



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
SEPTEMBER 11, 2023
Regular Meeting**

*Note: The next joint CCTA/KCTA regular meeting will be held on
Monday, September 25, 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, September 11, 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 September 11, 2023		
	b. Minutes for August 14, 2023		
3.	Public Comment		
4.	Planning & Development Committee		
	a. Action Items		
	1. CCTA/KCTA FY 2024 and FY 2025 Budget*		
	i. Motion to Open Public Hearing/Close Public Hearing Regarding CCTA FY 2024 and FY 2025 Budget	Voice Vote	Voice Vote
	ii. Consideration to Adopt KCTA Resolution 23-002 Levying the 2024 Transit Millage*	Roll Call	
	iii. Consideration to Adopt CCTA Resolution 23-004 Levying the 2024 Transit Millages*		Roll Call
	iv. Consideration to adopt CCTA FY 2024 and FY 2025 Budget	Roll Call	Roll Call
	2. Offer for First Reading Updates to Procurement Manual*	Voice Vote	Voice Vote
	b. Informational Items		
	1. Board Planning & Development Committee Meeting Notes of August 28, 2023*		
5.	Performance Monitoring Committee		
	a. Action Items		
	1. Consideration to Approve Renewal of Workers Compensation Insurance with Accident Fund Insurance*	Roll Call	Roll Call
	2. Consideration to Approve Renewal of Liability Insurance with Michigan Municipal Management Authority (MMRMA)	Roll Call	Roll Call



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	b. Informational Items		
	1. Board Performance Monitoring Committee Meeting Notes of August 24, 2023*		
6.	External Relations Committee		
	a. Action Items		
	b. Informational Items		
	1. External Relations Committee Meeting Notes of August 10, 2023*		
7.	Board Operations Committee		
	a. Action Items		
	1. Consideration to approve the CCTA/KCTA Operating Agreement*	Roll Call	Roll Call
	b. Informational Items		
	1. Board Operations Committee Meeting Notes of August 31, 2023*		
8.	Report from Executive Director*		
	a. Monthly Financial Report*		
9.	Other Reports		
	a. Pension Board		
	b. KATS		
	c. Local Advisory Committee (LAC)		
11.	Chairperson's Report		
13.	Public Comment		
14.	Members' Time		
15.	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
August 14, 2023**

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Keshia Woodson-Sow, Justin Boy, Annette Arkush, Barbara Blissett
Others Present: Janet Strebs

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, Rod Halcomb, Lisa Mackie, Garrylee McCormick, Randy Thompson, Greg Rosine

CCTA Members Absent: Jim Pearson

*A motion was made by CCTA to excuse the absence of Jim Pearson.
Motion: Burns Second: Aardema*

Motion carried by voice vote.

2.) REQUEST FOR APPROVAL OF AGENDA/MINUTES

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for August 14, 2023 and for approval of the joint CCTA/KCTA meeting minutes for June 12, 2023.

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

3.) PUBLIC COMMENT – None

4.) PLANNING AND DEVELOPMENT COMMITTEE

Burns reported at the Planning and Development meeting that Mike Kosciuk of GRS Consulting presented the Pension and OPEB Annual Valuation Reports. Burns briefed the Boards on the reports through a PowerPoint. (A copy of the PowerPoint is included with the meeting minutes.)

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

Exec. Dir. McBride presented a PowerPoint on the FY 2024 and 2025 budgets. He indicated a good portion of the budget involves the personnel and the launch of Microtransit expected in the spring. Boardmembers talked about the various needs to successfully operate a Microtransit service and how it would affect the fixed-route service and Metro Connect. Exec. Dir. McBride noted there would be budget small group meetings for Boardmembers.

Exec. Dir. McBride responded to questions regarding Microtransit, timeline for launching the service, how monitoring will take place, scheduling and areas of service.

A motion was made by the CCTA and KCTA to adopt Resolution 23-003 scheduling a public hearing on Monday, September 11, 2023 to consider the CCTA FY 2024 and FY 2025 Budgets.

*Motion: Farmer
Motion carried by roll call vote.*

Support: Aardema

Ayes: Aardema, Britigan, Brown, Burns, Farmer, Mackie, McCormick, Rama, Sloan, Thompson, Rosine

Nays: None

Absent: Pearson

5.) PERFORMANCE MONITORING COMMITTEE

Chair Aardema shared the Committee’s good discussions regarding Microtransit. He said going forward, the focus of the committee would be to monitor and set metrics to be a successful service as well as overseeing its operations. Aardema stated over the next several months the committee would be looking into the process for beginning the service such as the Request for Purchase (RFP) and changes to fit Metro’s needs.

6.) EXTERNAL RELATIONS COMMITTEE

Farmer reported the Committee spent time on past outreach practices of staff and Boardmembers and how changes might be made to make it better. She said a survey would be distributed to garner strengths and weaknesses in the process.

Farmer stated the Committee got a sneak peek at the updated website showing the changes being implemented.

7.) OPERATIONS COMMITTEE

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

A motion was made by the CCTA and KCTA to offer for first reading the CCTA/KCTA Operating Agreement for 2023 to 2026.

*Motion: Farmer
Motion carried by roll call vote.*

Support: Aardema

Ayes: Aardema, Britigan, Brown, Burns, Farmer, Mackie, McCormick, Rama, Sloan, Thompson, Rosine

Nays: None

Absent: Pearson

8.) EXECUTIVE DIRECTORS REPORT

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

- Service Adjustments which will include:
 - Removal of the :45 Alamo, Portage, and Stadium Drive routes
 - Reduction in service to the :45 Westnedge, Gull Rd., and Lovell. :45s will only run from 12:45 pm to 5:41 pm during peak times
- Human Resources
- Janitorial Services
- Safety and Security
- 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 – Did not meet.

Local Advisory Committee (LAC) – Did not meet.

10.) CHAIRPERSON REPORT – No Report

11.) PUBLIC COMMENT – None

12.) MEMBERS TIME – Boardmembers welcomed Boardmember Sigman to the KCTA.

Mackie noted her name change from Moaiery to Mackie

14.) 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 1:02 PM.

Greg Rosine
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Greg Rosine
KCTA Chairperson

Barbara Blissett
KCTA Clerk



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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Greg Vlietstra, Director of Support Services
DATE: September 1, 2023
SUBJECT: CCTA Budget Calendar for Fiscal Year 2024 (October 1, 2023 - September 30, 2024) and
Fiscal Year 2025 (October 1, 2024 - September 30, 2025)

BACKGROUND

A public hearing for the Fiscal Year 2024 and 2025 Budgets is being held on September 11, 2023.

