



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
August 8, 2022
Regular Meeting**

*Note: The next joint CCTA/KCTA regular meeting will be held on
Monday, September 12, 2022 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, August 8, 2022 at 11:30 a.m. for the purpose of:

	Item	KCTA Action	CCTA Action
1.	Roll Call		
2.	Request to Approve August 8, 2022 Agenda and CCTA/KCTA Minutes of June 13 and July 11, 2022*	Voice Vote	Voice Vote
3.	Public Comment		
4.	Present CCTA FY 2023 and 2024 Budgets*		
	a. Request to Adopt a Resolution to Schedule a Public Hearing to Receive Comments Regarding CCTA FY 2023 and FY 2024 Budgets*	Roll Call	Roll Call
5.	Consideration to Renew Youth Mobility Program*	Roll Call	Roll Call
6.	Consideration to Offer for First Reading Policy on Advertising on Metro Buses and Facilities*	Roll Call	Roll Call
7.	Comprehensive Operational Analysis (COA) Update*		
8.	Report from Executive Director*		
	a. Monthly Financial Reports*		
	b. Monthly Ridership Reports*		
9.	Subcommittee Reports		
	a. Executive Subcommittee - Joint		
	b. Finance Subcommittee – Joint		
	c. Outreach Subcommittee – Joint		
	d. Pension Board		
	e. KATS		
	f. Local Advisory Committee (LAC)		
10.	Chairperson’s Report		
11.	Public Comment		
12.	Members’ Time		
13.	Adjournment	Voice Vote	Voice Vote

*Indicates attachments included in agenda packet



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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

**CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Regular Meeting
June 13, 2022**

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:32 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Rob Branch, Keshia Woodson-Sow, Kathy Schultz, Barbara Blissett
Others Present: John Gisler, Earl Cox, Sr.

1.) KCTA ROLL CALL

KCTA Members Present: Martin Janssen, Aditya Rama, Tim Sloan, Sam Urban, Greg Rosine
KCTA Members Absent: Curtis Aardema, Jeff Breneman, Tafari Brown, Dusty Farmer

A motion was made by CCTA to excuse the absence of Aardema, Breneman, Brown, Farmer.

Motion: Janssen Second: Urban

Motion carried by voice vote.

1). CCTA ROLL CALL

CCTA Members Present: Rob Britigan, Chris Burns, Martin Janssen, Garrylee McCormick, Lisa Moaiery, Jim Pearson, Randy Thompson, Greg Rosine*

CCTA Members Absent: Curtis Aardema, Dusty Farmer

A motion was made by CCTA to excuse the absence of Aardema, Farmer.

Motion: Burns Second: Pearson

**Boardmember Burns arrived at 11:35 A.M.*

Motion carried by voice vote.

2.) REQUEST FOR APPROVAL OF AGENDA/MINUTES

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for June 13, 2022, and for approval of the joint CCTA/KCTA regular meeting minutes for May 9, 2022.

Motion: Janssen/Sloan Second: McCormick/Janssen
Motion carried by voice vote.

3.) PUBLIC COMMENT - None

4.) AGREEMENTS WITH WESTERN MICHIGAN UNIVERSITY FOR BUS SERVICE

Exec. Dir. McBride shared that Metro had been providing service to the Western Michigan University (WMU) campus since 1998 for unlimited access to the fixed-route bus system. He said in 2020 Metro began providing service to the Parkview Campus off Drake Road and as well as Ring Road on the main campus.

Exec. Dir. McBride stated that this spring WMU requested proposals for on-campus service resulting in the following two agreements:

1. Agreement Between WMU and CCTA for Community Public Transportation Services
 - a. Duration: Five years from August 1, 2022 through July 31, 2027.
 - b. Cost: \$667,000. Price to be adjusted annually with mutual agreement of both parties.
 - c. Service: Access to Metro fixed-route services by all WMU students, faculty and staff. This agreement replicates agreements for service prior to 2020.
2. Agreement Between WMU and CCTA for On-Campus Public Transportation Services
 - a. Duration: Five years from August 1, 2022 through July 31, 2027.
 - b. Cost: \$518,000. Price to be adjusted annually with mutual agreement of both parties.
 - c. Service: Access to Metro fixed-route services by all WMU students, faculty, and staff to on-campus routes (Route 19-Ring Road, 25-Parkview).

Exec. Dir. McBride commented that CCTA/KCTA Attorney Richard Cherry had reviewed both contracts and currently Metro is awaiting the final approvals from WMU legal and their Board of Trustees.

A motion was made by the KCTA and CCTA to approve the two agreements with WMU for bus service for Community Public Transportation and On-Campus Public Transportation contingent upon approval from WMU Board of Trustees.

Motion: Janssen/Thompson Second: Urban/Moaiery

Motion carried by a roll call vote.

Ayes: Britigan, Burns, Janssen, McCormick, Moaiery, Pearson, Rama, Sloan, Thompson, Urban, Rosine

Nays: None

Absent: Aardema, Breneman, Brown, Farmer

5.) CONTRACT FOR JANITORIAL SERVICES

Support Services Dir. Greg Vlietstra provided an overview of the bidding process for professional cleaning services at Metro and the Kalamazoo Transportation Center (KTC). He stated the original vendor selected in March backed out and new sealed bids were solicited again through the City of Kalamazoo and the lowest responsible bidder was Mean Green Clean Team of Kalamazoo. Vlietstra said the contract would be for one year with four optional one-year extensions. Vlietstra responded to questions from the Board regarding contract length, opt-out clause, price differences and contingency plan if this vendor does not perform as expected,

A motion was made by KCTA and CCTA to approve a one-year contract with four optional one-year extensions with Mean Green Clean Team at an estimated annual amount of \$141,700 and authorize the Executive Director to execute all documents related to this contract.

Motion: Urban/McCormick Support: Britigan/Sloan

Motion carried by roll call vote.

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

6.) UPDATE REGARDING COMPREHENSIVE OPERATIONAL ANALYSIS (COA)

Planning/Development Manager Kathy Schultz updated the Boards on the progress of the Comprehensive Operational Plan (COA). Schultz said consultants Foursquare Integrated Transportation Planning (Foursquare) along with staff collecting comments from agencies, drivers, and the community on the two scenarios presented at the May 9 meeting.

Schultz shared that Foursquare and Metro staff had met with various businesses and groups that provided insight into the future needs of transportation in the Kalamazoo area.

Schultz responded to questions from the Board and also provided information pursuant to the Board’s interest regarding the future of microtransit services by giving a PowerPoint presentation on Muskegon’s microtransit Go2by MATS. (A copy of the PowerPoint is included with the minutes.)

7.) EXECUTIVE DIRECTORS REPORT

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

- Human Resources
- Diesel Fuel
- KTC Security Reports
- Shelter Branding
- Competitive Grant Submittals

8.) SUBCOMMITTEE REPORTS

Executive Subcommittee

Chair Rosine reported the committee met to discuss the current agenda and reminded everyone to return their performance evaluations for Exec. Dir. McBride.

Finance Subcommittee (joint with KCTA) – Did not meet.

Outreach Subcommittee – Did not meet.

Pension Board – Vice Chair McCormick and Exec. Dir. McBride reported on the recent MAPERS conference attended by the Pension Board.

KATS Policy Committee – Janssen reported on current road projects. He added that the manual on the KATS website is very helpful in understanding the road changes.

Local Advisory Committee (LAC) – Did not meet.

9.) CHAIRPERSON REPORT – Chair Rosine noted the that the next joint Board Retreat meeting would take place at the Exchange Building with Mr. Doug Eadie being the facilitator. He indicated he was looking forward to guidance for the Boards to use in governing, defining the Board’s roles and succession planning. Rosine said in the coming months that the Board would be tasked with providing direction on issues like implementing the recommendations of the COA, strategic planning, allocation of additional Federal funding, and engaging with community stakeholders.

Rosine commented that he foresees the result of the governing retreat making the position of boardmember be more meaningful.

10.) PUBLIC COMMENT – John Gisler reported the County Justice Center completion is still on schedule. He inquired about the possibility of having an outreach bus service, once a week, to communities such as Battle Creek and Three Rivers.

11.) MEMBERS TIME – Urban and Pearson stated they were excited about the possibility of microtransit becoming a reality in Kalamazoo.

Burns inquired about the fluctuation in ridership due to Covid-19.

12.) ADJOURNMENT

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

Motion: Rosine

Support: McCormick

Motion carried by voice vote.

The meeting adjourned at 12:45 P.M.

Greg Rosine
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Greg Rosine
KCTA Chairperson

Barbara Blissett
KCTA Clerk



Agenda Item # 4
Meeting Date 08/08/22

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: July 26, 2022
SUBJECT: Proposed Fiscal Year 2023 and 2024 Budgets

BACKGROUND

The Fiscal Year 2023 and Fiscal Year 2024 Budgets will be introduced at the meeting. Components will include the following:

- a. The Proposed Fiscal year 2023 and 2024 Budgets are attached. The Budget document includes a memo from the Executive Director that introduces the budgets. There is also relatively detailed information on revenues and organizational division expenses contained within the budget document.
- b. Staff will present a PowerPoint to provide an overview of the CCTA budget, the process to Board adoption and will identify key components/highlights of the FY 2023 and FY 2024 Budgets.
- c. The Finance Subcommittee met on July 13, 2022 to review the proposed budgets.
- d. The following informational attachments are included:
 - Five-Year Financial Projection
 - Covid-19 Relief Funds Summary
 - KCTA/CCTA Estimated Allocation Comparison
 - Consolidated actual revenue/expenses for multiple past years is available upon request
- e. A Public Hearing is requested to be set on September 12, 2022 to receive any public comments on the Proposed Budgets. Adoption of the budgets can occur after the Public Hearing on September 12th or at the next meeting scheduled for September 26, 2022.
- f. Small group meetings will be offered prior to adoption of the budget. These voluntary meetings are an opportunity for CCTA/KCTA Boardmembers to ask more detailed questions to staff about the budgets.

RECOMMENDATION

Adopt the Resolution to set a Public Hearing to Receive Comment on Fiscal Year 2023 and 2024 Budgets for the CCTA/KCTA meeting of September 12, 2022.

Attachments:

- 1. Proposed Fiscal Year 2023 and 2024 Budgets (Separate item on agenda website)
- 2. Five-Year Financial Projection
- 3. Covid-19 Relief Funds Summary
- 4. KCTA/CCTA Estimated Allocation Comparison
- 5. Resolution Setting a Public Hearing Regarding Fiscal Year 2023 and 2024 Budgets

