



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
April 10, 2023
Regular Meeting**

*Note: The next joint CCTA/KCTA regular meeting will be held on
Monday, May 8, 2023 at 11:30 a.m.*

PLEASE BE ADVISED that the Central County Transportation Authority and Kalamazoo County Transportation Authority will meet for its meeting on Monday, April 10, 2023 at 11:30 a.m. for the purpose of:

	Item	KCTA Action	CCTA Action
1.	Roll Call		
2.	Consent Agenda	Voice Vote	Voice Vote
	a. Agenda for April 10, 2023		
	b. Minutes for March 13, 2023		
3.	Public Comment		
4.	Board Operations Committee		
	a. Action Items		
	1. Consideration to Adopt Resolutions Levying the CCTA and KCTA Transit Millages for 2023*		
	a. KCTA Resolution 23-001		Roll Call
	b. CCTA Resolution 23-002	Roll Call	
	b. Informational Items		
	i. Meeting Notes of March 16, 2023		
5.	Planning & Development Committee		
	a. Informational Items		
	i. Budget Calendar*		
	ii. Fixed-Route Service Restoration for May 8, 2023*		
	iii. Microtransit Overview*		
	iv. Meeting Notes of March 27, 2023		
6.	Performance Monitoring Committee		
	a. Action Items		
	i. Purchase of Bus Lift*	Roll Call	Roll Call
	b. Informational Items		
	i. Meeting Notes of March 30, 2023		
7.	External Stakeholders Relations Committee		
	a. Informational Items		
	i. Ride Transit Campaign*		
	ii. Meeting Notes of March 29, 2023		



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8.	Report from Executive Director*		
	a. Monthly Ridership Reports*		
	b. Monthly Financial Report*		
9.	Other Reports		
	a. Pension Board		
	b. KATS		
	c. 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

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
March 13, 2023**

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Keshia Woodson-Sow, Kathy Schultz, Rob Branch, Cheryl Pesti, Juvar Curtis, Christine Fleckenstein, Tony Myart, Tiny Slater, Barbara Blissett
Others Present: Aaron Stevens, Marnie Sarwicki, Earl Cox, Sr., Jen Strebs

1.) KCTA ROLL CALL

KCTA Members Present: Curtis Aardema, Tafari Brown, Dusty Farmer, Martin Janssen, Aditya Rama, Tim Sloan**, Greg Rosine*

KCTA Members Absent: Jeff Breneman

A motion was made by KCTA to excuse the absence of Jeff Breneman

Motion: Janssen

Second: Aardema

Motion carried by voice vote.

** Brown left the meeting at 12:52 pm*

***Sloan left the meeting at 1:12 pm*

1). CCTA ROLL CALL

CCTA Members Present: Curtis Aardema, Rob Britigan, Chris Burns, Dusty Farmer, Rod Halcomb, Martin Janssen, Garrylee McCormick, Lisa Moaiery, Jim Pearson, Randy Thompson, Greg Rosine

CCTA Members Absent: None

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 March 13, 2023 and for approval of the joint CCTA/KCTA meeting minutes for February 13, 2023.

Motion: Sloan

Second: Brown

Motion carried by voice vote.

3.) TRANSIT WORKER APPRECIATION DAY

Christine Fleckenstein, Tony Myart, Juvar Curtis and Tiny Slater accepted the Transit Worker Appreciation Day Resolution for March 18, 2023 on behalf of all Metro workers.

A motion was made by KCTA and CCTA to adopt a RESOLUTION RECOGNIZING TRANSIT WORKER APPRECIATION DAY MARCH 18, 2023.

Motion: McCormick

Support: Janssen

Motion carried by a roll call vote.

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

4.) PUBLIC COMMENT - None

5.) KCTA AND CCTA FINANCIAL STATEMENTS

Aaron Stevens, on behalf of Maner Costerisan, presented the Fiscal Year 2022 Financial Reports for KCTA and CCTA. (A PowerPoint is included with the minutes and materials on the presentation are available on the website: www.kmetro.com).

A motion was made to receive the KCTA Financial Report for the year ending September 30, 2022.

*Motion: Janssen Second: Aardema
Motion carried by voice vote.*

A motion was made to receive the CCTA Financial Report for the year ending September 30, 2022.

*Motion: McCormick Second: Thompson
Motion carried by voice vote.*

6.) ANNUAL REPORT

Exec. Dir. McBride presented a PowerPoint of Metro's CCTA/KCTA 2022 Annual Report. (A copy is available on the website and with the meeting minutes.)

Exec. Dir. McBride highlighted Metro's accomplishments for 2022 which included:

- Bus fixed-route ridership increased for a second straight year approaching 1.6 million rides
- Completion of Comprehensive Operational Analysis (COA) provided a look to the future of public transportation
- Addition of new bus shelters and amenities
- Introduction of new microtransit to the types of public transportation Metro will provide in the future.

7.) NOMINATING COMMITTEE

Martin Janssen reported the Nominating Committee met five times and reached out to potential Boardmembers to see if they had an interest in stepping into the roles of a KCTA or CCTA officer. He said there were good conversations with support of the current leadership continuing with a plan to select new boardmembers for the positions in the future.

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

*Motion: Sloan Support Janssen
Motion carried by roll call vote.*

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

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

Motion: Aardema

Support: Thompson

Motion carried by roll call vote.

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

Nays: None

Absent: None

7.) BOARD GOVERNANCE COMMITTEE ORIENTATION

Chair Rosine provided background information and a PowerPoint regarding the CCTA and KCTA Governance Structure. (The PowerPoint is included with the minutes.) He said it was implemented to garner greater involvement of Boardmembers as well as strengthen the Boards.

The Board Governance Committees are as follows:

- Board Operations Committee
 - Greg Rosine, Chair
 - Marty Janssen
 - Curtis Aardema
 - Chris Burns
 - Dusty Farmer
- Planning and Development Committee
 - Chris Burns, Chair
 - Rob Britigan
 - Lisa Moaiery
 - Jim Pearson
 - Tafari Brown
- Performance Monitoring Committee
 - Curtis Aardema, Chair
 - Rodney Halcomb
 - Garrylee McCormick
 - Aditya Rama
- External Relations Committee
 - Dusty Farmer, Chair
 - Randy Thompson
 - Martin Janssen
 - Tim Sloan

The Boards discussed the advantages of the newly formed committees and determined members should remain on each committee for two years.

9.) EXECUTIVE DIRECTORS REPORT

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

- Human Resources
- Legislative Outreach
- Inter-City Bus Service
- Crossroads Mall
- KTC Security Reports

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

10.) SUBCOMMITTEE REPORTS

Operations Committee – Chair Rosine reported the Operations Committee met to discuss the current agenda.

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

Outreach Committee – Did not meet.

Pension Board – McCormick reported the market value of portfolio assets increased from \$758.5 million to \$809.4 million during the fourth quarter of 2022, an increase of \$50.9 million or 6.71%.

KATS Policy Committee – Aardema reported KATS had redefined the urbanized areas following the latest census indicating a reduction in population in those areas. He said they are continuing to work on the complete streets policy.

Local Advisory Committee (LAC) – Did not meet.

11.) CHAIRPERSON REPORT – Chair Rosine noted that this would be Vice-Chair Janssen’s last meeting due to his relocation Indianapolis, IN. Chair Rosine read a *Resolution Honoring Martin Janssen* for his years of service on the Boards.

*A motion was made by KCTA and CCTA to approve Resolution Honoring Martin Janssen.
Motion: Aardema Support: McCormick
Motion carried by roll call vote.*

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

12.) PUBLIC COMMENT – None

13.) MEMBERS TIME – Boardmembers expressed their appreciation for Boardmember Janssen’s years of service and his dedication to promote public transportation. They wished him well with his new journey.

14.) ADJOURNMENT

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

Motion: McCormick

Support: Janssen

Motion carried by voice vote.

The meeting adjourned at 1:22 P.M.

Greg Rosine
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Greg Rosine
KCTA Chairperson

Barbara Blissett
KCTA Clerk

DRAFT



Agenda Item # 4a
Meeting Date: 04/10/23

Connecting People Throughout
Kalamazoo County

TO: KCTA Board
FROM: Sean McBride, Executive Director
DATE: March 17, 20223
SUBJECT: 2023 KCTA Millage Levy

BACKGROUND

On November 2, 2021 Kalamazoo County voters approved a 0.3124 renewal of the county-wide millage to fund countywide services that include Metro Connect and Metro Share for five years that included 2022, 2023, 2024, 2025 and 2026.

