

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF
ROCHESTER-GENESEE REGIONAL TRANSPORTATION AUTHORITY
AND ITS SUBSIDIARIES
April 9, 2015**

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 votes
➤	County of Monroe	James H. Redmond	=	5 votes
➤	County of Monroe	Robert Fischer	=	5 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>

Total Votes Possible	31
Total Votes Present	24
Votes Needed for Quorum	16

B. Adoption of the Agenda

On motion of Commissioner Vitagliano, seconded by Commissioner Carl, the agenda was unanimously approved.

C. Approval of Minutes

On motion of Commissioner Pryor, seconded by Commissioner Jones, the following minutes were approved.

- Compensation Committee Meeting Minutes of March 3, 2015
- RGRTA Governance Committee Meeting Minutes, March 12, 2015
- Regular Board Meeting Minutes of March 12, 2015
- Compensation Committee Meeting Minutes of March 18, 2015

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.

- *In response to a question from Commissioner Pryor, Joe Jablonski, Vice President responded that we have not yet sorted out the on and offs to see what the percentage of the increase is. He had estimated it might be around 7 percent.*
- *In response to a question from Commissioner Jones, Joe Jablonski, Vice President responded that half the routes did not have an increase in ridership during the month of February mainly because of the weather.*
- *In response to a question from Commissioner Smith, Joe Jablonski, Vice President responded the ridership goal of two percent was something we've had the last couple of years and we all agree it is a very aggressive goal.*
- *In response to a question from Commissioner Fischer on gas prices, Joe Jablonski, Vice President responded that we ran a model trying to correlate the gas prices and inflation to how it improved ridership. Interestingly enough, gas prices would have to go up an enormous amount for people to really move to public transportation.*
- *In response to a question from Commissioner Turner, Joe Jablonski, Vice President responded that the decrease in ridership for Wyoming County was from a number of different program changes that either are no longer running or didn't materialize.*
- *In response to a question from Commissioner Jones, Joe Jablonski, Vice President responded that as we make adjustments to the RCSD contract and eliminate the students who will be going through the Transit Center that will impact our two percent growth. I believe that next year we do not have a two percent growth in our plan.*

On motion of Commissioner Smith, seconded by Commissioner Pryor, the CEO Report was accepted by unanimous vote.

E. Financial Report

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

- *In response to a question from Commissioner Turner, Scott Adair, CFO responded that in the numbers presented we do not reflect any impact from Ontario County. We had set out at the beginning of the year, when Ontario County was coming on board, we would keep them separate and distinct, because it was not part of this TOPS measure. We have been all along projecting Ontario County to be a break-even for us from an operating perspective. As far as the Transit Center goes we budgeted money for the Transit Center in this budget, operationally for the time period that it would be open. We are seeing*

lightly higher cost as far as security goes in the facility, but everything else at this point is coming in at or below budget.

- *In response to a question from Chairman Redmond, Scott Adair, CFO responded that yes the Transit Center has added \$2.4 million a year to our operating budget.*

On motion of Commissioner White, seconded by Commissioner Carl, the Financial Report was accepted by unanimous vote.

F. Proposed Resolutions

Resolution Authorizing the Award of a Contract for Uniformed Security Guard Services, RGRTA 16-2015

- *Chairman Redmond asked how many people have moved through the Transit Center since it opened, Miguel Velazquez, COO responded that 3.7 million people have gone through and that is a running number.*
- *In response to a question from Commissioner Smith, Miguel Velazquez, COO responded that G4S Security is a new vendor for us and they are based in Williamsville, New York.*
- *In response to a question from Commissioner Jones, Jim Ramos, Director of the Transit Center & Field Operations responded that we did not ask specifically their experience with youth but currently they are in Charlotte, NC in their Transit Center. Miguel Velazquez, COO responded that it's not perhaps specific to youth, but they deal with locations or facilities that mimic what we deal with. Commissioner Jones mentioned that since these guards will have military or police training that we make sure they know how to deal with youth. She encourages us to be aware of that and on top of that, because we should have some input into the types of training we think are appropriate for the demographics of the customers we know we have.*
- *In response to a question from Commissioner White, Scott Adair, CFO responded that we are slightly north of the original amount we had projected for security.*
- *In response to a question from Commissioner Smith regarding a question on how much security will be on each shift, Chairman Redmond responded that due to Homeland Security concerns, we don't want to talk about tactics.*

RGRTA 16-2015: On motion of Commissioner Turner, seconded by Commissioner Vitagliano, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

G. Consent Resolutions

Resolution Authorizing Purchase of Commercial Property Insurance Policy, RGRTA 17-2015

RGRTA 17-2015: On motion of Commissioner White, seconded by Commissioner Jones, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Authorizing Purchase of an Automobile Excess Liability Insurance Policy, RGRTA 18-2015

RGRTA 18-2015: On motion of Commissioner Vitagliano, seconded by Commissioners Turner and White, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Authorizing "Sole Source Provider" Contract for Dispatching Software and On-Boarding Equipment for RTS Ontario, RGRTA 19-2015

RGRTA 19-2015: On motion of Commissioner Smith, seconded by Commissioner Carl, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

Resolution Authorizing Award of a Contract for Heavy-Duty Drive-On Bus Lifts, RGRTA 20-2015

RGRTA 20-2015: On motion of Commissioner Pryor, seconded by Commissioner Jones, the aforementioned Resolution, a copy of which is attached to these Minutes, was unanimously approved.

H. Executive Session

On motion of Commissioner Jones, seconded by Commissioner Smith the meeting moved into Executive Session to discuss employment issues for particular individuals

The Board was called back into open session on a motion from Commissioner Turner, seconded by Commissioner Carl.

Resolution Ratifying the Recommendations of the Compensation Committee, RGRTA 21-2015

RGRTA 21-2015: On motion of Commissioner Vitagliano, seconded by Commissioner Smith, the aforementioned Resolution, with a vote of no from Commissioners Pryor and Fischer, a copy of which is attached to these Minutes, was approved.

I. Calendar

The Calendar was reviewed. Bill Carpenter made mention the fact that the Governance Retreat has been moved to September 2015 and further details on date and time will be available at a later date.

J. Adjournment

There being no further matters on the adopted Agenda, the meeting was adjourned on motion of Commissioner Pryor with a second by Commissioner Carl.

CEO Report

Presented by: Bill Carpenter, CEO

Chief Executive Officer Report



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

Strategic Initiatives



KEY RESULT AREAS	SUCCESS INDICATORS
Financial Sustainability	End of Year NET Income
Customer Satisfaction	Ridership Growth & NET Promoter Score (NPS)
Service Quality	On-time Performance
Employee Engagement	Employee Survey Participation & Satisfaction Score

TOPS Pillar: Customer Service - 25%



RGRTA Ridership

Goal:

Total TOPS Points: 5.0

Increase of 2.0%

RTS Customer Satisfaction

Total TOPS Points: 19.0

Regional Customer Satisfaction

Total TOPS Points: 1.0

Ridership: February Summary



- The Authority was down 4.8% compared to last February largely a result of the cold weather in Rochester.
- All but two subsidiaries had worse results in February compared to the same time last year. (RTS Genesee and RTS Orleans improved).

Ridership: YTD Summary



- Authority (excluding RTS Ontario) YTD down .91% or 150,000 boardings.
 - RTS Monroe down .96%
 - RTS Access up 2.7%
 - Four of the remaining subsidiaries up in ridership 2%-6%
- With the opening of the RTS Transit Center, ridership at the Authority is up in December-February 2.6% compared to the same period last year.
- RTS Monroe is up 2.8% over that same period.

