

Personnel Committee Packet

Tuesday, June 2, 2026

| Index of Resolutions: | | |
|-----------------------|------------|---|
| COMMITTEE | RESOLUTION | TITLE |
| Per/B/R | G/4 | <p>RESOLUTION AUTHORIZING THE PURCHASE OF PUBLIC TRANSPORTATION SERVICES FROM THE CAPITAL DISTRICT TRANSPORTATION AUTHORITY (CDTA) - DEPARTMENT OF EMPLOYMENT AND TRAINING</p> <p>Motion Made By: Seconded By: In favor? Opposed? Notes: Resolution Moved</p> |
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RENSSELAER COUNTY LEGISLATURE

Introduced by Legislator(s) Grant, Patire, Zalewski

Sent To: Personnel

Committee

Date June 9, 2026

Resolution No. G/4

**RESOLUTION AUTHORIZING THE PURCHASE OF PUBLIC TRANSPORTATION SERVICES FROM
THE CAPITAL DISTRICT TRANSPORTATION AUTHORITY (CDTA) -
DEPARTMENT OF EMPLOYMENT AND TRAINING**

WHEREAS, This Resolution is filed with the Rensselaer County Legislature by the Rensselaer County Executive; and

WHEREAS, The Department of Employment and Training ("Department") is seeking Legislative approval to purchase CDTA Bus passes for eligible Youth, Adults and Dislocated Workers per the Workforce Innovation and Opportunity Act (WIOA); and

WHEREAS, The amount required to fund these purchases are entirely Federally funded; and

WHEREAS, The Department will purchase Summer Fun Passes for the Summer Youth Employment Program at a cost of \$44.00 each and Frequent Rider passes for the Adult and Dislocated Worker populations at a cost of \$61.75 each (including a 5% quantity discount); and

WHEREAS, The passes will be used for needed transportation to various summer worksites, interviews, job fairs and other events that will facilitate job search & retention efforts; and

WHEREAS, This purchase is being made in accordance with the policies and procedures set forth in the Rensselaer County Purchasing Guidelines; and

WHEREAS, The name and address of the vendor, the source of funding for this purchase, and the total amount to be expended for this purchase, which shall not exceed budgeted appropriations are as follows:

| <u>DESCRIPTION</u> | <u>VENDOR</u> | <u>APPROPRIATION</u> <u>CODE</u> | <u>AMOUNT</u> |
|--|---|-------------------------------------|---------------|
| Summer Fun Passes & Frequent Rider Passes | Capital District Transportation Authority 110 Watervliet Avenue Albany, New York 12206 | CD.6295.04720 | \$20,000.00 |

; now, therefore, be it

RESOLVED, That the Director of the Bureau of Central Services is authorized to sign a purchase order for the above purchase.

Resolution ADOPTED by the following vote:

Ayes:

Nays:

Abstain:

June 9, 2026

Clerk of the Legislature

Sent to County Executive _____

Received from County Executive _____

Clerk of the Legislature



Executive Action

Approved _____ Date _____

Disapproved _____
Veto Message Attached and Returned to Clerk

County Executive

LEGISLATIVE FISCAL IMPACT STATEMENT

Type of Legislation: Local Law: _____ G Resolution: P Resolution: _____

Title of Legislation: Purchase of Public Transportation Services from CDTA (Sole Source)

Requested by: Jessica Eckert, Commissioner, Department of Employment & Training

Sponsor(s): _____

FISCAL IMPACT

- 1) Projected cost of proposed legislation, if any: \$ Not to exceed \$20,000.00 current year
_____ ongoing expenses per year
- 2) Method of financing – note all that apply (federal funding, state funding, bonding, tax levy, etc.): 100% Federal Funds
 - a) For federal funding: amount \$ 20,000.00 and length of time federal funding is available _____. Is it available for ongoing expenses? Yes or No _____
 - b) For state funding: amount \$ _____ and length of time state funding is available _____. Is it available for ongoing expenses? Yes _____ or No _____
 - c) If bonded, state amount of total indebtedness this legislation will create and projected interest cost over the course of borrowing:
Principal \$ _____
Total projected interest costs \$ _____
 - d) Tax levy impact for current year \$ 0 and ongoing \$ 0
 - e) Other (please explain) \$ _____
- 3) Is this expense or program mandated? Yes _____ No
- 4) Length of expense or project (one time only, ongoing, etc.): One time only
- 5) Justification for the appropriation/expenditure requested. Include any revenue this will produce or any expense that will be avoided: This request is for the purchase of transportation services for our WIOA eligible job seeking customers & summer youth participants. The Department is looking to purchase Summer Fun Passes for the Summer Youth Employment Program (SYEP), and Frequent Rider Passes for our Adult and Dislocated Worker population. These passes are used for transportation to the various summer worksites, interviews, job fairs, and other events that will facilitate their job search efforts.

