free Fares for Military Veterans:

- Implement updated fare structure to provide free fares for military veterans, in conjunction with veterans organizations in every county we serve.

# Tactics: Maximize Ridership & Customer Satisfaction (2/2)

## Launch RTS Go Mobile Fare Payment Technology:

- New fare payment technology will be implemented, using a mobile app and/or a reloadable smartcard.

## RTS Access Scheduling System:

- Install new technology, train employees, and begin engaging customers to implement the new scheduling system.



## **Deliver Quality Service & Improve Performance**

**We design and deliver reliable,  
cost-effective products consistent with  
our brand promise.**

# Tactics: Deliver Quality Service & Improve Performance

## Add Electric Buses to the Fleet:

- Finalize preparations and add the first 10 electric buses to the RTS bus fleet. Includes charger installation and completion of maintenance bays.

## Electric Bus Training:

- Train employees on the maintenance and operation of electric buses to ensure a successful deployment into the fleet.



## **Engage Employees in Delivering on Our Brand Promise**

**Engaged employees enthusiastically  
embrace our mission and do their best to  
serve our customers.**

# Tactics: Engage Employees in Delivering on Our Brand Promise

## Employee Wellbeing:

- Foster a comprehensive culture of employee total well-being to attract, develop and nurture high-performing individuals and teams. Includes culture and inclusion training, the recruitment of new members to the Culture & Inclusion Council, and the continued growth and promotion of the RTS Way.

## Benefit Plan Education:

- Implement campaigns focused on providing employees with the tools and resources they need to be knowledgeable consumers of the RTS benefits plan.

## Enhanced Employee Communication and Engagement:

- As part of the RTS Way, focus on improving communication, engagement and collaboration in promotion of a “One RTS” mentality.



## **Modernize Our Infrastructure**

**Ensure that RGRTA is well positioned in terms of the required facilities, equipment, and technologies to provide public transportation in our community for current and future generations.**



# Tactics: Modernize our Infrastructure

## Reimagine RTS Connection Hubs:

- Complete construction of Phase 1 connection hubs. Secure funding and finalize plan for the development of Phase 2 connection hubs.

## Electric Bus Infrastructure:

- Secure funding and begin upgrading RTS campus infrastructure to meet the New York State goal of 25% fleet electrification by 2025.

## Build Advanced Environmental Service Building:

- Begin and complete construction of the new Advanced Environmental Service Building.



## **Implement Reimagine RTS**

**Complete all tasks in Reimagine RTS implementation plan to ensure a successful launch of the redesigned transit system in Monroe County.**



# Tactics: Reimagine RTS Launch

- **Install and test all systems in preparation for launch**
- **Recruit, hire and train new employees**
- **Robust training program for current employees and customers**
- **Comprehensive advertising, outreach and PR program**
- **Rebrand fixed route to RTS Connect**
- **Introduce innovative RTS On Demand service w/ new vehicles**
- **Roll out of easy-to-use RTS mobile app, trip planner and Go Card**
- **Improved, simplified schedules**
- **Connection Hubs prepared for launch**

# 2020-21 Financial Plan

*Presented by: Scott Adair, CFO*





## Operating Budget

### Summary FY 2019-20 & 2020-21

| <i>millions</i>                     | 2019-20      | 2020-21      | \$ Change  | % Change    |
|-------------------------------------|--------------|--------------|------------|-------------|
| <b>REVENUES</b>                     |              |              |            |             |
| Locally Generated                   | \$29.7       | \$30.5       | \$0.8      | 2.6%        |
| Governmental Subsidies              | 60.2         | 66.3         | 6.1        | 10.1%       |
| Mortgage Recording Tax              | 11.3         | 11.6         | 0.3        | 2.5%        |
| <b>TOTAL REVENUES</b>               | <b>101.2</b> | <b>108.4</b> | <b>7.2</b> | <b>7.1%</b> |
|                                     |              |              |            |             |
| <b>EXPENSES</b>                     |              |              |            |             |
| Personnel                           | \$74.0       | \$79.1       | \$5.1      | 6.9%        |
| Non-Personnel                       | 27.2         | 29.3         | 2.1        | 7.6%        |
| <b>TOTAL EXPENSES</b>               | <b>101.2</b> | <b>108.4</b> | <b>7.2</b> | <b>7.1%</b> |
|                                     |              |              |            |             |
| <b>Net Income (Deficit)</b>         | \$ --        | \$ --        | \$ --      |             |
| <b>Appropriated Working Capital</b> | \$ --        | \$ --        | \$ --      |             |
| <b>Net Income (Deficit)</b>         | \$ --        | \$ --        | \$ --      |             |



## Reimagine RTS Budget

| Account # | Account Description  | Services                                       | Cost               |
|-----------|----------------------|--|--------------------|
| 503XX     | Contracted Service   | Temp employees, advertising, consulting, legal | \$1,195,500        |
| 504XX     | Materials & Supplies | Uniforms and training supplies                 | \$27,500           |
| 51212     | Leases & Rentals     | Hubs and licenses                              | \$110,000          |
| 50502     | Utilities            | Telephone hook-ups                             | \$6,750            |
| 509XX     | Miscellaneous        | Recruiting ads and materials                   | \$11,000           |
|           | <b>TOTAL</b>         |  | <b>\$1,350,750</b> |



## Multi-Year Budget

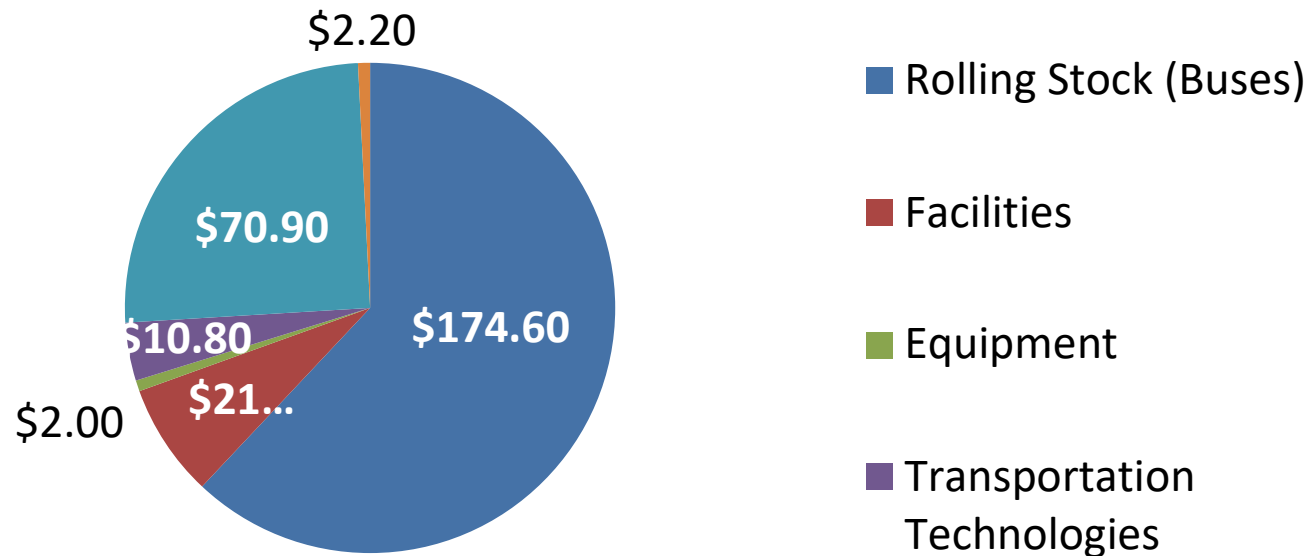
Consolidated Projection FY 2021-22 to 2023-24