The KCTA levied 0.3110 mills for calendar year 2022. For 2023 it is recommended the KCTA levy **0.3110 mills** or up to the allowable amount if the Headlee Amendment needs to be applied this year. The Headlee calculation is done by the Kalamazoo County Equalization Department and has not been finalized. With the 0.3110 rate, it is estimated that \$3.1 million will be collected to fund public transit services in 2023.

The Board Operations Committee met on March 16th to review the millage levy amount.

With KCTA Board authorization of the Resolution, it will be provided to member jurisdictions by May 15, 2023. The 2023 KCTA millage levy will be collected as part of the July 2023 tax bill for the cities and December 2023 for the townships.

KCTA RECOMMENDATION

The Board Operations Committee and Executive Director and the recommends adoption of a Resolution that the KCTA levy 0.3110 mills or up to the allowable amount if the Headlee Amendment needs to be applied for the 2023 KCTA Transit Millage.

Attachment

1. Resolution No. 23-001 Levying the 2023 KCTA Transit Millage

KALAMAZOO COUNTY TRANSPORTATION AUTHORITY ("KCTA")
Resolution: 23-001

**Resolution Levying the Transit Millage for 2022 and Providing for Collection of the Transit Millage
in July 2023 for the Cities in Kalamazoo County and in
December 2023 for the Townships in Kalamazoo County**

The KCTA makes the following findings:

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

Based on these findings, the KCTA resolves:

1. Voters approved the millage request at the November 2, 2021 election. KCTA now levies 0.3110 mills or up to the allowable amount after the Headlee Amendment is applied by the Kalamazoo County Equalization Director on all taxable property located in Kalamazoo County for 2023. Tax assessing officials for the cities in Kalamazoo County shall collect this millage as part of the July tax bill. Tax assessing officials for the townships in Kalamazoo County shall collect this millage as part of the December tax bill. All funds generated by this levy shall be appropriated to expenditures according to KCTA's budget.
2. A certified copy of this resolution shall be filed with the proper tax assessing officials no later than May 15, 2023.
3. The KCTA Board and its officers and agents are authorized and directed to take all other actions appropriate to carry out the intent of this resolution, including providing an L-4029

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

Ayes:
Nays:
Absent:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

I, Barbara Blissett, Kalamazoo County Transportation Authority Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Transportation Authority at a regular meeting held on April 10, 2023.

Barbara Blissett, Clerk
Kalamazoo County Transportation Authority



Connecting People Throughout
Kalamazoo County

Agenda Item: # 4b Meeting Date: 04/10/23

TO: CCTA Board
FROM: Sean McBride, Executive Director
DATE: March 17, 2023
SUBJECT: 2023 CCTA Millage Levy

BACKGROUND

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

The CCTA levied 0.8987 mills for calendar year 2022. For 2023, it is recommended that CCTA levy **0.8978** mills or up to the allowable amount if the Headlee Amendment needs to be applied this year. With the 0.8978 rate, it is estimated that approximately \$5.1 million will be collected to fund public transit services in 2023.

DISCUSSION

The Board Operations Committee met on March 16th to review the millage levy amount and the related financial information.

The Board Operations Committee met on April 4th to review the millage levy amount.

With CCTA Board authorization of the Resolution, it will be provided to member jurisdictions by May 15, 2022. The 2023 KCTA millage levy will be collected as part of the July 2023 tax bill for the cities of Kalamazoo, Portage and Parchment and in December 2023 for the townships of Kalamazoo, Comstock and Oshtemo.

RECOMMENDATION

The Board Operations Committee and the Executive Director recommends adoption of a Resolution levying 0.8978 mills or up to the allowable amount if the Headlee Amendment for the 2023 CCTA Transit Millage.

Attachments

1. Resolution No. 23-002 Levying the 2023 CCTA Transit Millage

CENTRAL COUNTY TRANSPORTATION AUTHORITY ("CCTA")

Resolution: 23-002

Resolution Levying the Transit Millage for 2023 and Providing for Collection of the Transit Millage in July 2023 for the Cities of Kalamazoo, Portage and Parchment and in December 2023 for the Townships of Kalamazoo, Comstock and Oshtemo in Kalamazoo County

The CCTA makes the following findings:

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

Based on these findings, the CCTA resolves:

1. Voters approved the millage request at the March 10, 2020, election. CCTA shall levy **0.8978 mills** up to the allowable amount after the Headlee Amendment is applied by the Kalamazoo County Equalization Director on all taxable property located in Kalamazoo County for 2023. Tax assessing officials for on all taxable property located within the Central County Transportation Authority Boundary for 2023. Tax assessing officials for the cities of Kalamazoo, Portage and Parchment in Kalamazoo County shall collect this millage as part of the July tax bill. Tax assessing officials for the townships of Kalamazoo, Comstock and Oshtemo in Kalamazoo County shall collect this millage as part of the December tax bill. Within Comstock Township the CCTA boundaries include Voting Precincts #02, #03, #04, #05, #06 and #07. Within Oshtemo Township CCTA boundaries include Voting Precincts #03, #04, #05, #06, #07, #08 and #09. All funds generated by this levy shall be appropriated to expenditures according to CCTA's budget.
2. A certified copy of this resolution shall be filed with the proper tax assessing officials no later than May 15, 2023.
3. The CCTA Board and its officers and agents are authorized and directed to take all other actions appropriate to carry out the intent of this resolution, including providing an L-4029.

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

Ayes:
Nays:
Absent:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN
)SS
COUNTY OF KALAMAZOO

I, Barbara A Blissett, Central County Transportation Authority Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Central County Transportation Authority at a regular meeting held on April 10, 2023.

Barbara A Blissett, Clerk
Central County Transportation Authority



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AGENDA and MEETING NOTES

Board Operations Committee
March 16, 2023
9 am - 10:30 am

Members Present: Curtis Aardema, Chris Burns, Dusty Farmer, Greg Rosine
Members Absent: Garrylee McCormick
Staff: Sean McBride, Barbara Blissett

Items for Discussion:

1. April 10th CCTA/KCTA Board Agenda

Notes:

- The Committee reviewed the April 10th CCTA/KCTA Board Agenda with questions regarding the 2023 CCTA and KCTA tax levy.
- Discussion took place about the reasoning to levy the full millage for each Authority due to increases in service for fixed-route buses and the increased cost for the Metro Connect contract with First Student
- The Committee reviewed and agreed to the April 10th Draft CCTA/KCTA Board Agenda

2. 6-month work plan for Board Operations

- a. Review Staff Governance Team Agenda Planning Matrix

Notes:

- The Committee reviewed the SGT Agenda Planning Matrix in detail with comments about projected dates and timing for submitting items on the agenda

3. Review Committee Draft Agendas
 - a. Planning and Development Committee
 - b. Performance Monitoring Committee
 - c. External Relations Committee

Notes:

- The Committees reviewed their individual future Draft Committee Agendas discussing in detail which committees should cover various topics/items

4. Board Operation Committee Items
 - a. Boardmember Characteristics and Composition
 - b. Executive Director Goals and Objectives

Notes:

- Rosine stated he would be meeting Kalamazoo County Commission Chair John Taylor to discuss Boardmember characteristics and composition. This would be for future appointments to the Boards
- Discussed the importance of the County Board of Commissioners support Metro and public transit in Kalamazoo County
- Next meeting will be about Executive Director's goals and objectives; will discuss new design for yearly evaluations

- 5. Other
 - a. Other Governance Items
 - b. Crossroads Mall

Notes:

- Discussion

Attachments:

1. April 10, 2023 Agenda
2. Staff Governance Team Agenda Planning Matrix
3. Board Governance Committee Draft Agendas

STAFF GOVERNANCE TEAM - AGENDA PLANNING

Version: March 27, 2023

Committee Items	Committee Agenda Item							CCTA/KCTA Board			Additional Information	Initial Materials and Memo Preparation	Additional Staff Attendance at Committee or Board Meeting
	April	May	June	July	August	September	October	Informational Item	Action Item	CCTA/KCTA Board Action Date (s)			
KCTA/CCTA Board Meeting Date	4/10	5/08	6/12	7/10	8/14	9/11	10/09						
Board Operations													
Committee Meeting Date	3/16	4/20	5/18	6/15	7/20	8/17	9/21						
Chair/Liaison/ED Meeting													
1 Review and approve Committees 6-month Workplan	X	X	X	X	X	X					Ongoing		
2 Review and Approve Upcoming CCTA/KCTA Meeting Agenda	X	X	X	X	X	X					Ongoing		
3 Executive Director Goals and Objectives	X	X	X					X				McBride	
4 Boardmember Characteristics and Composition	X	X	X					X				McBride	
5 Collective Bargaining Process			X	X	X						CBA Expires February 24. Process to start summer 23		
Performance Oversight													
Committee Meeting Date	3/30	4/27	5/25	6/22	7/27	8/24	9/22						
Chair/Liaison/ED Meeting													
1 Inground Bus Lift Procurement	X							X	April		Estimated \$100,000	Vlietstra	
2 Security Services Procurement	X	X						X	May			Woodson-Sow	Davis (B/C)
3 Washrack Improvements Procurement			X					X	June or July		Estimated \$300,000	Vlietstra	Branch
4 Janitorial Services Procurement			X					X	June			Vlietstra	Branch (B/C)
5 Microtransit Services Procurement				X	X	X		X	October				
6 Develop Plan to Review Performance Metrics Provided to the Board	X	X	X					X			Long-term projects with multi subcomponents		
6.1 Safety and Security reporting		X										Woodson-Sow	Davis
7 Establish Performance Metrics and Reporting for Microtransit								X			Outside first 6-months		
Planning & Development													
Committee Meeting Date	3/27	4/17	5/15	6/19	7/17	8/21	9/18						
Chair/Liaison/ED Meeting													
1 Comprehensive Operational Analysis Implementation	X	X	X	X	X	X		X		May	Ongoing Project		
1.1 August Fixed-Route Bus Adjustments								X	May				
1.2 Microtransit Implementation	X							X	April		Ongoing Project	McBride	
1.3 Future Fixed-Route Adjustments								X					
2 FY 2024 and 25 Budget	X	X	X	X	X	X							
2.1 Budget Process and Timelines	X	X						X	May			Vlietstra	
2.2 Budget Topics (Staffing, Capital, Microtransit, Insurance)		X	X	X				X					
2.3 Draft Budget				X	X			X	August				Pesti (B/C)
2.4 Budget Approval						X		X	September				Pesti (B/C)
3 Update to Procurement Manual			X	X				X	July/August				
4 Update to Employee Handbook								X			TBD		
External Relations													
Committee Meeting Date	3/29	4/18	5/16	6/20	7/18	8/16	9/19						
Chair/Liaison/ED Meeting													
1 Ride Transit Campaign	X							X	April			Schultz	
2 Develop Annual Metro Outreach Plan for Period Starting August 1		X	X					X	July		Additional action items will be developed based on the plan.	Schultz	
2.1 Develop Board Specific Outreach Plan		X	X					X				McBride	
3 Plan Legislative Breakfast/Event	X	X						X	May/June			Schultz	
4 Website Update		X						X				Schultz	
Completed Items													
Board Operations													
Performance Oversight													
Planning & Development													
External Relations													



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Agenda Item: #5ai4 Meeting Date: 04/10/23
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: March 30, 2023
SUBJECT: Planning & Development Committee – Information Only

BACKGROUND

Attached for information is the budget calendar reviewed at the Planning & Development Committee meeting on March 27. The committee also discussed budget information they would like to see this year including microtransit, insurance, staffing, and capital purchases.

Attachment

1. Budget Calendar

2-Year Budget Calendar

FISCAL YEARS:

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

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

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

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



Connecting People Throughout
Kalamazoo County

Agenda Item: # 5ii, iii Meeting Date: 04/10/23

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: March 30, 2023
SUBJECT: Planning & Development Committee – Information Only

BACKGROUND

Attached for information are the items reviewed at the Planning & Development Committee meeting on March 27.

Attachments:

1. Fixed Route Service Adjustments
2. Microtransit Implementation Overview



Connecting People Throughout
Kalamazoo County

TO: CCTA/KCTA Planning and Development Committee
FROM: Sean McBride, Executive Director
DATE: March 22, 2023
SUBJECT: Fixed-Route Service Restoration for May 8, 2023

BACKGROUND

One of the impacts of the pandemic were service reductions that had to be made in response to decreased staffing levels in the Operations Department. Over the past year plus, service restoration has been slowly implemented as demand was identified and staffing levels allowed. Previous service restoration includes:

- Sunday Service
- Later Service until 10 pm on Mondays through Saturdays
- Route 12 – Duke
- :45 after the hour on routes 1–Westnedge, 9–Gull, 14–West Main, and 16–Lovell

INFORMATION

The Operations Department is in the the process of a fixed-route service restoration by bringing back :45 service on routes:

- 7-Alamo
- 11-Stadium Drive
- 2-Portage Road

Currently these routes run on an hourly frequency starting at :15 after the hour from 6:15 am to 9:15 pm. The added :45 service will begin at 6:45am and last run will happen at 6:45 pm. The scheduled increase will take place on Monday, May 8, 2023.

Due to staffing levels, continued plans for service increases must be done in steps. This will allow us to be sure of the services we are promising to the public and should eliminate the potential for service interruptions due to a lack of drivers. Current staffing levels are 63 full-time and 5 part-time drivers, although not all are available due to medical leave, workers compensation leave **or** are in the process of new hire training.

For this process to take place, the Operations Department will have to create a new runboard and have all drivers sign-up for a run (route). The process is listed below:

May 8, 2023 Runboard

- Posted April 17, 2023
- Signing Begins April 19, 2023
- Signing completed April 27, 2023

RECOMMENDATION

This item is for information only.



Connecting People Throughout
Kalamazoo County

TO: CCTA/KCTA Planning and Development Committee
FROM: Sean McBride, Executive Director
DATE: March 22, 2023
SUBJECT: Microtransit Implementation Overview - DRAFT

BACKGROUND

The major recommended change from the Comprehensive Operational Analysis was to implement a microtransit service.

INFORMATION

Staff has begun efforts to implement a microtransit service. The key steps moving forward include the following.

1. Knowledge Building (On-going)

Staff is building their knowledge regarding microtransit. Staff is gaining general knowledge by participating in the following:

- *MDOT Tech Talk regarding On-Demand Microtransit* – January 23, 2023
 - A panel of representatives from Battle Creek, BATA, The Rapid, Muskegon and SMART talked about their microtransit services. They discuss business cases, lessons learned, pros and cons of turnkey vs. software as a service models, and more.
- *On Demand Microtransit Webinar* by AASHTO Innovation Initiative – January 31, 2023
- *American Public Transportation Association Mobility Conference* – April 23 -26

Staff has had direct discussions or presentations with these organizations that have implemented a microtransit program:

- The Rapid (Grand Rapids)
- Suburban Mobility Authority (SMART) in suburban Detroit area
- Battle Creek Transit
- Muskegon Area Transit System (MATS)
- Additionally, on-site visits are being scheduled with SMART and MATS to test ride their system, view their operationally facilities and have more detailed discussion with staff.

Staff has met or will meet with the following private sector vendors that are considered industry leaders in microtransit both as service providers and/or service planners:

- VIA
- Rideco
- Moovit
- First Student
- Spare Labs (meeting pending)
- Remix

Staff has also met with the Director of the Michigan Department of Transportation – Office of Public Transportation to discuss funding opportunities for microtransit pilot projects. MDOT is looking for additional properties to work with and to conduct research as they see microtransit as a growing segment of public transit.

2. Service Procurement (June – December 2023)

A Request for Proposals will be written to procure service. The “scope of service” identified in the RFP will be based on the information we obtain over the next few months during the knowledge building phase. The tentative timing of the procurement includes the following:

- RFP Development – June – August
- RFP Issuance - September
- Submittals Due - October
- Submittal Review - October
- Board Consideration of Service Agreement – November

3. Pre-Service Planning (December 2023 – March 2024)

Once a vendor is selected, the Vendor and Metro staff will work collaboratively to launch the service during the first quarter of 2024. One of the key components of this phase is community education.

4. Service Launch and Refinement (March 2024 – On-going)

One of the key observations from both the public transit agencies we have met with and the private sector service vendors is that there is opportunity from almost the beginning to make adjustment to the service to provide the best product to the public.

RECOMMENDATION

This item is for information only.



AGENDA and MEETING NOTES

Planning & Development Committee

March 27, 2023

2:00 P.M.

