



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
OCTOBER 9, 2023
Regular Meeting**

*Note: The next joint CCTA/KCTA regular meeting will be held on
Monday, November 13, 2023 at 11:30 a.m.*

PLEASE BE ADVISED that the Central County Transportation Authority and Kalamazoo County Transportation Authority will meet for its meeting on Monday, October 9, 2023 at 11:30 a.m. for the purpose of:

	Item	KCTA Action	CCTA Action
1.	Roll Call		
2.	Consent Agenda	Voice Vote	Voice Vote
	a. Agenda for October 9, 2023		
	b. Minutes for September 11, 2023		
3.	Public Comment		
4.	Planning & Development Committee		
	a. Action Items		
	1. Consideration to Adopt Updates to Purchasing Manual*	Roll Call	Roll Call
5.	Performance Monitoring Committee		
6.	External Relations Committee		
	a. Informational Items		
	1. External Relations Committee Meeting Notes of September 19, 2023*		
7.	Board Operations Committee		
	a. Action Items		
	1. Executive Director Goals, Objectives and Compensation*	Roll Call	Roll Call
	b. Informational Items		
	1. Board Operations Committee Meeting Notes of September 21, 2023		
8.	Report from Executive Director*		
	a. Monthly Ridership Report*		
	b. Monthly Financial Report*		
9.	Other Reports		
	a. Pension Board		
	b. KATS		
	c. Local Advisory Committee (LAC)		
10.	Chairperson's Report		
11.	Public Comment		



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12.	Members' Time		
13.	Adjournment	Voice Vote	Voice Vote

*Indicates attachments included in agenda packet

The meeting will be held in the Metro Linda Teeter Community Room, 530 N. Rose Street, Kalamazoo, MI. Questions regarding the meeting may be addressed to the Central County Transportation Authority, 530 N. Rose St., Kalamazoo, MI 49007, or by calling (269) 337-8087.

MEETINGS OF THE CENTRAL COUNTY TRANSPORTATION AUTHORITY AND KALAMAZOO COUNTY TRANSPORTATION AUTHORITY ARE OPEN TO ALL WITHOUT REGARD TO RACE, SEX, COLOR, AGE, NATIONAL ORIGIN, RELIGION, HEIGHT, WEIGHT, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, SEXUAL ORIENTATION, OR GENDER IDENTITY. CENTRAL COUNTY TRANSPORTATION AUTHORITY WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING/HEARING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON FOUR (4) BUSINESS DAYS' NOTICE. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE CCTA/KCTA BY WRITING OR CALLING CENTRAL COUNTY TRANSPORTATION AUTHORITY 530 N. ROSE ST., KALAMAZOO, MICHIGAN 49007 (269) 337-8087; TDD PHONE: (269) 383-6464

A motion was made by CCTA and KCTA to open the public hearing to consider the Fiscal Year 2024 and 2025 CCTA Budgets.

Motion: Aardema

Second: Halcomb

Motion carried by a voice vote.

No public comments were presented.

A motion was made by CCTA and KCTA to close the public hearing to consider the Fiscal Year 2024 and 2025 CCTA Budgets.

Motion: Britigan

Second: McCormick

Motion carried by a voice vote.

A motion was made by CCTA to approve the Fiscal Year 2024 and 2025 CCTA Budgets.

Motion: Halcomb

Second: Aardema

Motion carried by a roll call vote.

Ayes: Aardema, Britigan, Farmer, Halcomb, McCormick, Mackie, Pearson, Rosine

Nays: None

Absent: Burns, Thompson

A motion was made by KCTA to approve the Fiscal Year 2024 and 2025 CCTA Budgets.

Motion: Aardema

Second: Sigman

Motion carried by a roll call vote

Ayes: Aardema, Farmer, Rama, Sigman, Sloan, Rosine

Nays: None

Absent: Brown

Prior to the motion asked questions regarding microtransit, future fare revenues, facility improvements, security, and Pension and Other Post-Employment Benefits (OPEB).

Dir. Support Services Vlietstra provided a review of the changes to update the Purchasing Manual. He said the manual had not been updated since 2016 so they enlisted the input from the Michigan Public Transit Administration, Federal Transit Administration, Michigan Department of Transportation and the City of Kalamazoo.

Vlietstra stated the significant change to the manual was the change in the following purchasing threshold amounts required to be presented to the Boards for approval:

- Three quotes for purchases of more than \$3,000 changed to \$6,000
- Executive Director approval changed from \$25,000 to \$50,000
- Board approval requirement changed from \$50,000 to \$100,000

Vlietstra said the other changes were basically cleanup of dates, language, and job titles.

A motion was made by KCTA and CCTA to offer for first reading the updates to the Purchasing Manual.

Motion: Halcomb

Second: Aardema

Motion carried by a voice vote.

5.) PERFORMANCE MONITORING COMMITTEE

Chair Aardema shared the Committee's discussions regarding the renewal of Workers Compensation policy with Accident Fund and General Liability Insurance with Michigan Municipal Risk Management Authority (MMRMA). He said the workers compensation insurance total had increased by 16% but was still lower than 2018.

Dir. Support Services Vlietstra indicated that the calculations were based on claims, hours worked and wages.

Exec. Dir. McBride explained to the Boards that previously the property, auto and General Liability Insurance had been handled by the Michigan Transit Pool. He said in 2018 Metro transferred to MMRMA and are now in a bigger insurance pool with other organizations resulting in a significant savings. Exec. Dir. responded to questions from the Boards.

6.) EXTERNAL RELATIONS COMMITTEE

Farmer reported the Committee did not meet but requested Boardmembers to complete the outreach survey and return it.

7.) OPERATIONS COMMITTEE

Chair Rosine reported the Committee reviewed all committee updates and the CCTA/KCTA Operating Agreement.

A motion was made by the CCTA to approve the CCTA/KCTA Operating Agreement for 2023 to 2026.

Motion: Pearson

Support: Farmer

Motion carried by roll call vote.

Ayes: Aardema, Britigan, Farmer, Halcomb, Mackie, McCormick, Pearson, Rosine

Nays: None

Absent: Burns, Thompson

A motion was made by the KCTA to approve the CCTA/KCTA Operating Agreement for 2023 to 2026.

Motion: Farmer

Support: Sloan

Motion carried by roll call vote.

Ayes: Aardema, Farmer, Rama, Sigman, Sloan, Rosine

Nays: None

Absent: Brown

8.) EXECUTIVE DIRECTORS REPORT

Exec. Dir. McBride provided additional information on the following topics:

- Human Resources
- Outreach Activities
- Intracity Bus Services
- Youth Mobility Program

Included with the minutes is the summary memo and updates provided to the Boards.

9.) SUBCOMMITTEE REPORTS

Pension Board – Did not meet.

KATS Policy Committee – Aardema reported KATS discussed microtransit and the potential for service to various areas. He suggested KATS invite the Executive Director to give an overview of the proposed service. Aardema stated that The City of Kalamazoo had pushed back the completion date for the two-way Michigan Avenue Project to 2027. Aardema shared that a Micha Van Program was being considered for increased marketing and outreach by MDOIT for the purpose of using vans for other areas in southwest Michigan. He said this project would garner state funding.

Aardema told the Boards there had been a change in the voting system with KATS. Now he said the number of votes assigned to the various jurisdictions were based on population.

Local Advisory Committee (LAC) – Did not meet.

10.) CHAIRPERSON REPORT – Chair Rosine thanked the Boards for their involvement in the budget process and its approval at this meeting. He said he would like Boardmembers to evaluate the governing format/process that was now being followed. Chair Rosine said to discuss it amongst their committee members and let the committee Chair know your thoughts.

11.) PUBLIC COMMENT – None

12.) MEMBERS TIME –

Aardema mentioned he was at Bronco Bash and saw Metro’s display with information for students. He noted his concern for public/county-linked money being used to support other municipal airports.

Garrylee noted the numerous amounts of accidents at the corner of Kalamazoo Avenue and Park Street.

Britigan remarked that since today’s public meeting was for the purpose of approving the FY2024 and FY2025 Budget and no one from the public attended.

Pearson clarified that since the Budget was approved at this meeting, there would be no September 25th CCTA/KCTA Board meeting and asked that notices be distributed.

14.) ADJOURNMENT

A motion was made by KCTA and CCTA to adjourn the KCTA/CCTA meeting.

Motion: McCormick

Support: Mackie

Motion carried by voice vote.

The meeting adjourned at 12:52 PM.

Greg Rosine
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Greg Rosine
KCTA Chairperson

Barbara Blissett
KCTA Clerk



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Agenda Item # 4a1
Meeting Date 10/09/23

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: October 3, 2023
SUBJECT: Purchasing Manual Update – Second Reading

BACKGROUND

The CCTA Purchasing Manual was adopted in June of 2016 as Metro transitioned from a City of Kalamazoo department to Central County Transportation Authority (CCTA) effective October 1, 2016.

The CCTA Purchasing Manual needed some general cleanup (job titles, dates, more clear wording, etc), FTA compliance updates, and threshold amount increases.

A Michigan public transit consultant (Oliver Lindsay), the FTA, MDOT, and the City of Kalamazoo Purchasing Manager, and several Metro employees were all asked to review the document. Although not all reviewers provided comments, many of the changes and updates were provided by these reviewers.

DISCUSSION

Although there were several cleanup changes (job titles, dates, etc.) that you can see in the attached document, below is a summary of some of the changes that were of more significance.

- The small purchase threshold, where three written quotes are required, was increased from \$3,000 to \$6,000.
- The three written quotes threshold, requiring Executive Director approval, was increased from \$25,000 to \$50,000.
- The sealed bid threshold, including CCTA/KCTA Board approve, was increased from \$50,000 to \$100,000.
- References to FTA compliance requirements, called a Circular document, were updated.

Increasing some of the threshold amounts will help save time for Metro administrative staff and our partners at the City of Kalamazoo Purchasing Department having to comply with various FTA and MDOT compliance requirements. Updating the threshold amounts also helps adjust for past and anticipated future inflation. According to the Bureau of Labor Statistics (BLS) inflation calculator, \$50,000 in June of 2016 is equivalent to \$63,417 in July of 2023. In public transit, we are seeing increases of both service and commodities purchases significantly higher than even that amount. One example is the purchase of fixed-route buses. A 40' Gillig bus that cost \$433,840 in December of 2016 would now cost approximately \$710,000 (an increase of 64% in less than seven years). The intent of setting new threshold amounts gives Metro some margin to not have to increase the threshold amounts for at least a few years.

Listed below for benchmarking and comparison purposes are some sealed bid thresholds for approval by the governing board.

- \$250,000 – The Ride in Ann Arbor
- \$150,000 – CATA in Lansing, Kalamazoo County (service contracts threshold is \$75,000)
- \$100,000 – City of Kalamazoo, The Rapid in Grand Rapids
- \$75,000 – City of Portage

Memo re: Purchasing Manual Update

Date: October 3, 2023

Page 2

- \$50,000 – City of Battle Creek (transit purchases using federal grant funds do not require board approval)

As a point of reference, listed below is the distribution of purchase orders by dollar amount for fiscal years 2021, 2022, and 2023 (through June 30).

