



# Central County Transportation Authority

## Draft Budget 2025 and 2026

Fiscal Year 2025

(October 1, 2024—September 30, 2025)

Fiscal Year 2026

(October 1, 2025—September 30, 2026)



## TABLE OF CONTENTS

Central County Transportation Authority/Kalamazoo County Transportation Authority Board Members	
<b>Executive Director Transmittal</b> .....	3
Budget Development Process .....	5
Budget Calendar .....	6
<b>Budget Overview</b> .....	8
Revenue Narrative .....	9
Revenue Summary .....	12
Fixed-Route Service Area .....	13
Expense Narrative .....	14
Millage Resolutions.....	16
<b>Budget by Division</b>	
Administration Narrative .....	18
Administration Budget Summary .....	20
Maintenance Narrative .....	21
Maintenance Budget Summary .....	22
Kalamazoo Transportation Center Narrative .....	23
Kalamazoo Transportation Center Budget Summary .....	24
Operations Narrative .....	25
Operations Budget Summary .....	26
Metro Connect Narrative.....	27
Metro Connect Budget Summary .....	29
Metro Link Narrative .....	30
Metro Link Program Budget Summary .....	31
Metro Share Program Narrative .....	32
Metro Share Program Budget Summary .....	33
Specialized Services Narrative .....	34
Specialized Services Budget Summary .....	35
<b>Capital Improvement Projects</b>	
Capital Improvement Narrative .....	36
Capital Improvement Project Summary .....	40
Transit Asset Management (TAM) .....	41
<b>Personnel</b>	
Organizational Chart .....	42
Position Allocations .....	43

# 2024 Board Members

## Central County Transportation Authority

Greg Rosine, Chairperson	City of Kalamazoo Representative
Garrylee McCormick, Vice-Chairperson	City of Kalamazoo Representative
Curtis Aardema	City of Kalamazoo Representative
Robert D. Britigan III	Urban Representative
Chris Burns	City of Portage Representative
Dusty Farmer	Oshtemo Township Representative
Rod Halcomb	Rural Representative
Lisa Mackie	Kalamazoo Township Representative
Jim Pearson	City of Portage Representative
Randy Thompson	Comstock Township Representative

## Kalamazoo County Transportation Authority

Greg Rosine, Chairperson  
Curtis Aardema, Vice-Chairperson  
James Ayers  
Tafari Brown  
Dusty Farmer  
Aditya Rama  
Gary Sigman  
Timothy Sloan  
Isaiah Williams



Connecting People Throughout  
Kalamazoo County

Date: August 5, 2024  
To: CCTA and KCTA Boards  
From: Sean P. McBride, Executive Director  
Subject: Proposed Fiscal Year 2025 and 2026 Budgets

Metro staff is pleased to present the Proposed Fiscal Year 2025 and 2026 Budgets.

The CCTA and KCTA Boards and Metro staff are proud of the essential public transit services provided to the community. Included in the budget is investment in several areas that should enhance the product provided to the community. The budgets not only takes a short-term view of service but also reflects the need to invest in fleet, facilities and technology in order to have a sustainable system well into the future. Areas of emphasis incorporated into the budgets include:

**Service Excellence and Growth**

*Customer Communication.* With the implementation of new service and the impact of construction, it is important to enhance public outreach and communication systems. Metro staff plan to develop communication systems that improve our ability to provide timely service information and enhanced community education.

*Employee Investment, Development and Succession Planning.* The budget includes initiatives to hire, train and develop our employees to provide safe and excellent service.

*Safety and Security.* Metro continues ongoing efforts and investment to enhance safety and security for our staff, passengers and the public.

*Partnership Development.* Metro is working as closely as ever to develop strategic partnerships that will help meet the mobility needs of the community. These partnerships include but are not limited to educational institutions, jurisdictions, non-profit agencies and the business sector.

**Innovative Service**

In April 2024, Metro Link was launched, which is a pilot program for *microtransit*. Microtransit is an app-based on-demand service that has affordable and predictable fares. This service, though relatively new in the public transit industry, has shown to be an effective tool for serving lower-density and/or auto-oriented environments. Microtransit provides local circulation within a designated zone and first/last mile connections to the fixed-route network. This service will add to the mix of transportation alternatives provided by Metro to best meet community needs, serve senior citizens, individuals with disabilities and get people to jobs, school, shopping, medical services, and other essential community services.

*Future Planning.* As an essential public service, it is important that Metro is positioned to address the ever-changing needs of our community. Key components of our operation that will be analyzed with an eye towards the future include:

- *Fares* – Metro will review the rate structure and the technology used to collect fares.
- *Mobility Hubs* – Metro is examining how we provide facilities that connect multiple bus routes, microtransit, pedestrians and bicyclists.
- *Carbon Footprint* – Metro continues to take opportunities to reduce our carbon footprint. These initiatives include efforts involving our fleet, facilities, and services.

### **Financial Sustainability**

*Capital Investment in Fleet, Facility and Technology.* The provision of public transit services is capital intensive. As an organization, Metro has spent significant effort in planning to make sure we can maintain a high functioning fleet as well as facilities. Metro continues to invest significantly in maintaining our large fleet and multiple facilities.

### **Future Concerns**

Metro's key sources of funding include voter approved property tax millages, operating grants from the State of Michigan, operating grants from the Federal Department of Transportation and fare revenue. An area of particular concern is the decline in operating grant funding from the State of Michigan. This budget takes steps to mitigate this concern and delay the impact to Metro's budget. However, structural changes to the State of Michigan local bus operating funding is needed within the next couple of years to sustain public transit operations throughout Michigan.

Public transit is an essential community service. Metro recognizes that our community members rely on public transit to get to jobs, educational opportunities and medical services as well as purchasing food and socializing. Metro is well positioned for the future to grow and advance the public transit potential of Kalamazoo County.

## Budget Development Process

The presented Metro Budget is for a period of two years, Fiscal Year 2025, covering the period of October 1, 2024 through September 30, 2025, and Fiscal Year 2026, covering the period of October 1, 2025 through September 30, 2026.

In September 2023, the CCTA Board, approved FY 2024 and 2025 budgets. The Board is now being asked to review and approve an updated FY 2025 budget.

The budget is being developed for two fiscal years and will benefit system planning as well as submitting grant applications to MDOT. Previously, MDOT grant applications were submitted well in advance of budget development.

Metro staff spent a significant amount of time developing this budget. The Budget Development Team of Cheryl Pesti, Budget and Accounting Manager, and Greg Vlietstra, Director of Support Services, are commended for their fine work.

In addition, the budget was developed using the participation and input from those managing specific divisions of the budget. The following were involved in budget development:

Robert Branch, Deputy Director of Fleet and Facilities  
Richard Congdon, Program Manager, Metro Connect  
Cindy DeYoung, Human Resource Manager  
Chris Fleckenstein, Customer Service Supervisor  
Sarah Joshi, Deputy Director of On-Demand Services  
Jenniffer McCowen, Grants and Compliance Manager  
David Miller, Technology Specialist  
Keshia Woodson-Sow, Director of Operations

The calendar dates used to develop the current budget are displayed on pages 6 and 7.

## 2-Year Budget Calendar

### FISCAL YEARS:

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

**FY26 (October 1, 2025 – September 30, 2026)**

---

May 2	Staff Budget Kick-off Meeting Budget Directions Issued and Discussed
May 15	Proposed Position Changes for FY25 Budget Submitted by Divisions
May 22	FY25 <b>Capital Revenue/Expense Budget</b> Submitted by Divisions FY26 <b>Capital Revenue/Expense Budget</b> Submitted by Divisions
May 29	FY24 <b>Operating Expense Budget</b> Projections Submitted by Divisions FY25 <b>Operating Expense Budget</b> Submitted by Divisions FY26 2 <sup>nd</sup> Year <b>Operating Expense Budget</b> submitted by Divisions FY24 Draft Budget Narratives submitted to Divisions (Including Historical Data/Metrics/Projections)
June 5	FY24 <b>Operating Revenue Budget</b> Projections Submitted by Divisions FY25 <b>Operating Revenue Budget</b> Submitted by Divisions FY26 2 <sup>nd</sup> Year <b>Operating Revenue Budget</b> Submitted by Divisions
June 12	FY25 Budget <b>Narratives</b> Due from Divisions
Mid-June	GASB 67/68 and Pension Plan Valuation Reports Completed
Mid-June	City of Kalamazoo GASB 74/75 and OPEB Valuation Reports Completed
June 17-21	Draft Budget – Budget Manager
June 26-27	Budget Meeting with Divisions – Iterative Process (Capital/Operations)
July 1-3	Budget Changes (Made During Iterative Process) Due to Budget Manager
July 8	2 <sup>nd</sup> Draft Budget (With Iterative Process Changes) Given to Executive Director
July 22	FY25 and FY26 Budgets Meeting #1: Planning & Development Committee Follow-up Meetings to be Scheduled as Needed
August 8	FY25 and FY26 Preliminary Budgets Distributed to Full CCTA Board and KCTA Board (Public Notice and Posting on Website)
August 12	FY25 and FY26 Preliminary Budgets Presented to CCTA Board and KCTA Board

