



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
April 12, 2021
Regular Meeting**

Electronic Meeting

Participate through this Zoom Link:
<https://us02web.zoom.us/j/87627485840>

Or by calling: 1-312-626-6799
(See the last page of this packet for more detailed instructions on how to participate)

*Note: The next joint CCTA/KCTA regular meeting will be held on
Monday, May 10, 2021 at 11:30 a.m.*

PLEASE BE ADVISED that the Central County Transportation Authority and Kalamazoo County Transportation Authority will meet for its Annual Meeting on Monday, March 8, 2021 at 11:30 a.m. for the purpose of:

	Item	KCTA Action	CCTA Action
1.	Roll Call		
2.	Request to Approve Agenda*	Roll Call	Roll Call
3.	Request to Approve CCTA/KCTA Minutes of March 8, 2021 *	Roll Call	Roll Call
4.	CCTA/KCTA Financial Statements – Presentation*		
	a. KCTA Financial Statement for Year Ending September 30, 2020	Roll Call	
	b. CCTA Financial Statement for Year Ending September 30, 2020		Roll Call
5.	Consideration to Adopt Resolutions Levying the CCTA and KCTA Transit Millages for 2020*		
	a. KCTA Resolution No. 20-001	Roll Call	
	b. CCTA Resolution No. 20-002		Roll Call
6.	Consideration for Purchase of Floor Scrubber	Roll Call	Roll Call
7.	Discussion Regarding Updates to Boards Policies*		
8.	Report from Executive Director*		
	a. Monthly Ridership Reports*		
9.	Subcommittee Reports		
	a. Executive Committee - Joint		
	b. Finance Subcommittee – Joint		
	c. Outreach Subcommittee – Joint		
	d. Millage Subcommittee - Joint		



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	d. Millage Subcommittee - Joint		
	e. Pension Board		
	f. KATS		
	g. Local Advisory Committee (LAC)		
10.	New Business		
11.	Chairperson's Report		
12.	Public Comment		
13.	Members' Time		
14.	Adjournment	Roll Call	Roll Call

*Indicates attachments included in agenda packet

The meeting will be conducted through a Zoom link (See instructions above). 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.

Meeting Minutes
CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Annual Meeting
March 8, 2021

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Kathy Schultz, Katie Shafer, Barbara Blissett
Others Present: Representative Julie Rogers, Peter Dickow (for Senator Gary Peters),
Representative Christine Morse, Senator Sean McCann, Earl Cox, Sr.,
Alisha Lewis, Jeff Hamilton

“A regular meeting of the Central County Transportation Authority and the Kalamazoo County Transportation Authority was held on Monday, March 8, 2021 at 11:30 a.m. This meeting was held as an electronic meeting under the authority of Senate Bill 1246 adopted December 15, 2020, Amending the Open Meetings Act for Participation in Public Meetings.”

1.) KCTA ROLL CALL

KCTA Members Present: Curtis Aardema (City of Portage), Jeff Breneman (City of Kalamazoo), Tafari Brown (Comstock Township), Dusty Farmer, (Oshtemo Township), Martin Janssen (City of Grand Rapids), Aditya Rama (City of Kalamazoo), Tim Sloan (Oshtemo Township), Greg Rosine, (City of Kalamazoo)

KCTA Members Absent: Sam Urban

A motion was made by KCTA to excuse the absence of Sam Urban.

Motion: Sloan Support: Aardema

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Brown, Farmer, Janssen, Rama, Sloan, Rosine

Nays: None

Absent: Urban

1). CCTA ROLL CALL

CCTA Members Present: Curtis Aardema (City of Portage), Rob Bricker (Cooper Township), Rob Britigan (Comstock Township), Chris Burns (City of Portage), Dusty Farmer (Oshtemo Township), Martin Janssen (City of Grand Rapids), Lisa Moaiery (Kalamazoo Township), Jim Pearson, (City of Portage), Randy Thompson, (Comstock Township), Greg Rosine (City of Kalamazoo)

CCTA Members Absent: Garrylee McCormick

A motion was made by CCTA to excuse the absence of Garrylee McCormick.

Motion: Farmer

Support: Janssen

Motion carried by roll call vote.

Ayes: Aardema, Bricker, Britigan, Burns, Farmer, Janssen, Moaiery, Pearson, Thompson, Rosine

Nays: None

Absent: McCormick

2.) REQUEST FOR APPROVAL OF AGENDA

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for March 8, 2021.

Motion: Sloan/Aardema

Support: Farmer/Janssen

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Bricker, Britigan, Brown, Burns, Farmer, Janssen, Moaiery, Pearson, Rama, Sloan, Thompson, Rosine

Nays: None

Absent: McCormick

3.) INTRODUCTION OF LEGISLATIVE REPRESENTATIVES

Chair Rosine introduced and welcomed State and Federal legislators serving Kalamazoo County, and thanked them for taking the time to attend the Annual CCTA/KCTA meeting: State Senator Sean McCann, Representative Christine Morse, Representative Julie Rogers and Peter Dickow representing State Senator Gary Peters.

4.) METRO ANNUAL REPORT

Exec. Dir. McBride presented the 2020 Metro Annual Report. He presented a PowerPoint reviewing the past year's events, accomplishments and challenges during the pandemic. A copy of the Annual Report and PowerPoint are on file with the meeting minutes.

5.) LEGISLATIVE GUESTS AND COMMENTS

Chair Rosine invited comments from the legislators who were attending the annual meeting.

Senator McCann expressed his support for public transportation and commitment to promoting funding for public transit during State budget talks and whenever possible. He also thanked Metro for its continuing to provide service during the pandemic.

Representative Rogers commented that she and Representative Morse have been long-time supporters of a public transit and the millage. She said Metro had stepped up to the plate during this pandemic challenge and made it work even with the financial constraints.

Representative Morse thanked Metro for providing public transit throughout her district. She congratulated the CCTA for the passage of the millage in 2020. Morse also shared her commitment to supporting public transit funding during the State's budget talks.

Peter Dickow representing Senator Peters, thanked Metro staff and drivers for their continued perseverance during the pandemic and offered continued support of public transportation.

Earl Cox, Sr., ATU President, commented by saying thank you to the legislative representatives for their support of Metro and public transportation.

6). FY 2022 GRANT FUNDING FROM MDOT

Exec. Dir. McBride stated that the Michigan Department of Transportation (MDOT) provides the largest funding source for the public transit system. He said every year it is necessary to adopt a Resolution of Intent prior to applying for grant funding. Exec. Dir. McBride said that, as required, the notice would be published in the local newspaper for public comment.

Exec. Dir. McBride shared that grant funding from MDOT was important for the Community Service Van Program, Ridesharing activities, Mobility Management, and capital purchases.

A motion was made by KCTA and CCTA to adopt a Resolution of Intent for the purpose of applying for annual grant funding from the Michigan Department of Transportation for Fiscal Year 2022.