The CCTA budget is two one-year cycles. A two-year budget cycle better allows the CCTA and KCTA Boards and staff to coordinate budgeting, planning, and grant administration.

DISCUSSION

The proposed Fiscal Year 2024 and 2025 Budgets were first presented at the August 14 board meeting and are available for the public online at kmetro.com

The Planning & Development Committee has been reviewing budget related items since April of this year. Topics covered include capital grants, facilities, insurance, organizational structure & personnel, and microtransit. A more comprehensive budget review took place at the July 24 and August 28 committee meetings.

Small group meetings took place on August 24 and 28. These gatherings allow the boardmembers to ask more detailed questions to staff about the budgets.

A couple of items of discussion that resulted from Planning & Development Committee meetings and small-group meetings are noted below.

- The CCTA is a subcomponent of the City of Kalamazoo Other Post Employee Benefits (OPEB) Plan which is used to pay for retiree healthcare for Metro retirees who retired before September of 2011. Although the funded ratio of the plan has dramatically improved over the past couple of years, the Metro employer contribution is maintained at the schedule recommended last year by the actuarial consultant (GRS) and the City of Kalamazoo. Although Metro operates on a September 30 fiscal year end, the City of Kalamazoo operates on a December 31 fiscal year end. The City of Kalamazoo will be meeting with GRS later this calendar year to review figures and update recommended employer contributions. A decrease of the CCTA employer level will likely be reflected in the budget next year.

- Staffing levels budgeted versus actual staffing levels were requested at the August 28 Planning & Development Committee meeting and are provided below.

Departments	YTD FY23	Budgeted FY24
Administration	11.19	12.25
Maintenance	25.37	28
Operations	79.31	86.25
Metro		
Connect/Share	1.52	2
KTC	3.85	4
Microtransit	0	1
	<u>121.24</u>	<u>133.5</u>

Included in the budget, on pages 16 and 17, are the Resolutions for the KCTA and CCTA to levy their millages. Traditionally, the Boards consider the millage levies in April of each year. This year the Resolutions are incorporated into the Budget, which is a similar process to many other local jurisdictions that use millage levies as a source of revenue. The amount to be levied in 2024 by the KCTA is 0.3110 or the amount allowable after the Headlee Amendment is applied. The amount to be levied in 2024 by the CCTA is 0.8978 or the amount allowable after the Headlee Amendment is applied. These levy amounts are reflected in the FY 2024 Budget.

RECOMMENDATION

- The Board Operations Committee and the Executive Director recommends the KCTA adopt Resolution 23-002 levying 0.3110 mills or up to the allowable amount if the Headlee Amendment needs to be applied for the 2024 KCTA Transit Millage.
- The Board Operations Committee and the Executive Director recommends the CCTA adopt Resolution 23-004 levying 0.8978 mills or up to the allowable amount if the Headlee Amendment needs to be applied for the 2024 KCTA Transit Millage.
- The Planning & Development Committee and Executive Director recommend the KCTA and CCTA adopt the Fiscal Year 2024 and 2025 Budgets.

Attachments:

- Resolution No. 2023-002 Levying the 2024 KCTA Transit Millage
- Resolution No. 2023-004 Levying the 2024 CCTA Transit Millage
- Proposed Fiscal Year 2024 and 2025 Budgets (Separate item on agenda website)

KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (“KCTA”)
Resolution: 23-002

**Resolution Levying the Transit Millage for 2024 and Providing for Collection of the Transit Millage
in July 2024 for the Cities in Kalamazoo County and in
December 2024 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 2024. 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, 2024.
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 _____.

Barbara Blissett, Clerk
Kalamazoo County Transportation Authority

CENTRAL COUNTY TRANSPORTATION AUTHORITY ("CCTA")
Resolution: 23-004

**Resolution Levying the Transit Millage for 2024 and Providing for Collection of the Transit Millage in July 2024 for
the Cities of Kalamazoo, Portage and Parchment and in
December 2024 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 2024 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:3

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 2024. Tax assessing officials for on all taxable property located within the Central County Transportation Authority Boundary for 2024. 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, 2024.
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 _____.

Barbara A. Blissett, Clerk
Central County Transportation Authority



Agenda Item # 4a2
Meeting Date 09/11/23

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Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: August 31, 2023
SUBJECT: Purchasing Manual Update

BACKGROUND

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

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

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

DISCUSSION

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

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

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

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

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

Memo re: Purchasing Manual Update

Date: August 31, 2023

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

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

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

These proposed changes were reviewed by the Planning & Development Committee at their meeting on August 28.

RECOMMENDATION

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

Attachment

1. CCTA Purchasing Manual (Revisions Shown Version available in separate link on the website)



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**AGENDA and
MEETING NOTES
Planning & Development Committee
August 28, 2023 at 2 P.M.
Microsoft Teams Virtual Meeting**

Members: Chris Burns (Chair), Rob Britigan, Tafari Brown, Lisa Mackie, Jim Pearson
Absent: Lisa Mackie, Jim
Staff: Sean McBride, Barbara Blissett, Greg Vlietstra, Cheryl Pesti

Items for Discussion

1. FY 2024 & 2025 Budgets Discussion

Notes:

- The Draft FY2024 and FY2025 CCTA Budget was discussed noting no changes had been submitted since the last presentation
- The Committee talked about the Other Post Employment Benefits (OPEB) and the partnership with the City of Kalamazoo and its management
- The Committee requested comparison figures for the full-time employees from 2019 to present

2. Purchasing Manual Review

Notes:

- The Committee reviewed the updates to the Purchasing Manual
- Vlietstra shared that most of the changes were made with input from the Federal Transit Administration and the City of Kalamazoo. He said he would update and present at the regular Board meeting on September 11th
- Discussion ensued regarding the increase of some of the threshold amounts will help save time for Metro administrative staff and our partners at the City of Kalamazoo Purchasing Department having to comply with various FTA and MDOT compliance requirements.
- Updating the threshold amounts also helps adjust for past and anticipated future inflation.

3. Tentative Future Meeting Dates: September 18, October 16

Notes:

- The Committee agreed to the future proposed meeting dates of September 18 and October 16

4. Other Items

Notes:

- The Committee talked about the current and future increases in gas prices and its affect on the budget



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Agenda Item #5a14
Meeting Date 09/11/23

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: Prepared by: Greg Vlietstra, Director of Support Services
SUBJECT: Workers Compensation Insurance Renewal

BACKGROUND

Beginning October 1 of 2016, CCTA became responsible for its own workers compensation coverage independent from the City of Kalamazoo.

As you may recall, Metro Transit claims experience has historically been higher than other private and public sector organizations. Beginning in October 2016, with the assistance of Keyser Insurance, Metro instituted a fresh approach to workers compensation claims that included more prevention on the front end, enhanced communication with employees, a light-duty program, and better claims management on the back end. Significant progress in this important area has been made the past three years.

