



Central County Transportation Authority Adopted Budget 2024 and 2025

Fiscal Year 2024

(October 1, 2023—September 30, 2024)

Fiscal Year 2025

(October 1, 2024—September 30, 2025)



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2023 Board Members

Central County Transportation Authority

Greg Rosine, Chairperson	City of Kalamazoo Representative
Garrylee McCormick, Vice-Chairperson	City of Kalamazoo Representative
Curtis Aardema	City of Kalamazoo Representative
Robert D. Britigan III	Urban Representative
Chris Burns	City of Portage Representative
Dusty Farmer	Oshtemo Township Representative
Rod Halcomb	Rural Representative
Lisa Mackie	Kalamazoo Township Representative
Jim Pearson	City of Portage Representative
Randy Thompson	Comstock Township Representative

Kalamazoo County Transportation Authority

Greg Rosine, Chairperson
Curtis Aardema, Vice-Chairperson
Tafari Brown
Dusty Farmer
Aditya Rama
Gary Sigman
Timothy Sloan



Connecting People Throughout
Kalamazoo County

Date: August 7, 2023
To: CCTA and KCTA Boards
From: Sean P. McBride, Executive Director
Subject: Proposed Fiscal Year 2024 and 2025 Budgets

I am pleased to present the Proposed Fiscal Year 2024 and 2025 Budgets.

Earlier this year, Metro completed a Comprehensive Operational Analysis (COA) conducted by consulting firm Foursquare Integrated Transportation Planning. The COA studied the existing service provided by Metro and provided a series of recommendations and guidance on how to deliver more impactful service to the community. The series of recommendations include adjustments to our fixed-route bus service, Metro Connect service and the introduction of a new public transit service – *Microtransit*. The recommended budgets will be significantly shaped by the recommendations of the COA.

In the upcoming budget years, Metro will be implementing a pilot program for Microtransit. Microtransit is an app-based on-demand service that operates like Uber and Lyft but utilizes transit-specific vehicles and offers affordable and predictable fares. This service, though relatively new in the public transit industry has shown to be an effective tool for serving lower-density and/or auto-oriented environments. Microtransit provides local circulation within a designated zone and first/last mile connections to the fixed-route network. This service will add to the mix of transportation alternatives provided by Metro to best meet community needs, serve senior citizens, individuals with disabilities and get people to jobs, school, shopping, medical services, and other essential community services. In the following document, you will find a new section dedicated to Microtransit.

As the impact of pandemic diminishes, Metro continues to focus on rebuilding ridership and the level of service provided to the community. A significant challenge to this effort and one that many organizations are facing is rebuilding our staffing level to be able to provide the level of service that we had pre-pandemic. Significant efforts have been made to recruit, hire, and retain our employees that make up the Metro team. We have been successful in stabilizing the number of employees, especially Coach Operators. However, there is more work to be done.

The CCTA and KCTA Boards and Metro staff are proud of the essential public transit services provided to the community. Included in the budget is investment in several areas that should enhance the product provided to the community. In addition, the budget not only takes a short-term view of service but also reflects the need to invest in fleet and facility maintenance and upkeep in order to have a sustainable system well into the future. Finally, public transit is a service for people to serve people. The budget includes initiatives to hire, train and develop our employees to provide safe and excellent service. A few areas of emphasis incorporated into the budgets include:

Capital Investment in Fleet and Facility. The provision of public transit services is capital intensive. As an organization, Metro has spent significant effort in planning to make sure we can maintain a high functioning fleet as well as facilities. Metro continues to invest significantly in maintaining our large fleet and multiple facilities.

Safety and Security. Metro continues ongoing efforts and investment to enhance safety and security for our staff, passengers and the public.

Future Planning. As an essential public service, it is important that Metro is positioned to address the ever-changing needs of our community. Key components of our operation that will be analyzed with an eye towards the future include:

- *Fares* – Metro will review the rate structure and the technology used to collect fares.
- *Mobility Hubs* – Metro is examining how we provide facilities that connect multiple bus routes, microtransit, pedestrians and bikers.
- *Carbon Footprint* – Metro continues to take opportunities to reduce our carbon footprint. These initiatives include efforts involving our fleet, facilities, and services.

Public transit is an essential community service. In the most challenging conditions, Metro recognizes how our community members continue to need public transit to get to jobs, medical services, to purchase food/supplies and travel for other essential needs. Metro is positioned for the future to grow and evolve the public transit potential of Kalamazoo County.

Budget Development Process

The presented Metro Budget is for a period of two years, Fiscal Year 2024, covering the period of October 1, 2023 through September 30, 2024, and Fiscal Year 2025, covering the period of October 1, 2024 through September 30, 2025.

In September 2022, the CCTA Board, approved FY 2023 and 2024 budgets. The Board is now being asked to review and approve an updated FY 2024 budget.

The budget is being developed for two fiscal years and will benefit system planning as well as submitting grant applications to MDOT. Previously, MDOT grant applications were submitted well in advance of budget development.

Metro staff spent a significant amount of time developing this budget. The Budget Development Team of Cheryl Pesti, Budget and Accounting Manager, and Greg Vlietstra, Director of Support Services, are commended for their fine work.

In addition, the budget was developed using the participation and input from those managing specific divisions of the budget. The following were involved in budget development:

Robert Branch, Deputy Director of Fleet and Facilities
Richard Congdon, Program Manager, Metro Connect
Cindy DeYoung, Human Resource Manager
Chris Fleckenstein, Customer Service Supervisor
Jenniffer McCowen, Grants and Compliance Manager
David Miller, Technology Specialist
Keshia Woodson-Sow, Director of Operations

The calendar dates used to develop the current budget are displayed on pages 6 and 7.

FISCAL YEARS

FY24 (October 1, 2023 – September 30, 2024)

FY25 (October 1, 2024 – September 30, 2025)

May 4	Staff Budget Kick-off Meeting Budget Directions Issued and Discussed
May 17	Proposed Position Changes for FY24 Budget Submitted by Divisions
May 24	FY24 Capital Revenue/Expense Budget Submitted by Divisions FY25 Capital Revenue/Expense Budget Submitted by Divisions
May 31	FY23 Operating Expense Budget Projections Submitted by Divisions FY24 Operating Expense Budget Submitted by Divisions FY25 2 nd Year Operating Expense Budget submitted by Divisions FY23 Draft Budget Narratives submitted to Divisions (Including Historical Data/Metrics/Projections)
June 7	FY23 Operating Revenue Budget Projections Submitted by Divisions FY24 Operating Revenue Budget Submitted by Divisions FY25 2 nd Year Operating Revenue Budget Submitted by Divisions
June 14	FY24 Budget Narratives Due from Divisions
Mid-June	GASB 67/68 and Pension Plan Valuation Reports Completed
Mid-June	City of Kalamazoo GASB 74/75 and OPEB Valuation Reports Completed
June 19-23	Draft Budget – Budget Manager
June 28-29	Budget Meeting with Divisions – Iterative Process (Capital/Operations)
July 10	Budget Changes (Made During Iterative Process) Due to Budget Manager
July 13	2 nd Draft Budget (With Iterative Process Changes) Given to Executive Director
July 24	FY24 and FY25 Budgets Meeting #1: Planning & Development Committee Follow-up Meetings to be Scheduled as Needed
August 10	FY24 and FY25 Preliminary Budgets Distributed to Full CCTA Board and KCTA Board (Public Notice and Posting on Website)
August 14	FY24 and FY25 Preliminary Budgets Presented to CCTA Board and KCTA Board
Mid-August	Notice of Public Hearing (Kalamazoo Gazette, Website)

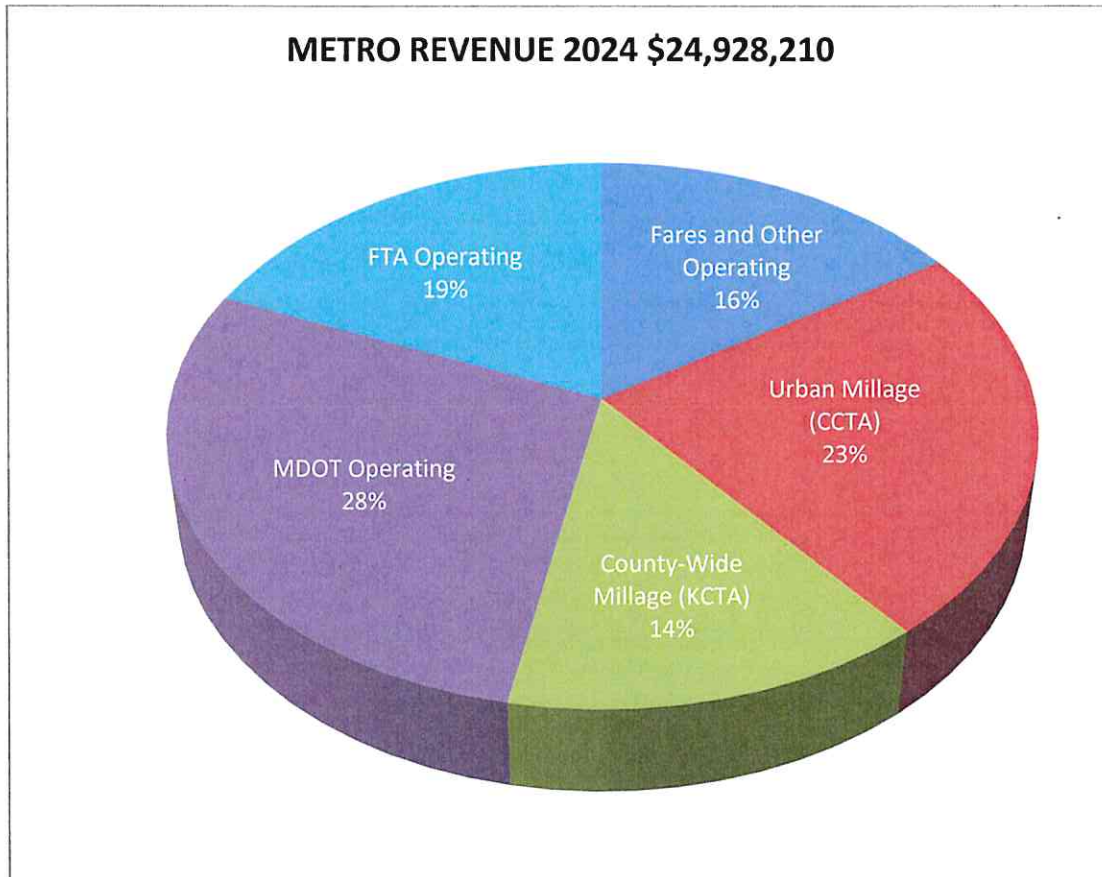
Late August/ Early September	CCTA Board and KCTA Board Small Group Meetings
September 11	Present Proposed FY24 and FY25 Budget to Joint CCTA Board and KCTA Board and Conduct Public Hearing. Potential CCTA Budget Adoption
September 25	FY24 and FY25 Budgets Adopted by CCTA Board, if not Adopted on September 11
October 1	Beginning of Fiscal Year 2024
February 1, 2024	Submit to the State of Michigan: FY25 Specialized Services Budget Submit to the State of Michigan: FY25 Urbanized and Non-Urbanized Budgets Submit to the State of Michigan: Four (4) Year Capital Plan