Motion: Sloan/Aardema

Support: Britigan/Farmer

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Bricker, Britigan, Brown, Burns, Farmer, Janssen, Moaiery, Pearson, Rama, Sloan, Thompson, Rosine

Nays: None

Absent: McCormick, Urban

7). TITLE VI PROGRAM OF THE CIVIL RIGHTS ACT

Kathy Schultz, Planning and Development Manager provided a brief explanation of the Title VI Program of the Civil Rights Act and how Metro is required to review the Title VI Plan and approve by the Boards every three years to qualify for funding from the Federal Transit Administration. Schultz explained that Title VI ensures that no person shall on the grounds of race, color or national origin be excluded from participation, be denied benefits thereof, or otherwise be subjected to discrimination under any Metro programs or activities. A copy of the Title VI Program and Procedures in on file with the meeting minutes.

A motion was made by KCTA and CCTA to approve the Title VI Program and Procedures for grant funding from the Federal Transit Administration.

Motion: Sloan/Breneman

Support: Aardema/Thompson

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Bricker, Britigan, Brown, Burns, Farmer, Janssen, Moaiery, Pearson, Rama, Sloan, Thompson, Rosine

Nays: None

Absent: McCormick, Urban

8.) REQUEST FOR APPROVAL OF MINUTES

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting minutes for February 8, 2021.

Motion: Sloan

Support Breneman

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Bricker, Britigan, Brown, Burns, Farmer, Janssen, Moaiery, Pearson, Rama, Sloan, Thompson, Rosine
Nays: None
Absent: McCormick, Urban

9). REPORT FROM NOMINATING COMMITTEE

Janssen reported that the CCTA/KCTA Nominating Committee had met and determined to continue with the current slate of officers for the coming year. He said that moving forward consideration should be given to invite other boardmembers to serve in future officer positions. Janssen said subcommittee selections would be made at the May board meeting.

A motion was made by KCTA to approve the appointment of Greg Rosine as its Chairperson and Martin Janssen as its Vice-Chairperson.

Motion: Sloan Support Breneman

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Brown, Farmer, Janssen, Rama, Sloan, Rosine
Nays: None
Absent: Urban

A motion was made by CCTA to approve the appointment of Greg Rosine as its Chairperson and Garrylee McCormick as its Vice-Chairperson.

Motion: Thompson Support Aardema

Motion carried by roll call vote.

Ayes: Aardema, Bricker, Britigan, Burns, Farmer, Janssen, Moaiery, Pearson, Thompson, Rosine
Nays: None
Absent: McCormick

Prior to the motions, discussion took place regarding the opportunity to invite other boardmembers to serve in an officer position.

10.) SUBCOMMITTEE REPORTS

Executive Committee – Chair Rosine reported the committee met to discuss the current agenda,

Finance Subcommittee (joint with KCTA) – No meeting.

Outreach Subcommittee (joint with KCTA) – No meeting.

Pension Board – Will meet Thursday.

KATS Policy Committee – Aardema reported KATS updated their street projects.

Millage Subcommittee – No meeting.

Local Advisory Committee (LAC) – No meeting.

11.) EXECUTIVE DIRECTOR REPORT

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

- COVID-19 and Service Update
- Human Resources
- Value-added Community Service
- Involvement with KATS Planning for 2023-2027 Road Projects
- KTC Security Reports

Attached to the minutes is the summary memo provided to the Boards.

12.) CHAIRPERSON REPORT – Chair Rosine commented on the excellent work being done by the entire Metro staff during the pandemic and going the extra mile to ensure the community received the much-needed transportation.

10.) PUBLIC COMMENT – Earl Cox, Sr. thanked the legislature representatives and Chair Rosine for their positive and appreciative comments for services being provided.

11.) MEMBERS TIME

The Boardmembers thanked Executive Director McBride for his excellent service over the past 10 years. They said it has been a great experience to work with a team that is invested in furthering the role of public transportation for the community.

The Boardmembers thanked the Michigan legislature representatives for joining the meeting, voicing their support and offering assistance for public transportation in the future.

12.) ADJOURNMENT

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

Motion: Janssen Support: Britigan

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Bricker, Britigan, Brown, Burns, Farmer, Janssen, Moaiery, Pearson, Rama, Sloan, Thompson, Rosine

Nays: None

Absent: McCormick, Urban

The meeting adjourned at 1:06 P.M.

Greg Rosine
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Greg Rosine
KCTA Chairperson

Barbara Blissett
KCTA Clerk



Connecting People Throughout
Kalamazoo County

Agenda Item: # 4 Meeting Date: 04/12/21
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
PREPARED BY: Greg Vlietstra, Deputy Director of Support Services
DATE: March 26, 2021
SUBJECT: 2020 CCTA and KCTA Financial Statements

BACKGROUND

The 2020 CCTA and KCTA Audited Financial Statements prepared by Maner Costerisan are attached for your review. Aaron Stevens, CPA and Principal at Maner Costerisan, will provide a presentation that provides an overview of the Financial Statements. The Financial Statements cover the period of October 1, 2019 through September 30, 2020.

Related to the audit, Michigan Public Act 202 of 2017 requires pension and retiree health care (OPEB) reports for retirement systems to be submitted to the Michigan Department of Treasury and the local unit governing board. The information contained in the attached report was prepared with assistance from the City of Kalamazoo Department of Financial Services. Although the funded ratio of 37.1% (Line 6 of the OPEB Report) improved from last year, we are expecting notice to arrive in the next month or so that an application for waiver will have to be submitted again later this year. As you may recall, a similar waiver was approved by this board in July of 2020. In summary, our organization has an action plan as well as consideration that we are a non-primary unit of government (authority, road commission, etc.) and demonstrates an actuarially determined contribution that is greater than 12% of governmental revenues.

REQUESTED ACTION

CCTA Action - The Executive Director recommends that the CCTA Board accept the FY 2020 CCTA Annual Audited Financial Statements prepared by Maner Costerisan.

KCTA Action - The Executive Director recommends that the KCTA Board accept the FY 2020 KCTA Annual Audited Financial Statements prepared by Maner Costerisan.

Attachments:

1. FY 2020 Financial Statements and Management Letter for the CCTA
2. FY 2020 Financial Statements and Management Letter for the KCTA
3. Michigan Department of Treasury Form 5572

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) Health Care (OPEB) Report

Enter Local Government Name: Central County Transportation Authority	Instructions: For a list of detailed instructions on how to complete and submit this form, visit Michigan.gov/LocalRetirementReports .
Enter State Fund Code: 397331	
Unit Type: Authority	
Fiscal Year End Month: September	
Fiscal Year (four-digit year only, e.g. 2019) 2020	
Contact Name (Chief Administrative Officer) Greg Vlastra	Questions: For questions, please email localretirementreporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
CAO (or designee) Email Address: vlastrag@tmetro.com	
Contact Telephone Number: (616) 357-8407	