TOPS Metrics: Ridership

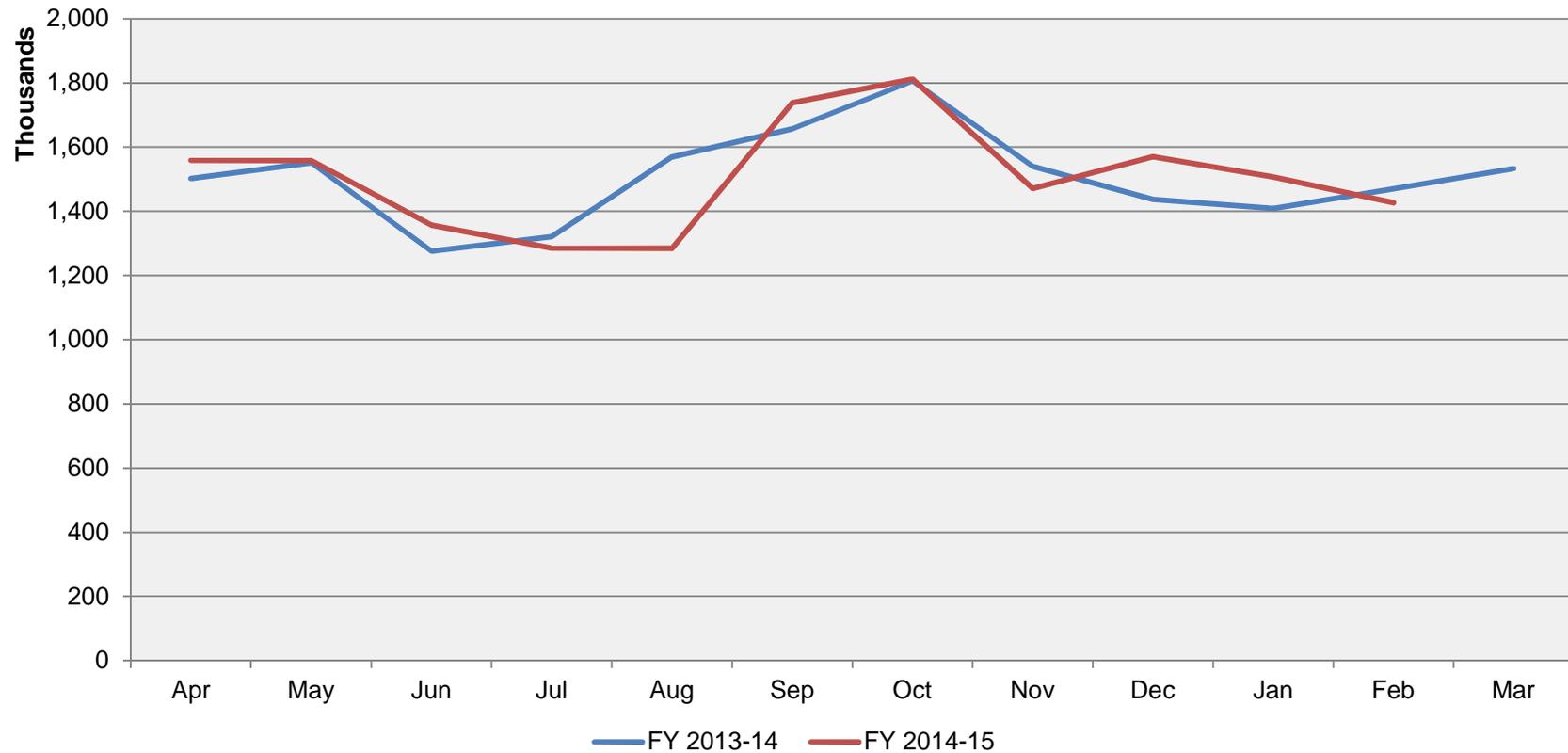


JOSEPH JABLONSKI
VICE PRESIDENT

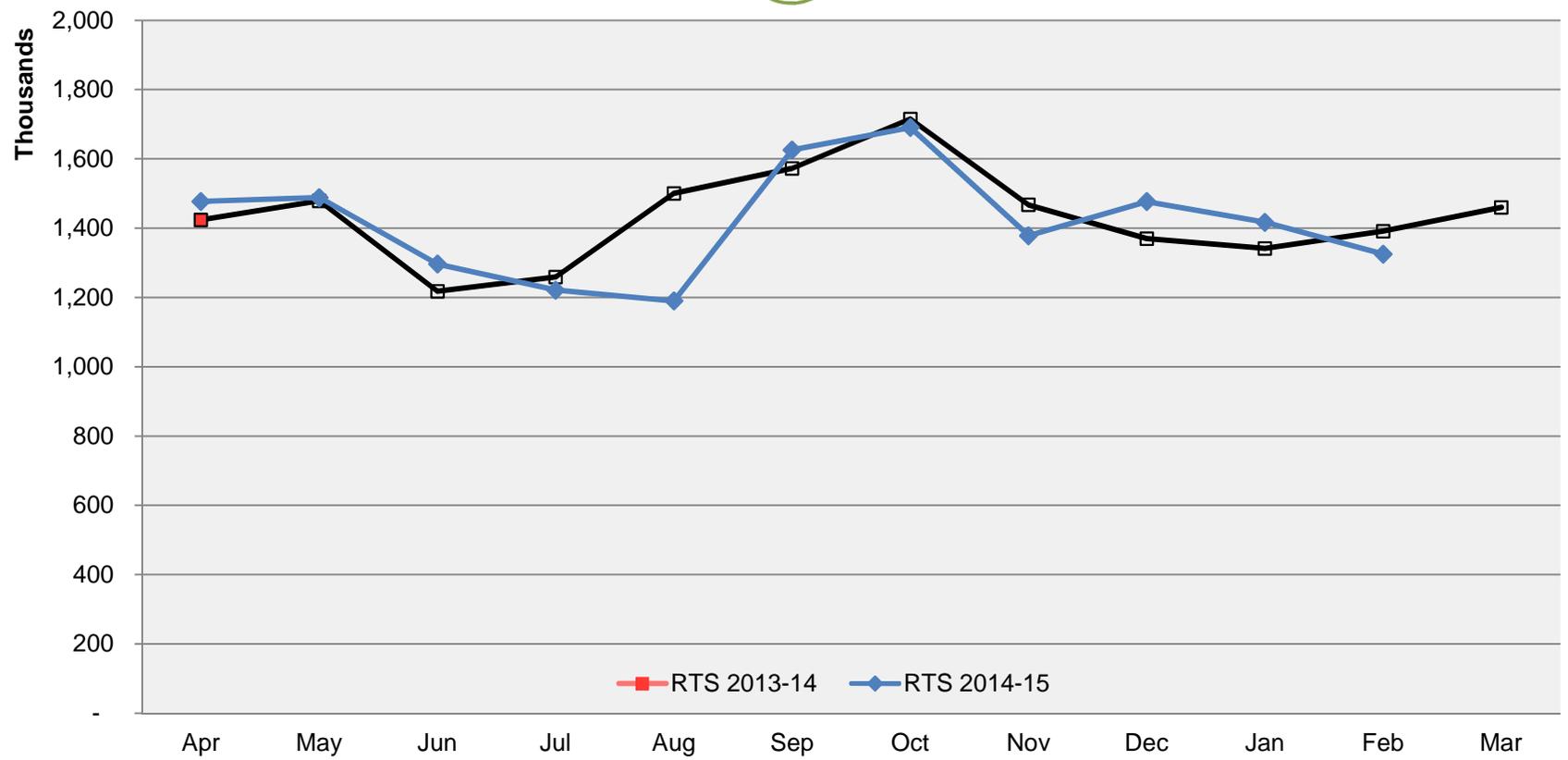
February YTD Ridership Results

	2/2015 YTD	2/2014 YTD	Pct. Change	
RTS	15,587,041	15,737,859	-.96%	↓
Access	167,345	162,977	2.68%	↑
Genesee	56,186	53,461	5.10%	↑
Livingston	185,778	182,332	1.89%	↑
Orleans	37,788	35,797	5.56%	↑
Seneca	76,319	86,468	-7.46%	↓
Wayne	216,604	211,115	2.60%	↑
Wyoming	60,336	72,015	-16.2%	↓
RGRTA	16,387,397	16,538,024	-.91%	↓

Authority Ridership Trend



RTS Monroe Ridership Trend



Ridership at RTS Monroe



- RTS Monroe ridership is up 2.8% since the RTS Transit Center Opened at the end of November.
- Why has the RTS Transit Center resulted in higher ridership?
 - Some is a result of our customers having to get off and re-board.
 - People enjoy the experience of waiting in a warm RTS Transit Center versus outside especially during the coldest February on record.
 - Customers have access to real time data and information.
 - Clear and easy to understand routes and schedules.
 - Better On-Time Performance.
 - Extended service day.
 - Transfers are more convenient.

RTS Ridership Route Level Data



- Of the 31 routes in December 2014 80% had higher daily ridership than December of 2013.
- In January that trend continued but in February only 48% had higher daily ridership than the same period last year.

Route	Dec-13	Dec-14	% Change	Jan-14	Jan-15	% Change	Feb-14	Feb-15	% Change
1 Lake		2,651.86			2,609.43			2,367.00	
31 Park		1,018.23			1,002.05			953.25	
1 Lake-Park	3,569.05	3,670.09	2.83%	3,462.27	3,611.48	4.31%	3,550.55	3,320.25	-6.49%
2 Thurston		1,249.00			1,261.14			1,167.45	
42 Parsells		699.95			751.10			675.35	
2 Thurston-Parsells	2,050.33	1,948.95	-4.94%	1,977.18	2,012.24	1.77%	2,071.50	1,842.80	-11.04%
3 Lyell		2,388.14			2,224.71			2,132.10	
3 Goodman		1,274.95			1,236.90			1,157.05	
3 Lyell-Goodman	3,361.10	3,663.09	8.99%	3,266.73	3,461.62	5.97%	3,414.40	3,289.15	-3.67%