2024 and 2025 Budget Overview

Operating Revenue	2023 Budget	2023 Projected	2024 Budget	2025 Budget
Fare Revenue				
Regular Route Cash	\$ 731,088	\$ 655,000	\$ 720,500	\$ 792,550
Metro Connect Fares	\$ 452,656	\$ 466,830	\$ 504,176	\$ 534,426
Microtransit Fares			\$ 192,699	\$ 278,853
Tokens	\$ 323,310	\$ 298,400	\$ 328,240	\$ 361,064
Special Transit	\$ 23,000	\$ 42,000	\$ 42,000	\$ 42,000
Pass Sales	\$ 245,851	\$ 259,250	\$ 285,175	\$ 313,693
WMU Prepaid Fares	\$ 1,185,000	\$ 1,185,000	\$ 1,250,000	\$ 1,250,000
Prepaid Fares				
Total Fare Revenue	\$ 2,960,905	\$ 2,906,480	\$ 3,322,790	\$ 3,572,585
Other Revenue				
Advertising	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Intermodal Operations	\$ 198,100	\$ 183,325	\$ 209,700	\$ 214,110
Miscellaneous Revenue	\$ 19,850	\$ 27,479	\$ 32,650	\$ 21,900
Commission Revenue - Ticket Sales	\$ 19,200	\$ 14,200	\$ 7,200	\$ 7,200
Interest Income	\$ 9,550	\$ 159,050	\$ 144,050	\$ 149,050
Total Other Revenue	\$ 321,700	\$ 459,054	\$ 468,600	\$ 467,260
Urban Millage (CCTA)	\$ 5,299,618	\$ 5,352,926	\$ 5,740,395	\$ 5,851,859
County-wide Millage (KCTA)	\$ 3,201,898	\$ 3,214,619	\$ 3,420,217	\$ 3,486,629
Texas Twp/KVCC Contract	\$ 91,076	\$ 92,844	\$ 95,685	\$ 97,599
MDOT - Operating	\$ 7,226,670	\$ 5,355,742	\$ 6,988,911	\$ 7,132,248
FTA - 5307 Operating	\$ -	\$ 600,000	\$ 900,000	\$ 1,250,000
FTA - 5307 CARES Act	\$ 74,494	\$ 1,074,494	\$ -	\$ -
FTA - 5307 ARPA	\$ 2,450,000	\$ 1,450,000	\$ 3,500,000	\$ 3,500,000
FTA -Other Operating	\$ 179,483	\$ 84,217	\$ 158,905	\$ 90,607
	\$ 18,523,239	\$ 17,224,841	\$ 20,804,112	\$ 21,408,942
Working Capital for the Period	\$ 350,683	\$ 253,402	\$ 332,707	\$ 641,645
TOTAL OPERATING REVENUE	\$ 22,156,527	\$ 20,843,777	\$ 24,928,210	\$ 26,090,432
Direct Operating Expenses by Division				
Administration	\$ 3,990,408	\$ 3,732,368	\$ 4,114,070	\$ 4,446,996
Kalamazoo Transportation Center	\$ 862,324	\$ 854,694	\$ 1,038,122	\$ 1,088,018
Maintenance	\$ 3,257,708	\$ 3,029,402	\$ 3,567,798	\$ 3,738,927
Operations	\$ 8,599,769	\$ 7,834,011	\$ 8,667,951	\$ 9,041,844
Metro Connect	\$ 5,377,481	\$ 5,337,144	\$ 5,706,916	\$ 5,164,894
Metro Share	\$ 68,837	\$ 56,158	\$ 66,543	\$ 69,729
Microtransit	\$ -	\$ -	\$ 1,766,809	\$ 2,540,025
TOTAL OPERATING EXPENSE	\$ 22,156,527	\$ 20,843,777	\$ 24,928,210	\$ 26,090,432
BALANCE	\$0.00	\$0.00	\$0.00	\$0.00

Revenue Narrative

Metro's projected revenue is estimated at \$24,928,210 for FY 2024.



Federal Transportation Administration (FTA) provides 19% of the projected revenues for FY 2024.

- FTA Operating Assistance – \$4,558,905
 - 5307 Urbanized Formula Grant – Discretionary
 - 5307 ARPA Operating Funds
 - 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (Mobility Management)
 - 5311 Non-Urbanized Formula Grant – Discretionary

The FTA has provided additional funding due to the COVID-19 pandemic. We are slated to receive a total of \$20,787,401 over the next several years from three separate grants:

- The Coronavirus Aid, Relief, and Economic Security Act (CARES) \$9,074,494
- The Corona Response and Relief Supplemental Appropriations Act (CRRSAA) \$2,736,529
- The American Rescue Plan Act (ARPA) \$8,976,378

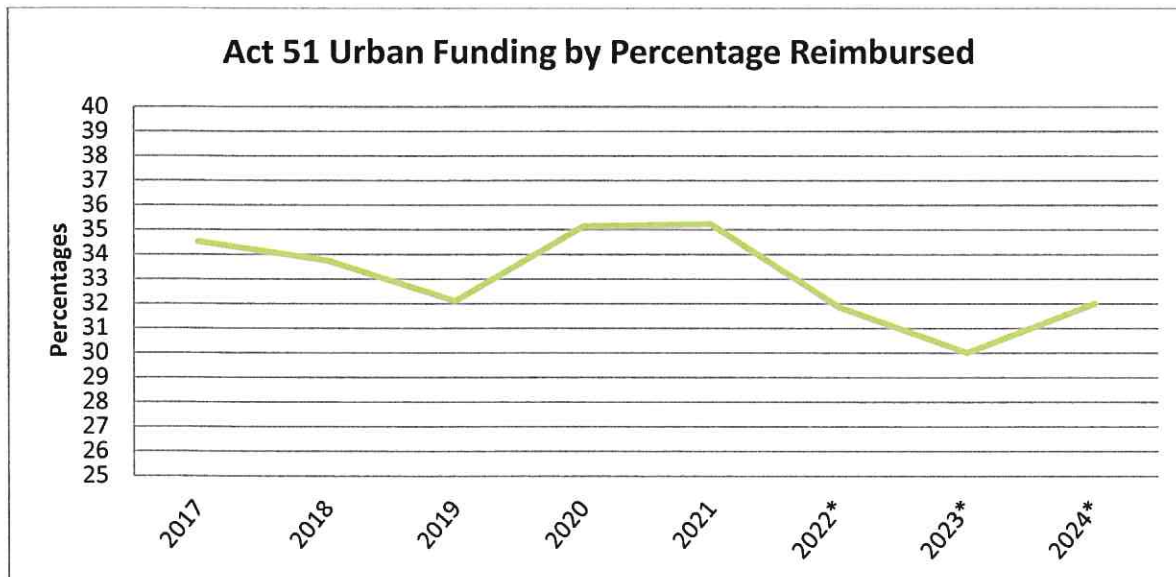
This additional funding will help offset the lost revenue incurred due to the pandemic. It also is important to offset the increase of rising labor costs and other inflationary impacts (goods, services, etc.).

Revenue Narrative (cont.)

The State of Michigan comprises 28% of the projected revenues for FY24. They calculate and distribute the Local Bus Operating (LBO) percentages according to the ACT 51 formula. As part of the formula, service to designated urban and rural areas are reimbursed at a separate rate. The budgeted reimbursement for urban service is currently 32%. The urban service represents the majority of service expenses and includes both fixed-route bus service and demand response service. The budgeted reimbursement for rural service is currently 38%. Rural service includes a small percentage of demand response service.