PO Amount	2021	2022	2023
\$3,000 -			
\$6,000	20	24	16
\$25,000 -			
\$49,999.99	16	25	32
\$50,000 -			
\$99,999.99	5	8	7
\$100,000 +	11	9	21

These proposed changes were reviewed first by the Planning & Development Committee at their meeting on August 28. The update manual was then presented to the CCTA and KCTA Boards as a first reading at their meeting on October 9.

RECOMMENDATION

The Planning & Development Committee and staff recommend that the CCTA and KCTA Boards adopt the updated CCTA Purchasing Manual.

Attachment

1. CCTA Purchasing Manual (Revisions Shown Version)

External Relations Committee

September 19, 2023

11:00 am

Attending: Dusty Farmer (via Zoom), Chair; Tim Sloan, Sean McBride (Staff Liaison), Annette Arkush (Committee Support), Emily Lower (Metro Staff),

Absent: Randy Thompson, Gary Sigman

Items Discussed

1. Board Survey Review: Only 5 respondents. Results reveal there is a need to identify who is comfortable speaking in front of a group and need to tailor the plan to suit each person. Need to reach out and invite boardmembers to upcoming Outreach Events. Perhaps need to provide "take aways" when attending speaking events. (i.e., annual report, Fact Sheet, Route System Map, Token Transit how to, Drivers Wanted brochure, etc.). Create a bookmark that highlights how to use the bus and the convenience factors.
2. Board Outreach Presentation Plan: Exec. Dir. McBride distributed a Outreach Presentation Draft Board to assist the committee as they prepare a document for board members to use (if needed) when speaking to a group or at an event. Farmer suggested that presentations should be simple, no video or PowerPoint presentation. That each person should ask themselves, "why are we there"? Examine who we are speaking to and promote a willingness to work with the community.

Exec. Dir. McBride requested that the committee review the outline and mark up the handout with changes or suggestions.
3. Updates: Focusing on students in September and October. Senior Expo is October 3.
4. Website Refresh Update: Making good progress, concentrating on content right now. No board action request is needed at this point in time.

Board Outreach Survey

From the list below, please identify the groups you might be comfortable presenting to.

Answer Choices

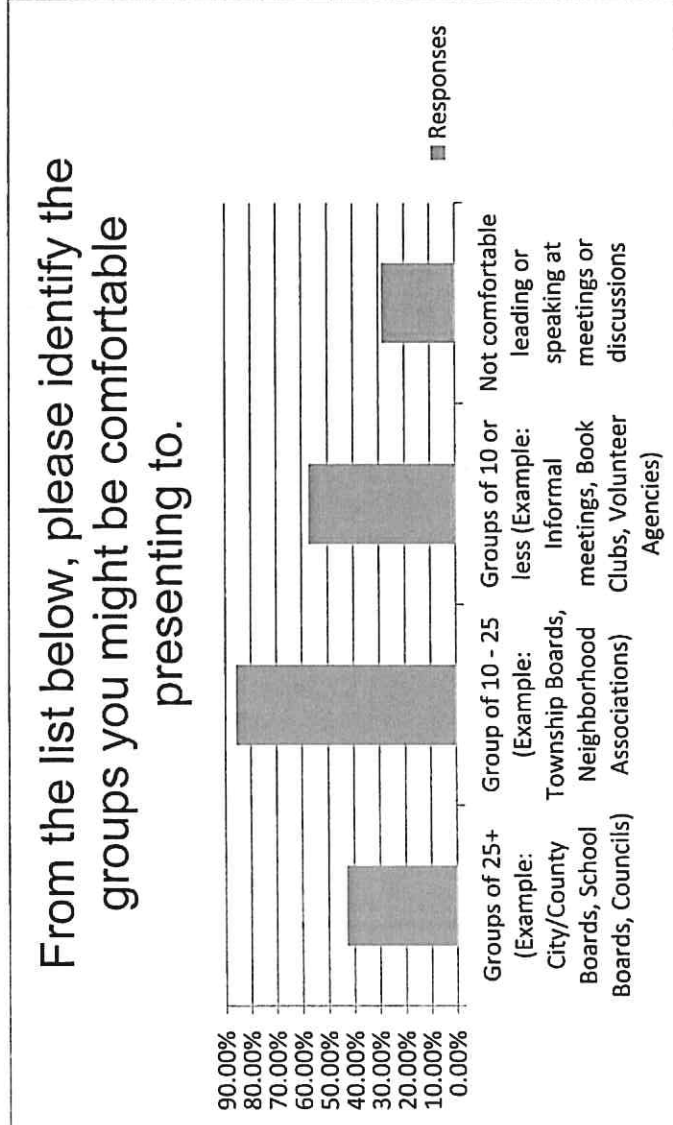
Groups of 25+ (Example: City/County Boards, School Boards, Councils)

Group of 10 - 25 (Example: Township Boards, Neighborhood Associations)

Groups of 10 or less (Example: Informal meetings, Book Clubs, Volunteer Agencies)

Not comfortable leading or speaking at meetings or discussions

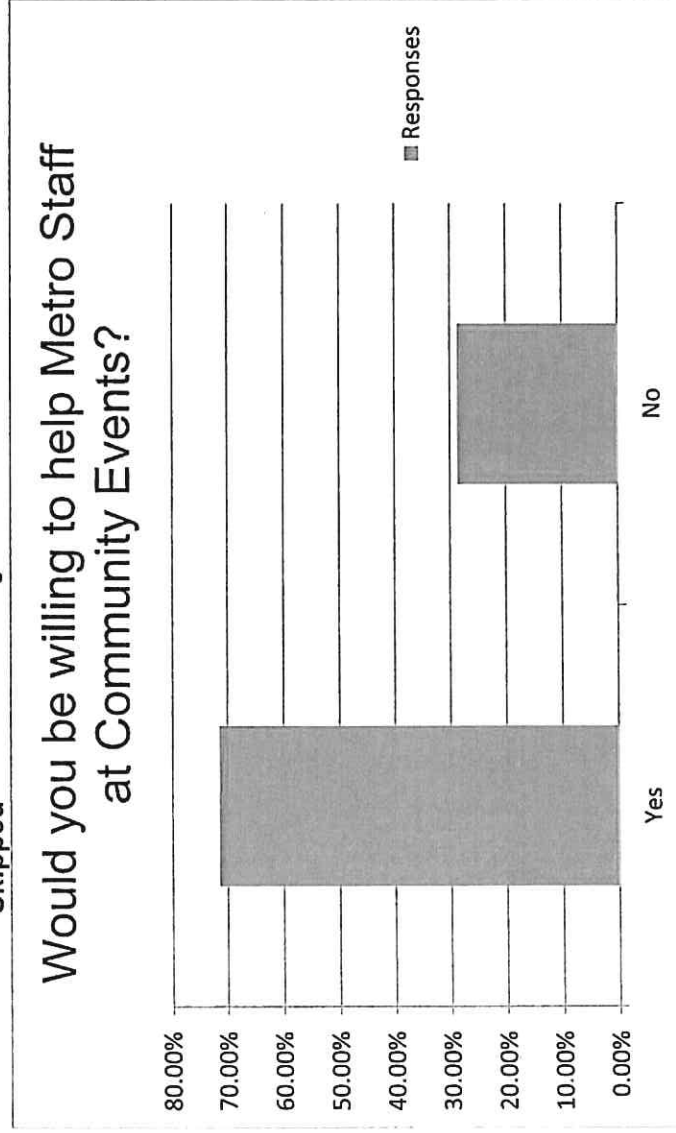
Answer Choices	Responses
Groups of 25+	42.86%
Group of 10 - 25	85.71%
Groups of 10 or less	57.14%
Not comfortable leading or speaking at meetings or discussions	28.57%
Answered	7
Skipped	0



Board Outreach Survey

Would you be willing to help Metro Staff at Community Events?

Answer Choices	Responses
Yes	5 71.43%
No	2 28.57%
Answered	7
Skipped	0



Board Outreach Survey
Please describe the kind of information one might need to feel confident when communicating updates regarding Metro.

Answered	6
Skipped	1

Responses

Tags

INFORMATOINAL PACKET

I would prefer an outline with bullet points

- A summary of the current system offerings.
- A brief history of the CCTA/KCTA and why there are two boards.
- Ridership numbers.

Information about Metro services and ridership seemed the most useful while speaking to Township Boards. In the past we did outreach around millages so a solid understanding of what services are offered and what is actually being utilized helped meeting attendees understand the value of Metro. I think it is important that we regularly communicate information about our projects and initiatives so we build support in the community. This should also include our challenges, at a high level, so people understand Metro's process and see Metro as a partner rather than some uncaring entity. solid and strategic talking points a packet of handouts FAQ's and possible answers Specific information directed to the group I'd be presenting it to or general information if at a community event.

Board Outreach Survey

Identify organizations/agencies that you are affiliated with that could benefit from Metro information outreach.

Answered

4

Skipped

3

Tags

Responses

Oshtemo Rotary
<p>Information about Metro services and ridership seemed the most useful while speaking to Township Boards. In the past we did outreach around millages so a solid understanding of what services are offered and what is actually being utilized helped meeting attendees understand the value of Metro. I think it is important that we regularly communicate information about our projects and initiatives so we build support in the community. This should also include our challenges, at a high level, so people understand Metro's process and see Metro as a partner rather than some uncaring entity.</p> <p>I am affiliated with non-profit organizations whose participants use metro as their primary means of transportation. I know that they all have some knowledge of Metro services, but I have never formally sat down and discussed Metro with them. Housing Resources and Kalamazoo Literacy Council come to mind immediately, but I had a meeting at MI Works the other day and I'm not sure what their exposure to Metro has been in the past.</p> <p>I also speak with Kalamazoo business leaders regularly. They don't know about my involvement with KCTA but express that they struggle to retain industrial and manufacturing employees and transportation is a concern. They know very little about public transportation, but they know that there is a bus stop across the street.</p>
Winchell Neighborhood Assoc.
Occasionally I provide METRO information to the Pavilion Twp. board.

Board Outreach Survey

Are there current events that you are involved with that Metro should attend? (i.e., Senior Expo, WMU Bronco Bash).

Answered 1
Skipped 6

Responses

- Zeigler Kalamazoo Marathon (maybe a bus as a warming/cooling option near the finish line?)

Tags

Outreach Events

September

Wednesday, September 6 – KVCC Vibe Fest

Thursday, September 7 – KVCC Vibe Fest

Friday, September 15 – Veterans Stand Down 2023, Salvation Army 1700 South Burdick St.

October

Wednesday, October 4 – WMU FYE Classes “How to Ride Metro

Wednesday, October 11 – Project Connect of Kalamazoo County

Thursday, October 12 – WMU FYE Classes “How to Ride Metro”

November

Thursday, November 2 – Portage Zang Senior Center, 203 E. Centre Ave.

