

THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
(and its Subsidiaries)
200 CORTLAND AVENUE, SYRACUSE, NEW YORK
MINUTES OF THE FEBRUARY 23, 2024, BOARD MEETING

MEMBERS PRESENT:

NICHOLAS LAINO, Chair
ROBERT CUCULICH, Vice Chair
DARLENE LATTIMORE, Secretary
TINA FITZGERALD, Treasurer
NEIL BURKE
ANTHONY DAVIS
MONTY FLYNN
JOSEPH HARDICK
JULIUS LAWRENCE
LOUELLA WILLIAMS
FRANK SAYA, Non-Voting Member

STAFF PRESENT:

CHRISTOPHER TUFF, Deputy Chief Executive Officer
LINDA BIATA, VP of Finance
STEVEN KOEGEL, VP of Business Develop. and Corp. Comm.
JACKIE MUSENGO, VP of Human Resources
GEOFFREY HOFF, VP of Fleet and Facilities
MELISSA BRIM, Associate VP of Finance
CAITLIN MACCOLLUM, Senior Director of Procurement
BREN DAISS, Senior Director of Planning & Capital Projects
TARA SPRAKER, Director of Capital Programs
CHRISTOPHER KING, Procurement Manager
MALLORY LAGUZZA, Internal Control Analyst
JASON SMITH, Senior Procurement Analyst
CASEY BROWN, Communications Coordinator
KC MARTIN, Sr Director Operations Oneida
RYAN SERIANNI, Dir. Oper. Oneida
ROBERT WELLS, Maintenance
ANDREW LUPIEN, Bus Operator Cayuga
DAVID RUDOLPH, Maintenance Oneida
MANNY COTRICH, Bus Operator Utica
ANDREW PEASE, Arcadis Consultant
RANDY KAPNIK, Arcadis Consultant

CALL TO ORDER At 9:30 A.M. Chairman Laino called the meeting to order.

- Chairman Laino and the Board Members recited the Pledge of Allegiance
- Chairman Laino noted a quorum was present

UPCOMING MEETINGS

- Chairman Laino announced the following meetings for March 22, 2024:
 - Audit and Committee – 9:00 AM
 - Board Meeting – 9:30 AM

APPROVAL OF THE SPECIAL MEETING MINUTES JANUARY 22, 2024, BOARD MEETING MINUTES MOTION NO. 2690

Motion – Julius Lawrence

Seconded – Darlene Lattimore

Carried Unanimously

APPROVAL OF THE BOARD MEETING MINUTES JANUARY 26, 2024, BOARD MEETING MINUTES MOTION NO. 2691

Motion – Neil Burke

Seconded – Tina Fitzgerald

Carried Unanimously

DEPUTY CHIEF EXECUTIVE OFFICER'S REPORT – Mr. Tuff

Mr. Tuff's written report, attached to these Minutes, he discussed the following:

EXECUTIVE ASSISTANT

Mr. Tuff introduced the board to our newly hired Executive Assistant; Jeannine Johnson. Jeannine started this week bringing her experience and knowledge to Centro to support the Board and the Executive Team.

REACHING PRODUCTIVITY MILESTONES

Mr. Tuff briefed the board on the annual RPM awards. He then announced the winners and gave the Board an overview of the criteria for eligibility.

QUARTERLY WINNERS

Maintenance Employee of the Quarter - Peter Moyko (Syracuse)

Operator of the Quarter - Dan Grace (Syracuse)

ANNUAL WINNERS (each winner was presented with a trophy)

Maintenance Employee of the Year - Rob Wells (Syracuse)

Operator of the Year - Manny Cotrich (Utica)

Rookie Maintenance Employee of the Year - David Rudolph (Utica)

Rookie Operator of the Year - Andrew Lupien (Cayuga)

TRANSIT EQUITY WEEK

On February 7th, as part of observing Transit Equity Week, the New Yorkers for Transportation Equity Coalition gathered at the hub here in Syracuse to hold a press conference to support public transit. Speakers highlighted the need for more funding and recounted their experiences of riding public transit.

GOVERNOR'S EVENT

Steve Koegel and I attended a Governor's event at Herkimer County Community College. She presented her budget initiatives that were specific to the Mohawk Valley area. She also presented Downtown Revitalization Initiative funds to the Village of Herkimer.

PTASP UPDATE

In December the Board approved a change to the Transit Asset Management (TAM) plan, switching the responsible Executive from VP of Fleet & Facilities to the VP of Finance. In the same month, the Public Transit Agency Safety Plan (PTASP) was approved. In review of this plan for the upcoming triennial review, it was noticed that a change is required to the PTASP to reflect this change. The Board does not have to take action this is for information purposes only.

SENIOR STAFF REPORTS

BUSINESS DEVELOPMENT AND CORPORATE COMMUNICATIONS REPORT – Mr. Koegel

Mr. Koegel provided an update on ridership. Ridership continues to grow and it is anticipated that ridership for the fiscal year will be up more than 10% compared to the previous year.

Mr. Koegel also reported that Mobile Ticketing - a smartphone payment system is now active and being used by customers. More than 400 rides have been paid for with Mobile ticketing, mostly in Syracuse and he expects these numbers to increase over time.

Mr. Koegel brought a complete equity analysis of the Rome System redesign to the board. The equity analysis showed that some aspects of the service redesign did indicate a disparate impact on minority users, however, that impact was being mitigated by the creation of a microtransit service that offered similarly priced options and a greater overall coverage area for users.

ROME REDESIGN EQUITY ANALYSIS – MOTION NO. 2692

Mr. Koegel presented a complete equity analysis of the Rome System Redesign to the Board.

A Motion to accept the Rome Redesign Equity Analysis was raised.

Motion – Robert Cuculich

Seconded – Julius Lawrence

Carried Unanimously to the Board with a recommendation of approval.

Mr. Koegel invited Mrs. Daiss to the table to report on special projects.

Mrs. Daiss reported that Centro MOVE microtransit service was on track to debut in Rome on March 4th.

Mrs. Daiss invited representatives from Arcadis IBI to the table to provide an update on the progress of Bus Rapid Transit (BRT) for the city of Syracuse. They explained the changes made from the original BRT study completed in 2018, including the addition of a 5th leg of the BRT serving South Salina St. Board member Neil Burke noted that he would like further thought put into serving the Regional Transportation Center on the BRT.

HUMAN RESOURCES REPORT – Mrs. Musengo

The Union and Company met to negotiate the Customer Service Representative's bargaining agreement on January 31, 2024. The Company and Union reached a tentative agreement that was presented to the Customer Service Representatives this week to vote on. The Customer Service Representatives passed the agreement with 100% voting yes. We will be bringing this contract before the board at the March 2024 board meeting for ratification. However, I would like to thank Frank, Mike Woodall, Kandice Smith, and my colleagues, Steve Koegel, Melissa Brim, and Chris Morreale for a productive and successful negotiation session.

Centro will be hosting another Open House on March 9, 2024, to hire for our April class and any other open positions. Centro is currently working with Syracuse City School District's adult education program to unite our efforts on recruiting operators. We will be hosting another CDL prep class collectively with the Syracuse City School district the week of March 18, 2024, in hopes of hiring operators for April's class.

FLEET AND FACILITIES REPORT – Mr. Hoff

MAINTENANCE INTERNSHIP

BOCES of Oswego had a student interested in Centro. He lives in the city and commutes to Oswego for schooling. BOCES requested to internship at Centro. He is working side by side with mechanics learning the maintenance department. This is a new concept and are working to expand this program.

DOT INSPECTION

DOT will inspect buses every two years. They are looking to make sure the buses are safe and preventative maintenance is performed properly. They will also verify drivers reporting problems are repaired in a timely manner. The inspector will also check drivers for the following: carrying their license, pre-trip inspection completed and not exceeding the 15-hour limit per day, and 8 hours off before starting. DOT is usually on the property for two days.

2023 PARATRANSIT BUSES

New CAB's have started to arrive. There was a delay due to painting buses. A new feature is the mobility device securement. Q'STRAIT One is an all-in-one wheelchair securement platform that replaces the many parts and obstacles of traditional 4-point securement with a simplified single platform system. Board members are able to take a look at the new bus after the board meeting.

FINANCE REPORT – Ms. Biata

Per a Congress mandate in 1982, the Federal Transit Administration [FTA] performs a review every three years for each recipient of Section 5307 funds. The review examines 23 areas; therefore, participation across the entire organization is required. The FTA contracted reviewer examines grantee performance and adherence to FTA requirements and policies. Review areas include financial management and capacity, technical capacity, maintenance, procurement, civil rights, and program-specific requirements.

The FTA conducts an annual workshop for FTA grantees to assist participating staff in what to expect during the reviews. Nine staff members across several departments have been attending in-person and virtual workshops this past month and in March.

Tara Spraker is the lead on the current review as Director of Capital Programming. Tara collaborates with staff in every department coordinating the requested information and documents. The review begins with an initial request for documentation which is due February 29, 2024. Our documentation will be reviewed, and additional follow-up questions may be asked in addition to requests for more documentation. We are expecting an onsite-virtual visit at the beginning of June and a final report sometime thereafter.

I want to thank Tara Spraker and everyone who is participating in the training and review process, for your commitment and timely responses to the requested information. In my time here at Centro we have had over 8 reviews, starting in 2005 we have had 6 reviews with no deficiencies in the final report. EJ Moses has headed up many of the past reviews, so he is our knowledgeable expert. We will keep you posted on the results of our current review.

AUDIT AND FINANCE COMMITTEE REPORT

FINANCIAL REPORT – MOTION NO. 2693

Ms. Biata, Vice President of Finance presented the Financial Report, for the period ending January 31, 2023, a copy of which is attached to these Minutes.

A Motion to adopt the Financial Reports as recommended by the Audit and Finance Committee was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Louella Williams

Carried Unanimously to the Board with a recommendation of approval.

UPSEU PENSION BENEFIT INCREASE/INDEX – MOTION NO. 2694

Ms. Musengo presented a Motion to approve an indexing mechanism (February 2017) to assist in managing annual pension benefit increases for UPSEU employees (Centro of Oneida – Utica Transit Pension Plan). A copy of the Motion is attached to these Minutes.