Metro as a new organization in 2016 with no claims history independent of the City of Kalamazoo, we were placed in the Michigan Workers Compensation Placement Facility Assigned Risk Pool. Liberty Mutual was assigned to us in 2016. Due to reduced claims, better claims management, instituting a light-duty program, and guidance from our agent of record, Metro was able to procure competitive quotes outside the Michigan assigned risk pool two years ago. This is an advantage to Metro because it results in lower rates, higher coverage limits, and more flexibility.

DISCUSSION

Accident Fund has been our carrier the last three years and their customer service and claims process were efficient and effective. Accident Fund Insurance Company of America, headquartered in Lansing, has been one of the largest companies in the nation that specializes in workers compensation insurance.

Keyser Insurance, our local agent of record, assisted Metro by procuring a one-year renewal with an annual premium cost of \$206,364. This is the only the second year with a premium cost increase since 2018. The proposed cost when compared to the premium last year is an increase of \$28,446, or 16%. However, this is still \$31,033 less than Metro paid in 2018.

The cost increase is attributed to three primary factors. First, our premium is calculated on a rolling cycle of the past three-years. The fiscal year that rolled off the calculation (2019) was a one of low claims and therefore no longer benefits our premium cost. Secondly, workers compensation premiums are also based on estimated and actual payroll figures. Metro has increased payroll hours, particularly among coach operators, as we exited the pandemic. Thirdly, Metro also increased wages significantly – again, particularly to coach operators and mechanics and as part of the ATU collective bargaining agreement that took effect in February of 2022.

RECOMMENDATION

It is recommended by the Performance Monitoring Committee and Metro staff to allow the Executive Director to execute necessary documents to renew Metro workers compensation coverage with Accident Fund at a cost of \$206,364 for coverage from October 1, 2023 through September 30, 2024.



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Kalamazoo County

Agenda Item # 5a2
Meeting Date 09/11/23

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: August 16, 2023
SUBJECT: Renewal of Property, Auto, and General Liability Insurance with MMRMA

BACKGROUND

For over the past decade, both the City of Kalamazoo and Metro Transit have relied on the Michigan Municipal Risk Management Authority (MMRMA) for property, auto, and liability insurance coverage. With the Metro Transit transition from the City of Kalamazoo to CCTA on October 1, 2016, we are responsible for making sure we have proper coverage in the event of a potential lawsuit, claim, or a catastrophic loss.

Over the past few years, we have undertaken a more comprehensive review of our insurance coverages. As you recall, we terminated our coverage with the Michigan Transit Pool (MTP) effective November 30, 2018. We are still responsible for ongoing claim management costs with MTP, though, for incidents that happened before November 30, 2018. With enhanced coverage negotiated with the MMRMA, we still remain confident that one carrier is adequate. The change in 2018 resulted in a budget savings of \$220,393 – the amount paid to the MTP during the last coverage year (\$322,298) minus an October 2019 retrospective charge for catastrophic claims (\$101,905).

DISCUSSION

The MMRMA was created by authority granted by the laws of the State of Michigan to provide liability and property coverage services to eligible Michigan public entities. The CCTA is eligible to be a member of the MMRMA.

MMRMA was started in 1980 in a marketplace that was becoming increasingly unfriendly to public entities. Three member municipalities founded MMRMA as a joint purchasing arrangement, which allowed them to secure necessary insurance coverage at a reasonable price. Within a few years of MMRMA's inception, commercial insurers either ceased to offer coverage to governmental entities or sharply increased their premiums. Today, MMRMA is the largest liability and property pool in Michigan and a recognized national leader in the field. MMRMA has been a leader in municipal risk for over 30 years and remains committed to meeting the unique challenges of the public sector (www.mmrma.org).

In light of the very severe bus accident on May 24, 2017, we have put additional emphasis on insurance to ensure sufficient coverage limits as well as balancing the cost of that coverage. One of the first steps taken was having our agent of record, Keyser Insurance, competitively seek quotes comparable coverage. There was not another carrier who could come close to the MMRMA price and scope of coverage.

Another step we have taken as part of a more comprehensive review of insurance is to make sure we are not underinsured with the insurance covering our bus fleet in the case of catastrophic event such as a facility fire or tornado. We have increased the per occurrence vehicle physical damage limit from \$1.5 million to \$17 million. Our request for this increased per occurrence limit is somewhat unusual and outside the normal scope of MMRMA coverage. We believe the additional estimated cost of approximately \$30,000 is worth the benefit in the case of a catastrophic event.

Memo re: Renewal of Property, Auto and General Liability Insurance with MMRMA

Date: August 16, 2023

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The annual premium to cover CCTA for property, auto, and general liability insurance, including all vehicles, through September 30, 2024 is \$328,740. This figure is a *decrease* of \$6,279 (or 1.9%) compared to last year. \$50,000 of that amount is a self-insured retention deposit from which potential future loss deductibles will be deducted. The self-insured deposit balance (currently \$168,803) will earn an interest rate of 2.95 percent and is only reduced to pay claims expenses. Additionally, Metro will also be receiving a check in the amount \$24,355 of excess net assets which is essentially a refund from the statewide pool.

RECOMMENDATION

It is recommended by the Performance Monitoring Committee and Metro staff to allow the Executive Director to execute necessary documents to ensure adequate property and liability insurance coverage with the MMRMA from October 1, 2023 through September 30, 2024 at a cost of \$328,740.

AGENDA NOTES

Performance Monitoring Committee

DATE: Thursday, August 24, 2023

TIME: 8:15AM – 9:15AM

1. September action Items for Board Consideration
 - a. MMRA – Members reviewed the prepared document outline for the renewal of the Metro insurance coverage for property, auto, and liability. Discussion took place regarding the 1.9% decrease over last year and unanimous agreement to move forward to the board for approval as written.
 - b. Workers Compensation Insurance – The cost increase was noted by the committee and the explanation given in the memo regarding low claims, increased wages and payroll hours contribution to the increase was noted. The committee recommended this be moved forward to Board for approval.

2. Discussion regarding Metro Performance Metrics – The committee reviewed a PowerPoint presentation that revamped the way that ridership numbers are provided to the board, attempting to answer the questions: *What are we looking for, where did we look, and what did we find?* Aardema offered that a report displayed as provided could easily help them identify anomalies. He also suggested we add bullet point explanations for those anomalies. The committee agreed that this is a report they would like to see monthly and quarterly and provide an analysis summary. For September board meeting, it is still in development.