Line	Descriptive Information	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	NO	NO	NO	NO	NO
2	Provide the name of your retirement health care system	City of Kalamazoo Pastiretirement				
3	Financial Information					
4	Enter retirement health care system's assets (system fiduciary net position ending)	7,739,488				
5	Enter retirement health care system's liabilities (total OPEB liability)	20,875,721				
6	Funded ratio	37.1%				
7	Actuarially determined contribution (ADC)	671,932				
7a	Do the financial statements include an ADC calculated in compliance with Numbered Letter 2018-37?	YES				
8	Governmental Fund Revenues	25,685,562				
9	All systems combined ADC/Governmental fund revenues	2.6%				
10	Membership					
11	Indicate number of active members	45				
12	Indicate number of inactive members					
13	Indicate number of retirees and beneficiaries	62				
14	Provide the amount of premiums paid on behalf of the retirees	673,379				
15	Investment Performance					
16	Enter actual rate of return - prior 1-year period	19.27%				
17	Enter actual rate of return - prior 5-year period	7.23%				
18	Enter actual rate of return - prior 10-year period	9.18%				
19	Actuarial Assumptions					
20	Assumed Rate of Investment Return	7.50%				
21	Enter discount rate	7.50%				
22	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Level Dollar				
23	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	23				
24	Is each division within the system closed to new employees?	Yes				
25	Health care inflation assumption for the next year	8.25%				
26	Health care inflation assumption - long-term Trend Rate	3.50%				
27	Uniform Assumptions					
28	Enter retirement health care system's actuarial value of assets using uniform assumptions	7,072,013				
29	Enter retirement health care system's actuarial accrued liabilities using uniform assumptions	22,779,013				
30	Funded ratio using uniform assumptions	31.0%				
31	Actuarially Determined Contribution (ADC) using uniform assumptions	1,340,611				
32	All systems combined ADC/Governmental fund revenues	5.2%				
33	Summary Report					
34	Did the local government pay the retiree insurance premiums for the year?	N/A				
35	Did the local government pay the normal cost for employees hired after June 30, 2018?	N/A				
36	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	YES	NO	NO	NO	NO

Requirements (for your information, the following are requirements of P.A. 202 of 2017)
 Local governments must post the current year report on their website or in a public place.
 The local government must electronically submit the form to its governing body.
 Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.
 Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.



Connecting People Throughout
Kalamazoo County

TO: KCTA Board
FROM: Sean McBride, Executive Director
DATE: April 1, 2021
SUBJECT: 2021 KCTA Millage Levy

BACKGROUND

On May 3, 2016 Kalamazoo County voters approved a 0.3150 county-wide millage to fund countywide services that include Metro Connect and Metro Share for five years that included 2017, 2018, 2019, 2020 and 2021. The allowable of the millage levy has subsequently been reduced as a result of the State of Michigan Headlee Amendment. Following is an explanation of the Headlee Amendment:

The property tax revenue limitation requires that if the assessed value of a local tax unit's total taxable property increases by more than the inflation rate, the maximum property tax millage must be reduced so that the local unit's total taxable property yields the same gross revenue, adjusted for inflation. This is done looking at the total state equalized value (SEV) change from one year to the next. It does so looking at the entire tax unit's jurisdiction, not based in each parcel. The change of SEV from one year to the next does not include any change that resulted from new construction. (From MSU Extension website at: http://msue.anr.msu.edu/news/what_is_the_headlee_amendment_and_how_does_it_affect_local_taxes)

The KCTA levied 0.3131 mills for calendar year 2020. For 2021 it is recommended the KCTA levy **0.3131 mills** or up to the allowable amount if the Headlee Amendment needs to be applied this year. The Headlee calculation is done by the Kalamazoo County Equalization Department and has not been finalized. With the 0.3131 rate, it is estimated that \$2.87 million will be collected to fund public transit services in 2021.

With KCTA Board authorization of the Resolution, it will be provided to member jurisdictions by May 15, 2021. The 2021 KCTA millage levy will be collected as part of the July 2021 tax bill for the cities and December 2021 for the townships.

KCTA RECOMMENDATION

The Executive Director recommends adoption of a Resolution that the KCTA levy 0.3131 mills or up to the allowable amount if the Headlee Amendment needs to be applied for the 2021 KCTA Transit Millage.

Attachment

1. Resolution No. 21-001 Levying the 2021 KCTA Transit Millage

**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (“KCTA”)
Resolution: 21-001**

**Resolution Levying the Transit Millage for 2021 and Providing for Collection of the Transit Millage
in July 2021 for the Cities in Kalamazoo County and in
December 2021 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 0.3150 mills should be levied during 2017, 2018, 2019, 2020 and 2021 for the purpose of providing public transportation services in Kalamazoo County;
5. The voters approved the millage request at the May 3, 2016 election;
6. KCTA is now adopting this resolution to levy 0.3131 mills on all taxable property located in Kalamazoo County for 2020. 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 May 3, 2016 election. KCTA now levies 0.3131 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 2021. 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, 2021.
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 April 12, 2021.

Barbara Blissett, Clerk
Kalamazoo County Transportation Authority



Connecting People Throughout
Kalamazoo County

TO: CCTA Board
FROM: Sean McBride, Executive Director
DATE: April 1, 2021
SUBJECT: 2021 CCTA Millage Levy

BACKGROUND

The voters within the CCTA boundaries approved the urban transit millage vote to fund the fixed-rate bus system on March 10, 2020. This affirmative vote enabled the collection of up to 0.90 mills for fixed-route bus service in 2021 through 2025.

For 2021, it is recommended that CCTA levy the same amount as last year **0.75** mills. This recommendation to levy less than the allowable amount is based on the impact the pandemic has brought to the community. The CCTA has had to reduce services due to the pandemic and the impact to organizational staffing. The CCTA has the capacity to operate with the .75 millage levy for the upcoming year. The reduced levy will impact revenue collections for the second half of Fiscal Year 21 and the first half of Fiscal Year 22.

The CCTA levied 0.75 mills for calendar year 2020. With the 0.75 rate, it is estimated that approximately \$3.97 million will be collected to fund public transit services in 2021. If the full .90 mills were levied it is estimated that amount would be \$4.77

With CCTA Board authorization of the Resolution, it will be provided to member jurisdictions by May 15, 2021. The 2020 KCTA millage levy will be collected as part of the July 2021 tax bill for the cities of Kalamazoo, Portage and Parchment and in December 2021 for the townships of Kalamazoo, Comstock and Oshtemo.

RECOMMENDATION

The Executive Director recommends adoption of a Resolution levying 0.75 mills for the 2021 CCTA Transit Millage.

Attachments

1. Resolution No. 2021-002 Levying the 2021 CCTA Transit Millage

CENTRAL COUNTY TRANSPORTATION AUTHORITY (“CCTA”)
Resolution: 21-002

Resolution Levying the Transit Millage for 2021 and Providing for Collection of the Transit Millage in July 2021 for the Cities of Kalamazoo, Portage and Parchment and in December 2021 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, as amended (“Act 196”);
2. CCTA was created to operate a county-wide transit system in Kalamazoo County and to also determine if a 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, #07 and #08 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 2021 Transit Millage to levy **0.75 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 **0.75 mills** on all taxable property located within the Central County Transportation Authority Boundary for 2021. 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, #07 and #08. 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, 2021.
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 April 12, 2021.

Barbara A. Blissett, Clerk
Central County Transportation Authority



Agenda Item: 6
Meeting Date: 04/12/21

TO: CCTA & KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Greg Vlietstra, Deputy Director of Support Services
DATE: March 30, 2021
SUBJECT: Floor Scrubber

BACKGROUND

Metro maintenance staff regularly use an industrial riding floor scrubber to maintain a safe and clean floor in both the maintenance shop and parking garage area. With oil, coolant, and other fluid drips on the floor, it is important that a quality floor scrubber is used to decrease the likelihood of slip and fall accidents.