A Motion to approve the UPSEU Pension Benefit Increase was raised and forwarded to the Board for approval.

Motion – Robert Cuculich

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

SEDAN & LIFT EQUIPPED VEHICLES SERVICES – RESOLUTION NO. 2597

Mr. King presented a Resolution to approve a contract for Sedan & Lift Equipped Vehicles Services to Blue Chip Transportation. A copy of the Resolution is attached to these Minutes.

A Resolution to award a five-year contract to Blue Chip Transportation was raised and forwarded to the Board for approval.

Motion – Tina Fitzgerald

Seconded – Neil Burke

Carried Unanimously to the Board with a recommendation of approval.

CEO SEARCH

Chairman Laino informed the board that they are working with Ms. Musengo to develop a proposal for a search firm. He will keep everyone informed as they move forward.

EXECUTIVE SESSION – MOTION NO. 2695

A Motion to move the meeting into Executive Session to obtain advice from counsel was raised.

Motion – Tina Fitzgerald


Seconded – Louella Williams

Carried Unanimously to the Board with a recommendation of approval


No action was taken in Executive Session.

ADJOURNED

There being no further business to come before the Board, the CNYRTA and its Subsidiaries Board meeting was adjourned.


Chairman

ATTEST:


Secretary



TO: CNYRTA Board of Members
FROM: Christopher Tuff, Deputy Chief Executive Officer
RE: Monthly Summary Report – February 2024
DATE: February 14, 2024

COVID-19 Emergency

1. C.A.R.E.S. Act – has been fully expended.
 - Total draw to date - \$ 32,666,902
2. CRRSSA Funds – has been fully expended.
 - Total draw to date \$16,234,568
3. ARP Funds
 - Fiscal Year 2023 \$15,095,747
 - Fiscal Year 2024 Q1 \$ 2,218,935
 - Fiscal Year 2024 Q2 \$ 3,430,868
 - Fiscal Year 2024 Q3 \$ 2,646,470
 - January 2024 \$ 785,758
 - \$24,177,778 (of \$38.5 Mil)

Reaching Productivity Milestones (RPM)

From January 30th through February 1st, several of the executive team and I traveled to our outside properties to hold our Quarterly RPM presentations. These presentations also included annual awards (2023) for Rookie of the year for Operator and Maintenance, Operator and Maintenance employee of the year, annual safe driving and mile marker awards.

Legislative Meetings

Steve Koegel and myself have meet with Assemblyman Stirpe, Assemblyman Lemondes and Senator Mannion to review our State Fiscal year 2025 funding requests. The Chairman and I also met with Senator Griffo to discuss the same funding requests and give him an update on our service changes in Rome.

NYPTA Executive Board Meeting

On February 5, Steve Koegel and I joined the NYPTA board meeting in Albany to finalize our plan for Transit Awareness Day on February 6. We also discussed future conference dates and locations for future NYPTA Conferences beyond the fall of 2024.

Transit Awareness Day

On February 6, Steve Koegel and I joined our NYPTA partners in Albany to collectively lobby out elected officials in the Senate and Assembly to review the State Operating Assistance (STOA) for the State Fiscal year 2025 budget ask.

City of Rome

On February 9, Chairman Laino, Steve Koegel, Bren Daiss and I met with the newly elected Rome Mayor Jeffery Lanigan. We wanted to take time to introduce ourselves and present the Mayor with our plan to roll out on demand service in the City of Rome on March 4, 2024. The presentation was well received.

Various Meetings

Continued meetings to discuss the following items and move these projects forward. The topics include but are not limited to: Capital Planning, Recruiting, RPM Program, NYPTA Membership, SMTc, IBI (Transportation Consultants), Oneida County Rural Transit, Micron, and Genfare (farebox upgrades)

Audit and Finance Committee Agenda

Presented by Linda Biata, Vice President of Finance, February 23, 2024

Board Actions Motions and Resolutions

MOTIONS

January 31, 2024 Statement of Revenues and Expenditures – L. Biata
UPSEU Pension Benefit Increase/Index – J. Musengo

RESOLUTIONS:

Sedan & Lift Equipped Vehicle Services B 2024-2029 – C. King

SUPPLEMENTAL INFORMATION:

Investment Report
MRT Statement
Statement of Cash Flow
Procurement Summary
Capital Program Summary

ITEMS REQUIRING FUTURE BOARD ACTION:

February 29, 2024 Statement of Revenues & Expenditures
2024-25 Final Operating Budget & Financial Plan
2024-25 Final Capital Budget & Financial Plan

ACCOUNTING

CNYRTA
Statement of Revenue and Expenditures
From 4/01/2024 through 1/31/2024
(In Whole Numbers)

	CY Actual	CY Budget	CY to Budget Change	% Change to Budget	PY Actual	CY to PY Change	% Change CY to PY
Revenue							
Operating Revenue							
Regular Line Passenger Revenue	3,381,581	3,020,427	361,154	11.95%	2,774,600	606,980	21.87%
Special Line Passenger Revenue	5,724,858	5,815,700	(90,842)	(1.56)%	5,536,270	188,588	3.40%
Advertising & Other Revenue	1,774,910	1,699,404	75,507	4.44%	1,667,523	107,387	6.43%
Total Operating Revenue	10,881,349	10,535,530	345,819	3.28%	9,978,393	902,956	9.05%
Total Revenue	10,881,349	10,535,530	345,819	3.28%	9,978,393	902,956	9.05%
Expenses							
Operating Expenses							
Salaries & Wages	28,793,680	32,474,350	3,680,670	(11.33)%	28,033,123	760,558	2.71%
Other Employee Benefits & Payroll Taxes	3,106,086	3,526,322	420,235	(11.91)%	3,021,381	84,705	2.80%
Healthcare Benefits	10,293,902	12,340,813	2,046,911	(16.58)%	9,297,815	996,087	10.71%
Workers Compensation	2,709,719	3,081,667	371,948	(12.06)%	2,617,432	92,287	3.52%
Pension Benefits	3,156,035	4,190,080	1,034,045	(24.67)%	2,923,205	232,829	7.96%
Risk Management	2,455,266	2,744,867	289,601	(10.55)%	2,354,453	100,813	4.28%
Purchased Transportation	4,894,414	3,831,667	(1,062,747)	27.73%	3,475,089	1,419,325	40.84%
Materials & Supplies	3,298,815	4,053,097	754,282	(18.61)%	3,212,454	86,361	2.68%
Services	4,966,653	6,431,104	1,464,451	(22.77)%	4,410,252	556,401	12.61%
Fuel	1,796,027	1,932,460	136,433	(7.06)%	1,615,180	180,847	11.19%
Utilities	529,087	573,300	44,213	(7.71)%	566,988	(37,901)	(6.68)%
Other Expenses	252,342	314,164	61,822	(19.67)%	225,714	26,628	11.79%
Total Operating Expenses	66,252,026	75,493,890	9,241,864	(12.24)%	61,753,086	4,498,940	7.29%
Total Expenses	66,252,026	75,493,890	9,241,864	(12.24)%	61,753,086	4,498,940	7.29%
Non-Operating Revenue							
Assistance and Other Revenue							
Operating Assistance	53,513,977	57,211,083	(3,697,106)	(6.46)%	51,337,487	2,176,490	4.23%
Mortgage Tax Revenue	6,707,438	7,579,000	(871,562)	(11.49)%	8,035,760	(1,328,322)	(16.53)%
Gain/Loss on Disposal of Capital	30,967	41,667	(10,700)	(25.68)%	44,585	(13,619)	(30.54)%
Total Assistance and Other Revenue	60,252,382	64,831,750	(4,579,368)	(7.06)%	59,417,833	834,549	1.40%
Investment Revenue							
Investment Revenue	1,072,939	100,833	972,106	964.07%	64,627	1,008,312	1,560.20%
Total Non-Operating Revenue	61,325,321	64,932,583	(3,607,262)	(5.56)%	59,482,460	1,842,862	3.10%
Operating Income (Loss)	5,954,645	(25,776)	5,980,421	(23,201.70)%	7,707,768	(1,753,123)	(22.74)%
Capital Contributions							
Grants for Capital Contributions							
Federal Grants	935,138	0	935,138	0.00%	6,084,726	(5,149,588)	(84.63)%
State Grants	4,641,766	0	4,641,766	0.00%	12,234,061	(7,592,295)	(62.05)%
Total Grants for Capital Contributions	5,576,904	0	5,576,904	0.00%	18,318,787	(12,741,883)	(69.56)%
Total Capital Contributions	5,576,904	0	5,576,904	0.00%	18,318,787	(12,741,883)	(69.56)%
Non-Operating Expenses							
Depreciation Expense	9,743,695	0	(9,743,695)	0.00%	9,849,201	(105,506)	(1.07)%
Total Non-Operating Expenses	9,743,695	0	(9,743,695)	0.00%	9,849,201	(105,506)	(1.07)%
Change in Net Position	1,787,854	(25,776)	1,813,629	(7,036.17)%	16,177,354	(14,389,500)	(88.94)%
Net Position - Beginning of Year	(224,453,514)	0	(224,453,514)	0.00%	(241,174,183)	16,720,669	(6.93)%
Total Net Position - Beginning of Year	(224,453,514)	0	(224,453,514)	0.00%	(241,174,183)	16,720,669	(6.93)%
Net Position - End of Year	(222,665,661)	(25,776)	(222,639,885)	863,756.15%	(224,996,830)	2,331,169	(1.03)%

STATEMENT OF REVENUE AND EXPENDITURES

After ten months ending January 31, 2024, the consolidated Operating Income before capital contributions and Non-Operating Expenses is \$5.9 million.

