

**MINUTES OF THE QUARTERLY MEETING OF THE  
BOARD OF COMMISSIONERS OF  
ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY  
AND ITS SUBSIDIARIES  
August 7, 2014**

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

The meeting was called to order by Chairman James Redmond who determined that a quorum was present.

**Present on Roll Call:**

➤	County of Monroe	Stephen Carl	=	5.33 votes
➤	County of Monroe	James H. Redmond	=	5.33 votes
➤	County of Monroe	Robert Fischer	=	5.33 votes
➤	City of Rochester	Thomas R. Argust	=	2 votes
	City of Rochester	Barbara Jones	=	2 votes
	City of Rochester	Karen Pryor	=	2 votes
	County of Genesee	Paul Battaglia	=	2 votes
	County of Livingston	Milo I. Turner	=	2 votes
➤	County of Orleans	Henry Smith	=	1 vote
➤	County of Seneca	Edward W. White	=	1 vote
➤	County of Wayne	Michael P. Jankowski	=	3 votes
➤	County of Wyoming	Frank Vitagliano	=	1 vote
	Amalgamated Transit Union	Tracie Green	=	<u>0 votes</u>

<b>Total Votes Possible</b>	<b>32</b>
<b>Total Votes Present</b>	<b>24</b>
<b>Votes Needed for Quorum</b>	<b>17</b>

**B. Adoption of the Agenda**

On motion of Commissioner Carl, seconded by Commissioner Smith, the Agenda was unanimously adopted.

**C. Approval of Minutes**

On motion of Commissioner Carl, seconded by Commissioner Smith, the following minutes were approved.

- RGRTA Governance Committee Meeting Minutes, July 10, 2014
- Regular Meeting Minutes of July 10, 2014

#### **D. CEO Report**

Bill Carpenter, Chief Executive Officer, presented the monthly CEO Report as reflected in the power point presentation, a copy of which is attached to these Minutes.

- *Commissioner Smith inquired about the parking for employees at the Transit Center, Bill Carpenter responded that for employees that work at the Transit Center there are some parking spots on the north side of the building off of Pleasant Street. As you come closer to Clinton there is actually a lot behind the Michael Stern building where there is parking. For the operators, those that will work out of the Transit Center they will be parking at RGRTA headquarters and will take a bus to the Transit Center.*

On motion of Commissioner Argust, seconded by Commissioner Carl, the CEO Report was accepted by unanimous vote.

#### **E. Financial Report**

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

- *Commissioner Jankowski asked if the projected year end result of (\$711,000) has the potential costs for the Transit Center figured into it as well? Scott Adair responded that yes, for the full operating period of the Transit Center for this year.*
- *Commissioner Jankowski asked if the (\$700,000) has the projected \$400,000 in reduced mortgage tax in it? Scott Adair responded that it does at this point.*
- *Commissioner White asked if the \$55,000 change in the actuarial value of the pension is due to increased investment income? Scott Adair responded that it is a combination of increased investment income that we were seeing at the end of the last fiscal year and we have had some changes as far as the plan goes. Contribution rates have been offset a little bit from the standpoint of employees picking up a larger portion.*

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

#### **F. Proposed Resolutions**

##### **Resolution Ratifying the Rules of Conduct for Transit Vehicles, Facilities and Properties, RGRTA 49-2014**

- *Commissioner Argust asked how will customers know and how will they navigate this list of things to be concerned about? Daniele Coll-Gonzalez responded that customers will see a very shortened and abbreviated version; the communications team will help us to craft a version that will speak to customers and be something that they can understand. That*

version will be posted throughout the system including buses, the Transit Center, anywhere that customers would access the system.

*RGRTA 49-2014: On motion of Commissioner Argust, seconded by Commissioner Smith, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.*

**Resolution Authorizing the Award of a Contract for the Provision and Installation of Exterior Graphics on County Area Transit System, Inc. Buses, RGRTA 50-2014**

- *Commissioner Smith asked how many buses we acquired from Ontario County? Maryalice Keller responded that we acquired 38 but we are only going to update 28 of them. Those are the ones we deemed would be in service longest.*

*RGRTA 50-2014: On motion of Commissioner Smith, seconded by Commissioner Carl, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.*

**G. Consent Resolutions**

**Resolution Amending Resolution RGRTA 77-2013 for the Purchase of Transit Operations Software and Support Services, RGRTA 51-2014**

*RGRTA 51-2014: On motion of Commissioner Argust, seconded by Commissioner Vitagliano, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.*

**Resolution Authorizing Award of a Contract for Janitorial Services for the RTS Transit Center, RGRTA 52-2014**

*RGRTA 52-2014: On motion of Commissioner Carl, seconded by Commissioner Smith, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.*

**Resolution Authorizing the Award of a Contract for Video Recording and Captioning Services, RGRTA 53-2014**

- *Commissioner Jankowski asked why we only had one bidder out of 23 proposals that went out? Scott Adair responded that we do not reach out to vendors after a decision is made to find out why they did not respond to the proposal. It could be that once the vendor had the RFP in hand that they actually realized they could not provide the level of service that we needed from them.*

- *Commissioner Jankowski asked what type of services are we talking about? Scott Adair responded that it is the video recording, close captioning for our online videos, as well as the turnaround time that we require.*
- *Commissioner Jankowski asked what the turnaround time was? Scott Adair responded that it is approximately 3-5 days.*
- *Commissioner Jankowski stated that he would be interested to know why the other companies did not respond to the RFP. He also mentioned that a lot of colleges in the area have pretty good size media programs. Did the Authority ever reach out to them to see if some kind of an arrangement could be made? Scott Adair responded that our normal process is to advertise the proposals and in the past we have had some of the colleges reach out to us regarding being able to respond to other RFP's. In this instance none of the colleges reached out to us to see about providing this particular service.*
- *Commissioner Jankowski asked how long the contract is going to be before we advertise to the number of vendors again? Scott Adair responded that the initial term is for three years with 2 one year renewals after that.*
- *Commissioner Jankowski asked if it would be possible to have a one year contract with the same number of renewals? Scott Adair responded that we could do that. The one piece that has not been discussed is the state requirement on MWBE regarding these types of contracts. Originally when this was put out for bid there was a 20% requirement for us regarding this contract in particular. This vendor did not meet that and probably many of the others would not meet that. We requested a waiver from Empire State Development to be approved to be able to avoid that or waive that particular requirement. Initially it was denied. After hearing the efforts that the vendor and RGRTA had gone through to make sure that we were in compliance, they ultimately granted the waiver.*
- *Chairman Redmond asked what Scott Adair's thoughts were on making this a one year contract instead of three. Scott Adair responded that based on where we are at in the process I would suggest that we at a minimum go with a two year contract. We could do a two year with three one year renewals if the Board wanted to amend this resolution.*
- *Commissioner Argust asked if the vendor is already anticipating a bid in good faith? Scott Adair responded that he does not necessarily know that we were specific with three years with two one year renewal options. Until the Board approves it we do not enter into those negotiations as far as how that contracts going to be structured.*

*RGRTA 53-2014: On motion of Commissioner Carl, seconded by Commissioner Argust, the aforementioned Resolution, a copy of which is attached to these Minutes, was moved. On a motion of Commissioner Jankowski an amendment to adjust the contract time to a two year contract with three one year renewals, was seconded by Commissioner White, and approved unanimously. The resolution as amended was unanimously approved.*

**Resolution Authorizing the Award of a Contract for the Lease and Maintenance of a Postage Meter for the Genesee Transportation Council, GTCS 5-2014**

*GTCS 5-2014: On motion of Commissioner Argust, seconded by Commissioner Vitagliano, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.*

**H. Calendar**

*The Calendar was reviewed and it was noted that the calendar was updated to reflect the new date of the RGRTA Annual Governance Training. New date of October 2, 2014, location yet to be determined.*

**I. Adjournment**

*There being no further matters on the adopted Agenda, the meeting was adjourned on motion of Commissioner White, seconded by Commissioner Carl.*

# CEO Report

*Presented by: Bill Carpenter, CEO*

# Chief Executive Officer Report



- **TOPS Highlight**
- Project Highlight
- Miscellaneous

# 2014 First Quarter TOPS Score



		SCORE
<b>FPI</b>	<b>FINANCIAL PERFORMANCE INDEX</b>	<b>36.8</b>
<b>CSI</b>	<b>CUSTOMER SATISFACTION INDEX</b>	<b>27.4</b>
<b>SPI</b>	<b>SERVICE PERFORMANCE INDEX</b>	<b>24.8</b>
<b>EEI</b>	<b>EMPLOYEE ENGAGEMENT INDEX</b>	<b>16.4</b>
<b>TOTAL</b>		<b>105.4</b>

# TOPS Detail



Strategic Pillar	Metric	Plan Goal	Actual 1st Quarter	Earned Points	Goal Points	Max Points	Min Points
<b>FPI</b> Financial Sustainability	End of Year Net Income (Deficit) Projection	(\$815)	(\$711)	36.75	35.00	45.50	24.50
	<b>Total FPI Score</b>			<b>36.75</b>	<b>35.00</b>	<b>45.50</b>	<b>24.50</b>
<b>CSI</b> Customer Service Excellence	Net Promoter Score - RTS	33.0%	35.0%	19.95	19.00	24.7	13.3
	Customer Satisfaction - Lift Line	95.0%	90.5%	0.28	0.40	0.52	0.28
	Customer Satisfaction - BBS	94.0%	92.2%	0.09	0.10	0.13	0.07
	Customer Satisfaction - LATS	95.0%	100.0%	0.13	0.10	0.13	0.07
	Customer Satisfaction - OTS	95.0%	98.0%	0.12	0.10	0.13	0.07
	Customer Satisfaction - STS	92.0%	99.2%	0.13	0.10	0.13	0.07
	Customer Satisfaction - WATS	95.0%	98.0%	0.12	0.10	0.13	0.07
	Customer Satisfaction - WYTS	95.0%	100.0%	0.13	0.10	0.13	0.07
	Ridership % Growth - RGRTA	2.0%	3.3%	6.50	5.00	6.50	3.50
<b>Total CSI Score</b>			<b>27.44</b>	<b>25.00</b>	<b>32.50</b>	<b>17.50</b>	
<b>SPI</b> Quality Service Delivery	On-Time Performance - RTS	90.1%	93.0%	23.75	19.00	24.70	13.30
	On-Time Performance - Lift Line	93.0%	94.6%	0.42	0.40	0.52	0.28
	On-Time Performance - BBS	92.0%	88.8%	0.09	0.10	0.13	0.07
	On-Time Performance - LATS	95.0%	95.9%	0.11	0.10	0.13	0.07
	On-Time Performance - OTS	95.0%	94.8%	0.10	0.10	0.13	0.07
	On-Time Performance - STS	95.0%	96.4%	0.11	0.10	0.13	0.07
	On-Time Performance - WATS	95.0%	96.8%	0.11	0.10	0.13	0.07
	On-Time Performance - WYTS	95.0%	94.5%	0.10	0.10	0.13	0.07
	<b>Total SPI Score</b>			<b>24.77</b>	<b>20.00</b>	<b>26.00</b>	<b>14.00</b>
<b>E EI</b> Employee Engagement	Employee Participation	35%	29.0%	5.60	8.00	10.40	5.60
	Employee Engaged Index	10	22	5.20	4.00	5.20	2.80
	Employee Satisfaction	4.0	N/A	5.60	8.00	10.40	5.60
	<b>Total ESI Score</b>			<b>16.40</b>	<b>20.00</b>	<b>26.00</b>	<b>14.00</b>
<b>TOPS Score</b>				<b>105.4</b>	<b>100.0</b>	<b>130.00</b>	<b>70.00</b>