DISCUSSION

The existing floor scrubber was purchased in 1996, way beyond the FTA useful life benchmark of ten years. With the age of the existing scrubber, maintenance costs were increasing, and parts were becoming a challenge to procure.

With the assistance of the City of Kalamazoo Purchasing Department, sealed bids were solicited and opened on March 25, 2021. Tennant Sales and Service Company (Minneapolis, MN) was the lowest responsive and responsible bidder. The current scrubber is also a Tennant machine. Maintenance Department employees have been satisfied with their product, pricing, and service.

The proposed new machine, a T-20 model, will have a scrubbing path of 54 inches, a 36-month or 2,000-hour factory parts warranty, as well as a 24-month labor warranty. The new scrubber is to be delivered within 60 business days of contract award.

Metro has secured federal funding under the FTA’s capital discretionary Section 5307 program for the proposed purchase. This capital grant was planned through the KATS Transportation Improvement Program and will be provided to Metro through 80% federal (FTA) and 20% State (MDOT) funding. No Metro general fund dollars will be used for this purchase.

RECOMMENDATION

It is recommended that the CCTA & KCTA Board approve a contract with Tennant Sales and Service for the purchase of a floor scrubber in the amount of \$55,976.22 and authorize the Executive Director to execute documents related to the action on behalf of the organization.

- Attachments:
1. Bid Tabulation

CENTRAL COUNTY TRANSPORTATION AUTHORITY

Bid Opening: March 25 , 2021 @ 3:30 PM

Bid Ref #: 36530-002.0; Replacement of CCTA Ride on Floor Scrubber

Opened by: Michelle Emig

Recorded by: Michelle Emig

THIS IS NOT AN ORDER

Attended by:

Covid -19 - NO PUBLIC BID OPENINGS

		TENNANT	KSS
DESCRIPTION	Qty	TOTAL AMOUNT	TOTAL AMOUNT
Ride On Floor Scrubber	1 EA	\$55,976.22	\$63,913.97
Model		Tennant T-20	Tennant T-20



Connecting People Throughout
Kalamazoo County

Agenda Item # 7 Meeting Date 04/12/21
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: April 1, 2021
SUBJECT: CCTA/KCTA Board Policies Update

BACKGROUND

The KCTA was incorporated in 2007 and has 36 Board adopted policies. The CCTA was incorporated in 2014 and has 11 Board adopted policies. Since 2015 the CCTA and KCTA have been meeting jointly and have worked hard to function seamlessly. To assist in working seamlessly, a next step is to update the KCTA and CCTA Board policies in order to have one set of joint Board policies.

At the last meeting, a short discussion was had regarding the process for updating the policies.

DISCUSSION

To move the process forward the following is provided:

1. Attached is a draft Board Code of Ethics and Values Policy. The draft is based on materials provided by the Michigan Municipal League and draft policies from organizations like the City of Portage. The process for updating would be to receive Board comments, provide for First Reading and the May Board Meeting and Final Adoption at the June meeting.
2. The Executive Committee discussed the structure for updating the current CCTA and KCTA Board Policies. The Executive Committee recommends that an AD Hoc Board Policies Review Committee work with staff, update and bring a recommendation to the full Boards. This was thought to be the best and most efficient way to proceed, since it is challenging to review, possibly in some detail, 36 policies in a group as large as the KCTA and CCTA Boards. Staff is ready to proceed in working with an Ad Hoc Committee.

RECOMMENDATION

The draft Board Code of Ethics and Values Policy is for discussion and comments. No action is requested at this meeting.

The Executive Committee recommends the creation of an AD Hoc Board Policies Review Committee to work with staff to bring a recommendation for updates to the CCTA and KCTA Board Policies at a future meeting.

Attachments

1. Draft Board Code of Ethics and Values Policy



**CENTRAL COUNTY TRANSPORTATION AUTHORITY AND KALAMAZOO COUNTY
TRANSPORTATION AUTHORITY BOARDS POLICY**

SUBJECT: CCTA/KCTA ETHICS POLICY

SECTION NO:2.03.00

PAGE 1 OF 5

EFFECTIVE DATE:

REVIEW DATE:

AMENDED:

PURPOSE/APPLICATION

The Code of Ethics and Values Policy ("Policy") of the Central County Transportation Authority and Kalamazoo County Transportation Authority (CCTA/KCTA) is intended to establish standards of integrity, fair dealing, responsibility, accountability and disinterested conduct, which are an essential part of a fiduciary duty owed to the public. The Policy is intended to encourage all Boardmembers to place the public interest above self-interest and maintain independence, impartiality and fairness in their judgment, decisions and conduct. It is the policy of the KCTA/CCTA Boards to uphold, promote and demand high standards of ethics from all Boardmembers. All members of the Boards share a commitment to ethical conduct in the service to their community. This Policy has been established to provide guidance for Boardmembers so that the performance of their duties will be carried out in an ethical manner. In furtherance of this goal, the following general principles will apply:

- A. Boardmembers shall comply with the laws of the United States of America, the State of Michigan in the performance of their public duties.
- B. Boardmembers shall work for the common good of Kalamazoo County residents, Metro passengers and Metro employees and not be motivated by their own personal or financial interests.
- C. Boardmembers will endeavor to treat all members of the public and issues before them in a fair and equitable manner.
- D. Boardmembers shall be committed to the concepts of effective and democratic local government.
- E. Boardmembers shall encourage communication between residents, Board and the Metro staff and endeavor to keep the community informed on public transit matters, not otherwise made confidential.
- F. Boardmembers shall safeguard public confidence by being honest, fair and respectful of all persons with whom they have official contact and will follow the rules and laws that govern the deliberation of public policy issues and meaningful involvement of the public.

for the performance of their official duties. Boardmembers should be prepared for meetings they attend, review materials, listen to the public discussions before them, keep comments and questions relevant to the business at hand, participate in discussions and make informed decisions based on the merits of each question.

DEFINITIONS:

- A. **Boardmember** means a member of the CCTA/KCTA Boards.
- B. **Confidential information** means information, written or non-written, that has been obtained by a Boardmember in the course of acting as such, that is not available to members of the public pursuant to the Michigan Freedom of Information Act, being MCL 15.231 *et. seq.*, or pursuant to other law, regulation, policy or procedure recognized by law, and that the Boardmember is unauthorized to disclose:
- C. **Immediate family** means:
 - 1. A Boardmember's spouse or domestic partner; or
 - 2. A Boardmember's relative by lineal descent, parent, brother, sister or a person who resides in the Boardmember's household; or
 - 3. An individual claimed by a Boardmember or a Boardmembers spouse as a dependent under the United States Internal Revenue Code, being 26 USC 1 *et. seq.*
- D. **Ownership Interest** means financial or pecuniary interest that a Boardmember has in the affairs of 1) any business entity in which the Boardmember or a member of his or her immediate family is an officer, director, member, or employee; 2) any business entity in which the Boardmember or a member of his or her immediate family controls, or directly or indirectly owns, in excess of 5% of the total stock; or 3) any person or business entity with whom the Boardmember has a contract.
- E. **Personal Gain or Benefit** means any benefit which is accepted or received by a Boardmember or the Boardmember's immediate family, or is perceived by a reasonable person to be accepted or received by a Boardmember or the Boardmember's immediate family, as remuneration for the purpose of improperly influencing an official action in a specific manner or for refraining from the performance of an official action in a specific manner, or as inducement for the Boardmember to act in favor of some interest other than in the public interest.