# Metro Budget FY 25/26

Mid-August	Notice of Public Hearing (Kalamazoo Gazette, Website)
Late August/ Early September	CCTA and KCTA Board Small Group Meetings
September 9	Present Proposed FY25 and FY26 Budget to Joint CCTA/KCTA Board and Conduct Public Hearing. Potential CCTA Budget Adoption
September 23	FY25 and FY26 Budgets Adopted by CCTA Board, if not Adopted on September 9
October 1	Beginning of Fiscal Year 2025
February 1, 2025	Submit to the State of Michigan: FY26 Specialized Services Budget Submit to the State of Michigan: FY26 Urbanized and Non-Urbanized Budgets Submit to the State of Michigan: 4 (Four) Year Capital Plan

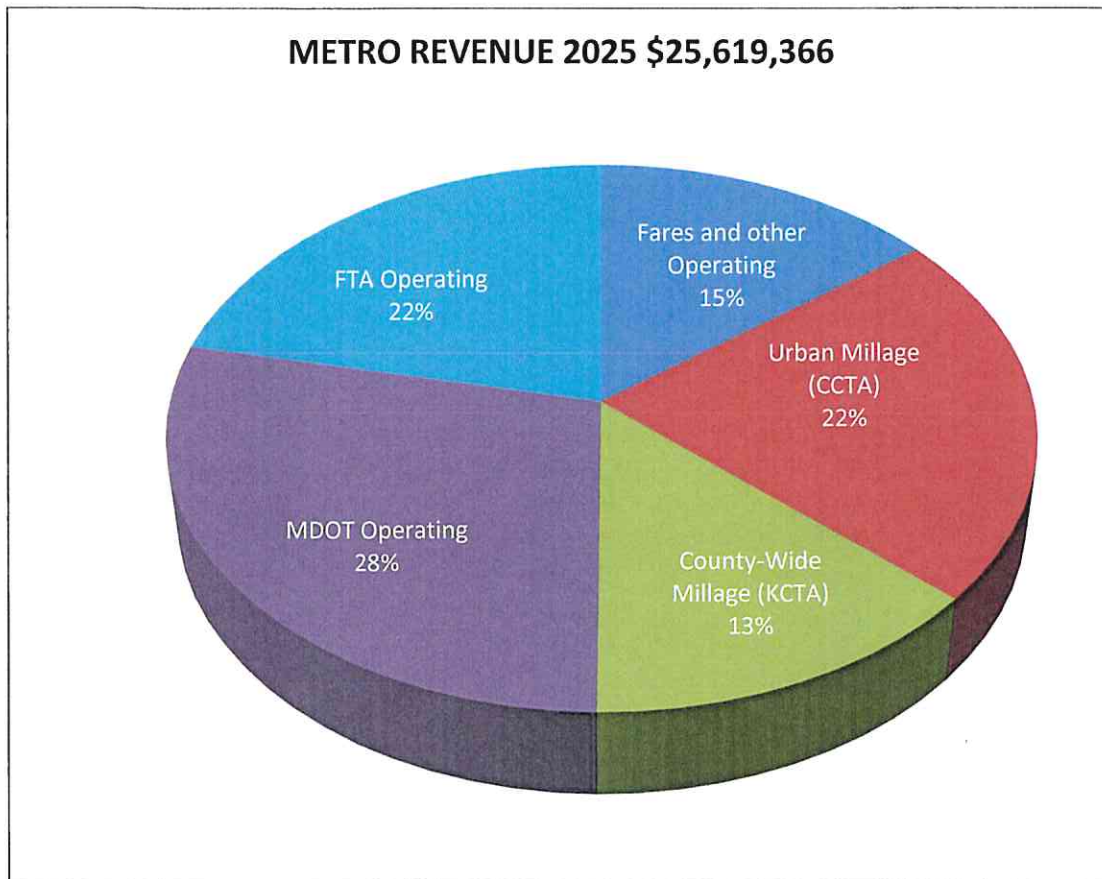


## 2025 and 2026 Budget Overview

Operating Revenue	2024 Budget	2024 Projected	2025 Revised Budget	2026 Budget
<b>Fare Revenue</b>				
Regular Route Cash	\$ 720,500	\$ 675,702	\$ 723,001	\$ 773,611
Metro Connect Fares	\$ 504,176	\$ 487,372	\$ 505,595	\$ 534,621
Metro Link Fares	\$ 192,699	\$ 5,000	\$ 23,400	\$ 40,000
Tokens	\$ 328,240	\$ 329,907	\$ 353,000	\$ 377,711
Special Transit	\$ 42,000	\$ 14,500	\$ 15,000	\$ 15,000
Pass Sales	\$ 285,175	\$ 294,722	\$ 322,317	\$ 353,191
WMU Prepaid Fares	\$ 1,250,000	\$ 1,185,000	\$ 1,196,850	\$ 1,238,740
Prepaid Fares				
<b>Total Fare Revenue</b>	<b>\$ 3,322,790</b>	<b>\$ 2,992,203</b>	<b>\$ 3,139,163</b>	<b>\$ 3,332,874</b>
<b>Other Revenue</b>				
Advertising	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Intermodal Operations	\$ 236,953	\$ 226,203	\$ 231,781	\$ 237,515
Miscellaneous Revenue	\$ 32,650	\$ 40,750	\$ 24,900	\$ 21,900
Commission Revenue - Ticket Sales	\$ 7,200	\$ 4,600	\$ 5,000	\$ 5,000
Interest Income	\$ 144,050	\$ 474,000	\$ 379,000	\$ 329,000
<b>Total Other Revenue</b>	<b>\$ 495,853</b>	<b>\$ 820,553</b>	<b>\$ 715,681</b>	<b>\$ 668,415</b>
Urban Millage (CCTA)	\$ 5,740,395	\$ 5,707,792	\$ 6,030,922	\$ 6,238,884
County-wide Millage (KCTA)	\$ 3,420,217	\$ 3,441,787	\$ 3,669,863	\$ 3,741,123
Texas Twp/KVCC Contract	\$ 95,685	\$ 97,488	\$ 100,413	\$ 102,421
MDOT - Operating	\$ 6,988,911	\$ 4,950,383	\$ 7,685,054	\$ 7,499,435
FTA - 5307 Operating	\$ 900,000	\$ 1,000,000	\$ 2,250,000	\$ 2,800,000
FTA - 5307 CRRSAA	\$ -	\$ -	\$ -	\$ 2,500,000
FTA - 5307 ARPA	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 526,378
FTA -Other Operating	\$ 158,905	\$ 1,463,517	\$ 138,302	\$ 135,325
	<b>\$ 20,804,112</b>	<b>\$ 20,160,967</b>	<b>\$ 23,374,554</b>	<b>\$ 23,543,566</b>
<b>Working Capital for the Period</b>	<b>\$ 289,631</b>	<b>\$ (796,063)</b>	<b>\$ (1,610,032)</b>	<b>\$ (760,403)</b>
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 24,912,387</b>	<b>\$ 23,177,660</b>	<b>\$ 25,619,366</b>	<b>\$ 26,784,451</b>
<b>Direct Operating Expenses by Division</b>				
Administration	\$ 4,098,247	\$ 3,995,145	\$ 4,442,549	\$ 4,646,156
Kalamazoo Transportation Center	\$ 1,038,122	\$ 1,046,385	\$ 1,064,487	\$ 1,123,229
Maintenance	\$ 3,567,798	\$ 3,412,302	\$ 3,593,061	\$ 3,676,069
Operations	\$ 8,667,951	\$ 7,824,150	\$ 8,429,221	\$ 9,294,287
Metro Connect	\$ 5,706,916	\$ 5,666,803	\$ 5,780,382	\$ 5,644,047
Metro Share	\$ 66,543	\$ 62,327	\$ 70,124	\$ 72,875
Metro Link	\$ 1,766,809	\$ 1,170,548	\$ 2,239,542	\$ 2,327,788
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 24,912,387</b>	<b>\$ 23,177,660</b>	<b>\$ 25,619,366</b>	<b>\$ 26,784,451</b>
<b>BALANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Revenue Narrative

Metro's projected revenue is estimated at \$25,619,366 for FY 2025.



Federal Transportation Administration (FTA) provides 22% of the projected revenues for FY 2025.

