



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
June 12, 2023
Regular Meeting**

*Note: The next joint CCTA/KCTA regular meeting will be held on
Monday, July 10, 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, June 12, 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 June 12, 2023		
	b. Minutes for May 8, 2023		
3.	Public Comment		
4.	Planning & Development Committee		
	a. Action Items		
	b. Informational Items		
	1. Downtown Kalamazoo Road Construction Projects Update-Dennis Randolph, City Traffic Engineer*		
	2. Meeting Notes of May 15, 2023*		
5.	Performance Monitoring Committee*		
	a. Action Items		
	1. Consideration to Approve the Security Contract*	Roll Call	Roll Call
	2. Consideration to Approve the Janitorial Contract*	Roll Call	Roll Call
	b. Informational Items		
	1. Meeting Notes of May 25, 2023*		
6.	External Relations Committee		
	a. Action Items		
	1. Consideration to Adopt Amended Bus Advertising Policy*	Roll Call	Roll Call
	b. Informational Items		
	1. Meeting Notes of May 16, 2023*		
7.	Board Operations Committee		
	a. Action Items		
	b. Informational Items		
	1. Meeting Notes of May 18, 2023*		
8.	Report from Executive Director*		
	a. Monthly Ridership Reports*		



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	b. Monthly Financial Report*		
	c. Metro Connect 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.	Closed Session – Motion to go into Closed Session to Discuss Pending Litigation*	Roll Call	Roll Call
14.	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
May 8, 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,
Annette Arkush, Barbara Blissett
Others Present: Jen Strebs, Earl Cox, Sr.

1.) KCTA ROLL CALL

KCTA Members Present: Curtis Aardema, Tafari Brown, Dusty Farmer, Aditya Rama,
Gary Sigman, Tim Sloan, Greg Rosine
KCTA Members Absent: None

1). CCTA ROLL CALL

CCTA Members Present: Curtis Aardema, Rob Britigan, Chris Burns, Dusty Farmer,
Garrylee McCormick, Lisa Moaiery, Jim Pearson, Greg
Rosine

CCTA Members Absent: Rod Halcomb, Randy Thompson

*A motion was made by CCTA to excuse the absence of Rod Halcomb, and Randy
Thompson.*

Motion: Pearson

Second: Aardema

Motion carried by voice vote.

Chair Rosine welcomed the new Kalamazoo County Transportation Authority boardmember Gary Sigman and Kalamazoo County Commissioner Jen Strebs as the new Kalamazoo County liaison to the CCTA and KCTA Boards.

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 May 8, 2023 and for approval of the joint CCTA/KCTA meeting minutes for
April 10, 2023.*

Motion: McCormick

Second: Sloan

Motion carried by voice vote.

3.) PUBLIC COMMENT – County Commissioner Strebs commented that she had spoken with Chair Rosine about the structure of the authorities and looked forward to working with the Boards in the future.

4.) BOARD OPERATIONS COMMITTEE

Chair Rosine reported the Board Operations Committee had met and discussed the May 8th agenda.

Chair Rosine shared the discussion that took place regarding a request from Kalamazoo County to provide a list of attributes and qualifications that would be advantageous for an authority boardmember.

Chair Rosine introduced a new format for evaluating the Executive Director's performance based on the follow-up of the 2022 Board Retreat with Doug Eadie. He commented that the previous type of evaluation process didn't adequately show how the Executive Director was doing. Chair Rosine said future evaluations would be conducted annually. Board development and support, external relations with the community, operational growth and diversification and internal management are the key areas for Executive Director focus.

Chair Rosine reported other discussion was held concerning boardmember orientation and how to recognize departing boardmembers.

5.) PLANNING AND DEVELOPMENT COMMITTEE

Burns reported at the Planning and Development meeting that PowerPoints were viewed and discussed concerning Capital and State Grants and Metro fleet and facilities.

Burns stated the Committee talked about future road construction, Comprehensive Operations Analysis (COA), Microtransit and possible transit hubs.

Exec. Dir. McBride and Dir. of Support Services Vlietstra presented to the Boards the PowerPoints shared at the Board Operations Committee meeting.

6.) PERFORMANCE MONITORING COMMITTEE

Chair Aardema shared the Committee's discussions that included the RFP for security services at the KTC. He said plans are for it to be placed on the Board agenda in June. He stated that as part of the request for proposal process, they would be looking at a variety of criteria and not just the lowest bid. Aardema shared that he and boardmember Halcomb had toured the KTC and surrounding area to get a better understanding of what was needed and expected from the security service.

Aardema commented that bids were again being requested for the janitorial contract and hoped to have a selection ready for approval at the June meeting.

Chair Aardema reported the Committee also discussed monitoring of the COA implementation and revamping the Ridership Report.

7.) EXTERNAL RELATIONS COMMITTEE

Chair Farmer reported the Committee reviewed the revised draft of the Bus Advertising Policy and planned to present to the Board for final approval at the June 12th meeting.

Chair Farmer reported the Committee discussed future projects for public awareness of public transportation which include:

- Update to the Metro website with new features including trip planning and on-line payments
- Legislative Breakfast to be held May 19th

- A Ride Transit Campaign to target residents in routes 2-Portage, 6-Parchment and 7-Alamo including free Token Transit passes
- Various Upcoming Outreach Events
- Bus schedules being updated

8.) EXECUTIVE DIRECTORS REPORT

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

- Human Resources
- Inflation – the Good and the Bad
- Transit Hub
- Shelter Easements
- Safety and Security

Exec. Dir. McBride announced the architect firm of Wendel is under contract to help assess facility needs and for a mobility hub.

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

9.) SUBCOMMITTEE REPORTS

Pension Board – Did not meet.

KATS Policy Committee – Aardema reported KATS was working on a handful of projects including Parkview at 12th Street, Sprinkle Road, and the downtown reconfiguration to two-way streets. He announced Aditya Rama had joined KATS as the KCTA representative.

Britigan shared Curtis Aardema had been appointed as the Vice-Chair of the KATS Policy Committee.

The Boards discussed the potential impact the new two-way street direction would have on traffic and bus routes during the implementation.

Local Advisory Committee (LAC) – Did not meet.

10.) CHAIRPERSON REPORT – Chair Rosine reminded everyone of the Legislative Breakfast on May 19th. He thanked the Committees for their diligence in attending meetings and providing important information and recommendations to the Boards.

11.) PUBLIC COMMENT – None

12.) MEMBERS TIME – Boardmembers noted they were supporting the new governance meeting format and supporting committees.

Aardema encouraged boardmembers to visit the KTC to view the operations and activities during normal hours.

Britigan inquired if Exec. Dir. McBride had been helping the City of Battle Creek as they were exploring a countywide transit system.

13.) ADJOURNMENT

*A motion was made by KCTA and CCTA to adjourn the KCTA/CCTA meeting.
Motion: McCormick Support: Aardema
Motion carried by voice vote.*

The meeting adjourned at 12:41 PM.

Greg Rosine
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Greg Rosine
KCTA Chairperson

Barbara Blissett
KCTA Clerk

DRAFT



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Agenda Item: # 4b1 Meeting Date: 06/12/23
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
PREPARED BY: Greg Vlietstra, Director of Support Services
DATE: June 5, 2023
SUBJECT: Downtown Kalamazoo Road Construction Projects

BACKGROUND

There have been increasing questions and concerns regarding the impact of Downtown Kalamazoo construction projects on Metro and its operations.