Takeaways

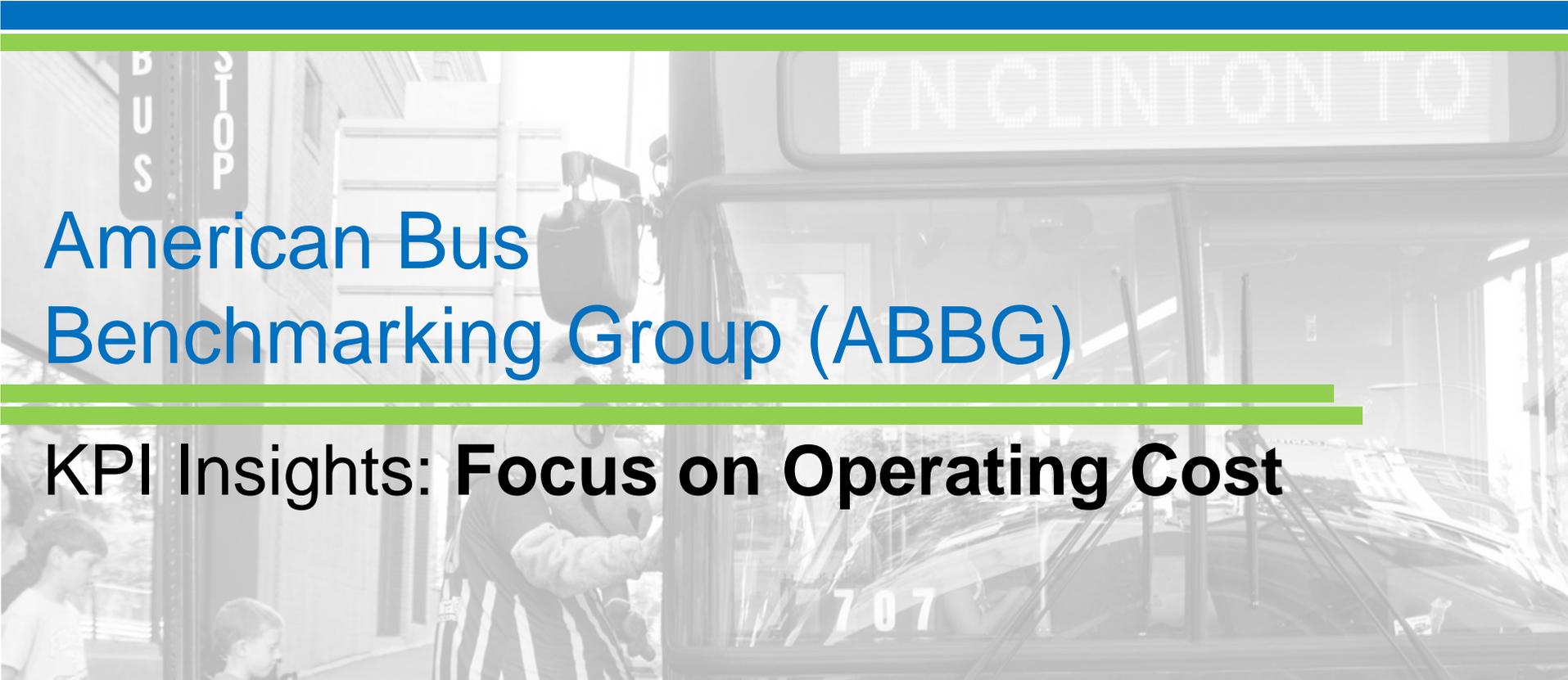


- Preliminary numbers for March indicate we are up 4.1% at RTS Monroe and 4.25% for the Authority.
- We estimate we will miss our Authority wide TOPS ridership goal of 2% this year landing at -.47% or -85,341.
- RTS Ontario's estimated ridership through March 2015 is 206,131 resulting in a net increase in ridership for the Authority of 120,790.
- RTS Transit Center has had a positive effect on our customers as evidenced by our improved ridership.
- Questions?

Chief Executive Officer Report



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



American Bus Benchmarking Group (ABBG)

KPI Insights: **Focus on Operating Cost**





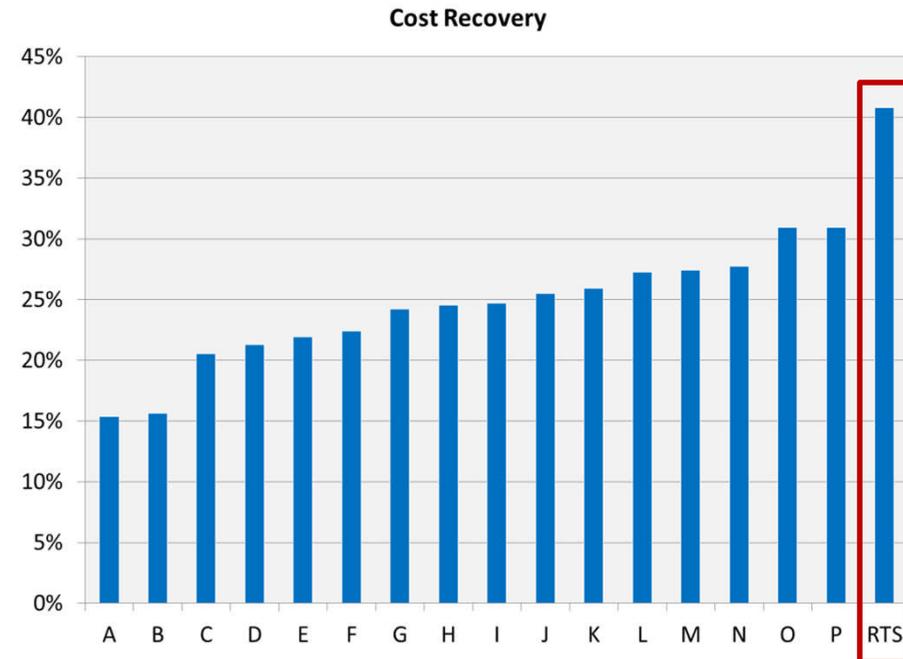
Agenda

- Last Time We Said...
- Operating Cost
 - A. Fleet Composition
 - B. Maintenance Cost
 - C. Fuel Cost
- Key Insights

RTS has the Highest Cost Recovery



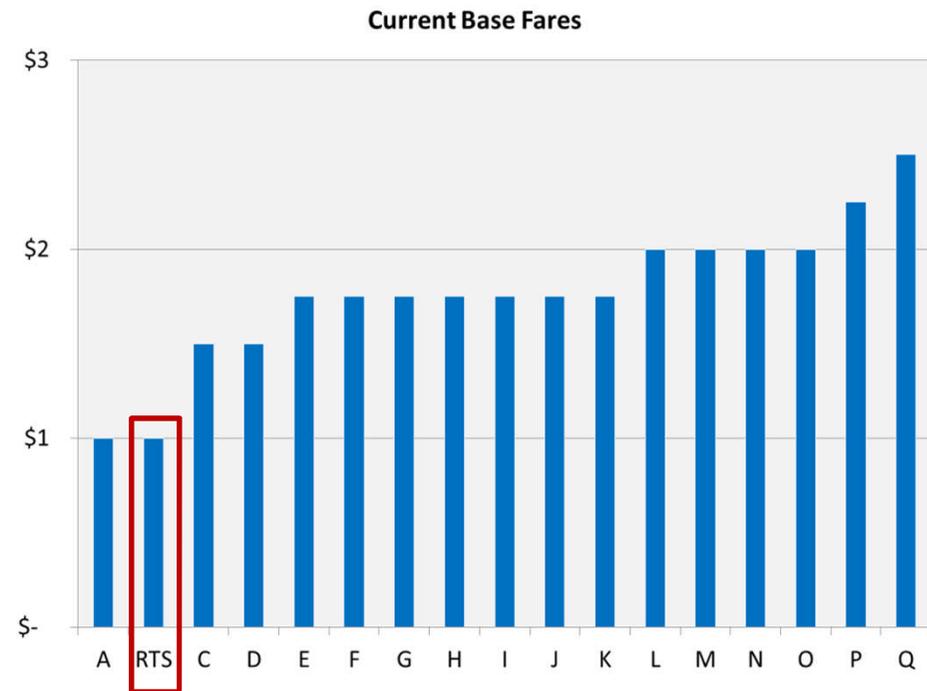
- Average cost recovery
 - ABBG members: 25%
 - RTS: 41%



RTS has the Lowest Base Fare



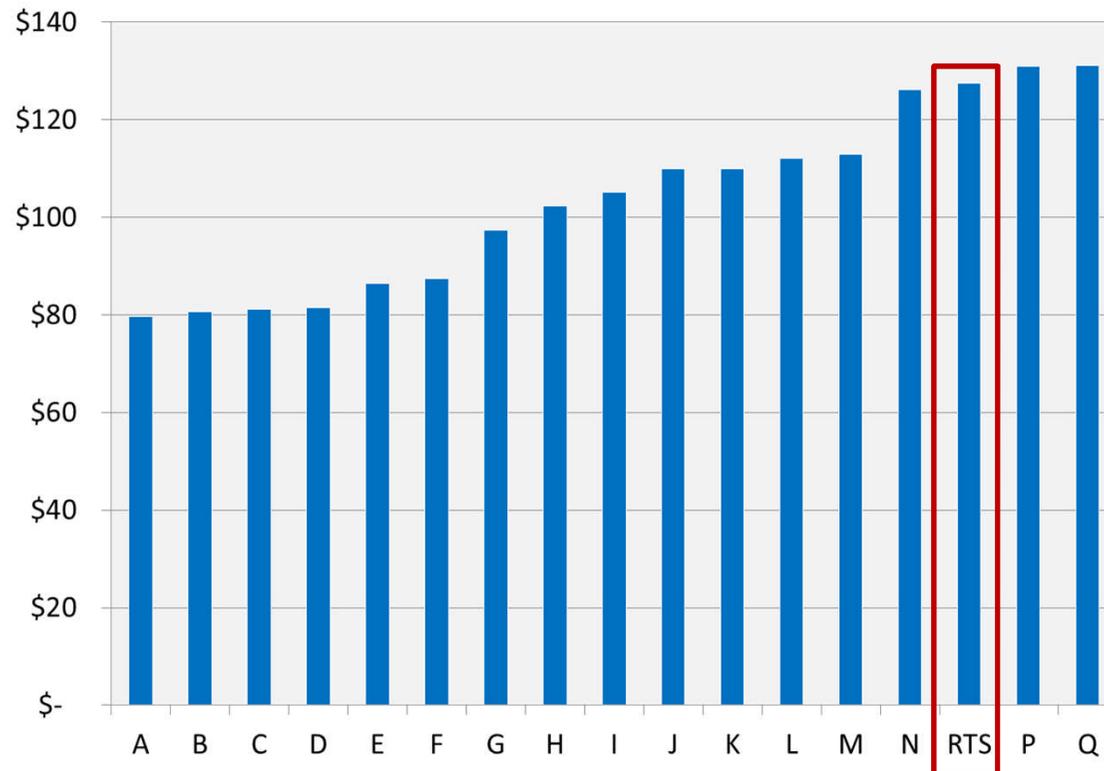
- Average base fare for all members is \$1.75



RTS has the Third Highest Operating Cost per Hour



BUS OPERATING COST per Actual Total Vehicle Hours





Last Time We Said...