- FTA Operating Assistance – \$5,888,302
  - 5307 Urbanized Formula Grant – Discretionary
  - 5307 ARPA Operating Funds
  - 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (Mobility Management)
  - 5311 Non-Urbanized Formula Grant – Discretionary

The FTA has provided additional funding due to the COVID-19 pandemic. We are slated to receive a total of \$20,787,401 over the next several years from three separate grants:

The Coronavirus Aid, Relief, and Economic Security Act (CARES) \$9,074,494 (exhausted FY23)

The Corona Response and Relief Supplemental Appropriations Act (CRRSAA) \$2,736,529

The American Rescue Plan Act (ARPA) \$8,976,378

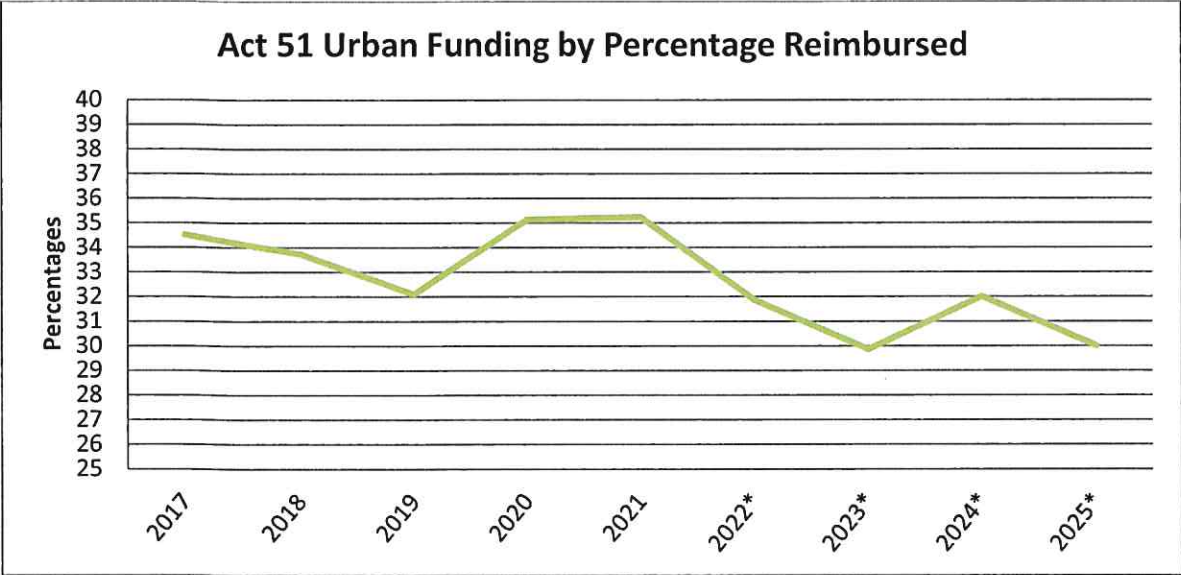
This additional funding will help offset the lost revenue incurred due to the pandemic. It also is important to offset the increase of rising labor costs and other inflationary impacts (goods, services, etc.).

Revenue Narrative (cont.)

The State of Michigan comprises 28% of the projected revenues for FY25. They calculate and distribute the Local Bus Operating (LBO) percentages according to the ACT 51 formula. As part of the formula, service to designated urban and rural areas is reimbursed at a separate rate. The budgeted reimbursement for urban service is currently 30%. The urban service represents the majority of service expenses and includes both fixed-route bus service and demand response service. The budgeted reimbursement for rural service is currently 36%. Rural service includes a small percentage of demand response service.

- MDOT Operating Assistance – \$7,685,054
  - Act 51 Urban Formula Distribution
  - Act 51 Rural Formula Distribution
  - Congested Mitigated Air Quality (CMAQ) – Rideshare
  - Specialized Services Program (CSV)

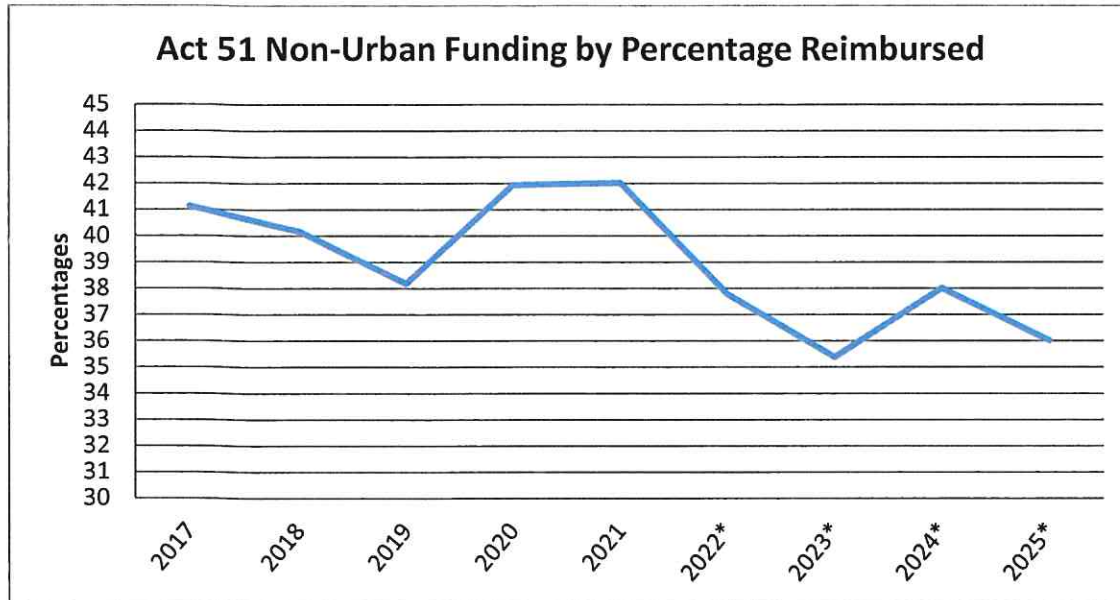
The chart below depicts the percentage reimbursed by the State of Michigan for urban public transit service. Please note that these percentages are adjusted based on actual expenses of all eight urban public transit systems in the State.



\*2022, 2023, 2024 and 2025 are estimates

## Revenue Narrative (cont.)

The chart below depicts the percentage reimbursed by the State of Michigan for rural public transit service. Please note that these percentages are adjusted based on actual expenses of all 79 rural public transit systems in the State.



\*2022, 2023, 2024 and 2025 are estimates

### Voter-Approved Property Tax Millages

The Kalamazoo County Transportation Authority (KCTA) and Central County Transportation Authority (CCTA) projected revenues represent 35% for FY 2025 Budget.

- Urban Millage (CCTA) - \$6,030,922**  
 The CCTA millage was approved in March 2020 by the voters in the City of Kalamazoo, City of Parchment, City of Portage, Comstock Township, Kalamazoo Township and Oshtemo Township. The approved millage covers the years 2021 through 2025 and allows the levying of a millage up to 0.9 mills. The FY 2025 includes levying the 0.8933 mills for both the Winter tax collection and the Summer tax collection. Please refer to the CCTA Boundary Map for the Fixed Route Bus System (page 13).
- County-Wide Millage (KCTA) - \$3,669,863**  
 In November 2021, the voters of Kalamazoo County approved a new five-year millage that runs from 2022 through 2026. The amount of levy is up to 0.3124 mills. The FY 2025 budget includes a levy of 0.3102 for both the Winter tax collection and the Summer tax collection.

General operating projected revenues are 19% (\$3,955,257) for FY 2025 from the following sources:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Fixed Route Passenger Fares</li> <li>Metro Connect and Metro Link Fares</li> <li>WMU Contract</li> <li>Commissions (Indian Trails)</li> </ul> | <ul style="list-style-type: none"> <li>KVCC/Texas Township Contract</li> <li>Rent and AMTRAK reimbursement</li> <li>Miscellaneous (interest, advertising, sale of fixed assets, etc.)</li> </ul> |
|--|--|