CONFLICT OF INTEREST- STANDARDS OF CONDUCT

- A. Boardmember shall not divulge to an unauthorized person confidential information acquired by the Boardmember in the course of his or her duties as a Boardmember in advance of the time prescribed for its authorized release to the public, if it is to be released to the public.
- B. Boardmembers shall represent the official policies and positions of the Board to the best of their ability when representing Metro. When presenting their individual opinions and positions, a Boardmember may not represent, nor allow the inference of, his or her personal opinion or position as that of the Board or the Metro.

- C. A Boardmember shall not appear or advocate on behalf of the private interest of third parties, including the Boardmember's immediate family members, before the Board or other proceeding of Metro.
- D. A Boardmember shall not solicit or accept a gift or loan of money, goods, services or other things of value for the benefit of a person or organization other than Metro which tends to influence the manner in which the Boardmember performs official duties.
- E. Except as permitted by state law, a Boardmember shall not engage in a business transaction in which the Boardmember may derive a personal profit or gain, directly or indirectly, from his or her official position or authority or benefit financially from confidential information which the Boardmember has obtained or may obtain by reason of that position or authority.
- F. Except as permitted by state law, a Boardmember shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the Boardmember's official duties or when that employment may tend to impair his or her independence or judgment or action in the performance of official duties.
- G. Except as provided by state law, a Boardmember shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates or other regulation or supervision relating to a business entity in which the Boardmember has a personal or ownership interest.
- H. Except as permitted by state law, a Boardmember shall not vote or participate in any other question on which the Boardmember has a substantial direct or indirect financial, personal or ownership interest other than an interest similar to that of other citizens affected

DISCLOSURE:

Whenever the performance of official duties shall require a Boardmember to deliberate and vote on any matter involving the Boardmember's financial or personal interest, the Boardmember shall publicly disclose the nature and extent of the interest and is disqualified from participating in the deliberations and voting on the matter. The disclosure shall be made public at a meeting of the Board before the matter is voted upon or in any other manner required by law.

GIFTS:

Boardmembers and their immediate family members shall not directly or indirectly solicit or accept a gift or loan of money, goods, services or other things of value which tend to influence the manner in which the Boardmember or other public officer or employee of the Metro performs his or her official duties. Boardmembers are not prohibited from receiving money, goods, services or other items of value if not given to influence the Boardmember in the performance of his or her official duties. The following list includes, but are not limited to, examples not prohibited:

- A. Admission or registration fees, travel expenses, entertainment, meals or refreshments that are furnished to a council member by the sponsor of an event which is related to official local government business in connection with the event to which one or more members of the public

are invited or are furnished to the Boardmember in connection with a speaking engagement, teaching or the provision of assistance to an organization or another governmental entity as long as the Metro does not compensate the Boardmember for the same items.

- B. An award publicly presented to a Boardmember by an individual or a non-governmental entity or organization in recognition of the Boardmember's public service, acts of heroism, crime solving or other similar recognition.
- C. Any gift or loan of money, goods, services or other things of value paid for by the federal, state, local government or other public agency authorized bylaw

USE OF METRO PROPERTY:

No Boardmember shall request, use, or permit the use of any Metro owned or supported property, vehicle, equipment, material, labor, or service for the personal convenience or the private advantage or personal gain of the Boardmember or any other person which is not available to the public at-large.

NEPOTISM:

A Boardmember shall not influence or cause, directly or indirectly, the employment or any favorable employment action of an immediate family member or participate in any employment decision about such family member.

POLITICAL ACTIVITY:

Boardmembers shall not use any Metro owned property, vehicle, equipment, material, labor or services for the Boardmember's own political benefit or for the political benefit of any other person seeking elective office, which is not available to the public at large on an equal basis. No political activity of the Boardmember shall interfere with the performance of the usual duties of any Metro officer or employee.

COMPLIANCE:

- A. This Policy is intended to encourage and promote the highest standards of ethical conduct and behavior by members of the CCTA/KCTA Boards and is not intended to be a code of conduct enforceable by punitive measures. Violations of this Policy are not intended to subject Boardmembers to reprimand or censure by the Board. A violation of this Policy shall not be considered a basis for challenging the validity of a Boardmember's decision or position as a Boardmember.
- B. It is not the intent of this Code to in any way limit the right or ability of any Boardmember to exercise his or her discretion in making legitimate policy decisions which are within their discretion so long as such action does not provide a special benefit to that person, relieve the Boardmember of a particular duty or treat that person differently than other similarly situated Kalamazoo County residents.

DELIVERY OF POLICY TO BOARDMEMBERS:

The CCTA/KCTA Clerk shall provide a copy of this Policy to each Boardmember as soon as practicable after the enactment of this Policy and to each new Boardmember at the time of taking office. The CCTA/KCTA Clerk shall also request that each Boardmember sign and return an acknowledgement of the receipt of this Policy on an annual basis.

AMENDMENTS:

This Policy may be amended to remain consistent with state law regarding the local code of ethics and the standards required therein.

ETHICS COMMITTEE:

If a Boardmember requests an interpretation of this Policy, the CCTA and KCTA Board Chair(s) shall select two (2) KCTA Boardmembers and two (2) CCTA Boardmembers to convene an Ethics Committee meeting who will provide its opinion to the Boardmember requesting the interpretation.

APPROVAL:

CCTA Board Chair

CCTA Clerk

KCTA Board Chair

KCTA Clerk



Agenda Item: #8
Meeting Date: 04/12/21

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: April 1, 2021
SUBJECT: Executive Director Update

COVID-19 and Service Update

- In the past few weeks, there have been five confirmed positive cases with Metro employees. These are the first confirmed cases since December.
- There is no definitive target date to remove the barriers between the Coach Operators and the passengers. With the barriers still being in place, we will continue to not collect fares. With increased Covid-19 cases in the community there is no current timeline to start collecting fares.
- Metro employees, working through the Kalamazoo County Health Department, were offered first vaccinations beginning January 30, 2021 through Borgess Hospital. Second vaccinations were offered beginning February 20, 2021. Apple Bus employees were part of the same vaccination offering. Vaccinations are still available for any employee that wants to get vaccinated. There are a handful of employees that have recently been vaccinated.

Triennial Review

Every three years the Federal Transit Administration conducts a broad and comprehensive review of each transit system's compliance with federal grant requirements and overall management practices. Areas of review include financial management, maintenance, procurement, civil rights, compliance with the Americans with Disabilities Act (ADA), drug and alcohol program and several other areas. This review was delayed from 2020 due to the pandemic. Metro staff have submitted two rounds of information requested by the FTA and their review contractor. This past week Metro staff met via ZOOM with the reviewer over the course of three days to complete the review. As a result of the review, there are generally a series of recommendations and/or corrective actions to improve compliance with federal grant requirements. I will provide a further update at the Board meeting.