- Our ABBG relationship is directly guiding our performance improvement efforts.
- Our rankings reflect our strong performance and our business model.
- We need to account for how our business model alters simple comparisons.
- Peer comparison is influencing our Comprehensive Plan initiatives.



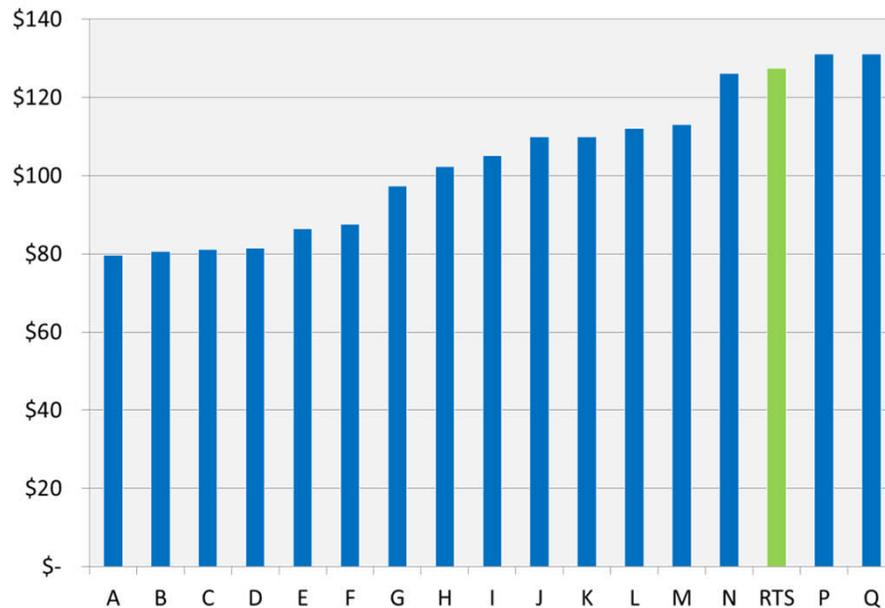
Agenda

- Last Time We Said...
- **Operating Cost**
 - **A. Fleet Composition**
 - **B. Maintenance Cost**
 - **C. Fuel Cost**
- Key Insights

Operating Cost



Bus Operating Cost per Actual Total Vehicle Hours

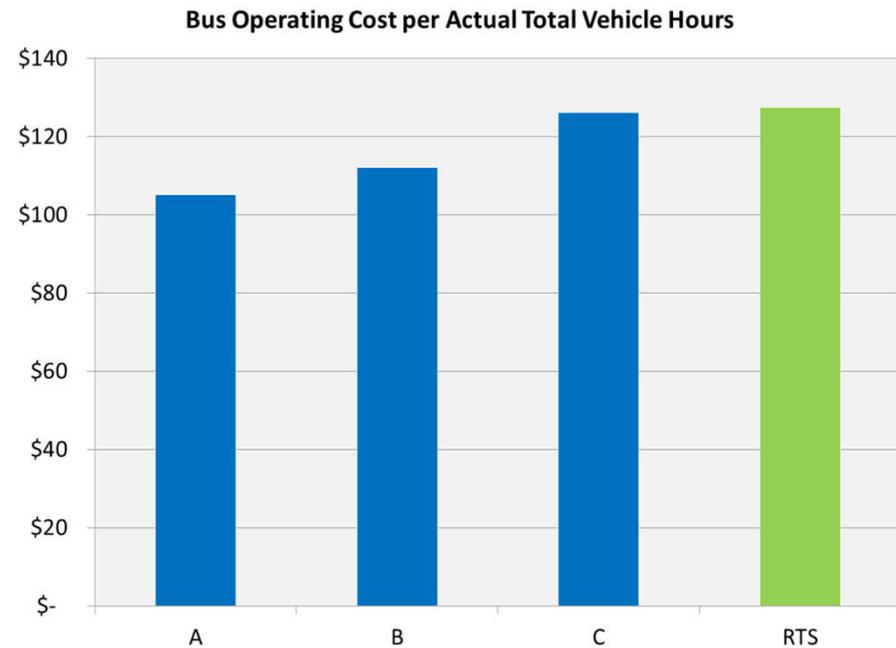


- 3rd highest operating cost per hour
- Includes:
 - Operators
 - Maintenance
 - Fuel
 - Administration & Service Management

Highest in the Northeast Subgroup

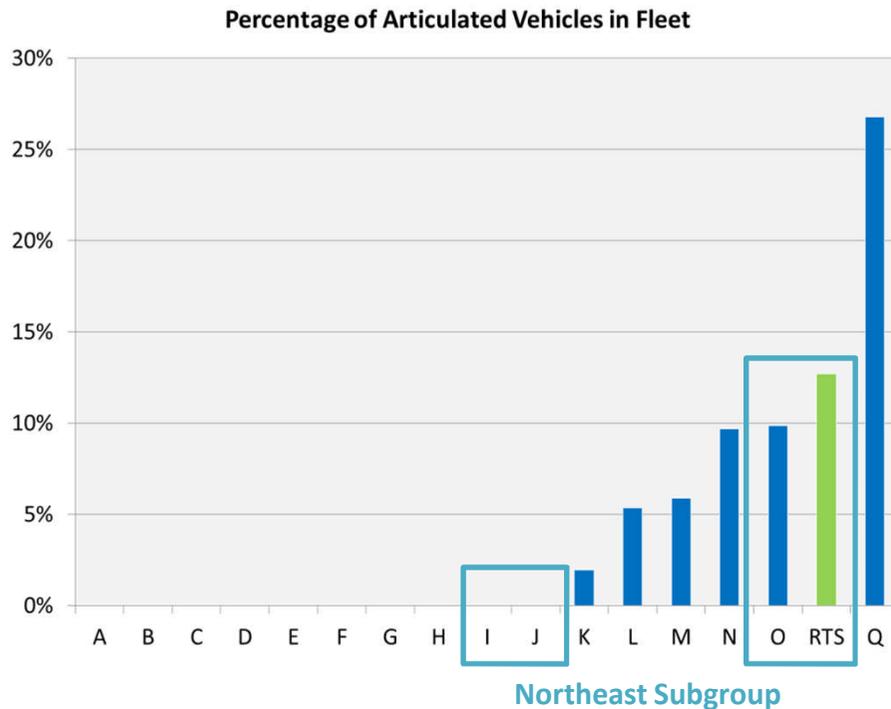


- What is different for RTS?!





A. Fleet Composition



- Few utilize articulated 60' buses to the extent we do.
 - Only one other member of our Northeast subgroup does.



Articulated Bus Distinctions

- One 60' bus is more expensive to run than one 40' standard bus.
- Two 60' buses carry as many people as three 40' buses.

Articulated Buses Can Provide Cost Savings!

Bus Operating Costs



	40' Standard Bus	60' Articulated Bus
<i>Driver Cost / Hour</i>	\$40	\$40
<i>Operating Cost / Hour</i>	\$31	\$37
<i>Total Cost / Hour</i>	\$71	\$77



Bus Operating Costs

	3x 40' Standard Bus	2x 60' Articulated Bus
<i>Driver Cost / Hour</i>	\$120	\$80
<i>Operating Cost / Hour</i>	\$93	\$74
<i>Total Cost / Hour</i>	\$213	\$154

Why so many articulated buses for RTS?



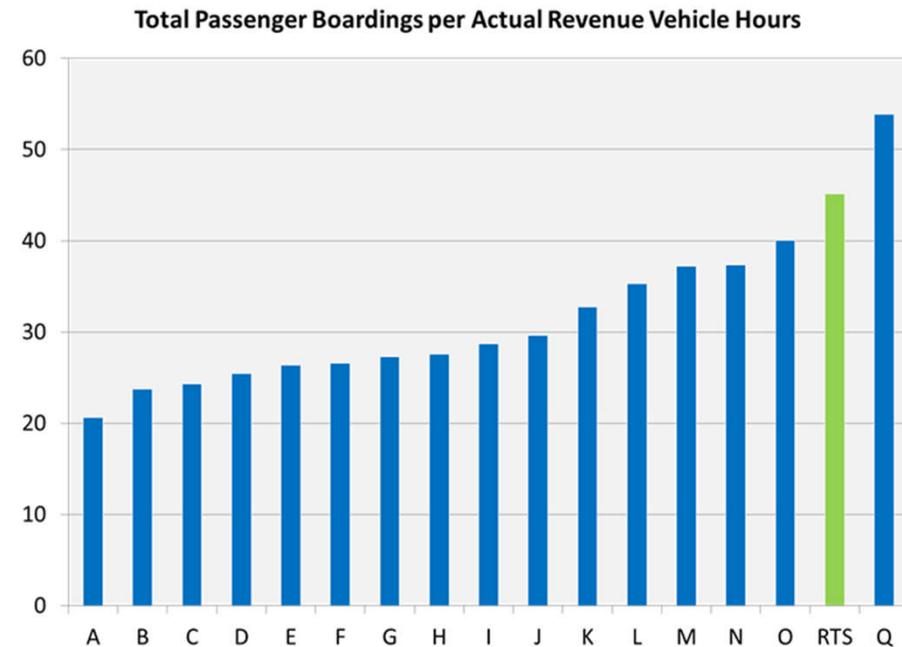
- Higher density urban service
 - *Lots of people to move shorter distances.*
- Rochester City School District
 - *Lots of students going to the same places at once.*



Articulated Buses at Work

- Without articulated buses, we would spend more service hours with more drivers in more standard buses out on the road.
- Where do we deploy the articulated buses?
 - Route #10 (Dewey)
 - Route #24 (Marketplace)
 - Route #40 (Portland)
 - Route #50 (MCC)

...just to name a few!