Dennis Randolph, City of Kalamazoo Traffic Engineer, will be at the June 12 board meeting to provide information on City of Kalamazoo projects affecting Metro. Although Dennis will provide an overview on all current road projects, he was asked that the focus of his information include Kalamazoo Avenue, Ransom Street, and Michigan Avenue projects.

Additional information on City of Kalamazoo road projects may be found at the website listed below.

- www.imaginekalamazoo.com/projects

REQUESTED ACTION

None – information only.

AGENDA and MEETING NOTES

Planning & Development Committee

May 15, 2023 at 2:00 P.M.

Microsoft Teams Virtual Meeting

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

Staff: Sean McBride, Barbara Blissett, Greg Vlietstra, Kathy Schultz, Scott Fitzgerald

Items for Discussion

1. August Route Changes

Notes:

- Kathy Schultz briefed the committee on the proposed route changes scheduled for August including the elimination of several routes and the addition of a few new route changes

2. Budget Organizational Information

- a. Organization Structure & Personnel
- b. Insurance Overview

Notes:

- Exec. Dir. McBride shared a PowerPoint regarding the organizational structure of Metro and positions to be filled
- Discussion took place on microtransit and its effect on the budget
- Exec. Dir. noted that contract with the Amalgamated Transit Union would be ending in 2024 with negotiations beginning this summer
- Dir. of Support Services Greg Vlietstra provided background information on Metro's insurance and how it's changed to the current carrier and costs

3. Committee Work Plan

Notes:

- The committee discussed the upcoming 2024-2025 Budget and microtransit

4. Tentative Future Meeting Dates: June (no meeting) Next meeting in July

5. Other Items

The meeting adjourned at 3:12 pm

Attachments

1. Fall Service – Update to Committee Notes



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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
PREPARED BY: Keshia Woodson-Sow, Director of Operations
DATE: June 6, 2023
SUBJECT: Fall Service- update to committee notes

BACKGROUND

In May 2023, the Planning and Development Committee met and discussed an upcoming change to Fall Service. The committee notes reflect the discussion regarding changes to the East Main and Paterson bus route. Changes to the East Main route would include additions, making it one hour of service. This change would mean that the Paterson route would return to 30-minute service.

DISCUSSION

Upon further staff review of the proposed route changes, it is in Metro's best interest to maintain current routing and service levels due to current and foreseeable Coach Operator staffing levels. There will be no route changes planned for August, except to return to full service of WMU routes.



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Agenda Item: 5a1
Meeting Date: 06/12/23

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
PREPARED BY: Keshia Woodson-Sow, Director of Operations
DATE: June 6, 2023
SUBJECT: Contract Award Recommendation- Security RFP

BACKGROUND

In 2018, Metro went out for Bid for contracted Security Services for the Kalamazoo Transportation Center, administration building, and employee parking lots. The security services contract was in addition to the Kalamazoo Department of Public Safety contract in place at that time. In February 2020, KDPS ended the contract with Metro due to staffing problems. Metro then partnered with the Kalamazoo County Sheriff's Department in October 2020. This contract ended in September 2021, when the Sheriff had to end the contract due to staffing shortages.

Since 2018, Metro has been under an agreement with Security Plus, that contract is set to end June 30, 2023. Per Federal guidelines Metro is required to go out for bid every five years.

DISCUSSION

With the assistance of the City of Kalamazoo Purchasing Department, a Request for Proposal (RFP) was created, and a pre-bid meeting was held on March 28, 2023. The RFP solicitation was sent to 413 security companies that were licensed in the state of Michigan. Twenty-one companies attended the pre-bid meeting. An addendum was issued April 13, 2023, and proposals were due on April 25, 2023. Twenty firms submitted proposals and one firm submitted a request to subcontract.

A team consisting of senior Metro management, multiple department managers and the ATU president reviewed all 20 proposals and subcontract request that was submitted. The team narrowed down the list from twenty-one to six proposals. Based on the scoring categories listed below:

1. Respondent's Approach to an understanding of Responsibilities (20%)
2. Employer Referrals (25%)
3. Key Personnel and Qualifications (15%)
4. Quality of training of Security Personnel (20%)
5. Price Proposal (20%)

American Guard Services, Charlesbrook Protection Services, Eagle Security, H & P Protective Services, Security Plus, and Teachout Security each gave virtual presentations outlining their company and the key personnel's background, explaining why their company was qualified for the contract, the transition plan, their training and reporting process, and were given an opportunity to provide Metro's team with any additional information they thought was pertinent.

Based on the above criteria, Charlesbrook Protection Services is the firm recommended for contract award. Charlesbrook Protection Services, LLC is a veteran owned company based in Grand Rapids, Michigan. Charlesbrook has transit experience with current services at CATA in Lansing, MI as well as other services in the downtown Kalamazoo area.

Memo re: Contract Award Recommendation – Security RFP

Date: June 6, 2023

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Proposals submitted pricing ranging from \$298,073 up to \$597,640. Charlesbrooks proposal was for \$412,567. Of the six finalists four were between \$370,034 and \$415,000 Under the current Contract, Metro pays \$277,461 annually for security services. The 2023-2024 fiscal year budget included \$320,000; the upcoming budget process will adjust this amount to cover the Charlesbrook contract.

RECOMMENDATION

It is recommended by the Performance Monitoring Committee and Metro staff, that the CCTA and KCTA Boards approve a contract with Charlesbrook Protection Services for a term of one year in the amount of \$412,567 with the possibility of four one-year extensions.

ATTACHMENTS

1. Proposals reviewed

Firms Submitting Proposals - Security Service

Company Name

Allied Universal

American Guard Services

American Heritage Security Service

Charlesbrook Protection Services, LLC

Eagle Security

Expressguards, LLC.

*FFS Security

Five Star On-Site Security

Guardaworld Security

H & P Protective Service, INC.

JBI Securities LLC

KARD Protection Group

Morgan and Morgan Security Services LLC

Picore International Security

Securatech Guard Services

Securitas

Security Plus MI

Strategic Security Group

Stronghold Security Services

Teachout

The North Group

*Company submitted a request to subcontract.



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Agenda Item 5a2 Meeting Date 06/12/23
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
PREPARED BY: Greg Vlietstra, Director of Support Services
DATE: June 1, 2023
SUBJECT: Janitorial Services Award

BACKGROUND

To maintain a clean, safe, and inviting facility, Metro contracts with a local business to handle our janitorial cleaning services.

DISCUSSION

With the assistance of the City of Kalamazoo Purchasing Department, sealed bids were solicited with a mandatory pre-bid meeting on May 11 and a bid opening on May 24. Three vendors submitted a bid with the lowest responsive and responsible bidder being Clean Complete Janitorial (Kalamazoo, MI). Metro staff has talked with the owner, checked references, will review a list of equipment and supplies, and the company is not on the declined or suspended list on the sam.gov website.

The new proposed contract would begin on August 1 and includes a standards of performance section and termination provisions. The contract period is for one year plus four optional one-year extensions if both parties agree.

The cost for the current contract year is approximately \$142,000. The new annual contract cost is \$217,560. This new additional cost will be included in the Fiscal Year 2024 budget.

RECOMMENDATION

It is recommended by the Performance Monitoring Committee that the CCTA and KCTA Boards approve a one-year contract with Clean Complete Janitorial at an estimated annual amount of \$217,560 and authorize the Executive Director to execute documents related to the action on behalf of Metro.