Saturday, November 18 – Maple Hill Holiday Parade

**Executive Director Evaluation
September 20, 2023**

Goals Identified May 2023

Board Development and Support

- Implementation of Enhanced Board Governance and New Committee Structure
 - Structure is in place
 - Staff buy-in and management processes
 - Regular meetings held with most materials going through Committee structure
 -
- Meet periodically with each Boardmember
 - Have had one-on-one meetings with some Boardmembers.
 - Have a good opportunity to interact with most boardmembers through Committee process

External/Stakeholders Relations

- Reestablish relationships and partnerships with key community organizations and businesses
- - Southwest Michigan First
 - City of Portage
 - KVCC
 - MDOT
 - Legislative Event (May)
 - City of Kalamazoo
 - Texas Township
 - WMU
 - Discover Kalamazoo

Operational Growth and Diversification

- Implementation of the Comprehensive Operational Analysis (COA)
 - Implement Microtransit
 - Implement systematic route adjustments that
- Focus has been on microtransit.
 - Knowledge building
 - Relationship building
 - Request For Proposal Development
 - Building organizational structure and budget
- Continue to reintroduce service/service reduced as a result of the pandemic
 - Marketing and educational campaign(s) to re-introduce transit to the community
 - Employee attraction, retention and development
- This item changed to focusing on the recruitment of several new full-time bus drivers
- Managing a service reduction

Internal Management

- Labor Relations
 - Collective Bargaining Agreement with ATU expires February 2024, negotiations to begin summer 2023
 - - Negotiations commenced in July.**
- Federal Transit Administration (FTA) Triennial Review
 - Every three-years the FTA reviews Metro's organizational compliance as it relates to
 - Have not been notified by FTA yet for when process will begin.**

Other Items of Significant Focus:

- Crossroads Lawsuit**
- Mobility Hub**
- Organizational Turnover and Other Staffing Challenges**
 - **Planning and Development Manager, Kathy Schultz**
 - New Outreach/Travel Training Coordinator**
 - Loss of Planning Coordinator**
 - Safet and Security Manager**
 - Major medical and other life events**
- Organizational development**
- Strong financial management**

Goals for Period Beginning October 2023 - Draft

1. Board Development and Support

2. External/Stakeholders Relations

- ***CCTA millage election***
- Continue to build and nurture strong relationships and partnerships with key community organizations and businesses

3. Operational Growth and Diversification

- Implementation of Microtransit
 - Implement systematic route adjustments that
- Continue to reintroduce service/service reduced as a result of the pandemic
 - Marketing and educational campaign(s) to re-introduce transit to the community
 - Employee attraction, retention and development

4. Internal Management

- Labor Relations
- Collective Bargaining Agreement with ATU expires February 2024, negotiations to begin summer 2023
- Federal Transit Administration (FTA) Triennial Review
 - Every three-years the FTA reviews Metro's organizational compliance as it relates to Federal grants
- ***Build Organizational Capacity***



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AGENDA and MEETING NOTES

Board Operations Committee
September 21, 2023
9:00 am
Metro Conference Room

Members: Curtis Aardema, Chris Burns, Dusty Farmer, Garrylee McCormick, Greg Rosine

Staff: Sean McBride, Barbara Blissett

Items for Discussion:

1. Review CCCTA/KCTA October 9, 2023 Agenda

Notes:

- The Committee reviewed the October 9th CCTA/KCTA Board Agenda and discussed possibility that the Gillig Bus purchase and Avail hardware bids may not be ready due to the vendors not providing timely quotes
- The Committee indicated the Purchasing Manual update was ready for Board approval

2. Review Committee Activities

Notes:

- The Committee discussed Board Governing Agenda Matrix and needed updates

3. Performance Monitoring Committee

Notes:

- The Committee heard information from Exec. Dir. McBride that indicated when the Avail updates were purchased would be installed on the new buses

4. External Relations Committee

Notes:

- Farmer reported that five Boardmembers had responded to the survey about skillsets for future outreach efforts
- The Committee discussed next steps for having presentation materials for Boardmembers

5. Board Operating Committee

Notes:

- The Committee discussed Executive Director Goals, Objectives, and Compensation
- The Committee commented that it would be helpful to receive Board input regarding the effectiveness of the Governance Review Process

6. Informational Items

Notes:

- Future Board Operations Meeting Dates: October 19th, November 30th, December 21st



Agenda Item: # 8
Meeting Date: 10/09/23

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Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: October 2, 2023
SUBJECT: Executive Director Update

Human Resources

The next driver training class is anticipated to begin October 16th, with approximately 5 new recruits. In order to be hired as a driver requires several steps that include application review, interview, written test regarding customer service abilities, reference check, driver's license check, pre-employment drug screen, Federal Department of Transportation medical physical, obtain a CDL license. Though we have had close to 70 applicants it has been slow in hiring individuals that pass all pre-employment screening.

Jason Kasten started on October 2nd as a Maintenance Supervisor. Mr. Kasten previously worked as a mechanic for Battle Creek Transit.

Australia Willhite and Jerrie Mahome started as Coach Operators on September 4th. Mr. Mahome returns to Metro after a five-year hiatus.

Training

Metro was the host for the US Department of Transportation Transit Safety Institute Accident Investigation Course. Several Metro operations supervisors as well as attendees from several agencies across the country attended this weeklong course.

Pension Report

Attached for your information is the CCTA Pension Plan Annual Report, which is distributed to participants in the CCTA Pension Plan. The paragraph below is a good summary from the report highlighting that the plan is well funded and managed.

As of December 31, 2022, the Pension Plan held investments of \$33.1 million, which is a decrease of \$6.5 million from 2021. Inflation, interest rate hikes, and recessionary fears drove the market down for both fixed income and equities, resulting in an investment portfolio loss of 12.42%, net of fees. Despite the investment year being down, the plan remains in an overfunded position. The current ratio of actuarial assets to accrued liabilities is 110.5%. A Pension Plan is well funded when it has sufficient assets to meet expected future obligations to participants. The Plan is in sound financial condition and the fiduciaries remain committed to meet the obligations of the defined benefit plan in a prudent manner.

Energy-Efficiency Actions

Metro came in third place in the Kalamazoo Energy Collaborative (KEC) competition. This is a pilot program sponsored by Consumers Energy. The basis of KEC was a friendly competition to encourage business to save energy, lower costs and improve efficiency. Staff assisted KEC in benchmarking energy costs over the last 5 years at both the Metro Admin building and the KTC.

Over the last 5 years staff accomplishments to reduce energy costs have been boiler replacements and tune-ups, LED lighting upgrades both indoor and outdoor. Replacement of outdated HVAC units and recently added insulation. Metro will continue to participate with the KEC on future monitoring of our energy usage with an updated meter that will show up to the minute data on our energy usage.

Outreach Activities

Metro has has/will participate in the following:

- WMU How To Sessions, Multiple Times
- Area Agency on Aging Senior Expo, Tuesday, October 3rd
- Community Action Agency Project Connect, Tuesday, October 10th
- Maple Hill Holiday Parade, November 18th

Safety and Security

Attached are the KTC Security Reports for the months of September prepared by Director of Operations Woodson-Sow.

Attachments:

1. CCTA Pension Annual Report
2. September KTC Security Reports
3. Board Governance Agenda Planning Matrix

EMPLOYEES, RETIREES, AND BENEFICIARIES OF THE CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA) PENSION PLAN

The Central County Transportation Authority's (CCTA) Pension Plan has released its Summary Annual Report for the year ended December 31, 2022. The report is intended to provide information to its members and beneficiaries. The material presented in this report is based on financial statements audited by Maner Costerisan, and the 2022 Actuarial Valuation prepared by Gabriel, Roeder, Smith & Company.

On October 1, 2016, the City of Kalamazoo's existing transit operations spun off to become part of the Central County Transportation Authority (CCTA). The asset value of the Pension Trust as of December 31, 2016 was divided into separate amounts for the City Pension Plan and the CCTA Pension Plan. A stand alone, defined benefit pension plan was established for the CCTA, with the purpose of providing long-term benefit payments to its members. Benefits are guaranteed upon retirement, and are calculated using a formula based on age, years of service, and salary. Membership includes all full time and some part time employees (as allowed by certain bargaining units). Assets of the system must be held and used for the exclusive benefit of members and their beneficiaries.

As of December 31, 2022, the Pension Plan held investments of \$33.1 million, which is a decrease of \$6.5 million from 2021. Inflation, interest rate hikes, and recessionary fears drove the market down for both fixed income and equities, resulting in an investment portfolio loss of 12.42%, net of fees. Despite the investment year being down, the plan remains in an overfunded position. The current ratio of actuarial assets to accrued liabilities is 110.5%. A Pension Plan is well funded when it has sufficient assets to meet expected future obligations to participants. The Plan is in sound financial condition and the fiduciaries remain committed to meet the obligations of the defined benefit plan in a prudent manner.

Respectfully submitted,

Steve Vicenzi
Director, Management Services
City of Kalamazoo

INVESTMENT POLICY

The financial objective of the Pension Plan is to accumulate a pool of assets that will be sufficient to pay the benefits promised by the Plan, at the lowest possible cost, and to do so solely in the interest of the participants and beneficiaries. Plan assets are invested to achieve the maximum long term cumulative annual rate of return possible in relation to risk, under the laws and regulations which the assets can be invested. The Investment Committee has established an investment policy which provides that the maximum amount permitted under the laws and regulations will be targeted for investment in common stocks, with the balance invested in bonds, short-term securities, and real estate.

MONEY MANAGERS AND PHILOSOPHY

The Pension Plan has five investment managers who are responsible for the investment of the Plan's assets in accordance with the Investment Committee's policies. Two of the money managers are common stock managers, one is a bond manager and two are real estate managers. There have been no changes in fund managers this year.

The assets of the Plan are invested in various asset classes (common stocks, bonds, etc.) and in different investment styles within the classes to mitigate volatility. Managers are hired for their management style and strategy within these classes of assets. If a manager deviates from the style and strategy for which that firm was hired and the new style and strategy conflicts with the investment policies, the manager is terminated.

BlackRock

BlackRock, New York, NY, has over \$8.6 trillion in assets under management. Plan assets are invested in Blackrock's Equity Index Fund A, which replicates the S&P 500 Stock Index.

Dimensional Fund Advisors

Dimensional Fund Advisors, Austin, TX, has over \$584 billion in assets under management. DFA manages the Plan's Large Cap Value, Small Cap Value, Micro Cap, International Small Cap Value, and Emerging Markets Value portfolios.

Jennison Associates LLC

Jennison Associates, New York, NY, manages over \$164 billion in assets and serves as the Plan's intermediate fixed income manager.

RREEF Real Estate

RREEF Real Estate, Chicago, IL, has over \$77 billion in assets under management. Plan assets are invested in RREEF's flagship core fund, RREEF America REIT II.

Vanguard Group, Inc.