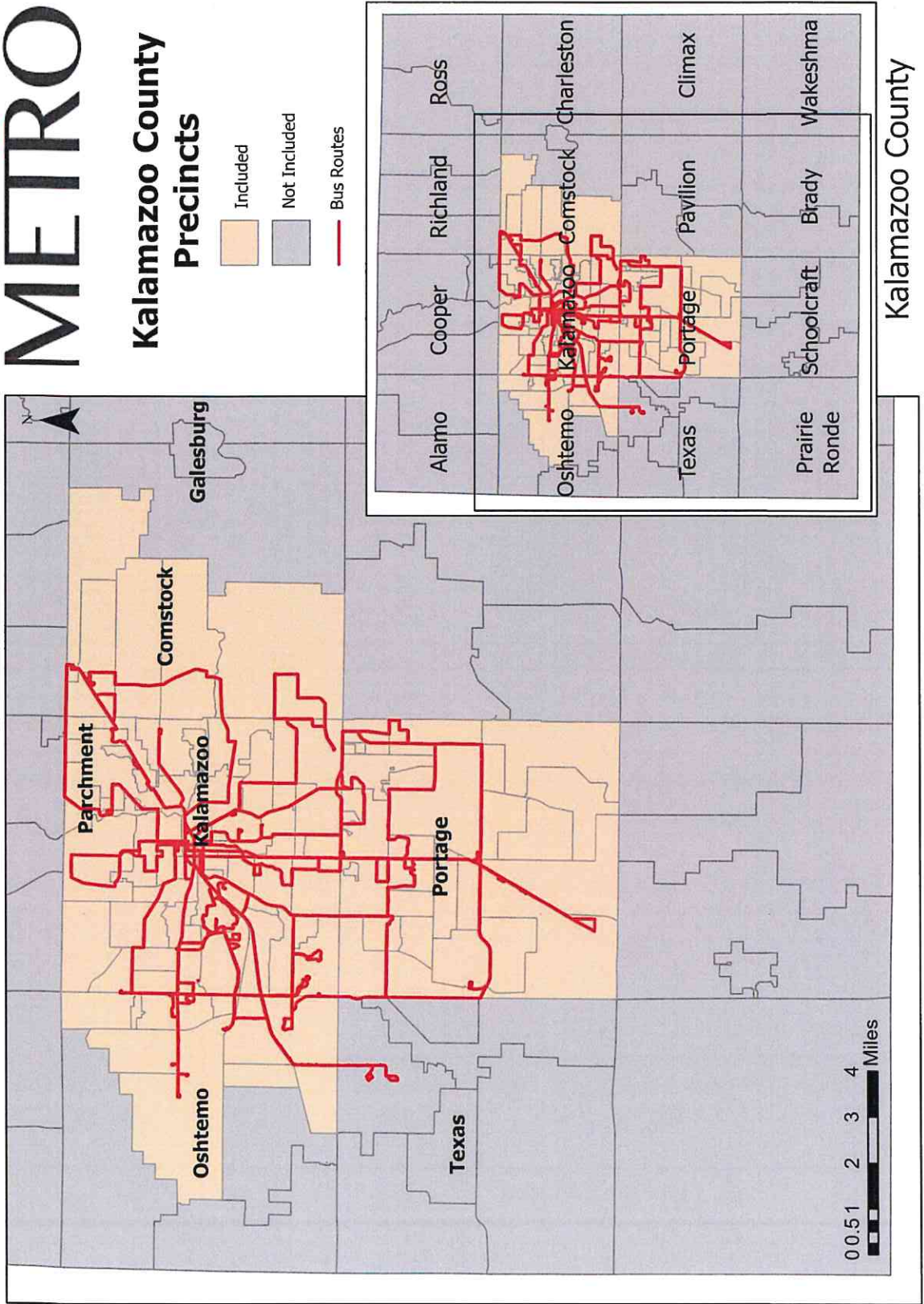
**REVENUE SUMMARY**

DESCRIPTION	2024 Budget	2024 Projected	2025 Revised Budget	2026 Budget
<b>OPERATING REVENUE</b>				
1 Line-Haul Fares	\$ 1,333,915	\$ 1,300,331	\$ 1,398,318	\$ 1,504,513
2 Demand Response Fares	\$ 504,176	\$ 487,372	\$ 505,595	\$ 534,621
3 Microtransit Fares	\$ 192,699	\$ 5,000	\$ 23,400	\$ 40,000
4 Urban Millage (CCTA, formerly COK)	\$ 5,740,395	\$ 5,707,792	\$ 6,030,922	\$ 6,238,884
5 County-Wide Millage (KCTA)	\$ 3,420,217	\$ 3,441,787	\$ 3,669,863	\$ 3,741,123
6 FTA Operating Funds - 5307	\$ 900,000	\$ 1,000,000	\$ 2,250,000	\$ 2,800,000
9 FTA Operating Funds - 5307 ARPA	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 526,378
10 FTA Operating Grants - Other	\$ 158,905	\$ 1,463,517	\$ 138,302	\$ 135,325
11 MDOT Operating Grants	\$ 6,988,911	\$ 4,950,383	\$ 7,685,054	\$ 7,499,435
12 WMU Contract	\$ 1,250,000	\$ 1,185,000	\$ 1,196,850	\$ 1,238,740
13 Miscellaneous Revenue	\$ 633,538	\$ 932,541	\$ 831,094	\$ 785,836
14 Working Capital	\$ 289,631	\$ (796,063)	\$ (1,610,032)	\$ (760,403)
	<u>\$ 24,912,387</u>	<u>\$ 23,177,660</u>	<u>\$ 25,619,366</u>	<u>\$ 26,784,451</u>

DRAFT

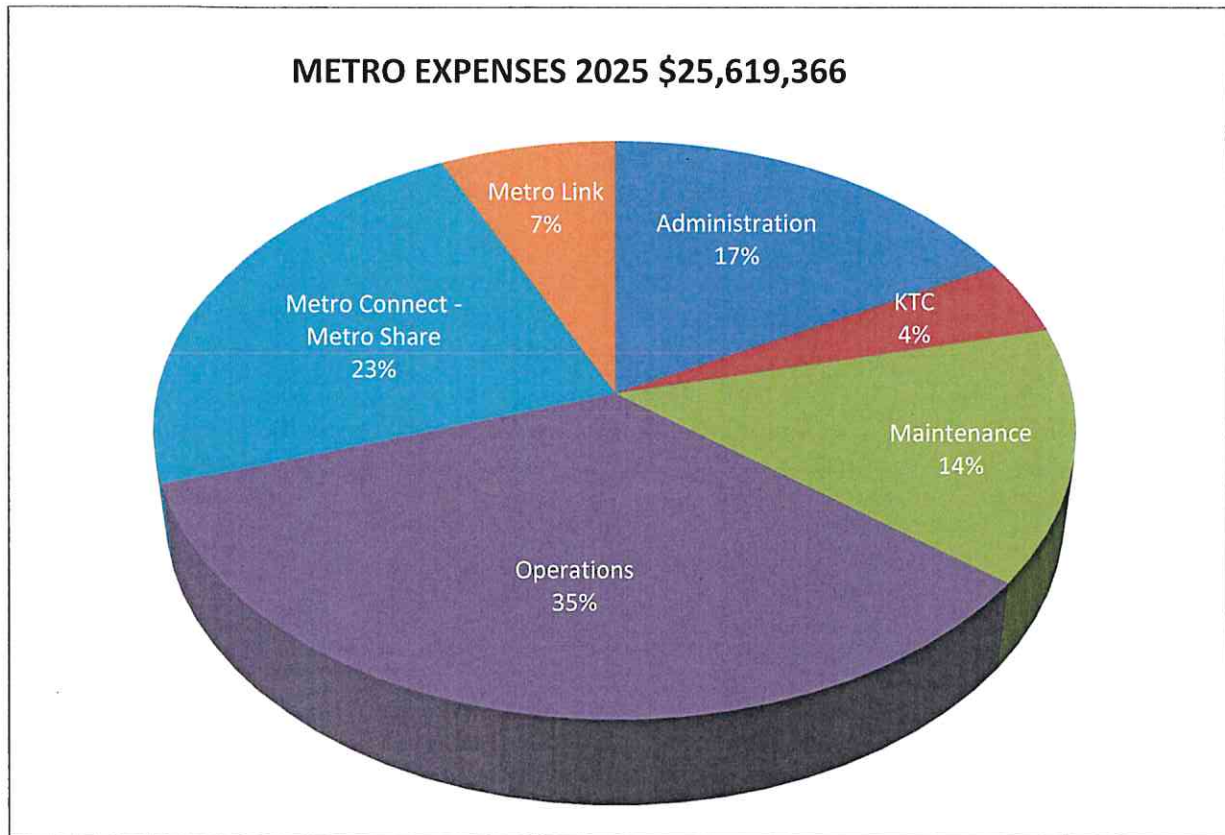


# CCTA Boundary in Kalamazoo County with Metro Fixed Route System



## Expense Narrative

Metro's projected expenses are estimated at \$25,619,366 for FY 2025.



Operations, Metro Connect, Metro Share, and Metro Link make up the largest divisions at a combined 65% of the projected expenses for FY 2025. Below is the breakout of divisions, highlighting key expenditures.

- Operations - \$8,429,220
  - Diesel Fuel - \$1,255,050
  - Operations staff account for 66% of full-time equivalent staff (including Metro Connect, Metro Share, and Metro Link)
- Metro Connect - \$5,780,382
  - Third Party Contract for Demand Response Service - \$5,641,295
- Metro Share - \$70,124
- Metro Link - \$2,239,542
  - Third Party Contract for Demand Response Service - \$2,143,284

Maintenance and Kalamazoo Transportation Center divisions combined for a total of 18% of the projected expenses in FY 2025.

- Maintenance - \$3,593,061
  - Repair Parts and Supplies - \$686,000
  - Contractual Services - \$128,825
  - Maintenance staff accounts for 22% of full-time equivalent staff
- Kalamazoo Transportation Center - \$1,064,487
  - Security Services - \$417,640

## Expense Narrative (cont.)

Administration is projected at 17% of expenses for FY 2025.

- Administration - \$4,366,733
  - Insurance - \$404,643
  - Support Services Fees - \$588,211
  - Pension/OPEB - \$904,489
  - Mobility Management - \$75,815
  - Administrative staff accounts for 9% of full-time equivalent staff



**CENTRAL COUNTY TRANSPORTATION AUTHORITY ("CCTA")**  
**Resolution: 24-002**

**Resolution Levying the Transit Millage for 2025 and Providing for Collection of the Transit Millage in July 2025 for  
the Cities of Kalamazoo, Portage and Parchment and in  
December 2025 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, asamended ("Act 196").
2. CCTA was created to operate a county-wide transit system in Kalamazoo County and to also determine ifa 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 2025 Transit Millage to levy **0.90 mills** on all taxable property located in the Central County Transportation Authority boundaries. This millage should be collected by tax assessing officials for the cities of Kalamazoo, Portage and Parchment located in Kalamazoo County as part of the July tax bill. Tax assessing officials for the townships of Kalamazoo, Comstock and Oshtemo located in Kalamazoo County should collect this millage as part of the December tax bill.

Based on these findings, the CCTA resolves:

1. Voters approved the millage request at the March 10, 2020, election. CCTA shall levy **0.8978 mills** up to the allowable amount after the Headlee Amendment is applied by the Kalamazoo County Equalization Director on all taxable property located in Kalamazoo County for 2025 Tax assessing officials for on all taxable property located within the Central County Transportation Authority Boundary for 2025. 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, 2025.
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

**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY ("KCTA")**

**Resolution: 24-001**

**Resolution Levying the Transit Millage for 2025 and Providing for Collection of the Transit Millage in July 2025 for the Cities in Kalamazoo County and in December 2025 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 2025. 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 2025. 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, 2025.
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

## Administration Narrative

The mission of the Executive Director is to manage the delivery of Metro services effectively and efficiently within the guidelines and policies established by the CCTA and KCTA Boards, to provide leadership to the organization and ensure overall effectiveness, long-term financial stability, and development and execution of long-term fiscal and organizational plans supporting transit priorities that contribute to the sustainability of the community.