Attachments:

1. Bid Tabulation

CENTRAL COUNTY TRANSPORTATION THIS IS NOT AN ORDER

Bid Opening: May 24, 2023 @ 3:00 p.m.

Bid Ref #: 91039-039.0

Opened by: Michelle Emig

Recorded by: Rob Branch

THIS IS NOT AN ORDER

CCTA Janitorial Services

Attended By: Patty Neil, Detail Xperts

Item	Description	Months	Clean Complete Janitorial			Du-All Cleaning Inc.			CD West Michigan		
			Price Per Month	Annual Price	Price Per Month	Annual Price	Price Per Month	Annual Price			
1.1	One time "start-up" costs, if any:			\$ 4,800.00		N/A		\$ 2,500.00			
1.2	One Year - monthly cost	12	\$ 17,730.00	\$ 212,760.00	\$ 29,333.33	\$ 351,999.96	\$ 21,500.00	\$ 258,000.00			
	TOTAL BASE BID		\$	217,560.00	\$	351,999.96	\$	260,500.00			
2.1	Strip and reseal tile floors at CCTA			Included		\$ 2,800.00		\$ 975.00			
2.2	Carpet cleaning/ shampooing at CCTA			Included		\$ 2,800.00		\$ 665.00			
2.3	Carpet cleaning (emergency) at CCTA			Included		\$ 1,000.00		\$ 975.00			
2.4	Exterior window washing - All exterior windows of the CCTA			Included		\$ 980.00		\$ 240.00			
2.5	Exterior window washing - All exterior windows of the KTC			Included		\$ 980.00		\$ 720.00			
2.6	One Year - overtime rates		\$	Included	\$ 35.00	\$ 3,500.00	\$ 37.26	\$ 3,726.00			
2.7	Interior wall cleaning - CCTA			Included		\$ 1,900.00		\$ 400.00			
2.8	Interior wall cleaning - KTC			Included		\$ 1,200.00		\$ 265.00			
2.9	Ceiling cleaning - KTC			Included		\$ 1,600.00		\$ 800.00			
2.10	Upholstered furniture cleaning			Included		\$ 1,100.00		\$ 450.00			



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Agenda Item: 6a1
Meeting Date 06/12/23

TO: CCTA and KCTA Boards
FROM: External Relations Committee
PREPARED BY: Sean McBride, Executive Director
DATE: June 7, 2023
SUBJECT: Update to Policy 3.03 - Advertising on Metro Buses and Facilities – Second 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. In 2022, the boards had conversations about what is allowable on buses that is not referenced in the adopted advertising policy. A review was completed looking at several transit systems with new language presented for first reading at the August 8 board meeting.

DISCUSSION

At the August 8 CCTA/KCTA board meeting, the following was presented as additions to the policy as part of the first reading:

- 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. (New text in italic)
- 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.

At the First Reading, additional items were discussed for possible inclusion in the Policy. At the most recent External Relations Committee meeting, the Committee reviewed adjusting the following language:

- b.) The advertisement depicts or promotes *gambling, the sale or use of alcohol, tobacco products, e-cigarettes or e-cigarette-related products, marijuana, or products designed with the purpose of being weapons* and/or firearms.
 - The change to section b, is to include prohibitions as it relates to gambling and marijuana.
- n) *The advertisement explicitly and directly promotes or encourages the use of means of transportation in direct competition with public transit#portation located within Kalamazoo County or encourages persons to refrain from using Metro or public transit#portation.*

The change to section n, is to change “public transit” to “public transportation”. This allows for other entities like the Kalamazoo International Airport to be covered.

Additionally, it is recommended by staff that the following be changed regarding how the policy is managed:

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.~~

RECOMMENDATION

The External Relations Committee and the Executive Director recommends the attached updated Policy 3.03 - Advertising on Metro Buses and Facilities Advertising Policy.

ATTACHMENTS

1. Second Reading of Policy 3.03 - Advertising on Metro Buses and Facilities changes are redlined.



**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 Authority ("Authority")* 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 *gambling*, the sale or use of alcohol, tobacco products, *e-cigarettes or e-cigarette-related products, marijuana, 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 Authority 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.
- 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.

ADVERTISING ON METRO BUSES AND FACILITIES

NO: 3.03

- 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 transportation located within Kalamazoo County or encourages persons to refrain from using Metro or public transportation.*

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) PSAs must be non-commercial, non-partisan, and non-political.
- c) PSAs 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) PSAs 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.

ADVERTISING ON METRO BUSES AND FACILITIES

NO: 3.03

LEGAL RESERVATION

It is the express intention of Metro and the Authority in accepting this Policy that Metro transportation vehicles have traditionally been and shall continue to be designated as non-public forums. The Authority 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

Second Reading



Connecting People Throughout
Kalamazoo County

Agenda Item: 6b
Meeting Date: 06/12/23

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Annette Arkush, Administrative Support Coordinator
DATE: June 7, 2023
SUBJECT: External Relations Committee – Information Only

The External Relations Committee met on May 16, 2023. Meeting notes are included with this memo. Items to note from the meeting include:

- The Website Update is still in progress.
- The Ride Transit Campaign is still in progress. Efforts may be directed at optimizing the Metro website to obtain more information.
- The next Outreach Event will be the WMU Bronco Bash on August 29th.
- The Committee continues to examine the role of boardmembers with the external stakeholders. Ideas for engagement and the use of social media dominated the conversation in May. As a plan is developed, the board will be updated.

The next committee meeting will be held June 27, 2023.

Attachment

1. Meeting Notes from May 16, 2023

External Relations Committee

May 16, 2023

11:00 am

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

Items Discussed

1. May Items for Board Update

- a. Legislative Breakfast May 19. *Discussed program and addressed questions from the committee. Board Members encouraged to circulate and become familiar with legislative offices in attendance.*
- b. Website Update: *Updates expected to be available to committee at June 27 meeting July board meeting. Outreach Specialist (Emily) is working with Blaine Lam to finish. Gary offered his expertise in website optimization to assist with the review.*
- c. Ride Transit Campaign: *Targeted mailing proof provided to committee. Goal to increase new ridership on three routes, 2-Portage, 6-Parchment, and 7-Alamo. Postcard will have promo code to be scanned for free ride.*
- d. Upcoming Outreach Events: *Burdick Block Party 5/19; Touch a Truck, Kalamazoo Fairgrounds, 6/13.*

2. Items for Board Update and Action

Advertising Policy Second Reading: Discussion regarding the kinds of advertisements that are part of our contract with Mesmerize. Dir. McBride distinguished for the committee the difference between changes in policy v. changes to the contract. A brief power point presentation was shown to provide the committee with revenue dollars received from advertising v. cost of multiyear contract. The committee reviewed again the first and second reading comments and discussed the advantages of advertising with limits to what will be advertised. The committee unanimously recommended the advertising policy with changes from the 2nd reading be brought to the board meeting on June 12 for a vote.

3. Discussion of Outreach Work Plan for Board Members: *The committee reexamined the memo from Executive Director McBride and discussed the stakeholders and the current status of communication with them. Ideas for engagement with stakeholders and board members were discussed, and Gary wondered if we were examining the way we use social media to reach our stakeholders. Exec. Dir McBride and Gary Sigman will meet separately and review the possibilities.*
4. Discussion: *Tim Sloan asked how the annual report is distributed to residential facilities like Evergreen North and do all residents receive? Metro staff will investigate but could possibly be that batches of the report were delivered to complexes and have not been put into resident's mailbox yet. Kathy Schultz advised the committee that this was her last meeting as she has resigned from METRO to accept a marketing position with the transit system in Bloomington, Indiana.*

The next scheduled meeting will be June 27 at 11:00 a.m.