# TOPS Report



**Joseph Jablonski**  
**VP of Research and Development**

# TOPS Pillar: Customer Satisfaction



**Net Promoter Score**

**Total TOPS Points: 19.0**

**Customer Satisfaction (LL & Regionals)**

**Total TOPS Points: 1.0**

**Ridership % Growth**

**Total TOPS Points: 5.0**

1<sup>st</sup> Quarter Goals and Points:

Metric	Plan Goal	Goal Points	Max Points	Min Points
Net Promoter Score - RTS	33.0%	19.00	24.7	13.3
Customer Satisfaction - Lift Line	95.0%	0.40	0.52	0.28
Customer Satisfaction - BBS	94.0%	0.10	0.13	0.07
Customer Satisfaction - LATS	95.0%	0.10	0.13	0.07
Customer Satisfaction - OTS	95.0%	0.10	0.13	0.07
Customer Satisfaction - STS	92.0%	0.10	0.13	0.07
Customer Satisfaction - WATS	95.0%	0.10	0.13	0.07
Customer Satisfaction - WYTS	95.0%	0.10	0.13	0.07
Ridership % Growth - RGRTA	2.0%	5.00	6.50	3.50
<b>Total CSI Score</b>		<b>25.00</b>	<b>32.50</b>	<b>17.50</b>

# Net Promoter Score



- How we define NPS
  - $NPS = Promoters - Detractors$
- How we measure NPS
  - Conducted quarterly with 400-500 respondents
  - Employ a third party to do the survey
- Surveys
  - Questionnaires have 19-25 questions about NPS, performance measures and general impressions about RGRTA
- Results
  - 1st Quarter score of 35%
  - Four wave rolling average is 33%

# Results of Commissioner's Inquiry

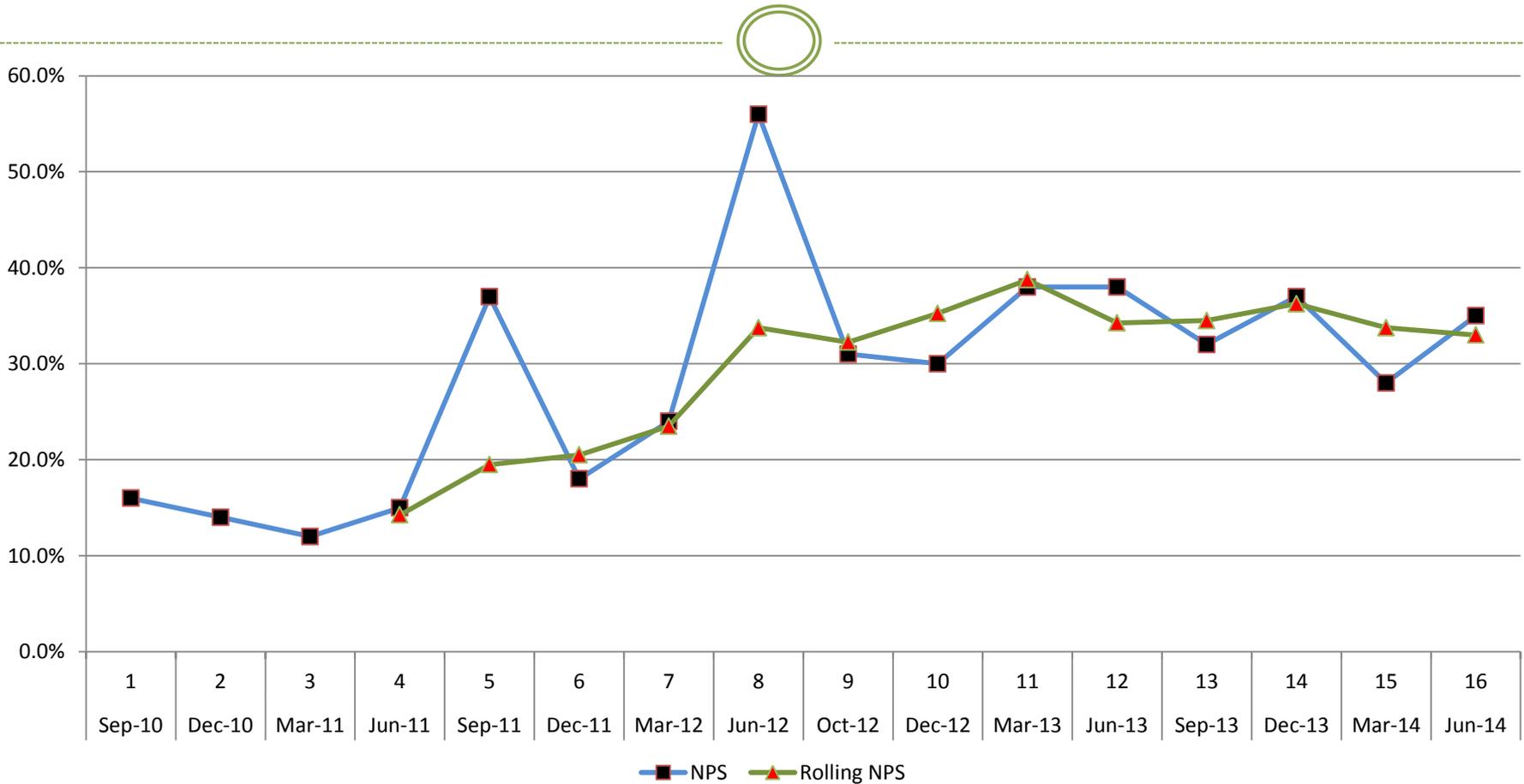


**Q1520 (Q8)** - What is the best way for you to get information from us on changes we are making at RTS? Please only select your Top Three.

<b>W16</b>	
<b>493</b>	<b>Base</b>
38%	RGRTA.com
28%	Posters on the Bus/Shelters
23%	SMS/Text
19%	TV
17%	Public Information Sessions
14%	E-mail
11%	Social Media (Facebook, Twitter, Etc.)
10%	Radio
10%	Newspaper
6%	In the Mail
5%	Other