| <i>Millions</i>   | Projected<br>2019-20* | Budget<br>2020-21 | Projection<br>2021-22 | Projection<br>2022-23 | Projection<br>2023-24 |
|---|-----------------------|-------------------|-----------------------|-----------------------|-----------------------|
|   |                       |                   |                       |                       |                       |
| <b>TOTAL REVENUES</b>                                     | \$100.9               | \$108.4           | \$100.7               | \$101.4               | \$100.6               |
|   |                       |                   |                       |                       |                       |
| <b>TOTAL EXPENSES</b>                                     | \$100.8               | \$108.4           | \$113.1               | \$119.5               | \$126.6               |
|   |                       |                   |                       |                       |                       |
| Net Income<br>(Deficit)<br>From Operations &<br>Subsidies | \$ 0.1                | \$ -              | \$(12.4)              | \$(18.1)              | \$(26.0)              |
|   |                       |                   |                       |                       |                       |
| Estimated Available<br>Unrestricted Net<br>Assets EOY     | \$25.7                | \$25.7            | \$13.3                | \$(4.8)               | \$(30.8)              |

\* As of December 31, 2019

# Ten Year Capital Improvement Plan

## Use of Funds by Objects of Expense: \$281.7 Million





## Capital Projects: 2020-21

| Project Type                | Number of Projects | Details on Page |
|-----------------------------|--------------------|-----------------|
| Preventive Maintenance      | 1                  | 47              |
| Rolling Stock (Buses)       | 27                 | 47-49           |
| Facilities                  | 11                 | 50              |
| Equipment                   | 6                  | 50              |
| Transportation Technologies | 11                 | 51              |
| Other                       | 9                  | 51              |





## Authorized Workforce

|                | 2019-20<br>Budget | 2020-21<br>Budget |
|----------------|-------------------|-------------------|
| RTS            | 625               | 710               |
| RTS Access     | 117               | 119               |
| RTS Genesee    | 15                | 16                |
| RTS Livingston | 27                | 27                |
| RTS Ontario    | 44                | 44                |
| RTS Orleans    | 12                | 12                |
| RTS Seneca     | 14                | 14                |
| RTS Wayne      | 61                | 61                |
| RTS Wyoming    | 20                | 20                |
| <b>Total</b>   | <b>935</b>        | <b>1,023</b>      |



## Added Positions

| Position                    | Number |
|-----------------------------|--------|
| FT Small Vehicle Operators  | 42     |
| PT Small Vehicle Operators  | 19     |
| Customer Service Supervisor | 1      |
| FT Customer Service Reps    | 3      |
| PT Customer Service Reps    | 4      |
| Small Vehicle Technicians   | 3      |
| Bus Washers                 | 3      |
| Laborer                     | 1      |
| Truck Driver                | 1      |
| Road Supervisors            | 2      |

| Position                      | Number    |
|-------------------------------|-----------|
| Radio Controller/Dispatcher   | 1         |
| Trainer                       | 1         |
| Jr. Procurement Officer       | 1*        |
| FT RTS Genesee Bus Operator   | 1*        |
| PT RTS Access Schedulers      | 2*        |
| Fleet Systems Engineer        | 1*        |
| Trans. Application Specialist | 1*        |
| Master Electrician            | 1*        |
| <b>TOTAL</b>                  | <b>88</b> |

*\*7 positions not related to Reimagine RTS*

# Performance Measurements

*Presented by: Bill Carpenter, CEO*

A decorative graphic consisting of two parallel, light blue curved lines that sweep upwards from the bottom left towards the right side of the slide.

**Transit Organization Performance Scorecard (TOPS)**  
measures, monitors, & reports “critical to success” metrics.

- **FPI: Financial Performance Index**
  - End of Year Net Income (Deficit)
- **CSI: Customer Service Index**
  - Net Promoter Score (NPS) and Customer Surveys
  - Metrics to measure customer experience with the new system
- **SPI: Service Performance Index**
  - On-Time Performance (OTP)
  - Metrics to measure reliability of the new system
- **EEl: Employee Engagement Index**
  - Employee Engagement, Satisfaction

|  <b>TOPS</b><br>TRANSIT ORGANIZATION PERFORMANCE SCORECARD<br>2020-2021 • FIRST QUARTER |  |             |
|--|--|-------------|
| KEY RESULTS  | SUCCESS INDICATORS   | GOAL POINTS |
| Financial Sustainability   | End of Year Net Income   | 10          |
| Customer Satisfaction  | Net Promoter Score (RTS in Monroe)<br>Customer Satisfaction (RTS Access & Regionals) | 30          |
| Service Quality  | On-time Performance  | 60          |
| Employee Engagement  | Employee Engagement & Satisfaction   | -           |
|  |  | GOAL 100    |





|  <b>TOPS</b><br>TRANSIT ORGANIZATION PERFORMANCE SCORECARD<br>2020-2021 • FOURTH QUARTER |  |                 |
|---|--|-----------------|
| KEY RESULTS   | SUCCESS INDICATORS                             | GOAL POINTS     |
| <b>Financial Sustainability</b>   | End of Year Net Income                         | 20              |
| <b>Customer Satisfaction</b>  | Net Promoter Score (RTS in Monroe)             | 30              |
|   | Customer Satisfaction (RTS Access & Regionals) |                 |
| <b>Service Quality</b>  | Ridership                                      | 40              |
|   | On-time Performance                            |                 |
| <b>Employee Engagement</b>  | RTS On Demand Ride Fulfillment                 | 10              |
|   | Employee Engagement & Satisfaction             |                 |
|   |  | <b>GOAL 100</b> |





# Comprehensive Plan Summary

**To further strengthen our connection to the community and build upon the success of initiatives implemented during the 2019-20 fiscal year, RTS will:**

- Launch Reimagine RTS;
- Monitor system changes and make adjustments as needed;
- Monitor system changes and make adjustments as needed;
- Monitor system changes and make adjustments as needed;
- Finalize preparations for and put into service electric buses;
- Strengthen engagement with employees, customers and stakeholders;
- Align TOPS goals to measure success of reimagined transit system;
- And responsibly manage our finances.



## Recommendation

- That the Board of Commissioners approve the proposed 2020-23 Comprehensive Strategic Plan. The Comprehensive Strategic Plan contains the Strategic Plan, Operating Initiatives, Financial Plan and Performance Measurements for fiscal year 2020-21 for RGRTA and its subsidiary companies.