Members: Chris Burns (Chair), Tafari Brown, Rob Britigan, Lisa Moaiery (via phone), Jim Pearson

Staff: Sean McBride, Greg Vlietstra, Barbara Blissett

Items for Discussion

1. Set Standard Day/Time for Future Meetings

Notes:

- Committee determined to hold virtual meetings on the 3rd Monday of the month at 2 pm

2. April Items for Board Update

A. FY2024 and FY2025 Budget Calendar Discussion

Notes:

- Committee requested for the 2019 Budget to compare figures pre-Pandemic
- Committee requested the following information for budget deliberations:
 - Insurance Costs
 - Capital Improvements
 - Facilities Management Costs
 - Human Resources/Organization Overview
 - Microtransit Implementation

B. Fixed Route Service Adjustments for May

Notes:

- Committee discussed proposed fixed-route changes to begin in May
- Committee discussed changes and how the public would be informed of changes

C. Microtransit Implementation Overview

- Sean explained how staff was communicating with the following organizations who currently have a microtransit system:
 - VIA
 - Rideco
 - Moovit
 - First Student
 - Spare Labs
 - Remix

 - Committee discussed Microtransit costs, whether it would be conducted in-house or outsourced and how it is becoming the wave of the future
3. Future Fixed-Route Changes Overview
 - Staff working on fixed-route changes after completion of the Comprehensive Operational Analysis
 - Intend to add a 45 after the hour to most routes in the fall
 4. Work Plan for Committee
 - Need to Update Employee Handbook
 5. Other Items

Attachments

1. Budget Calendar
2. Fixed-Route Service Adjustments for May
3. Microtransit Implementation Overview
4. Committee Work Plan



Agenda Item: 6ai
Meeting Date 04/10/23

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: March 20, 2023
SUBJECT: Bid Award – In-Ground Bus Lift

BACKGROUND

This proposed project in the Metro maintenance shop would be the purchase of one in-ground bus lift to replace an existing in-ground lift that was installed in 2001 and has far exceed its useful life. The Rotary Lift Model 70E lifts are used daily for bus maintenance work by mechanics and have a weight capacity up to 50,000 pounds. Metro has four in-ground lifts.

DISCUSSION

With the assistance from the City of Kalamazoo Purchasing Department, sealed bids were solicited and opened on March 14, 2023. The lift would be installed within 180 days from the notice to proceed.

American Hoist Air & Lube (Caledonia, MI) was the only lowest responsive and responsible bidder. American Hoist is the only licensed dealer for the Rotary brand in the State of Michigan. Metro has used American Hoist Air & Lube for over the past 25 years for equipment, service, and annual safety inspections.

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

RECOMMENDATION

It is recommended by the Performance Monitoring Committee that the CCTA and KCTA Boards approve the in-ground bus lift project from American Hoist Air & Lube in the amount \$89,456 and authorize the Executive Director to execute all documents related to the action on behalf of Metro.

Attachment:

1. Bid Tabulation

CENTRAL COUNTY TRANSPORTATION AUTHORITY

Bid Opening: March 14, 2023 @ 3:30 PM

Bid Ref #: 07544-011.0

In-Ground Bus Lift

Opened/Ready by: Gracia Mason

Attended by: _____ Rob Branch & Steve Markus from Metr

Read by:

THIS IS NOT AN ORDER

American Hoist & Lube

DESCRIPTION	TOTAL AMOUNT
In-ground bus lift with Rotary Lift Model 70E	\$89,456.00



Meeting Notes

Performance Monitoring Committee

Date: Thursday, March 30, 2023

Time: 9:00 AM – 10:30 AM

In attendance: Curtis Aardema, Chair; Rodney Halcomb, Garrylee McCormick, Adi Rama, Sean McBride, Executive Director, Keshia Woodson-Sow, Staff Liaison, Annette Arkush, Committee Support

Items for Discussion

1. Set Standard Day/Time for Monthly Meeting

Members accepted the 4th Thursday of each month at 8:15AM.

April 27; May 25; June 22; July 27; August 24; September 28; October 26; November 23; December 28.

Members discussed the scope of work that will come before the committee which include procurement and budget items that require board approval.

2. April Items for Board Consideration

a. Action Items for Board Meeting

Inground Bus Lift Procurement: Refer to attachment prepared by Support Services Director Greg Vlietstra. In anticipation of the end-of-life cycle for the bus lift, this is a pro-active procurement being done with the knowledge that there will be a delay in receipt due to delay in production of product during pandemic. A tour of the garage and the bus lift operation was given following the end of the meeting.

The committee approved recommendation of purchase to the CCTA/KCTA Board. Ms. Woodson-Sow and Mr. Aardema will present the recommendation to the board on April 10.

- b. Informational Items for Committee
Security Services Procurement: *On March 28, a pre-bid information meeting was held. Fourteen companies from across the state attended. The bid will close on April 18 and at the next committee meeting Metro staff will present their recommendation to the committee.*
- c. Discussion Item
 - i. Plan to Review Performance Metrics: *Staff Liaison Woodson-Sow began the discussion by identifying three reporting areas to begin working with:
-Security Reporting
-Ridership
-Income & Expense
The committee commented it would be helpful to see an assessment of trends, understanding what criteria was used (qualitative v. quantitative), develop common metrics for reporting and presentations from the actual staff who write the reports.*

3. May Items for Board Consideration

- a. Action Items for Board Meeting
 - i. Security Services Procurement Plan- with recommendation
- b. Discussion Item
 - i. Continue Development Plan for Performance Metrics

4. June Items for Board Consideration

- a. Action Items for Board Meeting
 - i. Wash rack Improvement Procurement
 - ii. Janitorial Services Procurement
- b. Discussion Item
 - i. Continue Development Plan for Performance Metrics



Agenda Item # 7
Meeting Date 01/09/23

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Kathy Schultz, Planning and Development Manager
DATE: April 3, 2023
SUBJECT: External Relations Committee – Information Only

Attached for information is the materials provided to the External Relations Committee from their meeting on March 29. The next committee meeting will be held April 25.

Attachment

1. Meeting Notes from March 29
2. April and May Items for Board Update Memo



TO: External Relations Committee
FROM: Kathy Schultz, Planning and Development Manager
DATE: March 24, 2023
SUBJECT: Ride Transit Campaign

BACKGROUND

COVID-19 reduced the number of hours of service for the fixed route system as well as the number of passengers. Ridership today for both the fixed route system and Metro Connect continues to be less than the 2019 ridership figures despite an increase in the days of service as well as service hours. Additional hours will be started in the next few months, including three :45 to the hour buses starting May 8 and route changes in the fall.

INFORMATION

To encourage people to ride transit again, we will be working with Token Transit, the app-based bus fare program that started in 2018, to accomplish two things:

- Complete a focused mailing to three routes whose residents typically used Metro in the past but have seen a decreased in ridership. These routes include 6-Parchment, 7-Alamo, and 2-Portage. The mailing will be sent as a postcard to addresses within a half-mile of the bus route and encourage using Token Transit to redeem two free Token Transit bus passes for the fixed route system. Users of the passes will need to register a phone number with Token Transit to prevent fraud of the promotion.
- Market Token Transit to the community. This will include updated materials on the buses including overheads inside the bus, pamphlets in the schedule racks, and social media releases. Token Transit materials will also be updated at businesses in the community.

The timing of this campaign is scheduled for May 2023 and will coincide with the new look of the kmetro.com website design.

Since the inception of Token Transit in February 2018, Metro has sold over 156,000 passes through the app with a total of \$450,904 in sales. COVID paused the collection of fares from March 2020 to August 2021. From August 2021 to February 2023, 3,012 users have activated the Token Transit app over 213,000 times with over 71,000 single use passes and 52,000 monthly passes activated.

Once we have completed the promotion for the fixed route system, staff will look at a similar promotion for Metro Connect. Token Transit passes can be purchased using the app for Metro Connect rides with the activated pass shown to the driver when boarding. Metro Connect passes account for 7% of total pass sales on the app.

RECOMMENDATION

This item is for information only.