Daily Impact on Route #10 (Dewey)



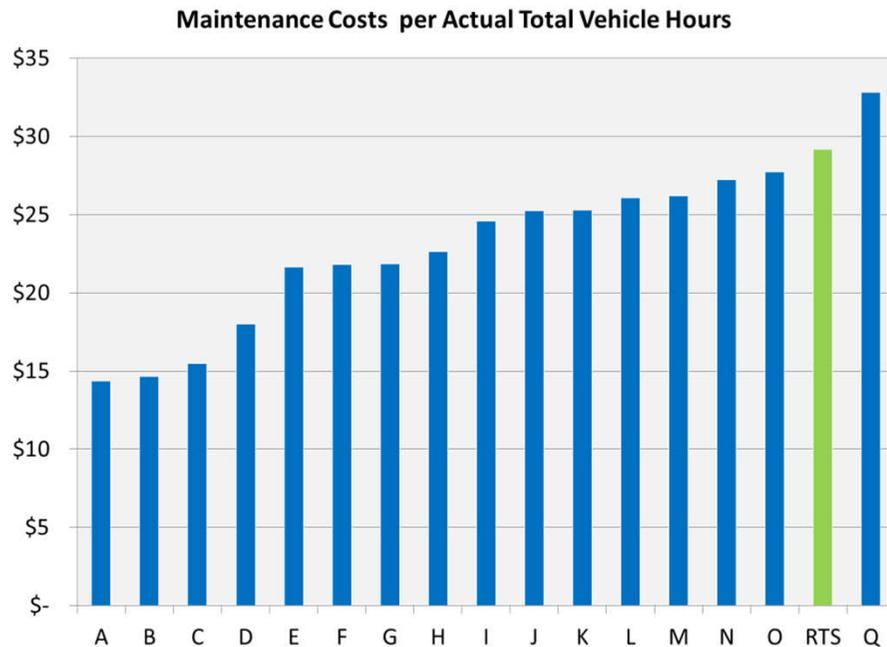
	Service Hours	Cost per Hour	Total Cost
40' Standard Bus	9	\$71	\$639
60' Articulated Bus	80	\$77	\$6,155
Sum	89		\$6,794
40' Standard Bus Only	117	\$71	\$8,247
Variance (\$)			\$1,453
(%)			21%

Daily Impact to RCSD



	Service Hours	Cost per Hour	Total Cost
40' Standard Bus	352	\$71	\$24,895
60' Articulated Bus	24	\$77	\$1,815
Sum	376		\$26,710
40' Standard Bus Only	399	\$71	\$28,250
Variance (\$)			\$1,540
(%)			6%

B. Maintenance Cost

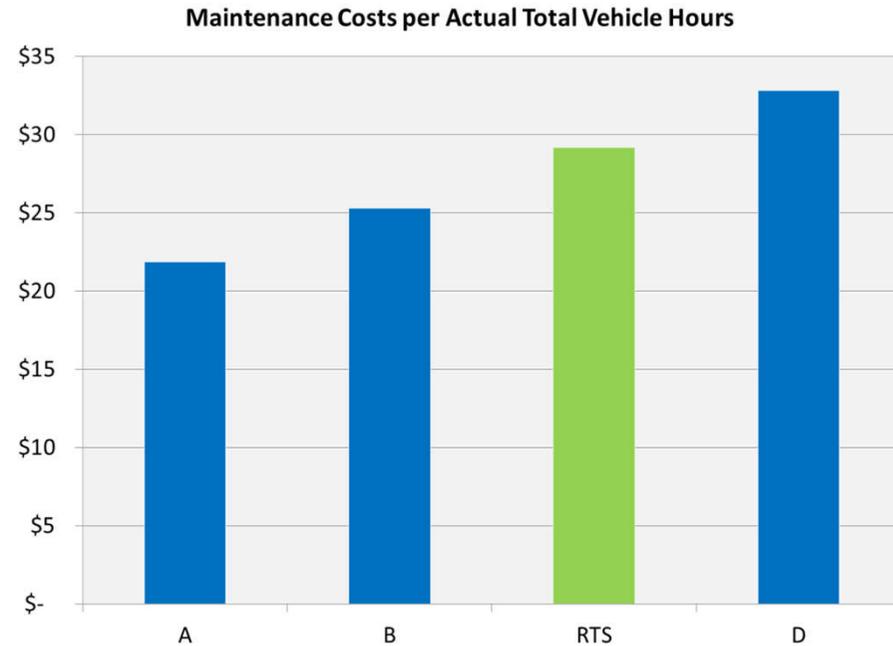


- Higher than average maintenance costs per hour is partially driven by our fleet composition.

Maintenance Cost



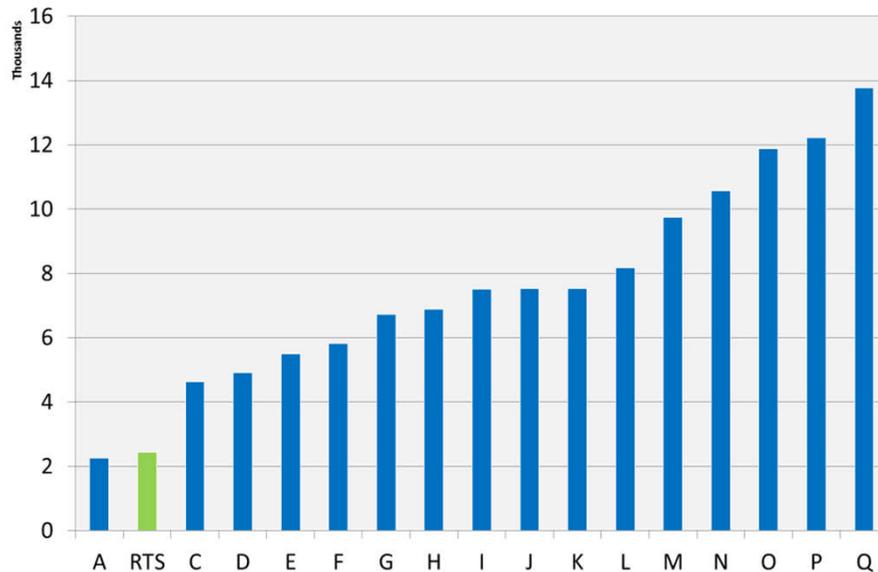
- And partially driven by geography and weather.
 - Higher maintenance cost per hour, on average, within our Northeast subgroup than within ABBG as a whole.



Mean Distance Between Failures



Actual Total Vehicle Miles per Number of Road Calls Due to Technical Faults



- Several initiatives in our Comprehensive Plan stem from our ABBG learnings

“ Continue to focus on incremental process improvements, problem diagnosis, and training to reduce unplanned maintenance events and improve fleet reliability. ”

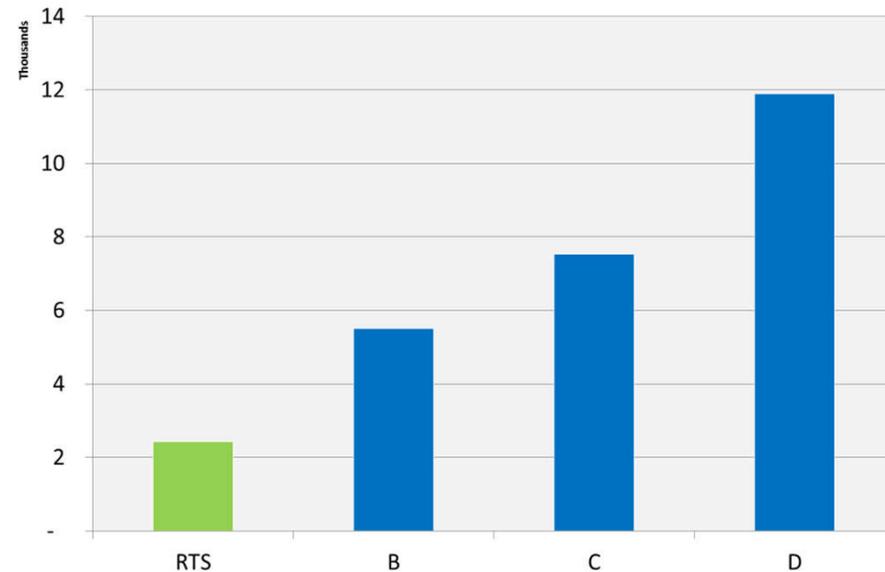
Mean Distance Between Failures



“ We continue to emphasize process and skill-set improvement to reduce unplanned and repeat maintenance and repairs, reduce bus down-time, and lower our costs. Our focus on problem diagnosis and prevention enhances our ability to effectively and efficiently maintain RTS’ vehicle fleet, and keep pace with the ever-changing vehicle-based technologies.