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TRANSPORTATION  
AUTHORITY**

## **BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET**

|                     |   |
|---------------------|---|
| Board Meeting Date: | March 19, 2020  |
| Presenter:          | Daniel DeLaus   |
| Subject:            | Resolution Authorizing Fare Reductions and Eliminations   |
| Background:         | <p>Annually the Authority Board of Commissioners sets fare rates for service.</p> <p>Customers pay fares in several different ways throughout the Authority service area. Some methods require customers to hand cash or fare media to the operator while others involve customer use of a fare box to deposit cash or scan fare media. Each of these ways involves the Customer being in close proximity to the Operator.</p> <p>In an effort to combat the spread of COVID 19, medical experts have recommended a practice of social distancing, encouraging people to stay at least six (6) feet from each other in public areas and group settings.</p> <p>To protect employees, customers and the general public, the Authority could waive the payment of fares and allow customers to enter the bus and potentially eliminate or reduce the amount of time at the closest point of contact between individuals in our business. A significant portion of our revenue vehicles could avoid this contact by allowing use of the rear door as the entry point.</p> <p>The ability to delegate the authority to suspend or reduce fares across the authority service area would require any action by the Board of Commissioners. This delegation of authority would allow the Chief Executive Officer to quickly take this action in an effort to combat the spread of COVID-19. The Chief Executive Officer would communicate this action to all Commissioners forth with.</p> |
| Financial Impact:   | The Authority estimates the elimination of fares to have an approximately \$830,000 per month revenue reduction for the Authority service area.   |
| Recommendation:     | That the Board of Commissioners delegate to the Chief Executive Officer the authority to temporarily suspend or reduce fares across the Authority service areas as long as the New York State COVID-19 State of Emergency exists.   |

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## **Resolution: RGRTA 10-2020**

### **RESOLUTION AUTHORIZING FARE REDUCTIONS AND ELIMINATIONS**

WHEREAS, the safety and wellbeing of Authority employees and customers is of paramount importance to the Authority; and

WHEREAS, current fare collections practices across the Authority service area require close physical proximity between customers and operators; and

WHEREAS, such proximity is in direct contradiction to the recommendation of medical experts who are working to combat the spread of the COVID 19 virus; and

WHEREAS, during this time of rapidly changing disease control strategies and tactics, decisions regarding operations, including fare reductions or eliminations, and personnel will need to be made on a moment's notice; and

WHEREAS, the Chief Executive Officer is in position to make such day to day decisions and inform Commissioners as soon as possible thereafter; and

NOW, THEREFORE, BE IT RESOLVED, the Authority Board of Commissioners delegate to the Chief Executive Officer the power to reduce and/or eliminate all fares in the Authority Service Area; and

BE IT FURTHER RESOLVED, that the Chief Executive Officer upon reducing or eliminating fares shall notify all Commissioners forth with of this action; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee are hereby authorized, empowered and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as they may deem necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolutions.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on March 19, 2020 and that the Resolution is still in full force and effect.

---

Donald Jeffries, Chairman

Date: March 19, 2020  
Rochester, New York



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## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

|                     |  |
|---------------------|--|
| Board Meeting Date: | March 19, 2020   |
| Presenter:          | Scott Adair  |
| Subject:            | Resolution Authorizing Purchase of Commercial Property Insurance Policy  |
| Background:         | <p>In November 2015, per resolution RGRTA 60-2015, the Authority awarded a contract to Brown &amp; Brown to provide insurance broker services to procure various lines of coverage.</p> <p>The Authority carries Commercial Property Insurance Coverage and desires to continue.</p> <p>In a meeting with the Authority and Brown &amp; Brown, it was determined that the Authority required a coverage level of \$320,371,862.</p> <p>Brown &amp; Brown has recommended that RGRTA renew their existing policy with Hanover Insurance Group. The carrier is AM Best Rated A / XV. The premium for this is \$315,714, up approximately \$58,000 from last year.</p> <p>The Authority considered the Brown &amp; Brown recommendation along with the coverage proposed, financial strength of the carrier, both the Authority's and Brown &amp; Brown's past experience with the carrier's underwriter, and the premium for the policy as the basis of awarding. Based on this review, the Authority recommends a renewal with Hanover Insurance Group.</p> |
| Financial Impact:   | The premium of \$315,714 is net of commission as required by the agreement between Brown & Brown & RGRTA. This insurance coverage is being funded with 100% local Authority funds and is provided for in the 2020-2021 Operating Budget.   |
| Recommendation:     | That the CEO or his designee be granted authority to execute a policy for Commercial Property Insurance as negotiated by Brown & Brown.  |

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## **Resolution: RGRTA 11-2020**

### **AUTHORIZING PURCHASE OF A COMMERCIAL PROPERTY INSURANCE POLICY**

WHEREAS, the Rochester-Genesee Regional Transportation Authority (the "Authority") sought Insurance Broker Services to procure various lines of coverage; and

WHEREAS, Brown & Brown was awarded a contract to provide such services in November 2015 per Resolution RGRTA 60-2015; and

WHEREAS, the Authority requires Commercial Property Insurance coverage; and

WHEREAS, Brown & Brown sought this coverage on behalf of the Authority; and

WHEREAS, Brown & Brown recommended that the Authority renew its existing policy with Hanover Insurance Group; and

WHEREAS, the Authority carefully considered this recommendation and concluded that it was in the best interest of the Authority to accept this recommendation.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to accept the commercial property insurance policy from Hanover Insurance Group submitted by Brown & Brown for an annual premium of Three Hundred Fifteen Thousand Seven Hundred Fourteen Dollars (\$315,714), and

BE IT FURTHER RESOLVED, that the insurance premium will be allocated among the subsidiary companies of RGRTA in accordance with each subsidiary's relative risk; and,

BE IT FURTHER RESOLVED, that the Chief Executive Officer or his designee is hereby authorized, empowered, and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as may be deemed necessary, appropriate, or advisable to carry out the intent and purposes of the foregoing resolution.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on March 19, 2020 and that the Resolution is still in full force and effect.

---

Donald Jeffries, Chairman

Date: March 19, 2020  
Rochester, New York



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## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

|                     |  |
|---------------------|--|
| Board Meeting Date: | March 19, 2020   |
| Presenter:          | Scott Adair  |
| Subject:            | Resolution Authorizing Purchase of Automobile Excess Liability Insurance Policy  |
| Background:         | <p>In November 2015, per resolution RGRTA 60-2015, the Authority awarded a contract to Brown &amp; Brown to provide Insurance Broker services to procure various lines of coverage.</p> <p>The Authority carries Automobile Excess Liability Insurance Coverage and Services at a combined coverage level of \$15,000,000 with a Self-Insured Retention (SIR) of \$1,500,000 and desires to continue.</p> <p>Brown &amp; Brown subsequent to evaluating the market has recommended to the Authority that we renew its first layer coverage with American Alternative Insurance Company. The proposed carrier is AM Best Rated A+ / XV. The premium for this is \$434,968, up approximately \$38,000 from last year.</p> <p>Brown &amp; Brown recommended that the Authority renew its second layer coverage with Genesis Insurance Company. The proposed carrier is AM Best Rated A- / IX. The total premium for this is \$147,500, up approximately \$49,000 from last year.</p> <p>Brown &amp; Brown recommended that the Authority renew its final third layer of coverage with Hallmark Specialty Insurance Company. The proposed carrier is AM Best Rated A++ / XV. The total premium for this is \$77,828, up approximately \$10,000 from last year.</p> |

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|                   |  |
|-------------------|--|
|                   | <p>The Authority considered the Brown &amp; Brown recommendation along with the coverage proposed, financial strength of the carrier, Brown &amp; Brown's assessment of current market conditions, and the premium for these policies as the basis for its recommendation. Based on this review, the Authority recommends that first layer coverage with American Alternative Insurance company, second layer with Genesis Insurance Company, and the third layer with Hallmark Specialty Insurance Company.</p> |
| Financial Impact: | <p>The total premium of \$660,296 is net of commission as required by the agreement between Brown &amp; Brown &amp; RGRTA. This insurance coverage is being funded with 100% local Authority funds and is provided for in the 2020-2021 Operating Budget.</p>  |
| Recommendation:   | <p>That the CEO or his designee be granted authority to execute policies for Automobile Excess Liability Insurance as negotiated by Brown &amp; Brown.</p>   |



## **Resolution: RGRTA 12-2020**

### **AUTHORIZING PURCHASE OF AUTOMOBILE EXCESS LIABILITY INSURANCE POLICIES**

WHEREAS, the Rochester-Genesee Regional Transportation Authority (the "Authority") sought Insurance Broker Services to procure various lines of coverage; and