Working Draft

CCTA 5-Year Financial Projection
Fiscal Years 2022 - 2028
Updated June 30, 2022

Baseline Projection

	2021 Audited	2022 Projected		2023 Projected		2024 Projected		2025 Projected		2026 Projected		2027 Projected		2028 Projected	
	Oct 1, 2020 - Sep 30, 2021	Oct 1, 2021 - Sep 30, 2022	Oct 1, 2022 - Sep 30, 2023	Oct 1, 2023 - Sep 30, 2024	Oct 1, 2024 - Sep 30, 2025	Oct 1, 2025 - Sep 30, 2026	Oct 1, 2026 - Sep 30, 2027	Oct 1, 2027 - Sep 30, 2028							
OPERATING REVENUES															
Fares	\$ 252,559	\$ 1,292,897	\$ 1,775,905	\$ 1,976,233	\$ 2,379,133	\$ 2,729,592	\$ 2,854,731	\$ 2,894,059							
FTA	\$ 4,500,000	\$ 3,000,000	\$ 74,494	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,236,529	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,074,494
CARES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 2,736,529
GRRSA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 8,976,378
ARPA	\$ 1,500,584	\$ 750,000	\$ 2,450,000	\$ 4,300,000	\$ 1,476,378	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operating	\$ 5,441,456	\$ 55,886	\$ 144,362	\$ 77,400	\$ 1,780,000	\$ 2,610,000	\$ 2,810,000	\$ 3,010,000	\$ 6,771,011	\$ 6,837,901	\$ 6,837,901	\$ 6,837,901	\$ 6,837,901	\$ 6,837,901	\$ 7,077,783
MDOT	\$ 4,026,205	\$ 4,814,114	\$ 7,172,861	\$ 6,030,021	\$ 6,381,694	\$ 5,544,709	\$ 5,655,603	\$ 5,786,498	\$ 5,467,341	\$ 5,467,341	\$ 5,467,341	\$ 5,467,341	\$ 5,467,341	\$ 5,467,341	\$ 5,467,341
CCTA Millage	\$ 2,856,065	\$ 3,033,782	\$ 3,201,898	\$ 5,405,611	\$ 3,309,991	\$ 3,566,830	\$ 3,423,967	\$ 3,491,104	\$ 3,309,991	\$ 3,309,991	\$ 3,309,991	\$ 3,309,991	\$ 3,309,991	\$ 3,309,991	\$ 3,309,991
KCTA Millage	\$ 1,225,246	\$ 1,238,423	\$ 1,276,076	\$ 1,342,897	\$ 1,382,255	\$ 1,422,775	\$ 1,454,492	\$ 1,507,441	\$ 1,382,255	\$ 1,382,255	\$ 1,382,255	\$ 1,382,255	\$ 1,382,255	\$ 1,382,255	\$ 1,382,255
Other Service Contracts	\$ 465,222	\$ 484,152	\$ 380,757	\$ 397,032	\$ 372,000	\$ 362,500	\$ 371,500	\$ 375,000	\$ 372,000	\$ 372,000	\$ 372,000	\$ 371,500	\$ 371,500	\$ 371,500	\$ 375,000
Other	\$ 20,267,337	\$ 19,284,593	\$ 21,775,971	\$ 22,795,130	\$ 24,048,792	\$ 24,033,947	\$ 23,418,193	\$ 24,121,883	\$ 24,033,947	\$ 24,033,947	\$ 23,418,193	\$ 23,418,193	\$ 23,418,193	\$ 23,418,193	\$ 24,121,883
TOTAL OPERATING REVENUE															
OPERATING EXPENSES															
Wages	\$ 6,035,063	\$ 6,403,740	\$ 7,303,056	\$ 7,498,318	\$ 7,723,268	\$ 7,954,966	\$ 8,193,615	\$ 8,439,423	\$ 7,723,268	\$ 7,954,966	\$ 8,193,615	\$ 8,439,423	\$ 8,439,423	\$ 8,439,423	\$ 8,439,423
Fringes	\$ 2,770,786	\$ 2,363,462	\$ 2,856,674	\$ 2,964,510	\$ 3,112,736	\$ 3,268,372	\$ 3,431,791	\$ 3,603,380	\$ 3,112,736	\$ 3,268,372	\$ 3,431,791	\$ 3,603,380	\$ 3,603,380	\$ 3,603,380	\$ 3,603,380
Purchased Transportation (Apple Bus)	\$ 4,489,435	\$ 4,879,829	\$ 5,054,215	\$ 5,256,341	\$ 5,414,031	\$ 5,576,452	\$ 5,743,746	\$ 5,916,058	\$ 5,414,031	\$ 5,576,452	\$ 5,743,746	\$ 5,916,058	\$ 5,916,058	\$ 5,916,058	\$ 5,916,058
Pension (Employer Contribution)	-	-	\$ 8,966	\$ 134,715	\$ 202,307	\$ 263,836	\$ 326,751	\$ 456,569	\$ 263,836	\$ 326,751	\$ 390,823	\$ 456,569	\$ 456,569	\$ 456,569	\$ 456,569
OPEB (Employer Contribution)	\$ 407,056	\$ 519,848	\$ 519,746	\$ 519,403	\$ 519,848	\$ 519,849	\$ 519,849	\$ 519,849	\$ 519,848	\$ 519,849	\$ 519,849	\$ 519,849	\$ 519,849	\$ 519,849	\$ 519,849
Legacy OPEB (addtl contribution)	\$ 250,000	\$ 350,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Comprehensive Insurance	\$ 265,759	\$ 318,384	\$ 350,219	\$ 371,232	\$ 387,937	\$ 405,395	\$ 423,637	\$ 442,701	\$ 387,937	\$ 405,395	\$ 423,637	\$ 442,701	\$ 442,701	\$ 442,701	\$ 442,701
Bus Repairs	\$ 245,596	\$ 230,000	\$ 230,000	\$ 250,000	\$ 257,500	\$ 265,225	\$ 273,182	\$ 281,377	\$ 257,500	\$ 265,225	\$ 273,182	\$ 281,377	\$ 281,377	\$ 281,377	\$ 281,377
Repair Parts	\$ 581,657	\$ 500,000	\$ 550,000	\$ 600,000	\$ 618,000	\$ 636,540	\$ 655,636	\$ 675,305	\$ 618,000	\$ 636,540	\$ 655,636	\$ 675,305	\$ 675,305	\$ 675,305	\$ 675,305
Supplies/Services	\$ 2,448,349	\$ 3,848,038	\$ 4,841,507	\$ 5,398,538	\$ 5,872,756	\$ 5,979,085	\$ 6,088,320	\$ 6,200,543	\$ 5,872,756	\$ 5,979,085	\$ 6,088,320	\$ 6,200,543	\$ 6,200,543	\$ 6,200,543	\$ 6,200,543
TOTAL OPERATING EXPENSES	\$ 17,493,701	\$ 19,222,267	\$ 22,110,132	\$ 23,308,649	\$ 24,419,911	\$ 25,182,635	\$ 25,970,599	\$ 26,785,206	\$ 24,419,911	\$ 25,182,635	\$ 25,970,599	\$ 26,785,206	\$ 26,785,206	\$ 26,785,206	\$ 26,785,206
USE OF WORKING CAPITAL															
(Surplus) Deficit	\$ (2,773,636)	\$ (62,326)	\$ 334,161	\$ 513,519	\$ 371,119	\$ 1,148,688	\$ 2,552,405	\$ 2,663,323	\$ 371,119	\$ 1,148,688	\$ 2,552,405	\$ 2,663,323	\$ 2,663,323	\$ 2,663,323	\$ 2,663,323

COVID-19 Relief Funds Summary

2020-2028

Revenue Losses		
Fare Losses		6,951,106
Other Revenue Losses		131,933
Federal and State Revenue Offset		3,400,000
CCTA Millage (Urban)		1,248,095
Operating Expenses		
COVID Specific Operating Supplies		1,721,074
Labor Expenses		
Premium Pay		987,011
Wage Adjustments		2,997,210
Compensated Leave		500,593
Emergency Sick Leave		276,556
Fringe Benefits increase		1,593,689
Additional Expenses		
Driver Barriers		197,223
Quantum ADA Restraints	5 @ \$15,000	75,000
Bus Air Circulation Units	\$250,000 + \$50,000 OT	300,000
Total Direct Expenses		\$ 20,379,489
Draws (Planned Draws)		\$ 20,787,401
2020	1,500,000	
2021	4,500,000	
2022	3,750,000	
2023	2,524,494	
2024	4,300,000	
2025	2,976,378	
2026	1,236,529	
		<u><u>\$ (407,912)</u></u>

KCTA/CCTA Estimated Allocation Comparison

Version - August 2, 2022

Operating Expenses	2021 Audited	CCTA Percent	KCTA Percent	CCTA Amount	KCTA Amount
Administration	\$3,162,526	0.70	0.30	\$2,213,768	\$948,758
Operations	\$5,839,741	0.99	0.01	\$5,781,344	\$58,397
Connect	\$4,598,588	0.00	1.00	\$0	\$4,598,588
Maintenance	\$2,913,984	0.90	0.10	\$2,622,586	\$291,398
KTC	\$932,268	0.64	0.36	\$596,652	\$335,616
Share	\$46,594	0.00	1.00	\$0	\$46,594
	\$17,493,701			\$11,214,349	\$6,279,352
				64%	36%
Revenue	2021 Audited	CCTA Percent	KCTA Percent	CCTA Amount	KCTA Amount
Fares	\$1,324,165			\$1,249,038	\$75,127
Other	\$341,853	0.64	0.36	\$218,786	\$123,067
Millages	\$6,891,270			\$4,026,205	\$2,865,065
MDOT	\$5,564,825	0.64	0.36	\$3,561,488	\$2,003,337
FTA - Covid-19	\$3,371,588	0.64	0.36	\$2,157,816	\$1,213,772
	\$17,493,701			\$11,213,333	\$6,280,368
				64%	36%

CENTRAL COUNTY TRANSPORTATION AUTHORITY

RESOLUTION: 22-003

**A RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER THE PROPOSED
FISCAL YEAR 2023 and FISCAL YEAR 2024 BUDGETS FOR THE
CENTRAL COUNTY TRANSPORTATION AUTHORITY**

WHEREAS, Article 7, Section 32 of the 1963 Constitution of the State of Michigan requires the holding of a hearing on any budget of local units empowered to prepare budgets of estimated expenditures and revenues; and

WHEREAS, MCL 141.412 requires that a notice of such hearing be given by publication in a newspaper of general circulation at least six (6) days prior to such hearing; and

NOW, THEREFORE BE IT RESOLVED that a hearing will be held on the proposed 2023 and 2024 Budgets for the Central County Transportation Authority at or after 11:30 a.m., local time, on September 12, 2022 and notice of said hearing shall be published at least six (6) days prior to said hearing in the following form:

CENTRAL COUNTY TRANSPORTATION AUTHORITY
NOTICE OF BUDGET HEARING

Notice is hereby given that the Board of Directors of the Central County Transportation Authority (CCTA) will conduct a public hearing on the proposed FY 2023 and 2024 Budgets on September 12, 2022 at or after 11:30 a.m. local time. Details to participate are provided on the meeting agenda located on the website. A copy of the said budget is available for inspection at the CCTA office, 530 N. Rose Street, Kalamazoo, MI 49007 and for viewing on the website www.kmetro.com.

The Resolution was offered by _____ and supported by _____.

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Central County Transportation Authority at a regular meeting held _____ and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Barbara A. Blissett, Clerk – CCTA



Agenda Item: # 5
Meeting Date: 08/08/22

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Kathy Schultz, Planning and Development Manager
DATE: August 3, 2022
SUBJECT: Youth Mobility Fund Services Agreement

BACKGROUND

The Youth Mobility Fund has been in place since the Fall, 2019 with the inclusion of three high schools (Loy Norrix, Kalamazoo Central, and Phoenix). In the Fall 2021, Metro provided 400 bus passes to KPS with the ability to turn on/off bus passes if needed during the year. The passes were distributed by the high schools through an opt-in process developed by the partners with Metro reimbursed for student rides by the Foundation for Excellence.

During the 2021/2022 school year, Metro provided over 15,800 rides. 176 students received passes during the school year with the passes valid through August 31 (125-Loy Norrix, 27-Phoenix, 24-Kalamazoo Central). The program kicked off in 2019 with over 146,000 rides. Behavior issues and COVID resulted in the downsizing of the program to 400 bus passes.

No behavior issues were reported during the 2021/2022 school year involving those with a Youth Mobility bus pass. Regular communication, along with the assistance of KYD Network, helped to make for a successful school year.

DISCUSSION

In the board packet is a one-year services agreement for the Youth Mobility Fund Project.

- The partners will meet in November to discuss the 400-card limit to consider adjustments. The schools will manage the distribution to students based on need.
- Regular communication will continue between the Partners including security concerns at bus stops, on buses and at the Kalamazoo Transportation Center.
- KYD Network will again partner for the second year to assist with educating KPS students and help Metro market the program to school-aged riders. This will include rider expectations and rules as well as training volunteers to assist on buses and at the Kalamazoo Transportation Center. This work will be paid for through a contract with KYD Network for work completed from August 1, 2022 to July 31, 2022.

FINANCIAL IMPACT

Students boarding the bus will tap their ID/bus pass and reported by route and time of day and reported back to the City of Kalamazoo and the schools. Rides will be reimbursed at a rate of \$1.09 per ride by the City of Kalamazoo Foundation for Excellence. The Foundation has identified funding for these programs with the intent of continuing in future years.

The KYD Network contract for work performed by staff to assist with the Youth Mobility Program will be \$17,700 and be billed monthly by KYD Network to Metro. The Foundation for Excellence will be reimbursing Metro for 50% (\$8,850) of the contract price.

Youth Mobility Fund Services Agreements

August 3, 2022

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RECOMMENDATION

To approve the Youth Mobility Fund Project Services Agreement with the City of Kalamazoo, Kalamazoo Public Schools, and KYD Network and to authorize the Executive Director to execute all documents related to the action on behalf of the CCTA.

Attachments:

1. Youth Mobility Fund Project Services Agreement – 2022/2023

Youth Mobility Fund Project Services Agreement

This Agreement dated this _____ day of _____, 2022 between the City of Kalamazoo (City), a municipal corporation, Kalamazoo Public Schools (KPS), Central County Transportation Authority (Metro), and Kalamazoo Youth Development Network (KYD Network) collectively, "the Partners", is as follows:

WHEREAS, the parties to this Agreement have a shared goal of removing financial barriers to educational, employment, social, and cultural opportunities;

WHEREAS, the Coronavirus (COVID-19) pandemic has and will continue to alter operations of all partners in ways that remain dynamic and make the future hard to predict and that the Partners will continue to have open conversation regarding the Youth Mobility Fund and impacts to the youth as part of the project.

WHEREAS, the Partners have been meeting regularly since the inception of the Youth Mobility Fund and the Youth Mobility Pass in 2019 to identify policy and procedures to assist each Partner in their role as part of the Project.

NOW THEREFORE IT IS AGREED:

The Partners agree to:

- meet regularly to discuss the Youth Mobility Pass during the school year;
- communicate concerns regarding the Project in a timely manner; and
- jointly develop policies and procedures relating to the Project.

The City agrees to provide financial support to Metro for the ridership costs associated with the use of 400 Metro Youth Mobility Passes provided to KPS high school students enrolled in grades nine to twelve. The City agrees to cost share the 2022/2023 KYD Network Youth Mobility Fund support at 50% of the contract (\$17,700). The City agrees to pay invoices within thirty (30) days of receipt from Metro. The City agrees to maintain current information regarding the project on its website.

IN CONSIDERATION OF the City's financial support of the Project, Metro agrees to:

- provide the City with a cost per rider rate of \$1.09, to be reviewed in the second quarter of each year for adjustment (The cost per ride rate is calculated using the base fare rate of \$1.50 less the Metro Fiscal Year 2019 transfer rate of 27%. Metro Connect ADA rides will be charged at \$3.00 per ride rate and non-ADA rides will be charged at \$4.00 per ride rate;
- keep and share data with the Partners on ridership volume, ridership times and route usage information;
- provide 400 RFID cards to KPS for the first trimester of the 2022/2023 school year;
- accept and honor valid KPS student ID cards with an active Metro RFID pass for ridership access on all buses and for Metro Connect ADA and non-ADA trips;
- enforce all existing ridership rules and standard operating procedures for incidents occurring on the buses;

- manage sub-contract with KYD Network to deliver Scope of Work identified in Appendix A;
- document and share behavior and safety concerns with the Partners;
- maintain current information regarding the project on its website; and
- provide an invoice to City by the 15th of each month for the previous month for the ridership services provided in the previous month.