Connecting People Throughout
Kalamazoo County

Agenda Item: # 7b1
Meeting Date: 05/08/23

AGENDA and MEETING NOTES

Board Operations Committee
May 18, 2023
9:00 am

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

Staff: Sean McBride, Barbara Blissett

Items for Discussion:

1. Review Agenda Planning Matrix
 - a. Planning and Development Committee*
 - b. Performance Monitoring Committee*
 - c. External Relations Committee*
 - d. June 12th CCTA/KCTA Board Agenda*

Notes:

- The Committees reviewed their individual recent committee meeting discussion and items for the CCTA/KCTA June 12th Board Agenda
- The Security Services and the Janitorial Services contracts as well as the final approval of the amended Bus Advertising Policy would be ready for approval at the June meeting
- It was determined to have the Kalamazoo Traffic Engineer Dennis Randolph attend the June Board meeting to provide and update on the proposed street changes
- The Committee discussed the importance of the jurisdictional outreach planning by the External Relations Committee

3. Board Operation Committee Items
 - a. Executive Director Goals and Objectives
 - b. Boardmember Appreciation for Retiring Members

Notes:

- The Committee reviewed the Executive Director's Goals and objectives
- The Committee evaluated different ways to show appreciation to departing boardmembers and decided to use a congratulatory resolution /proclamation signed by all boardmembers

4. Other
 - a. Other Governance Items
 - b. Other Items

Notes:

- The Committee discussed the need for a CCTA/KCTA Board Meeting in July and determined to cancel it
- The committee discussed the logistics for the upcoming Legislative Breakfast

The meeting ended at 10:15 am



Agenda Item: 8
Meeting Date: 06/12/23

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: June 7, 2023
SUBJECT: Executive Director Update

Human Resources

The following hires and promotions have occurred.

- Vivian Dobbins started on May 29th as Program Coordinator for Metro Share. Vivian comes from MRC Industries where she worked for many years coordinating transportation, including working closely with Metro.
- Justin Boy will be an intern with Metro this summer. He attended Wayne State University and has an interest in public transit.

Three and possibly two more Coach Operators are scheduled to start June 26.

Training

Metro staff is conducting training in a wide variety of areas that include:

De-Escalation (June 5-7, 2023)

Metro staff teamed up with Gentle Response to offer a Metro wide de-escalation training. This training focused on human behaviors and ways to safely de-escalate a variety of everyday situations.



Drug & Alcohol (June 26-30, 2023)

Metro will welcome back instructors from the Transportation Safety Institute. The June training will focus on federal regulations regarding drug and alcohol policies and procedures. This training is being provided to a variety of supervisors and mid-level managers.

Advanced Problems in Collision Investigation (September 18-22, 2023)

In June of 2022, Metro hosted instructors from TSI for a Fundamentals of Collision Investigation training course. In September 2023, those instructors will be back at Metro as we advance to the second part of the training program with a focus on Advanced Problems in Collision Investigation.

Avail Conference 2023 (July 24-28, 2023)

In July 2023, a member of the Metro team will travel to State College, PA for the Avail conference. Avail is our core operating software.

Staff is also attending training and seminars for a variety of organizations that include Michigan Municipal Risk Management Authority (MMMRA), Michigan Association of Public Employee Retirement Systems (MAPERS), Government Finance Officers Association (GFOA), Society of Human Resource Management (SHRM), Michigan Public Transit Association (MPTA) Maintenance Training Program.

In the Maintenance Division, vendors like Qstraint, Genfare, Firestone, Thermo King, Cummins and Gillig come onsite to provide training.

KTC Security

Attached is the May Security Report from Keshia Woodson-Sow, Director of Operations.

Attachments:

1. Metro's KTC May Security Report

May 2023 KTC Security Report
Prepared by: Keshia Woodson-Sow
Title: Director of Operations

Overview:

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

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

Activity Summary:

66 Total security incidents occurred during May 2023 (Decreased from **83** incidents in April).

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

Incident Types	(Definitions)
----------------	---------------

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

Of the total 66 incident types:

12 were Drug/Alcohol related.

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

30 needed police to respond.

10 needed EMS/medical to respond.

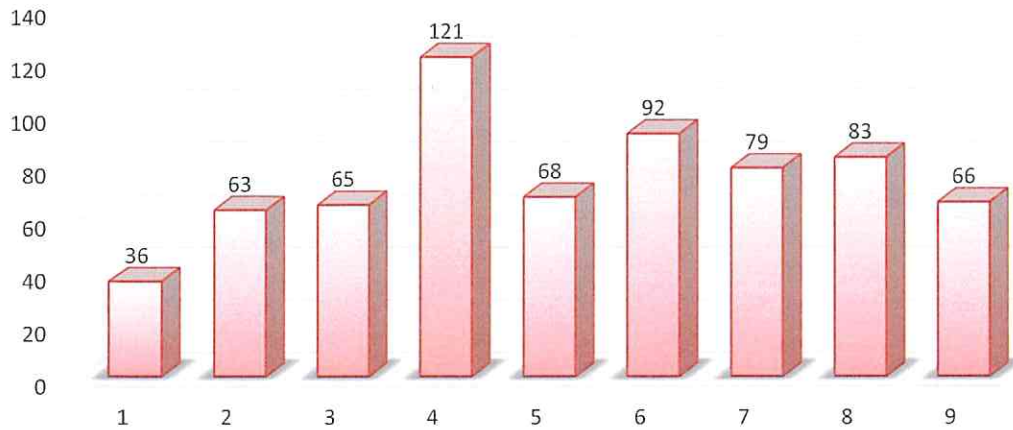
Of the 10 total EMS/medical incidents, 5 people were transported to the hospital.

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

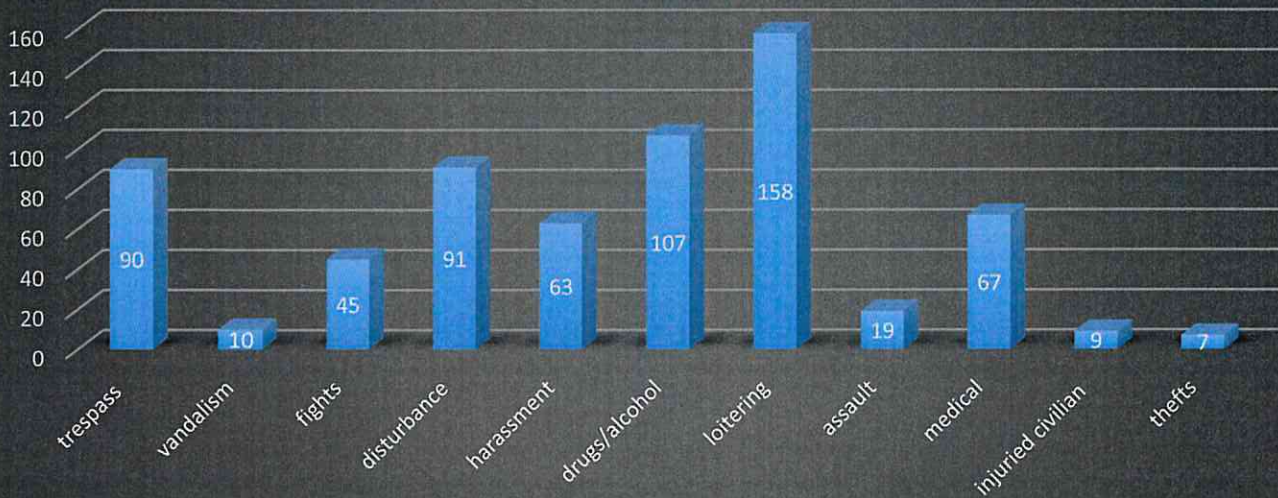
Please see next page for running total graphs for security related incidents:

Security Related Totals for Last 8 Months:

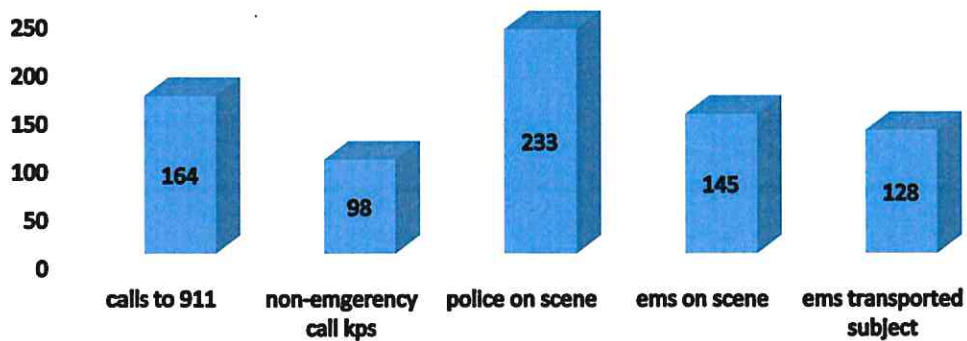
Total NUMBER of Incidents by Month



TYPES of Incidents



Emergency Services Used





Connecting People Throughout
Kalamazoo County

Agenda Item: 8a
Meeting Date: 06/12/23

TO: Central County Transportation Authority and Kalamazoo County Transportation Authority
FROM: Sean McBride, Executive Director
 Prepared By: Scott P. Fitzgerald, Transit Planner
DATE: May 25, 2023
SUBJECT: April, 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	142,242	10,818	1,695	154,755
FY22	118,404	9,891	1,431	129,461
Difference	+23,838	+927	+264	+25,294
% Change	+20.13%	+9.37%	+18.45%	+19.54%

Year-to-Date Ridership				
	Bus	Metro Connect	Metro Share	Oct 22-Sept 23 System Total
FY23	1,019,363	72,426	12,317	1,104,106
FY22	818,699	63,467	9,098	846,246
Difference	+200,664	+8,959	+3219	+257,860
% Change	+24.51%	+14.12%	+35.38%	+30.47%

WHEELCHAIR LIFT/RAMP INCIDENT REPORT – April 2023

Passengers in mobility devices for the month of April 2023 were 892. There were no incidents that involved a ramp/lift during this month.

WMU STUDENT RIDERSHIP REPORT – April 2023

For the month of April 2023 there were 34,758 passenger trips for WMU.

DEMAND/RESPONSE MONTHLY SUMMARY REPORT – April 2023

For the month of April 2023 there were 10,818 passenger trips on Metro Connect.

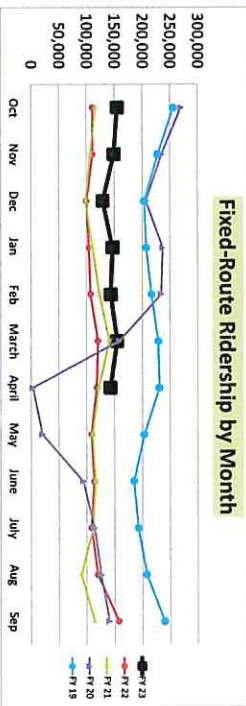


METRO
RIDERSHIP ANALYSIS
April, 2023

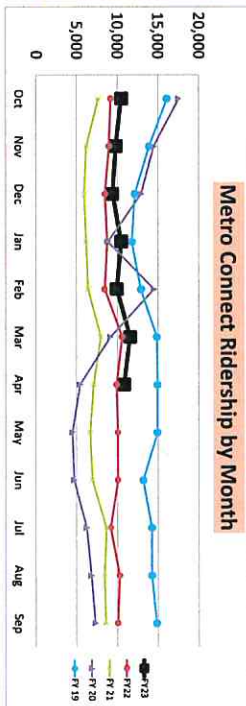
Route #	Route	Month to Date				Year to Date							
		# of Rides		Rides per hour	Increase / decrease	# of Rides		Rides per hour	Increase / decrease				
		FY23	FY22			FY23	FY22						
01	Westhedge	18,134	14,280	26.99%	26.65	21.54	23.74%	127,672	91,571	39.42%	26.23	24.64	6.47%
02	Portage	8,039	6,348	26.64%	18.37	15.35	19.66%	53,068	37,786	40.44%	17.36	15.76	10.17%
03	West Michigan	3,328	4,501	-26.06%	7.59	10.87	-30.15%	28,760	30,354	-5.25%	9.31	12.72	-26.81%
04	Oakland	5,288	3,710	42.53%	12.06	8.96	34.64%	37,463	24,839	50.82%	12.26	10.24	19.77%
05	East Main	4,568	3,332	37.09%	20.69	16.02	29.12%	30,193	22,727	32.85%	19.85	18.91	4.95%
06	Parliament	5,257	5,273	-0.30%	12.42	13.21	-5.99%	41,218	34,628	19.03%	13.78	14.44	-4.60%
07	Alamo	8,648	6,881	25.68%	20.73	16.61	24.83%	59,997	44,788	33.96%	20.21	18.66	8.30%
08	Egleston	5,257	4,857	8.24%	11.99	11.72	2.33%	37,484	30,199	24.12%	12.17	12.56	-3.08%
09	Gull Road	11,268	8,954	25.84%	16.61	13.44	23.60%	80,066	58,952	35.82%	16.46	16.76	-1.82%
10	Cornstock	3,149	3,497	-9.95%	7.18	8.44	-14.88%	25,841	23,085	11.94%	8.43	9.53	-11.58%
11	Stadium Drive	7,248	5,958	21.65%	16.54	14.38	14.99%	51,233	42,812	19.67%	16.62	17.67	-5.94%
12	Duke	1,278	1,072	19.22%	10.65	8.51	25.15%	9,083	6,288	44.45%	10.08	7.61	32.46%
13	South Burdick	6,737	5,863	14.91%	15.37	14.15	8.62%	48,741	40,784	19.51%	15.86	17.03	-6.88%
14	West Main	12,035	9,310	29.27%	17.74	13.97	27.00%	86,510	57,963	49.25%	18.12	17.24	5.08%
15	Paterson	3,173	2,388	32.87%	14.42	11.58	24.55%	21,706	14,868	45.99%	13.80	12.69	8.72%
16	Lovell	14,466	11,318	28.08%	21.16	16.99	24.56%	102,083	74,047	37.86%	21.20	22.06	-3.90%
19	Ring	5,751	4,655	23.54%	21.09	16.68	26.44%	41,623	26,685	55.98%	25.20	16.44	53.29%
21	Solon/Kendall/Lafayette	5,077	4,399	15.41%	17.20	12.32	39.59%	34,887	28,724	21.46%	17.80	13.72	29.74%
25	Parkview	8,675	8,004	8.38%	18.06	16.07	12.37%	68,576	54,222	26.47%	23.08	18.35	25.80%
26	West Centre	2,435	2,153	13.10%	5.81	5.39	7.82%	16,702	15,503	7.73%	5.80	6.63	-12.48%
27	East Romance	2,401	1,651	45.43%	5.67	4.11	38.00%	16,028	11,207	43.02%	5.41	4.79	12.87%
30/31	WMMU Shuttle	0	0	-	-	0.00	-	429	428	0.23%	1.95	9.44	-79.37%
	Total Fixed Route	142,242	118,404	20.13%	15.66	13.38	17.06%	1,019,363	818,699	24.51%	16.13	15.40	4.72%
Metro County Connect													
	Demand-Response	10,818	9,891	9.37%	2.18	2.19	-0.35%	72,426	63,467	14.12%	1.97	1.88	4.57%
	ADA Trips	4,359	4,058	7.42%	2.24	2.17	3.07%	29,487	26,253	12.32%	2.00	1.90	5.08%
	Specialized Service	1,695	1,431	18.45%	10.58	13.55	-21.90%	12,317	9,098	35.38%	13.19	5.67	132.65%
	Charters	0	0	N/A	0.00	0.00	N/A	0	0	N/A	0.00	0.00	N/A
	Total Services	154,755	129,461	19.54%	11.21	10.48	6.97%	1,104,106	846,511	30.43%	10.91	9.89	10.31%
Other Data													
	WMMU	34,758	30,067	15.60%	226,014	196,594	14.96%						
	KVCC	588	395	48.86%	4,060	2,998	35.42%						
	Transfers	44,881	40,102	11.92%	276,350	273,556	1.02%						
	Wheelchair	892	447	99.55%	4,290	2,102	104.09%						
	Bikes	932	785	18.73%	5,304	6,171	-14.05%						
	Youth Mobility	4,661	2,793	66.88%	28,840	10,432	176.46%						