WHEREAS, Brown & Brown was awarded a contract to provide such services in November 2015 per Resolution RGRTA 60-2015; and

WHEREAS, the Authority requires Automobile Excess Liability Insurance coverage; and

WHEREAS, Brown & Brown sought this coverage on behalf of the Authority; and

WHEREAS, Brown & Brown recommended that the Authority renew its existing first layer policy with American Alternative Insurance Company and second layer with Genesis Insurance Company and the third layer with Hallmark Specialty Insurance Company; and

WHEREAS, the Authority carefully considered this recommendation and concluded that it was in the best interest of the Authority to accept this recommendation.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to accept automobile excess liability insurance policies from American Alternative Insurance Company, Genesis Insurance Company, and Hallmark Specialty Insurance Company submitted by Brown & Brown for an annual premium of Six Hundred Sixty Thousand Two Hundred Ninety Six Dollars (\$660,296), and

BE IT FURTHER RESOLVED, that the insurance premium will be allocated among the subsidiary companies of RGRTA in accordance with each subsidiary's relative risk; and,

BE IT FURTHER RESOLVED, that the Chief Executive Officer or his designee is hereby authorized, empowered, and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as may be deemed necessary, appropriate, or advisable to carry out the intent and purposes of the foregoing resolution.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on March 19, 2020 and that the Resolution is still in full force and effect.

---

Donald E. Jeffries, Chairman

Date: March 19, 2020  
Rochester, New York



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AUTHORITY

## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

|                     |   |
|---------------------|---|
| Board Meeting Date: | March 19, 2020  |
| Presenter:          | Scott Adair   |
| Subject:            | Endorsing a Program of Projects for the Authority's Federal Section 5311 Consolidated Grant Application for Fiscal Years 2019 and 2020  |
| Background:         | <p>In accordance with guidance provided by the New York State Department of Transportation ("NYSDOT"), the Authority is required to prepare and submit a Program of Projects ("POP") for fiscal years 2019 and 2020 that lists those operating assistance and capital projects for which the Authority intends to seek Federal Section 5311 funding through NYSDOT's consolidated grant application process.</p> <p>The resolution endorses a POP and authorizes staff to place public notices in local publications, distribute notifications to interested parties including private bus and taxi operators and human service agency operators. In addition, the notice will offer the opportunity for a public hearing if one is requested. In the event that a public hearing is conducted, the comments from the hearing will be shared with the Board at a subsequent meeting of the Board for its consideration.</p> <p>Thereafter, Authority staff will prepare and submit the consolidated grant application to NYSDOT to carry forward the projects. The grant application will include any comments that are received in response to the public notifications.</p> <p>The resolution authorizes the filing and execution of a consolidated grant application and the execution of subsequent grant agreements with NYSDOT.</p> |
| Financial Impact:   | The Projects listed in the POP require an Authority match of 10 percent and 50 percent for capital and operating projects, respectively. Attachment A, includes budgets for each of the projects with the respective Federal and Non-Federal shares.  |

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Recommendation:

That the Authority endorse the POP, authorize public notifications and outreach and conduct a public hearing, if requested. Further, authorize the filing and execution of a consolidated grant application and subsequent grant agreements with the New York State Department of Transportation.

**Resolution: RGRTA 13-2020**

**RESOLUTION ENDORSING A PROGRAM OF PROJECTS FOR THE AUTHORITY'S  
FEDERAL SECTION 5311 CONSOLIDATED GRANT APPLICATION FOR  
FISCAL YEARS 2019 AND 2020**

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") is seeking to submit a consolidated grant application for mass transportation projects pursuant to Section 5311, Title 49 United States Code, administered by the New York State Department of Transportation ("NYSDOT"); and

WHEREAS, the Authority is required to submit a Program of Projects that lists the projects the Authority seeks to be implemented for each of its eight (8) member counties for fiscal years 2019 and 2020 as defined by NYSDOT; and

WHEREAS, the grant for financial assistance will impose certain obligations upon the Authority, including a provision requiring the funding of a portion of the Non-Federal share of the cost of the Program of Projects; and

WHEREAS, the Authority and the State of New York have entered into a continuing agreement which authorizes the undertaking of the projects and the payment of the Federal and State shares.

NOW, THEREFORE, BE IT RESOLVED by the Authority that:

1. The attached proposed Program of Projects is endorsed by the Authority for the use of Section 5311 funds made available by the Federal Transit Administration and administered by the New York State Department of Transportation for fiscal years 2019 and 2020.
2. The Chief Executive Officer or his designee is authorized to place public notices in local publications, distribute notifications to interested parties including private bus and taxi operators and human service agency operators. Further, the Chief Executive Officer or his designee is authorized to offer the opportunity for a public hearing. In the event that a public hearing is conducted, the comments will be shared with the Board at a subsequent meeting of the Board for its consideration.
3. The Chief Executive Officer or his designee is authorized to execute and file and/or amend any necessary application on behalf of the Authority for matching funds or supplemental funding for this Program of Projects with the New York State Department of Transportation.
4. The Chief Executive Officer or his designee is authorized to furnish such additional information as the New York State Department of Transportation may require in connection with the application for this Program of Projects.

5. The Chief Executive Officer or his designee is authorized to execute grant contract agreements, amendatory or supplemental grant contract agreements, and related documents on behalf of the Authority with the New York State Department of Transportation for aid in the financing of the elements of the Program of Projects.
6. The Non-Federal share of this Program of Projects will be derived from New York State legislated programs and from local constituent governments as required by State law and from the Authority.
7. The Chief Executive Officer or his designee is hereby authorized, empowered and directed, for and on behalf of the Authority; to perform any and all actions and to execute any and all documents on behalf of the Authority as may be deemed necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolution.
8. This Resolution shall apply, in its entirety, to this Program of Projects, as approved by the Authority's Board for execution.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester Genesee Regional Transportation Authority which was held on March 19, 2020 and that the Resolution is still in full force and effect.

---

Donald Jeffries, Chairman

Date: March 19, 2020  
Rochester, New York

Rochester Genesee Regional Transportation Authority  
Federal Section 5311 Consolidated Grant Application for 2019 and 2020