IN CONSIDERATION OF the City's financial support of the Project, KPS agrees to:

- purchase 400 RFID cards in conjunction with Metro for ridership use (\$600.00 at \$1.50/card);
- distribute RFID cards to the participating high school students who have completed the Opt-In Form approved by the Partners, and provide data to the Partners on the number of cards issued;
- maintain database of student name and Youth Mobility Pass serial number and provide database to Metro on weekly basis to keep active student passes in Metro's farebox system;
- notify Metro of student name and Youth Mobility Pass serial number when student has had pass revoked due to identified circumstances approved by the Partners;
- assist Metro and their security partners in identifying students who have violated Metro's Rules of Conduct;
- provide information on the Youth Mobility Pass to all participating students;
- share information regarding the Youth Mobility Pass through various communication outlets; and
- agree to maintain current information regarding the Youth Mobility Pass on its website.

IN CONSIDERATION OF the partnership with KYD Network and Metro, KYD Network agrees to:

- Submit written monthly reports to Metro, detailing progress made in each of the goal areas as highlighted in Appendix A;
- Provide an invoice to Metro by the 15th of each month for the previous month for services rendered; and

IN CONSIDERATION OF the partnership with KYD Network and Metro, Metro agrees to:

- Provide updates on Youth Mobility Fund Scope of Work at each Partner meeting.
- Provide information to KYD Network relating to Metro services available to students;
- Assist KYD Network with resources needed, such as bus schedules and training; and
- Pay KYD Network invoices within 30 days of receipt for activities outlined in Youth Mobility Fund Scope of Work (Appendix A).

To the extent permitted by law, each of the Partners (the "responsible Partner") agrees to defend and pay any claim of damages brought against one or more of the other Partners, or any of the other Partner's agents, officials or employees, for any and all actions, judgments, claims and suits arising from the responsible Partner's negligent acts or omissions arising from the responsible Partner's performance contemplated by this Agreement. But nothing in this agreement may be interpreted as a waiver of a Partner's governmental immunity under Michigan law.

The Partners acknowledge that Kalamazoo Public Library recognizes the student ID cards as a valid library card under the "OneCard" Project, already established through a March 2018 Agreement between Kalamazoo Public Library and Kalamazoo Public Schools.

In consideration of the unprecedented changes to KPS and Metro activity brought about by the Coronavirus (COVID-19), this Agreement replaces the preceding five-year agreement and shall be for a period of one year from the date the Agreement is signed, unless terminated earlier, which any Partner may do by giving a written notice to all parties at least 30 days prior to the date of termination. The parties may mutually agree to extend or otherwise amend the agreement upon written consent of all parties.

This agreement contains all the terms among the parties with respect to its subject. Except for changes in the cost-per-rider rate, which may be made by agreement of just the City and Metro, this agreement may be ended only with the written agreement of all parties.

_____ Date	_____ James K. Ritsema, City Manager City of Kalamazoo
_____ Date	_____ Dr. Rita Raichoudhuri, Superintendent Kalamazoo Public Schools
_____ Date	_____ Sean P. McBride, Executive Director Central County Transportation Authority
_____ Date	_____ Meg Blinkiewicz, Executive Director Kalamazoo Youth Development Network



**Kalamazoo Youth Development Network
Youth Mobility Fund Scope of Work
2022-23
July 27, 2022**

Overview

The Youth Mobility Fund (YMF) was created through a formal partnership among Metro, Kalamazoo Public Schools (KPS), and the Foundation for Excellence (FFE) with the goal, “to get young people where they need to go in Kalamazoo so they can get where they need to go in life.” The partnership will now include the Kalamazoo Youth Development Network (KYD Network).

This scope of work is designed to ensure the 2022-23 Youth Mobility Fund opt-in program is successful for 400 youth and families, Kalamazoo Public Schools, Metro, and the city of Kalamazoo. This scope of work allows KYD Network to provide critical support to the program as described in this document.

The vision of KYD Network is that an anti-racist community where all youth thrive. Our mission is to ensure that all Kalamazoo County youth have agency in a high-quality youth-driven, anti-racist out-of-school time (OST) system that are well coordinated and use resources efficiently.

The Kalamazoo Youth Development Network seeks to improve the quality of OST learning environments by taking a culturally agile, trauma-informed, youth- and family-driven approach to our collective work. We believe that high quality OST programs are an equity issue because we know that high quality OST learning environments close achievement gaps. We are committed to taking an equity-approach to our work and our board has committed to becoming an anti-racist organization.

KYD Network helped to surface the need for the Youth Mobility Fund over the past several years. Many teens who use the YMF are traveling from school to an OST program or from one program to another. Thus, we view the YMF as an equity strategy, allowing youth who may not otherwise be able to participate in OST programs, the opportunity to do so.

Scope of Work

As stated earlier, the scope of work will start August 1, 2022 and be completed by July 31, 2023 and will focus on two main goals so that 400 KPS students can successfully participate in the program. KYD Network’s YMF Coordinator will work at the Kalamazoo Transportation Center (Center) daily, M-F, from 3:00 to 5:00 p.m. and will train and coordinate volunteers to serve at the Center. We also will recruit and train up to six YMF Ambassadors who are high school students to serve as leaders on the bus and at the Center. These two goals frame our work for 2022-23:

1. Ensuring success of youth on the buses and at the Center;
2. Implement a youth-driven ridership plan.



**Kalamazoo Youth Development Network
 Youth Mobility Fund Scope of Work
 2022-23
 July 27, 2022**

Goal One: Successful youth engagement at the Center

Strategies	Timeline
Identify skills needed by volunteers through conversations with teens, Metro, cohort members, and public safety. Align volunteer recruitment with Metro’s policies and procedures.	By August 15
Create volunteer recruitment and management plan and share with partnership for approval (roles of volunteers, process when at the Center, hours, confidentiality, vetting process with ICHAT)	August 30
Reach out to community partners to help with volunteer recruitment	August 30
Recruit up to 10 volunteers	September 15
Conduct training with volunteers and “public safety” or private contractors (anti-bias, trauma-informed care, cultural competence)	September 30
Conduct meet and greet with volunteers and bus drivers	By September 30
Meet with volunteers monthly	Monthly
Meet with public safety as needed	Monthly
Convene volunteers and public safety quarterly to discuss what’s going well, modifications needed	Quarterly
Report to YMF partners	Quarterly

Goal Two: Implement youth-driven ridership plan

Strategies	Timeline
Communicate with KYD Network cohort members to identify possible training opportunities to ensure continued success of program	By Aug 15 2022
Place volunteers at the three high schools for the first six weeks the program is operational (bus passes distributed at the three high schools by October 1)	By Sept 5
Identify, train, and support up to six Youth Mobility Ambassadors (students from each high school who can serve as leaders at the school bus stops and on the buses)	By Sept 15 2022
Report to YMF partners at meetings	On-going

Deliverables

KYD Network will submit written quarterly reports to Metro, detailing progress made in each of the goal areas. KYD Network will provide updates at each of the monthly YMF partner meetings as well.



**Kalamazoo Youth Development Network
Youth Mobility Fund Scope of Work
2022-23
July 27, 2022**

Budget

The total budget for this work is \$17,700 and includes \$15,000 for the YMF Coordinator’s time and \$2,700 in stipends for YMF Ambassadors. Monthly invoices will be submitted with a description of work completed.

Table 3

Item	Cost
YMF Coordinator	\$15,000 (\$20/hour, 15 hours/week, 50 weeks)
YMF Ambassadors (6)	\$2,700 \$50/month, 6 Ambassadors, 9 months



Connecting People Throughout
Kalamazoo County

Agenda Item: # 6 Meeting Date: 08/08/22
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Kathy Schultz, Planning and Development Manager
DATE: August 3, 2022
SUBJECT: Update to CCTA/KCTA Policy on Advertising on Metro Buses and Facilities First Reading

BACKGROUND

The current Advertising on Metro Buses and Facilities Policy (No: 3.03) was reviewed and approved by the CCTA and KCTA on August 9, 2021.

Recently the boards have had conversations about what is allowable on buses that is not referenced in the adopted advertising policy.

DISCUSSION

A review of the advertising policies included the following transit systems:

The Rapid - Grand Rapids, MI
Bloomington Public Transportation Corporation – Bloomington, IN
Transpo – South Bend, IN
CATA – State College, PA

The CCTA/KCTA Attorney, Richard Cherry at Miller Johnson, was consulted and reviewed the current policy with suggested changes:

Several edits to the policy have been identified in red italicized text. Edits also contain strikeouts as part of the update. Specific policy additions in red italic text include:

- The advertisement depicts or promotes the sale or use of alcohol, tobacco products, *e-cigarettes or e-cigarette-related products, products designed with the purpose of being weapons* and/or firearms.
- The advertisement contains political campaign speech referring to a specific ballot question, initiative, petition, referendum, candidate, or political party or viewpoint. This prohibition includes any advertisement referring to or depicting a candidate for public office in any context.
- The advertisement or any materials contained in it declares or implies endorsement by Metro of the advertisement.
- The advertisement explicitly and directly promotes or encourages the use of means of transportation in direct competition with public transit or encourages persons to refrain from using Metro or public transit.

Staff also reviewed on-line gambling and ads from businesses or organizations outside Kalamazoo County that would conflict with businesses or organizations within Kalamazoo County.

Online Gambling

In reviewing the advertising policies from the other transit systems and with Mesmerize, Metro's current advertising contractor who manages over 50 transit ad campaigns, on-line gambling is allowed. Transit authorities have the right to restrict categories (such as politics, religion, etc.) through an advertising policy, however those categories need to be fully restrictive. In consulting with Miller Johnson, on-line gambling is legal in State of Michigan, and should it be prohibited from advertising, it would be restricted to all forms of gambling and gambling hot-lines and assistance (any reference to gambling in the advertisement would be prohibited).

Advertisements from Outside Kalamazoo County

Staff also consulted with Mesmerize and Miller Johnson on prohibiting advertisements from outside of Kalamazoo County that may conflict with businesses inside Kalamazoo County, specifically the example of the Gerald R Ford Airport in Grand Rapids. Restricting businesses could pose a challenge to staff and cause potential legal action without having a specific purpose for the restriction.

These two items, based on review, are not included in the attached first reading of the amended policy.

RECOMMENDATION

This is being presented to the boards as a first reading for the policy update. The policy will be brought back to the boards for adoption in September.

ATTACHMENTS

1. First Reading of Advertising Policy on Metro Buses and Facilities



CENTRAL COUNTY TRANSPORTATION AUTHORITY AND
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY BOARD POLICY

ADVERTISING ON METRO BUSES AND FACILITIES

NO: 3.03

PURPOSE

The purpose of this policy and corresponding procedures shall be to indicate that the board has an *is to establish and articulate the advertising* policy for Metro buses and facilities.

POLICY STATEMENT

~~The sale of space for advertising on Metro buses and Metro facilities (E.g. Kalamazoo Transportation Center, bus shelters and benches) would produce revenue and thereby partially alleviate the burden on taxpayers.~~

~~It is desired to regulate said advertising because some types of advertising might be offensive to some members of the public.~~

Metro's goal in allowing the sale of space for advertisements on Metro buses and facilities (e.g. Kalamazoo Transportation Center, bus shelters and benches) is to produce revenue to aid in the payment of operational expenses. This will alleviate some of the tax burden on the Citizens of Kalamazoo County.

To realize the maximum benefit from the sale of advertising space, the program will be managed in a manner that produces as much revenue as practical, while ensuring that advertising does not:

- a) Discourage the use of the transit system.
- b) Diminish Metro's reputation in the service area.
- c) In any way interfere with operations or jeopardize the safety of passengers, Metro employees, and the public.
- d) Cause offense to its *Metro's* customers and the public.

Metro buses and facilities constitute a non-public forum, meaning that a ~~advertisers do not have an~~ *person or company has an* absolute right to place advertisements on Metro buses and facilities ~~and it is desired to place Metro's~~ restrictions on advertising ~~that are~~ *shall be* viewpoint neutral and reasonable, ~~and~~ not designed to suppress public expression.

The ~~board~~ *Central County Transportation Board ("Board")* reserves the right to require that advertisements on its buses or facilities ~~or at the Kalamazoo Transportation Center~~ include a disclaimer indicating that it is not sponsored by and does not necessarily reflect the views of the Metro system.