3. Other Items
 - a. Service reductions will go into place on Monday, August 28th
 - b. The job fair was held on 8/22 and netted 29 applicants for immediate interviews with another 28 that applied online.
 - c. The Wash Rack is going out for bid. A pre-bid meeting will be held on Tuesday, 8/29.

External Relations Committee

August 10, 2023

9:00 am

Attending: Dusty Farmer, Chair; Randy Thompson, Gary Sigman, Sean McBride (Staff Liaison), Annette Arkush (Committee Support), Emily Lower (Metro Staff), Absent: Tim Sloan

Items Discussed

1. Board Outreach Plan: Exec. Dir. McBride did a brief overview of the historical background of Board outreach activities and a document containing recommendations to develop the outreach plan. Ideas discussed included developing a brochure, developing an FAQ for Board members, offering mentoring and co-presentations for training purposes.
2. Board Outreach Survey: Distributed and discussed was a Board Outreach Survey to be distributed thru Survey Monkey to each Board Member with the intention of assessing the individual board members ability to assist with the outreach and any potential avenues we are currently not reaching out to. Changes to the survey included asking the board member to include their name on the survey, Removing question #2 and making question #3 the first question.
3. Ideas for Community Outreach: Discussion regarding a Community Update Newsletter with an email distribution list similar to the Oshtemo Township Newsletter prepared by Farmer.
4. Website Update: Website update progress provided by E. Lower. In progress, currently staff reviewing for information accuracy, re-writing some components to be more user friendly. Target finish is two months.



Agenda Item: # 7a1
Meeting Date: 09/11/23

Connecting People Throughout
Kalamazoo County

TO: KCTA and CCTA Boards
FROM: Sean McBride, Executive Director
DATE: August 31, 2023
SUBJECT: Operating Agreement between CCTA and KCTA

BACKGROUND

The KCTA and CCTA are two separate boards that work collaboratively. The collaborative relationship is defined through an Operating Agreement. The Operating Agreement under consideration will be the third agreement. The first covered the period of October 1, 2016 to September 30, 2017, the second covers October 1, 2017 through September 30, 2020. The third agreement covers October 1, 2020 through September 30, 2023. This fourth agreement is recommended for three years through September 30, 2026.

DISCUSSION

The Service Agreement between the CCTA and KCTA expires on September 30, 2023. Attached is an updated Agreement with the following recommended changes:

- The term of the Agreement is from October 1, 2023 through September 30, 2026. The ability to amend the agreement is addressed in Section 7.
- In Section 1, the Acknowledged Facts have been updated to reflect current the current status of additional precincts in Oshtemo Township and the addition of Western Michigan University to the service agreements.
- In Section 4, the process for joint approval has updated to reflect the ongoing utilization of joint meetings.

The updated Agreement was presented for First Reading at the August 14^h meeting. Based on comments, received, the only change was to change “subcommittees” to “committees”.

RECOMMENDATION

The Board Operations Committee and staff recommend approval of the CCTA and KCTA Operating Agreement for the period of October 1, 2023 through September 30, 2026.

Attachment

1. Draft Redlined CCTA and KCTA Operating Agreement for the period of October 1, 2023 through September 30, 2026

CCTA and KCTA Operating Agreement
for the period of October 1, 2020 2023 through September 30, 2023 2026

Central County Transportation Authority
("CCTA")
530 North Rose Street
Kalamazoo, Michigan 49007

Kalamazoo County Transportation Authority
("KCTA")
530 North Rose Street
Kalamazoo, Michigan 49007

CCTA and KCTA agree:

1. Acknowledged Facts.

- a. The CCTA began providing regional public transit operations on October 1, 2016, pursuant to the Comprehensive Transition Agreement that was approved in October 2015, by the CCTA, KCTA, Kalamazoo Transit Authority and the City of Kalamazoo; and
- b. Public transportation in Kalamazoo County is funded through a variety of sources that include State of Michigan grants, Federal grants through the Federal Transit Administration (FTA), fares, other operating revenues and two locally funded voter approved property tax millages; and
- c. The KCTA was formed in 2005 under Public Act 196 of 1986, as amended ("Act 196") and currently levies a voter-approved millage of 0.315 mills that begins in ~~2017~~ 2022 and expires in 2026 ; and
- d. The KCTA boundary includes all of Kalamazoo County; and
- e. The KCTA millage funds the countywide ~~Metro County Connect (MCC)~~ Metro Connect (MC) demand/response service and other specialized services like the ~~Community Service Van (CSV)~~ Metro Share (MS) program; and
- f. The Kalamazoo County Board of Commissioners created the Central County Transportation Authority (CCTA) in 2014, a public transportation authority also formed under Act 196, and currently residents voted to approve a millage on March 10, 2020 of up to 0.90 that is to be levied in 2021 and expires in 2025; and
- g. Jurisdictions within the boundaries of the CCTA, for the period of 2021 through 2025, includes the City of Kalamazoo, City of Parchment, City of Portage, Charter Township of Comstock voting precincts 2, 3, 4, 5, 6, 7, and 8, Charter Township of Kalamazoo, and also Charter Township of Oshtemo that includes the area of voting precincts 3, 4, 5, 6, 7, 8 and 9.
- h. The CCTA has service agreements with Texas Township and Kalamazoo Valley Community College, Oshtemo Township and Western Michigan University.
- i. The millage the CCTA levies funds the urban fixed-route bus service.

j. This is the ~~third~~ fourth CCTA and KCTA Operating Agreement. The first agreement covered October 1, 2016 to September 30, 2017 and the second agreement covered October 1, 2017 to September 30, 2020, the third agreement covered October 1, 2020 to September 30, 2023.

2. **Transfer and Use of Millage.** KCTA will continue to transfer to CCTA all of KCTA's millage receipts promptly upon receipt. CCTA will use these receipts for operating its public transit system according to CCTA's operating budget. CCTA will continue to operate the public transit system in Kalamazoo County during the period covered by this agreement.

3. **CCTA Will Provide.**

- a. Staff and other resources to meet governance and operational needs of the KCTA.
- b. Monthly reports detailing service measures for the ~~MCC~~ MC and ~~CSV~~ MS programs.
- c. Accounting of system expenses that are incurred to provide ~~MCC~~ MC and ~~CSV~~ MS services. This information will be provided to the KCTA in financial reports on a bi-monthly basis.
- d. Staff that manage the ~~CSV~~ MC and ~~MCC~~ MS programs will provide service updates at Board meetings on an as needed basis.