\*Question only asked in wave 16

# NPS Trend

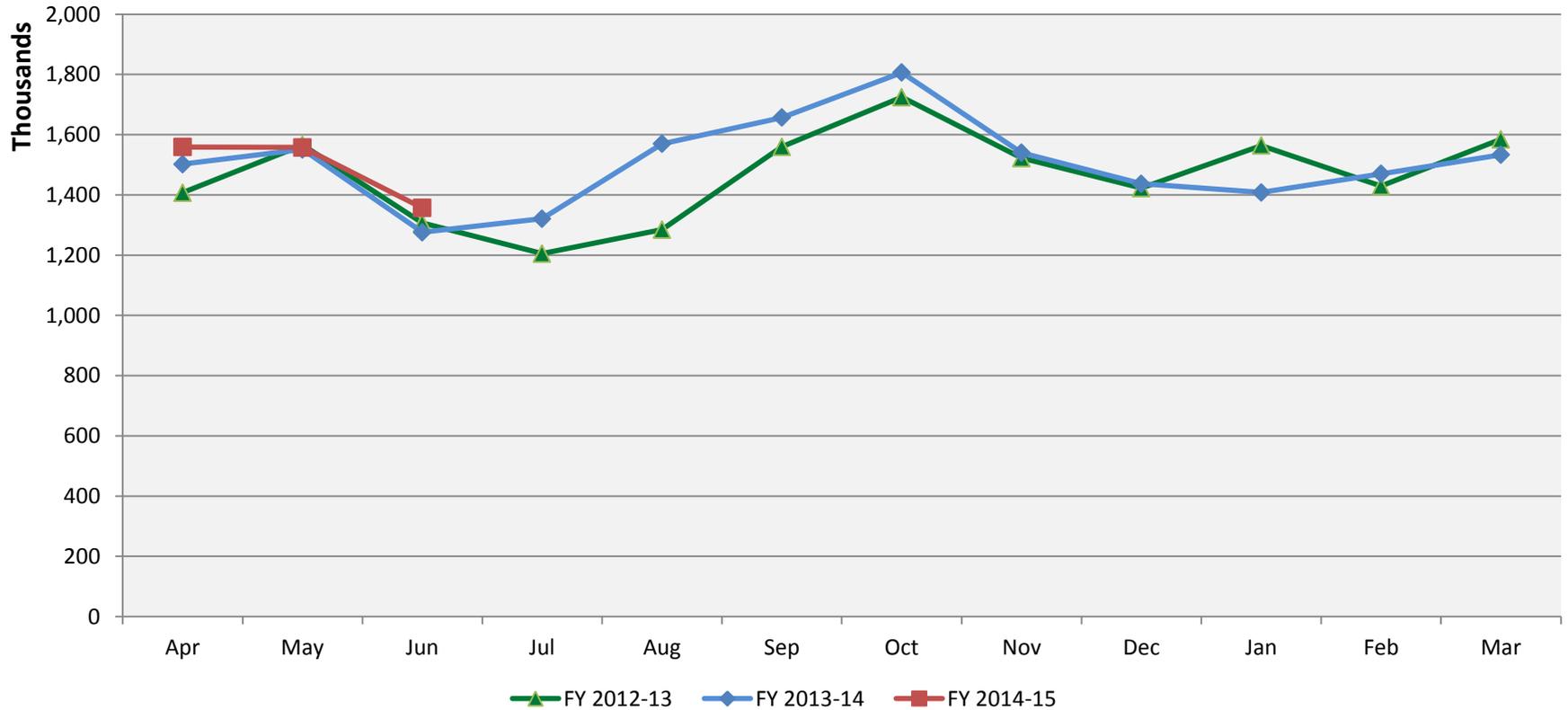


# Ridership

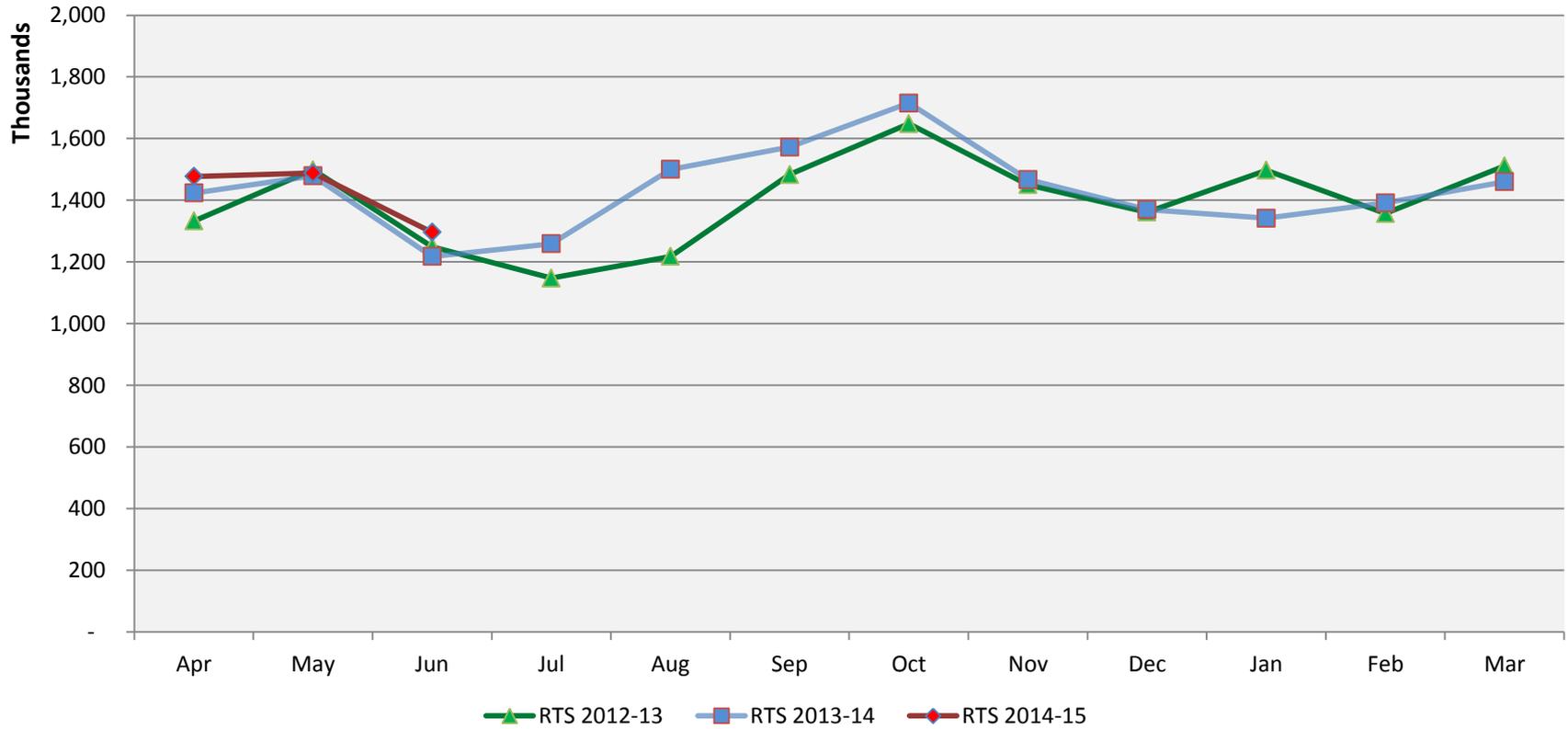


- How we define Ridership Growth
  - Percent Change in Ridership over a defined period
- How we measure Ridership Growth
  - Measured daily
  - Compiled and reported monthly
  - Across all companies
- Results
  - RGRTA up 3.3% over the same period last year
  - RTS up 3.4% over that same period

# RGRTA Ridership Trend



# RTS Ridership



# Takeaways



- OTP remains strong, consistent and still the most important concern of customers!
- Ridership continues to grow!
- 67% of our customers rated their likelihood of recommending RTS to a friend or neighbor as an “8”, “9” or “10”.
- 52% would continue to use RTS even if there were alternative choices of transportation at the same price or less that would take them where they typically go at times they wish to travel.
  
- Questions??

# Chief Executive Officer Report



- TOPS Highlight
- **Project Highlight**
- Miscellaneous

# Project Highlight: EasyBus



**Daniele Coll-Gonzalez**  
**Chief Operating Officer**

# EasyBus Software



- 19-A Tracking Module
- Maintenance Tracking Module
- Routing and Scheduling Module



# New York State 19-A



RGRTA is required to comply with Article 19-A of the Vehicle and Traffic Law. The New York State Department of Motor Vehicles Bus Driver Unit outlines specific criteria that must be followed for all Bus Drivers in Revenue Service.

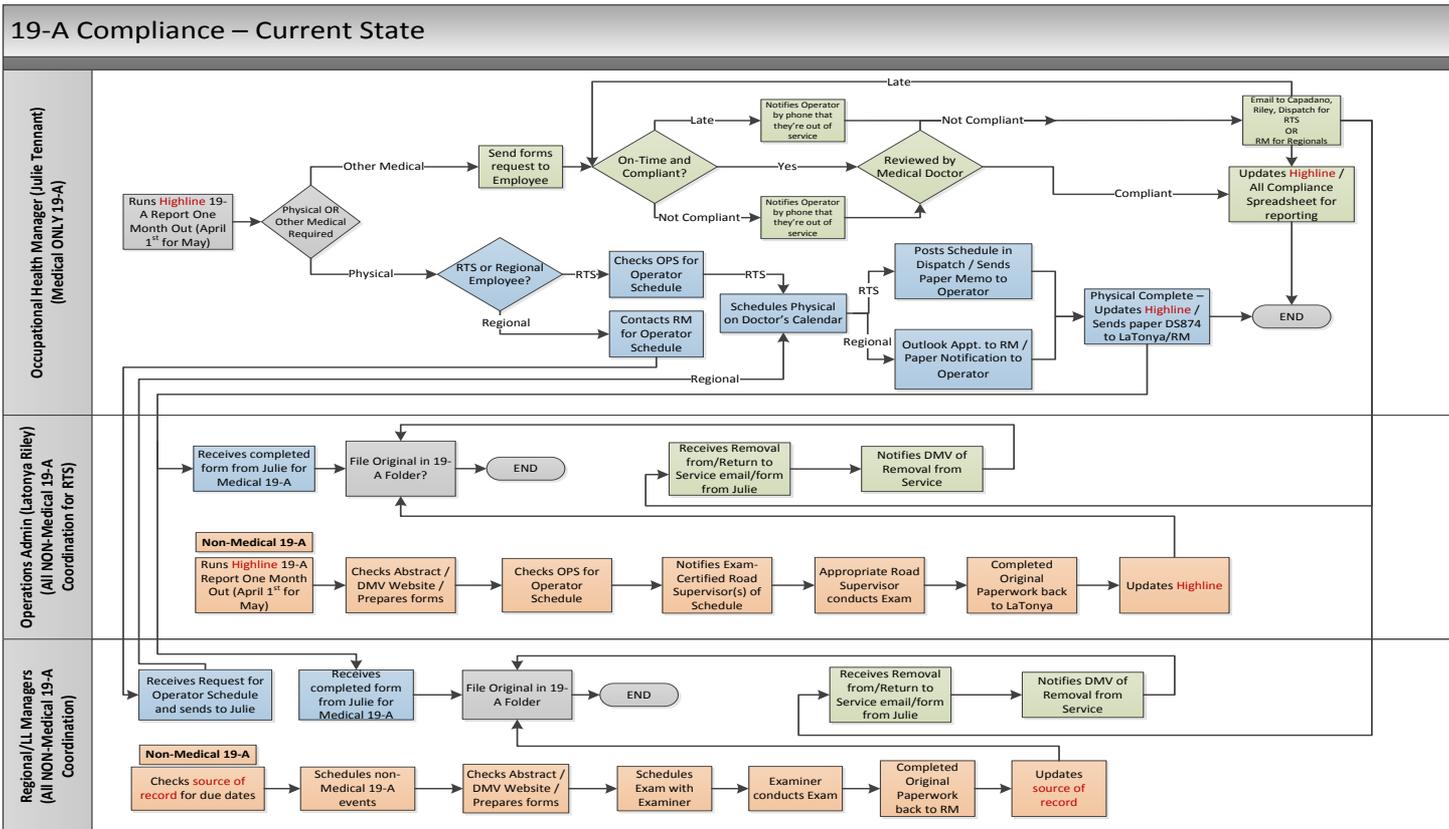
# Requirement Scope



- 575+ Operators and Drivers in the Authority subject to 19-A
- Pre-employment
- Medical Exams (Every two years)
- Written Exams (Every two years)
- Physical Observations (Every two years)
- Annual Record Updates
- Leave of absence Tracking

# Process Improvements

- Implement a single Software system to track and report for improved compliance



# Enhanced Monitoring

Personnel

Picture Tools

Division: Batavia Bus Service  Active

First Name:

Middle Name:

Last Name:

Gender:  Male  Female

Address

Address:

Address2:

City:

State/Prov:

Postal Code:

County:

Contact

Email:

Home Phone:

Alternate Phone:

Cell Phone:

Pager:

Notes:

Additional License Availability Pay Rates State History

Requirement Group: Operator

Filter: < All >  Only Show Most Recent  Show All History

Sort By Date

Status	History Date	Due Date	Requirement	Alert	Hours	Notes	
	8/27/2013	8/27/2014	Annual Observation		0.00		Add History
	8/30/2013	8/30/2014	Annual Records Review/Abstrac		0.00		Add Due
	8/26/2013	8/26/2015	Bi-annual Road Test		0.00		Edit
	9/7/2012	9/7/2014	Bi-Annual Written Test		0.00		
		4/15/2015	Physical		0.00		Delete

Cancel Save

# Enhanced Reporting



19-A Due Dates.pdf - Adobe Reader

File Edit View Window Help

1 / 1 150%

Tools Comment

**Personnel Requirement Status: By Person**

Relative Date: 01-Aug-2014

Staff Name	Status	Due Date
Annual Observation	Due In 20 Days	21-Aug-2014
Annual Records Review/Abstract	Due In 28 Days	29-Aug-2014

Staff Name	Status	Due Date
	Due In 27 Days	28-Aug-2014
Annual Records Review/Abstract	Due In 28 Days	29-Aug-2014

# Pre-Populated Forms



Report Viewer

150%

New York State Department of Motor Vehicles  
**ARTICLE 19-A BIENNIAL BEHIND THE WHEEL ROAD TEST**  
www.dmv.ny.gov

DS-875 (6/11)

**INSTRUCTIONS TO CERTIFIED EXAMINER**

- This test shall not be conducted on the same day as the annual defensive driving performance observation. The test should be taken without passengers in the vehicle.
- If the driver fails the test, he/she is disqualified from driving under Article 19-A. He/she may make a request to the carrier for a reexamination.
- Examiner will circle the point value of those items not properly performed. Driver is disqualified if 40 or more points are circled or, if a DISQUALIFICATION (DQ) item is circled, or if any two 10-point items are circled.

**DRIVER INFORMATION**

Driver's Last Name	First	M.I.	Date of Birth (Month/Day/Year)		
	Laura				
Street Address	City	State	Zip Code		
Britt Road	Leroy	NY	14482		
Client/License ID Number (from Driver License)	State	Class of Driver's License	Endorsements	Restrictions	Expiration Date
	NY	C	P	B, K	2/10/2020
Driver Signature					

**CARRIER INFORMATION**

Carrier/DBA Name	Legal Name (if different)	Federal ID Number	19-A Business ID Number
Batavia Bus Service, Inc.	Batavia Bus Service	16-0982689	20861
Street Address	City	State	Zip Code
153 Cedar St.	Batavia	NY	14020

**VEHICLE INFORMATION**

Type of Vehicle	Adult Seating Capacity	GVWR	Vehicle Plate Number	State

Page: 1 / 9

Zoom: 150%

# Maintenance

EasyBus Enterprise version 10.54.01

File Reports Tools

- Client
  - Codes
  - Conflicts
  - Contact
  - Dispatch
  - Dispatch Daily Note
  - Division
  - Drop Downs
  - Invoice
  - Location
  - Location Matrix
  - Payment
  - People
  - Rates
  - Routes
  - Segment Stop
  - Segment Template
  - Trip
  - User
  - User Security Role
  - Vehicle**
  - Vehicle Out Of Service
  - Vehicle Type

Vehicle Name	Vehicle Type	Adult Seating Capacity	Fuel Description	General Vehicle W
1060	Eldorado AeroElite Type VI	24	Diesel	
1061	Eldorado AeroElite Type VI	24	Diesel	
1062	Eldorado AeroElite Type VI	24	Diesel	
1063	Navastar AeroElite Type VI	24	Diesel	
1064	Navastar AeroElite Type VI	24	Diesel	
1315	Eldorado/Aeroelite Type VI	28	Diesel	
1316	Eldorado/Aeroelite Type VI	28	Diesel	
1317	Eldorado/Aeroelite Type VI	28	Diesel	
1318	Eldorado/Aeroelite Type VI	28	Diesel	
1319	Eldorado/Aeroelite Type VI	28	Diesel	
1320	Eldorado/Aeroelite Type VI	28	Diesel	
314	International Condor Type VI	16	Diesel	
322	International Condor Type VI	24	Diesel	
531	International Condor Type VI	24	Diesel	
533	International Condor Type VI	24	Diesel	
534	International Condor Type VI	24	Diesel	
535	International Condor Type VI	24	Diesel	
536	International Condor Type VI	24	Diesel	
537	International Condor Type VI	24	Diesel	
800	International Condor Type VI	24	Diesel	
803	International Condor Type VI	26	Diesel	
804	International Condor Type VI	26	Diesel	
808	International Condor Type VI	26	Diesel	