Metro will not display, allow, or maintain any type of advertisement if:

- a) The advertisement contains materials that ~~demeans or disparages~~ *discriminate against* an individual or group of individuals on the basis of race, color, gender, religion, national origin, ancestry, gender, age, disability, ethnicity, or sexual orientation.
- b) The advertisement depicts or promotes the sale or use of alcohol, tobacco products, *e-cigarettes or e-cigarette-related products, or products designed with the purpose of being weapons* and/or firearms.
- c) The advertisement contains an image or description of graphic violence, including but not limited to:
 1. The depiction of human or animal bodies or body parts in states of mutilation, dismemberment, decomposition, or disfigurement.
 2. The depiction of weapons or other implements or devices associated in the advertisement with an act or acts of violence or harm on a person or animal.
 3. Is of a nature to frighten children either emotionally or physically.
- d) The advertisement, or any material contained in it, promotes or encourages, or appears to promote or encourage, the use or possession of unlawful or illegal goods or services, or promotes or encourages, or appears to promote or encourage, unlawful or illegal behavior or activities.
- e) The advertisement proposes a commercial transaction when the advertisement, or any materials contained in it, contains false, misleading, or deceptive information.
- f) The advertisement, or any material contained in it, is libelous, scandalous, or an infringement of copyright, or is otherwise unlawful or illegal or likely to subject Boards to litigation.
- g) The advertisement promotes or endorses religion.
- h) The advertisement contains materials that describe, depict or represent sexual activities or images or descriptions of human sexuality or anatomy in a way that the average adult, applying contemporary community standards, would find that it appeals to the prurient interest, or the advertisement promotes the sale of pornography, adult telephone or internet services, escort services, nude or semi-nude dance clubs, sensual massages, or any other form of adult-oriented entertainment, including sexually-oriented businesses ~~as described in Chapter 46 of the Kalamazoo City Code.~~
- i) The advertisement is obscene or indecent, or contains profane language, or contains nudity or partial nudity ~~as defined by Chapter 46 of the Kalamazoo City Code.~~
- j) The advertisement is for a motion picture that is X-rated, or NC-17 rated.

ADVERTISING ON METRO BUSES AND FACILITIES

NO: 3.03

- k) The advertisement is in regard to contraceptive products or services, hygiene products or services of an intimately personal nature including sexual dysfunction, or products or services or messages relating to abortion, euthanasia, or counseling in regard to any of these issues.
- l) *The advertisement contains political campaign speech referring to a specific ballot question, initiative, petition, referendum, candidate, or political party or viewpoint. This prohibition includes any advertisement referring to or depicting a candidate for public office in any context.*
- m) *The advertisement or any materials contained in it declares or implies endorsement by Metro of the advertisement.*
- n) *The advertisement explicitly and directly promotes or encourages the use of means of transportation in direct competition with public transit or encourages persons to refrain from using Metro or public transit.*

The Executive Director or the designee shall review each advertisement submitted for display on Metro buses or facilities to determine whether the advertisement falls within this policy. If the Executive Director or the designee deems the advertisement unacceptable because it does not meet the terms of this policy, the Executive Director or the designee shall refer the matter to the Board Attorney. If the Board Attorney, in conjunction with the Executive Director, decides that the advertisement does not fall within the allowable guidelines as set forth in this policy, then the advertising contractor (if any) shall be informed of this decision and why the advertisement is unacceptable pursuant to this policy.

ADVERTISING FOR NON-PROFIT ORGANIZATIONS

Advertising on the interior of a vehicle may be allowed and available to Non-Profit Organizations to display *Public Service Announcement* ("PSA") materials free of charge at the discretion of Metro. Guidelines for the acceptance of non-profit advertising are as follows:

- a) PSA materials will be produced at the non-profit organization's expense and must be of good quality and conform to standards for size, weight, material, and other physical characteristics as set forth by Metro and its advertising contractor.
- b) PSA's must be non-commercial, non-partisan, and non-political.
- c) PSA's are prohibited from advertising if the type of advertising is prohibited under the Policy Statement.
- d) PSA space may be available on the interior of vehicles only, provided display space is available.
- e) PSA's will be accepted on a first come, first served basis, and may be displayed for up to ninety (90) days.

- f) The sponsor of the PSA shall pay the applicable labor costs for the installation and removal of the PSA as charged by Metro.

LEGAL RESERVATION

It is the express intention of Metro and the Board in accepting this Policy that Metro transportation vehicles have traditionally been and shall continue to be designated as non-public forums. The Board acceptance of commercial and/or public service postings shall not provide or create a traditional or designated public forum for expressive activities.

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date

First Reading



Connecting People Throughout
Kalamazoo County

Agenda Item: #7 Meeting Date: 08/08/22

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Kathy Schultz, Planning and Development Manager
DATE: August 3, 2022
SUBJECT: Comprehensive Operational Analysis Update

BACKGROUND

The Comprehensive Operational Analysis (COA) continues to be developed with the consultant, Foursquare Integrated Transportation Planning (Foursquare).

DISCUSSION

Report Development and Timeline

Foursquare is in the process of completing the final cost analyses based on current service levels and recommended route changes to the fixed route system, including microtransit and the addition of transit facilities. Details will be provided in draft service recommendations to be presented to the CCTA and KCTA boards at the September 26 meeting. This meeting will be dedicated to the presentation of the draft recommendations. The public, as well as Metro staff, will have meetings with Foursquare during the week of September 26 to discuss the draft recommendations. A final report is expected to be completed after comments are received and incorporated into the document.

Outreach and Feedback

Staff received the attached written correspondence from the Neighborhood Association of Parkview Hills and Parkview Hills Community Association Board regarding the proposed reduction in service within Parkview Hills along Greenleaf Boulevard. The proposed change was identified in the public meetings held in May 2022. Kathy Schultz, Planning and Development Manager, met specifically with the Neighborhood Association and City of Kalamazoo Community Planning and Development staff on June 20 in Parkview Hills to discuss the COA and hear feedback about the proposed changes. In addition, Foursquare Project Manager, Boris Palchik, has had individual conversations with several residents of the community. Comments and letters have been forwarded to Foursquare.

Staff is working on a response to the correspondence from the community to clarify several specific areas, including:

- Microtransit zones have not been determined and were presented in May as preliminary and for planning purposes. These zones will be examined if microtransit is shown to be feasible in areas not served by a fixed route bus. Discussion about cost of trips using the microtransit service has not been started as well.
- A timeline for implementation of route changes has not been determined and will not be identified in the final Comprehensive Operational Analysis. The document is meant as a guide as Metro moves toward service changes with some recommendations being made sooner than others. Route changes take a substantial amount of planning and time and will include operations reviews, public input, and on-street improvements (signs and stops).

- Staff is available to provide information and education to the community in Parkview Hills as well residents within Oakwood Neighborhood about existing services that Metro offers.
- Changes to Metro Connect's ADA service area that would include Parkview Hills are not under consideration as part of the COA.

Next Steps

Foursquare will have a draft recommendation available for public review and for the board to read prior to the September 26 meeting. With the draft recommendations, cost-neutral service, as well as short- and long-range recommendations and implementation plans will be developed and presented. Time for final adjustments based on comments received on the draft is built into the contract with Foursquare.

RECOMMENDATION

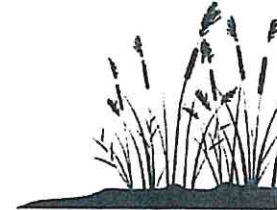
This item is being presented for information at this time.

ATTACHMENTS

1. Neighborhood Association of Parkview Hills Correspondence Dated July 26, 2022
2. Parkview Hills Community Association Correspondence Dated July 28, 2022



NAPH Neighborhood Association of Parkview Hills



To provide a unified voice for residents of Parkview Hills

Date: July 26, 2022

From: Neighborhood Association of Parkview Hills (NAPH)
NAparkviewhills@gmail.com

To: Sean McBride, Executive Director
Kalamazoo Metro
530 N. Rose St.
Kalamazoo, MI 49007

Subject: Proposed Elimination of Bus Service in Parkview Hills

Dear Executive Director McBride,

NAPH represents the neighborhood of Parkview Hills, one of the neighborhoods proposed to be eliminated by the Metro Comprehensive Operational Analysis. We are a community that includes Willow Creek Apartments, Woodstone Apartments, 10 Condo Associations and private homes consisting of **1,186 total residents**. We currently have 8 bus stops in which we have installed 8 benches on cement pads. These bus stops are situated on Greenleaf Boulevard and Greenleaf Circle and are close to the apartment buildings, the condos, the Willow Creek Clubhouse, Martell's and The Shoppes. It takes approximately 4-5 minutes to drive the posted speed of 25 miles per hour or less to complete the circular route (see "Map of Parkview Hills").

The proposed Oakland #4 bus route in both scenarios will be changed from a one-way bus route to a by-directional route from the Kalamazoo Transit Center to Century Avenue (primarily eliminating the route down Oakland Drive into Portage as it makes the circular route from the Kalamazoo Transit Center to the Kalamazoo Transit Center). Both scenarios will also eliminate the bus stops in Parkview Hills (even though the bus will be traveling down Parkview Avenue in both directions on the proposed new route) and will provide only one bus stop on the corner of Greenleaf Boulevard and Parkview Avenue that would require some residents to walk up to .7 miles to the bus stop and would eliminate service to the

apartments and condos. Per the "Metro Comprehensive Operational Analysis," Route 4 Oakland changes will eliminate service south of Parkview Avenue to improve productivity and reduce one-way service (primarily by eliminating the southern route down Oakland Drive to Portage). Also, the addition of the route extending from Crystal Lane to Century Avenue will establish a stronger anchor and facilitate transfer opportunities (see "Route 4 Proposed Scenarios").

We felt blind-sided by this proposed change to eliminate our bus service in Parkview Hills. In 2019-2020, we worked with the Imagine Kalamazoo 2025 staff to create our Parkview Hills Neighborhood Plan 2020 that was approved by the Kalamazoo City Commission on August 17, 2020. In our plan, one of the goals was to "Promote the Use of Transit." It included the following:

- Provide information about Metro Transit and how to access it
- Explore partnership to create shuttle type service to grocery shopping or downtown
- Evaluate existing bus stops for needed improvements such as a cement pad, sidewalk connection, lighting or bench (**we now have the cement pads and the benches and have discussed sidewalk proposals with the city**)
- Explore ways to encourage using transit
- Educate residents about available bus passes

In our neighborhood meeting with Kathy Schultz on June 20, she indicated she could assist us in meeting some of our above goals with annual and/or bi-annual meetings we could set up with our residents to learn about the Metro bus system and how to use it. (See "KMetro Meeting Notes from 6-20-22")

Due to Covid (starting in 2020), we have been unable to meet most of our goals. The proposal to change the existing Route 4 bus from a one-way route to a bi-directional route that extends to Century Plaza would be a selling point to our residents for the following reasons (if the route included stops in Parkview Hills while traveling back and forth on Parkview Avenue):

- It removes the return route from the Kalamazoo Transit Center to Portage and back to Parkview Hills that is so long that some residents set an alarm on their phones to wake them up when entering Parkview Hills
- It provides more options for the residents who purposely moved to Parkview Hills to use the bus service on a regular basis
- It provides transportation to Century Avenue to establish a stronger anchor and facilitate transfer opportunities and increase shopping opportunities
- It would provide a quicker route to shopping on Parkview Avenue and Oakland Drive due the Parkview Avenue return route instead of the Portage return route
- It provides bi-directional access so a rider can either catch the bus going to downtown or catch the bus going from downtown to Century Plaza using the bus tracking system

We think we could also encourage ridership due to the economic climate including the high cost of gas.

Other concerns we have with this proposal include:

- When asked whether **Metro Connect** will be able to continue serving our residents who live in the homes near the back of Parkview Hills, we were told "Lake Terrace Drive (which is not in the homes section) is within ¾ mile of Parkview Avenue. Assuming fixed-route service continues to operate along Parkview Avenue, all of Woodcliff Drive, Greenleaf Circle and Lake Terrace Drive would be within the ADA buffer zone." This indicates to us that the residential homes will not be

within this the ¼ mile requirement because they are in the back of Parkview Hills (see "KMetro Answers to Initial Questions").

- The proposed Micro-Transit system will not include Parkview Hills and if it did, would not provide an affordable option to our residents (and those who may be traveling into Parkview Hills to assist our residents) using the bus service on a regular basis.
- This goes against the recently approved "Community Sustainability Plan" that contain 8 pages dedicated to mass transit indicating the city wants to increase the use rather than decrease it.
- In 2010, the Oakwood Neighborhood bus service on Route 4 was eliminated. Cheryl Lord, President of the Oakwood Neighborhood has shared with us how this negatively affected their neighborhood. The affects included residents having to move out, unable to go to appointments and shopping, having fallen trying to walk to the bus stops on Parkview without sidewalks, etc.

It is our hope that the Kalamazoo County Transportation Authority (KCTA) and the Central County Transportation Authority (CCTA) meeting on August 8th will review and consider our request for continued Route 4 bus service in Parkview Hills. We are planning to attend the meeting for further discussion.