External Relations Committee

March 29, 2023

10:30 am

Attending: Dusty Farmer, Chair; Randy Thompson, Tim Sloan, Kathy Schultz (Staff Liaison), Annette Arkush (Committee Support), Sean McBride, Executive Director

Items for Discussion

1. Set Standard Day/Time for Monthly Meeting
 - a. *The committee agreed to the 3rd Tuesday of each month at 11:00AM. See Item 6 for exception to this reoccurring meeting day/time.*

2. April Items for Board Update
 - a. *Ride Transit Campaign: Refer to March 24th memo. Target marketing to low ridership routes, postcards to residents within 0.5 miles of current routes. General marketing through social media regarding how to use Token Transit. T. Sloan mentioned that Metro has done PSAs in the past and might be worth trying again.*
 - b. *Annual Report: Hard copy draft was provided to the Committee. It is in the final stages of preparation. K. Schultz asked the committee to review and advised that silence means that there are no recommended changes/corrections from the committee. The report will be mailed to Kalamazoo residents in April.*
 - c. *Website Update: Current website getting a new look which will include notices for detours, easy to find route planning and information for riders and updated forms. The site is planned to be live in May.*
 - d. *Legislative Breakfast – May 12 or May 19. Committee members asked to save the date. The breakfast has not been done since before COVID-10 and there has been some turnover in officials in the community. Date determined to be May 19 in Metro Board Room.*
 - e. *Upcoming Outreach Events: Bits of Business, Portage Senior Center, 4/27; Bicycle Show, Bronson Park, May 13; Burdick Block Party, May 19; Touch a Truck, Fair Grounds, 6/3.*

3. May Items for Board Update and Action
 - a. *Advertising Policy Second Reading; May 8 to the Board for review and action.*

4. *Discussion of Work Plan for Board Members: Mainly millage time frame; consider doing more focused plan, identifying specific groups that members want to address. At the next meeting of the committee, the Executive Director has a list for consideration.*

5. Outreach Work Plan Update: *K Schultz will bring an Outreach plan to the committee for review. Included will be brochures, advertising on buses, events. Discussion with committee about who Metro works with currently and who should be better connected with? (Disability Network? Support Groups?) Looking to identify our external audiences.*

T. Sloan mentioned that the signage on the Metro Connect buses needs attention and S. McBride added that the committee could help with rebuilding our network of contacts, since many have changed since the COVID-19 shutdown.

6. Discussion: The next meeting of this committee will take place on April 25th at 11:00AM in order to accommodate a traveling committee member's schedule.



Agenda Item: # 8
Meeting Date: 04/10/23

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: April 6, 2023
SUBJECT: Executive Director Update

Human Resources

The following hires and promotions have occurred.

- Emily Lower started on April 3rd as Outreach Specialist. Emily relocated back home from Pennsylvania where she worked several years for the State in the Office of Vocational Rehabilitation.
- Tyler Wine was promoted to Maintenance Supervisor from previous role of Master Mechanic.
- Adrian Lopez was promoted to Maintenance Supervisor from previous role of Inventory Clerk.
- Scott Friedrich was promoted to Senior Maintenance Supervisor from previous role of Mechanic Supervisor.

Safety and Security

The Transportation Security Administration (TSA) was on-site to provide “First Observer” training to new staff on April 4 and 5. Staff also met with TSA staff to discuss additional initiatives over the next 6 months.

Attached is the March Security Report from Eric Davis, Safety and Security Manager.

Portage Hub

The Executive Director met with Portage City Manager McGinnis and Deputy Director of Economic Development Hallberg regarding the establishment of a potential transit hub in Portage.

Shelter Easements

Metro has approximately 90 shelters and over 600 marked stops for the fixed-route system. Metro has seven agreements for the installation of bus shelter and/or bus stop facilities. None of these agreements have a rent, or fee associated with the placement of the facility. Metro often pays for the shelter/bench, stop marking and associated concrete pad.

Attachments:

1. Metro’s KTC March Security Report

March 2023 KTC Security Report

Prepared by: Eric Davis

Title: Safety & Security Manager

Overview:

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

Many of the security incidents this month were drug/alcohol related and required a large number of emergency service personnel to respond.

Activity Summary:

79 Total security incidents occurred during March 2023 (Decreased from **92** incidents in February).

As the weather has begun to warm up, more problems have starting occurring in the open areas of the KTC.

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

Of the total 79 incident types:

17 were Drug/Alcohol related.

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

19 needed police to respond.

20 needed EMS/medical to respond.

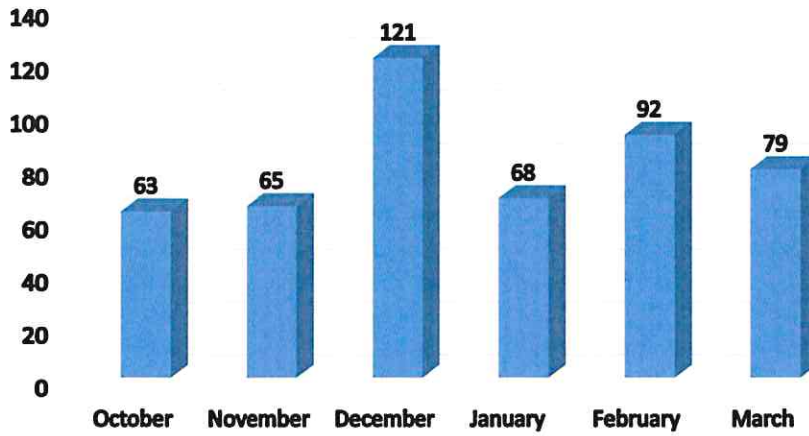
Of the 20 total EMS/medical incidents, **17** people were transported to the hospital.

Consistent drug dealing still occurred on and around the edges of the KTC property throughout March. Metro added an additional camera to the west side of the property to better monitor the west end because it has been a major problem area.

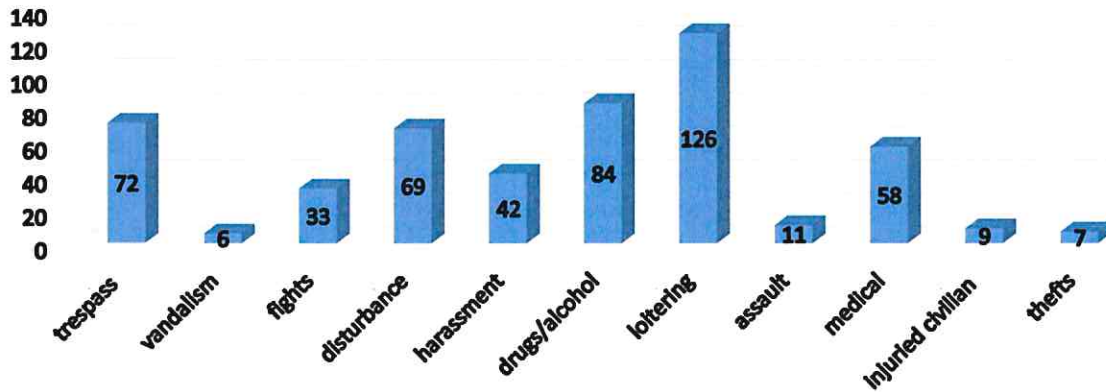
Please see next page for running total graphs for security related incidents:

Security Related Totals for Last 7 Months:

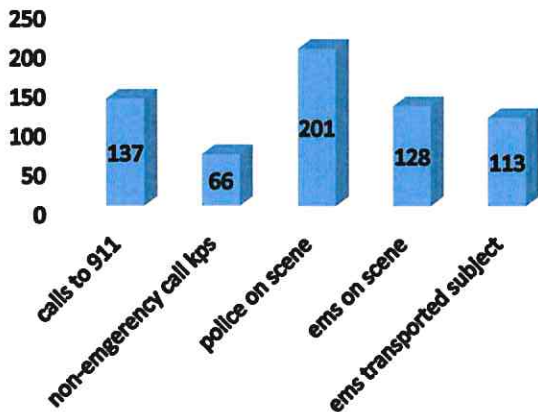
Total NUMBER of Incidents by Month



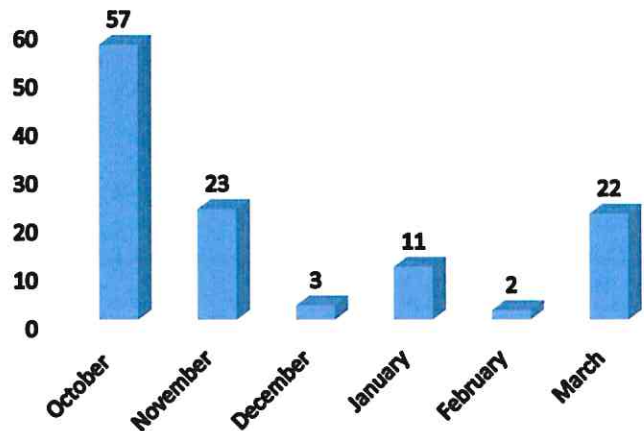
TYPES of Incidents



Emergency Services Used



Homeless Sleeping in Bus Bay





Agenda Item: # 8a Meeting Date: 03/13/23

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: April 4, 2023
SUBJECT: February, 2023 Information Summary Report

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

BACKGROUND

Monthly Ridership				
	Bus	Metro Connect	Metro Share	System Total
FY23	143,167	9,922	1,649	154,738
FY22	107,419	8,466	943	116,829
Difference	+35,748	+1,456	+706	+37,909
% Change	+33.28%	+17.20%	+74.87%	+32.45%

Year-to-Date Ridership				
	Bus	Metro Connect	Metro Share	Oct 22-Sept 23 System Total
FY23	722,545	50,054	8,853	781,452
FY22	533,682	43,020	6,055	584,243
Difference	+188,863	+7,034	+2,798	+197,209
% Change	+35.39%	+16.35%	+46.21%	+33.75%

WHEELCHAIR LIFT/RAMP INCIDENT REPORT – February 2023

Passengers in mobility devices for the month of February 2023 were 564. There were no incidents that involved a ramp/lift during this month.