- MDOT Operating Assistance – \$6,988,911
 - Act 51 Urban Formula Distribution
 - Act 51 Rural Formula Distribution
 - Congested Mitigated Air Quality (CMAQ) – Rideshare
 - Specialized Services Program (CSV)

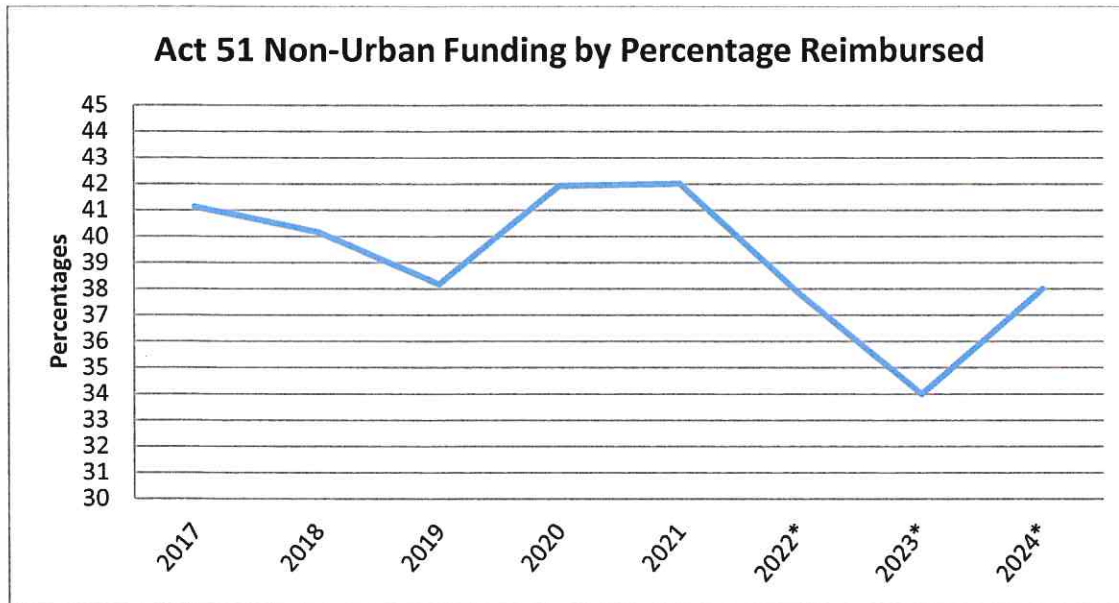
The chart below depicts the percentage reimbursed by the State of Michigan for urban public transit service. Please note that these percentages are adjusted based on actual expenses of all eight urban public transit systems in the State.



*2022, 2023, 2024 are estimates

Revenue Narrative (cont.)

The chart below depicts the percentage reimbursed by the State of Michigan for rural public transit service. Please note that these percentages are adjusted based on actual expenses of all 79 rural public transit systems in the State.



*2022, 2023, and 2024 are estimates

Voter-Approved Property Tax Millages

The Kalamazoo County Transportation Authority (KCTA) and Central County Transportation Authority (CCTA) projected revenues represent 39% for FY 2024 Budget.

- Urban Millage (CCTA) - \$5,740,395**
 The CCTA millage was approved in March 2020 by the voters in the City of Kalamazoo, City of Parchment, City of Portage, Comstock Township, Kalamazoo Township and Oshtemo Township. The approved millage covers the years 2021 through 2025 and allows the levying of a millage up to 0.9 mills. The FY 2024 includes levying the 0.8956 mills for both the Winter tax collection and the Summer tax collection. Please refer to the CCTA Boundary Map for the Fixed Route Bus System (page 13).
- County-Wide Millage (KCTA) - \$3,420,217**
 In November 2021, the voters of Kalamazoo County approved a new five-year millage that runs from 2022 through 2026. The amount of levy is up to 0.3124 mills. The FY 2024 budget includes a levy of 0.3110 for both the Winter tax collection and the Summer tax collection.

General operating projected revenues are 19% (\$3,887,075) for FY 2024 from the following sources:

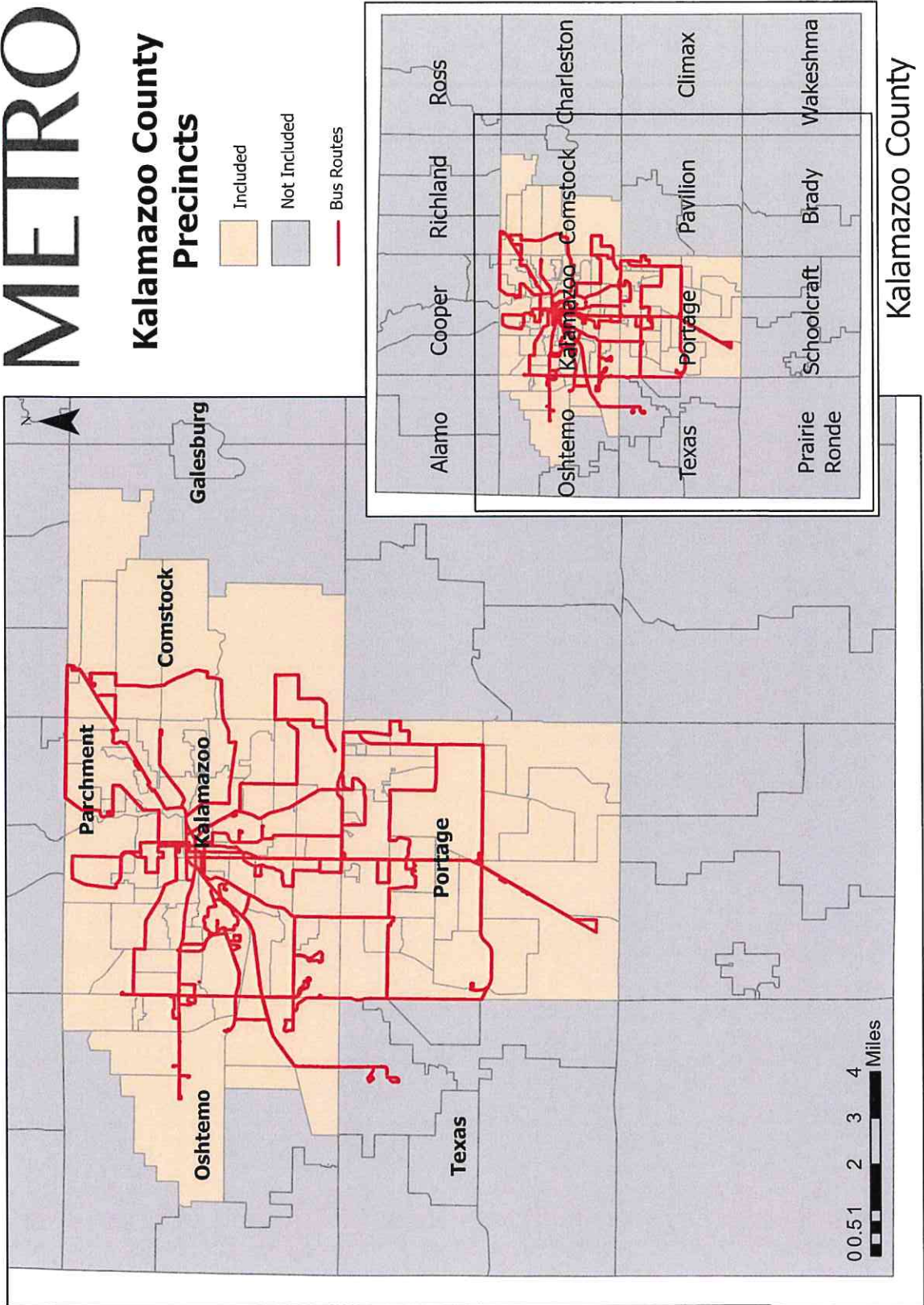
- Fixed Route Passenger Fares
- Metro Connect Fares
- WMU Contract
- Commissions (Indian Trails)
- KVCC/Texas Township Contract
- Rent and AMTRAK reimbursement
- Miscellaneous (interest, advertising, sale of fixed assets, etc.)

REVENUE SUMMARY

DESCRIPTION	2023 Budget	2023 Projected	2024 Revised Budget	2025 Budget
OPERATING REVENUE				
1 Line-Haul Fares	\$ 1,300,249	\$ 1,212,650	\$ 1,333,915	\$ 1,467,307
2 Demand Response Fares	\$ 452,656	\$ 466,830	\$ 504,176	\$ 534,426
3 Microtransit Fares			\$ 192,699	\$ 278,853
4 Urban Millage (CCTA, formerly COK)	\$ 5,299,618	\$ 5,352,926	\$ 5,740,395	\$ 5,851,859
5 County-Wide Millage (KCTA)	\$ 3,201,898	\$ 3,214,619	\$ 3,420,217	\$ 3,486,629
6 FTA Operating Funds - 5307	\$ -	\$ 600,000	\$ 900,000	\$ 1,250,000
7 FTA Operating Funds - 5307 CARES Act	\$ 74,494	\$ 1,074,494	\$ -	\$ -
9 FTA Operating Funds - 5307 ARPA	\$ 2,450,000	\$ 1,450,000	\$ 3,500,000	\$ 3,500,000
10 FTA Operating Grants - Other	\$ 179,483	\$ 84,217	\$ 158,905	\$ 90,607
11 MDOT Operating Grants	\$ 7,226,670	\$ 5,355,742	\$ 6,988,911	\$ 7,132,248
12 WMU Contract	\$ 1,185,000	\$ 1,185,000	\$ 1,250,000	\$ 1,250,000
13 Miscellaneous Revenue	\$ 786,460	\$ 847,300	\$ 938,992	\$ 1,248,504
	<u>\$ 22,156,527</u>	<u>\$ 20,843,777</u>	<u>\$ 24,928,210</u>	<u>\$ 26,090,432</u>