Sincerely,



Marcy Ohs
Secretary/Treasurer
NAPH Board

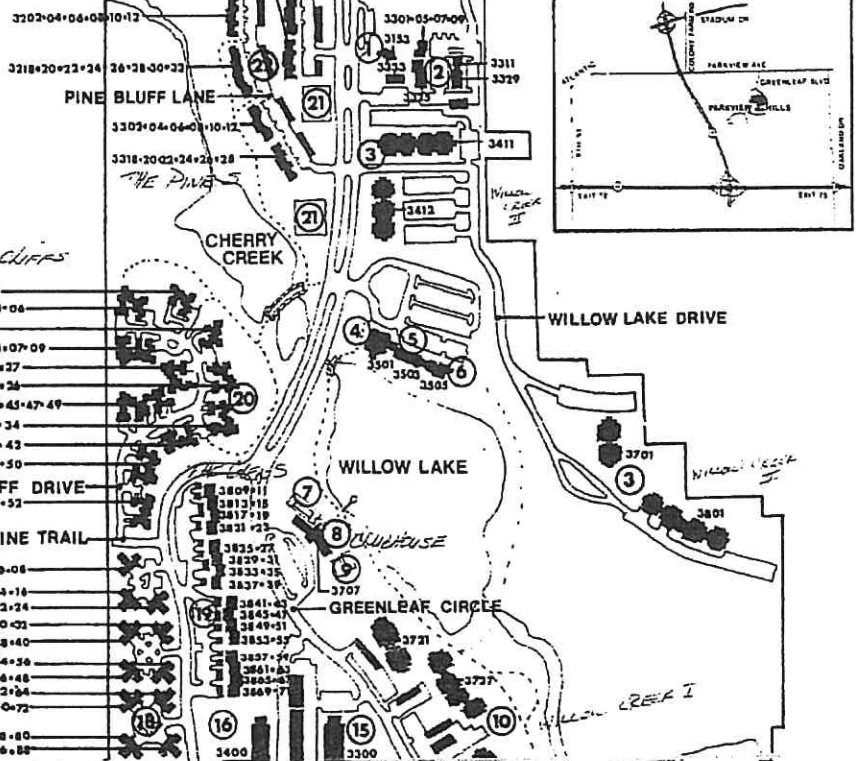
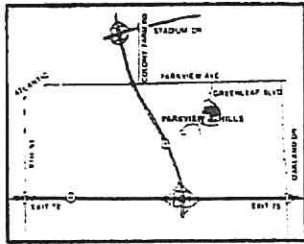
Enclosed: Map of Parkview Hills
 Route 4 Proposed Scenarios
 KMetro Meeting Notes from 6-20-22
 KMetro Answers to Questions raised by NAPH

cc: City Commission of Kalamazoo ✓
 Kalamazoo County Board of Commissioners
 Jacqueline Slaby, Neighborhood Activator, Imagine Kalamazoo 2025
 Kathy Schultz, KMetro Planning & Development Manager

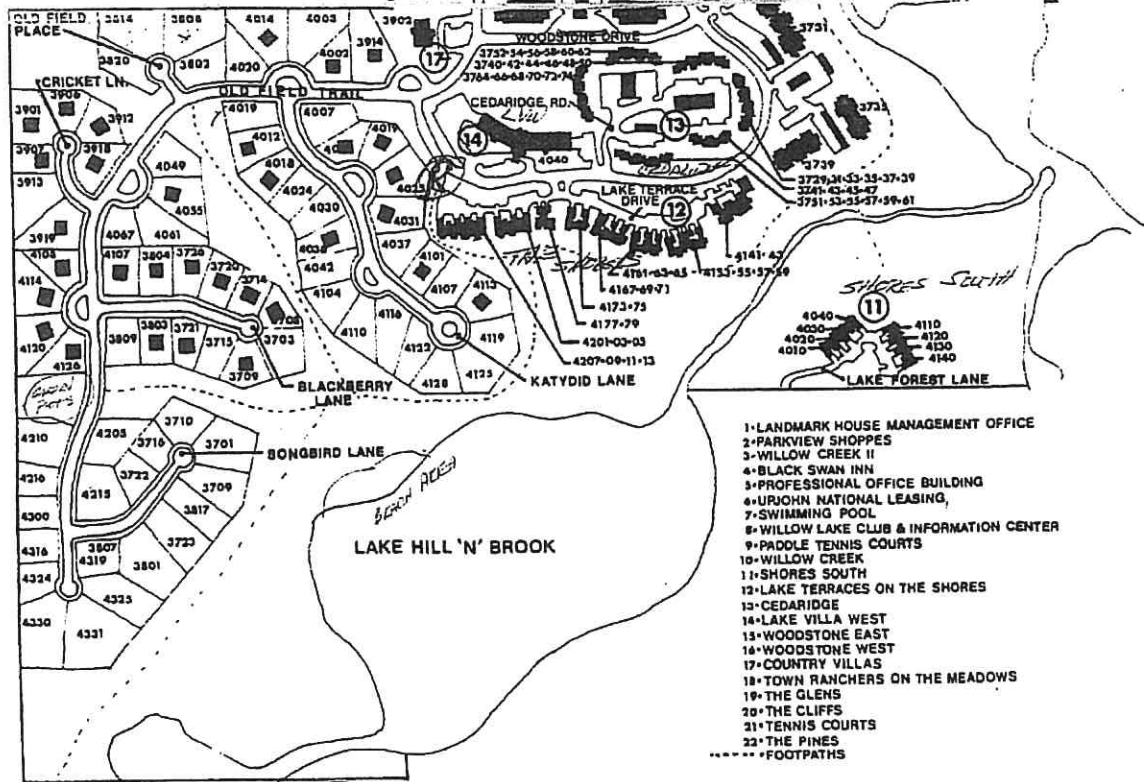
Welcome to
Parkview Hills



3202-04-06-08-10-12
3216-18-20-22-24-26
GREENLEAF BLVD.
PARKVIEW AVE.



- THE CLIFFS*
- 3608-10-12
 - 3600-02-04-06
 - 3614-16-18
 - 3601-03-05-07-09
 - 3621-23-25-27
 - 3620-22-24-26
 - 3639-41-43-45-47-49
 - 3628-30-32-34
 - 3636-38-40-42
 - 3644-46-48-50
- WOODCLIFF DRIVE
- 3638-36-34-32
- MORaine TRAIL
- 3802-04-06-08
 - 3810-12-14-16
 - 3818-20-22-24
 - 3826-28-30-32
 - 3834-36-38-40
 - 3850-52-54-56
 - 3842-44-46-48
 - 3868-60-62-64
 - 3866-68-70-72
 - 3874-76-78-80
 - 3882-84-86-88



- 1- LANDMARK HOUSE MANAGEMENT OFFICE
 - 2- PARKVIEW SHOPPES
 - 3- WILLOW CREEK II
 - 4- BLACK SWAN INN
 - 5- PROFESSIONAL OFFICE BUILDING
 - 6- URJOHN NATIONAL LEASING,
 - 7- SWIMMING POOL
 - 8- WILLOW LAKE CLUB & INFORMATION CENTER
 - 9- PADDLE TENNIS COURTS
 - 10- WILLOW CREEK
 - 11- SHORES SOUTH
 - 12- LAKE TERRACES ON THE SHORES
 - 13- CEDARIDGE
 - 14- LAKE VILLA WEST
 - 15- WOODSTONE EAST
 - 16- WOODSTONE WEST
 - 17- COUNTRY VILLAS
 - 18- TOWN RANCHERS ON THE SHORES
 - 19- THE GLENS
 - 20- THE CLIFFS
 - 21- TENNIS COURTS
 - 22- THE PINES
- FOOTPATHS

R Recycling

Handwritten note: 1400 1000000 - Do not give out

Route 4 Oakland

Scenario 1

End of Line 1: Kalamazoo Transit Center

End of Line 2: Century Avenue

Changes: Service eliminated south of Parkview Avenue to improve productivity and reduce one-way service; Route extended from Crystal Lane to Century Avenue to establish stronger anchor and facilitate transfer opportunities.

Note: Service to Milham Meadows Apartments picked up by Route 13.

Scenario 2

End of Line 1: Kalamazoo Transit Center

End of Line 2: Century Avenue

Changes: Service eliminated south of Parkview Avenue to improve productivity and reduce one-way service; Route extended from Crystal Lane to Century Avenue via 11th Street and KI Avenue to establish stronger anchor and facilitate transfer opportunities.

Note: Service to Milham Meadows Apartments picked up by Route 26.

Blue text indicates where Scenario 2 differs from Scenario 1.

Major Metro Updates Post Pandemic:

1. 9am to 5pm service on Sundays restarted in May of 2022.
2. Late night service was also restarted to support workers who work night shifts

Metro Scenario 1 Summary for Parkview Hills Service:

1. Scenario 1 would remove the Greenleaf Route due to low ridership

Metro Scenario 2 Summary for Parkview Hills Service:

2. Scenario 2 focuses on micro-transit zones that would act in tandem with the Major Bus Service Lines and other Metro programs like MetroConnect and MetroShare.
 - a. Residents were aware of the other programs and asked questions regarding what Micro-Transit is and how it differs from services like Uber or Lyft.
 - b. These Micro-Transit zones do not currently encompass the Parkview Hills or Oakwood Neighborhoods.
 - c. Micro-Transit would have an associated Phone APP that riders would use to hail the service.

Resident Comments:

Commentor #1: Does not feel like either scenario meets the needs of Parkview Hills residents especially seniors and those with visual impairments. Recommends more benches + shelters and is concerned about access to bus stops due to no sidewalks.

Commentor #2: Is concerned about the cost for riders to use MetroConnect or the Micro-Transit being proposed. They moved to Parkview Hills specifically for the Metro Access and feels like the proposed scenarios and recommendations primarily benefit WMU students and not local taxpayers. Could a trolley-like service / shuttle run bi-directional through the neighborhood?

Commentor #3: Why can't Metro run a bi-directional route through the Neighborhood (Parkview Hills)?

Commentor #4: [Phone] apps can be hard to use and it can make older Metro users feel shame for not being able to utilize the technology correctly. How would Metro help bridge the gap between technology and older metro users?

Commentor #5: No Bus in the Oakwood Neighborhood is an issue. Older residents (of Oakwood) have stopped using the Bus because they cannot reach the bus stops due to mobility challenges. These limitations are reducing ridership. Can there be a route along Oalkand and / or Cork-Parkview-Whites? Current Bus Service Lines lack E-W connections. Doesn't like that Oakwood and Parkview Hills are not covered by a Micro-Transit Zone.

Commentor #6: Wanted more information about the MetroShare program. Wishes more buses were all-electric.

Commentor #7: Does not understand Micro-Transit.

Commentor #8: Like the idea of a bi-directional route and thinks ridership in Parkview Hills would increase if this route still ran through Parkview Hills with the reduction in time and addition of popular destinations.

Commentor #9: Agrees with short service line suggested by Commentor #2

Commentor #10: Feels like there is a correlation between reduction in route service and low ridership. Believes MetroConnect is not affordable.

Extra Resources:

<https://www.kmetro.com/metro-connect/ride> - **Metro Connect Program Information**

<https://www.kmetro.com/metro-share> - **Metro Share Program Information**

<https://www.apta.com/research-technical-resources/mobility-innovation-hub/microtransit/> - **Examples of Micro-Transit programs**

KMetro Answers to Initial Questions about Bus Usage in Parkview Hills

1. **What were the ridership numbers for 2010-2020 on the current Route 4 bus stops within Parkview Hills (bus stops 15-23)?**
 - Total route ridership 4-Oakland in 2019 (pre-COVID) was 262 average weekday boardings (ranks 15 out of 19 routes). Average daily ridership (2019 data unless otherwise noted) at specific stops serving the neighborhood were:
 - a. Greenleaf Boulevard/Greenleaf Circle: .1 boardings/3.2 alightings
 - b. Greenleaf Circle/Woodstone Drive: 1 boarding/.9 alightings
 - c. Greenleaf Circle/Cedaridge Road: 0 boardings/1 alighting (2021 data)
 - d. Greenleaf Circle/Woodstone Drive: 1.8 boardings/1.1 Alightings
 - e. Willow Creek Apartments: .5 boardings/.5 alightings (2021 data)
2. **What were the ridership number for 2010-2020 in Parkview Hills for Metro Connect?**
 - Based on Oct 2019 data: 4 monthly trips beginning/ending in Parkview Hills
3. **Will the elimination of our bus stops within Parkview Hills affect the eligibility of our residents to use Metro Connect (i.e. related to the distance from the proposed route on Parkview Avenue to within the Parkview Hills area)?**
 - Lake Terrace Drive is within $\frac{3}{4}$ mile of Parkview Avenue. Assuming fixed-route service continues to operate along Parkview Avenue, all of Woodcliff Drive, Greenleaf Circle and Lake Terrace Drive would be within the ADA buffer zone.
4. **How will the new "Micro-Transit" help current Metro Transit riders if they need to schedule rides on a regular basis and how much will that cost a rider? Note: it is a .5 mile walk from the furthest #18 stop by Woodstone Apartments and a .8 mile walk from the furthest #19 stop by some of the Willow Creek Apartments.**
 - Microtransit service does not require advance reservation. Trips are booked as needed and pick-ups are generally within 30 minutes. Fares have not yet been set, but would likely be in the \$2 - \$3 per trip range.
5. **It looks like this change was made to add additional service to apartments complexes north of Parkview and going into Century Plaza where Costco, Trader Joes and other shops are located. Did this influence the route change?**
 - Recommendations were made based on actual ridership performance and assessed ridership potential. Retail centers and multi-family housing are typically strong ridership generators. This is why 11th Street and Century Plaza are strong candidates for service. Greenleaf Circle has not generated strong ridership despite having multifamily housing. This is likely due to the one-way design of the route, which forces riders to travel long distances out-of-direction to reach their intended destination. For example, a person traveling on Route 4 from downtown Kalamazoo to Parkview Hills, must first travel down Oakland, Milham, 12th Street, and the Evergreen South Apartments before finally reaching Parkview Hills.

6. **The proposed Route 4 starts downtown and ends at Century Avenue in both scenarios. Does the route then go back the same way (Century Avenue to downtown) – repeating the same service instead of going in a look like our current Route 4:**
 - Route 4 (and every other route) is recommended to provide bi-directional service in order to make trips more direct and minimize out-of-direction travel for riders (as described in the previous response). Bi-directional service mimics how people travel on all other modes of transportation, and is an industry best-practice in transit design as well. So if someone gets on a stop, there will be a paired stop across the street to get off the bus for the return trip.
7. **Why was the Route 4 that was circular, covering more area and residents, reduced to a route 4 that goes back and forth to the same areas (if that is what it is doing)?**
 - A large one-way loop provides a lot of service coverage, but doesn't serve anyone very well because riders are forced to travel out-of-direction on either their outbound or inbound trip. The approach being proposed is to focus fixed-route service in the corridors that can support it with strong ridership, and to serve lower-density and/or more automobile-oriented areas with microtransit coverage.