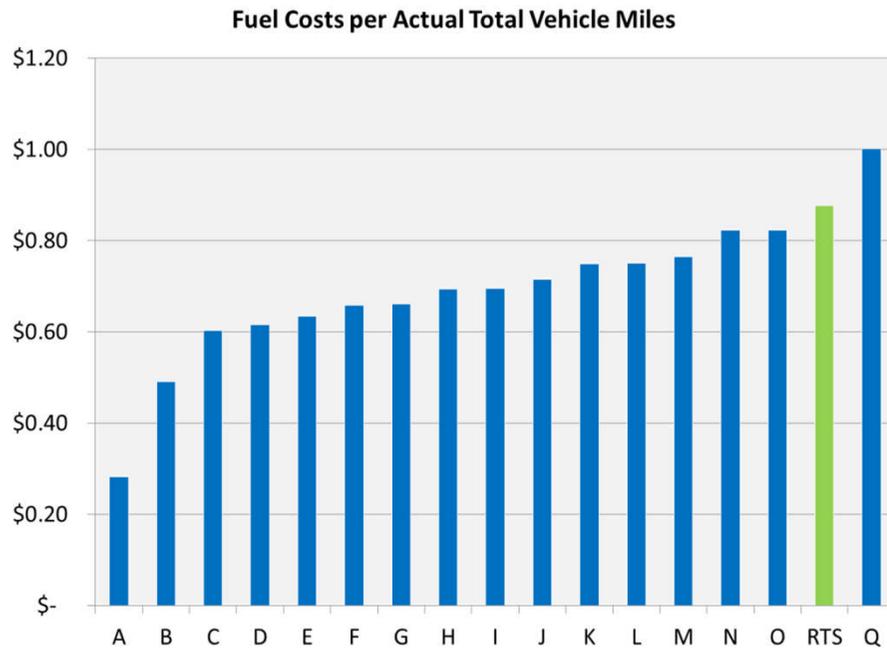
Continuous improvement is critical to our success. We will monitor performance and set aggressive targets. We continue to benchmark our performance with peer groups for the purpose of achieving additional operational efficiencies, reduced maintenance costs, and improved productivity. ”

Actual Total Vehicle Miles per Number of Road Calls Due to Technical Faults





C. Fuel Cost per Mile

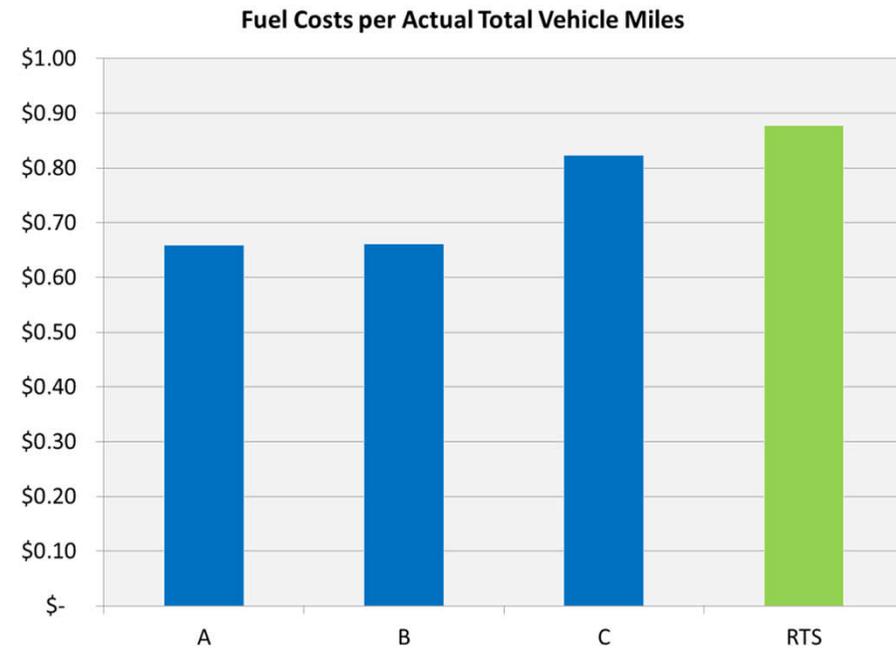


- The urban nature of our service changes our fuel costs.
- Articulated buses also use more fuel per mile.

Fuel Cost per Mile



- Weather impacts fuel costs, particularly in winter months when buses are idling for longer periods.





Agenda

- Last Time We Said...
- Operating Cost
 - A. Fleet Composition
 - B. Maintenance Cost
 - C. Fuel Cost
- **Key Insights**

Key Insights



- RCSD work supports our high percentage of articulated buses.
- Our cost for each hour of service is high compared to our peers.
- Our productivity for each hour of service is high compared to our peers.
- We are positive outliers with our dollar fare and cost recovery; ABBG provides opportunity to understand when our costs are process driven or asset driven.

Chief Executive Officer Report



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

- Transit Driver Appreciation Day, March 18th 2015



March 20th Press Conference

- To highlight the need for more STOA and Capital funding, on Friday, March 20th, CEO Bill Carpenter was joined by GTC's Rich Perrin, Stephanie Woodward of the Center for Disability Rights, Scott MacRae of Rochester Cycling, Michael Philipson of Greentopia and Mike Governale of Reconnect Rochester.





March 24 Press Conference

- On March 24th CEO Bill Carpenter and RCSD Superintendent Bolgen Vargas, EdD, announced new transportation plans that will reduce student transfers at the RTS Transit Center.

Miscellaneous



- Met with State Delegation in Albany
- Met with Public Sector Leaders and Private Sector Business Leaders to discuss youth issues at the Transit Center
- Held Six Pack Meeting with employees
- Held a FLREDC Infrastructure & Transportation Sub-Committee Meeting
- Participated in a Person 2 Person Cluster Meeting
- Participated in the Children's Agenda Annual Meeting & Retreat
- Attended a breakfast meeting with Congressman Tom Reed
- Meeting with County Executive Brooks
- Met with RBA CEO Robert Duffy
- Participated in the Greater Rochester Community Transportation Foundation Board Meeting
- Toured the Transit Center with Unique Fair, student representative on the RCSD board of education
- Stand Up 4 Transportation Day Press Conference Held at the RTS Transit Center

Financial Report

Presented by: Scott Adair, Chief Financial Officer

RGRTA - Consolidated Budget Status Report - FY 2014-2015
As of 2/28/15 (In Thousands)

Financial Report

<i>Revenues</i>	Budget 2014-15	FYTD 2/28/2015	Projected 3/31/2015	Budget Variance
Total Locally Generated	\$ 30,795	\$ 27,268	\$ 30,797	\$ 2
Total Government Subsidies	\$ 44,327	\$ 41,399	\$ 47,453	\$ 3,126
Mortgage Tax	\$ 8,063	\$ 6,387	\$ 6,790	\$ (1,273)
Grand Total Revenue	\$ 83,184	\$ 75,053	\$ 85,039	\$ 1,855
<i>Expenses</i>				
Personnel				
Salary & Wages	\$ 38,729	\$ 35,835	\$ 38,729	\$ -
Fringe Benefits	\$ 22,997	\$ 20,901	\$ 22,875	\$ 122
Total Personnel	\$ 61,725	\$ 56,736	\$ 61,604	\$ 122
Non-Personnel				
Services	\$ 5,489	\$ 4,302	\$ 5,695	\$ (206)
Fuel/Lubricants	\$ 7,516	\$ 5,896	\$ 7,351	\$ 165
Parts	\$ 2,633	\$ 2,880	\$ 2,633	\$ -
Other	\$ 6,636	\$ 6,142	\$ 8,370	\$ (1,734)
Total Non-Personnel	\$ 22,274	\$ 19,221	\$ 24,048	\$ (1,775)
Grand Total Expenses	\$ 83,999	\$ 75,957	\$ 85,652	\$ (1,653)
Net Income/Deficit From Operations & Subsidies	\$ (815)	\$ (903)	\$ (613)	\$ 202



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	April 9, 2015
Presenter:	Miguel Velazquez
Subject:	Authorizing the Award of a Contract for Uniformed Security Guard Services
Background:	<p>The Authority desires the services of a security guard services firm to provide uniformed security guard services. These services consist of the following:</p> <ul style="list-style-type: none"> • <u>RTS Transit Center Security Guard Services</u> – The selected firm will provide uniformed security personnel 24/7 at the RTS 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. The security staff will assist RTS Transit Center Monitors and Rochester Police in the enforcement of the RGRTA Rules of Conduct for Transit Vehicles, Facilities, and Properties. • <u>Campus Main Gate Security Guard Services</u> – The selected firm will provide a uniformed security guard to staff the security booth located at the entrance to the RTS Campus. The booth is staffed 24/7. The primary function is to control access by checking employee ID badges and engaging and assisting visitors, delivery trucks, and contractors as they request access to the campus. • <u>RTS Service Building Farebox Detail</u> – The Service Building operates 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.