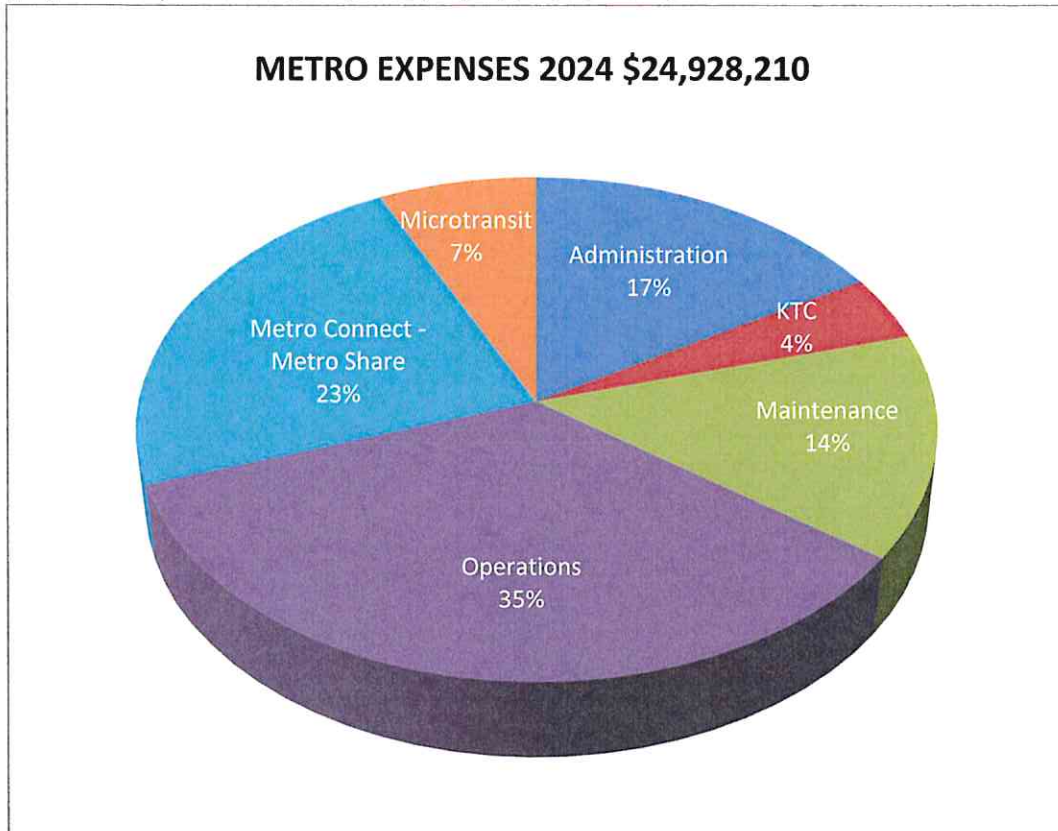


CCTA Boundary in Kalamazoo County with Metro Fixed Route System



Expense Narrative

Metro's projected expense is estimated at \$24,928,210 for FY 2024.



Operations, Metro Connect, Metro Share, and Microtransit make up the largest divisions at a combined 65% of the projected expenses for FY 2024. Below is the breakout of divisions, highlighting key expenditures.

- Operations - \$8,667,951
 - Diesel Fuel - \$1,395,000
 - Operations staff accounts for 66% of full-time equivalent staff (including Metro Connect, Metro Share, and Microtransit)
- Metro Connect - \$5,706,916
 - Third Party Contract for Demand Response Service - \$5,548,681
- Metro Share - \$68,837
- Microtransit - \$1,766,809
 - Third Party Contract for Demand Response Service - \$1,500,000

Maintenance and Kalamazoo Transportation Center divisions combined for a total of 18% of the projected expenses in FY 2024.

- Maintenance - \$3,567,798
 - Repair Parts and Supplies - \$644,700
 - Contractual Services - \$146,409
 - Maintenance staff accounts for 22% of full-time equivalent staff
- Kalamazoo Transportation Center - \$1,038,122
 - Security Services - \$415,000

Expense Narrative (cont.)

Administration is projected at 17% of expenses for FY 2024.

- Administration - \$4,114,070
 - Insurance - \$371,232
 - Support Services Fees - \$594,696
 - Pension/OPEB - \$907,794
 - Mobility Management/Rideshare - \$82,800
 - Administrative staff accounts for 9% of full-time equivalent staff

KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (“KCTA”)
Resolution: 23-002

**Resolution Levying the Transit Millage for 2024 and Providing for Collection of the Transit Millage
in July 2024 for the Cities in Kalamazoo County and in
December 2024 for the Townships in Kalamazoo County**

The KCTA makes the following findings:

1. The Kalamazoo County Board of Commissioners created the KCTA under Public Act 196 of 1986, as amended (“Act 196”);
2. KCTA was created to fund county-wide transit system in Kalamazoo County.
3. Act 196 authorizes KCTA to levy a tax to provide for public transportation services, if approved by the voters.
4. KCTA adopted a resolution, which submitted to Kalamazoo County voters the question of whether 0.3124 mills should be levied during 2022, 2023, 2024, 2025 and 2026 for the purpose of providing public transportation services in Kalamazoo County.
5. The voters approved the millage request at the November 2, 2021 election.
6. KCTA is now adopting this resolution to levy 0.3124 mills on all taxable property located in Kalamazoo County for 2023. This millage should be collected by tax assessing officials for the cities located in Kalamazoo County as part of the July tax bill. Tax assessing officials for the townships located in Kalamazoo County should collect this millage as part of the December tax bill.

Based on these findings, the KCTA resolves:

1. Voters approved the millage request at the November 2, 2021 election. KCTA now levies 0.3110 mills or up to the allowable amount after the Headlee Amendment is applied by the Kalamazoo County Equalization Director on all taxable property located in Kalamazoo County for 2024. Tax assessing officials for the cities in Kalamazoo County shall collect this millage as part of the July tax bill. Tax assessing officials for the townships in Kalamazoo County shall collect this millage as part of the December tax bill. All funds generated by this levy shall be appropriated to expenditures according to KCTA’s budget.
2. A certified copy of this resolution shall be filed with the proper tax assessing officials no later than May 15, 2024.
3. The KCTA Board and its officers and agents are authorized and directed to take all other actions appropriate to carry out the intent of this resolution, including providing an L-4029

The aforementioned resolution was offered by _____ and supported by _____

Ayes:
Nays:
Absent:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I, Barbara Blissett, Kalamazoo County Transportation Authority Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Transportation Authority at a regular meeting held on _____.

Barbara Blissett, Clerk
Kalamazoo County Transportation Authority

CENTRAL COUNTY TRANSPORTATION AUTHORITY ("CCTA")

Resolution: 23-003

Resolution Levying the Transit Millage for 2024 and Providing for Collection of the Transit Millage in July 2024 for the Cities of Kalamazoo, Portage and Parchment and in December 2024 for the Townships of Kalamazoo, Comstock and Oshtemo in Kalamazoo County

The CCTA makes the following findings:

1. The Kalamazoo County Board of Commissioners created the CCTA under Public Act 196 of 1986, asamended ("Act 196").
2. CCTA was created to operate a county-wide transit system in Kalamazoo County and to also determine ifa millage is necessary in order to operate the public transportation system.
3. Act 196 authorizes CCTA to levy a tax to provide for public transportation services, if approved by the Voters.
4. The CCTA operates the fixed-route bus system within the urbanized areas of Kalamazoo County. The boundaries of the CCTA are included in the CCTA Articles of Incorporation The Articles of Incorporation were updated by the Kalamazoo County Board of Commissioners on August 29, 2019. The Boundaries of the CCTA include the cities of Kalamazoo, Parchment and Portage. All areas of Kalamazoo Township. Precincts #02, #03, #04, #05, #06 and #07 in Comstock Township. Precincts #03, #04, #05, #06, #07, #08 and #09 in Oshtemo Township.
5. CCTA adopted a resolution, which submitted to Kalamazoo County voters the question of whether up to 0.90 mills should be levied during 2021, 2022, 2023, 2024 and 2025 for the purpose of providing public transportation services in Kalamazoo County.
6. The voters approved the millage request at the March 10, 2020 election.
7. CCTA is now adopting this resolution for the CCTA 2024 Transit Millage to levy **0.90 mills** on all taxable property located in the Central County Transportation Authority boundaries. This millage should be collected by tax assessing officials for the cities of Kalamazoo, Portage and Parchment located in Kalamazoo County as part of the July tax bill. Tax assessing officials for the townships of Kalamazoo, Comstock and Oshtemo located in Kalamazoo County should collect this millage as part of the December tax bill.

Based on these findings, the CCTA resolves:

1. Voters approved the millage request at the March 10, 2020, election. CCTA shall levy 0.8978 mills up to the allowable amount after the Headlee Amendment is applied by the Kalamazoo County Equalization Director on all taxable property located in Kalamazoo County for 2024. Tax assessing officials for on all taxable property located within the Central County Transportation Authority Boundary for 2024. Tax assessing officials for the cities of Kalamazoo, Portage and Parchment in Kalamazoo County shall collect this millage as part of the July tax bill. Tax assessing officials for the townships of Kalamazoo, Comstock and Oshtemo in Kalamazoo County shall collect this millage as part of the December tax bill. Within Comstock Township the CCTA boundaries include Voting Precincts #02, #03, #04, #05, #06 and #07. Within Oshtemo Township CCTA boundaries include Voting Precincts #03, #04, #05, #06, #07, #08 and #09. All funds generated by this levy shall be appropriated to expenditures according to CCTA's budget.
2. A certified copy of this resolution shall be filed with the proper tax assessing officials no later than May 15, 2024.
3. The CCTA Board and its officers and agents are authorized and directed to take all other actions appropriate to carry out the intent of this resolution, including providing an L-4029.