Parkview Hills Community Association
3707 Greenleaf Circle
Kalamazoo, MI 49008
(269) 372-4444 Phone
info@parkviewhillsclubhouse.com

July 28, 2022

Sean McBride, Executive Director
Kalamazoo Metro
530 N. Rose Street
Kalamazoo, MI 49007

Dear Sean McBride, Executive Director of Metro,

The proposed changes to the Oakland # 4 bus route will eliminate all stops in the Parkview Hills Neighborhood. We currently have 8 bus stops, with benches on cement pads. Eliminating the bus route will devastate our community by impacting health care, home care, employment, and education.

The Parkview Hills Community is made up of Willow Creek Apartments, Woodstone Apartments, The Pines, The Cliffs, Cedaridge, Country Villas, The Glens, Lake Villa West, The Meadows, Old Field Place, The Shores, The Shores South, and The Oaks which consists of multiple private residences.

Our community has 750 residences with over 2000 community members. The bus route provides transportation for services to our residents for home care, health care, shopping, errands, medical appointments, as well as employment and education. The bus route also provides transportation for Kalamazoo residents into our community for employment opportunities, elections, and the Immunization Clinics.

Parkview Hills has always supported the milage increases. In the past, Parkview Hills purchased bus tokens/passes annually. We will re-visit this budget line item in 2022 for 2023; if the busses will continue to provide services to our community.

As a community, Parkview Hills annually hosts two Ascension Borgess Community Flu and Pneumonia Immunization Clinics. They will be held on October 5th and 7th, 2022.

Parkview Hills Clubhouse is also a Polling Location for Elections, Precinct # 26 servicing the residents in the area.

Removal of the bus route will affect residents of Kalamazoo as they will no longer have transportation to the community for employment purposes, health clinics, or the elections.

The Parkview Hills Community Association Board supports keeping the bus route # 4 running to service our community.

Respectfully,



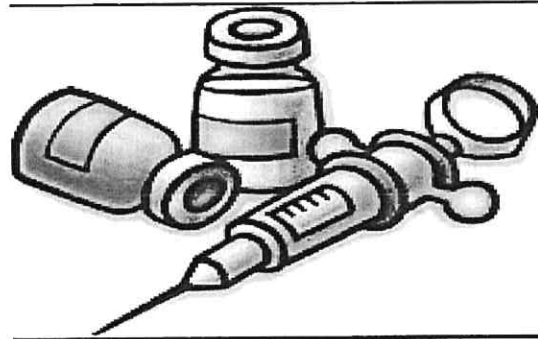
Rick Schmitt
President
Parkview Hills Community Association

Parkview Hills
Willow Lake Clubhouse
Presents the
Annual Borgess Immunization Clinics

Open to the Public

October 5th, 2022 4:00 PM to 6:00 PM
October 7th, 2022 10:00 AM to 11:30 AM

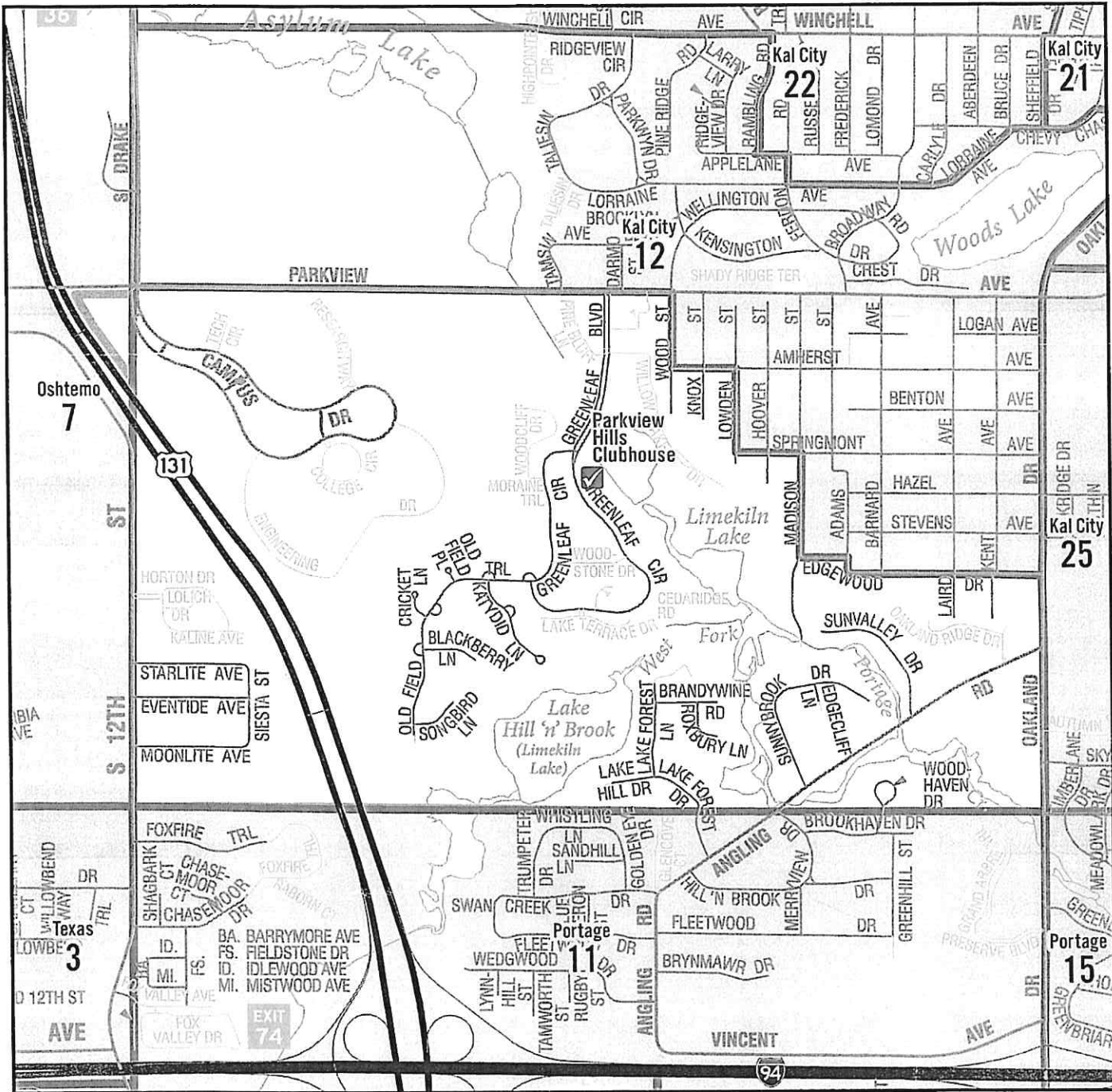
The Clinics will be held at
Parkview Hills Willow Lake Clubhouse
3707 Greenleaf Circle
Kalamazoo, MI 49008



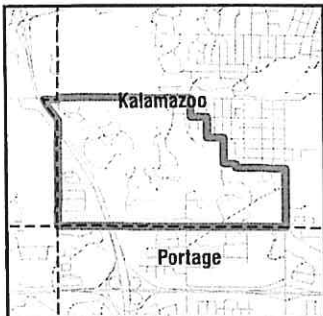


City of Kalamazoo, Precinct 26

Polling Location: Parkview Hills Clubhouse, 3707 Greenleaf Cir



School District

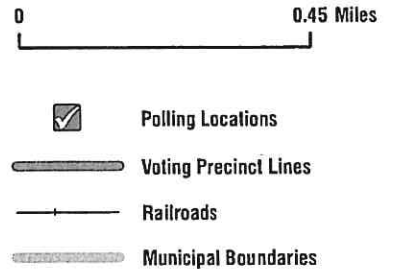


U.S. Congressional District
4

County Commission District
3

State House District
40

State Senate District
19





Agenda Item: # 8
Meeting Date: 08/08/22

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: August 4, 2022
SUBJECT: Executive Director Update

Human Resources

There will be approximately 8 new drivers anticipated to start during two separate training classes in August. There have been several other hires recently:

- Devin Warren* was promoted to Operations Supervisor. Devin has been a Coach Operator at Metro for the past five years.
- Maggie Slocum* is our new Outreach Specialist. Maggie most recently worked for Disability Network of Southwest Michigan.
- Scott Fitzgerald* is our new Transit Planner. Scott recently received his Master of Science degree from WMU in Geography and Environmental Resource Management.
- Vern Oetman* is our new Class B Mechanic. Vern joins us after several years at Apple Bus, Inc.
- Eric Davis* will start as our new Safety and Security Manager in September. Eric is relocating from Colorado, where he works as a Detective for the Colorado Springs Police Department.
- Larry Zuiderveen* is being rehired as a Temporary Part-time Senior CDL Instructor. Larry is a long-time Metro employee most recently a Safety and Training Manager.

Metro hosted an Employment Fair on June 22nd, with 20 potential recruits attending. We also saw an uptick in applicants who learned about the job openings through the job fair outreach.

Outreach

Isolation of the pandemic is waning, and staff are involved in many meetings and events. Some activities include:

Date	Event	Other Information
7/29/22	Disability Network of Southwest Michigan, ADA Celebration	
7/30/22	Edison Neighborhood Party	
8/30/22	WMU Bronco Bash	
9/9/22	Southwest Michigan First, First & Foremost: (McBride on Transportation Panel)	

In addition, the Executive Director is participating on the Downtown Events Center Stakeholder sessions led by Discover Kalamazoo and Southwest Michigan First.

Board Governance Retreat

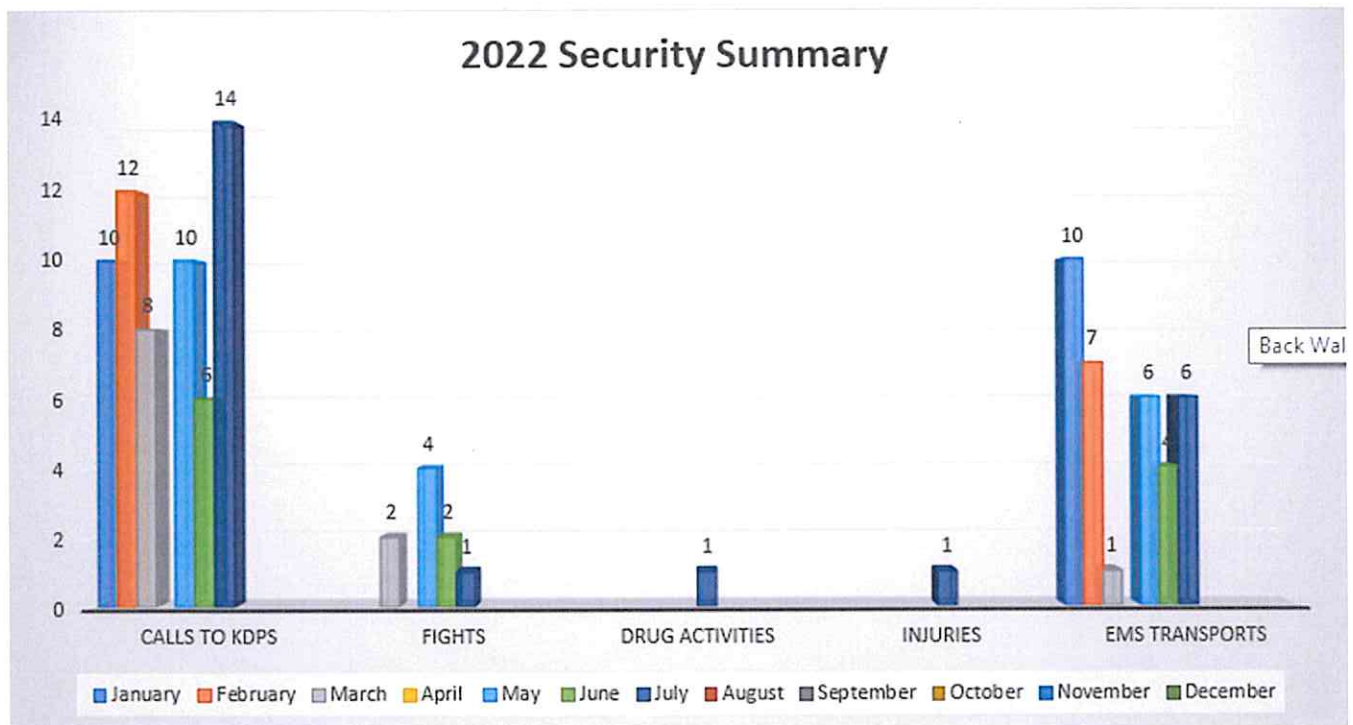
Mr. Eadie, based on the exercises and discussion at the retreat, is developing an Action Report Outline. The plan is to review that Outline with the Governance Steering Committee in late August. It is anticipated the Boards will get into details at the October Board meeting.