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

	<p>The Authority sought proposals from security services 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 February 13, 2015. Thirty-one (31) sets of the RFP document were distributed to proposers and ten (10) proposals were received and opened on March 12, 2015. Proposals were then reviewed and the following four firms invited in for a meeting to review services and a tour of our facilities:</p> <ol style="list-style-type: none"> 1. Command Security, Providence, Rhode Island (3.65 out of 5) 2. G4S Security, Williamsville, New York (4.65 out of 5) 3. Securitas Security Services, Liverpool, New York (1.90 out of 5) 4. Vets Securing America, San Antonio, Texas (3.85 out of 5) <p>The contract award recommendation was based on the following scoring criteria and in-person meeting:</p> <ul style="list-style-type: none"> • Qualifications and Experience of the Firm • Qualifications of the Project Team • Technical Capacity • Price <p>After this process, the evaluation team determined that the proposal submitted by G4S Security was judged to be the most favorable to the Authority. The proposal and proposers demonstrated experience in dealing with a variety of clients including Transit Authorities, a highly qualified management team with a strong desire to partner with RTS safety and security personnel, and a training program for their employees that we felt was best suited for the services that will be necessary.</p> <p>The Authority determined that G4S Security appears to be a responsible proposer and its price proposal is fair and reasonable.</p>
Financial Impact:	<p>The billing rates for uniformed security guard services are \$22.38 Guard Level 3 and \$24.07 for the Guard Supervisor. The estimated first-year cost is \$976,419. Thereafter, the four (4) authorized optional one-year renewals are each subject to annual adjustments of the hourly rates based on the change in the New York State Prevailing Wage Rate for Guards, Watchman - Monroe County as effective on July 1st each year. Actual annual</p>

	expenditures will be based on the number of service hours provided at the adjusted hourly rates. The project will be funded from the Authority's operating budget.
Recommendation:	That the Chief Executive Officer or his designee be granted authority to enter into a contract with G4S Security for security guard services for an initial one-year contract with four (4) optional one-year renewals.

Resolution: RGRTA 16-2015

AUTHORIZING THE AWARD OF A CONTRACT FOR UNIFORMED SECURITY GUARD SERVICES

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") desires to engage a firm to provide uniformed security guard services; and

WHEREAS, under this contract the security guard services firm shall provide uniformed security guard services for the RTS Transit Center, RTS Campus Main Gate/Security Booth, and the RTS Service Building Farebox Detail; and

WHEREAS, the Authority sought proposals from qualified security 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 February 13, 2015; and

WHEREAS, thirty-one (31) RFP packages were sent out and ten (10) proposals were received and opened on March 12, 2015; and

WHEREAS, the Authority conducted a thorough evaluation of the proposals that were received and conducted on-site interviews with the four (4) highest ranked proposers and concluded that G4S Security submitted a proposal that was responsive and was the most favorable to the Authority based on the Authority's requirements and the selection criteria specified in the RFP; and

WHEREAS, the Authority has determined that the price proposal submitted by G4S Security is fair and reasonable; and

WHEREAS, the Authority has determined that G4S Security appears to be a responsible proposer; and

WHEREAS, the contract will have an initial term of one (1) year with an estimated total one-year cost of \$976,419, subject to changes in the New York State Prevailing Wage Rate for Guards, Watchman - Monroe County; and

WHEREAS, the contract will initially have hourly rates of, \$22.38 for Guard Level 3, and \$24.07 for Guard Supervisor, all subject to adjustment based on changes to the New York State Prevailing Wage Rate which shall initially occur on July 1, 2015; and

WHEREAS, the contract will have four (4) optional one-year renewals with hourly rates subject to change based on changes to the New York State Prevailing Wage as adjusted effective each July 1st; and

WHEREAS, the annual expenditures for the optional four (4) years will be dependent on the number of hours of service utilized and the adjusted hourly rates in effect; and

WHEREAS, the project will be funded from the Authority's Operating Budget.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into a contract with G4S Security for an initial one (1) year term and four (4) one-year renewal options subject to the conditions set forth above; 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 April 9, 2015 and that the Resolution is still in full force and effect.

James H. Redmond, Chairman

Date: April 9, 2015
Rochester, New York

Uniformed Security Guard Services Requested



- **RTS TRANSIT CENTER - SECURITY GUARD SERVICES**
- **RTS MAIN STREET CAMPUS - GATE SECURITY GUARD SERVICES**
- **RTS MAIN STREET CAMPUS - FAIRBOX SECURITY GUARD SERVICES**

Procurement Process



Thirty-one (31) sets of the Request For Proposal document were distributed to proposers and ten (10) proposals were received on March 12, 2015.

Proposals were reviewed and four firms were invited in for a meeting to review services and a tour of our facilities.

The contract award recommendation was based on the following criteria:

- Qualifications and Experience of the Firm
- Qualifications of the Management Team
- Technical Capacity
- Price

Recommended Firms



After reviewing the proposals, the evaluation team determined that the proposal submitted by **G4S Security** was judged to be the most favorable to the Authority. The proposal and proposers demonstrated experience in dealing with a variety of clients including Transit Authorities, a highly qualified management team with a strong desire to partner with RTS safety and security personnel, and a training program for their employees which we felt was best suited for the services that will be necessary.

Recommendation



That the Chief Executive Officer or his designee be granted authority to enter into contracts with G4S Security for security guard services for an initial one year contract period, with four (4) optional one-year renewals.



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

Board Meeting Date:	April 9, 2015
Presenter:	Scott Adair
Subject:	Resolution Authorizing Purchase of Commercial Property Insurance Policy
Background:	<p>In December 2010, per resolution RGRTA 56-2010, the Authority awarded a contract to Brown & 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’s Insurance Evaluation Team and Brown & Brown, it was determined that the Authority required a coverage level of \$260,864,679 with a deductible of \$100,000.</p> <p>Brown & Brown sought competitive quotes from carriers. Two carriers, including the incumbent, responded.</p> <p>In a meeting with the Authority’s Insurance Evaluation Team, Brown & Brown recommended that RGRTA renew their existing policy with Travelers. The incumbent carrier is AM Best Rated A+/XV. The premium for this is \$291,042.</p> <p>The Authority’s Insurance Evaluation Team considered the Brown & Brown recommendation along with the coverage proposed, financial strength of the carrier, both the Authority’s and Brown & Brown’s past experience with the carrier, and the premium for the policy as the basis of awarding. Based on this review, the Insurance Evaluation Team recommends that RGRTA renew with Travelers, the incumbent carrier.</p>
Financial Impact:	The premium of \$291,042 is net of commission as required by the agreement between Brown & Brown and RGRTA. This insurance coverage is being funded with 100% local Authority funds.



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Recommendation:

That the CEO or his designee be granted authority to execute a policy for Commercial Property Insurance as negotiated by Brown & Brown.

Resolution: RGRTA 17-2015

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 December 2010 per Resolution RGRTA 56-2010; 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 Travelers Insurance; 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 Travelers submitted by Brown & Brown for an annual premium of Two Hundred Ninety-One Thousand, Forty-Two Dollars (\$291,042); 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 April 9, 2015, and that the Resolution is still in full force and effect.

James H. Redmond, Chairman

Date: April 9, 2015
Rochester, New York



**ROCHESTER
GENESEE REGIONAL
TRANSPORTATION
AUTHORITY**

**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	April 9, 2015
Presenter:	Scott Adair
Subject:	Resolution Authorizing Purchase of an Automobile Excess Liability Insurance Policy
Background:	<p>In December 2010, per resolution RGRTA 56-2010, the Authority awarded a contract to Brown & 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 coverage level of \$15,000,000 with a Self-Insured Retention (SIR) of \$1,500,000 and desires to continue.</p> <p>Brown & Brown sought competitive quotes from carriers. Two carriers, including the incumbent, responded.</p> <p>In a meeting with the Authority’s Insurance Evaluation Team, Brown & Brown recommended that RGRTA consider the proposal submitted by American Alternative Insurance Company/ National Casualty Insurance. The proposed carrier is AM Best Rated A+/XV. The premium for this is \$540,968.</p> <p>The Authority’s Insurance Evaluation Team considered the Brown & Brown recommendation along with the coverage proposed, financial strength of the carrier, Brown & Brown’s past experience with the carrier, and the premium for the policy as the basis for its recommendation. Based on this review, the Insurance Evaluation Team recommends that RGRTA accept the proposal submitted by the American Alternative Insurance Company/National Casualty Insurance.</p>
Financial Impact:	The premium of \$540,968 is net of commission as required by the agreement between Brown & Brown and RGRTA. This insurance coverage is being funded with 100% local Authority funds.



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Recommendation:

That the CEO or his designee be granted authority to execute a policy for Automobile Excess Liability Insurance as negotiated by Brown & Brown.

Resolution: RGRTA 18-2015

AUTHORIZING PURCHASE OF AN AUTOMOBILE EXCESS LIABILITY 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 December 2010 per Resolution RGRTA 56-2010; 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 consider the proposal submitted by the American Alternative Insurance Company/National Casualty Insurance; 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 Automobile Excess Liability Insurance policy from American Alternative Insurance Company/National Casualty Insurance submitted by Brown & Brown for an annual premium of Five Hundred Forty Thousand, Nine Hundred Sixty-Eight Dollars (\$540,968); 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

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James H. Redmond, Chairman

Date: April 9, 2015
Rochester, New York



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

Board Meeting Date:	April 9, 2015
Presenter:	Miguel Velazquez
Subject:	Resolution Authorizing “Sole Source Provider” Contract for Dispatching Software and On-Board Equipment for RTS Ontario
Background:	<p>The Authority desires to upgrade the functionality of the RTS Ontario dispatching software, to include dispatching, communication, vehicle location and analytical tools for route deviation services.</p> <p>RTS Ontario currently utilizes a paratransit scheduling software system that is used to schedule and dispatch RTS Ontario revenue vehicles used for dial-a-ride service in that County. In addition to that software, RTS Ontario has eighteen (18) mobile data terminals in use that feature this software and display the drivers’ work assignments, allow data messaging between drivers and dispatchers and enable the dispatchers to track the location of the buses. This paratransit scheduling software system and mobile data terminals were purchased from RouteMatch Software Inc., of Atlanta, Georgia (RouteMatch) by Ontario County in 2011 following a competitive procurement process.</p> <p>The current provider of paratransit scheduling software offers a fully integrated software module for route deviation services that provides a seamless integration solution with the existing system. The integrated system would provide a variety of features including the ability of RTS Ontario dispatch staff to track the location and on-time performance of the route deviation service revenue vehicles, and provides the ability for drivers to input data on customer boardings and alightings with GPS data automatically associated with the event. In addition, the integrated system will enable drivers and dispatchers to communicate digitally through the on-board data terminals and for dispatchers to identify route-deviation transportation</p>