The Administrative Division provides comprehensive employee and labor relation services to all Metro employees. Programs administered include hiring and recruiting, compensation and benefits administration, training and career development, labor contract administration, policy development, and workers' compensation administration. The administrative staff also partners with the City of Kalamazoo to administer the support services agreement which includes such areas as pension management, benefits administration, purchasing, treasury services, and information technology.

The Finance Division ensures the reliability and integrity of financial information and the means used to identify, measure, classify, and report such information. The division coordinates the budget development and fiscal monitoring, processes payroll, accounts payable and accounts receivables, prepares requisitions to promote competition and provide equal access by potential vendors, prepares all grant applications, and complies with all federal and state granting regulations and reporting requirements.

IT staff is responsible for Metro's computer infrastructure including hardware and software, voice communications, GIS, websites, helpdesk, and central services such as email, analog devices, and the INET fiber rings throughout the organization. The mission is to provide information technologies that enable the employees of Metro to deliver efficient, effective, and accessible services to the citizens of Kalamazoo by providing superior internal customer service.

Marketing and outreach efforts include implementing a marketing strategy and organizational identity (branding), social media communication, public relation events, the annual report, and campaigns to increase ridership. An organizational structure change this past year included the updated position of the new Deputy Director for On-Demand Services and Planning to help lead these initiatives.

**Administration Narrative (cont.)**

**Service Measures**

Type	2023 Actual	2024 Projected	2025 Projected	2026 Projected
Token Transit Users	3,545	6,000	8,200	8,300
Token Transit Passes	93,158	99,000	115,000	119,000
Facebook Followers	1,703	1,850	1,950	2,075
Accounts Payable - Invoices Processed	3,364	3,200	3,225	3,275
Purchase Orders Issued	387	400	410	410

**ADMINISTRATION SUMMARY**

	<b>DESCRIPTION</b>	<b>2024 Budget</b>	<b>2024 Projected</b>	<b>2025 Revised Budget</b>	<b>2026 Budget</b>
1	Salaries/Wages	\$ 851,742	\$ 795,432	\$ 863,938	\$ 941,859
2	Fringe Benefits	\$ 317,334	\$ 293,005	\$ 317,122	\$ 351,252
3	Materials and Supplies	\$ 51,000	\$ 98,155	\$ 91,675	\$ 79,675
4	Travel and Training	\$ 21,000	\$ 14,500	\$ 21,500	\$ 23,000
5	Legal	\$ 125,700	\$ 40,700	\$ 45,700	\$ 55,700
6	Banking and Audit Fees	\$ 55,000	\$ 53,750	\$ 60,000	\$ 62,000
7	Utilities	\$ 257,400	\$ 260,375	\$ 287,336	\$ 300,914
8	Insurance	\$ 371,232	\$ 371,232	\$ 404,643	\$ 432,968
9	Contractual Services	\$ 185,334	\$ 181,970	\$ 415,471	\$ 421,672
10	Building and Grounds Maintenance	\$ 174,216	\$ 175,416	\$ 174,550	\$ 177,000
11	Advertising/Marketing	\$ 54,000	\$ 114,860	\$ 138,098	\$ 125,133
12	Support Services Fees	\$ 594,696	\$ 568,320	\$ 588,211	\$ 608,799
13	Membership/Dues/Subscriptions	\$ 49,000	\$ 51,000	\$ 54,000	\$ 55,000
14	OPEB/Pension Expenses	\$ 907,794	\$ 907,794	\$ 904,489	\$ 933,047
		<u>\$ 4,015,448</u>	<u>\$ 3,926,510</u>	<u>\$ 4,366,733</u>	<u>\$ 4,568,018</u>

DRAFT

## Maintenance Narrative

The Maintenance Division is responsible for maintaining Metro’s fleet and facility assets in accordance with the Federal Transit Administration (FTA) and the State of Michigan (MDOT) requirements.

The objective for the 2025 budget year will be continued employee training on new technologies. Maintenance staff has attended the Michigan Public Transit Association for in-person hands-on training in fare collection equipment, air conditioning, multiplex electrical systems, transmissions, camera systems and Cummins engines just to name a few. Due to our partnership with the MPTA, we have also started to participate with other agencies on joint training.

Metro currently has thirteen Gillig Hybrid low-floor coaches in service, including thirty-three fuel-efficient clean diesel coaches. Metro added three new coaches in February of 2024 and will replace four coaches in January of 2025. Up to six older coaches will have the exteriors repainted to extend the longevity of the bodies.

In 2021, a triennial facility assessment was completed by an architect on all buildings and grounds to ensure a more efficient, safe, and productive operation. Annual Transit Asset Management assessments are conducted by staff to monitor any changes in condition from the original assessment. Staff will schedule another facility assessment this September.

Some of the facility projects completed in 2024 were additional LED security lighting for the Kalamazoo Transportation Center (KTC), HVAC upgrades for the Administration Building, a new touchless bus washer, and garage door safety sensors. Work will continue into 2025 with improvements to the ice melt controls, replacing an inground lift, repainting of the KTC, and additional ADA upgrades to both buildings. These projects are made possible using capital dollars.

## Service Measures

Type	2023 Actual	2024 Projected	2025 Projected	2026 Projected
Bus Details Completed	820	552	552	552
PM Service Inspections Completed	475	577	577	577
Shelters Cleaned	2739	2697	2697	2697
Miles per Major/Minor and Service Call	2686	1500	1500	1500

**MAINTENANCE SUMMARY**

	<b>DESCRIPTION</b>	<b>2024 Budget</b>	<b>2024 Projected</b>	<b>2025 Revised Budget</b>	<b>2026 Budget</b>
1	Salaries/Wages	\$ 1,685,720	\$ 1,578,040	\$ 1,649,663	\$ 1,711,041
2	Fringe Benefits	\$ 640,320	\$ 634,591	\$ 676,873	\$ 698,086
3	Fuel	\$ 8,350	\$ 8,250	\$ 8,350	\$ 8,725
4	Repair Parts and Supplies	\$ 644,700	\$ 621,200	\$ 686,000	\$ 676,200
5	Cleaning Supplies	\$ 21,000	\$ 21,000	\$ 21,000	\$ 22,050
6	Shop Supplies	\$ 131,250	\$ 134,250	\$ 136,500	\$ 143,325
7	Travel and Training	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
8	Contractual Services	\$ 146,409	\$ 124,921	\$ 128,825	\$ 131,642
9	Bus Repair Services	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
10	Radio Maintenance	\$ 20,050	\$ 20,050	\$ 15,850	\$ 15,000
		<u>\$ 3,567,798</u>	<u>\$ 3,412,302</u>	<u>\$ 3,593,061</u>	<u>\$ 3,676,069</u>

DRAFT

## Kalamazoo Transportation Center Narrative

The red brick and sandstone Richardsonian Romanesque style depot completed in 1887 and renovated in 2006, serves as the focal point of the intermodal Kalamazoo Transportation Center (KTC) and provides a one-stop location for travelers. The KTC utilizes Indian Trails and Greyhound (Flixbus) inter-city bus services, as well as Amtrak rail passenger service. The KTC also supports Metro’s fixed-route bus service with 15 routes daily, plus support for the six buses that have service connections outside of the KTC.

The KTC staff provides answers and services to passengers and visitors alike for fixed-route buses and inter-city bus services, Metro Connect, and now Metro Link (Microtransit services).

Contracted Security continues to patrol and ensure safety at the KTC. Since September 2021, the number of associates patrolling the facility has increased. They are now on-site Monday thru Saturday 5:30am to 10:30pm and Sunday’s 7:00am to 10:30pm.

There is now a Safety and Security manager on-site.

The information below provides service measures of pass sales and projections for the upcoming fiscal years:

### Service Measures

Type	2023 Actual	2024 Projected	2025 Projected	2026 Projected
Tokens Sold	186,676	196,464	198,429	200,413
MC Pass Sales	55,563	50,289	50,792	51,300
KVCC Student Bus Passes	82	102	103	105
Bronson Bus2Work	125	100	100	125



**KALAMAZOO TRANSPORTATION CENTER (KTC) SUMMARY**

DESCRIPTION	2024 Budget	2024 Projected	2025 Revised Budget	2026 Budget
1 Salaries/Wages	\$ 137,453	\$ 164,252	\$ 166,890	\$ 171,806
2 Fringe Benefits	\$ 80,462	\$ 79,845	\$ 82,977	\$ 86,357
3 Materials and Supplies	\$ 10,800	\$ 18,000	\$ 17,250	\$ 17,723
4 Utilities	\$ 101,851	\$ 88,298	\$ 99,717	\$ 105,271
5 Contractual Services	\$ 196,441	\$ 202,875	\$ 219,613	\$ 235,872
7 Building and Grounds Maintenance	\$ 96,115	\$ 99,115	\$ 60,400	\$ 63,500
8 Security Services	\$ 415,000	\$ 394,000	\$ 417,640	\$ 442,700
	<u>\$ 1,038,122</u>	<u>\$ 1,046,385</u>	<u>\$ 1,064,487</u>	<u>\$ 1,123,229</u>

DRAFT

## Operations

Metro bus service includes twenty-one (21) fixed bus routes, fifteen (15) that emanate from the Kalamazoo Transportation Center in downtown Kalamazoo, four (4) from Western Michigan University campus loading zone, and two (2) from the City of Portage. The twenty-six (26) buses travel a fixed route within the City of Kalamazoo, Portage, and Parchment along with the townships of Comstock, Kalamazoo, Oshtemo, and Texas. Two additional buses travel a fixed route that services the campus of Western Michigan University. One additional bus travels a fixed route that services the campus of Western Michigan University from September through April.