Michigan Public Transportation Association (MPTA)

Metro is a member of MPTA. They are the trade association for most transit agencies in the State. Staff members Keshia Woodson-Sow, Kathy Schultz and Sean McBride will be attending the annual meeting in late August. Participation in MPTA is a key source for networking and education. Executive Director McBride has served on the Executive Committee of MPTA since 2014, Deputy Director Rob Branch is Chair of the MPTA Maintenance Committee and Planning and Development Manager Kathy Schultz serves on the Statewide Communications Committee. MPTA serves as a key lobbying organization in Lansing.

KTC Security Reports

Attached is the June Security Report from Terecita Potts, Senior Operations Supervisor. In addition, staff is working on additional summary information. Below is a chart that tracks incident reporting generated by our security firm – Security Plus.



City of Kalamazoo Road Construction

Staff met with the City of Kalamazoo (COK) to understand plans and schedules for major road construction over the next several years as the conversion to two-way streets is implemented. Next spring, COK will reconstruct Ransom Street which will include replacement of underground utilities (sewer, water, storm). This project will likely require two years and with projects involving underground utilities will likely lead to multi-month street closures. COK is beginning design on the two-way conversion of Kalamazoo Avenue. Construction may begin in 2024 and will require two years. Michigan Avenue will follow and that will likely require three years of construction. These construction projects will obviously be a major impact on our operation. Staff will continue to meet with COK staff and consultants.

City of Kalamazoo Ordinance Changes

Staff is monitoring the changes to the City of Kalamazoo Ordinances that involve “General Crimes and Offenses”. There has been much news generated on the decriminalization of public urination. Before this change, a court ordered fine was the primary penalty for public urination and this will not change. However, the change will be that the offense will not be classified as “criminal” and will not show-up on criminal background records. For more egregious circumstances, there remain criminal ordinances like Indecent Exposure, Disorderly Conduct, Trespassing and Vandalism for use by law enforcement and the court system. Public urination is an issue at and around the Kalamazoo Transportation Center as well as some bus shelters.

Metro Connect

Please see attached Metro Connect Update prepared by Program Manager Richard Congdon

Attachments

1. Metro’s KTC June and July Security Reports
2. Metro Connect Update

June 2022 KTC Security Report
Prepared by: Terecita Potts and Naomi Jones
Title: Senior and Operations Supervisor

Overview:

During the month of June, security continued during the high traffic hours through the week. Security Plus presented a presence with continuous monitoring throughout the day in the bus bays and the facility. KDPS presence remained consistent for the month of June, making frequent trips through the facility.

Activity Summary for June

KPS Calls – 5

- 6/4 – Intoxicated passenger
- 6/4 – Passenger with no fare
- 6/7 – Fight in bay
- 6/20 – Drug use in bathroom
- 6/20 - Fight

EMS Calls

4 - Calls made for medical assistance:

- 6/6 – Intoxicated passenger
- 6/11 – Elderly person couldn't breathe
- 6/12 – Man lying on ground and could not get up
- 6/20 – Fight

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. Walk the KTC staff to and from there vehicles.

Over site of passengers entering KTC building, boarding trains and inter-city bus arrivals & departures, directing passengers to the proper smoking areas making sure to enforce all rules of conduct.

July 2022 KTC Security Report

Prepared by: Naomi Jones

Title: Operations Supervisor

Overview:

During the month of July, there has been an increase in calls to KDPS and EMT. Security Plus presented a presence with continuous monitoring throughout the day in the bus bays and the facility. KDPS presence remained consistent for the month of July, making frequent trips through the facility.

Activity Summary for July

KPS Calls -19

- 7/7 – Person acting erratic
- 7/11 – Stolen personal belongings
- 7/11 – Panhandling
- 7/12 – Smoker not following policy
- 7/13 – Disruptive person with another individual
- 7/21, 7/22, 7/29 – person throwing rocks/bricks at people and acting erratic
- 7/22 – Two persons one bleeding and one yelling/cursing
- 7/26 – Person washing hair in bathroom escorted to the YWCA
- 7/29 – Police called for harassment on the bus
- 7/29 – Police called for an unruly passenger
- 7/30 – Person tried to cut another person

EMS Calls

9 Calls were made for medical assistance

- 7/2 – Intoxicated person
- 7/7 – Person with chest pains
- 7/7 - Person taken to hospital
- 7/11 – EMT checking on a person
- 7/26 – Person with breathing problems and chest pain

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. Walk the KTC staff to and from there vehicles.

Over site of passengers entering KTC building, boarding trains and inter-city bus arrivals & departures, directing passengers to the proper smoking areas making sure to enforce all rules of conduct.



Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by, Richard Congdon, Program Manager
DATE: August 8, 2022
SUBJECT: Metro Connect Update

BACKGROUND

Metro Connect continues to maintain regular days and hours of service while operating at full capacity. There have been no trip denials since returning to full capacity in December of 2021. Apple Bus Company has been hiring and training new drivers along with their regular staff and have been able to keep up with demand. The scheduling office had been understaffed but everyone has returned to work.

DISCUSSION

Metro Connect ridership has leveled off with many trips taken regularly for work, medical appointments and education. The difference between trip numbers in May and June was only 24. There has been an average of 9,635 trips taken monthly so far in 2022. This is a 40% increase over the same period in 2021.

The Americans with Disabilities Act service has grown significantly in 2022. Ridership is up 82% through June with 24,605 trips compared to 13,543 trips in the first six months of 2021. ADA certifications have increased by 92% in 2022.

Some of the Metro Connect statistics from the 2nd quarter of 2022 compared to the 2nd quarter of 2021 are:

- Ridership increased by 45%
- Ride requests increased by 38%
- There were no denied trips
- Revenue miles increased by 55%
- The cost per trip decreased by 28%
- Total certifications increased by 111%
- The cost of fuel increased by 86%

Since Sunday service returned to the fixed-route system Metro Connect is only transporting fixed-route passengers on Sundays from 8:00 am to 9:00 am and from 5:00 pm to 6:00 pm when the buses are not running. Metro Connect has transported a total of 30 fixed-route riders, or .11% of all trips, since the return of bus service on May 8, 2022.

The scheduling telephone system added a new feature in May. Callers have the option to wait for the next available scheduler, instead of automatically being sent to voicemail, or they can choose to leave a message. This has cut the average number of voicemails left in a month by over 50%.

Apple Bus Company and First Student continue to work on their proposal for the two-year contract extension. The current contract expires on December 31, 2022. If extended, the contract will have to go out to competitive bid as required by the FTA before the end of the two-year extension.

RECOMMENDATION

This item is for informational purposes only.



Agenda Item: # 8a
Meeting Date: 08/08/22

Connecting People Throughout
Kalamazoo County

TO: Central County Transportation Authority and Kalamazoo County Transportation Authority
FROM: Sean McBride, Executive Director
 Prepared By: Kathy Schultz, Planning and Development Manager
DATE: August 3, 2022
SUBJECT: June 2022 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
FY22	113,729	10,073	1,866	125,668
FY21	116,725	6,976	982	124,683
Difference	-2,996	+3,097	+884	+985
% Change	-2.57%	44.40%	90.02%	.79%

Year-to-Date Ridership				
	Bus	Metro Connect	Metro Share	Oct 21-Sept 22 System Total
FY22	994,964	83,589	12,405	1,092,444
FY21	1,046,374	61,163	1,745	1,109,282
Difference	-51,410	+22,426	+10,660	-16,838
% Change	-4.91%	36.67%	610.89%	-1.52%

WHEELCHAIR LIFT/RAMP INCIDENT REPORT – June 2022

Passengers in mobility devices for the month of June 2022 were 774. There were no incidents that involved a ramp/lift during this month.

WMU STUDENT RIDERSHIP REPORT – June 2022

For the month of June 2022 there were 13,404 passenger trips for WMU.

DEMAND/RESPONSE MONTHLY SUMMARY REPORT – June 2022

For the month of June 2022 there were 10,073 passenger trips on Metro Connect. This is a total of 83,589 passenger trips for fiscal year 2022.



METRO
RIDERSHIP ANALYSIS
June, 2022

Route #	Route	Month to Date				Year to Date								
		# of Rides		Rides per hour		# of Rides		Rides per hour						
		FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21					
01	Westnedge	16,069	16,684	22.60	24.52	122,771	152,614	24.02	27.68	-7.81%	-19.55%	24.02	27.68	-13.21%
02	Portage	7,633	8,618	17.14	21.68	52,726	67,960	16.11	21.00	-11.43%	-20.96%	16.11	21.00	-23.27%
03	West Michigan	4,294	4,598	9.62	11.49	38,773	39,950	11.88	11.78	-6.61%	-16.24%	11.88	11.78	0.87%
04	Oakland	4,169	4,421	9.34	11.10	33,206	34,413	10.06	10.66	-5.70%	-15.82%	10.06	10.66	-5.65%
05	East Main	3,488	5,063	15.53	12.74	29,818	49,090	18.15	15.79	-31.11%	21.86%	18.15	15.79	14.93%
06	Parchment	5,716	6,006	13.17	14.95	46,216	48,460	14.22	14.54	-4.83%	-11.93%	14.22	14.54	-2.22%
07	Alamo	7,276	7,130	16.95	17.91	59,756	61,697	18.43	19.13	2.05%	-5.34%	18.43	19.13	-3.67%
08	Egleston	5,316	6,390	11.91	16.05	40,967	47,211	12.49	14.64	-16.81%	-25.76%	12.49	14.64	-14.71%
09	Gull Road	10,781	10,385	15.18	14.18	79,161	108,343	16.12	19.19	3.81%	7.06%	16.12	19.19	-15.98%
10	Comstock	3,609	4,539	8.09	11.40	30,689	39,651	9.31	12.29	-20.49%	-29.04%	9.31	12.29	-24.27%
11	Stadium Drive	6,620	7,140	14.84	17.93	55,493	61,403	16.83	19.03	-7.28%	-17.25%	16.83	19.03	-11.56%
12	Duke	873	0	6.61	0.00	8,452	173	7.80	0.00	0	-	7.80	0.00	-
13	South Burdick	6,796	7,972	15.23	20.02	54,062	69,175	16.53	16.70	-14.75%	-23.92%	16.53	16.70	-1.04%
14	West Main	11,713	8,889	16.49	22.32	80,366	74,726	16.90	22.92	31.77%	26.11%	16.90	22.92	-26.26%
15	Paterson	2,438	4,490	10.91	11.28	19,820	54,131	12.30	17.40	-45.70%	-3.30%	12.30	17.40	-29.28%
16	Lowell	10,274	7,172	14.36	18.01	93,750	67,384	19.70	16.19	43.25%	-20.27%	19.70	16.19	21.66%
19	Ring	961	364	3.25	0.00	28,005	6,376	13.12	0.00	164.01%	-	13.12	0.00	-
21	Solon/Kendall/Lafayette	0	0	0.00	0.00	28,724	9,725	13.72	33.44	0	-	13.72	33.44	-58.97%
25	Parkview	1,376	913	2.56	0.00	56,674	10,239	14.61	0.00	50.71%	-	14.61	0.00	-
26	West Centre	2,423	3,447	5.80	9.02	20,244	26,552	6.41	7.55	-29.71%	-35.69%	6.41	7.55	-15.13%
27	East Romance	1,904	2,504	4.42	6.50	14,863	20,401	4.67	0.00	-23.96%	-31.98%	4.67	0.00	-
30/31	WMU Shuttle	0	0	0.00	0.00	428	-	9.44	0.00	0.00%	0.00%	9.44	0.00	-
	Total Fixed Route	113,729	116,725	12.51	15.86	994,964	1,046,374	14.67	15.75	-2.57%	-21.15%	14.67	15.75	-6.83%

Metro County Connect		Demand-Response		ADA Trips							
	10,073	6,976	44.40%	2.01	1.38	83,589	61,163	36.67%	1.91	1.47	29.90%
	4,252	2,385	76.28%	2.10	1.55	34,590	19,300	79.22%	1.93	1.50	28.68%