Grid Settings

View: Default

Max Results: 100

Search Criteria

Division:

- Seneca Transit Service
- Wayne Area Transit Service
- Wyoming Transit Service

Show Inactive:

Vehicle Name:

Type Name:

Search

Previous Next Results: 1 - 45 of 45 Add Edit

Exit

# Routing and Scheduling



**Vehicle**

Active

Name:

Vehicle Type:

Fuel Description:

*Driver Form*

Adult Seating Capacity:

Plate:

Registration State:

General Vehicle Weight Rating:

Features: (Checked: 0)

Divisions: (Checked: 1)

- Batavia Bus Service
- GTC
- Lift Line
- Livingston Area Transit Service
- Ontario County
- Orleans Transit Service
- RGRTA
- RTS
- Seneca Transit Service
- Wayne Area Transit Service

# Timeline



- Board Action-November 13, 2013 approved the purchase and maintenance agreement
- Project kick off-February 2013
- 19-A for Regionals – Complete 7/18
- 19-A for RTS – Complete by 8/31
- Vehicle Maintenance
  - Workflows Complete 9/15
  - Testing and Training Complete 10/20
  - Go-Live – 10/21
- Routing and Scheduling
  - Workflows Complete 11/28
  - Testing and Training 1/9/15
  - Go-Live 1/12/15



# Chief Executive Officer Report



- TOPS Highlight
- Project Highlight
- **Miscellaneous**

# BBS Annual Recognition Dinner July 21<sup>st</sup> 2014



# Ontario County comes on Board!

## August 1<sup>st</sup> 2014



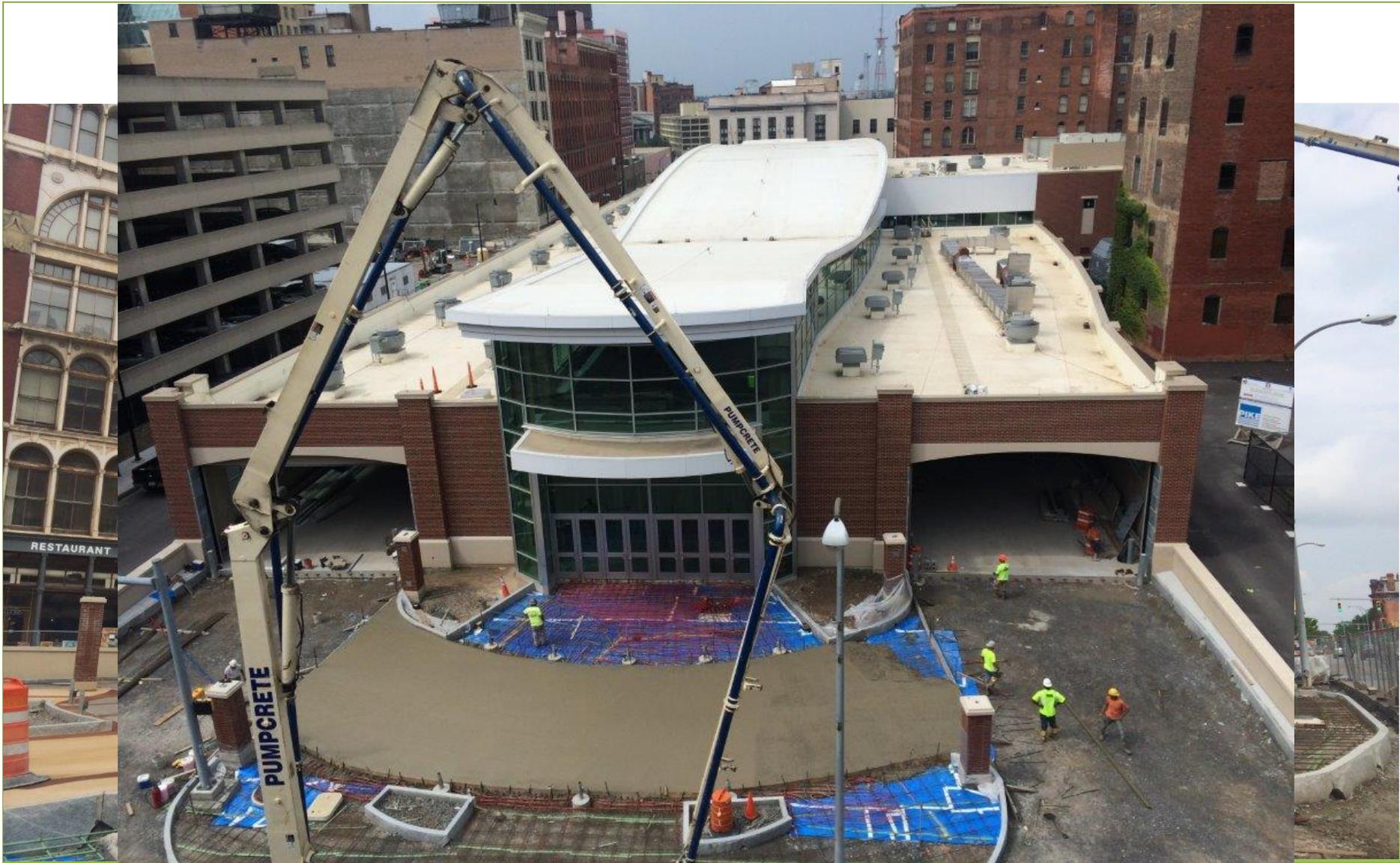


***Special thank you to Daniele Coll-Gonzalez, Mike DeRaddo, Mary Mansfield, and People, Finance, Information Technology and Maintenance Departments for all your hard work in making this a seamless transition.***



# Transit Center Construction Schedule

Description	Date	Status
Structural Work	10/9/2013	Complete
Motion Wall Framing	12/27/2013	Complete
Enclosure	1/3/2014	Complete
Concourse Ceiling	4/4/2014	Complete
MEP Finishes	6/30/2014	Complete
Terrazzo Floor	7/11/2014	Complete
Architectural Finishes	8/30/2014	
Commissioning	10/15/2014	
Beneficial Use	10/20/2014	
Transit Center Opening	11/28/2014	
Punch List Complete	12/4/2014	



# Miscellaneous



- Transit Funding Discussion with Upstate Transit Agency CEO's
- Attended FLREDC Meetings 7/15 and 8/6
- Attended Governor Cuomo Press Conference
- Public Information Session for Suburban/Park & Ride Service
- Met with U of R representatives to discuss the S1 and Route 52
- Read to students at the Freedom School
- Held a Six Pack Meeting with Employees
- Attended the East Main Street Improvements Meeting
- Met with Karen Rae, Deputy Secretary of Transportation in Albany, NY
- Participated in New York Public Transit Association Strategic Planning Meeting
- Participated in the Beechwood Neighborhood Coalition Meeting
- Attended a virtual National Town Hall Meeting with Anthony Foxx, US Transportation Secretary

# Financial Report

*Presented by: Scott Adair, CFO*



**RGRTA - Consolidated Budget Status Report - FY 2014-2015**

**As of 6/30/14 (In Thousands)**

# Financial Report

<u>Revenues</u>	<u>Budget 2014-15</u>	<u>FYTD 6/30/2014</u>	<u>Projected 3/31/2015</u>	<u>Budget Variance</u>
Total Locally Generated	\$ 30,795	\$ 8,529	\$ 30,795	\$ -
Total Government Subsidies	\$ 44,327	\$ 10,994	\$ 44,855	\$ 529
Mortgage Tax	\$ 8,063	\$ 1,817	\$ 7,663	\$ (400)
<b>Grand Total Revenue</b>	<b>\$ 83,184</b>	<b>\$ 21,341</b>	<b>\$ 83,313</b>	<b>\$ 129</b>
<u>Expenses</u>				
<b>Personnel</b>				
Salary & Wages	\$ 38,729	\$ 9,807	\$ 38,729	\$ -
Fringe Benefits	\$ 22,997	\$ 5,211	\$ 22,942	\$ 55
<b>Total Personnel</b>	<b>\$ 61,725</b>	<b>\$ 15,018</b>	<b>\$ 61,671</b>	<b>\$ 55</b>
<b>Non-Personnel</b>				
Services	\$ 5,489	\$ 1,068	\$ 5,489	\$ -
Fuel/Lubricants	\$ 7,516	\$ 1,822	\$ 7,516	\$ -
Parts	\$ 2,633	\$ 917	\$ 2,633	\$ -
Other	\$ 6,636	\$ 1,668	\$ 6,715	\$ (79)
<b>Total Non-Personnel</b>	<b>\$ 22,274</b>	<b>\$ 5,476</b>	<b>\$ 22,353</b>	<b>\$ (79)</b>
<b>Grand Total Expenses</b>	<b>\$ 83,999</b>	<b>\$ 20,494</b>	<b>\$ 84,024</b>	<b>\$ (24)</b>
<b>Net Income/Deficit From Operations &amp; Subsidies</b>	<b>\$ (815)</b>	<b>847</b>	<b>\$ (711)</b>	<b>\$ 104</b>



ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY  
 BOARD OF COMMISSIONERS  
 AGENDA ITEM COVER SHEET

Board Meeting Date:	August 7, 2014
Presenter:	Daniele Coll-Gonzalez
Subject:	Resolution Ratifying the Rules of Conduct for Transit Vehicles, Facilities and Properties
Background:	<p>In compliance with New York State Public Transportation Safety Board requirements, the Authority has completed a System Security Plan. The System Security Plan outlines the need to provide public transit users guidelines of expected conduct while accessing the system.</p> <p>The Authority has modeled the proposed Rules of Conduct after best practices from Public Transit Authorities nationwide and includes references to New York State and local laws.</p>
Financial Impact:	Minimal. The financial impact will be limited to the cost of communicating the rules to the public, and training employees responsible for implementation of the policy and program.
Recommendation:	That the policy be approved and adopted in the form presented to the Board of Commissioners.



## **RESOLUTION: RGRTA 49-2014**

### **RATIFYING THE RULES OF CONDUCT FOR TRANSIT VEHICLES, FACILITIES AND PROPERTIES**

WHEREAS, the Rochester Genesee Regional Transportation Authority (the “Authority”) seeks approval to adopt the Rules of Conduct for Transit Vehicles, Facilities and Properties in accordance with the System Security Plan required by the New York State Public Transportation Safety Board.

NOW THEREFORE BE IT RESOLVED, that the Rules of Conduct for Transit Vehicles, Facilities, and Properties is hereby approved and adopted in the form annexed to this Resolution.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Quarterly Meeting of the Rochester Genesee Regional Transportation Authority, which was held on August 7, 2014 and that the Resolution is still in full force and effect.

\_\_\_\_\_  
James H. Redmond, Chairman

Date: August 7, 2014  
Rochester, New York



# Rules of Conduct for Transit Vehicles, Facilities and Properties

Version: 1	<i>Printed or downloaded copies are for reference only. Find the most current version in the policy management system (PPM). To access PPM, go to the intraweb and click the Policies and Procedures link.</i>		<b>Approved by: Bill Carpenter (Chief Executive Officer)</b>
Effective: Not Approved Yet	Owner: Director of System Safety and Security	Next Review: No Review Date	

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## Article I. Introduction

Rochester-Genesee Regional Transit Authority (“RGRTA”) transit vehicles, facilities and properties are intended to provide public transportation services for the benefit of RGRTA and its subsidiaries, its employees and the public<sup>1</sup>. To maintain public transportation services that are orderly, safe, secure, comfortable, and convenient, the following Rules of Conduct for RGRTA Transit Vehicles, Facilities, and Properties (the “Rules of Conduct”) have been adopted by the RGRTA Board of Commissioners. The Rules of Conduct are intended to regulate conduct occurring on RGRTA transit vehicles, within or upon RGRTA facilities and properties, including the RTS Transit Center, and in connection with RGRTA’s provision of public transportation services.