The aforementioned resolution was offered by _____ and supported by _____.

Ayes:
Nays:
Absent:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I, Barbara A Blissett, Central County Transportation Authority Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Central County Transportation Authority at a regular meeting held on _____.

Barbara A Blissett, Clerk
Central County Transportation Authority

Administration Narrative

The mission of the Executive Director is to manage the delivery of Metro services effectively and efficiently within the guidelines and policies established by the CCTA/KCTA Board, to provide leadership to the organization and ensure overall effectiveness, long-term financial stability, and development and execution of long-term fiscal and organizational plans supporting transit priorities that contribute to the sustainability of the community.

The Administrative Division provides comprehensive employee and labor relations services to all Metro employees. Programs administered include hiring and recruiting, compensation and benefits administration, training and career development, labor contract administration, policy development, and workers' compensation administration. The administrative staff also partners with the City of Kalamazoo to administer the support services agreement which includes such areas as pension management, human resources, purchasing, treasury services, and information technology.

The Finance Division ensures the reliability and integrity of financial information and the means used to identify, measure, classify, and report such information. The division coordinates the budget development and fiscal monitoring, processes payroll, accounts payable and accounts receivables, prepares requisitions to promote competition and provide equal access by potential vendors, prepares all grant applications, and complies with all federal and state granting regulations and reporting requirements.

IT staff is responsible for Metro's computer infrastructure including hardware and software, voice communications, GIS, websites, helpdesk, and central services such as email, analog devices, and the INET fiber rings throughout the organization. The mission is to provide information technologies that enable the employees of Metro to deliver efficient, effective, and accessible services to the citizens of Kalamazoo by providing superior internal customer service.

Marketing and public relation efforts are overseen by the Deputy Director of On-Demand Services and Planning. Some initiatives include designing artwork, organizational identity (branding), social media communication, videos, the annual report, and campaigns to increase ridership.

Administration Narrative (cont.)

Service Measures

Type	2022 Actual	2023 Estimated	2024 Projected	2025 Projected
Token Transit Users	2,543	4,000	6,000	8,200
Token Transit Passes	63,892	80,000	100,000	118,000
Facebook Followers	1,423	1,600	1,850	2,000
Accounts Payable - Invoices Processed	3259	3200	3200	3225
Purchase Orders Issued	366	400	400	410

ADMINISTRATION SUMMARY

DESCRIPTION	2023 Budget	2023 Projected	2024 Revised Budget	2025 Budget
1 Salaries/Wages	\$ 821,524	\$ 783,396	\$ 851,742	\$ 895,050
2 Fringe Benefits	\$ 313,748	\$ 302,194	\$ 317,334	\$ 330,925
3 Materials and Supplies	\$ 58,400	\$ 53,100	\$ 51,000	\$ 66,250
4 Travel and Training	\$ 23,500	\$ 17,000	\$ 21,000	\$ 24,000
5 Legal	\$ 120,600	\$ 45,586	\$ 125,700	\$ 40,700
6 Banking and Audit Fees	\$ 48,000	\$ 49,000	\$ 55,000	\$ 57,000
7 Utilities	\$ 213,638	\$ 240,954	\$ 257,400	\$ 270,669
8 Insurance	\$ 350,219	\$ 350,219	\$ 371,232	\$ 400,931
9 Contractual Services	\$ 201,750	\$ 167,265	\$ 201,156	\$ 407,029
10 Building and Grounds Maintenance	\$ 175,500	\$ 155,500	\$ 174,216	\$ 176,427
11 Advertising/Marketing	\$ 50,000	\$ 62,000	\$ 54,000	\$ 55,000
12 Support Services Fees	\$ 550,000	\$ 550,644	\$ 594,696	\$ 618,483
13 Membership/Dues/Subscriptions	\$ 47,127	\$ 49,000	\$ 49,000	\$ 49,000
14 OPEB/Pension Expenses	\$ 904,761	\$ 855,011	\$ 907,794	\$ 971,852
	<u>\$ 3,878,767</u>	<u>\$ 3,680,870</u>	<u>\$ 4,031,270</u>	<u>\$ 4,363,316</u>

Maintenance Narrative

The Maintenance Division is responsible for maintaining Metro's fleet and facility assets in accordance with the Federal Transit Administration (FTA) and the State of Michigan (MDOT) requirements.

Since the outbreak of Covid-19, staff continues to improve on the cleanliness and appearance of the bus interiors and exteriors, as well as daily sanitation of the vehicles and facilities. Funding for cleaning supplies has been increased. Additional funding has been put in place for upgrading the appearance of the interior and grounds at the Transportation Center, Administration Building, and repair facilities including the surrounding parking lots. Maintenance staff maintains a total of ninety-five passenger shelters and five benches in the service area. Metro staff continues the process of upgrading passenger stops to the latest ADA specifications. We continue adding amenities like solar lighting, schedule displays, and refuse containers at bus shelters.

The Maintenance Division's objective for the 2024 budget year will be continued training to bring current and new staff up to speed on new technologies as the system vehicle needs have increased. As a result of the COVID-19 pandemic, in person training has been limited in the past three years due to staff availability and travel restrictions from vendors. Maintenance staff attended the Michigan Public Transit Association for in-person hands-on training in fare collection equipment, air conditioning, multiplex electrical systems, transmissions, camera systems and Cummins engines just to name a few. They were also able to meet vendors and seek out training opportunities.

Metro currently has fourteen Gillig Hybrid low-floor coaches in service, including thirty fuel-efficient clean diesel coaches. Work has been completed on the next phase of hybrid battery replacements and will focus on the next two groups over the next two years. Metro put in service four new coaches in February of 2023 and will replace three coaches in January of 2024.

In 2021, we completed a facility assessment on all buildings and grounds to determine the need for capital dollars to ensure a more efficient, safe, and productive operation.

This year, additional LED lighting in the KTC plaza area was added. The short-term parking lot changes continue with additional parking lot improvements that include LED lighting, updated fencing, and additional security cameras. We are in the process of improvements to the ice melt controls, additional insulation, and ADA upgrades at the Kalamazoo Transportation Center.

The Administrative facility at 530 N, Rose has had many HVAC upgrades this year that will continue into 2024. Replacement of roof sections and repair work of the old section of the facility is scheduled for this fall. We are also installing garage door safety sensors and a new touchless bus washer. These projects were made possible by using capital dollars.

Maintenance Narrative (cont.)

Service Measures

Type	2022 Actual	2023 Estimated	2024 Projected	2025 Projected
Bus Details Completed	559	552	552	552
PM Service Inspections Completed	505	533	577	577
Shelters Cleaned	3090	2697	2697	2697
Miles per Major/Minor and Service Call	2541	1500	1500	1500

MAINTENANCE SUMMARY

	DESCRIPTION	2023 Budget	2023 Projected	2024 Revised Budget	2025 Budget
1	Salaries/Wages	\$ 1,485,882	\$ 1,356,766	\$ 1,685,720	\$ 1,772,967
2	Fringe Benefits	\$ 609,276	\$ 564,002	\$ 640,320	\$ 683,500
3	Fuel	\$ 8,350	\$ 8,100	\$ 8,350	\$ 8,350
4	Repair Parts and Supplies	\$ 578,000	\$ 581,500	\$ 644,700	\$ 689,100
5	Cleaning Supplies	\$ 41,000	\$ 21,000	\$ 21,000	\$ 21,000
6	Shop Supplies	\$ 125,000	\$ 125,000	\$ 131,250	\$ 131,250
7	Travel and Training	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
8	Contractual Services	\$ 128,200	\$ 139,434	\$ 146,409	\$ 146,909
9	Bus Repair Services	\$ 250,000	\$ 200,000	\$ 250,000	\$ 250,000
10	Radio Maintenance	\$ 12,000	\$ 13,600	\$ 20,050	\$ 15,850
		<u>\$ 3,257,708</u>	<u>\$ 3,029,402</u>	<u>\$ 3,567,798</u>	<u>\$ 3,738,927</u>

Kalamazoo Transportation Center Narrative

Renovated in 2006, the intermodal Kalamazoo Transportation Center (KTC) provides a one-stop location for travelers. The KTC utilizes Indian Trails and Greyhound (Flixbus) inter-city bus services, as well as Amtrak rail passenger services. The KTC also supports Metro's fixed-route bus service with 15 routes daily, plus support for the six buses that have service connections outside of the KTC.

The KTC staff provides service to passengers and visitors alike for fixed-route buses and inter-city bus services.

Contracted Security continues to patrol and ensure safety at the KTC. Since September 2021, the number of associates patrolling the facility has increased. They are now on-site Monday thru Saturday 5:30am to 10:30pm and Sunday's 7:00am to 10:30pm.