OPERATING REVENUE

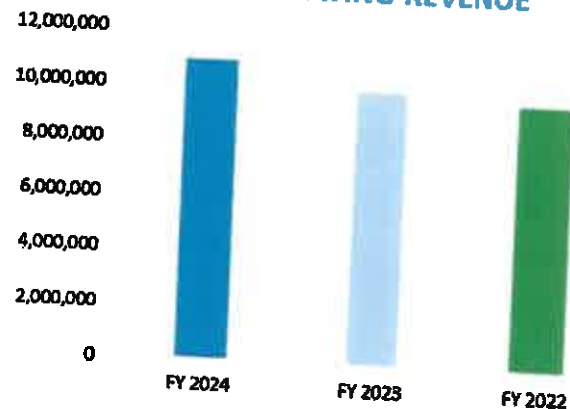
Operating revenues are 3% over budget and are 9% over prior year.

Regular Line Passenger Revenues have surpassed budget expectation by 12% and exceeds prior year by 22%. Currently fixed route and paratransit ridership continue to trend positively over prior year, with an increase of 13%, and 17%, respectively. Pass sale revenues continue to outperform both budget and prior year, these trends are driven by an increase in ticket vending machine (TVM) sales and passes purchased through Medical Answering Services.

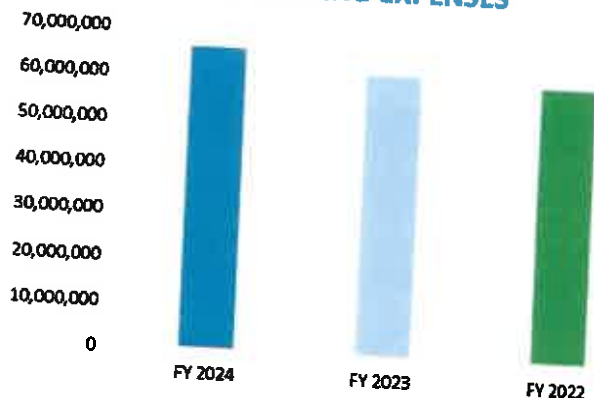
Special Line Revenues are in line with budget and 3% over prior year due to contractual rate increases.

Advertising and other Revenues are exceeding budget by 4% and prior year by 6%. This positive variance is attributed to the favorable performance of the RTC Parking lot Revenue.

OPERATING REVENUE



OPERATING EXPENSES



OPERATING EXPENSES

Operating expenses are currently 12% under budget, and 7% over prior year. Across all expense categories, expenditures are trending under budget, except for purchased transportation.

Salaries and Wages are trending under budget 11% and currently 3% over prior year. The budget variance is mainly attributed to open positions in roles such as bus operators, buildings & grounds technicians, and various administrative positions. The prior year variance is due to COLA and negotiated contract increases.

Other Employee Benefits & Payroll Taxes are 12% under budget and 3% over prior year. The budget variance is due to open positions while prior year variance is due to increased FICA.

Healthcare Benefits are currently trending under budget 17% however expenses are 11% over prior year. The variance over prior year is primarily attributed to an increase in claims and services. In the current year, there have been 2,031 more claims and 16,723 more services reported to UMR.

Workers Compensation is currently 12% under budget and 4% over prior year. In the current year, there are 44 fewer claims; however, higher dollar claims have been realized, contributing to the overall variance.

Pension Benefits are currently 25% under budget and 8% over prior year. The adjustments in pension contributions were made in accordance with the revised actuarial recommendations, incorporating the implementation of asset smoothing in October.

Risk Management is currently 11% under budget and 4% over prior year. The budgeted variance is attributed to a credit for reduced claims experience from the prior year received in the current year, legal fees exceeding the prior year, and claims trending lower than anticipated in the budget.

Purchased Transportation continues to trend over budget by 28% and 41% over prior year. Currently, PT vendors are providing 83% of service requested. The increase in ridership, up by 17% compared to the same period in the prior year, contributes to this trend.

Materials and Supplies are currently 19% under budget, primarily due to anticipated but unrealized budgeted expenses related to parts cost, building & grounds supplies, and IT hardware.

Services are currently under budget 23%, driven by budgeted services for consulting, advertising, marketing, and engineering that were anticipated but not realized at this time.

Fuel is 7% under budget due to diesel price locking in lower than the budgeted rate, however 11% over prior year due to increases in CNG price/gallon.

NON-OPERATING REVENUE

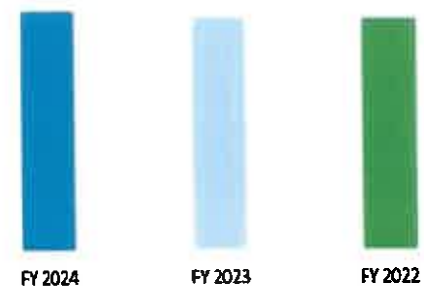
Non-Operating revenues are 6% under budget and are 3% over prior year.

Operating Assistance is \$3.7 million, or 6% under budget, and \$2 million or 4% over prior year. The variance is primarily attributed to increased STOA, leading to a reduced requirement for Federal Operating Assistance (ARP). The draw on Federal Operating Assistance is contingent on operational needs.

Mortgage Tax Revenue is currently trending \$871 thousand, or 11% under budget and \$1.3 million, or 17% under prior year. The decline in mortgage tax receipts is attributed to increases in interest rates.

80,000,000
70,000,000
60,000,000
50,000,000
40,000,000
30,000,000
20,000,000
10,000,000
0

NON-OPERATING REVENUE



Investment Revenue is currently \$972 thousand over budget and \$1 million over prior year. The Authority continues to maximize investment opportunities, with favorable performance in interest for US Treasury Bills contributing to this positive outcome.

INVESTMENT REPORT

Inventory of Existing Investments

As of January 31, 2024

<u>Cash & Investments</u>	<u>Institution</u>	<u>Interest Rate</u>	<u>Term</u>	<u>Invested</u>	<u>Amount</u>	<u>Total</u>
Unrestricted--Operating Funds						
Commercial Money Market Savings-General Funds	M&T Bank	3.50%	n/a	n/a	\$13,569,680	
Total Operating Cash & Investments						<u>\$13,569,680</u>
Designated--Funded Reserves--Board Designated						
Money Market Account - Health Insurance Reserve	M&T Bank	3.50%	n/a	n/a	\$3,081,408	
Money Market Account - Insurance Reserve	M&T Bank	3.50%	n/a	n/a	\$2,732	
Commercial Checking With Interest - Capital Reserve	JP Morgan Chase	2.10%	n/a	n/a	\$499,580	
Commercial Checking With Interest - Paratransit Reserve	JP Morgan Chase	2.10%	n/a	n/a	\$85,419	
Total Restricted Reserves						<u>\$3,669,138</u> <u>\$17,238,818</u>

Investment Activity

Ending January 31, 2024

Term Investments

<u>Cash & Investments</u>	<u>Institution</u>	<u>Yield at Maturity</u>	<u>Term</u>	<u>Invested</u>	<u>Value as of 01/31/2024</u>	<u>Purchase Date</u>	<u>Maturity Date</u>	<u>Investment at Maturity</u>
Designated--Funded Reserves--Board Designated								
Treasury Bill Purchase - Capital Reserve	JP Morgan Chase	5.15%	6 mo.	\$4,999,682	\$5,082,704	9/13/2023	3/14/2024	\$5,136,000
Treasury Bill Purchase - Insurance Reserve	JP Morgan Chase	5.06%	1 mo.	\$3,999,491	\$4,011,525	1/10/2024	2/29/2024	\$4,028,000
Treasury Bill Purchase - Paratransit Reserve	JP Morgan Chase	5.16%	6 mo.	\$3,299,374	\$3,357,143	9/7/2023	3/7/2024	\$3,389,000
Treasury Bill Purchase - Operating Fund	JP Morgan Chase	5.11%	2 mo.	\$4,958,794	\$4,975,915	1/5/2024	3/5/2024	\$5,000,000
Total Restricted Reserves				<u>\$17,257,341</u>				<u>\$17,553,000</u>

MORTGAGE RECORDING TAX STATEMENT

Actual Receipts YTD

<u>FY-22</u>	<u>FY-23</u>	<u>FY-24</u>	<u>\$ vs PY</u>	<u>% vs PY</u>
9,495,881	8,035,759	6,707,438	(1,328,321)	-16.53%

Budget Variance YTD

<u>FY-24 Bud</u>	<u>\$</u>	<u>%</u>
7,579,000	(871,562)	-11.5%

	<u>Actual</u> <u>FY-22</u>	<u>Actual</u> <u>FY-23</u>	<u>Actual</u> <u>FY-24</u>	<u>Actual</u> <u>vs PY</u>	<u>YTD</u> <u>vs PY</u>	<u>Budget</u> <u>FY 24</u>	<u>Actual Vs</u> <u>Budget</u>	<u>YTD</u> <u>variance</u>
April	859,319	899,181	761,875	-15.3%	-11.3%	572,000	33.2%	33.2%
May	790,924	778,198	557,104	-28.4%	-20.1%	628,000	-11.3%	9.9%
June	739,222	807,832	621,109	-23.1%	-18.8%	656,000	-5.3%	4.5%
July	1,222,151	852,081	651,504	-23.5%	-28.2%	802,000	-18.8%	-2.5%
August	813,367	1,213,405	736,644	-39.3%	-24.8%	846,000	-12.9%	-5.0%
September	999,661	755,816	643,528	-14.9%	-26.8%	840,000	-23.4%	-8.6%
October	1,007,648	658,916	737,317	11.9%	-26.8%	852,000	-13.5%	-9.4%
November	1,005,212	819,898	613,698	-25.1%	-28.4%	849,000	-27.7%	-11.9%
December	991,311	567,517	640,840	12.9%	-29.2%	846,000	-24.3%	-13.5%
January	1,067,066	682,916	743,819	8.9%	-29.4%	688,000	8.1%	-11.5%
February	746,366	624,144	0	-100.0%	-34.5%	608,000	-100.0%	-18.1%
March	923,157	734,415	0	-100.0%	-39.9%	613,000	-100.0%	-23.8%
	<u>11,165,404</u>	<u>9,394,319</u>	<u>6,707,438</u>			<u>8,800,000</u>		

County Receipts - January

	<u>FY-24</u>	<u>FY-23</u>	<u>\$</u>	<u>%</u>
Onondaga	459,786	433,655	26,130	0.06
Oswego	126,102	66,118	59,985	0.91
Cayuga	33,642	37,376	(3,734)	(0.10)
Oneida	124,290	145,767	(21,478)	(0.15)
Total	<u>743,819</u>	<u>682,916</u>	60,904	0.09