4. **Joint CCTA and KCTA Approval Required.** The following matters require approval of both the KCTA and CCTA boards. Approvals may be obtained at individual meetings of the KCTA and CCTA or at a joint meeting. The KCTA and CCTA have been meeting jointly since July 2017 and will continue to meet in a joint meeting for the term of the agreement. The order of approval, when possible, will be the KCTA Board first and the CCTA final. If in the event that the KCTA does not have a Board quorum and is unable to provide approval to a time-sensitive action that will have a significant impact to direct service to the community the CCTA Board may take unilateral action.

- a. Entering into, amending, extending or terminating of the contract for provision of the Metro County Connect Service, which is currently with ~~Apple Bus, Incorporated~~ First Student, LLC.
- b. Making any adjustments to the fare/fee structure for ~~Metro County Connect~~ MC and the ~~Community Service Van~~ MS programs.
 - i. Fares involving the ADA service area for ~~MCC~~ MC are linked with the fixed-route bus base fare.
 - ii. ~~CSV~~ and ~~MCC~~ MC fares outside the ADA service area could be adjusted independently of fixed-route fares.
- c. Establishing and/or revising Joint ~~Subcommittees~~ Committees of the CCTA and KCTA. The CCTA and KCTA intend to have a joint committee structure for the term of the agreement.

d. Recommendations to the Kalamazoo County Board of Commissioners for adjustments to the boundaries of the CCTA.

e. Review and adoption of the Public Transit Human Services Plan (PTHS) as updates are required or deemed necessary.

f. Items pertaining to the Local Advisory Committee (LAC) that include:

i. Revisions to LAC Articles or Bylaws.

ii. LAC member appointments.

iii. Changes to policy for the ~~MCC~~ MC and/or ~~CSV~~ MS program that are recommended by the LAC and require Board approval.

5. **KCTA Involvement Required.** KCTA is to be engaged in the following areas regarding the operation of the public transit system:

a. Establishing the strategic direction of public transit service in Kalamazoo County.

i. The KCTA and CCTA jointly will review, at least annually, strategic plans for the future of public transit in Kalamazoo County.

b. Monitoring and evaluating ~~Metro County Connect~~ MC and ~~Community Service Van~~ MS services.

c. Evaluating the Executive Director.

d. Review the CCTA Annual Audit.

6. **Transit System Budget.**

a. ~~The KCTA Finance Committee shall meet jointly with CCTA Finance Committee~~ The Metro Planning and Development Committee, made up of members of both the KCTA and CCTA to review the CCTA's annual public transit system operating and capital budgets for areas involving the ~~MCC~~ MC and ~~CSV~~ MS programs prior to CCTA budget adoption.

b. A key source of revenue for the system is the KCTA countywide millage. The recommended millage levy that is included as part of the budget adoption will be presented, reviewed and concurred by the KCTA prior to CCTA budget adoption.

c. The KCTA shall levy the millage amount approved in the CCTA budget unless a change is mutually agreed by the CCTA and KCTA between the time of CCTA approval of the budget (in September of each year) and KCTA approval of a resolution to levy the KCTA millage (by May of each year).

7. **Term.** This agreement is effective on October 1, ~~2020-2023~~ through September 30, ~~2023~~2026. The agreement may only be amended or extended with the approval of both the KCTA and CCTA Boards.

Central County Transportation Authority

Dated: _____, 2020

By _____
Greg Rosine
Its _____ Chairperson

Dated: _____, 2020

By _____
Sean P. McBride
Its _____ Executive Director

Kalamazoo County Transportation Authority

Dated: _____, 2020

By _____
Greg Rosine
Its _____ Chairperson

Dated: _____, 2020

By _____
Sean P. McBride
Its _____ Executive Director



AGENDA and Meeting Notes

Board Operations Committee
August 31, 2023
9:00 am Video Teams Meeting

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

Items for Discussion:

1. Review CCCTA/KCTA September 11, 2023 Agenda

Notes:

- Update to September 11th agenda to list 2024 CCTA and KCTA Millage Resolutions as separate items from the budget for voting purposes
- Noted the full millage rate is being approved with the Headlee Amendment adjustment to be calculated in 2024
- Discussed how to present next year's budget during the public meeting
- Planning and Development Committee - Burns reported that the Updated Procurement Manual was discussed stating that the major change to the manual was the increase for Board approval was from \$50,000 to \$100,000. He said that it would be offered at the September 11th meeting for a first reading with the final approval in October
- Performance Monitoring Committee - Aardema reported renewal for Workers Comp Insurance and Liability Insurance would be presented for approval on September 11th. McBride indicated there would be an increase to workers comp of 16% with three factors to attribute it to: 1) accident experience, 2) payroll increase, 3) more hours worked due to the pandemic. He said the increase was still less than previous years
- McBride noted that liability insurance would probably show an increase in the future due to catastrophic claims across the United States that may spread between everyone
- Aardema shared that the committee had received information from Keshia Woodson-Sow about researching different formats to use for Board reports including Fixed-Route Bus Service, Metro Connect, Metro Share and KTC Security that include more graphics
- It was suggested to ask Boardmembers what is important to them for report content
- External Relations – Farmer reported the committee last met on August 19th. At the next meeting they would be discussing the results of the survey sent to Boardmembers to seeking their capacity and ability to present to stakeholders

2. Review Committee's Activities (See Board Governing Agenda Planning Matrix)

Notes:

- The Board Operations Committee reviewed the Board Governing Planning Matrix through October and commented they liked the format
- A request was made to have the Board review the last year and the change to the new governing format with comments on its effectiveness with the new committees and Rosine responded that it would be prudent to have this discussion sometime the beginning of next year

3. Board Operating Committee

Notes:

- a. Review Draft CCTA/KCTA Operating Agreement
 - Rosine stated the CCTA/KCTA Service Agreement would be offered for final adoption at the September 11th meeting. He said any changes needed during the term of the contract could be done as an update with Board approval
 - The Committee discussed the Executive Director Evaluation

4. Informational Items

Notes:

- a. Collective Bargaining Update
 - McBride stated negotiations for the upcoming Collective Bargaining Agreement (CBA) as productive. Finalization is desired prior to the February 24, 2024 expiration date
- b. Recruitment
 - McBride shared there had been a successful Metro Job Fair the past week with approximately 30 applicants scheduled for testing
 - Still working on filling the position of Kathy Schultz, Planning Manager and Eric Davis, KTC Security Manager
- c. Service Levels

McBride spoke about the recent reduction in service levels due to lack of drivers

5. Other

Notes:

- The Committee discussed Microtransit and possible startup date, how it would effect the fixed-route buses and branding name for the service
- McBride discussed his attendance at the recent Michigan Public Transit Association (MPTA) Conference

The meeting adjourned at 10:15 am



Agenda Item: # 8
Meeting Date: 09/11/23

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: September 5, 2023
SUBJECT: Executive Director Update

Human Resources

Recruitment for drivers has been very successful. An internal task force was created to focus our organizational recruitment efforts and the steps taken include(d):

- Conducting a Driver Hiring Fair on August 22. The Fair was well publicized on WWMT and some other mediums.
- Reviewing our advertising on Indeed to make sure the presentation is compelling for potential candidates.
- Established a visual advertising campaign with signs at bus shelters, on buses and at Metro facilities.
- Reeducating employees about the referral bonus program.
- In cooperation with the ATU, establishing a pilot program to rehire retired Coach Operators on a part-time basis.
- Review and update of marketing materials and hiring process.