The information below provides service measures of pass sales and projections for the upcoming fiscal years:

Service Measures

Type	2022 Actual	2023 Estimated	2024 Projected	2025 Projected
Tokens Sold	133,502	136,172	138,895	141,673
MC Pass Sales	52,275	53,320	54,386	55,475
KVCC Student Bus Passes	42	45	50	55
Bronson Bus2Work	100	100	100	100

KALAMAZOO TRANSPORTATION CENTER (KTC) SUMMARY

DESCRIPTION	2023 Budget	2023 Projected	2024 Revised Budget	2025 Budget
1 Salaries/Wages	\$ 131,826	\$ 137,992	\$ 137,453	\$ 144,276
2 Fringe Benefits	\$ 83,600	\$ 77,578	\$ 80,462	\$ 83,846
3 Materials and Supplies	\$ 10,800	\$ 8,640	\$ 10,800	\$ 10,800
4 Utilities	\$ 93,348	\$ 91,648	\$ 101,851	\$ 106,617
5 Contractual Services	\$ 137,000	\$ 133,086	\$ 196,441	\$ 205,808
7 Building and Grounds Maintenance	\$ 90,750	\$ 90,750	\$ 96,115	\$ 100,921
8 Security Services	\$ 315,000	\$ 315,000	\$ 415,000	\$ 435,750
	<u>\$ 862,324</u>	<u>\$ 854,694</u>	<u>\$ 1,038,122</u>	<u>\$ 1,088,018</u>

Operations Narrative

Metro bus service includes twenty-one (21) fixed bus routes, fifteen (15) that emanate from the Kalamazoo Transportation Center in downtown Kalamazoo, four (4) from the Western Michigan University campus loading zone, and two (2) from the City of Portage. The twenty-six (26) buses travel a fixed route within the City of Kalamazoo, Portage, and Parchment along with the townships of Comstock, Kalamazoo, Oshtemo, and Texas. Two additional buses travel a fixed route that services the campus of Western Michigan University. One additional bus travels a fixed route that services the campus of Western Michigan University from September through April.

Metro continues to follow CDC and FTA guidelines for infectious disease protocols. Policies and Procedures are monitored on a continuous basis for changes and recommendations.

Uncertainties continue in providing services due to staffing shortages, that include but are not limited to, reduced service hours and the number of buses running per route. Service and staffing levels continue to be monitored as adjusted as needed.

The following service measurements reflect the reductions in services, anticipated growth in service, as well as the addition of WMU service.

Service Measures

Type	2022 Actual	2023 Estimated	2024 Projected	2025 Projected
Number of Routes	21	21	21	21
Service Hours*	101,763	110,950	122,451	132,452
Service Miles*	1,370,044	1,502,568	1,642,435	1,652,023
Number of Rides	1,346,685	1,500,000	1,700,000	1,800,000

*Includes deadhead

OPERATIONS SUMMARY

DESCRIPTION	2023 Budget	2023 Projected	2024 Revised Budget	2025 Budget
1 Salaries/Wages	\$ 4,661,176	\$ 4,795,790	\$ 5,095,020	\$ 5,326,060
2 Fringe Benefits	\$ 1,842,509	\$ 1,740,849	\$ 1,882,051	\$ 1,954,691
3 Fuel	\$ 1,513,500	\$ 1,006,000	\$ 1,401,800	\$ 1,466,200
4 Oil/Lubricants	\$ 52,000	\$ 62,000	\$ 64,000	\$ 68,000
5 Tires/Tubes	\$ 65,160	\$ 65,160	\$ 73,388	\$ 85,000
6 Materials and Supplies	\$ 50,000	\$ 50,585	\$ 47,500	\$ 37,500
7 Travel and Training	\$ 16,200	\$ 21,500	\$ 15,000	\$ 15,000
8 Utilities	\$ 3,836	\$ 2,100	\$ 2,100	\$ 2,100
9 Contractual Services	\$ 395,388	\$ 90,028	\$ 87,093	\$ 87,293
	<u>\$ 8,599,769</u>	<u>\$ 7,834,011</u>	<u>\$ 8,667,951</u>	<u>\$ 9,041,844</u>

Metro Connect Narrative

Metro Connect is Metro's shared ride origin-to-destination transit service. Metro Connect is open to all residents of Kalamazoo County. Discounted fares are available to individuals who are certified with a disability, seniors 62 years or older, and individuals with a disability who are certified as Americans with Disabilities Act (ADA) eligible.

Metro Connect travels anywhere in Kalamazoo County and to the Veteran's Administration Hospital in Calhoun County. The Metro Connect ADA service is federally mandated by the Federal Transportation Administration (FTA) to provide complementary paratransit service to the fixed-route bus system. Funding is provided by Federal and State of Michigan grants, local millages, and fare box revenue.

Metro Connect provides service seven days a week. Sunday service and extended night service was implemented in 2016. Metro Connect service is contracted with First Student. In 2023, First Student bought Apple Bus Company, who had operated the contract since 2020. A two-year contract extension began on January 1, 2023. The contract is required to go out to competitive bid by the FTA and the new contract will begin on January 1, 2025.

Service Measures

Type	2022 Actual	2023 Estimated	2024 Projected	2025 Projected
ADA Certifications	108	128	141	152
Demand Response Certifications	567	677	745	805
Ridership	111,231	121,831	131,577	139,472
Revenue Miles	841,795	958,123	1,034,772	1,096,858
Revenue Hours	58,771	63,156	66,314	68,303

Metro Connect Narrative (cont.)

The following chart is referred to as a Program of Projects for Section 5310 federal funding. A Program of Projects is a federal requirement for the Public Transit Human Services (PTHS) plan.

Section 5310 Program of Projects

Recipient: Central County Transportation Authority (7334)
 Congressional District: Michigan 6th
 Fiscal Year: 2024

Project	Urban or Rural	Private or Public	Federal Amount	State Amount	Total	Plan Date & Page	Capital or Operating
Metro Connect Vans (79%)	Both	Public	164,00	41,000	206,400	04/19/2023, p. 20	Capital
Mobility Management (21%)	Both	Public	42,400	10,600	51,600	04/19/2023, p. 20	Capital

Total Capital	\$258,000
Total Operating	<u>\$ 0</u>
Project Total	\$258,000

METRO CONNECT SUMMARY

DESCRIPTION	2023 Budget	2023 Projected	2024 Revised Budget	2025 Budget
1 Salaries/Wages	\$ 79,516	\$ 78,260	\$ 83,757	\$ 87,945
2 Fringe Benefits	\$ 30,920	\$ 29,571	\$ 31,078	\$ 32,550
3 Materials and Supplies	\$ 3,500	\$ 10,500	\$ 11,500	\$ 12,500
4 Contractual Services	\$ 68,935	\$ 67,850	\$ 31,900	\$ 31,900
5 Third-Party Contract	\$ 5,194,610	\$ 5,150,962	\$ 5,548,681	\$ 5,000,000
	<u>\$ 5,377,481</u>	<u>\$ 5,337,144</u>	<u>\$ 5,706,916</u>	<u>\$ 5,164,894</u>

Microtransit Narrative

In early 2023, Metro concluded a Comprehensive Operational Analysis conducted by a consultant. One of the significant recommendations was for Metro to establish a new line of service called Microtransit. Microtransit is an app-based on-demand service that operates like Uber and Lyft but utilizes transit-specific vehicles and offers affordable and predictable fares. This service, though new in the public transit industry has shown to be an effective tool for serving lower-density and/or auto-oriented environments. Micro transit provides local circulation within a designated zone and first/last mile connections to the fixed-route network.

Metro plans to implement a microtransit pilot program during the FY24 Budget Year. This service will add to the mix of transportation alternatives provided by Metro to best meet community needs, serve senior citizens, individuals with disabilities and get people to jobs, school, shopping, medical services, and other essential community services.

MICROTRANSIT SUMMARY

	DESCRIPTION	2023 Budget	2023 Projected	2024 Revised Budget	2025 Budget
1	Salaries/Wages	\$ -	\$ -	\$ 45,936	\$ 48,233
2	Fringe Benefits	\$ -	\$ -	\$ 20,873	\$ 21,792
4	Contractual Services	\$ -	\$ -	\$ 200,000	\$ 170,000
5	Third-Party Contract	\$ -	\$ -	\$ 1,500,000	\$ 2,300,000
		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,766,809</u>	<u>\$ 2,540,025</u>

Metro Share Narrative

Metro Share is a specialized service program sponsored by the Michigan Department of Transportation that provides vans to approved non-profit agencies for passenger trips at no cost to the agency. There are 11 accessible vehicles in the Metro Share fleet; there are nine available for approved agencies to reserve at Metro; one located in Vicksburg for South County Community Services; and one used by Portage Senior Services. Drivers are trained and certified by Metro staff. Trainings are held quarterly, with two mandatory refresher courses.

Metro Share provides service for seniors and individuals with a disability. The Michigan Department of Transportation Specialized Services program reimburses a portion of the cost of Metro Share for each passenger that is transported. The program is also funded in part through a voter approved Central County Transportation Authority millage which contributes to the operation of the public transit system. Capital costs for vehicle purchases are currently funded by Federal Highway Administration funds which are utilized by Metro as part of the Kalamazoo Area Transportation Study.