The Rules of Conduct consist of four separate articles, which include the following: Article I—Introduction; Article II—Definitions; Article III—Prohibited Conduct; Article IV—Enforcement. Unless otherwise provided herein, reference to the phrase “Rules of Conduct” shall collectively include Articles I through IV.

If any one or more of the provision(s) in the Rules of Conduct shall be declared by any court of competent jurisdiction to be contrary to law, then such provision(s) shall be null and void and shall be deemed separable from the remaining provisions in the Rules of Conduct and shall in no way affect the validity of the other provisions of the Rules of Conduct.

<sup>1</sup> “RGRTA” as referenced throughout this document refers to the Rochester-Genesee Regional Transportation Authority and its subsidiaries, including Regional Transit Service (“RTS”), Lift Line, Inc., Wayne Area Transportation Service, Inc. (“WATS”), Batavia Bus Service, Inc. (“BBS”), Wyoming Transportation Service, Inc. (“WYTS”), Livingston Area Transportation Service, Inc. (“LATS”), Orleans Transit Service, Inc. (“OTS”), Seneca Transit Service, Inc. (“STS”), and Ontario County Area Transit System (“C.A.T.S.”).



## Article II. Definitions

As used in these Rules of Conduct, the words herein shall have the meanings provided in this Article II. Words of the masculine gender shall be deemed and construed to include correlative words of the feminine and neuter genders. Words imparting the singular number shall include the plural numbers and vice-versa, unless the context shall otherwise dictate.

- “**ADA**” shall mean the Americans With Disabilities Act.
- “**Bus shelters**” shall mean those structures located in transit vehicle loading zones that provide cover for the general public to board and alight transit vehicles.
- “**Commercial activity or activities**” shall mean any enterprise or venture by groups or individuals for the purpose of promoting or selling products or services to RGRTA employees or the general public, whether for profit or not.
- “**General public**” shall mean any person or group of persons, including RGRTA employees, not acting in an official capacity at the time.
- “**Harassment**” shall mean acts occurring within or about RGRTA facilities or vehicles: (1) when a person intentionally and repeatedly harasses another person by following such person in or about a public place or places or by engaging in a course of conduct or by repeatedly committing acts which places such person in reasonable fear of physical injury; (2) when a person, with intent to harass, annoy, or alarm another person,:
  - He or she strikes, shoves, kicks or otherwise subjects another person to physical contact, or attempts to or threatens to do the same; or
  - He or she follows a person about in a public place or places; or
  - He or she engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose.

All definitions of Harassment under the *Penal Law of New York State, Article 240, Offenses Against Public Order* also apply. [http://ypdcrime.com/penal.law/article240.htm?zoom\\_highlight=240](http://ypdcrime.com/penal.law/article240.htm?zoom_highlight=240)

- “**Loitering**” shall mean remaining in any transportation facility, unless specifically authorized to do so, for the purpose of soliciting or engaging in any business, trade, or commercial transactions involving the sale of merchandise or services, or for the purpose of entertaining persons by singing, dancing or playing any musical instrument. All definitions of Loitering under the *Penal Law of New York State, Article 240, Offenses Against Public Order* also apply. [http://ypdcrime.com/penal.law/article240.htm?zoom\\_highlight=240](http://ypdcrime.com/penal.law/article240.htm?zoom_highlight=240)
- “**Park-and-ride lots**” shall mean locations officially designated by RGRTA at which persons may park their individual vehicles or bicycles and transfer to a RGRTA transit vehicle or car/vanpool vehicles. The term shall include all physical improvements and landscaping connected with a Park-and-Ride lot.
- “**Person**” shall mean any individual, firm, partnership, corporation, organization, association, or entity of any kind.
- “**Public communication activity or public activities**” shall mean the posting or distribution of flyers, pamphlets, brochures, books or other written material, collecting petition signatures, political campaigning, demonstrating, displaying signs, picketing, unscheduled playing of musical instruments or other performances, public speaking, conducting surveys, soliciting or receiving of funds or contributions of any kind for any purpose, or otherwise communicating or attempting to communicate to the general public.
- “**Public transportation services**” shall include fixed route and paratransit services, whether operated by RGRTA or any governmental agency, private person, firm or corporation contracting with RGRTA.



- **“RGRTA”** shall mean the Rochester-Genesee Regional Transportation Authority, a New York Public Authority organized and operating under and by virtue of the laws of the State of New York, and its subsidiaries Regional Transit Service (“RTS”), Lift Line, Inc., Wayne Area Transportation Service, Inc. (“WATS”), Batavia Bus Service, Inc. (“BBS”), Wyoming Transportation Service, Inc. (“WYTS”), Livingston Area Transportation Service, Inc. (“LATS”), Orleans Transit Service, Inc. (“OTS”), and Seneca Transit Service, Inc. (“STS”).
- **“RGRTA employee”** shall mean any part-time or full-time, temporary or regular, exempt or non-exempt, represented or non-represented person, including an intern, who is compensated by RGRTA for services by wages, salary, or other remuneration.
- **“RGRTA facilities and properties”** shall mean all facilities, including the RTS Transit Center, structures, schedule and news racks, kiosks, fare vending machines, bulletin and information boards, bus shelters, bus stop signs, lands, interest in lands, air rights over lands, and rights of way of all kinds that are owned, leased, held, or used by RGRTA for the purpose of providing public transportation services, including, but not limited to, park and ride lots, transit centers, bus shelters, and areas that are used by the public to board and alight transit vehicles.
- **“RTS Transit Center”** shall mean the downtown transit center located at 60 St. Paul Street, Rochester, New York.
- **“Rules of Conduct”** shall mean the rules of conduct adopted by the Board of Commissioners of RGRTA on Not Approved Yet, which regulate conduct occurring on RGRTA transit vehicles, within or upon RGRTA facilities and properties, and in connection with RGRTA’s provision of public transportation services. Unless otherwise provided herein, such definition shall include, collectively, Articles I through III.
- **“Second Floor”** shall mean the second floor of the RTS Transit Center.
- **“Transit-related activities”** shall mean activities associated with the provision or support of RGRTA public transportation services, the use of those services by the general public, or RGRTA sales, promotion and maintenance activities in support of RGRTA public transportation services.  
**“Transit Vehicle”** shall include every motor vehicle, and any other device, which (1) is capable of being moved within, upon, above, or below a public highway, (2) is owned or operated by RGRTA, including Road Supervisor cars and tow trucks and (3) revenue vehicles used for the purpose of carrying customers together on a regular schedule.

### Article III. Prohibited Conduct

The following conduct is prohibited on RGRTA transit vehicles, and properties, including the RTS Transit Center, and in connection with RGRTA’s provision of public transportation services:

1. Engaging in any conduct prohibited by the U.S. Department of Transportation Federal Transit Administration, New York State Penal Law, and Municipal Code of the City of Rochester, Monroe County Department of Public Safety, and Monroe County Law.
2. Using any nicotine, tobacco product (i.e. chewing tobacco) or smoking device (including “e-cigarettes”) except at a designated place.
3. Carrying or holding a lit or smoldering pipe, cigar, or cigarette except at a designated place.
4. Discarding litter other than in designated receptacles or any littering as defined in the “Anti-Litter Ordinance” - *Chapter 69: Littering of The Municipal Code of the City of Rochester*. <http://www.ecode360.com/8676881>
5. Dumping and/or discarding any materials including but not limited to hazardous substances and automotive fluids.



6. Producing unreasonable noise as defined in *Chapter 75: Noise of The Municipal Code of the City of Rochester*. Playing sound-producing devices without earphones, headphones, or an ear receiver to limit sound to individual listeners. Exceptions are the use of any communication devices by RGRTA employees, RGRTA contractors or public safety officers in the line of duty, or the use of private communication devices used to summon, notify, or communicate with other individuals (e.g., two-way radios, public announcement system, pagers, beepers or cellular telephones).
7. Spitting, expectorating, urinating, or defecating; except in the appropriate plumbing fixtures in restroom facilities.
8. Carrying any flammable liquid, explosive, acid, or other article or material likely to cause harm to others.
9. Obstructing or impeding the flow of RGRTA transit vehicles or customers.
10. Hindering or preventing access by:
  - a. Causing unreasonable delays in boarding or alighting;
  - b. Blocking or partially blocking an aisle or stairway with a package or object;
  - c. Reclining in more than one seat; or
  - d. Interfering with or seriously disrupting the provision or use of transit services in any way.
11. Tampering with fire and police apparatus. Causing any false alarm of fire in any manner as defined by *Chapter 89, Property, Care of § 89-5 Fire and police apparatus in The Municipal Code of the City of Rochester*. <http://www.ecode360.com/8677368>
12. Falsely reporting an incident as defined by *Penal Law of New York State, Article 240, Offenses Against Public Order*. [http://ypdcrime.com/penal.law/article240.htm?zoom\\_highlight=240](http://ypdcrime.com/penal.law/article240.htm?zoom_highlight=240)
13. Disturbing others by engaging in loud, raucous, unruly, aggressive, violent, harmful, or harassing behavior such as defined in *Chapter 44: Conduct, Miscellaneous in The Municipal Code of the City of Rochester*, particularly §44-4 *Aggressive Panhandling*. <http://www.ecode360.com/8675265>
14. Destroying, defacing, or otherwise damaging RGRTA property or any signs, notices, or advertisements on transit property.
15. Consuming or carrying an alcoholic beverage, or having possession of an open beverage container holding alcohol—as defined in *Chapter 44: Conduct, Miscellaneous, § 44-9 Consumption and possession of open containers of alcoholic beverages in public of The Municipal Code of the City of Rochester*. Exceptions are only those identified in *The Municipal Code of the City of Rochester*. <http://www.ecode360.com/8675265>
16. Carrying or storing any firearm, shotgun, rifle, or other dangerous weapon or article as defined by *Chapter 47: Dangerous Articles of The Municipal Code of the City of Rochester*. All exceptions defined in *Chapter 47: Dangerous Articles* apply. <http://www.ecode360.com/8675393>
17. Throwing any object:
  - a. At RGRTA transit vehicles, facilities, and properties; or
  - b. At any person therein; or
  - c. Within RGRTA transit vehicles, facilities, and properties; or



- d. Out of any door or window of any RGRTA transit vehicle.
- 18. Bringing any uncaged animal onboard or inside other than a service animal.
- 19. Allowing any animal to:
  - a. Occupy a seat; or
  - b. Run at large; or
  - c. Block an aisle or exit; or
  - d. Unreasonably disturb others; or
  - e. Leave waste matter; or
  - f. Interfere with transit-related activities.
- 20. Roller-skating, roller-shoes, rollerblading, or skateboarding.
- 21. Riding bicycles, unicycles, mopeds, and motorcycles, except where public vehicle travel and access is permitted.
- 22. Using space for residential or commercial parking purposes except as authorized by RGRTA or its designee.
- 23. Operating, stopping, standing, or parking a vehicle in any roadway or location restricted for use only RGRTA transit vehicles or otherwise restricted.
- 24. Eating on RGRTA transit vehicles or in prohibited areas. RGRTA permits transportation and consumption of beverages on Park-and-Ride Transit Vehicles when the beverage is in a leak-proof container with a lid.
- 25. Using a public address system, loudspeaker, or other sound-amplifying device, except as authorized by RGRTA or its designee.
- 26. Sitting or lying on floors, sidewalks, asphalt, or other ground covering.
- 27. Lying on benches provided for sitting.
- 28. Sleeping, camping, or storing personal property on benches and floors.
- 29. Entering or remaining upon any nonpublic areas, including, but not limited to, staging areas, work areas, and equipment rooms, except when authorized by RGRTA or its designee.
- 30. Storing materials in front of doors.
- 31. Not wearing shoes and clothing, such as shirt, pants, dresses, etc.
- 32. The following activities are all prohibited in all RGRTA transit vehicles, facilities, and properties, including the RTS Transit Center, unless authorized by RGRTA or its designee in a written permit, license, concession contract, lease, or other written authorization:
  - a. Engaging in commercial activities; or
  - b. Engaging in public communication activities;