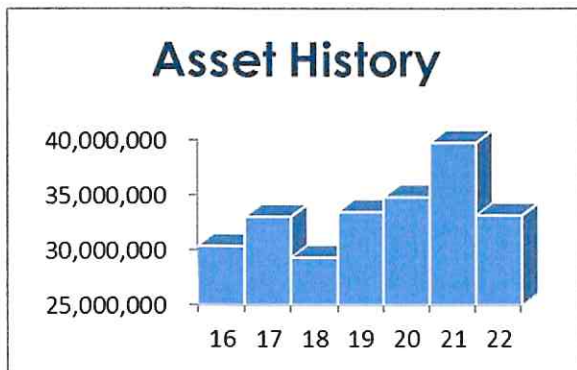
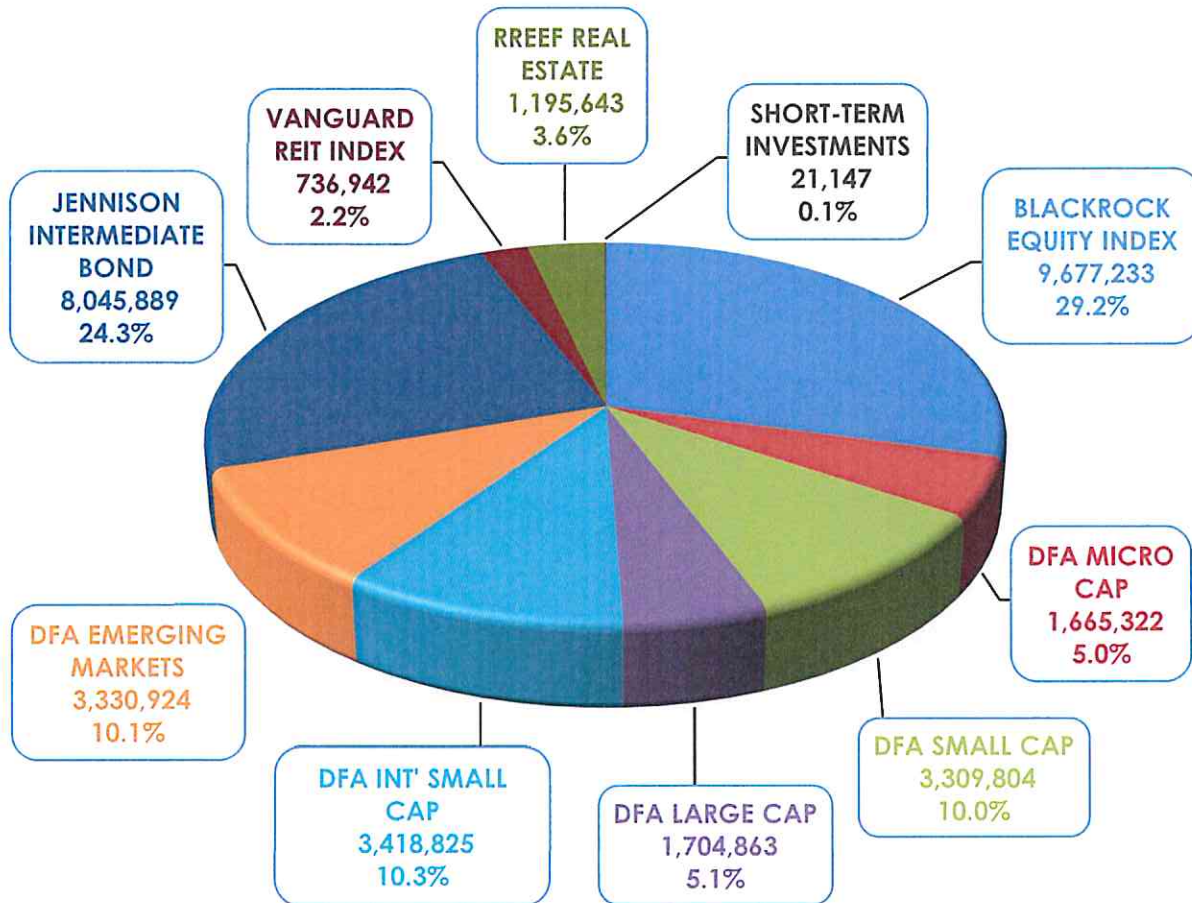
The Vanguard Group, Malvern, PA, has over \$7.2 trillion in assets under management. Plan assets are invested in Vanguard's Real Estate Investment Trust (REIT).

State Street Bank

State Street Bank & Trust, Boston, MA, has over \$3.5 trillion in assets under administration and serves as the Plan's Custodian and Trustee. The balance of the Plan's assets is held in cash equivalents to meet monthly benefit payments and administrative expenses. State Street Bank safeguards the Plan's assets and serves as the control and monitoring point for the performance and procedures of our investment managers.

INVESTMENT SUMMARY

Asset Allocation



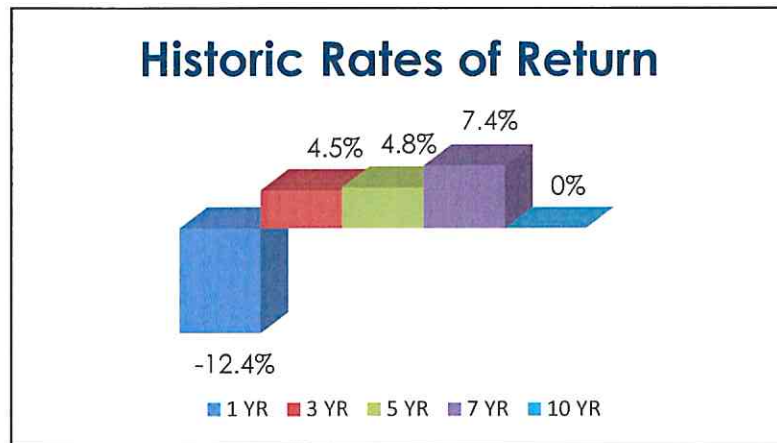
Investments by Asset Class	
Equities	23,106,971
Fixed Income	8,045,889
Real Estate	1,932,586
Short-Term	21,147
Total	33,106,592

INVESTMENT SUMMARY

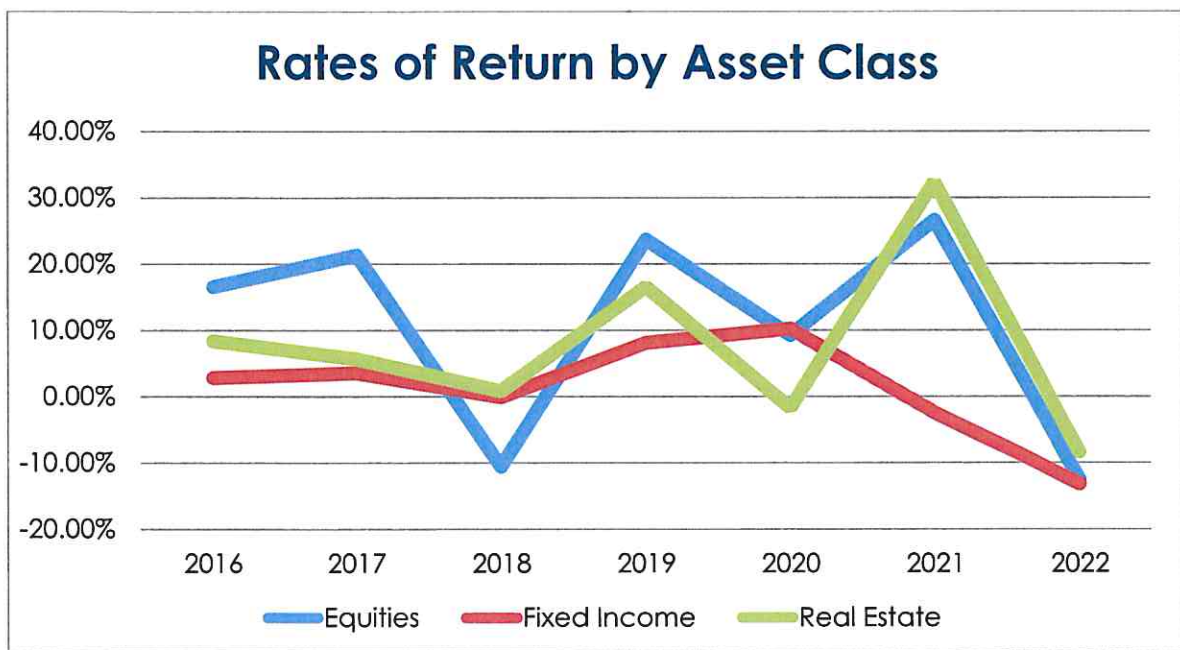
The investment objective is to achieve a “real” rate of return (nominal rate less inflation) of 5% over time.

Annualized Rate of Return for period ending:

	12/31/2022	12/31/2021
Nominal Rate of Return	-12.42%	19.32%
Inflation	6.45%	7.04%
Real Rate of Return	-18.87%	12.28%



*The separated assets of CCTA do not have enough experience to calculate a 10 year rate of return.



FINANCIAL SUMMARY

The Central County Transportation Authority's Pension Plan total fiduciary net position held in trust for benefits on December 31, 2022 was \$33.1 million, a 16.51% decrease from \$39.6 million on December 31, 2021. The return on investments was -19.32%. Unfavorable market conditions resulted in losses across all portfolios. (Numbers may not add up precisely to totals due to rounding.)

STATEMENT OF PLAN NET POSITION

	2022	2021
Assets		
Cash and Cash Equivalents	\$ 20,920	\$ 38,390
Receivables	225,682	489,137
Investments	32,859,990	39,126,732
Total Assets	33,106,592	39,654,260
Liabilities		
Accounts Payable	3,258	4,316
Total Liabilities	3,258	4,316
Net Position Restricted for Pension Benefits	\$ 33,103,334	\$ 39,649,943

The Central County Transportation Authority's Pension Plan continues to be managed very cost effectively. All fees and expenses are reviewed and approved in open committee meetings. Total expenses for the Plan in 2022 were \$144 thousand, which is 0.37% of market assets. This low expense ratio is a substantial cost savings to the Plan.

	EXPENSE	% OF MARKET ASSETS
Investment Management fees	\$ 87,938	0.22%
Custodial fees	\$ 18,438	0.05%
Administrative fees	\$ 38,544	0.10%
Total	\$ 144,919	0.37%

FINANCIAL SUMMARY

Revenue sources include employer contributions, employee contributions, and earnings on investments. Plan expenses consist of pension benefits to members and beneficiaries, contribution refunds to those who exit the system, fund management fees, and general administrative costs.