Uncertainties continue in providing services due to staffing shortages, including but not limited to, reduced service hours and the number of buses running per route. Service and staffing levels continue to be monitored and adjusted as needed.

The following service measurements reflect the reductions in services, anticipated growth in service, as well as the addition of WMU service.

## Service Measures

Type	2023 Actual	2024 Projected	2025 Projected	2026 Projected
Number of Routes	21	21	21	21
Service Hours*	109,688	120,451	125,250	131,280
Service Miles*	1,503,228	1,600,452	1,539,438	1,632,250
Number of Rides	1,674,983	1,700,000	1,800,000	1,900,000

\*Includes deadhead

**OPERATIONS SUMMARY**

DESCRIPTION	2024 Budget	2024 Projected	2025 Revised Budget	2026 Budget
1 Salaries/Wages	\$ 5,095,020	\$ 4,841,896	\$ 4,954,594	\$ 5,448,942
2 Fringe Benefits	\$ 1,882,051	\$ 1,764,405	\$ 1,900,135	\$ 2,038,767
3 Fuel	\$ 1,401,800	\$ 904,800	\$ 1,255,050	\$ 1,483,000
4 Oil/Lubricants	\$ 64,000	\$ 74,000	\$ 74,000	\$ 74,000
5 Tires/Tubes	\$ 73,388	\$ 73,388	\$ 81,045	\$ 83,320
6 Materials and Supplies	\$ 47,500	\$ 44,265	\$ 45,000	\$ 45,000
7 Travel and Training	\$ 15,000	\$ 29,200	\$ 30,000	\$ 30,000
8 Utilities	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100
9 Contractual Services	\$ 87,093	\$ 90,095	\$ 87,298	\$ 89,158
	<u>\$ 8,667,951</u>	<u>\$ 7,824,150</u>	<u>\$ 8,429,221</u>	<u>\$ 9,294,287</u>

DRAFT

## Metro Connect Narrative

Metro Connect is Metro's shared ride origin-to-destination transit service. Metro Connect is open to all residents of Kalamazoo County. Discounted fares are available to individuals who are certified with a disability, seniors 62 years or older, and individuals with a disability who are certified as Americans with Disabilities Act (ADA) eligible.

Metro Connect travels anywhere in Kalamazoo County and to the Veteran's Administration Hospital in Calhoun County. The Metro Connect ADA service is federally mandated by the Federal Transportation Administration (FTA) to provide complementary paratransit service to the fixed-route bus system. Funding is provided by Federal and State of Michigan grants, local millages, and fare box revenue.

Metro Connect provides service seven days a week. Sunday service and extended night service was implemented in 2016. Metro Connect service is contracted with First Student. In 2023, First Student bought Apple Bus Company, who had operated the contract since 2020. A two-year contract extension began on January 1, 2023. Metro plans on extending the contract with First Student for an additional year that would expire on December 31, 2025.

## Service Measures

Type	2023 Actual	2024 Projected	2025 Projected	2026 Projected
Ridership	124,233	134,171	140,880	145,106
Revenue Miles	975,399	1,053,430	1,106,102	1,139,285
Revenue Hours	64,193	69,328	72,790	74,974
ADA Certifications	122	145	152	157
Demand Response Certifications	684	757	795	819

## Metro Connect Narrative (cont.)

The following chart is referred to as a Program of Projects for Section 5310 federal funding. A Program of Projects is a federal requirement for the Public Transit Human Services (PTHS) plan.

Section 5310 Program of Projects

Recipient: Central County Transportation Authority (7334)  
 Congressional District: Michigan 6th  
 Fiscal Year: 2025

Project	Urban or Rural	Private or Public	Federal Amount	State Amount	Total	Plan Date & Page	Capital or Operating
Metro Connect Vans (60%)	Both	Public	140,280	35,070	175,350	01/12/2024, p. 21	Capital
Micro Transit (30%)	Both	Public	70,140	17,535	87,675	01/12/2024, p. 21	Capital
Mobility Management (10%)	Both	Public	23,380	5,845	29,225	01/12/2024, p. 21	Capital

Total Capital	\$292,250
Total Operating	<u>\$ 0</u>
Project Total	\$292,250

**METRO CONNECT SUMMARY**

DESCRIPTION	2024 Budget	2024 Projected	2025 Revised Budget	2026 Budget
1 Salaries/Wages	\$ 83,757	\$ 85,415	\$ 87,752	\$ 90,384
2 Fringe Benefits	\$ 31,078	\$ 30,100	\$ 31,409	\$ 32,781
3 Materials and Supplies	\$ 11,500	\$ 5,500	\$ 4,200	\$ 4,500
4 Contractual Services	\$ 31,900	\$ 15,106	\$ 15,726	\$ 16,382
5 Third-Party Contract	\$ 5,548,681	\$ 5,530,681	\$ 5,641,295	\$ 5,500,000
	<u>\$ 5,706,916</u>	<u>\$ 5,666,803</u>	<u>\$ 5,780,382</u>	<u>\$ 5,644,047</u>

DRAFT

## Metro Link Narrative

In early 2023, Metro's consultant concluded a comprehensive operational analysis. One significant recommendation was to establish a microtransit line of service. This app-based, on-demand service operates like private ridesharing services, but with professional drivers, professionally maintained vehicles, and predictable fares. This service has shown to be an effective tool for serving lower-density and/or auto-oriented environments. It provides local circulation within designated zones and first/last mile connections to the fixed-route network.

Metro staff worked closely with the board members to select Via as its turnkey microtransit service vendor. The board also approved the service goals, name, zone boundaries, fare structure, and outreach plan. The service launched on April 15, and ridership has grown each week with high satisfaction scores and few complaints. Media coverage has been favorable, and the public has been receptive.

## Service Measures

Type	2024 Projected	2025 Projected	2026 Projected
Ridership	8,200	20,000	22,500
Revenue Miles	21,000	42,000	46,200
Revenue Hours	15,600	36,800	41,600
Wait time<20 minutes	80%	85%	85%

**METRO LINK SUMMARY**

DESCRIPTION	2024 Budget	2024 Projected	2025 Revised Budget	2026 Budget
1 Salaries/Wages	\$ 45,936	\$ 55,886	\$ 62,673	\$ 64,554
2 Fringe Benefits	\$ 20,873	\$ 19,391	\$ 20,585	\$ 21,306
4 Contractual Services	\$ 200,000	\$ 4,200	\$ 13,000	\$ 13,000
5 Third-Party Contract	\$ 1,500,000	\$ 1,091,071	\$ 2,143,284	\$ 2,228,928
	<u>\$ 1,766,809</u>	<u>\$ 1,170,548</u>	<u>\$ 2,239,542</u>	<u>\$ 2,327,788</u>

DRAFT



## Metro Share Narrative

Metro Share is a specialized service program sponsored by the Michigan Department of Transportation. Metro Share provides vans to approved non-profit agencies and government agencies within Kalamazoo County for passenger trips at no cost to the agency. There are 9 accessible vehicles in the Metro Share fleet; there are seven available for approved agencies to reserve at Metro; one located in Vicksburg for South County Community Services; and one used by Portage Senior Services. Drivers are trained and certified by Metro staff. New driver trainings are scheduled quarterly, with mandatory annual refresher courses offered multiple times a year.

Metro Share provides service for seniors and individuals with a disability. The Michigan Department of Transportation Specialized Services program reimburses a portion of the cost of Metro Share for each passenger that is transported. The program is also funded in part through a voter approved Central County Transportation Authority millage which contributes to the operation of the public transit system. Capital costs for vehicle purchases are currently funded by Federal Highway Administration funds which are utilized by Metro as part of the Kalamazoo Area Transportation Study.

## Service Measures

Type	2023 Actual	2024 Projected	2025 Projected	2026 Projected
Ridership	23,083	25,391	27,930	30,723
Revenue Miles	44,753	46,991	49,340	51,807
Revenue Hours	2,072	2,175	2,284	2,398
Participating Agencies	16	18	20	22
Registered Drivers	77	81	85	89

**METRO SHARE SUMMARY**

DESCRIPTION	2024 Budget	2024 Projected	2025 Revised Budget	2026 Budget
1 Salaries/Wages	\$ 24,464	\$ 26,138	\$ 26,995	\$ 27,805
2 Fringe Benefits	\$ 10,625	\$ 10,434	\$ 10,873	\$ 11,314
3 Supplies	\$ -	\$ 250	\$ 250	\$ 250
4 Contractual Services and Supplies	\$ 15,455	\$ 12,505	\$ 14,505	\$ 15,130
5 Fuel	\$ 16,000	\$ 13,000	\$ 17,500	\$ 18,375
	<u>\$ 66,543</u>	<u>\$ 62,327</u>	<u>\$ 70,124</u>	<u>\$ 72,875</u>

DRAFT

## Specialized Service Programs

Metro receives Federal Congestion Mitigation and Air Quality Funding (CMAQ) that is distributed locally through the Kalamazoo Area Transportation Study (KATS). Regional funding has decreased as regional air quality has improved above the federal thresholds. With these funds Metro has traditionally provided a rideshare program that has not been successful. Metro is looking to transition to a new program that would provide a "Workers on Wheels" program to assist with transportation for workers outside regular routing of Metro and/or outside operating hours of the system (between 10 pm and 6 am Monday through Friday).