Metro FY 2023
April, 2023

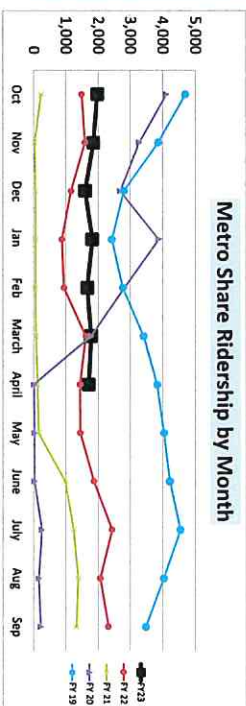
Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY 23	154,772	148,789	129,141	146,676	143,167	154,576	142,242	108,775	113,729	108,641	120,024	157,474
FY 22	111,081	110,936	99,797	104,448	107,420	120,374	118,404	110,950	116,725	111,485	90,114	114,200
FY 21	116,340	106,583	98,448	111,044	123,352	140,679	122,253	20,235	94,104	114,359	126,171	140,709
FY 20	270,270	235,017	206,618	236,803	233,960	158,855	3,053	20,235	94,104	114,359	126,171	140,709
FY 19	256,407	227,942	203,583	207,095	216,717	228,868	230,683	203,056	185,112	192,778	207,565	239,660



Metro Connect	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY23	10,482	9,795	9,395	10,460	9,922	11,554	10,818	10,049	10,073	9,179	10,281	10,068
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	6,878	6,976	8,669	8,433	8,557
FY 20	17,529	14,514	12,941	8,841	14,536	9,168	5,456	4,495	4,736	6,277	6,851	7,341
FY 19	16,106	13,923	12,153	11,781	12,918	14,857	14,935	14,934	13,191	14,231	14,231	14,837

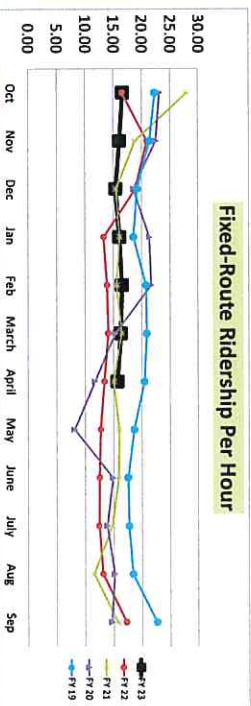


Metro Share	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	1,963	1,847	1,584	1,810	1,649	1,769	1,695	1,441	1,866	2,432	2,065	2,313
FY 22	1,486	1,579	1,161	886	943	1,612	1,431	1,441	1,866	2,432	2,065	2,313
FY 21	237	22	50	59	49	72	115	159	982	1,235	1,376	1,317
FY 20	4,106	3,275	2,686	3,875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

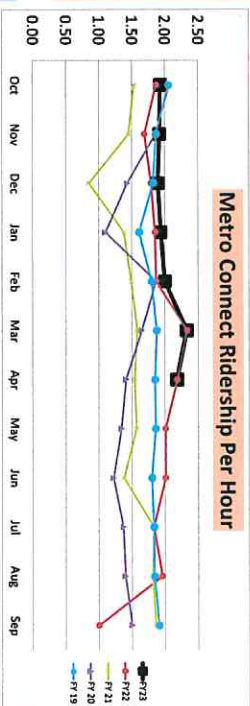


Metro FY 2023
April, 2023

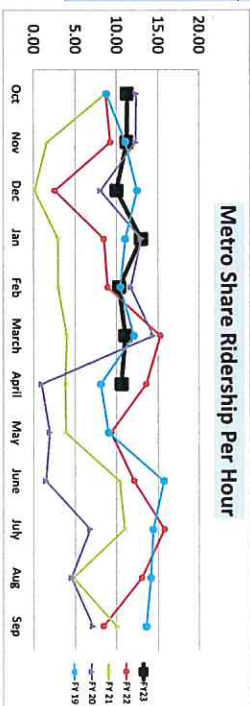
Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY 23	16.59	16.04	15.37	16.02	16.48	16.27	15.66	12.72	12.51	12.41	13.10	17.19
FY 22	16.51	20.95	18.89	13.27	13.85	14.04	13.38	15.92	15.86	14.72	11.52	15.69
FY 21	27.97	18.80	15.46	16.09	15.54	16.44	14.99	15.92	15.86	14.72	11.52	15.69
FY 20	23.17	22.50	18.53	21.38	21.68	15.30	11.72	8.16	14.88	13.82	15.15	14.63
FY 19	22.33	21.39	19.22	18.54	20.79	20.86	20.49	18.61	17.50	17.67	18.38	22.61



Metro Connect	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY23	1.93	1.92	1.90	1.94	2.00	2.33	2.18	2.01	2.01	1.83	1.96	1.00
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

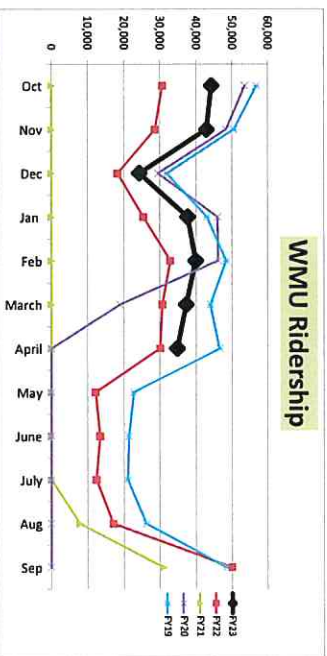


Metro Share	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	11.28	11.24	10.00	12.97	10.30	11.04	10.58	9.34	12.10	15.76	13.04	8.43
FY 22	8.70	9.26	2.54	8.47	8.93	15.26	13.55	3.87	10.35	11.00	4.78	10.03
FY 21	8.67	1.63	0.16	2.95	2.93	3.97	3.81	3.87	10.35	11.00	4.78	10.03
FY 20	12.37	12.31	8.09	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