**Resolution RGRTA 11-2020**

**Attachment A**

|  | Company               | Total               | Federal             | Non-Federal         |
|--|-----------------------|---------------------|---------------------|---------------------|
| 2019 Operating Allocation                      | RTS Monroe            | \$ 126,000          | \$ 63,000           | \$ 63,000           |
| 2020 Operating Allocation                      | RTS Monroe            | \$ 126,000          | \$ 63,000           | \$ 63,000           |
| <b>Total</b>                                   |                       | <b>\$ 252,000</b>   | <b>\$ 126,000</b>   | <b>\$ 126,000</b>   |
| Server Replacement                             | RTS Genesee           | \$ 2,500            | \$ 2,000            | \$ 500              |
| CAD/AVL System                                 | RTS Genesee           | \$ 50,812           | \$ 40,650           | \$ 10,162           |
| Demand Response Scheduling & Dispatch          | RTS Genesee           | \$ 33,120           | \$ 26,496           | \$ 6,624            |
| Radio Replacement                              | RTS Genesee           | \$ 54,500           | \$ 43,600           | \$ 10,900           |
| RTS Information Digital Display                | RTS Genesee           | \$ 4,000            | \$ 3,200            | \$ 800              |
| Bus Stop Signs                                 | RTS Genesee           | \$ 15,000           | \$ 12,000           | \$ 3,000            |
| 2019 Operating Allocation                      | RTS Genesee           | \$ 251,000          | \$ 125,500          | \$ 125,500          |
| 2020 Operating Allocation                      | RTS Genesee           | \$ 251,000          | \$ 125,500          | \$ 125,500          |
| <b>Total</b>                                   | <b>RTS Genesee</b>    | <b>\$ 661,932</b>   | <b>\$ 378,946</b>   | <b>\$ 282,986</b>   |
| Server Replacement                             | RTS Livingston        | \$ 2,500            | \$ 2,000            | \$ 500              |
| Radio Replacement                              | RTS Livingston        | \$ 68,150           | \$ 54,520           | \$ 13,630           |
| RTS Information Digital Display                | RTS Livingston        | \$ 4,000            | \$ 3,200            | \$ 800              |
| Generator Replacement                          | RTS Livingston        | \$ 45,000           | \$ 36,000           | \$ 9,000            |
| Onboard Video Monitoring Workstation           | RTS Livingston        | \$ 5,000            | \$ 4,000            | \$ 1,000            |
| Electric Car Charger                           | RTS Livingston        | \$ 25,000           | \$ 20,000           | \$ 5,000            |
| Type III Buses (9)                             | RTS Livingston        | \$ 982,800          | \$ 786,240          | \$ 196,560          |
| 2019 Operating Allocation                      | RTS Livingston        | \$ 290,000          | \$ 145,000          | \$ 145,000          |
| 2020 Operating Allocation                      | RTS Livingston        | \$ 290,000          | \$ 145,000          | \$ 145,000          |
| <b>Total</b>                                   | <b>RTS Livingston</b> | <b>\$ 1,712,450</b> | <b>\$ 1,195,960</b> | <b>\$ 516,490</b>   |
| Server Replacement                             | RTS Ontario           | \$ 2,500            | \$ 2,000            | \$ 500              |
| RTS Information Digital Display                | RTS Ontario           | \$ 4,000            | \$ 3,200            | \$ 800              |
| Floor Sealing                                  | RTS Ontario           | \$ 25,000           | \$ 20,000           | \$ 5,000            |
| Parking Lot Crack Filling                      | RTS Ontario           | \$ 30,000           | \$ 24,000           | \$ 6,000            |
| HVAC Controls Upgrades                         | RTS Ontario           | \$ 16,000           | \$ 12,800           | \$ 3,200            |
| Replace Fuel Dispensers                        | RTS Ontario           | \$ 13,000           | \$ 10,400           | \$ 2,600            |
| Rainwater Gutter Heat Trace                    | RTS Ontario           | \$ 18,000           | \$ 14,400           | \$ 3,600            |
| Replace Floor Cleaning Machines                | RTS Ontario           | \$ 11,000           | \$ 8,800            | \$ 2,200            |
| Replace Tire Mounting Equipment                | RTS Ontario           | \$ 16,000           | \$ 12,800           | \$ 3,200            |
| Renovation of Meeting, Lobby and Kitchen Areas | RTS Ontario           | \$ 9,500            | \$ 7,600            | \$ 1,900            |
| RTS Information Digital Display                | RTS Ontario           | \$ 5,000            | \$ 4,000            | \$ 1,000            |
| Type III Buses (20)                            | RTS Ontario           | \$ 2,184,000        | \$ 1,747,200        | \$ 436,800          |
| Type VI Buses (2)                              | RTS Ontario           | \$ 400,950          | \$ 320,760          | \$ 80,190           |
| 2019 Operating Allocation                      | RTS Ontario           | \$ 754,000          | \$ 377,000          | \$ 377,000          |
| 2020 Operating Allocation                      | RTS Ontario           | \$ 754,000          | \$ 377,000          | \$ 377,000          |
| <b>Total</b>                                   | <b>RTS Ontario</b>    | <b>\$ 4,242,950</b> | <b>\$ 2,941,960</b> | <b>\$ 1,300,990</b> |
| Server Replacement                             | RTS Orleans           | \$ 2,500            | \$ 2,000            | \$ 500              |
| CAD/AVL System                                 | RTS Orleans           | \$ 25,406           | \$ 20,325           | \$ 5,081            |
| Demand Response Scheduling & Dispatch          | RTS Orleans           | \$ 56,028           | \$ 44,822           | \$ 11,206           |
| Bus Stop Signs                                 | RTS Orleans           | \$ 15,000           | \$ 12,000           | \$ 3,000            |
| Type III Buses (6)                             | RTS Orleans           | \$ 618,900          | \$ 495,120          | \$ 123,780          |
| 2019 Operating Allocation                      | RTS Orleans           | \$ 170,000          | \$ 85,000           | \$ 85,000           |
| 2020 Operating Allocation                      | RTS Orleans           | \$ 170,000          | \$ 85,000           | \$ 85,000           |
| <b>Total</b>                                   | <b>RTS Orleans</b>    | <b>\$ 1,057,834</b> | <b>\$ 744,267</b>   | <b>\$ 313,567</b>   |

Rochester Genesee Regional Transportation Authority  
Federal Section 5311 Consolidated Grant Application for 2019 and 2020

|                                       | Company              | Total                | Federal              | Non-Federal         |
|---------------------------------------|----------------------|----------------------|----------------------|---------------------|
| Server Replacement                    | RTS Seneca           | \$ 2,500             | \$ 2,000             | \$ 500              |
| CAD/AVL System                        | RTS Seneca           | \$ 33,874            | \$ 27,099            | \$ 6,775            |
| Demand Response Scheduling & Dispatch | RTS Seneca           | \$ 74,704            | \$ 59,763            | \$ 14,941           |
| RTS Information Digital Display       | RTS Seneca           | \$ 5,000             | \$ 4,000             | \$ 1,000            |
| Bus Stop Signs                        | RTS Seneca           | \$ 15,000            | \$ 12,000            | \$ 3,000            |
| Facility Land Acquisition             | RTS Seneca           | \$ 150,000           | \$ 120,000           | \$ 30,000           |
| Facility Construction                 | RTS Seneca           | \$ 5,465,258         | \$ 4,372,206         | \$ 1,093,052        |
| Type III Buses (8)                    | RTS Seneca           | \$ 825,200           | \$ 660,160           | \$ 165,040          |
| Operating Allocation                  | RTS Seneca           | \$ 160,000           | \$ 80,000            | \$ 80,000           |
| Operating Allocation                  | RTS Seneca           | \$ 160,000           | \$ 80,000            | \$ 80,000           |
| <b>Total</b>                          | <b>RTS Seneca</b>    | <b>\$ 6,891,536</b>  | <b>\$ 5,417,229</b>  | <b>\$ 1,474,307</b> |
| Server Replacement                    | RTS Wayne            | \$ 2,500             | \$ 2,000             | \$ 500              |
| CAD/AVL System                        | RTS Wayne            | \$ 177,841           | \$ 142,273           | \$ 35,568           |
| Demand Response Scheduling & Dispatch | RTS Wayne            | \$ 392,196           | \$ 313,757           | \$ 78,439           |
| RTS Information Digital Display       | RTS Wayne            | \$ 4,000             | \$ 3,200             | \$ 800              |
| Bus Stop Signs                        | RTS Wayne            | \$ 15,000            | \$ 12,000            | \$ 3,000            |
| Radio Replacement                     | RTS Wayne            | \$ 113,750           | \$ 91,000            | \$ 22,750           |
| Phone System Replacement              | RTS Wayne            | \$ 25,000            | \$ 20,000            | \$ 5,000            |
| Type III Buses (9)                    | RTS Wayne            | \$ 973,350           | \$ 778,680           | \$ 194,670          |
| 2019 Operating Allocation             | RTS Wayne            | \$ 536,000           | \$ 268,000           | \$ 268,000          |
| 2020 Operating Allocation             | RTS Wayne            | \$ 536,000           | \$ 268,000           | \$ 268,000          |
| <b>Total</b>                          | <b>RTS Wayne</b>     | <b>\$ 2,775,637</b>  | <b>\$ 1,898,910</b>  | <b>\$ 876,727</b>   |
| Server Replacement                    | RTS Wyoming          | \$ 2,500             | \$ 2,000             | \$ 500              |
| CAD/AVL System                        | RTS Wyoming          | \$ 76,217            | \$ 60,974            | \$ 15,243           |
| Demand Response Scheduling & Dispatch | RTS Wyoming          | \$ 168,084           | \$ 134,467           | \$ 33,617           |
| Radio Replacement                     | RTS Wyoming          | \$ 78,300            | \$ 62,640            | \$ 15,660           |
| RTS Information Digital Display       | RTS Wyoming          | \$ 4,000             | \$ 3,200             | \$ 800              |
| Bus Stop Signs                        | RTS Wyoming          | \$ 15,000            | \$ 12,000            | \$ 3,000            |
| Facility Construction                 | RTS Wyoming          | \$ 1,709,138         | \$ 1,367,310         | \$ 341,828          |
| Type III Buses (6)                    | RTS Wyoming          | \$ 618,900           | \$ 495,120           | \$ 123,780          |
| 2019 Operating Allocation             | RTS Wyoming          | \$ 260,000           | \$ 130,000           | \$ 130,000          |
| 2020 Operating Allocation             | RTS Wyoming          | \$ 260,000           | \$ 130,000           | \$ 130,000          |
| <b>Total</b>                          | <b>RTS Wyoming</b>   | <b>\$ 3,192,139</b>  | <b>\$ 2,397,712</b>  | <b>\$ 794,428</b>   |
| <b>Total</b>                          | <b>All Companies</b> | <b>\$ 20,786,478</b> | <b>\$ 15,100,983</b> | <b>\$ 5,685,496</b> |