The Job Fair attracted 29 individuals that successfully initiated the hiring process. Currently, there are 40 applicants moving through the hiring process with up to 20 more in queue to begin the testing process. A class of about 5 will begin training on September 18 and additional 6 to 8 divers will start on October 4th. The training process takes about two-months. There are several candidates that have Commercial Drivers License (CDL), which will allow some reduction in the training period.

Jason Emig will start on September 18th as the Safety and Security Manager. Mr. Emig has been a firefighter since 1996 and has worked in safety leadership positions with the Michigan International Speedway. He also worked the past 8-years with the City of Otsego Department of Public Works.

Outreach Activities

Metro has has/will participate in the following:

- Parkview Hills Scavenger Hunt, Saturday August 19th
- Back to School at First United Baptist Church, Saturday August 19th
- WMU Fall Welcome, Saturday, August 26th
- WMU Bronco Bash, Tuesday, August 29
- WMU How To Sessions, Multiple Times
- KVCC Vibe Fest, September 6th and 7th
- Area Agency on Aging Senior Expo, Tuesday, October 3rd
- Community Action Agency Project Connect, Tuesday, October 10yh

Intracity Bus Services

Intracity bus service in Michigan continues to evolve. Miller Transportation just added service back from Detroit to Indianapolis, through Kalamazoo. Indian Trails continues to adjust schedules and routing through Kalamazoo to meet demand and to account for staffing levels.

Youth Mobility Program

The Executive Director will provide a verbal update at the meeting.

Safety and Security

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

Attachments

1. June/July KTC Security Reports
2. Board Governance Agenda Planning Matrix

June 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 June. KDPS's presence typically lasts for a few minutes at a time.

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

Activity Summary:

34 Total security incidents occurred during June 2023 (Decreased from **66** incidents in May).

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

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

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

Of the total 34 incident types:

4 were Drug/Alcohol related.

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

10 needed police to respond.

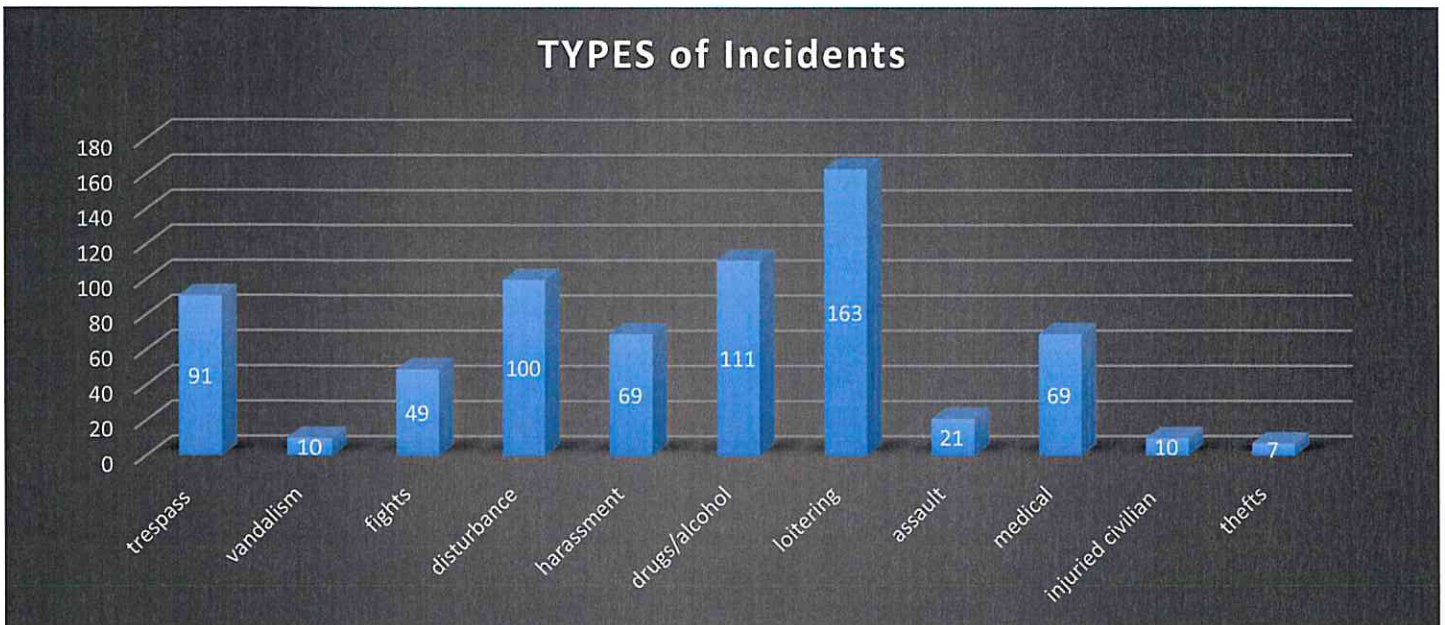
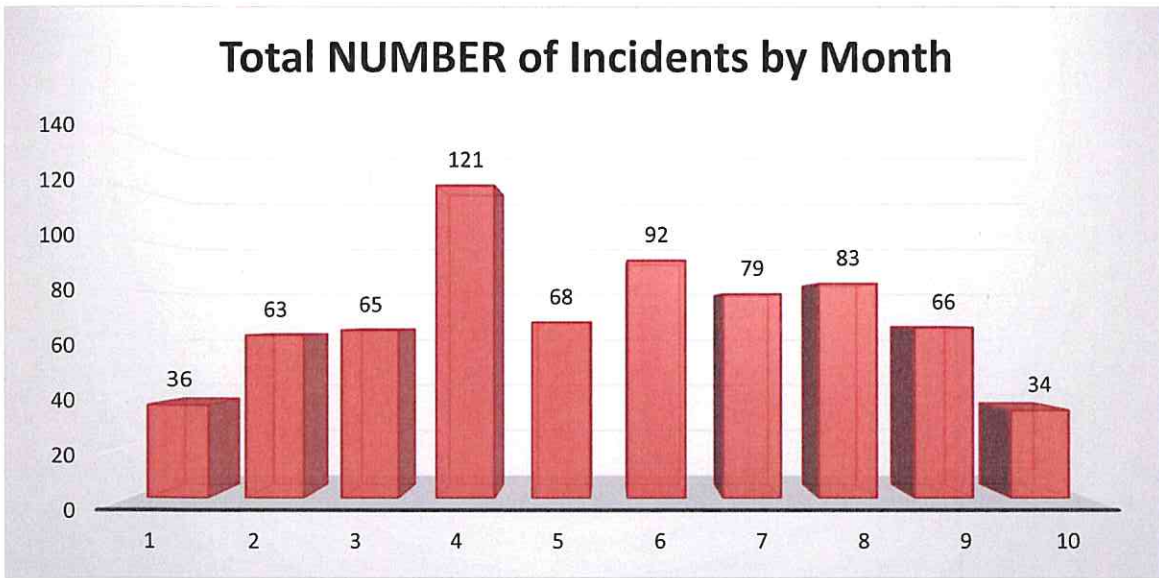
6 needed EMS/medical to respond.