SUMMARY OF CHANGES IN PLAN NET POSITION

	2022	2021
Additions		
Investment Income		
Change in fair value of investments	\$ (5,755,495)	\$ 5,498,869
Interest	239,965	130,107
Dividends	725,770	1,060,456
Investment expense	(106,376)	(113,261)
Net investment income	(4,896,135)	6,576,171
Contributions		
Employer	8,966	-
Plan Members	86,800	83,962
	95,766	83,962
Total additions to net position	(4,800,369)	6,660,133
Deductions		
Benefit Payments	1,696,704	1,699,511
Refunds of Contributions	10,992	14,100
Administrative Expenses	38,544	49,957
Total deductions from net position	1,746,240	1,763,568
Net Change	(6,546,609)	4,896,565
Net position beginning of year	39,649,943	34,753,378
Net position end of year	\$ 33,103,334	\$ 39,649,943

FINANCIAL SUMMARY

BUDGET AND EXPENSES

	2022 BUDGET	2022 ACTUAL
Actuary Fees	\$ 34,600	\$ 24,100
Attorney Fees	15,000	975
Benefit Payments	1,905,000	1,696,704
Consulting Fees	7,700	7,626
Custodial Fees	18,000	18,438
Disability Physical Exams	250	-
Due Diligence/Conferences	1,500	133
Liability Insurance	1,200	1,109
Management Fees	103,000	87,938
Miscellaneous Expense	200	-
Refunds of Contributions	25,000	10,992
Retiree Services Fees	2,500	4,600
	\$ 2,113,950	\$ 1,852,615

ACTUARIAL SUMMARY

MEMBERSHIP DATA

	2022	2021
Retirees and Beneficiaries	80	80
Active Members	110	106
Inactive Members	12	11
Total Members	202	197
Average annual retirement allowance	\$ 21,632	
Total annual retirement allowances	\$ 1,730,564	

ACTUARIAL SUMMARY

Employer contributions, if applicable, are made in accordance with funding levels recommended by Gabriel, Roeder, Smith & Company in the annual Actuarial Valuation Report. Funding level calculations are based on a smoothed (actuarial) value of assets rather than the market value in order to moderate annual fluctuations caused by market conditions. By policy, annual asset gain or loss will be recognized over five years (smoothed), however, actuarial assets may not be less than 80% of the market value of assets.

The actuarially determined employer contribution for the year beginning October 1, 2022, is \$134,715. The current ratio of assets to liabilities is 110.5%.

Employee contributions are made in accordance with union contracts or provisions within the Pension Plan.

ACTUARIAL FUNDING (\$000)

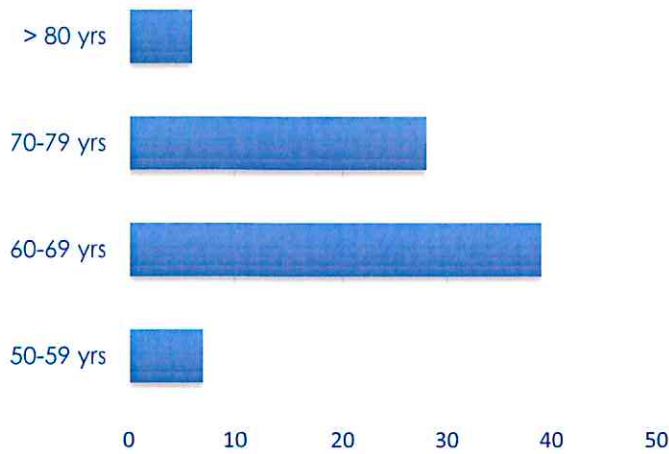
Year Ended	Actuarial Assets	Actuarial Liabilities	Funded Ratio
2016	\$ 30,330	\$ 22,628	134.0%
2017	\$ 31,648	\$ 23,521	134.6%
2018	\$ 32,040	\$ 24,671	129.9%
2019	\$ 32,928	\$ 26,875	122.5%
2020	\$ 33,857	\$ 28,129	120.4%
2021	\$ 35,511	\$ 30,474	116.5%
2022	\$ 35,514	\$ 32,131	110.5%

Member Contributions	
Weighted average	1.46%
Employer Contributions	
Computed Normal Cost of benefits	
expressed a a percentage of valuation payroll	12.16%
Unfunded Actuarial Accrued Liability contribution rate	
expressed a a percentage of valuation payroll	2.30%
Valuation Payroll	\$ 5,537,815

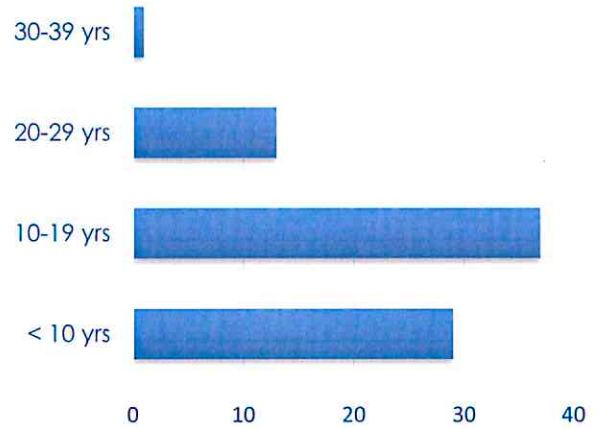
Actuary assumptions include 7.0% Investment rate of return and 3.25% Wage inflation rate. Cost Method is Entry Age, Normal.

ACTUARIAL SUMMARY

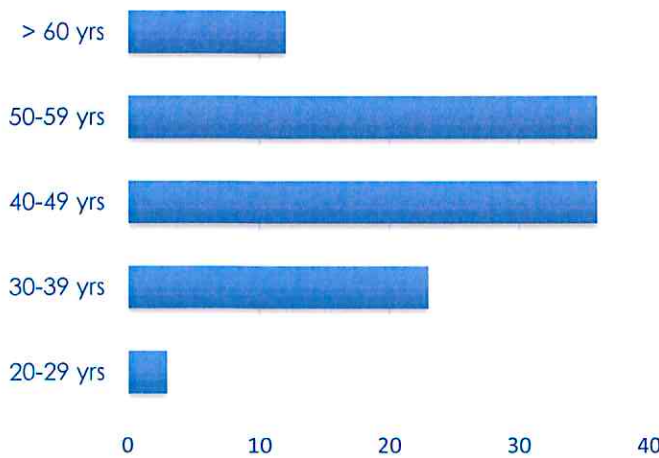
Age Profile of Retirees and Beneficiaries



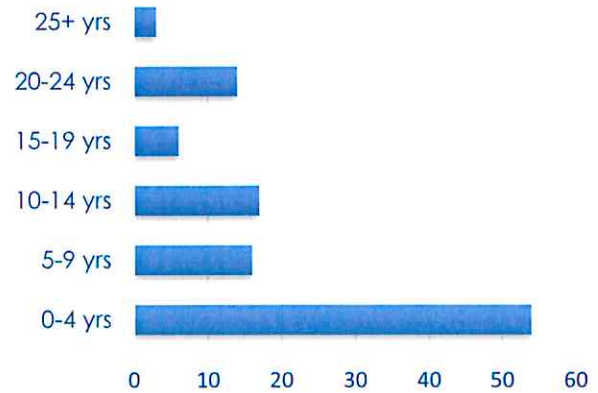
Years Retired



Age Profile of Active Members



Actives Years of Service



PLAN ADMINISTRATION

BOARD OF TRUSTEES

The CCTA Pension Plan has a six-member Board of Trustees to administer the Plan in accordance with its terms and applicable laws and regulations. The Board of Trustees consists of the Executive Director of the CCTA, the Director of Support Services of the CCTA, two members of the CCTA Board of Directors, the President of ATU Local #1093, and the Chief Financial Officer of the City of Kalamazoo.

Board Members as of 12/31/22

Garrylee McCormick	CCTA Board member
Chris Burns	CCTA Board member
Steve Vicenzi	City of Kalamazoo CFO
Earl Cox	ATU Local #1093 President
Sean McBride	CCTA Executive Director
Greg Vlietstra	CCTA Director of Support Services

INVESTMENT COMMITTEE

The investments of the CCTA Pension Plan are pooled with those of the City of Kalamazoo Employees' Retirement System and the City's Other Post-Employment Benefits (OPEB) Trust. The Investment Committee, appointed by the City of Kalamazoo Mayor with the consent of the City Commission, is charged with the management of the system's assets and has full authority to invest and reinvest such assets subject to the provisions of applicable state and local laws, ordinances, and the investment policy. The Investment Committee is composed of as many as seven members, all have an extensive financial background, and none are participants in the system. The members serve three-year terms.

Board Members as of 12/31/22

Robert Salisbury	Chair
Dr. Randall Eberts	Vice Chair
Daniel DeMent	
Dean Bergy	
Sandi Doctor	
Joshua Sledge	
Nick Griffith	

PLAN ADMINISTRATION

ADVISORS & CONSULTANTS

Actuary	Gabriel, Roeder, Smith & Company
Attorney	Miller Johnson
Auditor	Maner Costerisan
Custodian	State Street Bank and Trust
Investment Advisor	Zhang Financial

FOR FURTHER INFORMATION

If you would like to see the CCTA Pension Plan, Actuarial Valuation, or the Audited Financial Report, these are available during regular business hours in the Management Services Division of City Hall, at CCTA offices, or at the CCTA website, www.kmetro.com.

If you have questions or need information regarding the Pension Plan, or need to make changes to beneficiary or general contact information, please contact:

City of Kalamazoo
241 West South Street
Kalamazoo, MI 49007

Lisa Brown 269-337-8472 pension@kalamazoocity.org

September 2023 KTC Security Report

Prepared by: Keshia Woodson-Sow

Title: Director of Operations

Overview:

KDPS's presence at the KTC was inconsistent through the month of September. KDPS's presence typically lasts for a few minutes at a time.

Many of the security incidents this month were regarding Loitering, active disturbances, or Public Urination and required police or emergency service personnel to respond.

Activity Summary:

60 Total security incidents occurred during September 2023 (Decreasing from 84 incidents in July).

As the weather has remained warm, KTC security guards were faced with a homeless encampment near the ATM and an increase in loitering occurred in all areas of the KTC.

Incident Types	(Definitions)
○ 1 Trespasses	(Asked to leave due to refused to do so/Someone trespassed returned to site)
○ 17 Loitering	(Significantly overstayed their time on property, sleeping, blocking paths)
○ 0 Vandalism	(Damage to property)
○ 1 Active Fights	(Physical altercation between parties occurred)
○ 13 Disturbances	(Behavior is interrupting other people around them)
○ 4 Harassments	(Using threatening or degrading language)
○ 2 Assaults	(Someone physically attacked by another)
○ 0 Thefts	(Property stolen on KTC property)
○ 10 Medical	(Medical emergency situations)

Of the total 60 incident types:

6 were Drug/Alcohol related.

0 were calls to 9-1-1 made by security.

6 needed police to respond.