STATEMENT OF CASH FLOW

Cash Flows From Operating Activities:

Operating Receipts from Fares, Contract Bill & Other Misc Items	\$ 940,730
Mortgage Tax Receipts	640,840
Payments to Vendors, & Bank Fees	(2,743,282)
Payments for Employee Benefits	(774,273)
Payments of Payroll Related Wages & Liabilities	(2,765,800)
Net Cash Provided by (Utilized in) Operating Activities	\$ (4,701,784)

Cash Flows From Capital Activities:

Federal & State Grants Received for Capital Additions Proceeds	3,103,567
Proceeds from Federal Operating Assistance	1,459,846
Purchases of Capital Assets	(40,324)
Net Cash Provided by (Utilized in) Capital Activities	\$ 4,523,089

Net Change in Cash from Operating & Capital Activities

\$ (178,695)

General Fund Cash Balances - Beginning of Period

\$ 15,019,829

General Fund Cash Balances - End of Period*

\$ 14,841,134

Reserve Funds:

Insurance Reserve	2,732
Health Insurance Reserve	3,081,408
Capital Reserve Fund	499,580
ParaTransit Reserve	85,419
Invested Reserve Funds	17,463,450
Reserve Funds Total	\$ 21,132,588

Total Cash All Sources - End of Period:

\$ 35,973,722

*General Fund Cash Includes General Disbursing and Money Market Accounts Only

PROCUREMENT

ACTIVE PROCUREMENTS

The following open contracts actively moving through the process:

- CNG Facility Upgrade
- Sedan & Lift Equipped Vehicle Services B
- RTC Doors Installation
- Pest Control- Buses
- Legal Services
- Trench Drain Repairs
- Employee Uniforms
- Centro of Oneida Consolidated Facility Consultant
- Syracuse Facility Paving Project

FUTURE PROCUREMENTS

Items requiring future board action:

Within 2 months:

- RTC Doors Installation
- Pest Control- Buses

Within 6 months:

- CNG Facility Upgrade
- Legal Services
- Trench Drain Repairs
- Centro of Oneida Consolidated Facility Consultant
- Employee Uniforms
- Syracuse Facility Paving Project

REVENUE SERVICE CONTRACTS

New York State Fair- Orange Lot and Willis Ave Lot

LEASE REVENUE CONTRACTS

There are no agreements actively moving through the process.

CAPITAL PROGRAMS

COVID RELIEF FUNDS

CARES ACT Grant, 5311 funds converted into 5307 funds, approved on July 24, 2020, in the amount of \$5.5 million for operating assistance and capital improvements has a current balance of \$6,800. The remaining balance of this grant will be used for capital purchases.

ARP Act Grant, American Rescue Plan Act, approved On March 11, 2021, which includes \$ 1.9 trillion in supplemental appropriations for COVID-19 relief, \$30.5 billion of which will be allocated to support the transit industry during the COVID-19 public health emergency, was signed into law. The ARP Act grant application was submitted to FTA on November 2, 2021. The ARP grant was executed on January 25, 2022, in the amount of \$38.5 million. To date, a total of \$24 million of operating assistance has been expended.

FEDERAL GRANT FUNDING

Section 5307 and 5339 Grant Programs Application, the federal fiscal year 2024 draft application is being developed. The application includes capital assistance for various projects totaling approximately \$38M in federal funds.

STATE GRANT FUNDING

NEW GRANT OPPORTUNITIES

No new opportunities actively moving through the process at this time.

PENDING APPLICATIONS

Congestion Mitigation and Air Quality Improvement Program (CMAQ), Administered by NYSDOT, a reimbursement program to help support bicycle, pedestrian, multi-use path, access to public transportation and transportation-related projects, as well as projects that reduce congestion and greenhouse gas emissions from the transportation sector. CMAQ funding eligibility in the Syracuse metropolitan area requires a project to be located in Onondaga County. An application was submitted for Pre-Review on November 27, 2023, with the final application submitted on December 21, 2023. Updates will be provided to the Board as they become available.

Innovative Mobility Transit Pilot Program, Chapter 53 of the Laws of 2023, New York State has allocated \$10 million over a five-year period (to non-MTA transit providers) to expand service offerings that support riders facing barriers when accessing traditional transit by fund the creation of new transit alternatives. The legislative initiative will allocate up to \$1 million to the CNYRTA. Eligible projects include rolling stock/fleet vehicles, technology, and operations. CNYRTA will be applying for funding to be directed towards micro-transit service operations. CNYRTA's project plan was submitted to NYSDOT on November 17, 2023. Updates will be provided to the Board as they become available.

Transit Infrastructure Grant Funding Request, Senator Schumer and Senator Gillibrand are accepting Congressionally Directed Spending Requests under the Infrastructure Investment and Jobs Act (IIJA) formerly known as Bipartisan Infrastructure Law (BIL) for fiscal year 2024. Applications were submitted in the amount of \$5,000,000 for the Centro of

Oneida Consolidated Garage and Office Facility and \$1,000,000 for Solar Powered Bus Stops for CNYRTA City Bus Stops. Updates will be provided to the Board as they become available.

AWARDED APPLICATIONS

Accelerated Transit Capital Program (ATC), Administered by NYSDOT and provides 100% NYS capital funding for upstate public transportation sponsors to rehabilitate, restore and modernize public transit assets. Program funds are apportioned. The FY2022 and FY2023 applications, each request \$3,282,600 in apportioned funding. Applications were combined and approved on November 28, 2023. Currently, we're awaiting the Grant Agreement for final approval and execution. Updates will be provided to the Board as they become available.

Modernization and Enhancement Program (MEP), Administered by NYSDOT and provides 100% NYS capital funding for counties, cities, and regional authorities to upgrade and enhance their public transportation services. Program funding is included in the enacted State Fiscal Year Budget. The FY2023 application, \$4,009,074 in apportioned funding, was approved on November 28, 2023. Currently, we're awaiting the Grant Agreement for final approval and execution. Updates will be provided to the Board as they become available.

Section 5311 Rural Area Formula Grants, Administered by NYSDOT and provides capital, planning, and operating assistance to states to support public transportation in rural areas with populations less than 50,000. The FY2021-2023 application was reviewed and awarded. NYSDOT to provide Grant Agreements for execution in the coming weeks. Updates will be provided to the Board as they become available.

CAPITAL PLANNING

CNYRTA's Capital Planning Committee meets bi-weekly to study the capital needs of the Authority and to plan for the short and long-term capital improvements consistent with the Authority's Capital Improvement Plan (CIP). In addition, the committee reviews, recommends and approves capital improvement items.

Updates will be provided to the Board as they become available.



MOTION

UPSEU Pension Benefit Increase/Index

The CNYRTA Board of Members approved an indexing mechanism (February 2017) to assist in managing annual pension benefit increases for UPSEU employees (Centro of Oneida – Utica Transit Pension Plan). The mechanism, which utilizes CPI-W, established that annual increases, contingent upon board approval, are to be no less than one percent (1%) with a maximum not to exceed three percent (3%). The CPI-W as of January 1, 2024, is 3.8%. This would amount to a 3% increase for the pension benefit. Currently, the benefit is \$72.85 per year of service. Therefore, we propose the following:

- Employees retiring January 1, 2024 – December 31, 2024, will receive a 3.0% increase or \$75.04 per year of service.

We will need a motion from the Board of Members to authorize the plan amendment.

**RESOLUTION TO AUTHORIZE CONTRACT AWARD FOR
SEDAN AND LIFT EQUIPPED VEHICLE SERVICES 2024-2029**

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has a need for a qualified vendor to provide sedan and lift equipped vehicle services; and

WHEREAS, this contract will be paid for using operating funds; and

WHEREAS, the Invitation for Bid was publicly let on November 15, 2023; and

WHEREAS, twenty-one (21) vendors were invited, of which four (4) were NYS Certified M/WBE firms, and seven (7) bid packages were downloaded; and

WHEREAS, two (2) bids were received on December 12, 2023, with the lowest responsive and responsible bid received from Blue Chip Transportation; and

WHEREAS, the price was determined to be fair and reasonable based upon comparison with the other bids and independent cost estimate; and

WHEREAS, the staff of CNYRTA is aware of no interest held by any Member of the CNYRTA or any staff member thereof or any family member of such individual in the firm to which this contract is made; and

WHEREAS, to the best of our knowledge and belief, no member of the governing body of CNYRTA, or its subsidiaries, and no other officer, employee or agent of CNYRTA, or its subsidiaries, whether or not exercising any functions or responsibilities in connection with the carrying out of the project to which this contract pertains, during his/her tenure or two years thereafter, has any personal interest, direct or indirect in this contract; and

WHEREAS, to the best of our knowledge and belief, no member of the governing body of the CNYRTA, or its subsidiaries, and no other officer, agent, servant or employee employed by or appointed by CNYRTA, or its subsidiaries, is in any way or manner interested, directly or indirectly, as principal, surety, or otherwise, in this contract.

WHEREAS, to the best of our knowledge and belief, this award is consistent with the Code of Ethical Conduct for Members of the Central New York Regional Transportation Authority originally adopted by it on July 20, 1990, as Motion No. 775, and as revised and updated on April 25, 2008, as Motion No. 1709.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer or his designee is authorized to enter into a five (5) year contract with Blue Chip Transportation for sedan and lift equipped vehicle services. The contract would commence April 1, 2024.

FACT SHEET
SEDAN AND LIFT EQUIPPED VEHICLE SERVICES 2024-2029

PROJECT DESCRIPTION: The CNYRTA has a need for a qualified vendor to provide an ultrasonic parts cleaner for the maintenance department.

ADVERTISEMENT: An Invitation for Bid was advertised on November 15, 2023, in the NYS Contract Reporter, Post Standard (Onondaga, Cayuga and Oswego County editions), Rome Sentinel, Utica Observer-Dispatch, and the Minority Commerce Weekly.

FUNDING: This contract is to be paid for using operating funds.