Department Head

Jessica Eckert, Commissioner

> [Home](#) > Summer Fun Pass

Summer Fun Pass



Ticket To Ride

This summer, let CDTA be your own set of wheels -- only cheaper.

Get to the park, the pool, camp -- you name it!

CDTA's popular Summer Fun Pass is back, providing Capital Region families with a fast, convenient and affordable way to get kids 17 and under where they want to go this summer. Summer Fun Pass gives young people *unlimited* access to all of CDTA's regular route buses. **Please bring a birth certificate, state issued ID, or passport for age verification when purchasing.**

\$44 for a whole summer of fun

Summer Fun Pass gives young people the flexibility they crave this summer -- unlimited bus rides to and from youth-friendly locations all over the Capital Region! Parents gain freedom by having CDTA be the chauffeur. One low price allows them to ride all CDTA regular routes, getting just about anywhere, anytime from July 1 through August 31.

Summer Fun Pass makes it easy

Amber Robbie

From: Chiquita Wynder <chiquitaw@cdta.org>
Sent: Tuesday, May 5, 2026 10:00 AM
To: Amber Robbie; NavSales
Subject: RE: Summer Fun Passes Inquiry

Good morning, Amber.

Thank you for your interest in our Summer Fun Passes. We are more than happy to assist you in preparing for the start of the summer season.

Please be advised that we request that you purchase the appropriate quantity of Summer Fun Passes, and they should not be stockpiled. More importantly, there will be no refunds or exchanges for the passes, and the rate for each pass is \$44.00.

If you have any questions, please feel free to contact me.

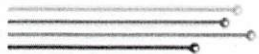
Kita Wynder-Phillips

Corporate Sales Manager

Capital District Transportation Authority
85 Watervliet Avenue, Albany, NY 12206

Email: chiquitaw@cdta.org

Office: 518.437.6876



$$\begin{array}{r} \$44.00 \\ \times \quad 100 \text{ Passes} \\ \hline \underline{\underline{\$4,400.00}} \end{array}$$

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From: Amber Robbie <amber@capreg.org>
Sent: Thursday, April 30, 2026 4:08 PM
To: NavSales <NavSales@cdta.org>
Subject: Summer Fun Passes Inquiry

Good Afternoon,

GET A CARD

[NAVIGATOR](#)[STAR TICKETS](#)

Welcome to your new Navigator card.

NAVIGATOR is CDTA's long term fare media card that uses computer chip technology. You can add Pay As You Go funds, a discounted Frequent Rider monthly pass, or both products to your NAVIGATOR card. NAVIGATOR cards can be replenished online, at retail outlets or over the phone.

PERIOD PASSES

Period Passes [Frequent Rider-\\$65.00](#)

Period Pass is a discounted monthly pass that provides unlimited rides for 31 consecutive days from the first time it used.

[ADD PERIOD PASSES](#)

w/ 5% discount (per attached)

each pass is \$61.75


x 250 passes

\$15,437.50



Amber E. Robbie

Fiscal Manager
Capital Region Workforce Development Board
1600 Seventh Avenue, Troy, New York 12180
Phone 518.270.2741
Web www.capreg.org Email amber@capreg.org

*"creating pathways to better careers
and economic growth"*
A proud partner of the

network

From: Chiquita Wynder <chiquitaw@cdta.org>
Sent: Tuesday, July 1, 2025 10:36 AM
To: Amber Robbie <amber@capreg.org>
Subject: RE: Bus Pass Order - Rensselaer County Dept. of Employment & Training

Amber—

Your order has been processed. An invoice will follow shortly for payment of \$9,262.50. A 5% disc. was applied towards the purchase of 150-Frequent Rider Passes. Below is disc. info for you to reference for future orders.

Frequent Rider Pass disc.:

Quantities 1-49 (no disc.)
50-99 (2.5% disc.)
100+ (5% disc.)

Kita Wynder-Phillips

Corporate Sales Manager

Capital District Transportation Authority
85 Watervliet Avenue, Albany, NY 12206

Email: chiquitaw@cdta.org

Office: 518.437.6876



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