Specialized Service	1,866	982	90.02%	12.10	10.35	12,405	1,745	610.85%	6.52	6.10	6.82%
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Charters	0	0	N/A	0	0.00	0	0	N/A	0	0	N/A
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Total Services	125,668	124,683	0.79%	9.17	5.42	1,092,444	1,109,282	-1.52%	9.62	10.74	-10.40%
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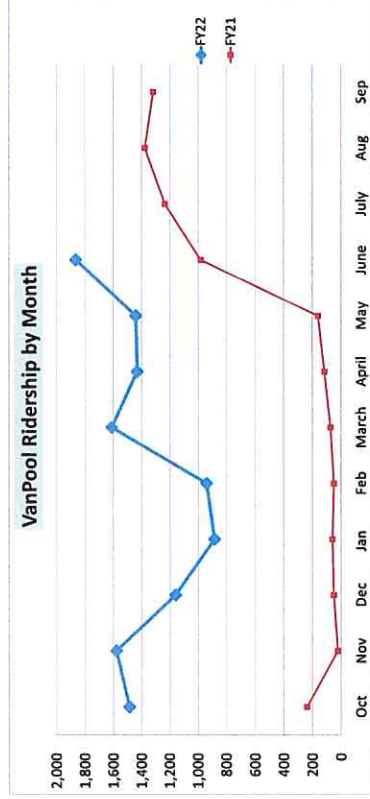
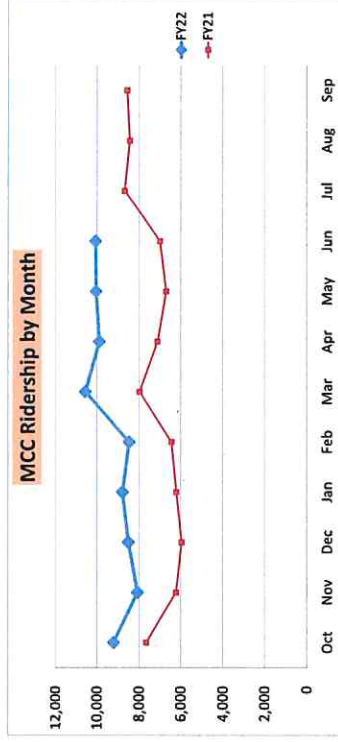
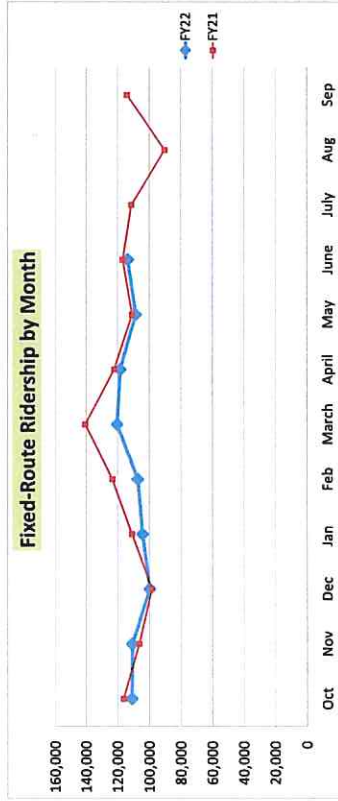
Other Data	Month to Date				Year to Date				
	# of Rides		Increase / decrease		# of Rides		Increase / decrease		
	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	
WMU	13,404	-	0.00%	-	209,998	-	0.00%	-	0.00%
KVCC	248	-	0.00%	-	3,246	-	0.00%	-	0.00%
Transfers	45,400	-	0.00%	-	318,956	-	0.00%	-	0.00%
Wheelchair	774	-	0.00%	-	2,876	26	10961.54%	-	3.40%
Bikes	1,395	-	0.00%	-	7,566	7,317	3.40%	-	0.00%
Youth Mobility	2,112	-	0.00%	-	12,544	-	0.00%	-	0.00%

Metro FY 2022
JUNE, 2022

Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY22	111,081	110,936	99,797	104,448	107,420	120,374	118,404	108,775	113,729	111,485	90,114	114,200
FY21	116,340	106,583	98,448	111,044	123,352	140,679	122,253	110,950	116,725	111,485	90,114	114,200

MCC	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY22	9,202	8,077	8,502	8,773	8,466	10,556	9,891	10,049	10,073	8,669	8,433	8,557
FY21	7,651	6,217	5,951	6,197	6,430	7,970	7,093	6,678	6,976	8,669	8,433	8,557

VanPool	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY22	1,486	1,579	1,161	886	943	1,612	1,431	1,441	1,866	1,235	1,376	1,317
FY21	237	22	50	59	49	72	115	159	982	1,235	1,376	1,317



JUNE, 2022

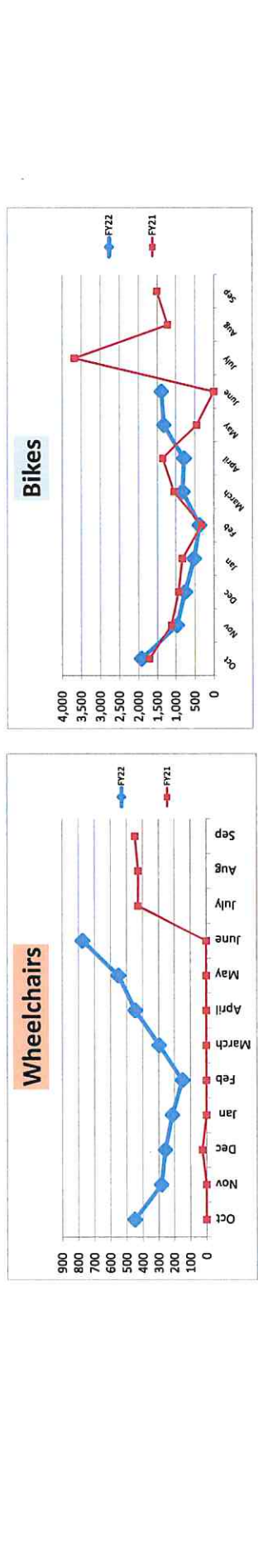
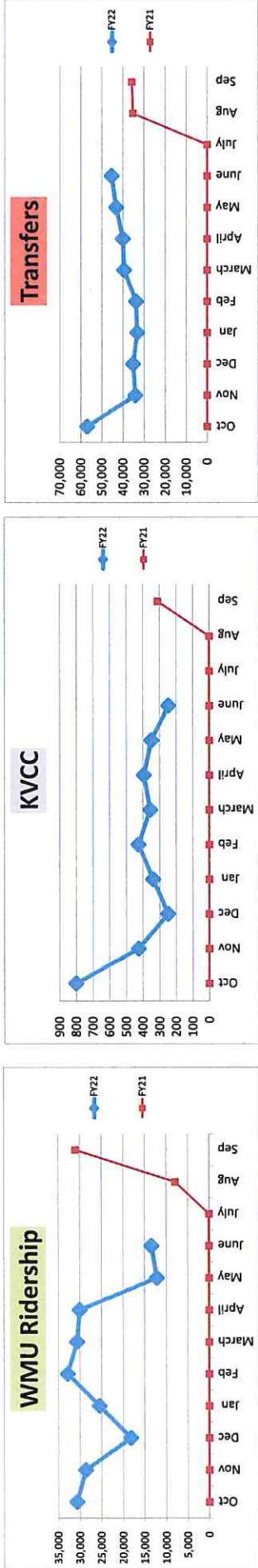
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
WMU FY22	30,701	28,672	18,218	25,443	32,823	30,670	30,067	12,180	13,404	0	7,884	31,015
FY21	0	0	0	0	0	0	0	0	0	0	0	0

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
KVCC FY22	803	426	250	340	427	357	395	350	248	0	0	311
FY21	0	0	0	0	0	0	0	0	0	0	0	0

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Transfers FY22	57,199	34,239	35,282	33,321	33,854	39,559	40,102	43,261	45,400	0	35,215	35,724
FY21	0	0	0	0	0	0	0	0	0	0	0	0

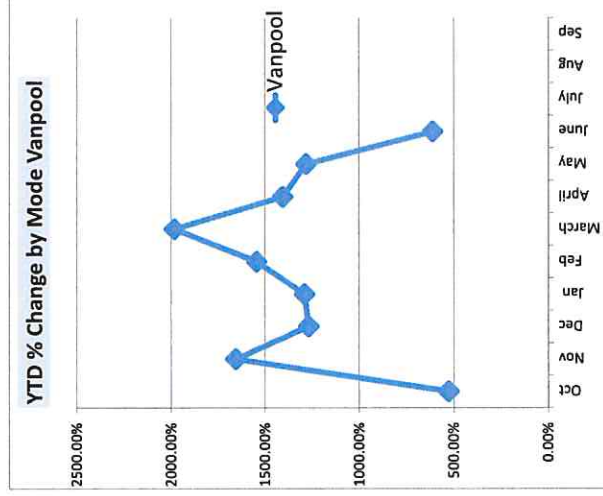
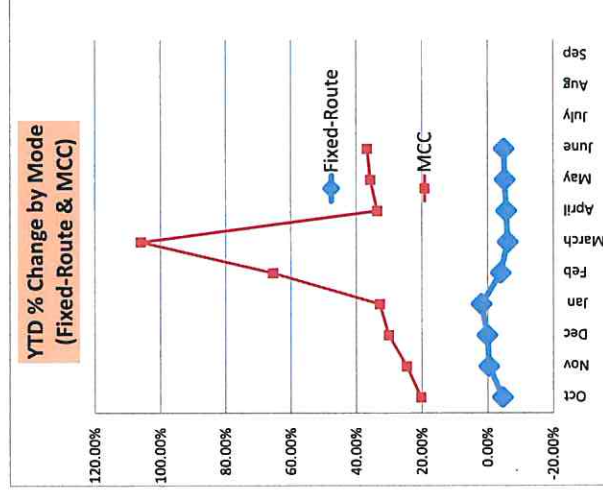
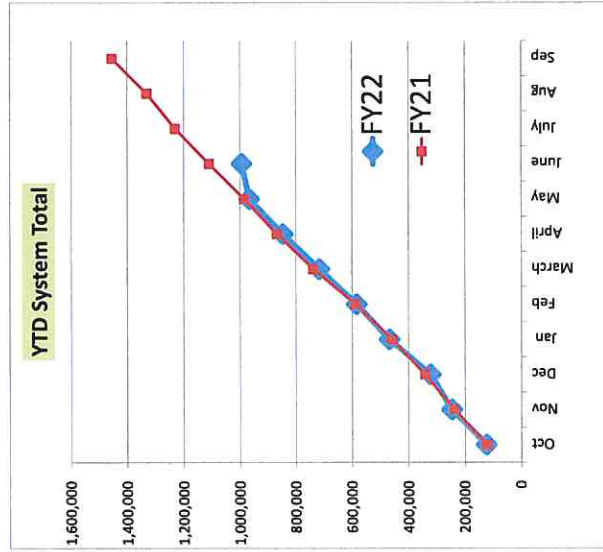
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Wheelchairs FY22	450	284	259	214	150	298	447	552	774	0	427	447
FY21	0	0	26	0	0	0	0	0	0	428	427	447

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Bikes FY22	1,924	989	762	525	382	824	785	1,326	1,395	0	1,217	1,510
FY21	1,720	1,117	923	826	327	1,045	1,352	450	0	3,682	1,217	1,510



Metro FY 2022
June, 2022

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
YTD System Total												
FY22	124,496	246,574	321,814	467,414	584,243	716,785	846,511	966,776	994,964			
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
YTD % Change												
Fixed-Route	-4.52%	-0.41%	0.14%	1.88%	-3.97%	-6.09%	-5.65%	-5.21%	-4.91%			
MCC	20.27%	24.60%	30.08%	32.82%	65.36%	105.93%	33.59%	35.67%	36.67%			
YTD % Change												
Vanpool	527.00%	1657.14%	1287.64%	1289.13%	1545.36%	1983.42%	1406.29%	1281.26%	610.89%			





Connecting People Throughout
Kalamazoo County

Agenda Item: #8b Meeting Date: 08/08/22
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: June 28, 2022
SUBJECT: May 2022 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 \$3,073,021 (40%) of the FY22 millage.
- We have collected \$1,471,651 (57% 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 \$8,000,000 in CARES funds (2020-\$1,500,000; 2021-\$4,500,000; 2022-\$2,000,000).
- The average price for a gallon of diesel fuel in May 2021 was \$1.98 and in May 2022, it was \$3.87. This is a 95% increase.
- Total operating expenditures for Metro year-to-date are 52% of the total budgeted amount.

Attachment:

1. May 2022 Income & Expense Statement



	FY2022 CCTA Board Recommended Budget	May 2022	Year to Date FY 2022	Year to Date %	Monthly Funding %
STATEMENT OF INCOME AND EXPENSE					
Operating Revenue					
Fare Revenue					
Regular Route Cash	566,500	39,562	327,258	58%	8%
Metro County Connect Fares	187,117	32,108	138,939	74%	6%
Specialized Services Fares					
Metro County Connect - Access Fares	147,686	19,840	132,563	90%	4%
Tokens	259,875	14,526	130,901	50%	3%
Pass Sales	200,310	16,670	122,778	61%	3%
WMU Prepaid Fares	1,150,000	0	575,000	50%	0%
Texas Twp/KVCC Prepaid Fares	87,565	0	44,212	50%	0%
	<u>2,599,053</u>	<u>122,706</u>	<u>1,471,651</u>	57%	23%
Other Revenue					
Advertising	120,200	5,000	51,295	43%	1%
Intermodal Operations	136,000	900	88,751	65%	0%
Miscellaneous Revenue	22,800	(244)	111,872	491%	0%
Commission Revenue - Ticket Sales	20,000	3,516	12,499	62%	1%
Interest Income	7,500	3,333	3,910	52%	1%
	<u>306,500</u>	<u>12,505</u>	<u>268,327</u>	88%	2%
Urban Millage (CCTA)	4,589,014	78,936	1,499,560	33%	15%
County-wide Millage (KCTA)	3,003,310	64,467	1,573,461	52%	12%
MDOT - Operating	5,013,610	0	2,981,404	59%	0%
FTA - Operating	4,147,774	0	2,016,315	49%	0%
Provision for Depreciation	3,200,000	248,129	2,035,678	64%	47%
TOTAL OPERATING REVENUE	<u>22,859,261</u>	<u>526,743</u>	<u>11,846,396</u>	52%	100%
Operating Expenses by Division					
Administration/Overhead	7,217,341	374,622	2,873,459	40%	
Kalamazoo Transportation Center Operations	783,839	58,484	445,186	57%	
Maintenance	3,188,711	203,412	1,984,973	62%	
Operations	7,467,798	518,992	4,169,949	56%	
Metro Connect	4,832,897	402,689	2,789,562	58%	
Metro Share	63,642	2,989	32,151	51%	
TOTAL OPERATING EXPENSE	<u>23,554,228</u>	<u>1,561,188</u>	<u>12,295,281</u>	52%	
NET (UNFUNDED) BALANCE for period	<u>(694,967)</u>	<u>(1,034,445)</u>	<u>(448,885)</u>		