The Mobility Management program provides training to those looking to learn how to use Metro's public transit services (Metro line-haul bus and Metro Connect) using a travel trainer who can assist in educating about Metro's services. Outreach includes meetings with agencies such as public schools and organizations who work with students and individuals with disabilities to provide application assistance, route planning, and general overview information about the system. The travel trainer also works with agencies to train their employees to teach agency participants how to ride the bus. This training enables agencies to have information on all Metro services without having one-on-one training required from the travel trainer. The one-on-one training provided by a travel trainer can provide individualized attention on how to ride the fixed route or Metro Connect systems, including filling out applications for reduced fare.

## Mobility Management

### Service Measures

Type	2023 Actual	2024 Projected	2025 Projected	2026 Projected
Contact Organizations	16*	30	40	50
Organization Training	12*	20	30	40
One-on-One or Small Group Trainings	96*	200	225	250
Applications for Reduced Fare	684	760	795	820

\*Due to staff turnover, 2023 actual numbers are not complete (except reduced fare).

**SPECIALIZED SERVICES - MOBILITY MANAGEMENT SUMMARY**

DESCRIPTION	2024 Budget	2024 Projected	2025 Revised Budget	2026 Budget
1 Salaries/Wages	\$ 23,700	\$ 46,328	\$ 48,570	\$ 50,027
2 Fringe Benefits	\$ 10,770	\$ 20,307	\$ 21,246	\$ 22,112
4 Services	\$ 600	\$ 1,000	\$ 1,500	\$ 1,500
5 Advertising	\$ -	\$ 1,000	\$ 4,500	\$ 4,500
	<u>\$ 35,070</u>	<u>\$ 68,636</u>	<u>\$ 75,815</u>	<u>\$ 78,139</u>

**SPECIALIZED SERVICES - VAN POOL SUMMARY**

DESCRIPTION	2024 Budget	2024 Projected	2025 Revised Budget	2026 Budget
1 Salaries/Wages	\$ 23,700	\$ -	\$ -	\$ -
2 Fringe Benefits	\$ 17,030	\$ -	\$ -	\$ -
4 Travel and Training	\$ 2,000	\$ -	\$ -	\$ -
5 Advertising	\$ 5,000	\$ -	\$ -	\$ -
	<u>\$ 47,730</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## Capital Narrative

The Transportation Improvement Program (TIP) is the regionally agreed upon list of priority transportation projects as required by Federal Law (ISTEA, TEA-21, SAFETEA LU, MAP-21, and FAST). The TIP document must list all projects that intend to use federal funds, along with all non-federally funded projects that are regionally significant. The projects are multi-modal, that is, they include bicycle, pedestrian, ITS, and freight-related projects, as well as the more traditional highway and public transit projects.

The main source of capital funding is the Urbanized Area Formula Program Section 5307. There is a requirement that at least 25% of 5307 funds are spent on capital projects. We have increased the capital investment to ensure that we maximize the life of the capital assets.

Funding for Capital Improvement Projects are typically an 80/20 calculation with a higher Federal match (80%) and a lower State match (20%).

Sources for Federal funding are derived from the following:

- Urbanized Area Formula Program Section 5307
- Enhanced Mobility of Seniors and Individuals with Disabilities Program Section 5310
- Bus and Bus Facilities Program Section 5339
- Surface Transportation Program (STP) Funds flexed from Federal Highway

A chart containing updates to current capital projects is on the following page.

## Capital Narrative (cont.)

### Update to current CIP projects

Projects			
2022	FTA Funds	MDOT Funds	Status
<b>Facility Improvements/Equipment Replacement</b>			
Replace Roof at KTA	400,000	100,000	Completion July 2024
Electrical Upgrades at KTA	17,400	4,350	Completion Aug 2024
Wash Rack Improvements	158,600	39,650	Completion July 2024
Traffic Light & Garage Door Sensor Upgrades	32,000	8,000	Completion Nov 2024
ADA Upgrades-Bathrooms, Ingress, Egress, Park Lot	80,000	20,000	Completion Nov 2024
Replace Hoist-Inground Lift	80,000	20,000	Completion April 2024
<b>ITS</b>			
ITS Computer/Software IT Avail Maintenance	168,000	42,000	On going
<b>Vehicle Replacements</b>			
Replace up to Two (2) Line Haul Buses	660,000	165,000	Delivery Nov 2024
Replace up to Two (2) Line Haul Buses	235,488	58,872	Delivered Nov 2023
Demand Response Medium Duty Bus for Van Buren Transit	96,000	24,000	Delivered Feb 2024
Replace up to Four (4) Demand Response Vans	283,649	70,912	Delivery Aug 2024
Replace up to Three (3) Demand Response Vans	87,000	21,750	Delivery Dec 2026
Replace up to Three (3) Medium Duty Buses	186,988	46,747	Delivery May 2026
Replace up to Eight (8) Demand Response Vans	262,442	65,610	Delivery Dec 2026
Replace up to Two (2) Demand Response Vans-Vanpool CMAQ	60,299	0	Delivery Aug 2024
Replace up to Four (4) Demand Response Vans	160,000	40,000	Delivery July 2024
Replace Capital Bus Parts	126,400	31,600	Delivery June 2026
Replace Hybrid Bus Batteries (#1021, 1022, 1023)	144,000	36,000	Delivered Jan 2024

2023	FTA Funds	MDOT Funds	Status
<b>Facility Improvements/Equipment Replacement</b>			
Facilities - KTC Exterior Paint	80,000	20,000	Completion Nov 2024
Equipment – KTC & KTA Camera Upgrades	72,000	18,000	Completion July 2024
Equipment – Wheel Balancer for Bus Tires	20,000	5,000	Completion June 2024
Equipment – Rehab Bus Washer (Brushless)	124,000	31,000	Completion Aug 2024
Equipment – Replace Inground Hoist	80,000	20,000	Completion Oct 2025
Equipment – Replace Radio System Equipment	76,000	19,000	Completion Sept 2024
Equipment – Bus Shelter Improvements / Bus Stops with ADA Compliance	48,000	12,000	Completion May 2025
<b>ITS</b>			
ITS Computer/Software IT Avail Maintenance	180,000	45,000	On going
ITS MDT Avail Upgrades	240,000	60,000	Completion July 2024

## Capital Narrative (cont.)

### Update to current CIP projects

Projects			
2023	FTA Funds	MDOT Funds	Status
<b>Other</b>			
Bus Fare Study	80,000	20,000	Completion Dec 2024
<b>Vehicle Replacements</b>			
Replace up to Two (2) Line Haul Buses	660,000	165,000	Completion Nov 2024
Replace up to Two (2) Line Haul Buses	364,000	91,000	Completion Nov 2024
Replace up to Two (2) Medium Duty Buses	145,000	36,250	Completion Nov 2025
Replace up to Three (3) Medium Duty Buses	332,606	83,152	Completion Nov 2025
Expansion of Two (2) Medium Duty Buses – (Van Buren)	192,000	48,000	Completion Nov 2025
Replace Capital Bus Parts	152,000	38,000	Delivery June 2026
Replace Hybrid Bus Batteries (#1024, 1025, 1026)	200,000	50,000	Delivery Apr 2025

2024	FTA Funds	MDOT Funds	Status
<b>Facility Improvements/Equipment Replacement</b>			
Replace Air Makeup Units in Storage Area at KTA	920,000	230,000	Completion June 2027
Replace Support Vehicle - Pickup Truck #9-196	80,000	20,000	Delivery October 2024
<b>ITS</b>			
ITS Computer/Software IT Avail Maintenance	192,000	48,000	On going
<b>Vehicle Replacements</b>			
Replace up to Three (3) Line Haul Buses	2,000,000	500,000	Delivery June 2025
Replace up to Two (2) Line Haul Buses	400,000	100,000	Delivery June 2025
Replace up to Eight (8) Demand Response Vans	469,684	117,421	Delivery July 2026
Replace up to Four (4) Demand Response Vans	227,341	56,835	Delivery July 2027
Replace up to Three (3) Demand Response Vans	160,000	40,000	Delivery July 2027
Replace Capital Bus Parts	160,000	40,000	Delivery June 2027
Replace Hybrid Bus Batteries (#1027, 1028, 1029)	160,000	40,000	Delivery April 2026

## Capital Narrative (cont.)

We are in the process of applying for the FY 2025 capital budget through the Federal Transit Administration Grant System.