- c. Engaging in in any civic, cultural, and other special event, not included in the definitions of commercial or public communication activities in Article II herein; or
  - d. Posting or affixing flyers, pamphlets, brochures, leaflets, written or graphic material of any kind; or
  - e. Affixing or erecting signs, banners, or other paraphernalia on the exterior or interior; or
  - f. Carrying signs; or
  - g. Engaging in public activities involving signs, boxes, receptacles, easels, or other similar apparatus of any kind.
  - h. Engaging in any sport activity.
33. Distributing, selling, or offering for sale or donation any written or printed material, including books and pamphlets.
34. Soliciting funds.
35. Committing any act which tends to create or incite, or creates or incites, an immediate breach of peace, including, but not limited to:
- a. Fighting; or
  - b. Running; or
  - c. Obscene language and noisy or boisterous conduct tending to cause a breach of the peace; or
  - d. Personally abusive epithets, or words or language of an offensive, disgusting or insulting nature, which when addressed to the ordinary citizen are, as a matter of common knowledge, inherently likely to provoke a violent reaction of fear, anger or apprehension.
36. Engaging in sexual activity with oneself or others.
37. Engaging in any form of gambling as defined in *Chapter 44: Conduct, Miscellaneous § 44-12 Gambling*.
38. Using RGRTA transit vehicles, facilities, and properties for non-transit-related activities, except as authorized by RGRTA.
39. Entering RGRTA transit vehicles, facilities, and properties when lacking the ability—because of illness, intoxication, or medication(s)—to care for oneself.
40. Extending an object or a portion of one’s body through the door or window of RGRTA transit vehicles in a manner that has the capacity to cause injury to oneself, others, or to RGRTA transit vehicles, facilities, and properties.
41. Hanging or swinging on bars or stanchions, with feet off the floor.
42. Hanging onto or otherwise attaching oneself at any time to the exterior of RGRTA transit vehicles, facilities, or properties.
43. Failing to pay the appropriate fare as required by RGRTA.
- a. Customer must be in possession of any multi-trip fare pass (e.g. All-Day Pass; Monthly Pass) while on board the bus. Customers who pay a cash fare are not required to possess a fare pass while on board the bus.



- b. Customers are prohibited from passing back their own fare pass to another customer boarding the same bus.
  - c. RTS fare passes are non-transferable.
  - d. To avoid being victims of fraudulent or forged passes, customers should purchase fare passes only from RTS authorized sales outlets or ticket vending machines.
  - e. Operators will not honor fare passes that are damaged, mutilated, expired, or that read as invalid by the fare box.
  - f. Possession of a forged fare pass may constitute a felony crime under the NYS Penal Law (170.10).
44. Falsely representing oneself as eligible for a special or reduced fare or obtaining any permit or pass related to the RGRTA transit system by making a false representation. *Penal Law of New York State, Article 190, Other Frauds.* <http://ypdcrime.com/penal.law/article190.htm>
45. Falsely claiming to be or criminally impersonating a transit operator, other transit employee, or volunteer; or through words, actions and/or the use of clothes, insignia, or equipment resembling department issued uniforms and equipment, creating a false impression that he or she is a transit operator, other transit employee, or volunteer. *Penal Law of New York State, Article 190, Other Frauds.* <http://ypdcrime.com/penal.law/article190.htm>
46. Refusing to allow proper securement of a wheelchair or mobility devices.
47. Interfering or tampering with mobile data computers, fare boxes, public address systems, surveillance equipment, or any other equipment.
48. Violating an exclusion order issued according to Article IV Enforcement.
49. Violating any federal, state, or municipal civil and criminal law.
50. Standing or remaining in front of the white (or yellow) line marked on the forward end of the floor of any RGRTA bus while the bus is in motion or after being asked to step back behind the line by the Operator.
51. Loitering in or about the immediate vicinity of, as defined in Article II.
52. Engaging in any harassment as defined in Article II.

## Article IV. Enforcement

### **A. Removal from RGRTA Transit Vehicles, Facilities and Properties**

Any person engaging in prohibited conduct under the provisions of Article III may be refused entrance upon or ordered to leave RGRTA transit vehicles, facilities, and properties by a commissioned law enforcement official, RGRTA personnel, or authorized personnel of a contracted service provider in accordance with the terms of the applicable service contract. Failure to comply with such a removal order may be grounds for arrest and prosecution.

### **B. Exclusion from Service**

Except as provided in RGRTA's Rules of Conduct (Article IV, Section B, 4 – Immediate Refusal or Removal), RGRTA employees shall not continually refuse service to anyone who has not been formally excluded from RGRTA service pursuant to the application of RGRTA's Rules of Conduct or a court order.



### 1. Basis for Exclusion

Engaging in prohibited conduct under Article III shall be cause for excluding a person from the privilege of entering and using all or any part of RGRTA transit vehicles, facilities, and properties including the RTS Transit Center for a period as determined by RGRTA based on the number of violations in a period of five (5) years.

### 2. Notice Procedure

The RGRTA Chief Executive Officer, or his/her designee, shall give written notice, by personal delivery, certified mail, or regular U.S. mail, addressed to the person's last known address to any person to be excluded from RGRTA transit vehicles, facilities and properties. The notice shall specify the reason for exclusion, places and duration of the exclusion, the effective date of the exclusion, the appeal process, and provide the person an opportunity to respond in person, by telephone or in writing, to the proposed action within five (5) business days of actual or constructive receipt of the notice by the person being excluded.

Exclusion shall commence on the sixth business day after actual or constructive receipt of the notice by the person being excluded, unless the person has timely requested an administrative review of the notice. In the case of administrative review, the RGRTA Chief Executive Officer, or his/her designee, shall review the exclusion and shall render a written decision determining whether exclusion is warranted, within five (5) business days from the date of the person's request for review. The written decision is sent by personal delivery, certified mail, or regular U.S. mail addressed to the person's last known address.

If the RGRTA Chief Executive Officer, or his/her designee, determines that exclusion is warranted, such exclusion shall commence and be effective upon actual or constructive receipt of the written decision by the person to be excluded.

### 3. Constructive Notice

Receipt of a notice is construed to have been accomplished if the person knew or reasonably should have known from the circumstances that he/she is excluded from RGRTA transit vehicles, facilities and properties. Receipt of a notice is also presumed to have been accomplished three (3) business days after the notice was sent by personal delivery, certified mail, or regular U.S. mail.

### 4. Immediate Refusal or Removal

The notice procedure described in Article IV, Section B, 2 above may be waived, if, in RGRTA's discretion, immediate conditions exist that:

- a. Pose safety or security risks; or
- b. Interfere with or impinge on the rights of others; or
- c. Impede the free flow of the general public; or
- d. Impede the orderly and efficient use of RGRTA transit vehicles, facilities, and properties; or
- e. Otherwise interfere with or seriously disrupt RGRTA's transit related activities.

In such immediate conditions, persons engaging in prohibited conduct under the provisions of Article III may be immediately reseated, refused transportation, or removed from RGRTA transit vehicles, facilities, and properties. The notice and administrative review provisions of Article IV, Section B 2 shall not be available to a person immediately refused transportation or removed from RGRTA transit vehicles, facilities, and properties for any period less than thirty (30) calendar days.



## 5. Refusal to Comply

The refusal to comply with an order excluding a person from RGRTA transit vehicles, facilities, and properties shall be grounds for arrest and prosecution.

## 6. Length of Exclusion

The following suggested exclusion lengths are guidelines to be used by RGRTA in determining the duration of a particular exclusion under the provisions of Article III. The duration of exclusion is determined by the number of violations committed over a period of five (5) years.

- First violation = seven (7) days exclusion
- Second violation = thirty (30) days exclusion
- Third violation = ninety (90) days exclusion
- Each successive violation occurring in a five (5) year period = one hundred eighty (180) days

## 7. Appeal Procedure

The following appeal process shall be provided to any person excluded from RGRTA transit vehicles, facilities or properties for a period of thirty (30) days or more. Not later than ten (10) calendar days after commencement of the exclusion, an excluded person may appeal in writing to the RGRTA Chief Executive Officer or his/her designee, for *de novo review* (a new review) of the exclusion. Commencement of the exclusion shall be defined as the date upon which the exclusion became effective and shall be determined by RGRTA's official records. The appellant may request a hearing or may request review without a hearing based on a written statement setting forth the reasons why the exclusion is invalid or improper. If the excluded person is unable to respond in written format, RGRTA will make reasonable accommodation to allow due process. The Chief Executive Officer shall convene a Hearing Panel comprised of three (3) persons selected as follows:

1. Operations Manager of the RTS Transit Center or designee;
2. The Director of System Safety and Security or designee;
3. The Director of Transit Operations or designee; or
4. A person selected from the RGRTA staff by the Director of System Safety and Security or designee.

The said RGRTA staff person shall be a person other than the Chief Executive Officer. The decision of the majority of the members of the Hearing Panel shall be the decision of the Hearing Panel. The Hearing Panel shall hear the appeal—or if no hearing is requested, review the matter based upon the record—and render a written decision within twenty (20) calendar days after the receipt of the appeal. The decision of the Hearing Panel shall be final.

## 8. Hearing

If a hearing is requested, the hearing shall be held within twenty (20) calendar days after receipt of the appeal, and a written decision shall be rendered within twenty (20) calendar days after the hearing. Exclusions shall not be stayed during the appeal process. If an appellant requires public transportation services to attend the hearing, the appellant shall contact the RGRTA Chief Executive Officer, or his/her designee, five (5) business days prior to the hearing date, and RGRTA shall make arrangements to provide the necessary public transportation services for the appellant.

## 9. Other Laws Not Limited

The enforcement of Article IV herein is not intended to limit, in any manner, the enforcement of any applicable federal, state or municipal laws, provided RGRTA is not authorized to assist a patron or employee



in enforcing a court order prohibiting or restricting contact with any other person other than to notify appropriate law enforcement personnel via RGRTA's Radio Control/Dispatch or Security.

**C. Liability**

Nothing in Article IV herein shall create a duty to any person on the part of RGRTA or form any basis for liability on the part of RGRTA, its officers, agents, or employees. The obligation to comply with Article IV is solely that of any person entering and using RGRTA transit vehicles, facilities, and properties and RGRTA's enforcement of Article IV is discretionary not mandatory.

# Rules of Conduct



- In compliance with New York State Public Transportation Safety Board requirements, the Authority has completed a System Security Plan. The System Security Plan outlines the need to provide public transit users guidelines of expected conduct while accessing the system.
- The Authority has modeled the proposed Rules of Conduct after best practices from Public Transit Authorities nationwide and includes references to New York State and local laws.

# Recommendation



That the policies be approved and adopted in the form presented to the Board of Commissioners.