Comprehensive Operational Analysis

Approximately every ten years, it is best practice to conduct a Comprehensive Operational Analysis (COA). The COA is a process where an experienced public transit consultant reviews the overall services of a public transit system. Metro's last COA was completed in 2010 by Pertee, Incorporated out of Everett, Washington. The 2010 final report is available at <https://www.kmetro.com/resources/documents>. It is located under the "Capital Reports" heading. Staff is currently developing a Request for Proposal (RFP) and plans to conduct the procurement process over the summer. The COA process is quite a commitment of time and resources. It is anticipated the process will take approximately one year and will include significant feedback from riders, the community, staff, and boardmembers. The cost will likely exceed \$200,000, which is budgeted. Staff will make a presentation at the May meeting and will get boardmember feedback prior to issuing the RFP.

Memo: Executive Director Update
April 1, 2021
Page 2

Value-Added Community Service

Kalamazoo Department of Safety requested Metro assistance for a shelter fire at Candlewyk Apartments on the evening of March 18. A bus was on the scene for over three hours to provide shelter to residents.

KTC Security Reports

Attached are the Security Reports from the County Sheriff's Department and by Terecita Potts, Senior Operations Supervisor who oversees safety procedures.

Attachments

1. County Sheriff's February KTC Security Report
2. Metro's KTC February Security Report

Blissett, Barb

From: Michael L. Stadel <m1stad@kalcounty.com>
Sent: Sunday, March 21, 2021 12:32 PM
To: Jim Sandlin; Jeffrey M. Christensen; James VanDyken; Thrash, Yvonne; Branch, Rob; McBride, Sean
Subject: [External Email] METRO MONTHLY REPORT

**KALAMAZOO COUNTY SHERIFFS OFFICE
MARCH 2021 MONTHLY REPORT
DEPUTY MICHAEL STADEL**

CASES:

NO NEW CASES

BANS:

NO BANS WERE PLACED

NOTABLE CASES:

There has been no noticeable cases at Metro this month. I have seen an increase of individuals under the influence of drugs/alcohol roaming the Metro property but are handled quickly and escorted off the property before any issue arises. I'm sure this will increase due to warmer weather and will be handled accordingly. There hasn't been any issues inside the main building while I'm there as well. Everything is running smoothly with communication between myself, security, and staff with resolving any issues that come up during my shift. Again it has been a pleasure working at Metro and working with the board of directors. Thanks.

**DEPUTY MICHAEL STADEL
3951**

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March 2021 KTC Security Report
Prepared by Terecita Potts
Title Senior Operations Supervisor

Overview:

During the month of March, Metro increased service Monday – Thursday till 10p Monday – Friday and began a limited occupancy opening of the Transportation Center. Security Plus presence was extended to two officers present from 8am till 10:30pm. The County Sheriff’s onsite security presence continued from 10a to 10p Monday through Saturday and 10a to 6p on Sundays.

Activity Summary for March

KPS Calls

- 1- Passenger assaulted on the grounds
- 2- Passenger requested, having difficulty walking
- 3- Sherriff having issues with a male refusing to wear a mask, requested KDPS for further assistance.

EMS Calls

- 1- Passenger requested via KDPS, having issues walking.

Other Activities

Walk around the administration building and check all doors are secure and check for loiterers, open intoxicants, marijuana use or individuals using drugs, sleepers and individuals trespassing. This month the number of reminders to customers to pull there masks up over their nose and mouth, even gave out mask so that customers could access the building increased. As the weather becomes nicer there appears to be more people frequenting the facility, using the bathrooms, and hanging out in the bays more often.

Over site of passengers entering KTC building, boarding trains and inter-city bus arrivals & departures, and Metro Coaches (especially monitoring bus passenger limits due to social distancing requirements and redirecting passengers to kicker bus or other routes). Issued more no smoking warnings this month.



Connecting People Throughout
Kalamazoo County

TO: Central County Transportation Authority and Kalamazoo County Transportation Authority
FROM: Sean McBride, Executive Director
 Prepared By: Cheryl Pesti, Budget and Accounting Manager
 Kathy Schultz, Planning and Development Manager
DATE: March 26, 2021
SUBJECT: February 2021 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
FY21	123,352	6,430	49	129,831
FY20	233,960	14,536	2,813	251,309
Difference	(110,608)	(8,106)	(2,764)	(121,478)
% Change	(47%)	(56%)	(98%)	(48%)

Year-to-Date Ridership				
	Bus	Metro Connect	Metro Share	Oct 20-Sept 21 System Total
FY21	555,767	32,446	417	588,630
FY20	1,182,722	68,361	16,755	1,267,838
Difference	(626,955)	(35,915)	(16,338)	(679,208)
% Change	(53%)	(53%)	(98%)	(54%)

WHEELCHAIR LIFT/RAMP INCIDENT REPORT – February 2021

No data for February

WMU STUDENT RIDERSHIP REPORT – February 2021

No data for February

DEMAND/RESPONSE MONTHLY SUMMARY REPORT – February 2021

For the month of February 2021 there were 6,430 passenger trips on Metro Connect. This is a total of 32,446 passenger trips for fiscal year 2021.

SUNDAY RIDERSHIP REPORT

Month	FY 2020 # of Sundays	FY 2020 Rides	Avg. Rides/ Sunday	FY 2021 # of Sundays	FY 2021 Rides	Avg. Rides/ Sunday	% Change
October	4	10,673	2,668	4****	1440	360	-86.50%
November	4	10,480	2,096	5*****	0	0	-100%
December	5	12,126	2,425	4*****	0	0	-100%
January	4	9,789	2,447	5*****	0	0	-100%
February	4	10,686	2,672	4*****	0	0	-100%
March	5*	9,955	1,991				
April	4*	0	0				
May	5*	0	0				
June	4**	4,142	1,380				
July	4***	2,501	625				
August	5***	5,950	1,190				
September	4***	6,082	1,520				
Total	52	82,384	19,014				

* COVID-19 Service Adjustments Started March including no Sunday service.