WMU STUDENT RIDERSHIP REPORT – February 2023

For the month of February 2023 there were 39,808 passenger trips for WMU.

DEMAND/RESPONSE MONTHLY SUMMARY REPORT – February 2023

For the month of February 2023 there were 9,922 passenger trips on Metro Connect.



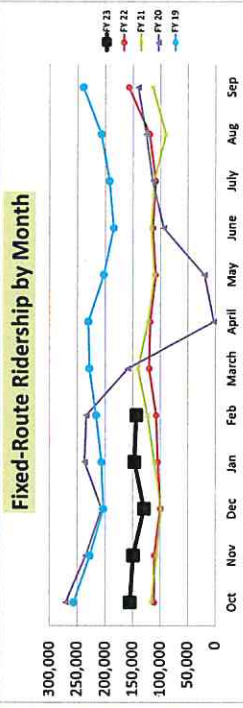
METRO
RIDERSHIP ANALYSIS
February 2023

Route #	Route	Month to Date				Year to Date							
		# of Rides		Rides per hour	Increase / decrease	# of Rides		Rides per hour	Increase / decrease				
		FY23	FY22			FY23	FY22						
01	Westnedge	18,694	11,441	63.33%	28.53	19.48	46.44%	88,682	63,262	40.18%	25.72	26.53	-3.05%
02	Portage	7,202	5,484	31.33%	17.41	15.68	11.03%	36,462	24,888	46.50%	16.90	15.69	7.72%
03	West Michigan	3,566	4,014	-11.16%	8.61	11.46	-24.90%	21,727	21,106	2.94%	9.93	13.41	-25.98%
04	Oakland	4,879	3,048	60.07%	11.78	8.70	35.35%	26,845	17,331	54.90%	12.46	10.73	16.15%
05	East Main	4,080	2,862	42.56%	19.55	16.26	20.25%	20,537	16,246	26.41%	19.23	20.47	-6.05%
06	Parchment	5,625	4,429	27.00%	13.98	12.64	10.61%	30,634	24,104	27.09%	14.46	15.05	-3.93%
07	Alamo	8,015	5,978	34.07%	20.17	17.06	18.24%	42,065	31,016	35.62%	19.97	19.53	2.24%
08	Egleston	4,673	4,170	12.08%	11.28	11.90	-5.22%	26,277	20,193	30.13%	12.06	12.68	-4.89%
09	Gull Road	10,900	7,285	49.62%	16.66	12.34	34.99%	56,410	40,565	39.06%	16.35	18.63	-12.21%
10	Comstock	3,685	3,205	14.98%	8.89	9.15	-2.80%	18,829	16,001	17.67%	8.69	9.94	-12.56%
11	Stadium Drive	7,040	5,653	24.54%	16.99	16.14	5.27%	36,012	30,072	19.75%	16.50	18.68	-11.66%
12	Duke	1,327	982	35.13%	11.06	8.18	35.19%	6,525	4,246	53.67%	10.15	7.56	34.21%
13	South Burdick	6,850	5,079	34.87%	16.53	14.50	14.02%	34,358	28,517	20.48%	15.81	18.02	-12.27%
14	West Main	11,064	7,487	47.78%	16.91	12.68	33.35%	61,846	39,508	56.54%	18.41	19.54	-5.77%
15	Paterson	3,256	2,031	60.32%	15.68	11.65	34.58%	14,772	10,057	46.88%	13.17	13.11	0.44%
16	Lowell	14,166	10,760	31.65%	21.47	18.23	17.80%	72,527	52,085	39.25%	21.41	25.83	-17.10%
19	Ring	7,141	5,292	34.94%	26.65	19.75	34.91%	29,145	17,208	69.37%	25.59	15.62	63.83%
21	Solom/Kendall/Lafayette	6,083	5,092	19.46%	21.73	14.98	45.03%	24,655	20,214	21.97%	17.45	14.13	23.51%
25	Parkview	10,486	9,903	5.89%	21.68	20.47	5.91%	50,902	37,351	36.28%	24.71	18.54	33.28%
26	West Centre	2,166	1,971	9.89%	5.47	5.83	-6.13%	11,743	11,266	4.23%	5.82	7.24	-19.63%
27	East Romance	2,269	1,253	81.09%	5.67	3.71	52.90%	11,163	8,018	39.22%	5.33	5.17	3.05%
30/31	WMM Shuttle	0	0	0.00%	0.00	0.00	0.00%	429	428.00	0.23%	1.95	10.44	-81.34%
Total Fixed Route		143,167	107,419	33.28%	16.48	13.85	19.00%	722,545	533,632	35.39%	16.19	16.30	-0.67%
Metro County Connect													
Demand-Response		9,922	8,466	17.20%	2.00	1.87	7.04%	50,054	43,020	16.35%	1.94	1.81	7.08%
ADA Trips		3,950	3,498	12.92%	2.03	1.87	8.38%	20,350	17,866	13.90%	1.97	1.85	6.64%
Specialized Service		1,649	943	74.87%	10.30	8.93	15.29%	8,853	6,055	46.21%	11.12	5.18	114.59%
Charters		0	0	N/A	0	0.00	N/A	0	0	N/A	0	0	N/A
Total Services		154,738	116,829	32.45%	11.21	9.44	18.75%	781,452	584,243	33.75%	10.93	10.13	7.94%

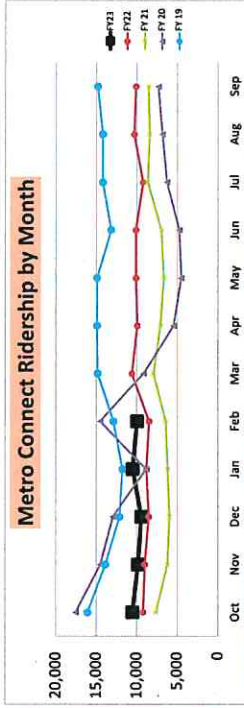
Other Data	Month to Date				Year to Date			
	# of Rides		Increase / decrease	# of Rides	Increase / decrease	# of Rides		Increase / decrease
	FY 23	FY 22				FY 23	FY 22	
WMM	39,808	32,823	21.28%	188,828	135,857	38.99%		
KVCC	775	427	81.50%	3,341	2,246	48.75%		
Transfers	43,913	33,854	29.71%	227,231	193,895	17.19%		
Wheelchair	564	150	276.00%	3,456	1,357	154.68%		
Bikes	623	382	63.09%	4,304	4,562	-5.66%		
Youth Mobility	4,212	1,762	139.05%	19,586	4,938	296.64%		

Metro FY 2023
February, 2023

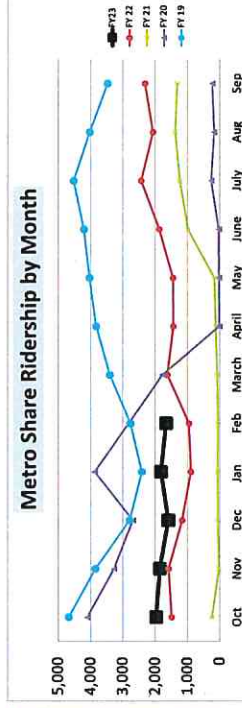
Fixed-Route	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sep
FY 23	154,772	148,789	129,141	146,676	143,167							
FY 22	111,081	110,936	99,797	104,448	107,420	120,374	118,404	108,775	113,729	108,641	120,024	157,474
FY 21	116,340	106,583	98,448	111,044	123,352	140,679	122,253	110,950	116,725	111,485	90,114	114,200
FY 20	270,270	235,017	206,818	236,803	233,960	158,855	3,053	20,235	94,104	114,359	126,171	140,709
FY 19	256,407	227,942	203,583	207,095	216,717	228,868	230,683	203,056	185,112	192,778	207,565	239,660