ROCHESTER GENESEE REGIONAL TRANSPORTATION AUTHORITY  
 BOARD OF COMMISSIONERS  
 AGENDA ITEM COVER SHEET

Board Meeting Date:	August 7, 2014
Presenter:	Maryalice Keller
Subject:	Resolution Authorizing the Award of a Contract for the Provision and Installation of Exterior Graphics on County Area Transit System, Inc. Buses
Background:	<p>The addition of Ontario County into the RGRTA service area requires that new graphics be applied to the exterior of the buses in the County Area Transit System, Inc. (CATS) fleet. Twenty-eight (28) buses are scheduled to have the new graphics installed. The project is anticipated to be completed within Forty-five (45) days of contract execution. (Ten (10) buses in the CATS fleet will not have graphics installed on them due to their age, condition and impending replacement.)</p> <p>The Authority conducted an Invitation for Bids procurement for the provision and installation of bus graphics by publicly advertising for bids in the New York State Contract Reporter on July 3, 2014 and the Rochester Business Journal on July 10, 2014.</p> <p>A total of twenty (20) bid packages were sent out and five (5) bid responses were received and opened on July 29, 2014.</p> <p>The following is a summary of bids received:</p> <ul style="list-style-type: none"> <li>➤ Artline Wholesalers, Inc., Hicksville, NY</li> <li>➤ Ewing Lettering and Graphics, Farmington, NY</li> <li>➤ Lamar Transit Advertising, Salt Lake City, UT</li> <li>➤ Palmer Vital Signs, Webster, NY</li> <li>➤ Titan Outdoor LLC, New York, NY</li> </ul> <p>After consideration of the bids, it has been determined that Ewing Lettering and Graphics submitted the lowest responsive bid in the amount of \$83,185 and that the price is fair and reasonable.</p> <p>The Authority has determined that Ewing Lettering and Graphics appears to be a responsible bidder.</p> <p>The term of the Contract shall be contract commencement through project completion.</p>
Financial Impact:	Estimated value of \$83,185 with the actual amount to be determined by the number of graphics installations Purchases will be funded from the Authority's operating budget.

Recommendation:	That the CEO or his designee be granted authority to enter into an agreement with Ewing Lettering and Graphics.
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## RESOLUTION: RGRTA 50-2014

### **AWARDING A CONTRACT FOR THE PROVISION AND INSTALLATION OF EXTERIOR GRAPHICS ON CATS BUSES**

WHEREAS, the Rochester Genesee Regional Transportation Authority (the “Authority”) seeks the provision and installation of exterior graphics on buses in the County Area Transit System, Inc. (CATS) fleet; and

WHEREAS, the Authority publicly advertised for bids in the New York State Contract Reporter on July 3, 2014 and the Rochester Business Journal on July 10, 2014; and

WHEREAS, twenty (20) invitation for bid packages were distributed and five (5) bids were received and opened on July 29, 2014; and

WHEREAS, Ewing Lettering and Graphics of Farmington, New York submitted the lowest responsive bid based on the unit prices submitted and the anticipated number of buses to be wrapped with the graphics; and

WHEREAS, the Authority determined that the price is fair and reasonable; and

WHEREAS, the Authority determined that Ewing Lettering and Graphics appears to be a responsible bidder; and

WHEREAS, the project shall be funded from the Authority’s operating budget having an estimated value of \$83,185 based upon the anticipated number of installations; and

WHEREAS, the term of the contract shall be from contract commencement through project completion.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into a contract with Ewing Lettering and Graphics for the provision and installation of graphics for the CATS fleet; 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.



## **RESOLUTION: RGRTA 50-2014**

### **Page 2**

#### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Quarterly Meeting of the Rochester Genesee Regional Transportation Authority, which was held on August 7, 2014 and that the Resolution is still in full force and effect.

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James H. Redmond, Chairman

Date: August 7, 2014  
Rochester, New York



# Project Description



- **Project Description:**
- Apply graphics and lettering to the exterior of the buses in the County Area Transit System, Inc. (CATS) fleet. Twenty-eight (28) of the thirty-eight (38) buses in the fleet will have the new graphics installed. Ten (10) buses in the CATS fleet will not have graphics installed on them due to their age, condition and impending replacement.

# Procurement Details



- Procurement Process:
  - Invitation for Bids issued
  - Advertised in the New York State Contract Reporter and the Rochester Business Journal
  - Twenty (28) Bid Packages sent out and five (5) bid responses received
  
- Proposals received from:
  - Artline Wholesalers, Inc., Hicksville, NY
  - Ewing Lettering and Graphics, Farmington, NY
  - Lamar Transit Advertising, Salt Lake City, UT
  - Palmer Vital Signs, Webster, NY
  - Titan Outdoor LLC, New York, NY

# Project Deployment and Costs



- Ewing Lettering and Graphics submitted the lowest responsive bid in the amount of \$83,185
- The work shall be performed and completed within 45 days following contract execution.

# Recommendation



Authorize the CEO or his designee to enter into an agreement with Ewing Lettering and Graphics to fabricate and install graphics and lettering on to the CATS buses.



ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET

Board Meeting Date:	August 7, 2014
Presenter:	Daniele Coll-Gonzalez
Subject:	Amending Resolution RGRTA 77-2013 for the Purchase of Transit Operations Software And Support Services
Background:	<p>The Authority adopted Resolution RGRTA 77-2013 on November 13, 2013, authorizing the Chief Executive Officer of the Authority to enter into an agreement with EasyBus Transportation Software of Ballston Lake, New York for the purchase of specialized transit operations software to assist with the management and oversight of vehicle maintenance, dispatching, and personnel management for its Regional Operations and for compliance with New York State Motor Vehicle Regulations for its Regional Operations, RTS and Lift Line.</p> <p>The resolution authorized an expenditure of \$14,000 for software license fees and an amount not to exceed \$21,300 for optional annual maintenance/support agreements covering a period of up to five (5) years resulting in a total authorization of \$35,300.</p> <p>RGRTA has found the software to be a cost-effective and reliable product that has been an effective tool in managing data and operations for its subsidiaries. Due to these recognized benefits, RGRTA desires to expand the use of this software amongst all of its operating subsidiaries including County Area Transit System, Inc., a new operating subsidiary of the Authority in Ontario County.</p> <p>At RGRTA's request, EasyBus Transportation Software submitted a proposal to add ten (10) additional software licenses to RGRTA's license agreement and to provide maintenance/support.</p> <p>The price of the additional software licenses is \$8,000 and the anticipated cost of the maintenance/support agreements for these additional licenses for a period of up to five (5) years is \$10,600. RGRTA has determined that the proposed pricing is consistent with pricing submitted previously as part of the initial purchase.</p>
Financial Impact:	Resolution RGRTA 77-2013 is amended such that the Chief Executive Officer is authorized to amend the Authority's agreement with EasyBus Transportation Software increasing the amount for software

	<p>license fees by up to \$8,000 resulting in a revised authorization of \$22,000.</p> <p>Resolution RGRTA 77-2013 is amended such that the Chief Executive Officer is authorized to amend the maintenance/support agreement to increase the cost of maintenance/support by up to \$10,600 for up to five (5) years of service, resulting in a revised authorization of \$31,900 for maintenance/support.</p> <p>Resolution RGRTA 77-2013, as amended per the revisions set forth above, has a revised total authorization of \$53,900</p> <p>The cost of the software licenses and maintenance/support will be paid from the Authority's operating budget and allocated among the subsidiary companies of RGRTA.</p> <p>.</p>
<p>Recommendation:</p>	<p>That the CEO be authorized to amend the Authority's agreements with EasyBus Transportation Software.</p>



## RESOLUTION: RGRTA 51-2014

### **AMENDING RESOLUTION RGRTA 77-2013 FOR THE PURCHASE OF TRANSIT OPERATIONS SOFTWARE AND SUPPORT SERVICES**

WHEREAS, the Rochester-Genesee Regional Transportation Authority (the "Authority") adopted Resolution RGRTA 77-2013 on November 13, 2013, authorizing the Chief Executive Officer of the Authority to enter into an agreement with EasyBus Transportation Software of Ballston Lake, New York for the purchase of specialized transit operations software to assist with the management and oversight of vehicle maintenance, dispatching, and personnel management for its Regional Operations and for compliance with New York State Motor Vehicle Regulations for its Regional Operations, RTS and Lift Line (the "Agreement"); and

WHEREAS, Resolution RGRTA 77-2013 authorized an expenditure of \$14,000 for software license fees and an amount not to exceed \$21,300 for optional annual maintenance/support agreements covering a period of up to five (5) years resulting in a total authorization of \$35,300; and

WHEREAS, RGRTA has found the software to be a cost-effective and reliable product that has been an effective tool in managing data and operations for its subsidiaries; and

WHEREAS, due to the recognized benefits of this software, RGRTA desires to expand the use of this software amongst all of its operating subsidiaries including County Area Transit System, Inc., a new operating subsidiary of the Authority in Ontario County; and

WHEREAS, at RGRTA's request, EasyBus Transportation Software has submitted a proposal to add ten (10) additional software licenses to RGRTA's license agreement and to provide maintenance/support and RGRTA has determined that the proposed pricing is consistent with pricing submitted previously as part of the initial purchase; and

WHEREAS, the cost of the software licenses and maintenance/support will be paid from the Authority's operating budget and allocated among the subsidiary companies of RGRTA.

NOW, THEREFORE BE IT RESOLVED that Resolution RGRTA 77-2013 is hereby amended such that the Chief Executive Officer is authorized to amend the Authority's agreement with EasyBus Transportation Software increasing the amount for software license fees by up to \$8,000 resulting in a revised authorization of \$22,000; and

BE IT FURTHER RESOLVED, that Resolution RGRTA 77-2013 is hereby amended such that the Chief Executive Officer is authorized to amend the maintenance/support agreement to increase the cost of maintenance/support by up to \$10,600 for up to five (5) years of service, resulting in a revised authorization of \$31,900 for maintenance/support; and



## **RESOLUTION: RGRTA 51-2014**

### **Page 2**

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 the intent and purposes of the foregoing resolution; and

BE IT FURTHER RESOLVED, that Resolution RGRTA 77-2013 as amended per the revisions set forth above has a revised total authorization of \$53,900; and

#### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Quarterly Meeting of the Rochester Genesee Regional Transportation Authority, which was held on August 7, 2014 and that the Resolution is still in full force and effect.

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James H. Redmond, Chairman

Date: August 7, 2014  
Rochester, New York



ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET

Board Meeting Date:	August 7, 2014
Presenter:	Daniele Coll-Gonzalez
Subject:	Resolution Authorizing the Award of a Contract for Janitorial Services for the RTS Transit Center
Background:	<p>The Authority is seeking janitorial services at the RTS Transit Center. New York State Finance Law, Chapter XI, Section 162 requires a proposal from New York State Industries for the Disabled, Inc. (NYSID), a certified preferred source supplier of janitorial services.</p> <p>Rochester Rehabilitation Center, a member agency of NYSID, submitted a proposal in the amount of \$253,923 for the twelve (12) month period beginning on or about October 20, 2014.</p> <p>Other optional additional services and associated costs are listed in Attachment A. Based upon industry-accepted cleaning and maintenance standards, the Authority anticipates utilizing approximately \$15,000 of these services annually, primarily for the periodic maintenance of the Transit Center's floors.</p> <p>The term of the contract is for one (1) year with four (4) optional one-year renewal periods. The price change for any renewal shall be tied to the annual change in New York State prevailing wage rates for the job titles of workers performing the services.</p>
Financial Impact:	The cost of janitorial services for the first year is estimated to be \$253,923. Other optional additional services listed in Attachment A are estimated to be \$15,000 annually.
Recommendation:	That the CEO be authorized to enter into an agreement with New York Industries for the Disabled for janitorial services at the RTS Transit Center.