** Bus Service did not operate on 6/7/2020. There was Bus Service on 6/14/2020, 6/21/2020 and 6/28/2020.

*** Bus Service is operating on Sundays with COVID-19 service adjustments.

**** Bus service only operated on 10/4/2020 before reduced service was put into place.

*****No Sunday Bus Service due to COVID-19 service reductions



KALAMAZOO METRO TRANSIT SYSTEM
RIDERSHIP ANALYSIS
February 2021

Route #	Route	Month to Date				Year to Date							
		# of Rides		Rides per hour		# of Rides		Rides per hour		Increase / decrease			
		FY21	FY20	Increase / decrease	FY21	FY20	FY21	FY20					
01	Westnedge	17,182	31,132	-44.81%	24.89	36.10	-31.06%	78,368	158,283	-50.49%	28.94	20.55	40.79%
02	Portage	8,064	13,754	-41.37%	21.15	21.17	-0.09%	36,028	72,000	-49.96%	22.35	11.11	101.20%
03	West Michigan	4,144	6,530	-36.54%	10.85	12.77	-15.04%	20,114	34,015	-40.87%	11.90	7.24	64.20%
04	Oakland	3,516	6,579	-46.56%	9.20	13.39	-31.25%	17,138	33,164	-48.32%	10.61	7.16	48.20%
05	East Main	6,098	11,087	-45.00%	16.00	23.41	-31.66%	27,681	51,482	-46.23%	18.44	13.41	37.55%
06	Parchment	4,211	7,853	-46.38%	11.40	16.35	-30.23%	24,622	41,137	-40.15%	15.44	17.90	-13.78%
07	Alamo	7,187	16,688	-56.93%	18.83	21.14	-10.92%	32,660	90,413	-63.88%	20.24	26.29	-23.02%
08	Egleston	5,090	8,993	-43.40%	13.34	15.63	-14.66%	23,593	43,966	-46.34%	14.61	15.95	-8.36%
09	Gull Road	14,003	18,214	-23.12%	20.24	21.17	-4.44%	61,633	93,846	-34.33%	22.86	22.80	0.29%
10	Comstock	4,126	8,457	-51.21%	10.81	17.38	-37.80%	21,668	39,024	-44.48%	13.42	16.65	-19.40%
11	Stadium Drive	6,533	14,790	-55.83%	17.12	19.30	-11.28%	30,149	77,861	-61.28%	18.67	21.45	-12.95%
12	Duke	0	2,570	-100.00%	0.00	14.49	-100.00%	173	13,064	-98.68%	0.00	15.82	-100.00%
13	South Burdick	8,046	15,359	-47.61%	12.04	18.96	-36.46%	36,545	76,791	-52.41%	17.89	18.82	-4.94%
14	West Main	7,751	14,735	-47.40%	20.29	17.60	15.28%	39,730	79,776	-50.20%	24.10	19.89	21.18%
15	Paterson	7,024	9,861	-28.77%	18.41	20.90	-11.92%	29,302	51,851	-43.49%	19.53	22.94	-14.87%
16	Lovell	9,283	28,044	-66.90%	13.90	29.25	-52.49%	35,335	136,550	-74.12%	17.12	29.74	-42.43%
20	East Comstock	0	0	0.00%	0.00	0.00	0.00%	-	446	-100.00%	0.00	0.00	0.00%
26	Milham/Centre	2,668	3,600	-25.89%	7.34	7.73	-5.06%	13,370	18,019	-25.80%	8.78	8.05	9.06%
27	East Romence	2,261	3,156	-28.36%	6.14	6.83	-10.11%	9,967	14,718	-32.28%	6.42	6.63	-3.08%
21	Solon/Kendall/Lafayette	2,678	12,558	-78.67%	8.93	35.68	-74.98%	7,176	56,316	-87.26%	9.20	37.78	-75.65%
19	Ring	1,390	0	0.00%	0.00	0.00	0.00%	4,313	-	0.00%	0.00	0.00	0.00%
25	Parkview	2,097	0	0.00%	0.00	0.00	0.00%	6,202	-	0.00%	0.00	0.00	0.00%
	Total Fixed Route	123,352	233,960	-47.28%	15.54	21.68	-28.31%	555,767	1,182,722	-53.01%	16.82	17.35	-3.05%

Metro County Connect		Month to Date		Year to Date		
	FY21	FY20	Increase / decrease	FY21	FY20	
Demand-Response	6,430	14,536	-55.76%	1.49	1.71	-12.79%
ADA Trips	1,937	5,962	-67.51%	1.47	1.71	-13.80%

Specialized Service		Month to Date		Year to Date		
	FY21	FY20	Increase / decrease	FY21	FY20	
	49	2,813	-98.26%	2.93	6.85	-57.21%
Charters	0	0	N/A	0	0	N/A

Total Services		Month to Date		Year to Date		
	FY21	FY20	Increase / decrease	FY21	FY20	
	129,831	251,309	-48.34%	10.59	13.77	-23.10%

Other Data	Month to Date		Year to Date			
	# of Rides		# of Rides			
	FY21	FY20	FY21	FY20		
WMU	-	48,461	-	227,582	-100.00%	
KVCC	-	2,080	-	11,919	-100.00%	
Transfers	-	56,924	-	286,773	-100.00%	
Wheelchair	-	463	-	2,416	-98.92%	
Bikes	327	770	-57.53%	4,920	8,115	-39.37%

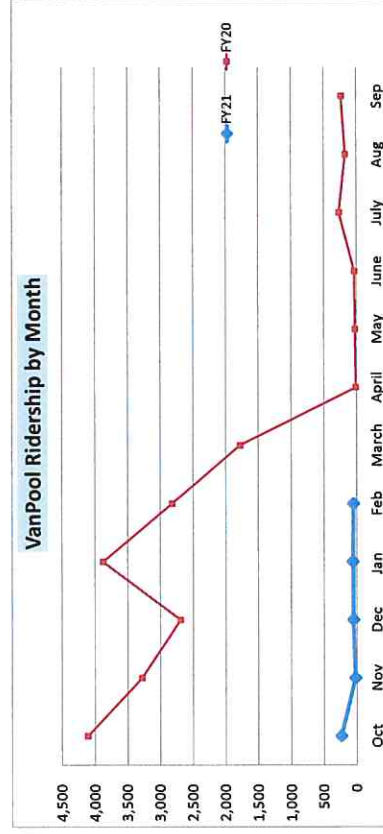
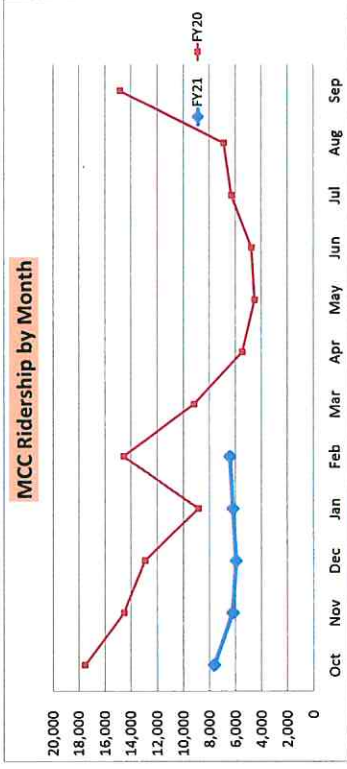
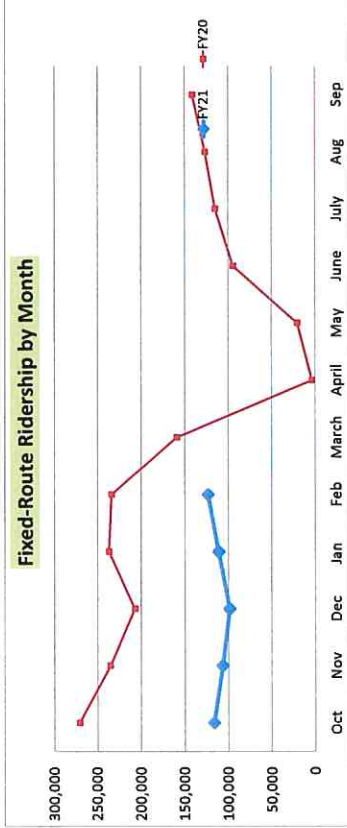
Total Services		Month to Date		Year to Date		
	FY21	FY20	Increase / decrease	FY21	FY20	
	129,831	251,309	-48.34%	10.59	13.77	-23.10%
Charters	0	0	N/A	0	0	N/A
Specialized Service	49	2,813	-98.26%	2.93	6.85	-57.21%
Demand-Response	6,430	14,536	-55.76%	1.49	1.71	-12.79%
ADA Trips	1,937	5,962	-67.51%	1.47	1.71	-13.80%
Other Data	327	770	-57.53%	4,920	8,115	-39.37%
Total	138,536	275,400	-49.14%	16.91	20.24	-16.45%