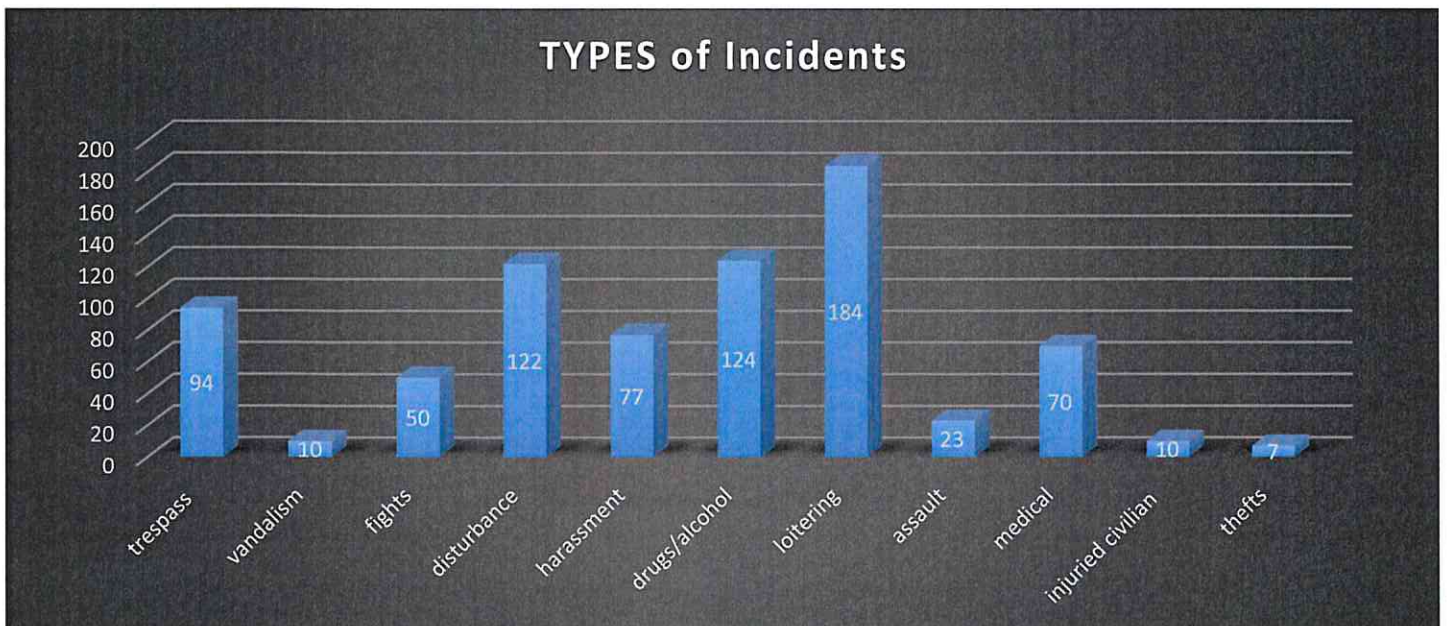
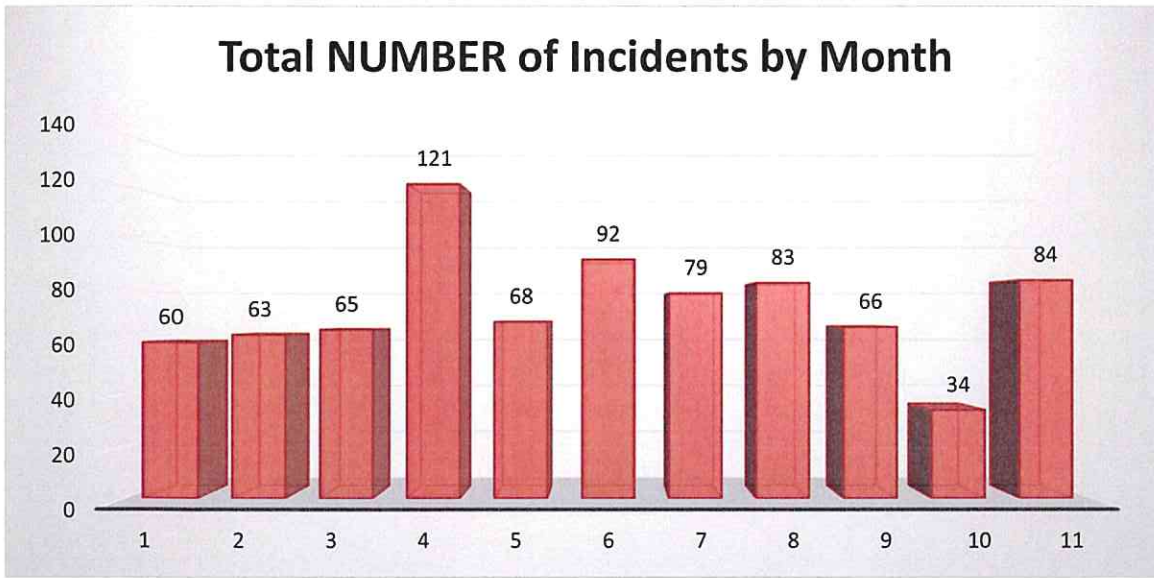
10 needed EMS/medical to respond.

Of the 10 total EMS/medical incidents, 8 people were transported to the hospital.

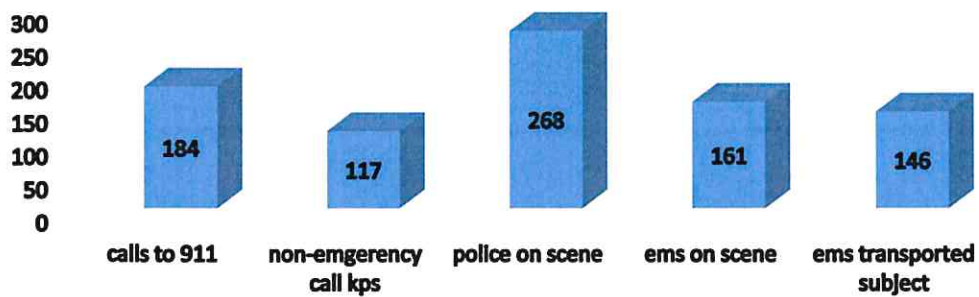
Drug dealing decreased on and around the edges of the KTC property throughout September. Metro continues to monitor the camera on the west side of the property to better monitor the west end because it has been a major problem area.

Please see next page for running total graphs for security related incidents:

Security Related Totals for Last 12 Months:



Emergency Services Used





Connecting People Throughout
Kalamazoo County

TO: Central County Transportation Authority and Kalamazoo County Transportation Authority
FROM: Sean McBride, Executive Director
 Prepared By: Keshia Woodson-Sow, Director of Operations
DATE: October 3, 2023
SUBJECT: August 2023 Information Summary Report

The following is being provided to the Central County Transportation Authority and Kalamazoo County Transportation Authority boards as an information item.

BACKGROUND

Monthly Ridership				
	Bus	Metro Connect	Metro Share	System Total
FY23	132,286	11,552	1,718	145,556
FY22	120,024	10,281	2,065	132,370
Difference	+12,262	+1,271	-347	+22,385
% Change	+14.11%	+12.36%	-16.80%	-9.96%

Year-to-Date Ridership				
	Bus	Metro Connect	Metro Share	Oct 22-Sept 23 System Total
FY23	1,514,073	115,254	21,304	1,650,631
FY22	1,223,628	100,342	14,821	1,338,527
Difference	+290,445	+14,912	+6,483	+312,104
% Change	+23.74%	+14.86%	+43.74%	+23.32%

WHEELCHAIR LIFT/RAMP INCIDENT REPORT – August 2023

Passengers in mobility devices for the month of August 2023 were 556. There were no incidents that involved a ramp/lift during this month.

WMU STUDENT RIDERSHIP REPORT – August 2023

For the month of August 2023 there were 19,689 passenger trips for WMU.

DEMAND/RESPONSE MONTHLY SUMMARY REPORT – August 2023

For the month of August 2023 there were 11,552 passenger trips on Metro Connect.



METRO
RIDERSHIP ANALYSIS
August, 2023

Route #	Route	Month to Date				Year to Date								
		# of Rides		Rides per hour		# of Rides		Rides per hour						
		FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22					
01	Westhedge	19,320	16,931	30.79	24.88	201,147	155,986	27.79	23.89	23.72%	28.97%	27.79	23.89	16.34%
02	Portage	9,884	7,385	19.31	18.58	87,767	67,536	17.68	16.19	3.93%	29.96%	17.68	16.19	9.21%
03	West Michigan	4,907	4,702	12.32	11.75	46,187	47,737	10.03	11.47	4.82%	-3.25%	10.03	11.47	-12.53%
04	Oakland	4,823	4,717	12.11	11.85	56,985	41,869	12.47	9.96	2.18%	36.10%	12.47	9.96	25.24%
05	East Main	4,669	3,755	23.27	9.45	47,296	36,858	20.71	17.58	146.27%	28.32%	20.71	17.58	17.80%
06	Parchment	5,191	5,906	13.43	14.70	61,626	57,429	13.82	13.93	-8.60%	7.31%	13.82	13.93	-0.77%
07	Alamo	8,370	6,998	13.73	17.58	93,276	73,101	17.91	17.81	-21.85%	27.60%	17.91	17.81	0.58%
08	Eggleston	5,521	5,551	13.86	13.94	58,954	51,434	12.84	12.30	-0.60%	14.62%	12.84	12.30	4.35%
09	Gull Road	12,470	11,587	19.91	15.82	129,451	101,545	17.90	16.05	25.82%	27.48%	17.90	16.05	11.52%
10	Comstock	3,081	3,882	7.73	9.75	37,552	38,648	8.20	9.21	-20.68%	-2.84%	8.20	9.21	-10.99%
11	Stadium Drive	8,628	6,388	21.66	16.04	82,019	67,553	17.84	16.10	34.98%	21.41%	17.84	16.10	10.82%
12	Duke	625	679	5.48	5.68	12,182	9,663	9.18	7.19	-7.95%	26.20%	9.18	7.19	27.67%
13	South Burdick	6,436	7,070	16.15	17.76	74,242	67,620	16.18	16.21	-8.97%	9.79%	16.18	16.21	-0.17%
14	West Main	12,956	12,703	20.68	31.90	135,994	104,666	19.20	16.96	1.99%	29.93%	19.20	16.96	13.24%
15	Paterston	3,324	2,725	16.64	6.84	34,832	25,014	14.93	12.13	21.98%	39.25%	14.93	12.13	23.10%
16	Novell	11,394	11,002	18.02	27.63	144,798	114,570	20.10	18.51	3.47%	26.38%	20.10	18.51	8.60%
19	Ring	1,848	1,096	10.24	9.87	45,811	29,716	18.25	11.34	68.61%	54.16%	18.25	11.34	60.95%
21	Soloni/Kendall/Lafayette	879	421	0.00	0.00	35,766	29,145	18.39	13.59	0.00%	22.72%	18.39	13.59	35.33%
25	Parkview	3,087	2,255	14.09	7.35	75,561	59,725	20.25	12.77	36.01%	26.51%	20.25	12.77	58.59%
26	West Centre	2,500	2,345	6.57	6.14	26,756	24,812	6.19	6.20	6.61%	7.83%	6.19	6.20	-0.23%
27	East Romence	2,403	1,926	6.25	4.64	25,442	18,604	5.75	4.59	24.77%	36.76%	5.75	4.59	25.22%
30/31	WMU Shuttle	0	0	0.00	0.00	429	-	1.95	9.44	0.00%	0.00%	1.95	9.44	-79.37%
	Total Fixed Route	132,286	120,024	16.36	15.35	1,514,073	1,223,628	16.14	14.27	10.22%	23.74%	16.14	14.27	13.12%

Metro County Connect	11,552	10,281	1.99	1.81	115,254	100,342	1.96	1.54	9.85%	14.86%	1.96	1.54	27.13%
Demand-Response	4,746	4,309	2.03	1.82	47,220	40,229	2.00	1.57	10.14%	17.38%	2.00	1.57	27.24%