Of the 6 total EMS/medical incidents, 4 people were transported to the hospital.

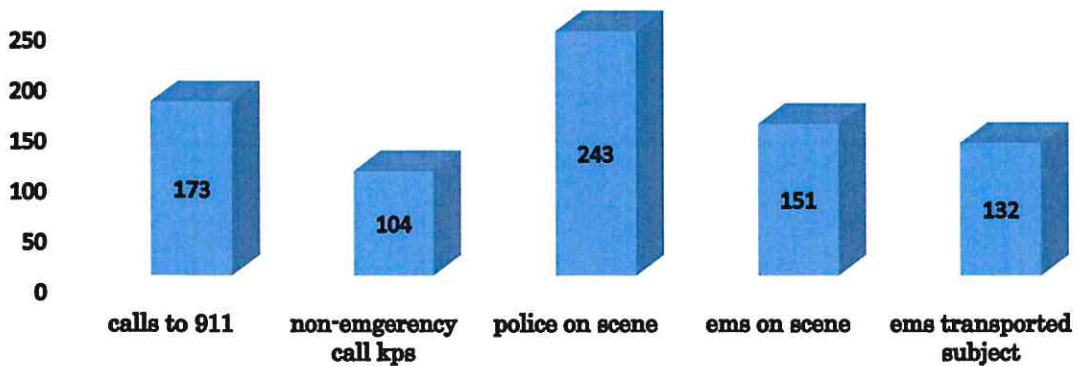
Drug dealing decreased on and around the edges of the KTC property throughout June. Metro continues to monitor the camera on the west side of the property to better monitor the west end because it has been a major problem area.

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

Security Related Totals for Last 9 Months:



Emergency Services Used



July 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 July. KDPS's presence typically lasts for a few minutes at a time.

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

Activity Summary:

84 Total security incidents occurred during July 2023 (Increased from 34 incidents in June).

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

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

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

Of the total 84 incident types:

7 were Drug/Alcohol related.

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

19 needed police to respond.

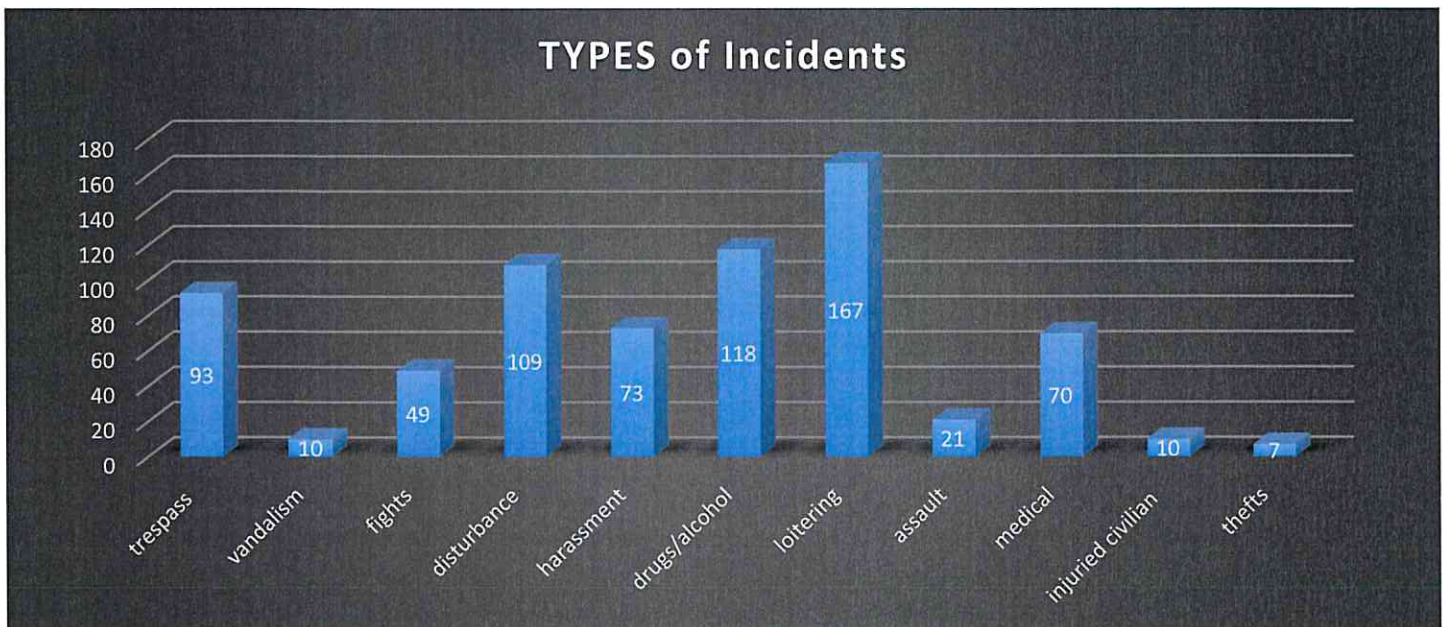
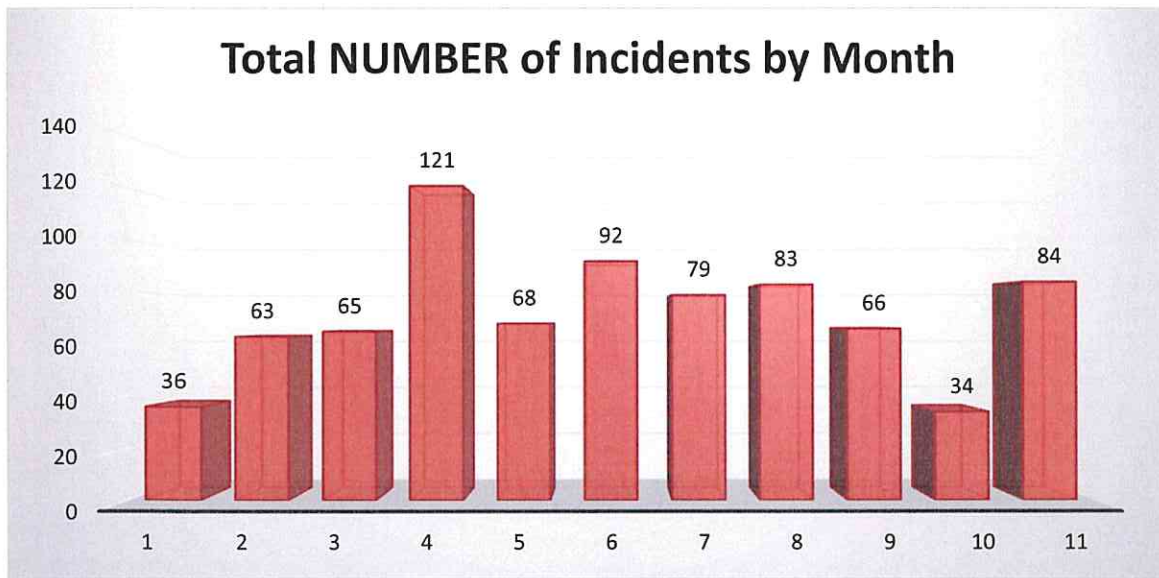
8 needed EMS/medical to respond.