ROCHESTER  
GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY

## BOARD OF COMMISSIONERS AGENDA ITEM COVER SHEET

|                     |   |
|---------------------|---|
| Board Meeting Date: | March 19, 2020  |
| Presenter:          | Scott Adair   |
| Subject:            | Authorizing the Execution of Grant Agreements for Accelerated Transit Capital (ATC) Funding and Public Transportation Modernization and Enhancement Program (MEP) Funding between the Authority and the New York State Department of Transportation (NYSDOT).   |
| Background:         | <p>In 2017, New York State authorized multiple years of funding under the Accelerated Transit Capital Program and a Public Transportation Modernization and Enhancement Program.</p> <p>The Authority has a balance of \$1,387,944 in ATC Program Funds appropriated in 2018/19. The Authority is proposing to use \$791,123 of ATC Program Funds for RTS Connection Hubs.</p> <p>In 2019/20, the Authority was appropriated \$3,985,700 for the ATC Program and \$3,305,422 for the MEP Program. The Authority will use the entire appropriation of in ATC Program Funds and MEP Program Funds for the purchase of 25 RTS-Monroe Transit Buses.</p> <p>The Authority Board of Commissioners are required to authorize the execution of the grant agreements with NYSDOT.</p> |
| Financial Impact:   | The Accelerated Transit Capital and Public Transportation Modernization and Enhancement funds are 100% New York State funded and will have no financial impact to the Authority.  |
| Recommendation:     | That the Board authorize the CEO to enter into grant contract agreements with the New York State Department of Transportation for the receipt of the grant funds.   |

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## **Resolution: RGRTA 14-2020**

### **AUTHORIZING THE EXECUTION OF GRANT AGREEMENTS FOR ACCELERATED TRANSIT CAPITAL (ATC) FUNDING AND PUBLIC TRANSPORTATION MODERNIZATION AND ENHANCEMENT PROGRAM (MEP) FUNDING BETWEEN THE AUTHORITY AND THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION (NYSDOT)**

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") has submitted the application for 2018/19 Accelerated Transit Capital Funding in the amount of \$791,123 for RTS Connection Hubs; and

WHEREAS, the Authority has submitted the application for 2019/20 Accelerated Transit Capital Funding in the amount of \$3,985,700; and

WHEREAS, the Authority has submitted the application for 2019/20 Public Transportation Modernization and Enhancement Funding in the amount of \$3,305,422; and

WHEREAS, the combined \$7,291,122 of Funds and Public Transportation Modernization and Enhancement Funding will be used for the purchase of 25 RTS Transit Buses; and

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer or his designee is authorized to execute grant contract agreements, amendatory or supplemental grant contract agreements, and related documents on behalf of the Authority with the New York State Department of Transportation for aid in financing the projects; and

BE IT FURTHER RESOLVED that the Chief Executive Officer and his designee are hereby authorized, empowered, and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as they may deem necessary, appropriate or advisable to carry out in the intent and purposes of the foregoing resolution.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester Genesee Regional Transportation Authority, which was held on March 19, 2020, and that the Resolution is still in full force and effect.

---

Donald Jeffries, Chairman

Date: March 19, 2020  
Rochester, New York



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GENESEE REGIONAL  
TRANSPORTATION  
AUTHORITY

**BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET**

|                     |  |
|---------------------|--|
| Board Meeting Date: | March 19, 2020   |
| Presenter:          | Scott Adair  |
| Subject:            | Endorsing the FFY 2020 Program of Projects for the Urbanized Area and Authorizing the Filing of Applications for Capital Assistance with the United States Department of Transportation and New York State Department of Transportation.   |
| Background:         | <p>In accordance with Federal regulations, the Authority is required to annually adopt a Program of Projects ("POP"), Attachment A. The POP as developed through the Authority's capital planning process represents those projects for which the Authority intends to seek federal funding for a particular Federal Fiscal Year for the urbanized area. The proposed resolution being offered to the Board of Commissioners is for Federal Fiscal Year 2020.</p> <p>The resolution endorses a POP and authorizes staff to conduct a public hearing at which any interested party can offer comments. Comments can also be submitted via the US Postal Service. Any comments that are received will be shared with the Commissioners at a subsequent meeting of the Board for its consideration. In the event that no comments are received, the proposed POP automatically becomes the final POP.</p> <p>Thereafter, as authorized by this resolution the Authority staff will file and execute both Federal and New York State grant applications and subsequent grant agreements.</p> |
| Financial Impact:   | The capital projects listed in the POP require a 10 percent Authority match which is funded from the capital reserve fund. The resolution includes budgets for each of the projects with the respective Federal and non-federal matches.   |
| Recommendation:     | That the Authority endorse the POP, authorize a public hearing, and adopt the proposed POP as the final POP if no comments are received. Further, authorize the filing and execution of both Federal and New York State grant applications and subsequent grant agreements.  |

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## **Resolution: RGRTA 15-2020**

### **ENDORISING A FFY 2020 PROGRAM OF PROJECTS FOR THE URBANIZED AREA AND AUTHORIZING THE FILING OF APPLICATIONS FOR CAPITAL ASSISTANCE WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION AND NEW YORK STATE DEPARTMENT OF TRANSPORTATION**

WHEREAS, the United States Secretary of Transportation is authorized to make grants for mass transportation projects; and

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") is seeking to submit grant applications for mass transportation projects to the Secretary of Transportation; and

WHEREAS, the Authority is required to develop a Program of Projects that lists the projects the Authority seeks to implement and to make the Program of Projects available for public review and comment; and

WHEREAS, the grant for financial assistance will impose certain obligations upon the Authority, including a provision requiring the funding of a local share of the cost of the Program of Projects; and