PRICING RECEIVED:

Sedan Services	Blue Chip Transportation	Suburban Transportation
Mon. – Fri. – 5:30AM-2:30PM with a 1-hour floating/flexible split	\$45.00	\$56.00
Mon. – Fri. – 7:30AM-12:30PM	\$45.00	\$62.00
Sat. and Sun. – 9:00AM-2:00PM	\$45.00	\$62.00
Lift Equipped Vehicle Services		
Seven Days a Week – 8:00AM-6:00PM with a 1-hour floating/flexible split	\$72.88	\$84.00
Mon. – Fri. – 9:00AM-7:00PM with a 2-hour floating/flexible split	\$72.88	\$78.00

COMMENTS: Blue Chip Transportation has provided specialized transportation services in the past for CNYRTA with good results

MWBE: A full waiver for MWBE participation was approved by NYS Empire Development on this contract.

RECOMMENDATION: Based upon evaluation of the bid documents staff recommends contract award to Blue Chip Transportation for a five (5) year term, commencing April 1, 2024.



Title VI Service Equity Analysis and Public Hearing Staff Report

Rome Transit Transformation

Winter 2023-2024

Central New York Regional Transportation Authority
Recipient ID: 1778

Steven Koegel – email: skoegel@centro.org
VP Business Development & Corporate Communications

In Compliance with: Title VI of the Civil Rights Act of 1964 (section 601), FTA Circular 4702.1B, and Centro Title VI Policies

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Attachment 1 – Arcadis IBI Group Initial Analysis

Attachment 2 – Rome Ridership Survey

Attachment 3 – Rome Transit Transformation Survey

Attachment 4 – Public Comments

Attachment 5 – Notice of Public Hearing

Attachment 6 – Fixed Route Schedule

Attachment 7 – Resolution

A lower population density suggests that Rome may be more effectively and efficiently served by a mobility on demand service.

As ridership continued to decline, it was apparent that an independent assessment of the Rome system was needed. Centro partnered with planning consultant Arcadis IBI Group as an advisor on a system redesign in Rome. Arcadis IBI conducted analysis of the Rome service area including transit potential and transit need (see Attachment 1).

Initial Service Plan

As a result of the Arcadis IBI study, Rome's proposed transit network was developed to consist of three fixed-route lines and mobility on demand service.

The fixed-route bus lines will be streamlined on the corridors that feature the highest ridership and demand. These include Erie Blvd., Floyd Ave., and Black River Blvd. Existing transit stops/destinations that are most popular would still be served by the fixed-route buses on the corridors listed above. These locations include Walmart (and other retail primarily on Erie Blvd.), Freedom Plaza in Downtown Rome, Rome Health Hospital, Mohawk Valley Community College, and Griffiss Park. The fixed-route bus lines would operate more frequently, increasing from 45 minutes plus to every 30 minutes.

The rest of the service area, which covers all areas where Centro currently provides service, would be served by MOD. This will provide orderable, corner-to-corner, on-demand shared rides between any two locations within the service area. If both the origin and the destination of the rides are within one quarter walking distance of a fixed route run customers would only have access to the fixed route. This is to preserve the effectiveness of the fixed route and reduce duplicative services. MOD service hours will match the fixed route span of service and will be consistent with pre-existing service hours.

CNYRTA'S TITLE VI POLICIES

In accordance with guidance from the FTA Circular 4702.1B, the CNYRTA developed policies for evaluating impacts of fare and/or Major Service Changes on Title VI populations. The following excerpts from the CNYRTA Title VI Policies for Major Service Change and Fare Equity Analyses (2019) and the CNY Centro Inc. Public Participation Plan (2019) provide policy thresholds and definitions for CNY Centro.

Major Service Change Policy

A Major Service Change is a change in any route, other than a school tripper, specialized service, or experimental route, that 1) changes the number of service hours operated on any route by 25% or more, or 2) changes the length of a route by 25% or more. All Major Service Changes will be subject to an equity analysis including an analysis of adverse effects on minority and low-income populations.

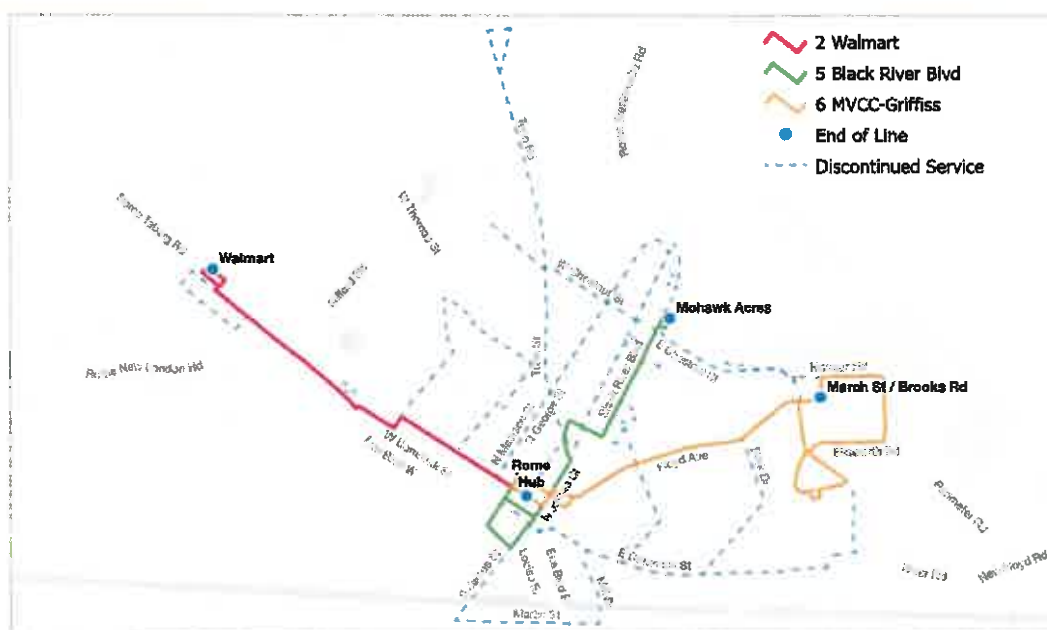
Results of Major Service Change Test

Five of the six routes constitute a Major Service Change and are subject to an equity analysis as follows:

- 1) Service hour changes above threshold: Rome 5, Rome 4, Rome 7, Rome 9.
- 2) Route length changes above threshold: Rome 2, Rome 5, Rome 4, Rome 7, Rome 9.

Table 1: Revenue Hour and Route Length Changes

Line	Name	Revenue Hours			Route Length		
		Sept 2023	Mar 2024	%Change	Sept 2023	Mar 2024	%Change
2	Walmart	11h00	10h48	-2%	8.02	3.91	-51%
5	Rome Hospital - Griffiss - Mohawk Acres	6h10	10h48	75%	10.79	3.77	-65%
6	MVCC - Griffiss - Freedom Plaza	10h56	10h48	-1%	7.59	6.35	-16%
4	James St - Rome Hospital	5h30	0h00	-100%	12.80	0.00	-100%
7	Griffiss - RFA - Freedom Plaza	5h20	0h00	-100%	9.97	0.00	-100%
9	Mohawk Acres - Griffiss - Rome Hospital	4h40	0h00	-100%	8.35	0.00	-100%



Centro standards specify that map length would be used to determine a major service change; however, it is important to compare the change in revenue miles per route. From a statistical perspective, a more than 25% increase or reduction in revenue miles on any service would be considered significant for this region.

Table 2: Revenue Mile Changes

Line	Name	Revenue Miles		
		Sept 2023	Mar 2024	Change
2	Walmart	204.06	159.60	-22%
5	Rome Hospital - Griffiss - Mohawk Acres	89.55	157.68	76%
6	MVCC - Griffiss - Freedom Plaza	165.41	194.88	18%
4	James St - Rome Hospital	97.21	0.00	-100%
7	Griffiss - RFA - Freedom Plaza	85.91	0.00	-100%
9	Mohawk Acres - Griffiss - Rome Hospital	67.13	0.00	-100%

Adverse Effects

Centro defines an adverse effect as a major geographical or time-based reduction in service which may include, but is not limited to, span of service changes, frequency changes, route segment elimination, re-routing, or route elimination. Adverse effects are measured by the change between the existing and proposed service levels that would be deemed significant. Centro shall consider the degree of adverse effects and analyze those effects in the form of an equity analysis when planning major service changes. The detailed analysis of adverse effects pertaining to this service change is found under the Assessing Impacts portion of the report.

Disparate Impact Policy

Centro defines a disparate impact as occurring when there is a difference in adverse effects of plus or minus 20% between minority and non-minority populations. When a disparate impact is identified, Centro will consider modification of the proposal in order to avoid, minimize, or mitigate the impacts. This Disparate Impact Policy will be applied to all major service, and fare changes.

Disproportionate Burden Policy

Centro defines a disproportionate burden as occurring when there is a difference in adverse effects of plus or minus 20% between low-income and non-low-income households. When a disproportionate burden is identified, Centro will consider modification of the proposal in order to avoid, minimize, or mitigate the impacts. This Disproportionate Burden Policy will be applied to all major service and fare changes.

Public Engagement in Policy Development

The CNYRTA Title VI Objectives, Major Service Change Policy, Disparate Impact Policy, and Disproportionate Burden Policy are available on the Centro website where public feedback is continuously solicited. The policies were most recently amended in the summer of 2019 after a period of public comment in which no objections to the policy definitions, thresholds, or otherwise were received. No subsequent amendments were requested for the 2022 Triennial Reporting period.

Board of Members Approval

The Title VI Policies (Major Service Change Policy, Disparate Impact Policy, Disproportionate Burden Policy) were presented to the Board of Members on September 17, 2019. After discussion, a Motion was made, seconded, and approved as Motion No 2407. As per the Service Equity Analysis requirements, a copy of the meeting minutes (abridged) demonstrating the Board's consideration, awareness, and approval of the policies is found below.