Specialized Service	1,718	2,065	9.42	4.78	21,304	14,823	11.26	6.34	-16.80%	97.10%	11.26	6.34	77.52%
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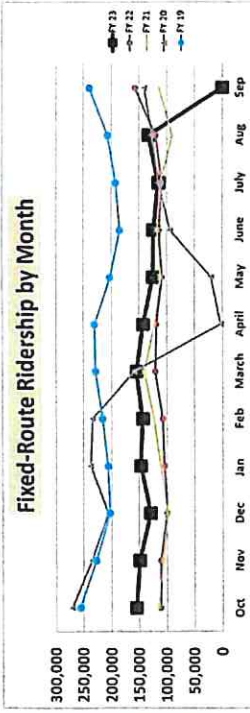
Charters	0	0	0	0.00	0	0	0	0	N/A	N/A	0	0	N/A
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Total Services	145,556	132,370	10.34	8.10	1,650,631	1,338,527	10.66	9.93	9.96%	27.62%	10.66	9.93	7.40%
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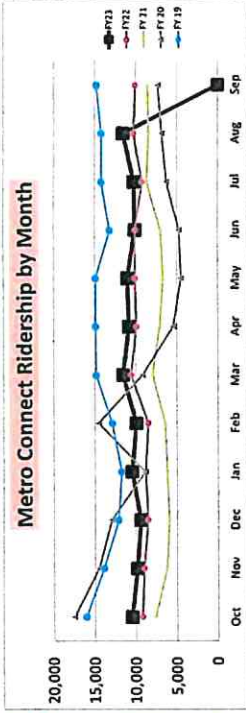
Other Data	Month to Date				Year to Date			
	# of Rides		Increase / decrease		# of Rides		Increase / decrease	
	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22
WMU	19,689	17,065	15.38%	251,544	323,015	251,544	28.36%	28.36%
KVCC	212	150	41.33%	5,598	3,953	5,598	0.00%	0.00%
Transfers	30,262	45,507	-33.50%	489,001	450,735	489,001	0.00%	0.00%
Wheelchair	556	759	-26.75%	7,817	4,860	7,817	60.84%	60.84%
Bikes	1,956	1,351	44.78%	13,112	11,712	13,112	11.95%	11.95%
Youth Mobility	1,693	1,754	-3.48%	39,394	18,958	39,394	0.00%	0.00%

Metro FY 2023
August, 2023

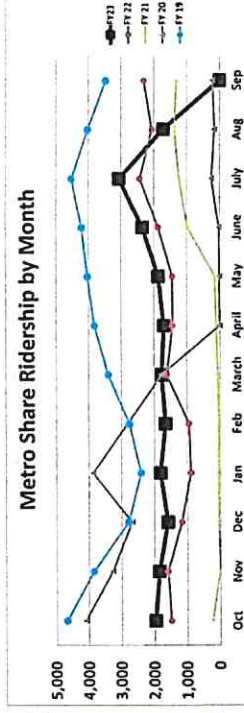
Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY 23	154,772	148,789	129,141	146,676	143,167	154,576	142,242	124,627	123,503	114,294	132,286	0
FY 22	111,081	110,936	99,797	104,448	107,420	120,374	118,404	108,775	113,729	108,641	120,024	157,474
FY 21	116,340	106,583	98,448	111,044	123,352	140,679	122,253	110,950	116,725	111,485	90,114	114,200
FY 20	270,270	235,017	206,618	236,803	233,960	158,855	3,053	20,235	94,104	114,359	126,171	140,709
FY 19	256,407	227,942	203,583	207,095	216,717	228,868	230,883	203,056	185,112	192,778	207,565	239,660



Metro Connect	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY23	10,482	9,795	9,395	10,460	9,922	11,554	10,818	10,999	10,073	10,204	11,552	0
FY22	9,202	8,977	8,502	8,773	8,466	10,556	9,891	10,049	10,073	9,179	10,281	10,068
FY 21	7,651	6,217	5,951	6,197	6,430	7,970	7,093	6,678	6,976	8,669	8,433	8,557
FY 20	17,529	14,514	12,941	8,841	14,536	9,168	5,456	4,495	4,736	6,277	6,851	7,341
FY 19	16,106	13,923	12,153	11,781	12,918	14,857	14,935	14,934	13,191	14,231	14,231	14,837

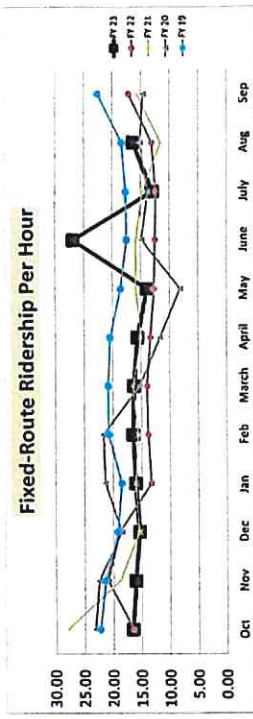


Metro Share	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	1,963	1,847	1,584	1,810	1,649	1,769	1,695	1,863	2,345	3,061	1,718	0
FY 22	1,486	1,579	1,161	886	943	1,612	1,431	1,441	1,866	2,432	2,065	2,313
FY 21	237	22	50	59	49	72	115	159	982	1,235	1,376	1,317
FY 20	4,106	3,275	2,686	3,875	2,813	1,774	6	18	27	260	167	226
FY 19	4,684	3,856	2,793	2,419	2,765	3,410	3,829	4,036	4,213	4,531	4,027	3,476

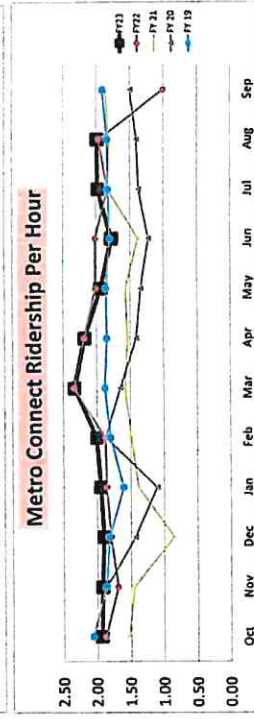


Metro FY 2023
August, 2023

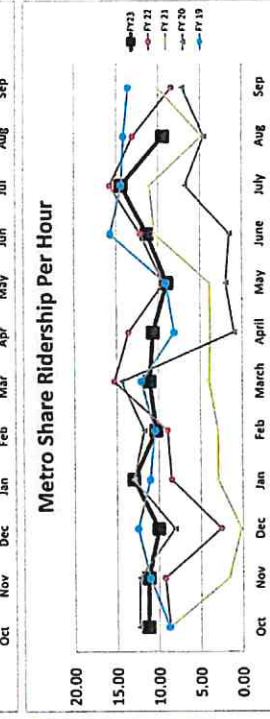
Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY 23	16.59	16.04	15.37	16.02	16.48	16.27	15.66	13.95	26.88	12.97	16.36	
FY 22	16.51	20.95	18.89	13.27	13.85	14.04	13.38	12.72	12.51	12.41	13.10	17.19
FY 21	27.97	18.80	15.46	16.09	15.54	16.44	14.99	15.92	15.86	14.72	11.52	15.89
FY 20	23.17	22.50	18.53	21.38	21.68	15.30	11.72	8.16	14.88	13.82	15.15	14.63
FY 19	22.33	21.39	19.22	18.54	20.79	20.86	20.49	18.61	17.50	17.67	18.38	22.61



Metro Connect	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY23	1.93	1.92	1.90	1.94	2.00	2.33	2.18	1.94	1.77	1.98	1.99	
FY22	1.87	1.69	1.79	1.85	1.87	2.34	2.19	2.01	2.01	1.83	1.96	1.00
FY 21	1.53	1.45	0.85	1.38	1.49	1.58	1.54	1.57	1.38	1.83	1.81	1.86
FY 20	2.07	1.86	1.43	1.10	1.87	1.65	1.41	1.34	1.22	1.37	1.40	1.50
FY 19	2.06	1.87	1.82	1.61	1.80	1.88	1.85	1.86	1.80	1.83	1.84	1.91

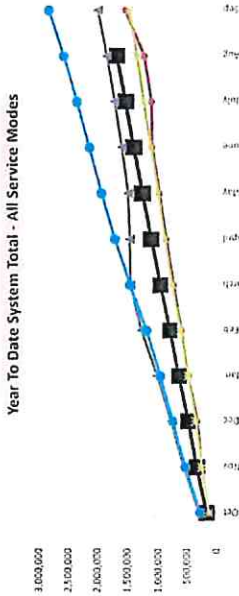


Metro Share	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	11.28	11.24	10.00	12.97	10.30	11.04	10.64	8.96	11.28	14.39	9.42	
FY 22	8.70	9.26	2.54	8.47	8.93	15.26	13.55	9.34	12.10	15.76	13.04	8.43
FY 21	8.67	1.63	0.16	2.95	2.93	3.97	3.81	3.87	10.35	11.00	4.78	10.03
FY 20	12.37	12.31	8.09	12.97	11.69	14.41	0.97	1.95	1.50	6.81	4.55	7.14
FY 19	8.80	11.07	12.49	11.05	10.48	12.08	8.11	9.07	15.70	14.41	14.13	13.57

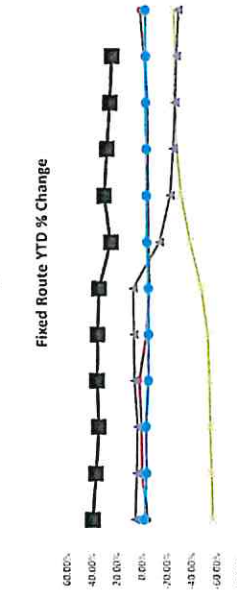


Metro FY 2023 August, 2023

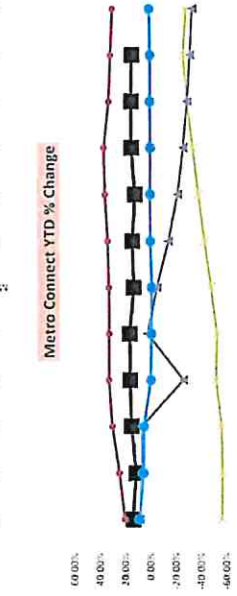
YTD System Total	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	167,217	327,648	487,768	626,714	781,452	949,351	1,104,106	1,241,595	1,377,516	1,505,075	1,650,631	
FY22	124,496	246,574	321,814	465,928	584,243	716,785	846,511	966,776	1,092,444	1,103,805	1,223,629	1,514,921
FY21	124,228	237,050	341,499	458,799	588,630	737,351	866,812	984,875	1,109,558	1,230,947	1,330,870	1,454,944
FY20	291,905	544,765	767,010	1,016,529	1,267,838	1,437,635	1,446,150	1,470,898	1,569,765	1,690,661	1,823,850	1,972,126
FY19	277,179	522,918	741,447	982,742	1,195,142	1,442,277	1,691,724	1,913,750	2,116,266	2,327,806	2,553,629	2,811,602