February 2021
APC COUNTS DUE TO COVID-19

Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	116,340	106,583	98,448	111,044	123,352	158,855	3,053	20,235	94,104	114,359	126,171	140,709
FY20	270,270	235,071	206,618	236,803	233,960							

MCC	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	7,651	6,217	5,951	6,197	6,430	9,168	5,456	4,495	4,736	6,277	6,851	14,837
FY20	17,529	14,514	12,941	8,841	14,536							

VanPool	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	237	22	50	59	49	1,774	6	18	27	260	167	226
FY20	4,106	3,275	2,686	3,875	2,813							



February 2021
 APC COUNTS DUE TO COVID-19

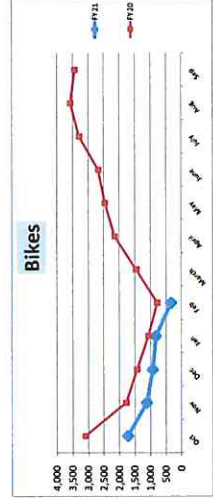
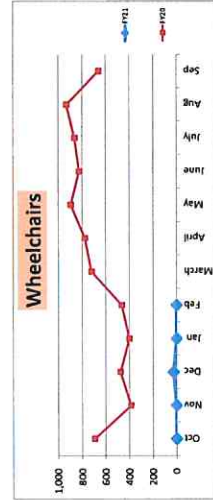
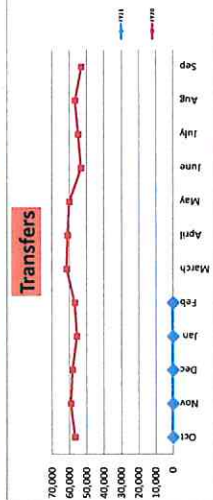
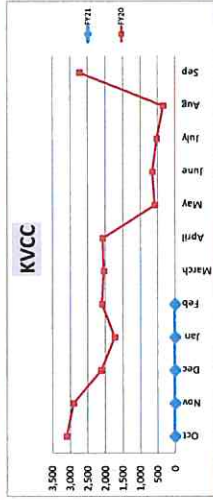
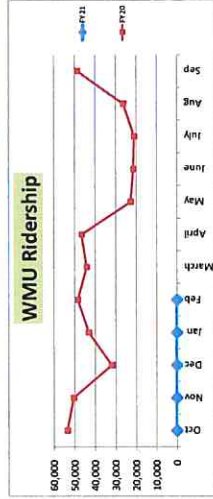
WLU	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	53,611	50,544	31,930	43,036	48,461	44,029	46,574	22,710	21,372	21,016	26,213	48,558

KVCC	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	3,098	2,900	2,112	1,729	2,080	2,033	2,070	577	649	519	334	2,722

Transfers	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	56,803	59,137	58,174	55,735	55,824	61,623	61,009	60,027	53,215	54,874	56,769	53,125

Wheelchairs	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0	26	0	0	0	0	0	0	0	0	0
FY20	684	386	474	369	463	718	776	864	825	862	929	659

Bikes	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	1,727	1,117	923	826	327	1,446	2,142	2,454	2,664	3,288	3,564	3,428
FY20	3,085	1,774	1,428	1,058	770	1,446	2,142	2,454	2,664	3,288	3,564	3,428

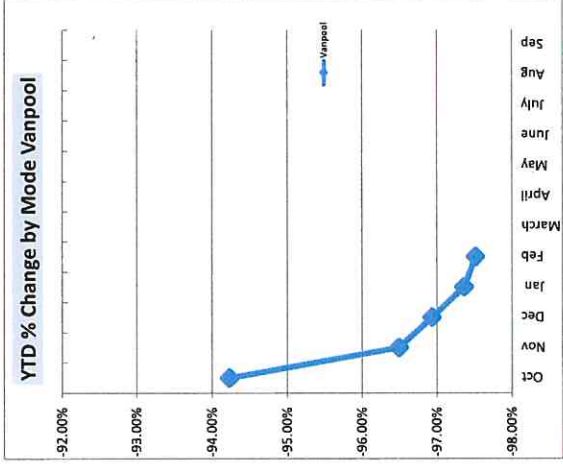
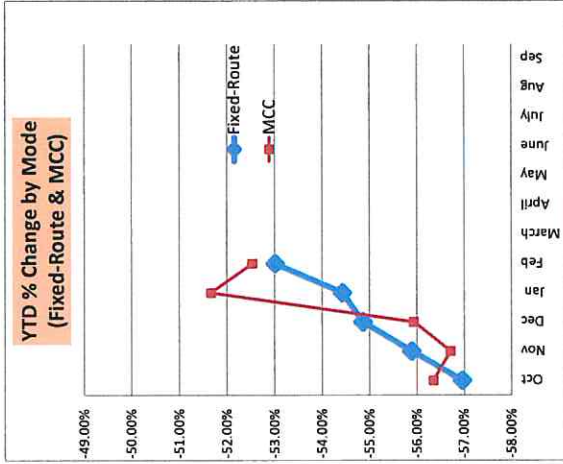
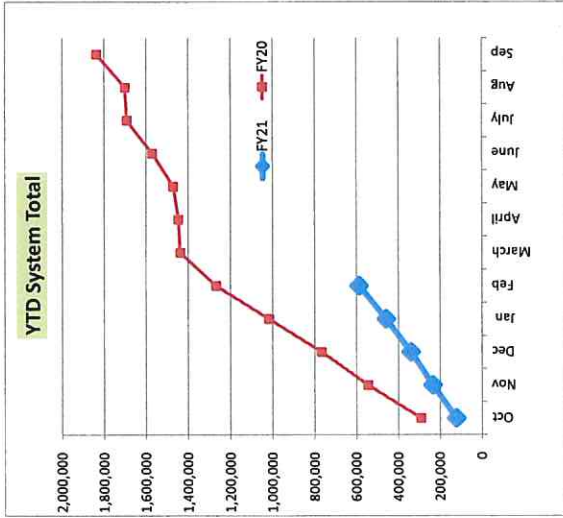


February 2021 APC COUNTS DUE TO COVID-19

YTD System Total	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	124,228	237,050	341,499	458,799	588,630							
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	1,699,499	1,836,247

YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Fixed-Route	-56.95%	-55.89%	-54.86%	-54.42%	-53.01%							
MCC	-56.35%	-56.72%	-55.94%	-51.67%	-52.54%							

YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Vanpool	-94.23%	-96.49%	-96.93%	-97.36%	-97.51%							



Zoom Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://us02web.zoom.us/j/87627485840) on any browser and entering this **Meeting ID**: <https://us02web.zoom.us/j/87627485840>

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet or smartphone then you can join via conference call by following instructions below.

To join the conference by phone:

1. On your phone, dial the toll-free teleconferencing number: **1-312-626-6799**
2. When prompted using your touch-tone (DTMF) keypad, enter the Meeting
3. ID number: **87627485840**

Participant controls in the lower-left corner of the Zoom screen:



Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.