WHEREAS, it is required by the United States Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, as amended, that in connection with the filing of an application for assistance, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the United States Department of Transportation thereunder; and

WHEREAS, it is the goal of the Authority that disadvantaged business enterprises be utilized to the fullest extent possible in connection with these projects, and that definite procedures be established and administered to ensure that disadvantaged businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction, supplies, equipment, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED by the Authority that:

1. The attached proposed Program of Projects is endorsed by the Authority for the use of Section 5307, funds made available by the Federal Transit Administration for federal fiscal year 2020.
2. The Chief Executive Officer or his designee is authorized to publish a Notice of Public Hearing **or comments can also be submitted via the US Postal Service**, inviting the public and private transportation providers to comment upon the application **and hold such hearing**. If no comments are received in response to **this Public Hearing either a Public Hearing or via the US Postal Service**, the proposed Program of Projects shall become the Authority's final Program of Projects.
3. The Chief Executive Officer or his designee is authorized to execute and file and/or amend any necessary application on behalf of the Authority for matching funds or supplemental

funding for this Program of Projects with the United States Department of Transportation and the New York State Department of Transportation.

4. The Chief Executive Officer or his designee is authorized to execute and file with such applications, and assurance or any other document required by the United States Department of Transportation effectuating the purpose of Title VI of the Civil Rights Act of 1964.
5. The Chief Executive Officer or his designee is authorized to furnish such additional information as the United States Department of Transportation or the New York State Department of Transportation may require in connection with the applications for this Program of Projects and/or the amended Program of Projects.
6. The Chief Executive Officer or his designee is authorized to set forth and execute affirmative disadvantaged business policies in connection with the Program's procurement needs.
7. The Chief Executive Officer or his designee is authorized to execute grant contract agreements, amendatory or supplemental grant contract agreements, and related documents on behalf of the Authority with the United States Department of Transportation, Federal Transit Administration and the New York State Department of Transportation for aid in the financing of the elements of the Program of Projects.
8. The non-federal share of this Program of Projects will be derived from New York State legislated programs, from local constituent governments as required by State law and from the Authority.
9. The Chief Executive Officer or his designee is hereby authorized, empowered and directed, for and on behalf of the Authority; to perform any and all actions and to execute any and all documents on behalf of the Authority as may be deemed necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolution.
10. This Resolution shall apply, in its entirety, to this Program of Projects, as approved by the Authority's Board for execution.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Regular Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on March 19, 2020 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: March 19, 2020  
Rochester, New York

## Attachment A

### ROCHESTER GENESEE REGIONAL TRANSPORTATION AUTHORITY Proposed Program of Projects - FFY 2019

| Project Description                       | FFY 2020 5307 Allocation<br>& Prior Unobligated Funds<br>(Federal Share) | FFY 2020<br>Non-Federal Share | Total Estimated<br>Project Funding |
|---|--|-------------------------------|------------------------------------|
| Preventive Maintenance                    | \$ 10,231,610  | \$ 2,557,903                  | \$ 12,789,513                      |
| Microtransit Service                      | \$ 5,000,000   | \$ 1,250,000                  | \$ 6,250,000                       |
| Shared Mobility Program                   | \$ 1,792,000   | \$ 448,000                    | \$ 2,240,000                       |
| Replace 6 Paratransit Vehicles            | \$ 449,322   | \$ 112,331                    | \$ 561,653                         |
| Associated Transit Enhancements           | \$ 168,688   | \$ 42,172                     | \$ 210,860                         |
| Digital Display Replacements              | \$ 96,000  | \$ 24,000                     | \$ 120,000                         |
| Onboard Video Storage System Replacements | \$ 68,000  | \$ 17,000                     | \$ 85,000                          |
| Phone System Replacement                  | \$ 40,000  | \$ 10,000                     | \$ 50,000                          |



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BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET

|                     |   |
|---------------------|---|
| Board Meeting Date: | March 19, 2020  |
| Presenter:          | Julie Boasi   |
| Subject:            | Authorizing the Award of a Contract for a Bike Share Program  |
| Background:         | <p>The Authority seeks to engage an outside contractor to provide a turnkey, Bike Share program consisting of pedal and electric bikes that will be affordable, efficient, environmentally-friendly, and complements the existing public transportation system where feasible.</p> <p>The Authority obtained a three-year federal Congestion Mitigation and Air Quality (CMAQ) grant to operate this Bike Share program in Monroe County outside of the City of Rochester as well as Wayne, Ontario, Livingston, Genesee, and Orleans counties. The three-year CMAQ Grant awarded to RGRTA is for \$1,080,000 and is broken down as follows: Year 1 – \$216,000; Year 2 – \$432,000 and Year 3 – \$432,000.</p> <p>The proposed System will operate 24 hours per day from approximately April 1 through October 31 with a targeted program launch in the Summer of 2020. The program will not be in the City of Rochester as the City secured a separate CMAQ grant for their program within City limits.</p> <p>The Authority sought proposals by issuing a Request for Proposals (RFP) and publicly advertising it in <u>Minority Reporter</u> on December 3, 2019 as well as the <u>New York State Contract Reporter</u> and the <u>Rochester Business Journal</u> on December 6, 2019. Sixteen (16) RFPs were distributed and two (2) proposals were received on January 9, 2020.</p> <p>An evaluation and systematic scoring process was undertaken based on the following five (5) criteria:</p> <ul style="list-style-type: none"><li>• Qualifications, Resources and Experience of the Firm and Proposed Subcontractors</li><li>• Quality of Operating Plan</li><li>• Quality of Equipment/System to be Provided</li><li>• Customer Friendly Experience</li><li>• Price</li></ul> |

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|                   | <p>The Authority scored the two firms as follows:</p> <ul style="list-style-type: none"> <li>• CycleHop LLC dba HOPR (HOPR) of Miami Beach, FL: 75</li> <li>• Zagster, Inc. of Boston, MA: 71</li> </ul> <p>The Authority determined HOPR submitted the proposal that is the most favorable and in the best interest of the Authority due to their experience operating Bike Share in areas larger and smaller than Rochester as well as cold climates where the service is seasonal. Additionally, HOPR uses an operations platform that ensures constant monitoring of devices, distribution patterns and movement via an on-bike modem that tracks location and battery charge (on e-bike) in real-time.</p> <p>HOPR appears to be a responsible firm and the pricing submitted is fair and reasonable.</p> |
| Financial Impact: | <p>The program shall have no impact on the Authority's current operating budget. The Authority is acting as a pass-through of the CMAQ funds. The CMAQ funds will support eighty-percent (80%) of each bicycle deployed by HOPR with the remaining twenty-percent (20%) provided by the bike's sponsor secured by HOPR.</p> <p>The Pricing offered by HOPR for the initial three-year term, the annual cost to operate each pedal bike is \$2,796; \$2,200; and \$2,200 respectively. The annual cost to operate each electric bike is \$3,495; \$2,750; and \$2,750, respectively.</p> <p>If the Authority determines, at a future date, that we want to be a sponsor separate appropriate authorization will be obtained.</p>  |
| Recommendation:   | <p>That the CEO or his designee be granted authority to execute a contract with CycleHop LLC dba HOPR to operate a Bike Share program for an initial term of three (3) years with an option to execute one additional two (2) year term.</p>   |



## **Resolution: RGRTA 16-2020**

### **AUTHORIZING THE AWARD OF A CONTRACT FOR A BIKE SHARE PROGRAM**

WHEREAS, the Authority seeks to engage an outside contractor to provide a turnkey, Bike Share program consisting of pedal bikes and electric bikes that will be affordable, efficient, environmentally-friendly, and complements the existing public transportation system where feasible; and