## RESOLUTION: RGRTA 52-2014

### AUTHORIZING AWARD OF A CONTRACT FOR JANITORIAL SERVICES

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") seeks janitorial services for the RTS Transit Center; and

WHEREAS, the Authority, in accordance with New York State Finance Law, Chapter XI, Section 162, sought a proposal from New York State Industries for the Disabled, Inc. (NYSID), a certified preferred source supplier of janitorial services; and

WHEREAS, Rochester Rehabilitation Center (RRC) of Rochester, New York, a member agency of NYSID, submitted a responsive proposal in the amount of \$253,923 based on the Authority-specified scope of services; and

WHEREAS, the contract amount may be adjusted to reflect adjustments in the amount of janitorial services required and the use of any of the optional services contained in Attachment A; and

WHEREAS, the pricing of the optional one-year extensions shall be tied to the annual change in New York State prevailing wage rates for the job titles of workers performing the services; and

WHEREAS, funding is available in GL Account 210-60172-50306-650.

NOW, THEREFORE, BE IT RESOLVED, that a Contract be awarded to NYSID for a period of one (1) year in the estimated amount of \$253,923 with up to four (4) optional one-year extensions; and

BE IT FURTHER RESOLVED that NYSID may be engaged to provide additional optional services in accordance with the pricing set forth in Attachment A in an amount estimated to be \$15,000 per 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 a Quarterly Meeting of the Rochester Genesee Regional Transportation Authority, which was held on August 7, 2014 and that the Resolution is still in full force and effect.

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James H. Redmond, Chairman

Date: August 7, 2014  
Rochester, New York

## Attachment A

### Optional Janitorial Services

Type of Service	Unit Price
<b>Stripping &amp; Waxing Non-Terrazzo Floors</b>	\$ .15 per square foot
<b>Stripping &amp; Resealing Terrazzo Floors</b>	\$ .23 per square foot
<b>Additional Labor on Non-Emergency Basis</b>	\$ 11.70 per hour
<b>Additional Labor on Emergency Basis</b>	\$ 11.70 per hour
<b>Day Porter</b>	\$ 187.20 per day
<b>Carpet Cleaning</b>	\$ .18 per square foot



ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY  
 BOARD OF COMMISSIONERS  
 AGENDA ITEM COVER SHEET

Board Meeting Date:	August 7, 2014
Presenter:	Scott Adair
Subject:	Resolution Authorizing the Award of a Contract for Video Recording and Captioning Services
Background:	<p>The Authority, based on a State requirement, requires the services of a video recording and captioning firm to provide professional services including the recording of meetings of the RGRTA Board of Commissioners and other meetings and adding closed captioning for posting on the RGRTA website.</p> <p>The Authority sought proposals from qualified firms by issuing a Request for Proposals (RFP) and publicly advertising for proposals in the <u>New York State Contract Reporter</u> and the <u>Rochester Business Journal</u> on September 6, 2013. Twenty-three (23) sets of the RFP document were distributed to proposers and one (1) proposal was received on October 1, 2013.</p> <p>The single proposal was received from the incumbent vendor, Granicus of San Francisco, California.</p> <p>Based on a thorough evaluation of the proposal considering qualifications of project team, firm's experience, project understanding and work plan, and cost, the Authority determined that Granicus submitted a responsive proposal that the Authority determined to be fair and reasonable.</p> <p>The contract price will be \$2,066.82 per meeting for an initial term of three years with the option for two renewals of one-year each.</p> <p>The Authority determined that Granicus appears to be a responsible bidder.</p>
Financial Impact:	<p>RGRTA will enter into a three-year agreement with Granicus for an amount not to exceed \$46,000 per year. Thereafter, increases in the per meeting price shall only occur at the time of contract renewal and shall not exceed the change in the Consumer Price Index (CPI) All Urban Consumers for the preceding 12-month period. The services will be funded from the RGRTA operating budget.</p>

Recommendation:	That the CEO or his designee be granted authority to enter into a contract with Granicus for video recording and captioning services. The term of contract shall be for three (3) years with two (2) optional one-year renewals.
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## RESOLUTION: RGRTA 53-2014

### **AUTHORIZING THE AWARD OF A CONTRACT FOR VIDEO RECORDING AND CAPTIONING SERVICES**

WHEREAS, the Rochester-Genesee Regional Transportation Authority (the "Authority") desires to engage a professional video recording and captioning firm; and

WHEREAS, under this contract the specified professional services will be video recording and captioning services for RGRTA's Board of Commissioners' meetings and other meetings; and

WHEREAS, the Authority sought proposals from qualified firms by issuing a Request for Proposals (RFP) and publicly advertising for proposals in the New York State Contract Reporter and the Rochester Business Journal on September 6, 2013; and

WHEREAS, twenty-three (23) Request for Proposals packages were sent out and one (1) proposal was received and opened on October 1, 2013; and

WHEREAS, the Authority conducted a thorough evaluation of the proposal that was received and concluded that Granicus submitted a proposal that was responsive; and

WHEREAS, Granicus has proposed a contract for \$2,066.82 per meeting with an initial three-year term, with the option to renew for two additional one-year periods; and

WHEREAS, the Authority has determined that the Granicus proposal is fair and reasonable; and

WHEREAS, the Authority has determined that Granicus appears to be a responsible proposer.

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer or his designee is authorized to enter into a contract with Granicus for an initial three-year term, in an amount not to exceed Forty-six Thousand Dollars (\$46,000) per year; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is authorized to enter into two (2) optional one-year renewals; 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 they may deem necessary, appropriate or advisable to carry out the intent and purposes of the foregoing resolution.



## **RESOLUTION: RGRTA 53-2014**

### **Page 2**

#### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Quarterly Meeting of the Rochester Genesee Regional Transportation Authority, which was held on August 7, 2014 and that the Resolution is still in full force and effect.

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James H. Redmond, Chairman

Date: August 7, 2014  
Rochester, New York



ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY  
BOARD OF COMMISSIONERS  
AGENDA ITEM COVER SHEET

Board Meeting Date:	August 7, 2014
Presenter:	Richard Perrin
Subject:	Resolution Authorizing the Award of a Contract for the Lease and Maintenance of a Postage Meter for the Genesee Transportation Council
Background:	<p>GTCS, Inc. wishes to enter into a lease and associated maintenance agreement for a Neopost postage meter for the Genesee Transportation Council (GTC) for a 60-month period.</p> <p>The postage meter GTC currently uses is over ten years old and several features no longer function properly. Also, GTCS, Inc. incurs an expense each time the United States Postal Service (USPS) changes any of its rates, which requires the rates programmed in the postage meter to be updated. GTCS, Inc. wishes to upgrade the postage meter used by GTC to improve efficiency, functionality, and reporting capabilities.</p> <p>Lineage of Rochester, New York is the vendor for and services GTC's current postage meter. Lineage works with MailFinance, a Neopost USA company, to finance leases of Neopost equipment.</p> <p>MailFinance of Milford, Connecticut, offered acceptable payment terms for a new postage meter and Lineage offered acceptable payment terms for a Maintenance Agreement for said postage meter. The agreement with MailFinance will include rate protection, which covers reprogramming of the postage meter when the USPS changes any of its postage rates.</p> <p>When factoring rate protection and the more efficient use of ink, GTC expects to spend a similar amount over the life of the lease compared to current expenses.</p>
Financial Impact:	The monthly cost will not exceed \$90.00. Annualized expense will not exceed \$1,080.00.
Recommendation:	That the CEO be granted authority to enter into a contract for a 60-month lease and associated maintenance agreement of one (1) postage meter.



## RESOLUTION: GTCS 5-2014

### **AUTHORIZING THE AWARD OF A CONTRACT FOR THE LEASE AND MAINTENANCE OF A POSTAGE METER FOR THE GENESEE TRANSPORTATION COUNCIL**

WHEREAS, GTCS, Inc. seeks to enter into a lease agreement for a Neopost postage meter for the Genesee Transportation Council (GTC); and

WHEREAS, the GTC wishes to have a maintenance agreement which runs concurrently with the lease agreement for routine maintenance, parts and labor; and

WHEREAS, a Neopost postage meter and associated maintenance agreement meeting the GTC requirements is available through Lineage of Rochester, New York; and

WHEREAS, MailFinance of Milford, Connecticut offers payment terms for new Neopost postage meters; and

WHEREAS, Lineage of Rochester, New York offers maintenance agreements for Neopost postage meters; and

WHEREAS, the cost of the proposed Neopost postage meter and associated maintenance agreement falls within the definition of a Micro-Purchase and, therefore, does not require competitive quotations; and

WHEREAS, the GTCS, Inc. has determined that MailFinance is a responsible firm and offered acceptable payment terms, and

WHEREAS, the GTCS, Inc. has determined that Lineage is a responsible firm and offered acceptable payment terms.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer is authorized to enter into a lease and associated maintenance agreement with MailFinance and Lineage, respectively for one (1) postage meter for a 60-month period with a monthly cost not to exceed Ninety Eight Dollars (\$90.00); and

IT IS FURTHER RESOLVED, that the officers and directors of the Authority 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 resolution.

### **CERTIFICATION**

The undersigned hereby certifies that the above is an excerpt from the Minutes of a Quarterly Meeting of the Rochester-Genesee Regional Transportation Authority, which was held on August 7, 2014, and that the Resolution is still in full force and effect.

\_\_\_\_\_  
James H. Redmond, Chairman

Date: August 7, 2014  
Rochester, New York



# 2014 STANDING CALENDAR

**Document Date: 8/01/14** *Calendar is subject to revisions/additions*

<b>MEETING INFORMATION</b>	<b>DATE</b>	<b>TIME</b>
RGRTA Regular Board Meeting	Thursday, January 9, 2014	CANCELLED
RGRTA Compensation Committee Meeting	Wednesday, January 22, 2014	4:00PM – 5:30PM
RGRTA Audit Committee Meeting	Thursday, February 6, 2014	10:30AM - 11:30AM
RGRTA Quarterly Board Meeting	Thursday, February 6, 2014	Noon - 2:00PM
RGRTA Compensation Committee Meeting	Thursday, February 27, 2014	9:00AM - 10:30AM
RGRTA Governance Committee Meeting	Thursday, March 6, 2014	10:30AM - 11:30AM
RGRTA Regular Board Meeting	Thursday, March 6, 2014	Noon - 2:00PM
RGRTA Compensation Committee Meeting	Wednesday, March 19, 2014	8:00AM - 9:30AM
RGRTA Finance/Investment Committee Meeting	Thursday, April 3, 2014	10:30AM - 11:30AM
RGRTA Regular Board Meeting	Thursday, April 3, 2014	Noon - 2:00PM
RGRTA Quarterly Board Meeting	Thursday, May 1, 2014	Noon - 2:00PM
RGRTA Annual Meeting	Thursday, June 5, 2014	Noon - 12:30PM
RGRTA Regular Board Meeting	Thursday, June 5, 2014	12:30PM - 2:30PM
RGRTA Audit/Finance Committee Meeting	Tuesday, June 24, 2014	10:00AM - 11:30AM
RGRTA Compensation Committee Meeting	Monday, June 30, 2014	2:30PM – 4:00PM
RGRTA Governance Committee Meeting	Thursday, July 10, 2014	10:30AM – 11:30AM
RGRTA Regular Board Meeting	Thursday, July 10, 2014	Noon - 2:00PM
RGRTA Quarterly Board Meeting	Thursday, August 7, 2014	Noon - 2:00PM
RGRTA Regular Board Meeting	Thursday, September 11, 2014	Noon - 2:00PM
RGRTA Regular Board Meeting	Thursday, October 2, 2014	10:30AM - 11:30AM
RGRTA Annual Governance Training	Thursday, October 2, 2014	11:30AM – 5:00PM
RGRTA Quarterly Board Meeting	Thursday, November 6, 2014	Noon - 2:00PM
RGRTA Audit Committee Meeting	Thursday, December 4, 2014	10:30AM - 11:30AM
RGRTA Board Meeting	Thursday, December 4, 2014	Noon - 2:00PM

**Location Key:**

*All Meetings to be held at RGRTA: 1372 E. Main Street, Board Room*