3125

**MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
HELD ON FRIDAY, SEPTEMBER 27, 2019 AT 10:00 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK**

MEMBERS PRESENT: BRIAN SCHULTZ (Chairman); ROBERT CUCULICH; JOSEPH HARDICK; NICHOLAS LAINO; DONNA REESE; LOUELLA WILLIAMS

MEMBER ABSENT: TINA FITZGERALD; DARLENE LATTIMORE

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer); LINDA BIATA; CHRISTOPHER TUFF; BARRY M. SHULMAN and IAN S. LUDD of counsel

TITLE VI POLICIES AND TITLE VI PROGRAM REPORT: Ms. Paula Cutrone was then invited into the meeting to give a report on Title VI. The Program Report, submitted to the Federal Transit Administration every three years, was prepared by the Centro Planning Department. Ms. Cutrone described Title VI Policies and the Title VI Program Report, in depth. Copies of these Policies and Reports had also been distributed earlier as part of the Board packet, prior to this meeting. Thereafter, and after much discussion, and upon Motion duly made, seconded and unanimously carried, approval of the Title VI Policies was adopted as Motion No. 2407. After discussion of its contents, the Title VI Program Report, as presented by Ms. Cutrone was likewise reviewed and unanimously carried as Motion No. 2408.

Ms. Cutrone was then excused from the meeting.

AUDIT AND FINANCE COMMITTEE REPORT: Mr. Laino, Chairman of the Audit and Finance Committee then reported on matters dealt with at the Audit and Finance Committee meeting, held earlier this morning.

INSURANCE REPORT: Mr. Maloff, Insurance Consultant to the Authority, was invited into the meeting. As he had at the Audit and Finance Committee, held earlier this morning, he presented a proposed renewal for Property Insurance, effective September 9, 2019. It is the same carrier as is currently serving the Authority, Factory Mutual Insurance Company. Last year, the premium cost was \$161,682. This year the cost is \$175,308. Otherwise the insurance contract is the same as last

CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY MINUTES

ANALYSIS FRAMEWORK

Centro may use all datasets available, applicable, and appropriate in conducting equity analysis for major service changes. Due to the nature of the changes, and the length of time since the last ridership survey, it was important to Centro leadership to reach out to the customer base in Rome.

Demographic Datasets

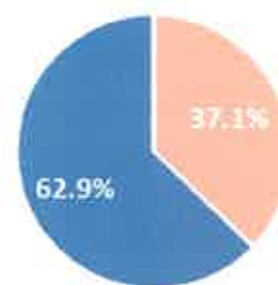
Centro staff conducted on-board rider surveys (see Attachment 2) in October 2023 to collect demographic data and travel patterns. Paper surveys were provided to riders to fill out and were returned to staff before or at the end of the trip. Survey responses were entered into Survey Monkey and an export of the raw data provided for data analysis.

Each survey was categorized based on the response to "What bus route do you ride most often?". Total responses regarding minority and low-income were calculated as well as by each individual bus line.

Minority Persons and Populations: According to FTA Circular 4702.1B, a minority person is defined as an individual identifying as: American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, and Native Hawaiian or Other Pacific Islander. Minority populations are defined by FTA as any readily identifiable group of minority persons who live in geographic proximity, or who may be geographically dispersed, but who may be similarly affected by a proposed action.

For this analysis, minorities include any riders self-identified as any category other than 'white/Caucasian' as well as those who consider themselves Hispanic (including those self-identified as 'white/Caucasian' with Hispanic ethnicity). 37.1% of the survey respondents would be described as Minority.

Minority Population
Ridership Surveys Oct 2023

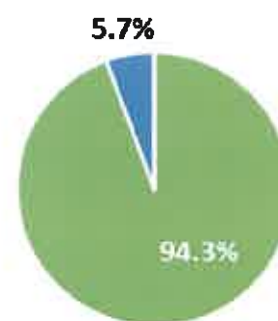


Minority Non-Minority

Low-Income Persons and Populations: The FTA Circular on Title VI compliance states that while low-income populations are not a protected class under Title VI, there is an "...inherent overlap of environmental justice principles in this area, and because it is important to evaluate the impacts of service and fare changes on passengers who are transit-dependent, FTA requires transit providers to evaluate proposed service and fare changes to determine whether low-income populations will bear a disproportionate burden of the changes."

For this analysis, low-income means a household whose income is below 50% of the median household income of Oneida County. The median household income for Oneida County is \$59,113; the low-income threshold is calculated to be \$29,557 (\$29,999). The median household income data was obtained from the U.S. Census Bureau, American Community Survey 5-Year Estimates (2016-2020), table B19013. 94.3% of the survey respondents are considered Low-Income.

Low-Income Population
Ridership Surveys Oct 2023



Low-Income Non Low-Income

ASSESSING IMPACTS

Of the five bus lines meeting the major service change threshold, two exceed the 20% disparate impact threshold when comparing the percentage of minorities on the affected line to the Rome system average.

None of the changes result in a disproportionate burden to low-income riders.

Table 3: Impact of Service Change on Minority and Low-Income riders

Line	Type of Service Change	Rome System Minority = 37.1%		Rome System Low Income = 94.3%	
		Percent Minority	Minority Impact	Percent Low Income	Low Income Impact
2	Re-route; Increase frequency	40.7%	3.6%	92.6%	-1.7%
5	Re-route; Increase frequency	40.0%	2.9%	100.0%	5.7%
6	Re-route; Increase frequency	55.6%	18.5%	100.0%	5.7%
4	Eliminate route	66.7%	29.6%	66.7%	-27.6%
7	Eliminate route	60.0%	22.9%	100.0%	5.7%
9	Eliminate route	35.7%	-1.4%	100.0%	5.7%

Centro is committed to reducing the burden on minority and low-income riders. Although disparate impacts were identified, Centro staff had already explored options and alternatives for mitigating the burden.

Alternatives and Mitigation

Throughout the course of the service analysis, multiple scenarios were presented by Arcadis IBI Group including different coverage areas, route re-routings, and MOD options. Each scenario was reviewed by Centro staff and the design that served the most popular fixed route destinations combined with MOD was chosen.

While we are removing some Fixed Route options for customers, we are mitigating the negative impact by offering a new Mobility On-Demand service in all areas that are currently covered by fixed route. The MOD zone will be slightly larger than the existing fixed route coverage area, following the current paratransit corridor (a three-quarter mile match to current fixed route service). This expanded zone will serve more of Rome's key ridership generators and increase affordable transportation availability for most of Rome's riders.

Fixed route service will remain \$1.00 per trip (\$0.50 half fare). In addition, customers will continue to have a \$1.00 (\$0.50 half fare) ride option on the MOD service when traveling to or from their location and the Hub. They can then connect to the fixed route service. Travel times should improve while offering a comparable fare.

Table 4: On Demand Fare Structure

	To Destination	To Downtown Hub
From Pickup Location	\$4.00 / \$2.00	\$1.00 / \$0.50
From Downtown Hub	\$1.00 / \$0.50	n/a

Customers choosing to travel from their origin (pickup location) directly to their destination will pay \$4.00 (\$2.00 half fare). This is a great value to our customers, as comparable services (Uber, Lyft, etc.) are much higher in price. Example

pricing: the minimum cost of a rideshare in Rome is approximately \$8.00; when traveling from the northern border of the MOD zone to the southern border, that price increases to \$17.00.

Another mitigating factor is the improved frequency of the fixed route service which will be increased from 45 minutes to 30 minutes. This aims to satisfy the customers' desire for more efficient service. The resulting decrease in Headway is shown below.

Table 5: Change in Headway

Line	Name	Headway		
		Sept 2023	Mar 2024	% Change
2	Walmart	0h45	0h30	-33%
5	Rome Hospital - Griffiss - Mohawk Acres	1h30	0h30	-67%
6	MVCC - Griffiss - Freedom Plaza	0h45	0h30	-33%

There is substantial legitimate justification for the service redesign, as it aligns with the legitimate Rome Transit Transformation program goals to:

- Provide more attractive options that serve more destinations and increase ridership,
- Improve the customer experience with more flexible and convenient service,
- Increase access to service through point-to-point MOD coverage,
- Adjust service levels to fit current demand and travel patterns in Rome,
- Maximize service effectiveness and efficiency for customers, and
- Encourage economic development and improve quality of life through access to jobs, shopping, and services.

Overall, Centro aims to invest its fixed-route resources where they can be most effective and provide the greatest level of benefit, while complementing the streamlined fixed-route system with MOD, ensuring broad coverage delivered flexibly and responsively.

Initial Board of Members Approval

The results of the initial Service Equity Analysis were presented to the Board of Members on November 17, 2023. The presentation included the changes to the fixed route service and the mitigation strategies. A Motion to accept the presented information regarding the progress of the Rome Transit Redesign was carried unanimously.

PUBLIC OUTREACH

The Rome Transit Transformation was developed around a firm foundation of rider, community, and stakeholder engagement. Outreach began in February 2023 through a series of meetings with community leaders including the City of Rome, Oneida County, local colleges, economic development organizations, and large employers. Additional meetings were held over the spring and summer to introduce the proposal and get feedback. The feedback was integrated into the plan and revisions were made.

As outreach efforts expanded, Centro published a landing page on the website <https://www.centro.org/mobility-on-demand>. A Factsheet regarding the proposed Transit Transformation was published in August 2023. A Public Information Flyer was added to the website with information about when Centro representatives would be available to answer questions and received feedback.

How Is Centro Transforming Rome's Transit Network?
Centro is planning to transition Rome's current bus system into a new combination of fixed-route and Mobility-on-Demand (MOD) services. The goal is to provide more access, flexibility, and options to riders of Rome's transit system, which has not changed in almost 20 years and is ready for optimization.

What is Mobility-on-Demand (MOD)?
MOD serves riders where they want it, when they want it. Often called microtransit, MOD vehicles are requested via an app or by phone, and vehicles pick up riders within a timeframe they specify. Trips are shared by multiple riders who request rides in the same timeframe, and are paid via the app ahead of time or when boarding the vehicle. Using accessible transit vehicles that are smaller than buses, MOD is more efficient and can make point-to-point connections across Rome. On-demand transit has been successfully deployed in Upstate NY and around the country.
Under the proposed service Call-A-Bus service in Rome will not change.