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

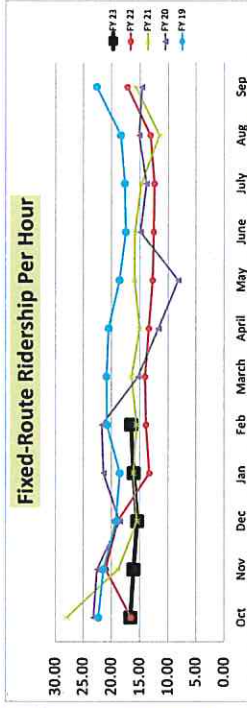


Metro Share	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	1,963	1,847	1,584	1,810	1,649							
FY 22	1,486	1,579	1,161	886	943	1,612	1,431	1,441	1,866	2,432	2,065	2,313
FY 21	237	22	50	59	49	72	115	159	982	1,235	1,376	1,317
FY 20	4,106	3,275	2,686	3,875	2,813	1,774	6	18	27	280	167	226
FY 19	4,684	3,856	2,793	2,419	2,765	3,410	3,829	4,036	4,213	4,531	4,027	3,476

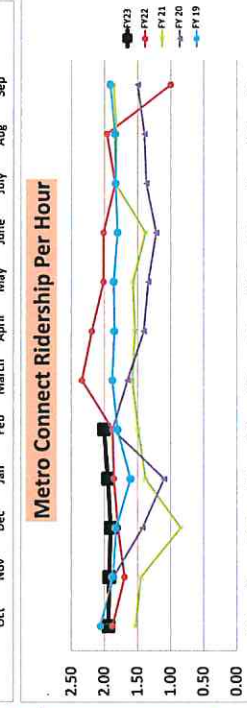


Metro FY 2023
February, 2023

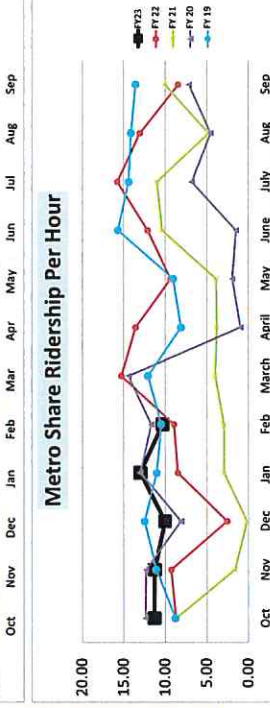
Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY 23	16.59	16.04	15.37	16.02	16.48							
FY 22	16.51	20.95	18.89	13.27	13.85	14.04	13.38	12.72	12.51	12.41	13.10	17.19
FY 21	27.97	18.80	15.46	16.09	15.54	16.44	14.99	15.92	15.86	14.72	11.52	15.89
FY 20	23.17	22.50	18.53	21.38	21.68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



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



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



Metro FY 2023
February, 2023

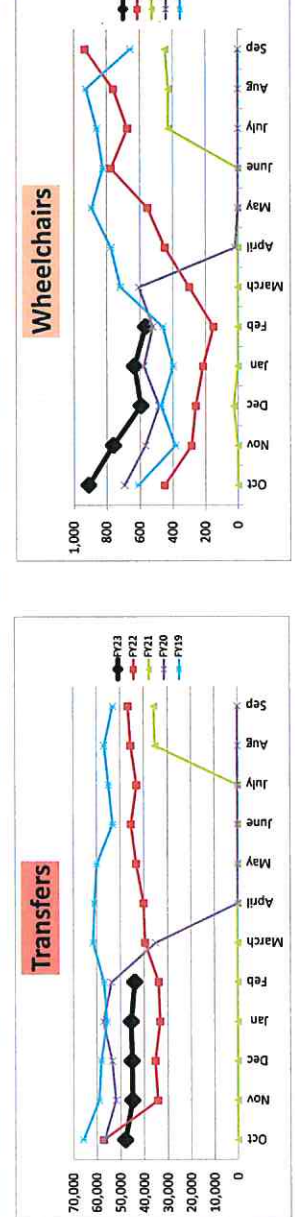
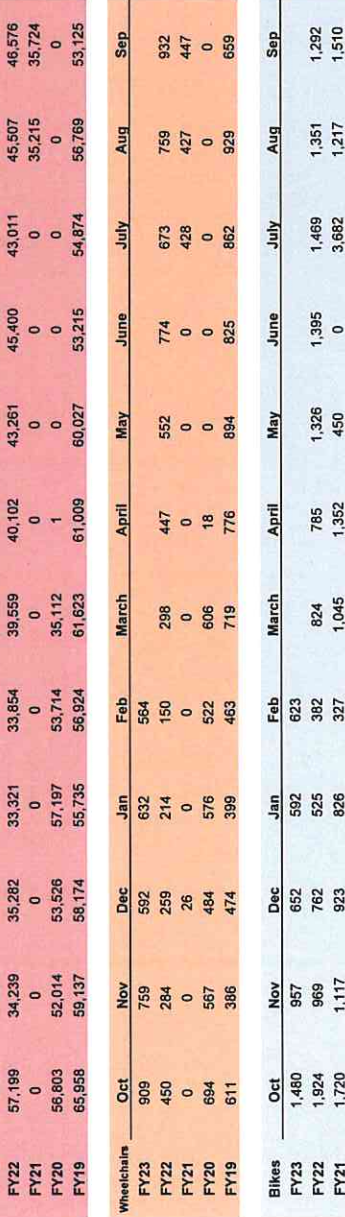
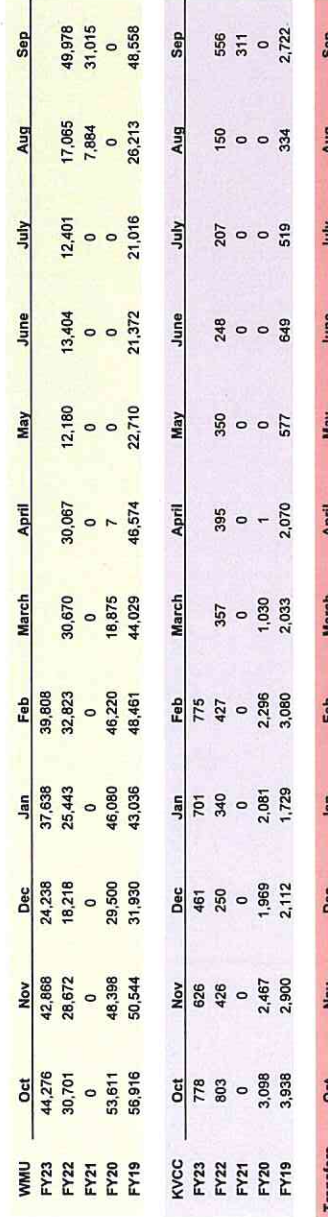
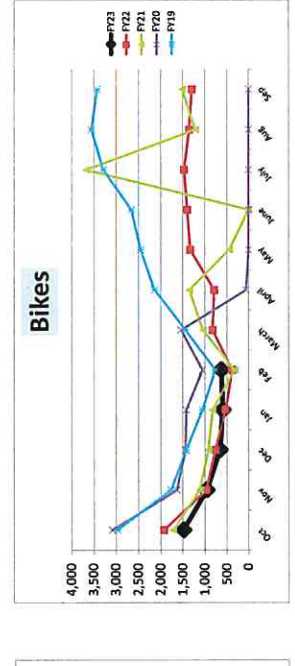
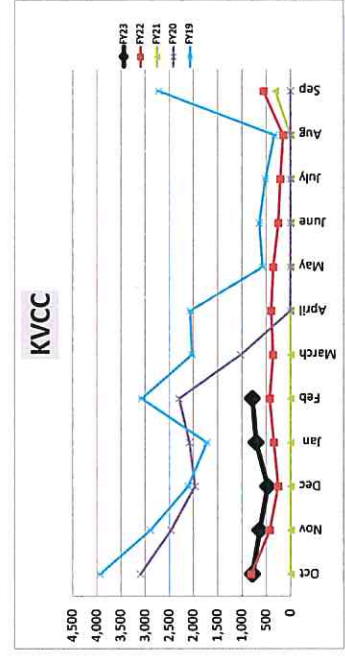
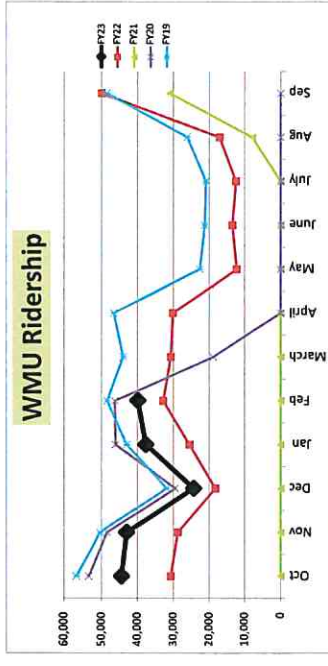
WMU	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	44,276	42,868	24,238	37,638	39,808	30,670	30,067	12,180	13,404	12,401	17,065	49,978
FY22	30,701	28,672	18,218	25,443	32,823	0	0	0	0	0	7,884	31,015
FY21	0	0	0	0	0	0	7	0	0	0	0	0
FY20	53,611	48,398	29,500	46,080	46,220	18,875	46,574	22,710	21,372	21,016	26,213	48,558
FY19	56,916	50,544	31,930	43,036	48,461	44,029	46,574	22,710	21,372	21,016	26,213	48,558