Of the 8 total EMS/medical incidents, 6 people were transported to the hospital.

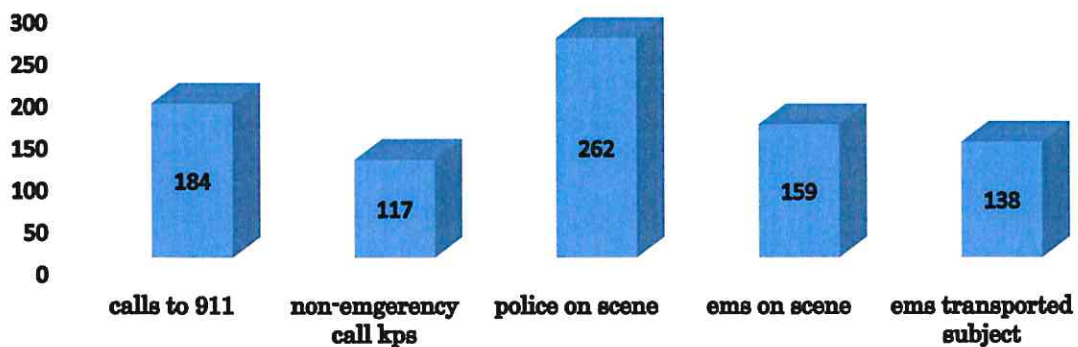
Drug dealing increased on and around the edges of the KTC property throughout July. Metro continues to monitor the camera on the west side of the property to better monitor the west end because it has been a major problem area.

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

Security Related Totals for Last 9 Months:



Emergency Services Used





Connecting People Throughout
Kalamazoo County

Agenda Item: #8a Meeting Date: 09/11/23
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: August 17, 2023
SUBJECT: July 2023 Income & Expense Statement

BACKGROUND

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

We are currently within budget.

Some areas to highlight:

- Both the urban millage (CCTA) and county-wide millage (KCTA) are due in February and September. At this point we have collected \$4,186,244 (49%) of the FY23 millage.
- We have collected \$2,102,659 (69% of the budgeted amount) in fares for this year.
- The FTA operating assistance revenue is accrued at the end of the year (September). To date, we have requested \$10,524,494 in COVID-19 relief funds (2020-\$1,500,000; 2021-\$4,500,000, 2022-\$2,000,000, 2023-\$2,524,494).
- The average price for a gallon of diesel fuel in July 2022 was \$4.39 and in July 2023, it was \$2.39. This is a 46% decrease.
- Total operating expenditures for Metro year-to-date are 70% of the total budgeted amount.

Attachment:

1. July 2023 Income & Expense Statement



	FY2023 CCTA Board Recommended Budget	July 2023	Year to Date FY 2023	Year to Date % 83%	Monthly Funding %
STATEMENT OF INCOME AND EXPENSE					
Operating Revenue					
Fare Revenue					
Regular Route Cash	754,088	59,762	573,472	76%	7%
Metro County Connect Fares	452,656	58,636	406,585	90%	3%
WMU Fares	1,185,000	0	592,500	50%	
Tokens	323,310	19,448	241,762	75%	2%
Pass Sales	245,851	21,893	218,707	89%	2%
Texas Twp/KVCC Prepaid Fares	91,076	23,211	69,633	76%	0%
	<u>3,051,981</u>	<u>182,949</u>	<u>2,102,659</u>	69%	15%
Other Revenue					
Advertising	75,000	0	49,144	66%	0%
Intermodal Operations	182,157	4,400	100,329	55%	0%
Miscellaneous Revenue	19,850	1,443	23,744	120%	0%
Commission Revenue - (GH, IT, FlixBus)	19,200	704	13,265	69%	0%
Interest Income	9,550	40,954	233,091	2441%	1%
	<u>305,757</u>	<u>47,501</u>	<u>419,574</u>	137%	2%
Urban Millage (CCTA)	5,299,618	0	2,409,214	45%	5%
County-wide Millage (KCTA)	3,201,898	5	1,777,030	55%	2%
MDOT - Operating	7,226,670	0	4,047,884	56%	50%
FTA - Operating	2,703,977	(21,594)	2,588,904	96%	0%
Provision for Depreciation	3,255,200	231,993	2,535,542	78%	27%
TOTAL OPERATING REVENUE	<u>25,045,101</u>	<u>440,853</u>	<u>15,880,806</u>	63%	100%
Operating Expenses by Division					
Administration/Overhead	7,245,608	324,649	5,006,572	69%	
Kalamazoo Transportation Center Operations	862,324	55,477	524,578	61%	
Maintenance	3,257,708	185,709	2,412,008	74%	
Operations	8,599,769	602,273	5,913,494	69%	
Metro Connect	5,377,481	452,307	3,969,995	74%	
Metro Share	68,837	3,962	33,435	49%	
TOTAL OPERATING EXPENSE	<u>25,411,727</u>	<u>1,624,377</u>	<u>17,860,083</u>	70%	
NET (UNFUNDED) BALANCE for period	<u>(366,626)</u>	<u>(1,183,524)</u>	<u>(1,979,277)</u>		