	<p>alternatives for customers who would otherwise be transported using the more costly dial-a-ride service. The system also provides reporting and analytical tools to plan, gauge, and systematically improve the performance of route deviation service over time.</p> <p>The Authority has concluded that the fully integrated software module, from RouteMatch, provides both the functionality and a seamless integration with the existing paratransit scheduling software used by RTS Ontario. As such, RouteMatch is the sole source provider of the desired software.</p> <p>RouteMatch submitted a proposal to the Authority in the amount of \$113,628 for the provision of a software license, implementation services to install the software, twenty (20) tablet computers and associated mounting hardware, updated GIS map data, on-board installation of equipment, training and one (1) year of software support and maintenance.</p> <p>The Authority has determined that the proposed process for the license, hardware, GIS map data, various implementation services and training are fair and reasonable based on a review of information furnished by RouteMatch and a comparative analysis with similar software and hardware in use at RTS Monroe and RTS Livingston.</p> <p>The Authority has determined that RouteMatch appears to be a reasonable proposer.</p>
Financial Impact:	<p>The overall price of the system is \$113,628. The anticipated funding sources are Federal – 80%, New York State – 10% and RGRTA 10%.</p>
Recommendation:	<p>That the CEO or his designee be authorized to enter into a contract with RouteMatch for the provision, implementation and maintenance of software and hardware for RTS Ontario’s route-deviation operations for an amount not to exceed \$113,628. Further, that the CEO or his designee be authorized to increase the value of the contract by up to \$1,495 for justified orders on contract resulting in a total authorization of \$115,123.</p>

Resolution: RGRTA 19-2015

AUTHORIZING “SOLE SOURCE PROVIDER” CONTRACT FOR DISPATCHING SOFTWARE AND ON-BOARD EQUIPMENT FOR RTS ONTARIO

WHEREAS, the Rochester Genesee Regional Transportation Authority (the “Authority”) currently utilizes at RTS Ontario a paratransit scheduling software system that is used to schedule and dispatch buses that are used for dial-a-ride service; and

WHEREAS, the paratransit system was purchased by Ontario County in 2011 from RouteMatch Software, Inc. of Atlanta, GA (RouteMatch) and is currently operated and maintained by RTS Ontario; and

WHEREAS, the Authority desires to obtain dispatching software for the route deviation service provided by RTS Ontario to include a variety of dispatching, communication, vehicle location and analytical tools; and

WHEREAS, RouteMatch offers an integrated software system module that provides both the functionality desired by the Authority and seamless integration with the existing paratransit scheduling software used by RTS Ontario, and, accordingly, is the sole source provider of the desired software; and

WHEREAS, the Authority requested that Routematch prepare and submit a proposal for the necessary software, hardware and services to undertake the desired system upgrade; and

WHEREAS, the Authority has determined that the price proposal submitted by RouteMatch in the amount of \$113,628 for software, hardware, implementation services and training is fair and reasonable; and

WHEREAS, the Authority has determined that RouteMatch appears to be a responsible proposer; and

WHEREAS, the project shall be funded in the following manner: Federal – 80%, New York State – 10% and RGRTA – 10%.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into a contract with RouteMatch Software, Inc. of Atlanta, GA. for an amount not to exceed \$113,628; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee is hereby authorized to increase the value of the contract by up to \$1,495 for justified orders on contract resulting in a total authorization of \$115,123; 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 April 9, 2015 and that the Resolution is still in full force and effect.

James H. Redmond, Chairman

Date: April 9, 2015
Rochester, New York



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

Board Meeting Date:	April 9, 2015
Presenter:	Mark Ballerstein
Subject:	Resolution authorizing the Award of a Contract for Heavy Duty Drive-On Bus Lifts a component of the 2013 Campus Improvement Project
Background:	<p>As part of the 2013 Campus Improvement Project, four existing drive-on heavy duty bus lifts are scheduled to be replaced. These lifts are used for the maintenance and servicing of buses.</p> <p>The New York State Office of General Services (NYS OGS) conducted a procurement for various lift equipment and concluded that the proposal submitted by Vehicle Service Group, LLC (Rotary Lift Division) was responsive to its requirements and issued NYS OGS Contract # PC 66378. The Authority’s Maintenance and Engineering Departments concluded that the Parallelogram Lift 50,000 pounds capacity included in the NYS OGS Contract # PC 66378 meets the needs of RTS in maintaining and servicing our fleet of buses. The Authority’s Maintenance and Engineering Departments recommend that the four scheduled for replacement be replaced by the purchase of four Parallelogram Lift 50,000 pounds. The four existing drive-on heavy duty bus lifts have minimal trade in or salvage value.</p> <p>The Authority is eligible to participate in the NYS OGS Contract # PC 66378.</p> <p>The Authority has determined that Vehicle Service Group, LLC appears to be a responsible vendor.</p>



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Financial Impact:	<p>The financial impact is broken down as follows: (1) a contract in an amount not to exceed \$375,541; and (2) an authorized contingency of \$18,780. The total amount authorized by this resolution is \$394,321.</p> <p>The anticipated funding sources are Federal – 80%, New York State – 10% and RGRTA – 10%.</p> <p>In addition, any proceeds received from the sale or disposal of the existing four drive-on heavy duty bus lifts will be used to support the current year operating budget.</p>
Recommendation:	<p>That the CEO be granted authority to enter into an agreement with Vehicle Service Group, LLC for the provision of four (4) drive-on parallelogram lifts.</p>

Resolution: RGRTA 20-2015

AUTHORIZING AWARD OF A CONTRACT FOR HEAVY-DUTY DRIVE-ON BUS LIFTS

WHEREAS, the Rochester Genesee Regional Transportation Authority (the "Authority") seeks to acquire four heavy-duty drive-on parallelogram bus lifts as part of the RTS Campus Improvement Project; and

WHEREAS, the New York State Office of General Services (NYS OGS) conducted a procurement for various lift equipment and concluded that the proposal submitted by Vehicle Service Group, LLC (Rotary Lift Division) was responsive to its requirements and issued NYS OGS Contract# PC 66378; and

WHEREAS, RGRTA's Maintenance and Engineering Departments concluded that Vehicle Service Group, LLC provides a heavy-duty drive-on parallelogram lifts on the NYS OGS Contract # PC 66378 that is responsive to the Authority's requirements; and

WHEREAS, the Authority has determined that Vehicle Service Group, LLC is a responsible firm; and

WHEREAS, the project shall be funded in the following manner: Federal – 80%, State – 10% and RGRTA – 10%.

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer or his designee is authorized to enter into a contract with Vehicle Service Group, LLC, based on NYS OGS Contract # PC 66378, for four parallelogram lifts for an amount not to exceed \$375,541 ; and

BE IT FURTHER RESOLVED that the Chief Executive Officer or his designee are authorized to increase the value of the contract by an amount not to exceed \$18,780 for justified orders on contract; and

BE IT FURTHER RESOLVED that the total amount authorized under this resolution is \$394,321; 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 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 April 9, 2015 and that the Resolution is still in full force and effect.

James H. Redmond, Chairman

Date: April 9, 2015
Rochester, New York



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**BOARD OF COMMISSIONERS
AGENDA ITEM COVER SHEET**

Board Meeting Date:	April 9, 2015
Presenter:	Maryalice Keller
Subject:	Resolution Ratifying the Recommendations of the Compensation Committee
Background:	The Compensation Committee of the Board of Commissioners has evaluated and proposed the Authority's fiscal year 2015-2016 compensation of the Chief Executive Officer and the Variable Pay Plan Guidelines, and accordingly seeks the ratification of the Board of Commissioners.
Financial Impact:	The financial impact of these recommendations by the Board has been included in the fiscal year 2015-2016 Operating Budget.
Recommendation:	That the Board of Commissioners approves and ratifies the recommendations of the Compensation Committee with regard to the Authority's fiscal year 2015-2016 compensation of the Chief Executive Officer and the Variable Pay Plan Guidelines.

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Resolution: RGRTA 21-2015

RATIFYING THE RECOMMENDATIONS OF THE COMPENSATION COMMITTEE

WHEREAS, the Compensation Committee has completed its Performance Appraisal of the Chief Executive Officer (“CEO”) of the Rochester Genesee Regional Transportation Authority (“RGRTA”) pursuant to the CEO Performance Review and Compensation Policy, adopted by the Board of Commissioners February 7, 2013 pursuant to Resolution RGRTA 5-2013; and

WHEREAS, the Compensation Committee has completed its evaluation of the fiscal year 2015-2016 Variable Pay Plan Guidelines;

WHEREAS, the Compensation Committee has presented its recommendations to the full Board of Commissioners with regard to the Authority’s fiscal year 2015-2016 compensation of the CEO and the Variable Pay Plan Guidelines;

WHEREAS, the full Board has had the opportunity to discuss such recommendations with members of the Compensation Committee.

NOW THEREFORE BE IT RESOLVED, that the recommendations of the Compensation Committee with regard to the Authority’s fiscal year 2015-2016 compensation of the CEO and the Variable Pay Plan Guidelines are ratified by the Board of Commissioners.

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 April 9, 2015 and that the Resolution is still in full force and effect.

James H. Redmond, Chairman

Date: April 9, 2015
Rochester, New York