KVCC	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	778	626	461	701	775	357	395	350	248	207	150	556
FY22	803	426	250	340	427	0	0	0	0	0	0	311
FY21	0	0	0	0	0	0	1	0	0	0	0	0
FY20	3,098	2,467	1,969	2,081	2,296	1,030	2,070	577	649	519	334	2,722
FY19	3,938	2,900	2,112	1,729	3,080	2,033	2,070	577	649	519	334	2,722

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

Wheelchairs	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	909	759	592	632	584	298	447	552	774	673	759	932
FY22	450	284	259	214	150	0	0	0	0	428	427	447
FY21	0	0	26	0	0	0	18	0	0	0	0	0
FY20	694	567	484	576	522	606	776	894	825	862	929	659
FY19	611	386	474	398	463	719	776	894	825	862	929	659

Bikes	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	1,480	957	652	592	623	824	785	1,326	1,395	1,469	1,351	1,292
FY22	1,924	969	762	525	382	327	1,045	450	0	3,682	1,217	1,510
FY21	1,720	1,117	923	826	327	1,045	62	0	0	0	0	0
FY20	3,085	1,636	1,444	1,418	1,054	1,539	2,142	2,454	2,664	3,288	3,564	3,429
FY19	2,983	1,774	1,428	1,058	770	1,446	2,142	2,454	2,664	3,288	3,564	3,429



Metro FY 2023 February, 2023

YTD System Total	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	167,217	327,648	467,768	626,714	781,452							
FY22	124,486	246,574	321,814	465,928	584,243	716,785	846,511	966,776	1,092,444	1,103,605	1,223,629	1,514,921
FY21	124,228	237,050	341,499	458,799	588,630	737,351	866,812	984,875	1,109,558	1,230,947	1,330,870	1,454,944
FY20	291,905	544,765	767,010	1,016,529	1,267,938	1,437,635	1,446,150	1,470,998	1,569,765	1,690,661	1,823,850	1,972,126
FY19	277,179	522,918	741,447	962,742	1,195,142	1,442,277	1,691,724	1,913,750	2,116,266	2,327,806	2,553,629	2,811,602

Year To Date System Total - All Service Modes



Fixed Route YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	39.33%	36.73%	34.46%	35.92%	35.39%							
FY22	-4.52%	-0.41%	0.14%	1.88%	-3.97%	-6.09%	-5.65%	-5.21%	-4.91%	-4.69%	-1.95%	1.39%
FY21	-56.85%	-55.90%	-54.86%	-54.42%	-53.01%	-48.09%	-39.11%	-31.87%	-28.26%	-26.39%	-26.55%	-25.80%
FY20	5.41%	4.33%	3.49%	6.00%	6.38%	7.00%	-14.43%	-23.08%	-25.54%	-26.90%	-27.98%	-29.36%
FY19	-1.81%	-3.49%	-3.16%	-5.24%	-5.19%	-5.26%	-4.28%	-3.91%	-3.87%	-3.38%	-3.13%	-2.64%

Fixed Route YTD % Change



Metro Connect YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	13.91%	11.54%	15.09%	16.14%	16.35%							
FY22	20.27%	24.60%	30.08%	32.82%	32.59%	32.56%	33.59%	35.67%	36.67%	32.84%	31.67%	30.29%
FY21	-56.35%	-56.72%	-55.94%	-51.67%	-52.54%	-47.87%	-42.75%	-38.06%	-33.67%	-29.10%	-25.71%	-27.76%
FY20	8.84%	6.71%	6.64%	-26.00%	2.21%	-5.15%	-14.16%	-21.62%	-26.11%	-29.16%	-31.26%	-32.98%
FY19	8.89%	5.87%	5.48%	-0.10%	-0.62%	-0.86%	0.06%	0.31%	0.00%	0.52%	0.51%	1.36%

Metro Connect YTD % Change



Metro Share YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	32.10%	24.31%	27.64%	40.92%	46.21%							
FY22	527.00%	1675.00%	1267.64%	1289.13%	1352.04%	1467.89%	1406.29%	1281.26%	610.89%	397.89%	288.02%	238.71%
FY21	-94.23%	-96.49%	-96.93%	-97.36%	-97.51%	-97.36%	-96.74%	-95.89%	-90.61%	-84.18%	-77.08%	-70.50%
FY20	-12.34%	-13.57%	-11.17%	1.38%	1.44%	-7.02%	-21.98%	-33.24%	-41.95%	-48.43%	-53.14%	-56.33%
FY19	NA	0.62%	-8.41%	-19.83%	-21.66%	-21.55%	-18.94%	-16.12%	-15.08%	-12.11%	-12.14%	-12.42%

Metro Share YTD % Change





Agenda Item: #7b
Meeting Date: 04/10/23

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: March 24, 2023
SUBJECT: February 2023 Income & Expense Statement

BACKGROUND

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

We are currently within budget.

Some areas to highlight:

- Both the urban millage (CCTA) and county-wide millage (KCTA) are due in February and September. At this point we have collected \$622,011 (7%) of the FY23 millage.
- We have collected \$1,328,014 (44% of the budgeted amount) in fares for this year.
- Treasury has had issues posting revenue to the general ledger, which is why our revenue for February is so low. They believe they have a solution and all revenue collected should be posted to the general ledger by the time the March Income and Expense Statement is prepared.
- The FTA operating assistance revenue is accrued at the end of the year (September). To date, we have requested \$6,000,000 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 February 2022 was \$2.64 and in February 2023, it was \$3.13. This is a 19% increase.
- Total operating expenditures for Metro year-to-date are 32% of the total budgeted amount.

Attachment:

1. February 2023 Income & Expense Statement



	FY2023 CCTA Board Recommended Budget	February 2023	Year to Date FY 2023	Year to Date % 42%	Monthly Funding %
STATEMENT OF INCOME AND EXPENSE					
Operating Revenue					
Fare Revenue					
Regular Route Cash	754,088	68,527	287,364	38%	7%
Metro County Connect Fares	452,656	30,119	192,932	43%	3%
WMU Fares	1,185,000	0	592,500	50%	
Tokens	323,310	29,157	122,060	38%	2%
Pass Sales	245,851	27,010	109,947	45%	2%
Texas Twp/KVCC Prepaid Fares	91,076	0	23,211	25%	0%
	<u>3,051,981</u>	<u>154,813</u>	<u>1,328,014</u>	44%	15%
Other Revenue					
Advertising	75,000	0	5,000	7%	0%
Intermodal Operations	182,157	0	41,463	23%	0%
Miscellaneous Revenue	19,850	206	5,562	28%	0%
Commission Revenue - (GH, IT, FlixBus)	19,200	3,287	9,740	51%	0%
Interest Income	9,550	19,060	79,515	833%	1%
	<u>305,757</u>	<u>22,552</u>	<u>141,281</u>	46%	2%
Urban Millage (CCTA)	5,299,618	0	292,262	6%	5%
County-wide Millage (KCTA)	3,201,898	0	329,749	10%	2%
MDOT - Operating	7,226,670	0	1,509,539	21%	50%
FTA - Operating	2,703,977	0	992	0%	0%
Provision for Depreciation	3,255,200	270,156	1,357,576	42%	27%
TOTAL OPERATING REVENUE	<u>25,045,101</u>	<u>447,521</u>	<u>3,490,118</u>	14%	100%
Operating Expenses by Division					
Administration/Overhead	7,245,608	379,758	2,439,784	34%	
Kalamazoo Transportation Center Operation	862,324	55,047	241,759	28%	
Maintenance	3,257,708	235,497	1,129,039	35%	
Operations	8,599,769	526,850	2,591,348	30%	
Metro Connect	5,377,481	451,069	1,672,864	31%	
Metro Share	68,837	4,429	18,558	27%	
TOTAL OPERATING EXPENSE	<u>25,411,727</u>	<u>1,652,650</u>	<u>8,093,352</u>	32%	
NET (UNFUNDED) BALANCE for period	<u>(366,626)</u>	<u>(1,205,129)</u>	<u>(4,603,233)</u>		