WHEREAS, the Authority obtained a three-year federal Congestion Mitigation and Air Quality (CMAQ) grant to operate this Bike Share program in Monroe County outside of the City of Rochester as well as Wayne, Ontario, Livingston, Genesee, and Orleans counties. The three-year CMAQ Grant awarded to RGRTA is for \$1,080,000 and is broken down as follows: Year 1 – \$216,000; Year 2 – \$432,000 and Year 3 – \$432,000; and

WHEREAS, the Authority sought proposals by issuing a Request for Proposals (RFP) and publicly advertising it in Minority Reporter on December 3, 2019 as well as the New York State Contract Reporter and the Rochester Business Journal on December 6, 2019; and

WHEREAS, sixteen (16) RFPs were distributed and two (2) proposals were received on January 9, 2020; and

WHEREAS, the Authority determined that CycleHop LLC dba HOPR appears to be responsible firm and that the prices they offered are fair and reasonable; and

WHEREAS, the Authority, through the CMAQ grant, will subsidize eighty-percent (80%) of each bicycle deployed by HOPR up to the total value of the grant each year. The remaining twenty-percent (20%) of the annual cost per bicycle will be covered by sponsors secured by HOPR.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to execute a contract with CycleHop LLC dba HOPR to operate a Bike Share program for an initial term of three (3) years; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is authorized to execute up to one (1) additional two-year term. Any future price adjustments shall be tied to the Annual 12 month Percent Change of the Consumer Price Index (CPI) CUUR0000SA0 (All Urban Consumers) for the preceding year; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is hereby authorized, empowered, and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as may be deemed necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolution.





## **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of the Regular Meeting of the Rochester Genesee Regional Transportation Authority which was held on March 19, 2020 and that the Resolution is still in full force and effect.

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Donald Jeffries, Chairman

Date: March 19, 2020  
Rochester, New York



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**BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET**

|                     |  |
|---------------------|--|
| Board Meeting Date: | March 19, 2020   |
| Presenter:          | Miguel Velázquez   |
| Subject:            | Resolution Authorizing the Award of a Contract for Security Guard Services   |
| Background:         | <p>The Authority seeks to engage an outside contractor to provide Security Guard Services at the Transit Center and the Main Street campus. These services consist of the following:</p> <p><u>Transit Center Security Guard Services</u><br/>The selected firm will provide uniformed security personnel 24 hours per day at the Transit Center with varying levels of staffing based on time of day and day of the week. The security staff will perform proactive foot patrols and fixed post services as directed by RTS personnel as well as assist RTS staff and Rochester Police in the enforcement of the RGRTA Rules of Conduct.</p> <p><u>Campus Main Gate Security Guard Services</u><br/>The selected firm will provide a uniformed security guard to staff the security booth located at the entrance to the RTS Campus 24 hours per day in order to control access to the campus.</p> <p><u>RTS Service Building Farebox Detail</u><br/>The selected firm will provide security guards in the Service Building seven (7) days per week between the hours of 5:00 p.m. and 2:00 a.m. All RTS buses operated during the course of the day have their fare boxes emptied and are fueled, washed, and replenished with fluids. Security personnel are responsible for emptying the fare boxes into the stationary vaults located in the Service Building.</p> <p>The Authority sought proposals by issuing a Request for Proposals (RFP) and publicly advertising it in <u>Minority Reporter</u> on January 14, 2020 as well as the <u>New York State Contract Reporter</u> and the <u>Rochester Business Journal</u> on January 17, 2020. Thirty-two (32) sets of the RFP document were requested and eight (8) proposals were received on February 10, 2020.</p> |

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|                   |   |
|-------------------|---|
|                   | <p>An evaluation and systematic scoring process was undertaken based on the following four (4) criteria:</p> <ul style="list-style-type: none"> <li>• Qualifications, Resources and Experience of the Firm and Proposed Subcontractors</li> <li>• Quality of Staff, Management and Hiring Practices</li> <li>• Quality of Training &amp; Communication</li> <li>• Price</li> </ul> <p>The Authority scored the eight firms as follows:</p> <ul style="list-style-type: none"> <li>• Allnations Security Services Agency, Inc. of Bronx, NY: 40</li> <li>• Executive Investigation &amp; Security of Cheektowaga, NY: 50</li> <li>• G4S Secure Solutions (USA) Inc. of Jupiter, FL: 88</li> <li>• Idea Security Services, LLC of Bronx, NY: 56</li> <li>• Strategic Security Corp. of Commack, NY: 69</li> <li>• Trace Asset Protection Services of Buffalo, NY: 59</li> <li>• Vets Securing America of Los Angeles, CA: 84</li> <li>• Simaren Corp., dba Wisdom Protective Services of Westbury, NY: 66</li> </ul> <p>The Authority determined G4S Secure Solutions (USA) Inc. submitted the proposal that is the most favorable and in the best interest of the Authority due to their experience and the price offered.</p> <p>G4S Secure Solutions (USA) Inc. appears to be a responsible firm and the pricing submitted is fair and reasonable.</p> |
| Financial Impact: | <p>The hourly rates for uniformed security guard services are \$25.77 for Level 2 and 3 Guards and \$27.84 for the Guard Supervisor. Using these hourly rates and the mix of appropriate levels of staffing, the estimated first-year cost is \$1,065,617. Changes to the unit prices on this contract will be made each July and will be tied to the annual adjustments to the New York State Prevailing Wage Rate for Guards and Watchmen in Monroe County.</p> <p>Actual expenses incurred under this Contract will be based on the number of service hours provided at the hourly rates. The service will be funded from the Authority's current and future operating budgets.</p>  |
| Recommendation:   | <p>That the CEO or his designee be granted authority to execute contract with G4S Secure Solutions (USA) Inc. to provide Security Guard Services for an initial term of one (1) year with an option to execute up to four (4) additional one-year terms.</p>  |

## **Resolution: RGRTA 17-2020**

### **AUTHORIZING THE AWARD OF A CONTRACT SECURITY SERVICES**

WHEREAS, the Authority seeks to engage an outside contractor to provide Security Guard Services at the Transit Center, the main gate of the Main Street campus, and the RTS Service Building Farebox Detail; and

WHEREAS, the Authority sought proposals by issuing a Request for Proposals (RFP) and publicly advertising it in Minority Reporter on January 14, 2020 as well as the New York State Contract Reporter and the Rochester Business Journal on January 17, 2020; and

WHEREAS, thirty-two (32) sets of the RFP document were requested and eight (8) proposals were received on February 10, 2020; and

WHEREAS, the Authority determined that G4S Secure Solutions (USA) Inc. appears to be responsible firm and that the prices they offered are fair and reasonable; and

WHEREAS, the services are funded in the Authority's current operating budget and will be included in future operating budgets.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into a one (1) year contract with G4S Secure Solutions (USA) Inc. to provide the Security Guard services described in this resolution; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is authorized to execute up to four (4) additional one-year terms. Changes to the unit prices on this contract will be made each July and will be tied to the annual adjustments to the New York State Prevailing Wage Rate for Guards and Watchmen in Monroe County; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is hereby authorized, empowered, and directed, for and on behalf of the Authority, to perform any and all actions and to execute any and all documents on behalf of the Authority as may be deemed necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolution.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of the Regular Meeting of the Rochester Genesee Regional Transportation Authority which was held on March 19, 2020 and that the Resolution is still in full force and effect.

\_\_\_\_\_  
Donald Jeffries, Chairman

Date: March 19, 2020  
Rochester, New York



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