What are the Outcomes & Goals of the Transformation?
Centro's transition to MOD in Rome will provide more efficient and effective mobility citywide, achieving the following goals:

- Provide more attractive options that serve more destinations and increase ridership
- Improve the customer experience with more flexible and convenient service
- Adjust service levels to fit current demand and travel patterns in Rome
- Maximize service effectiveness and efficiency while minimizing impacts on current customers
- Encourage economic development and improve quality of life through access to jobs, shopping, and services.

What's Being Considered?

- **Network Structure**
 - Which bus routes remain intact?
 - Where in Rome will MOD be best fit?
- **MOD & Fixed-Route Service Orientation**
 - How will MOD and fixed-route services be organized to maximize Centro's efficiency and effectiveness in Rome?
 - How will MOD link with bus routes?
- **Balanced Mobility**
 - How can MOD & bus use be balanced to promote ongoing effectiveness?

How Can I Stay Involved?
Please visit Centro's website at <https://www.centro.org/mobility-on-demand> for up-to-date information on project progress, opportunities to participate, and public meeting/engagement schedules.

(Factsheet)

Stay Involved
Centro representatives will be available to answer questions from September 12th-14th at the following locations:

Centro Downtown Hub 207 W. Liberty St. Rome, NY 13440	Walmart 5815 Rome Tabern Rd. Rome, NY 13440
September 12 th from 1 pm to 5 pm	September 12 th from 7 am to 11 am
September 13 th from 10 am to 1 pm	September 13 th from 3 pm to 6 pm
September 14 th from 7 am to 11 am	September 14 th from 1 pm to 5 pm

Please visit Centro's website at <https://www.centro.org/mobility-on-demand> or scan the QR code to the right for up-to-date information on project progress, opportunities to participate, public meeting/engagement scheduling, and to take our survey.

(Public Information Flyer)

Community Feedback "pop-up" meetings were held September 12, 13, and 14, 2023, at the Walmart in Rome and at the Rome Transit Hub. In-person interviews were conducted with riders at both survey locations. Customers were provided printed surveys (Attachment 3) containing a combination of fill-in-the-blank and multiple-choice questions. The questions were focused on where customers needed service, which locations they needed to access, how direct the service should be, and how they would choose a trip. A total of 39 surveys were collected over the three days. The survey was also available online via Survey Monkey.

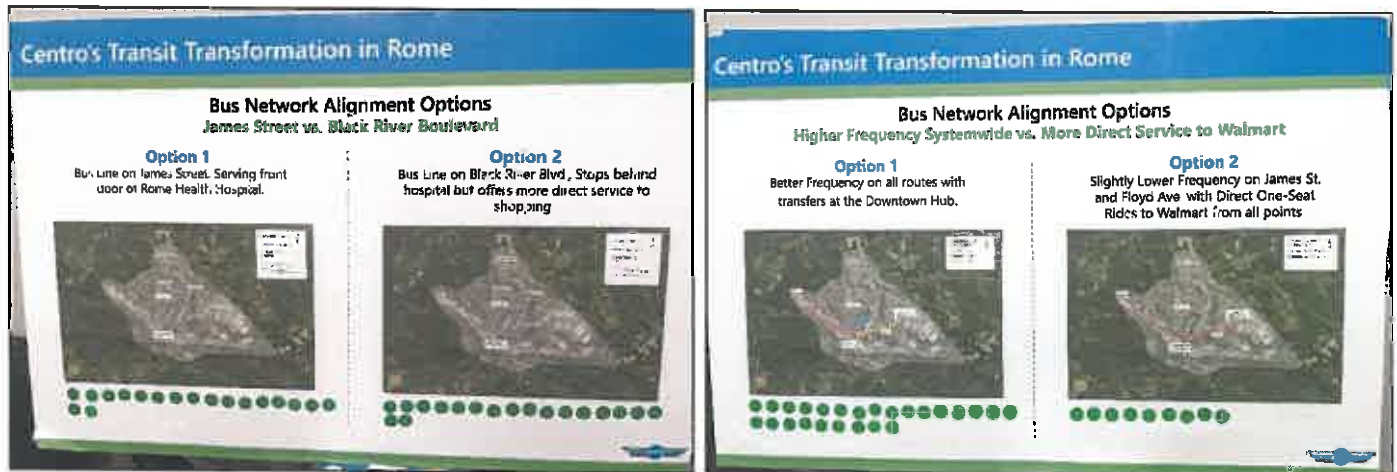


Photo by Rome Sentinel)

Key findings from the surveys:

- 1) The majority of riders valued more frequent service with most stating they had no issues connecting at the Hub.
- 2) Rome residents value direct access to shopping centers within parking lots. Reasoning for this preference hinged on safety and pedestrian accessibility into plazas as well as lack of reliable snow removal during winter months.

To increase public participation, an interactive exhibit was set up. Maps depicting bus network alignment options were displayed and customers voted on their preferences using stickers.



The customer interviews, surveys, preferences, and feedback were reviewed and informed the final design of the service. Rome's lack of traditional commuter trends also contributed to the redesign.

Oral and Written Comments

Throughout the planning process, customers were encouraged to submit written comments through Centro's social media channels, and via telephone, email, and fax. Several questions were submitted regarding the fares, fare payments, and accessibility. The public comment period closed on January 18, 2024 (two weeks after the Public Hearing). A summary of the comments received is included as Attachment 4.

Public Hearing

The public hearing was scheduled for Thursday January 4, 2024, at 5pm at the South Rome Senior Center, 112 Ridge St, Rome, NY 13440. Legal Notice was published 21 days prior to the meeting, on December 15, 2023, in the newspaper of general circulation, the Rome Sentinel.

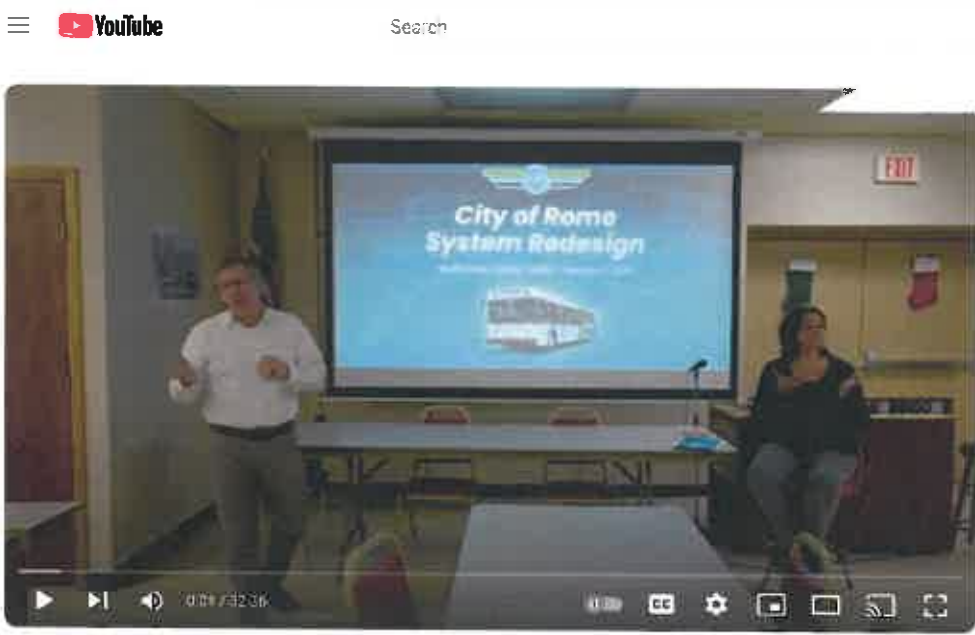
The Social Media outreach strategy included posting meeting information on Facebook, Instagram, Twitter, and LinkedIn. The homepage on the Centro website was updated to include the meeting information. The Public Hearing and

Meetings page was updated with details regarding the Public Hearing, including presentation materials and the legal notice (Attachment 5).

Approximately twenty members of the community attended the public meeting. A presentation was given by the Vice President of Business Development and Corporate Communication Steven Koegel. The hearing was live streamed via Centro's Facebook page and posted to the Centro [YouTube](#) channel where a transcript was made available.

Printed copies of the presentation were made available to participants. Several large poster boards were displayed in the room and Centro staff were available to answer questions.

Following the Public Hearing, both the Facebook Live Presentation and the YouTube Presentation were linked under the videos section on the Public Hearings and Meetings webpage.



2024-01-04 Centro Rome Public Hearing

GoCentroBus
246 subscribers

23 views Jan 5, 2024 SOUTH ROME SENIOR CITIZENS INC.

The Central New York Regional Transportation Authority (Centro) will conduct a public hearing at 5pm on Thursday, January 4, 2024, at the South Rome Senior Center located at 112 Ridge St, Rome, NY 13440 to allow public comment on bus service changes to be implemented in March 2024 in the City of Rome. The service changes include the discontinuance of bus routes Rome4 & Rome7 and consolidation of bus routes Rome5 & Rome9. Additionally, Centro will introduce on-demand bus service in service areas currently served by bus routes Rome4 & Rome7. The on-demand service will also be provided in select areas currently not served by public transportation.

For formats (FREE of charge) in accordance with the ADA and Limited English Proficiency regulations, and patrons requiring further accommodations, contact (315) 442-3400.

Transportation home for those in need will be available following the conclusion of the hearing at 6pm.