Service Measures

Type	2022 Actual	2023 Estimated	2024 Projected	2025 Projected
Participating Agencies	29	29	31	33
Registered Drivers	86	100	116	120
Service Hours	2,023	1,888	1,982	2,008
Ridership	19,215	21,115	23,227	25,550
Service Miles	48,166	48,803	51,243	53,805

METRO SHARE SUMMARY

DESCRIPTION	2023 Budget	2023 Projected	2024 Revised Budget	2025 Budget
1 Salaries/Wages	\$ 22,866	\$ 21,337	\$ 24,464	\$ 25,687
2 Fringe Benefits	\$ 10,671	\$ 10,041	\$ 10,625	\$ 11,088
4 Contractual Services and Supplies	\$ 15,300	\$ 11,780	\$ 15,455	\$ 15,455
5 Fuel	\$ 20,000	\$ 13,000	\$ 16,000	\$ 17,500
	<u>\$ 68,837</u>	<u>\$ 56,158</u>	<u>\$ 66,543</u>	<u>\$ 69,729</u>

Specialized Service Programs

Metro receives Federal Congestion Mitigation and Air Quality Funding (CMAQ) that is distributed locally through the Kalamazoo Area Transportation Study (KATS). Regional funding has decreased as regional air quality has improved above the federal thresholds. With these funds Metro has traditionally provided a rideshare program that has not been successful. Metro is looking to transition to a new program that would provide a "Workers on Wheels" program to assist with transportation for workers outside regular routing of Metro and/or outside operating hours of system (between 10 pm and 6 am Monday through Friday).

The Mobility Management program provides training to those looking to learn how to use Metro's public transit services (Metro line-haul bus and Metro Connect) using a travel trainer who can assist in educating about Metro's services. Outreach includes meetings with agencies such as public schools and organizations who work with students and individuals with disabilities to provide application assistance, route planning, and general overview information about the system. The travel trainer also works with agencies to train their employees to teach agency participants how to ride the bus. This training enables agencies to have information on all Metro services without having one-on-one training required from the travel trainer. The one-on-one training provided by a travel trainer can provide individualized attention on how to ride the fixed route or Metro Connect systems, including filling out applications for reduced fare.

Mobility Management

Service Measures

Type	2023 Projected	2024 Projected	2025 Projected
Contact Organizations	10	20	30
Organization Training	10	15	20
One-on-One or Small Group Trainings	50	75	100
Applications for Reduced Fare	75	100	150

Due to staff turnover, 2022 actual numbers were not available.

SPECIALIZED SERVICES - MOBILITY MANAGEMENT SUMMARY

DESCRIPTION	2023 Budget	2023 Projected	2024 Revised Budget	2025 Budget
1 Salaries/Wages	\$ 20,600	\$ 10,467	\$ 23,700	\$ 24,885
2 Fringe Benefits	\$ 10,544	\$ 8,171	\$ 10,770	\$ 11,050
4 Services	\$ -	\$ 1,200	\$ 600	\$ 600
5 Advertising	\$ 5,000	\$ -	\$ -	\$ -
	<u>\$ 36,144</u>	<u>\$ 19,838</u>	<u>\$ 35,070</u>	<u>\$ 36,535</u>

SPECIALIZED SERVICES - VAN POOL SUMMARY

DESCRIPTION	2023 Budget	2023 Projected	2024 Revised Budget	2025 Budget
1 Salaries/Wages	\$ 42,116	\$ 16,875	\$ 23,700	\$ 24,885
2 Fringe Benefits	\$ 19,181	\$ 7,785	\$ 17,030	\$ 17,760
4 Travel and Training	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
5 Advertising	\$ 5,000	\$ 5,000	\$ 5,000	\$ 2,500
	<u>\$ 75,497</u>	<u>\$ 31,660</u>	<u>\$ 47,730</u>	<u>\$ 47,145</u>

Capital Narrative

The Transportation Improvement Program (TIP) is the regionally agreed upon list of priority transportation projects as required by Federal Law (ISTEA, TEA-21, SAFETEA LU, MAP-21, and FAST). The TIP document must list all projects that intend to use federal funds, along with all non-federally funded projects that are regionally significant. The projects are multi-modal, that is, they include bicycle, pedestrian, ITS, and freight-related projects, as well as the more traditional highway and public transit projects.

The main source of capital funding is the Urbanized Area Formula Program Section 5307. There is a requirement that at least 25% of 5307 funds are spent on capital projects. We have increased the capital investment to ensure that we maximize the life of the capital assets.

Funding for Capital Improvement Projects are typically an 80/20 calculation with a higher Federal match (80%) and a lower State match (20%).

Sources for Federal funding are derived from the following:

- Urbanized Area Formula Program Section 5307
- Enhanced Mobility of Seniors and Individuals with Disabilities Program Section 5310
- Bus and Bus Facilities Program Section 5339
- Surface Transportation Program (STP) Funds flexed from Federal Highway

A chart containing updates to current capital projects is on the following page.

Capital Narrative (cont.)

Update to current CIP projects

Projects			
2021	FTA	MDOT	Status
Facility Improvements/Equipment Replacement			
Replace A/C Unit & Roof Decking Insulation in Attic at KTC	208,000	52,000	Delivery Jun 2025
Replace Security Camera Equipment at KTC	132,000	33,000	Delivery Feb 2024
Upgrade Wash Rack Equipment - Maintenance	119,000	29,750	Delivery June 2023
ITS			
ITS Computer/Software IT Upgrades	172,000	43,000	Ongoing
Vehicle Replacements			
Replace up to Four (4) Line Haul Buses	891,000	222,750	Delivery Nov 2023
Replace up to Three (3) Demand Response Vans	101,543	25,386	Delivery May 2024
Replace Demand Response Vans-Van Pool CMAQ	55,299	55,299	Delivery May 2024
Replace Demand Response Vans-STP	49,700	12,425	Delivery May 2024
Replace up to Four (4) Demand Response Vans	160,000	40,000	Delivery May 2024
Replace Capital Bus Parts	250,000	62,500	Delivery through 2025

2022	FTA Funds	MDOT Funds	Status
Facility Improvements/Equipment Replacement			
Replace Roof at KTA	400,000	100,000	Completion Mar 2024
Electrical Upgrades at KTA	17,400	4,350	Completion Mar 2024
Wash Rack Improvements	158,600	39,650	Completion Mar 2024
Traffic Light & Garage Door Sensor Upgrades	32,000	8,000	Completion Nov 2023
ADA Upgrades-Bathrooms, Ingress, Egress, Park Lot	80,000	20,000	Completion Mar 2024
Replace Hoist-Inground Lift	80,000	20,000	Completion Oct 2023
ITS			
ITS Computer/Software IT Avail Maintenance	168,000	42,000	On going
Vehicle Replacements			
Replace up to Two (2) Line Haul Buses	660,000	165,000	Delivery Dec 2023
Replace up to Two (2) Line Haul Buses	235,488	58,872	Delivery Dec 2023
Demand Response Medium Duty Bus for Van Buren Transit	96,000	24,000	Delivery May 2025
Replace up to Four (4) Demand Response Vans	283,649	70,912	Delivery Mar 2026
Replace up to Three (3) Demand Response Vans	87,000	21,750	Delivery Mar 2026
Replace up to Three (3) Medium Duty Buses	186,988	46,747	Delivery May 2025
Replace up to Eight (8) Demand Response Vans	262,442	65,610	Delivery Mar 2026
Replace up to Two (2) Demand Response Vans-Vanpool CMAQ	60,299	0	Delivery May 2024
Replace up to Four (4) Demand Response Vans	160,000	40,000	Delivery Mar 2026

Capital Narrative (cont.)

Update to current CIP projects

Projects			
2022 (cont.)			
Replace Capital Bus Parts	126,400	31,600	Delivery June 2026
Replace Hybrid Bus Batteries (#1021, 1022, 1023)	144,000	36,000	Delivery Dec 2023

2023	FTA Funds	MDOT Funds	Status
Facility Improvements/Equipment Replacement			
Facilities - KTC Exterior Paint	80,000	20,000	Completion Sept 2024
Equipment – KTC & KTA Camera Upgrades	72,000	18,000	Completion Oct 2023
Equipment – Wheel Balancer for Bus Tires	20,000	5,000	Completion June 2024
Equipment – Rehab Bus Washer (Brushless)	124,000	31,000	Completion Mar 2024
Equipment – Replace Inground Hoist	80,000	20,000	Completion Oct 2024
Equipment – Replace Radio System Equipment	76,000	19,000	Completion Nov 2023
Equipment – Bus Shelter Improvements / Bus Stops with ADA Compliance	48,000	12,000	Completion May 2024
ITS			
ITS Computer/Software IT Avail Maintenance	180,000	45,000	On going
ITS MDT Avail Upgrades	240,000	60,000	Completion Mar 2024
Other			
Bus Fare Study	80,000	20,000	Completion Dec 2024
Vehicle Replacements			
Replace up to Two (2) Line Haul Buses	660,000	165,000	Completion Nov 2023
Replace up to Two (2) Line Haul Buses	364,000	91,000	Completion Nov 2023
Replace up to Two (2) Medium Duty Buses	145,000	36,250	Completion Nov 2024
Replace up to Three (3) Medium Duty Buses	332,606	83,152	Completion Nov 2024
Expansion of Two (2) Medium Duty Buses – (Van Buren)	192,000	48,000	Completion Nov 2024
Replace Capital Bus Parts	152,000	38,000	Completion Oct 2025
Replace Hybrid Bus Batteries (#1024, 1025, 1026)	200,000	50,000	Completion Apr 2024

We are in the process of applying for the FY 2024 capital budget through our Federal Transit Administration Grant System.

The TIP, as presented, has been recommended and approved by the Transportation Improvement Program Subcommittee, Technical Committee, and Policy Committee under the direction of Kalamazoo Area Transportation Study (KATS). Changes, additions, and deletions are processed under the committees. On the following page you will see the 2024 and 2025 projects that are included in the TIP.