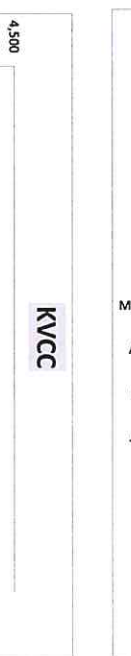


Metro FY 2023
April, 2023

WMU	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	44,276	42,869	24,238	37,638	39,808	37,166	34,758	12,180	13,404	12,401	17,085	49,978
FY22	30,701	28,672	18,218	25,443	32,823	30,670	30,067	0	0	0	7,884	31,015
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	53,611	48,398	29,500	46,080	46,220	18,975	7	0	0	0	0	0
FY19	56,916	50,544	31,930	43,036	48,461	44,029	46,574	22,710	21,372	21,016	26,213	48,558



Transfers	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	47,931	44,913	45,089	45,385	43,913	43,119	44,881	43,261	45,400	43,011	45,507	46,576
FY22	57,199	34,239	35,282	33,321	33,854	39,559	40,102	0	0	0	35,215	35,724
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	56,803	52,014	53,526	57,197	53,714	35,112	1	0	0	0	0	0
FY19	65,958	59,137	58,174	55,735	56,924	61,623	61,009	60,027	53,215	54,874	56,789	63,125



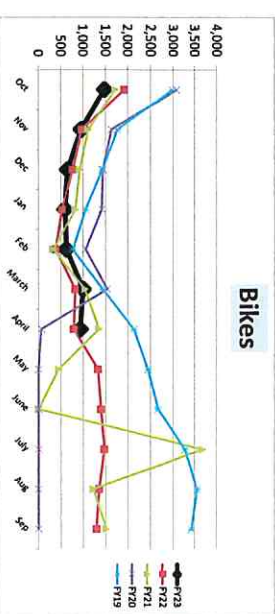
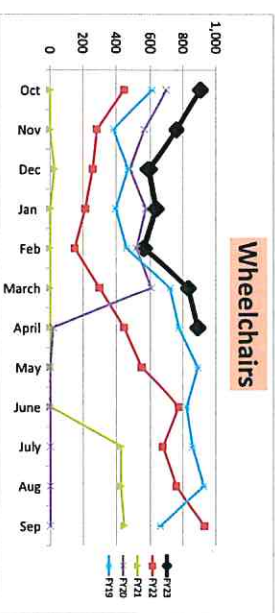
Wheelchairs	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	909	759	592	632	564	634	892	552	774	673	759	932
FY22	450	284	259	214	150	298	447	0	0	428	427	447
FY21	0	0	26	0	0	0	0	0	0	0	0	0
FY20	694	567	484	576	522	606	18	0	0	0	0	0
FY19	611	386	474	399	463	719	776	894	825	862	929	659



Bikes	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	1,490	957	652	592	623	1,000	932	1,326	1,395	1,469	1,351	1,292
FY22	1,924	969	782	826	382	824	785	450	0	3,682	1,217	1,510
FY21	1,720	1,117	923	826	327	1,045	1,352	0	0	0	0	0
FY20	3,085	1,636	1,444	1,418	1,054	1,539	62	0	0	0	0	0
FY19	2,983	1,774	1,428	1,058	770	1,446	2,142	2,454	2,564	3,288	3,564	3,429

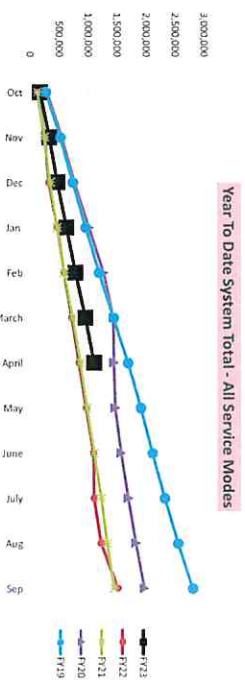


Transfers	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	44,276	42,869	24,238	37,638	39,808	37,166	34,758	12,180	13,404	12,401	17,085	49,978
FY22	30,701	28,672	18,218	25,443	32,823	30,670	30,067	0	0	0	7,884	31,015
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	53,611	48,398	29,500	46,080	46,220	18,975	7	0	0	0	0	0
FY19	56,916	50,544	31,930	43,036	48,461	44,029	46,574	22,710	21,372	21,016	26,213	48,558

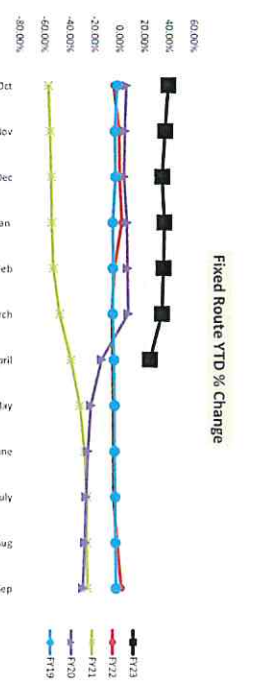


Metro FY 2023 April, 2023

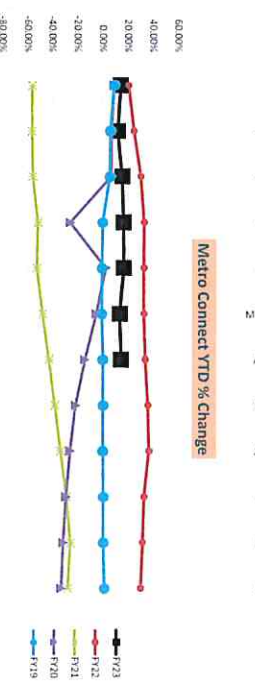
YTD System Total	Year To Date System Total - All Service Modes											
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	167,217	327,648	467,768	626,714	781,452	949,351	1,104,106					
FY22	124,496	246,574	321,814	465,928	594,243	716,795	846,511	956,776	1,092,444	1,103,605	1,223,629	1,514,921
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	1,267,898	1,437,635	1,446,150	1,470,898	1,569,765	1,690,661	1,823,850	1,972,126
FY19	277,179	522,918	741,447	982,742	1,195,142	1,442,277	1,691,724	1,913,750	2,116,286	2,327,906	2,553,629	2,811,602



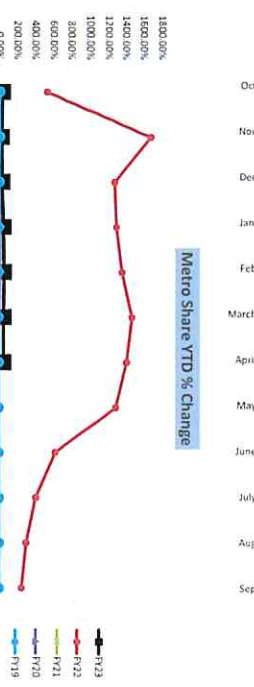
Fixed Route YTD % Change	Year To Date System Total - All Service Modes											
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	39.33%	36.73%	34.46%	35.92%	35.39%	34.11%	24.51%					
FY22	-4.52%	-0.41%	0.14%	1.88%	-3.97%	-6.09%	-5.65%	-5.21%	-4.91%	-4.65%	-1.95%	1.39%
FY21	-56.95%	-55.90%	-54.86%	-54.42%	-53.01%	-48.09%	-39.11%	-31.87%	-28.28%	-26.39%	-26.55%	-25.80%
FY20	5.41%	4.33%	3.49%	6.00%	6.38%	7.00%	-14.43%	-23.08%	-25.54%	-26.90%	-27.98%	-29.36%
FY19	-1.81%	-3.49%	-3.16%	-5.24%	-5.19%	-5.26%	-4.28%	-3.91%	-3.87%	-3.38%	-3.13%	-2.64%