Individuals whose interests would be affected by the proposed changes being considered are hereby notified and invited to attend the hearings to present such evidence, comment, or object as their interests require. Additionally, customers with questions or comments can contact Centro in any of the following ways:

Social Media: Facebook, Twitter, and Instagram: @GoCentroBus
Email: cnrta@centro.org
Phone: Leave a message at (315) 442-3400
Mail: Write to Centro at 200 Cortland Avenue, Syracuse, NY 13205
Fax: Fax your comments to (315) 442-3337

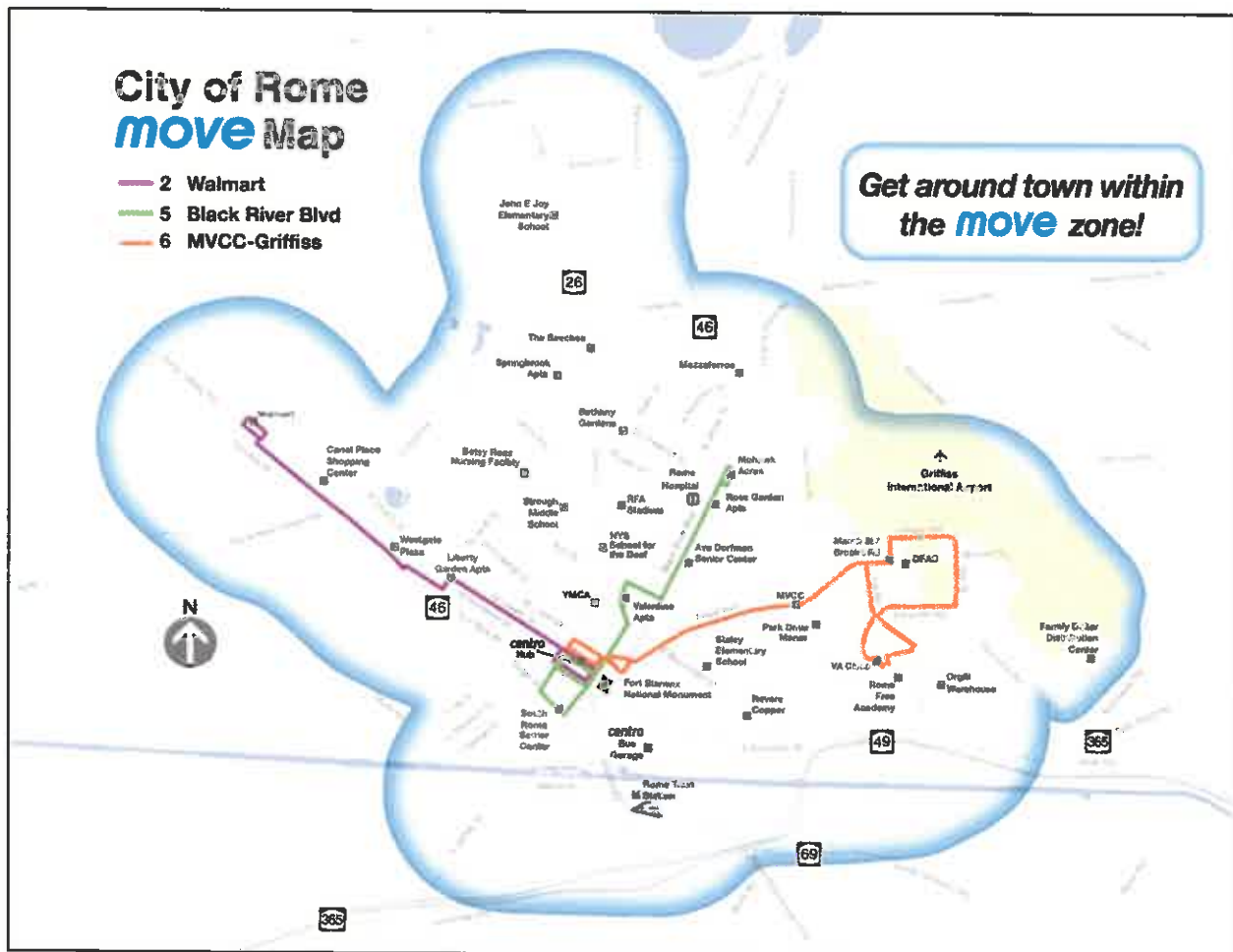
Note: Public comments will be received until January 18, 2024.

Public Hearing Oral Testimony

None of the attendees gave oral testimony at the Public Hearing, therefore no comments were entered into the official record for the public hearing.

FINAL SYSTEM DESIGN

Following the Public Hearing, the MOD service zone was expanded to include an additional portion of Perimeter Road allowing service to the Family Dollar Distribution Center. Fixed route trips were scheduled to accommodate the future intercity service between Utica and Rome. With the redesigned system, there are more trips per hour, less time between trips, and more convenient travel options available (refer to Attachment 6 for service schedule).



As the service moves forward, Centro will continue to evaluate the needs of the Rome customers and adjust the fixed-route and MOD services.

Board of Members Approval

A report of all the public comments received and the responses given was submitted to the Board of Members for review prior to the January 2024 meeting. The Board did not recommend any changes to the service proposal at the January meeting. A resolution to move forward with the system redesign was unanimously approved by the Board on January 24, 2024 (Attachment 7 – to be updated with signed document).

As per Centro's Title VI Policies, final public notice of the changes in service will be made at least ten days in advance of the effective date of the change. The revised Rome service is scheduled to begin operation on March 4, 2024.

CONCLUSION

This report documents the Title VI Service Equity Analysis required to support the redesign of the Rome transit network. The modifications to current fixed route service and addition of the mobility on demand service were analyzed based on Centro's Title VI thresholds and FTA's Circular 4702.1B.

In discontinuing the Rome 4 and Rome 7 fixed route lines, the disparate impact threshold was exceeded; however, the addition of the MOD service is a benefit and mitigates the disparity. Transit service will still be available to all who have access today and will be optimized to provide more responsive and affordable service for the greater population. Thus, we have properly documented that we met the "legal test" -- "The transit provider has a substantial legitimate justification for the proposed service change, and the transit provider can show that there are no alternatives that would have a less disparate impact on minority riders but would still accomplish the transit provider's legitimate program goals."

In summary, this Title VI Service Equity Analysis concludes that the service changes would prove beneficial and were selected without regard to race, color, or national origin. Based on this analysis, Centro staff recommends that the Board of Members approve the finalized Service Equity Analysis.

**THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AUDIT AND FINANCE COMMITTEE
200 CORTLAND AVENUE, SYRACUSE, NEW YORK**

MINUTES OF THE FEBRUARY 23, 2024, AUDIT AND FINANCE COMMITTEE MEETING

MEMBERS PRESENT:

NICHOLAS LAINO, Chair
ROBERT CUCULICH, Vice Chair
DARLENE LATTIMORE, Secretary
TINA FITZGERALD, Treasurer
NEIL BURKE
ANTHONY DAVIS
MONTY FLYNN
JOSEPH HARDICK
JULIUS LAWRENCE
LOUELLA WILLIAMS
FRANK SAYA, Non-Voting Member

STAFF PRESENT:

CHRISTOPHER TUFF, Deputy Chief Executive Officer
LINDA BIATA, VP of Finance
STEVEN KOEGEL, VP of Business Develop. and Corp. Comm.
JACKIE MUSENGO, VP of Human Resources
GEOFFREY HOFF, VP of Fleet and Facilities
MELISSA BRIM, Associate VP of Finance
CAITLIN MACCOLLUM, Senior Director of Procurement
BREN DAISS, Senior Director of Planning & Capital Projects
TARA SPRAKER, Director of Capital Programs
CHRISTOPHER KING, Procurement Manager
JASON SMITH, Senior Procurement Analyst

CALL TO ORDER At 9:00 A.M. Chairman Laino called the meeting to order.

- Chairman Laino noted a quorum was present
- The next Committee meeting will be on March 22, 2024

FINANCIAL REPORT

Ms. Biata presented the Financial Statements for January 31, 2024.

STATEMENT OF REVENUE AND EXPENDITURES

After ten months ending January 31, 2024, the consolidated Operating Income (loss) before capital contributions and Non-Operating Expenses is \$5.9 million. Operating Revenues are 3% over budget and 9% over prior year. Fixed route and paratransit ridership continue to trend positively over prior year, with an increase of 13% and 17% respectively. Operating Expenses are 12% under budget and 7% over prior year. Non-Operating revenues are 6% under budget and 3% over prior year.

A Motion to adopt the Financial Statements was raised and forwarded to the Board for adoption.

Motion – Tina Fitzgerald

Seconded – Louella Williams

Carried Unanimously to the Board with a recommendation of approval.

SUPPLEMENTAL INFORMATION

Additional supplemental information, including the MRT, Statement of Cash Flows and the Quarterly Investment Report, required to be provided to the Board was briefly reviewed.

UPSEU PENSION BENEFIT INCREASE/INDEX

The CNYRTA Board of Members approved an indexing mechanism (February 2017) to assist in managing annual pension benefit increases for UPSEU employees (Centro of Oneida – Utica Transit Pension Plan). The mechanism, which utilizes CPI-W, established that annual increases, contingent upon board approval, are to be no less than one percent (1%) with a maximum not to exceed three percent (3%). The CPI-W as of January 1, 2024, is 3.8%. This would amount to a 3% increase for the pension benefit. Currently, the benefit is \$72.85 per year of service.

Therefore, we propose the following:

- Employees retiring January 1, 2024 – December 31, 2024, will receive a 3.0% increase or \$75.04 per year of service.

A Motion to approve the UPSEU Pension Benefit Increase was raised and forwarded to the Board for approval.

Motion – Robert Cuculich

Seconded – Tina Fitzgerald

Carried Unanimously to the Board with a recommendation of approval.

SEDAN & LIFT EQUIPPED VEHICLES SERVICES

Mr. King presented a contract for Sedan & Lift Equipped Vehicles Services to Blue Chip Transportation. The Invitation for Bid was publicly let on November 15, 2023, twenty-one vendors were invited, of which four were NYS Certified M/WBE firms, and seven bid packages were downloaded. On December 12, 2023, two bids were received, with the lowest responsive and responsible bid received from Blue Chip Transportation. The price was determined to be fair and reasonable based upon comparison with the other bids and independent cost estimate. Therefore, it is our recommendation that the Board award a five-year contract to Blue Chip Transportation

A Motion to award a five-year contract to Blue Chip Transportation was raised and forwarded to the Board for approval.

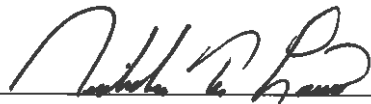
Motion – Tina Fitzgerald

Seconded – Neil Burke

Carried Unanimously to the Board with a recommendation of approval.

ADJOURNED

There being no further business to come before the Committee, the Audit and Finance Committee Meeting was adjourned.


 Chairman

ATTEST:


 Secretary