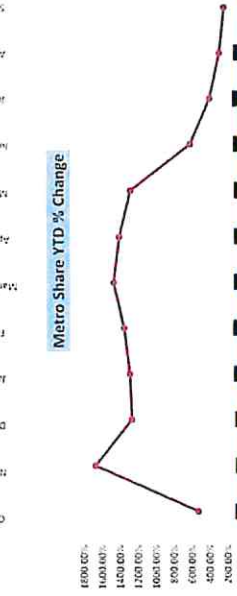
Fixed Route YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	39.33%	36.73%	34.46%	35.92%	35.39%	34.11%	24.51%	29.82%	27.39%	25.21%	23.74%	
FY22	-4.52%	-0.41%	0.14%	1.88%	-3.97%	-6.09%	-5.65%	-5.21%	-4.91%	-4.69%	-1.95%	1.39%
FY21	-56.95%	-55.90%	-54.86%	-54.42%	-53.01%	-48.09%	-39.11%	-31.87%	-28.26%	-26.39%	-26.55%	-25.80%
FY20	5.41%	4.33%	3.49%	6.00%	6.38%	7.00%	-14.43%	-23.08%	-25.54%	-26.90%	-27.98%	-29.36%
FY19	-1.81%	-3.49%	-3.16%	-5.24%	-5.19%	-5.26%	-4.28%	-3.91%	-3.87%	-3.38%	-3.13%	-2.64%



Metro Connect YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	13.91%	11.54%	15.09%	16.14%	16.35%	13.09%	14.12%	12.11%	14.87%	15.15%	14.86%	
FY22	20.27%	24.60%	30.08%	32.82%	32.59%	32.56%	33.59%	35.67%	36.67%	32.84%	31.67%	30.29%
FY21	-56.35%	-56.72%	-55.94%	-51.67%	-52.54%	-47.87%	-42.75%	-38.06%	-33.67%	-29.10%	-25.71%	-27.76%
FY20	8.84%	6.71%	6.64%	-26.00%	2.21%	-5.15%	-14.16%	-21.62%	-26.11%	-29.16%	-31.26%	-32.86%
FY19	8.99%	5.87%	5.48%	-0.10%	-0.62%	-0.86%	0.06%	0.31%	0.00%	0.52%	0.51%	1.36%

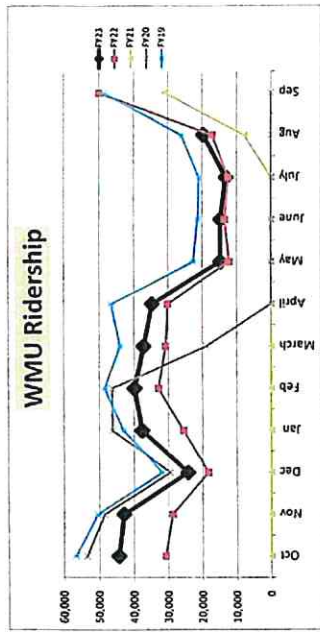


Metro Share YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	32.10%	24.31%	27.64%	40.92%	46.21%	38.54%	35.38%	34.55%	43.43%	53.54%	43.74%	
FY22	527.00%	1675.00%	1287.64%	1289.13%	1352.04%	1467.89%	1406.29%	1281.26%	610.89%	397.89%	288.02%	238.71%
FY21	-94.23%	-96.48%	-96.93%	-97.36%	-97.51%	-97.36%	-96.74%	-95.89%	-90.61%	-84.18%	-77.08%	-70.50%
FY20	-12.34%	-13.57%	-11.17%	1.38%	1.44%	-7.02%	-21.98%	-33.24%	-41.95%	-48.43%	-53.14%	-56.33%
FY19	NA	0.62%	-8.41%	-19.83%	-21.66%	-21.55%	-16.94%	-16.12%	-15.08%	-12.11%	-12.14%	-12.42%

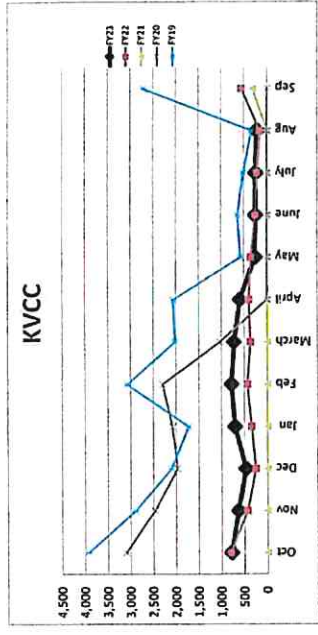


Metro FY 2023
August, 2023

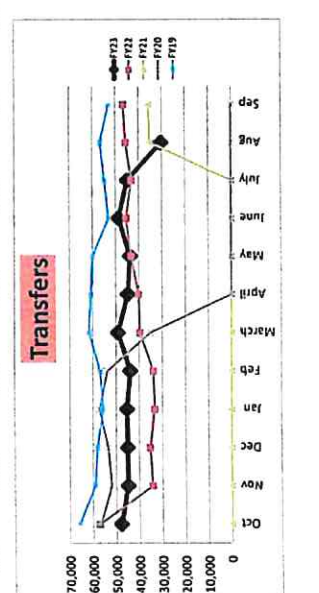
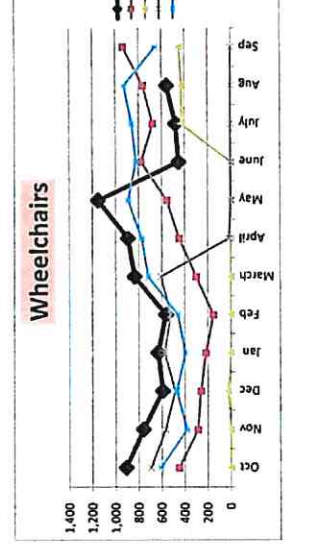
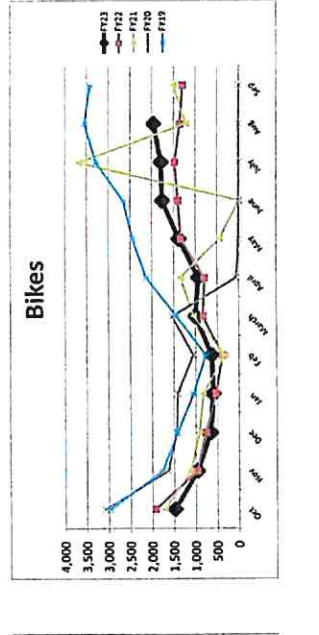
WMU	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	44,276	42,868	24,238	37,638	39,608	37,186	34,758	14,714	14,713	13,127	19,689	
FY22	30,701	28,672	18,218	25,443	32,823	30,670	30,067	12,160	13,404	12,401	17,085	48,978
FY21	0	0	0	0	0	0	0	0	0	0	7,884	31,015
FY20	53,611	48,398	29,500	46,080	46,220	18,875	7	0	0	0	0	0
FY19	56,916	50,544	31,930	43,036	48,461	44,029	46,574	22,710	21,372	21,016	26,213	48,556



KVCC	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	778	626	461	701	775	719	588	253	244	241	212	
FY22	803	426	250	340	427	357	0	350	248	207	150	556
FY21	0	0	0	0	0	0	0	0	0	0	0	311
FY20	3,098	2,467	1,969	2,081	2,266	1,030	1	0	0	0	0	0
FY19	3,938	2,900	2,112	1,729	3,080	2,033	2,070	577	640	519	334	2,722



Transfers	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	47,931	44,913	45,089	45,385	43,913	49,119	44,881	43,826	48,677	45,005	30,262	
FY22	57,199	34,239	35,282	33,321	33,854	39,559	40,102	43,261	45,400	43,011	45,507	46,576
FY21	0	0	0	0	0	0	0	0	0	0	35,215	35,724
FY20	56,803	52,014	53,526	57,197	53,714	35,112	1	0	0	0	0	0
FY19	65,958	59,137	58,174	55,735	56,924	61,623	61,009	60,027	53,215	54,874	56,769	53,125





Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: September 21, 2023
SUBJECT: August 2023 Income & Expense Statement

BACKGROUND

The Income and Expense Statement is an internal document which is used to measure the CCTA's financial performance. The budget is used as a comparison for perspective.

We are currently within budget.

Some areas to highlight:

- Both the urban millage (CCTA) and county-wide millage (KCTA) are due in February and September. At this point we have collected \$4,935,465 (58%) of the FY23 millage.
- We have collected \$2,833,794 (93% of the budgeted amount) in fares for this year.
- The FTA operating assistance revenue is accrued at the end of the year (September). To date, we have requested \$10,524,494 in COVID-19 relief funds (2020-\$1,500,000; 2021-\$4,500,000, 2022-\$2,000,000, 2023-\$2,524,494).
- The average price for a gallon of diesel fuel in August 2022 was \$3.54 and in August 2023, it was \$2.74. This is a 23% decrease.
- Total operating expenditures for Metro year-to-date are 80% of the total budgeted amount.

Attachment:

1. August 2023 Income & Expense Statement



	FY2023 CCTA Board Recommended Budget	August 2023	Year to Date FY 2023	Year to Date % 92%	Monthly Funding %
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STATEMENT OF INCOME AND EXPENSE

Operating Revenue

Fare Revenue					
Regular Route Cash	754,088	57,522	630,993	84%	7%
Metro County Connect Fares	452,656	24,597	431,182	95%	3%
WMU Fares	1,185,000	592,500	1,185,000	100%	
Tokens	323,310	33,508	275,271	85%	2%
<hr/>					
Pass Sales	245,851	23,009	241,716	98%	2%
Texas Twp/KVCC Prepaid Fares	91,076	0	69,633	76%	0%
	<u>3,051,981</u>	<u>731,136</u>	<u>2,833,794</u>	93%	15%
Other Revenue					
Advertising	75,000	0	49,144	66%	0%
Intermodal Operations	182,157	44,182	144,511	79%	0%
Miscellaneous Revenue	19,850	289	24,033	121%	0%
Commission Revenue - (GH, IT, FlixBus)	19,200	783	14,048	73%	0%
Interest Income	9,550	50,514	283,606	2970%	1%
	<u>305,757</u>	<u>95,768</u>	<u>515,342</u>	169%	2%
<hr/>					
Urban Millage (CCTA)	5,299,618	520,858	2,934,708	55%	5%
County-wide Millage (KCTA)	3,201,898	222,121	2,000,757	62%	2%
MDOT - Operating	7,226,670	506,752	5,061,388	70%	50%
FTA - Operating	2,703,977	0	2,588,904	96%	0%
Provision for Depreciation	3,255,200	225,386	2,760,928	85%	27%
TOTAL OPERATING REVENUE	<u>25,045,101</u>	<u>2,302,020</u>	<u>18,695,821</u>	75%	100%

Operating Expenses by Division

Administration/Overhead	7,245,608	894,230	5,900,802	81%
Kalamazoo Transportation Center Operations	862,324	71,118	595,697	69%
Maintenance	3,257,708	340,244	2,752,251	84%
Operations	8,599,769	822,588	6,736,082	78%
Metro Connect	5,377,481	456,582	4,426,577	82%
Metro Share	68,837	8,498	41,933	61%
TOTAL OPERATING EXPENSE	<u>25,411,727</u>	<u>2,593,260</u>	<u>20,453,343</u>	80%

NET (UNFUNDED) BALANCE for period

<u>(366,626)</u>	<u>(291,239)</u>	<u>(1,757,522)</u>
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