Metro Connect YTD % Change	Year To Date System Total - All Service Modes											
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	13.91%	11.54%	15.09%	16.14%	16.35%	13.09%	14.12%					
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%	-32.96%
FY19	8.99%	5.87%	5.48%	-0.10%	-0.62%	-0.86%	0.06%	0.31%	0.00%	0.52%	0.51%	1.36%



Metro Share YTD % Change	Year To Date System Total - All Service Modes											
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	32.10%	24.31%	27.64%	40.92%	46.21%	38.54%	35.38%					
FY22	527.00%	1676.00%	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%





Agenda Item: 8b
Meeting Date: 06/12/23

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: May 25, 2023
SUBJECT: April 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 \$3,671,927 (43%) of the FY23 millage.
- We have collected \$1,617,413 (53% 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 \$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 April 2022 was \$3.62 and in April 2023, it was \$2.97. This is a 18% decrease.
- Total operating expenditures for Metro year-to-date are 49% of the total budgeted amount.

Attachment:

1. April 2023 Income & Expense Statement



	FY2023 CCTA Board Recommended Budget	April 2023	Year to Date FY 2023	Year to Date % 58%	Monthly Funding %
STATEMENT OF INCOME AND EXPENSE					
Operating Revenue					
Fare Revenue					
Regular Route Cash	754,088	45,617	386,521	51%	7%
Metro County Connect Fares	452,656	21,090	271,968	60%	3%
WMU Fares	1,185,000	0	592,500	50%	
Tokens	323,310	18,064	166,403	51%	2%
Pass Sales	245,851	19,117	153,599	62%	2%
Texas Twp/KVCC Prepaid Fares	91,076	23,211	46,422	51%	0%
	<u>3,051,981</u>	<u>127,098</u>	<u>1,617,413</u>	53%	15%
Other Revenue					
Advertising	75,000	2,894	36,644	49%	0%
Intermodal Operations	182,157	41,692	85,055	47%	0%
Miscellaneous Revenue	19,850	203	20,498	103%	0%
Commission Revenue - (GH, IT, FlixBus)	19,200	560	11,028	57%	0%
Interest Income	9,550	26,091	130,505	1367%	1%
	<u>305,757</u>	<u>71,440</u>	<u>283,731</u>	93%	2%
Urban Millage (CCTA)	5,299,618	28,063	1,899,204	36%	5%
County-wide Millage (KCTA)	3,201,898	15,484	1,772,724	55%	2%
MDOT - Operating	7,226,670	506,752	3,537,880	49%	50%
FTA - Operating	2,703,977	0	32,473	1%	0%
Provision for Depreciation	3,255,200	236,658	1,830,980	56%	27%
TOTAL OPERATING REVENUE	<u>25,045,101</u>	<u>985,495</u>	<u>9,073,261</u>	36%	100%
Operating Expenses by Division					
Administration/Overhead	7,245,608	380,733	3,635,770	50%	
Kalamazoo Transportation Center Operations	862,324	47,880	349,452	41%	
Maintenance	3,257,708	226,583	1,689,863	52%	
Operations	8,599,769	565,166	4,118,792	48%	
Metro Connect	5,377,481	485,231	2,613,639	49%	
Metro Share	68,837	2,657	25,911	38%	
TOTAL OPERATING EXPENSE	<u>25,411,727</u>	<u>1,708,250</u>	<u>12,433,427</u>	49%	
NET (UNFUNDED) BALANCE for period	<u>(366,626)</u>	<u>(722,755)</u>	<u>(3,360,166)</u>		

METRO CONNECT

Agenda Item: # 8c
Meeting Date: 06/12/23

April 2023

Individuals Certified:

		April 2022	% Change
ADA Certified:	13	6	116.67%
MCC Certified with a Disability:	32	27	18.52%
MCC Certified Senior:	13	20	-35.00%
Total Certified:	58	53	9.43%

Service Statistics:

Total Trips:	10,593	9,626	10.05%
Total Passenger Trips:	10,818	9,848	9.85%
Saturday Trips-included in total:	518	484	7.02%
Sunday Trips-included in total:	396	278	42.45%
ADA Passengers:	4,359	4,058	7.42%
D/R w/ a Disability Passengers:	4,614	4,275	7.93%
D/R Senior Passengers:	1,620	1,293	25.29%
Ambulatory:	9,293	8,288	12.13%
Non-Ambulatory:	1,300	1,381	-5.87%
PCA:	225	222	1.35%
Companion Trips:	17	2	750.00%
Ten Minute Stops:	11	9	22.22%
Requests:	13,822	12,291	12.46%
No Shows:	595	346	71.97%
ADA Denials:	0	0	0.00%
D/R Nothing to Offer:	0	0	0.00%
Non-Accommodated:	0	0	0.00%
Cancellations:	2,634	2,276	15.73%
Late Trips:	394	268	47.01%
On-Time Performance:	96%	97%	-0.96%
Service Days:	30	30	0.00%

Performance Measurements:

Total Miles:	91,356	82,620	10.57%
Total Hours:	6,265	5,745	9.05%
Total Revenue Miles:	80,618	72,164	11.71%
Total Revenue Hours:	5,285	4,796	10.20%
Passenger Miles:	102,585	91,576	12.02%

Total Contract Cost:	\$441,071.75	\$393,772.08	12.01%
Cost per Trip:	\$41.64	\$40.91	1.79%
Cost per Passenger:	\$40.77	\$39.98	1.97%
Cost per Mile:	\$5.47	\$5.46	0.27%
Cost per Hour:	\$83.46	\$82.10	1.65%
Passengers per Hour:	2.05	2.05	-0.31%
Average Miles per Passenger:	9.48	9.30	1.98%
Gallons of Fuel Used:	8,715	8,306	4.92%
Cost of Fuel:	\$32,757.68	\$35,957.46	-8.90%
Total Fares Collected:	\$39,320.00	\$37,414.00	5.09%



Connecting People Throughout
Kalamazoo County

Agenda Item: # 13 Meeting Date: 06/12/23

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: June 8, 2023
SUBJECT: Closed Session

A closed session is being held for the purpose of discussing pending litigation.

Attorney Kristine Rewa has requested to attend the closed session for the purpose of discussing pending litigation and recommending the following motion to be considered by the Board:

A Closed Session under Section 8(e) of the Open Meetings Act to discuss trial or settlement strategy with legal counsel in connection with the Crossroads Mall Realty Holding, LLC v. Kalamazoo County Transportation Authority, et al. lawsuit pending in Federal Court in the Western District of Michigan because discussion on the open record will have a detrimental financial effect on the litigating or settlement position of CCTA and KCTA and its employees and officials

[Note: vote must be approved by 2/3 roll call vote of members elected/appointed and serving to go into Closed Session. Both Boards must do 2/3 roll call vote to go into session.]