**CAPITAL IMPROVEMENT PROJECTS (CIP) as submitted in the
2023-2026 TIP**

Type	2024 CIP	Total	Federal	Funding Source
I	ITS Computer/Software Maintenance - AVAIL	240,000	192,000	5307
R	Hybrid Bus Batteries (3)	200,000	160,000	5307
I	Replace Air Makeup Units in Storage Area	1,150,000	920,000	5307
I	Emmco Fuel Filling System	100,000	80,000	5307
R	Capital Bus Parts	200,000	160,000	5307
I	Consulting for Secondary Transfer Station	200,000	160,000	5307
I	Bus Fare Implementation	100,000	80,000	5307
R	Up to Four (4) Line Haul 40' Buses	1,500,000	1,200,000	5307
				5339
R	Up to Four (4) Demand Response Vehicles	200,000	160,000	5310
R	Up to Four (4) Demand Response Vehicles	185,625	148,500	STP Flex-Rural
Total		4,075,625	3,260,500	

Type	2025 CIP	Total	Federal	Funding Source
I	ITS Computer/Software Upgrade/Maint	260,000	208,000	5307
I	KTA-Remodel Dispatch, Lounge, Admin Bathrooms	300,000	240,000	5307
I	KTA-Replace Air Makeup Units in Shop Area	750,000	600,000	5307
I	KTC-Paint facilities, Soffit, Trim	140,000	112,000	5307
I	KTC-Improve Water Drainage/Gutters	175,000	140,000	5307
I	Replace Forklift	70,000	56,000	5307
R	Capital Bus Parts	200,000	160,000	5307
R	Up to Four (4) Line Haul 40' Buses	1,550,000	1,240,000	5307
				5339
R	Up to Four (4) Demand Response Vehicles	200,000	160,000	5310
R	Up to Four (4) Demand Response Vehicles	164,375	131,500	STP Flex-Rural
Total		3,809,375	3,047,500	

Project Type	
Replacement	R
Expansion	E
Improvement	I
Operating	O

Transit Asset Management Plan

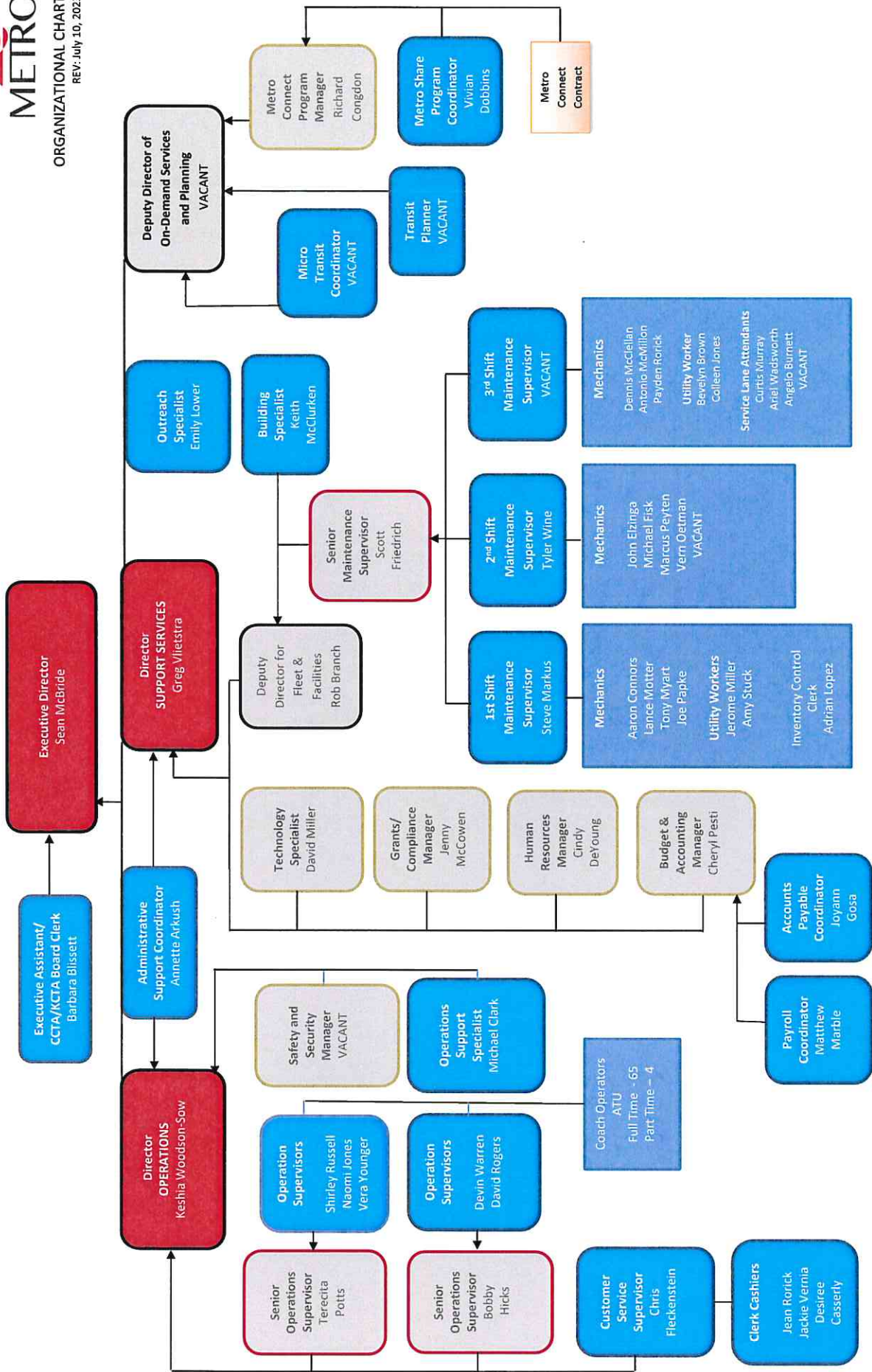
A Transit Asset Management (TAM) Plan is a requirement for all public transit systems receiving federal funds from the Federal Transit Administration (FTA). The TAM requirement was originally identified as part of the Federal Surface Transportation Program established in 2012 (MAP-21). TAM is a FTA business model that uses the condition of assets to guide the optimal prioritization of funding at transit properties to keep our transit networks in a State of Good Repair (SGR).

Fiscal Year 2024

Transit Asset Management

Metro Performance Targets and Measures

Asset	Asset Class	SGR Target	Current %	2023 SGR Target
Revenue Vehicles	Fixed Route Buses	ULB Benchmark 14 years	4%	10% exceed ULB (Useful Life Benchmark)
Revenue Vehicles	Medium Duty Buses (Connect)	ULB Benchmark 10 years	0%	12% exceed ULB
Revenue Vehicles	Medium Duty Buses (Metro)	ULB Benchmark 12 years	0%	10% exceed ULB
Revenue Vehicles	Vans (Metro Connect)	ULB Benchmark 6 years	43%	10% exceed ULB
Revenue Vehicles	Vans (Metro Share)	ULB Benchmark 9 years	0%	10% exceed ULB
Service Vehicles	-	ULB Benchmark 10 years	36%	10% exceed ULB
Facilities	-	-	4%	15% 2 or below on FTA TERM Scale



Metro Budget FY 24/25

	2023	2024	2025
Administration			
Executive Director	1	1	1
Director of Support Services	1	1	1
Deputy Director of On-Demand Services and Planning	0	1	1
Technology Specialist	1	1	1
Budget and Accounting Manager	1	1	1
Planning and Development Manager	1	0	0
Human Resource Manager	1	1	1
Grants and Compliance Manager (PT)	1	1	1
Outreach Specialist	1	1	1
Executive Assistant (PT)	1	1	1
Administrative Support Coordinator	1	1	1
Planning Coordinator	1	1	1
Payroll Coordinator	1	1	1
Accounts Coordinator	1	1	1
Administration Full Time Positions	11	11	11
Administration Part Time Positions	2	2	2
Total Administration Positions	13	13	13

Maintenance			
Deputy Director of Fleet and Facilities	1	1	1
Senior Maintenance Supervisor	1	1	1
Maintenance Supervisor	3	3	3
Master Mechanic	1	1	1
Class A Mechanic	5	5	5
Class B Mechanic	6	6	6
Body Repair Mechanic	1	1	1
Inventory Control Clerk	1	1	1
Building Specialist	1	1	1
Utility Worker	4	4	4
Service Lane Attendant	4	4	4
Total Maintenance Full Time Positions	28	28	28

Operations			
Director of Operations	1	1	1
Safety and Security Manager	1	1	1
Senior Operations Supervisor	2	2	2
Operations Supervisor	5	5	5
Operations Support Specialist	1	1	1
Bus Driver (FT)	70	70	70
Bus Driver (PT)	10	10	10
Operations Full Time Positions	80	80	80
Operations Part Time Positions	10	10	10
Total Operations Positions	90	90	90

Metro Budget FY 24/25

	2023	2024	2025
Kalamazoo Transportation Center (KTC)			
Customer Service Supervisor	1	1	1
Clerk Cashier (FT)	3	3	3
Total KTC Full Time Positions	4	4	4
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Metro Connect (MC)			
Program Manager	1	1	1
Program Coordinator	1	1	1
Total MC Full Time Positions	2	2	2
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Micro Transit (MT)			
Transit Coordinator	0	1	1
Total MT Full Time Positions	0	1	1
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Grand Total Full Time Positions	125	126	126
Grand Total Part Time Positions	12	12	12
Grand Total Positions	137	138	138