The TIP, as presented, has been recommended and approved by the Transportation Improvement Program Subcommittee, Technical Committee, and Policy Committee under the direction of Kalamazoo Area Transportation Study (KATS). Changes, additions, and deletions are processed under the committees. On the following page you will see the 2025 and 2026 projects that are included in the TIP.



## CAPITAL IMPROVEMENT PROJECTS (CIP) as submitted in the 2023-2026 TIP

The current TIP Cycle is for Fiscal Year 2023 through 2026. The new TIP Cycle is planned for Fiscal Year 2026 through 2029.

Type	2025 CIP	Total	Federal	Funding Source
I	ITS Computer/Software Upgrade/Maint	260,000	208,000	5307
I	KTA-Remodel Dispatch, Lounge, Admin Bathrooms	300,000	240,000	5307
I	KTA-Replace Air Makeup Units in Shop Area	750,000	600,000	5307
I	KTC-Bus Base & Sidewalks Ice Melt Retrofit	140,000	112,000	5307
I	KTC-Improve Water Drainage/Gutters	175,000	140,000	5307
I	Replace Forklift	70,000	56,000	5307
R	Capital Bus Parts	200,000	160,000	5307
I	Consulting-General Operating Upgrades	300,000	240,000	5307
R	Up to Four (4) Line Haul 40' Buses	1,550,000	1,240,000	5307
				5339
R	Up to Four (4) Demand Response Vehicles	200,000	160,000	5310
<b>Total</b>		<b>3,945,000</b>	<b>3,156,000</b>	

Type	2026 CIP	Total	Federal	Funding Source
I	ITS Computer/Software Upgrade/Maint	260,000	208,000	5307
I	KTA-HVAC Improvements	200,000	160,000	5307
I	Fare Collection Upgrade	1,000,000	800,000	5307
R	Capital Bus Parts	200,000	160,000	5307
R	Up to Four (4) Line Haul 40' Buses	1,600,000	1,280,000	5307
				5339
R	Up to Four (4) Demand Response Vehicles	200,000	160,000	5310
<b>Total</b>		<b>3,460,000</b>	<b>2,768,000</b>	

Project Type	
Replacement	R
Expansion	E
Improvement	I
Operating	O

## Transit Asset Management Plan

A Transit Asset Management (TAM) Plan is a requirement for all public transit systems receiving federal funds from the Federal Transit Administration (FTA). The TAM requirement was originally identified as part of the Federal Surface Transportation Program established in 2012 (MAP-21). TAM is a FTA business model that uses the condition of assets to guide the optimal prioritization of funding at transit properties to keep the transit networks in a State of Good Repair (SGR).

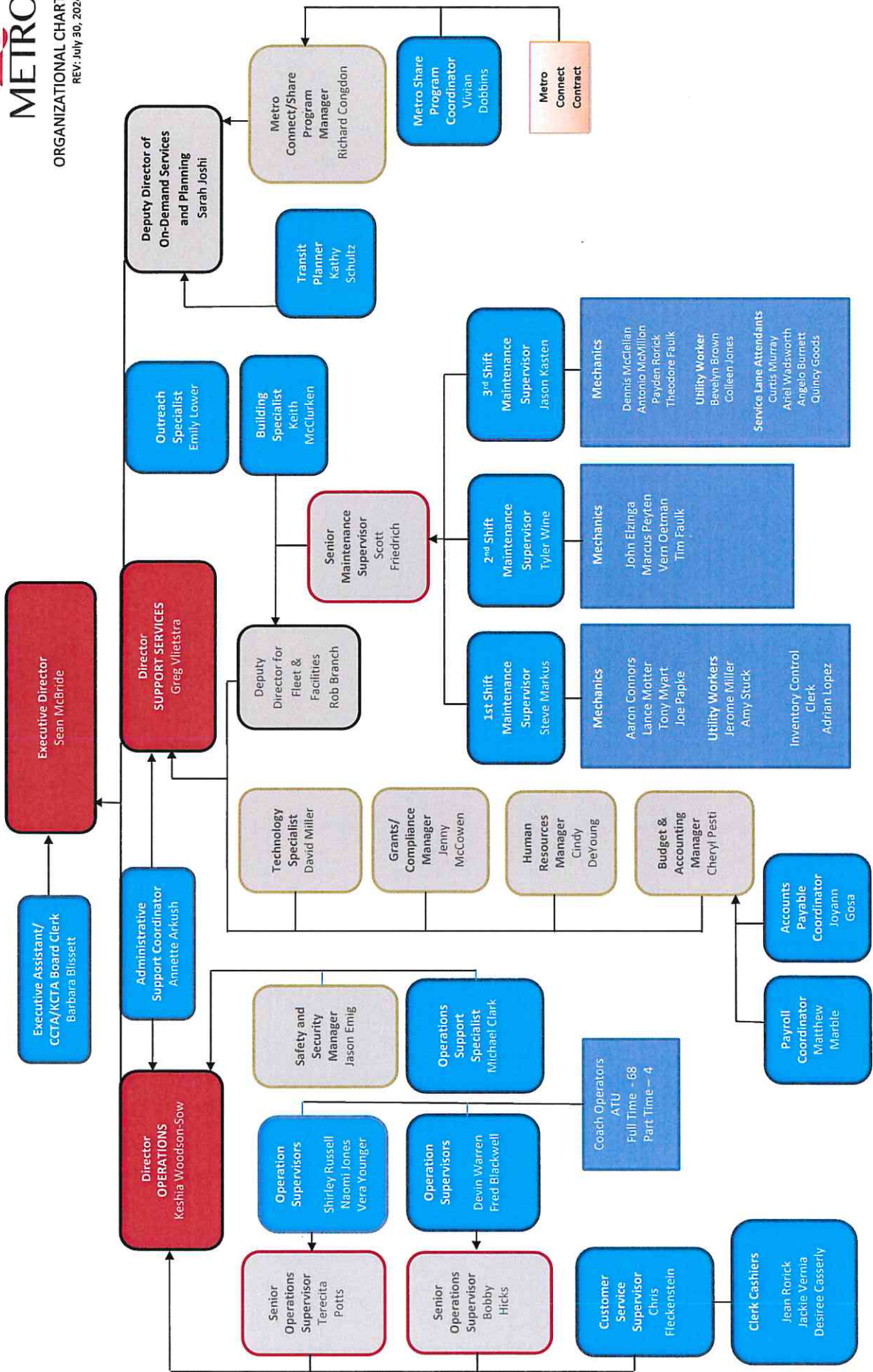
### Fiscal Year 2025

### Transit Asset Management

#### Metro Performance Targets and Measures

Asset	Asset Class	SGR Target	Current %	2024 SGR Target
Revenue Vehicles	Fixed Route Buses	ULB Benchmark 14 years	0%	10% exceed ULB
Revenue Vehicles	Medium Duty Buses (Connect)	ULB Benchmark 10 years	0%	12% exceed ULB
Revenue Vehicles	Medium Duty Buses (Metro)	ULB Benchmark 12 years	0%	10% exceed ULB
Revenue Vehicles	Vans (Metro Connect)	ULB Benchmark 6 years	37%	10% exceed ULB
Revenue Vehicles	Vans (Metro Share)	ULB Benchmark 9 years	0%	10% exceed ULB
Service Vehicles	-	ULB Benchmark 10 years	40%	10% exceed ULB
Facilities	-	-	4%	15% 2 or below on FTA TERM Scale

\*UBL-Useful Life Benchmark



# Metro Budget FY 25/26

	2024	2025	2026
<b>Administration</b>			
Executive Director	1	1	1
Director of Support Services	1	1	1
Deputy Director of On-Demand Services and Planning	1	1	1
Technology Specialist	1	1	1
Budget and Accounting Manager	1	1	1
Human Resource Manager	1	1	1
Grants and Compliance Manager	1	1	1
Outreach Specialist	1	1	1
Executive Assistant (PT)	1	1	1
Administrative Support Coordinator	1	1	1
General Administrative	0	1	1
Transit Planner	1	1	1
Payroll Coordinator	1	1	1
Accounts Coordinator	1	1	1
Administration Full Time Positions	12	13	13
Administration Part Time Positions	1	1	1
<b>Total Administration Positions</b>	<b>13</b>	<b>14</b>	<b>14</b>

<b>Maintenance</b>			
Deputy Director of Fleet and Facilities	1	1	1
Senior Maintenance Supervisor	1	1	1
Maintenance Supervisor	3	3	3
Master Mechanic	1	1	1
Class A Mechanic	5	5	5
Class B Mechanic	6	6	6
Body Repair Mechanic	1	1	1
Inventory Control Clerk	1	1	1
Building Specialist	1	1	1
Utility Worker	4	4	4
Service Lane Attendant	4	4	4
<b>Total Maintenance Full Time Positions</b>	<b>28</b>	<b>28</b>	<b>28</b>

<b>Operations</b>			
Director of Operations	1	1	1
Safety and Security Manager	1	1	1
Senior Operations Supervisor	2	2	2
Operations Supervisor	5	5	5
Operations Support Specialist	1	1	1
Bus Driver (FT)	70	70	70
Bus Driver (PT)	10	10	10
Operations Full Time Positions	80	80	80
Operations Part Time Positions	10	10	10
<b>Total Operations Positions</b>	<b>90</b>	<b>90</b>	<b>90</b>

# Metro Budget FY 25/26

	2024	2025	2026
<b>Kalamazoo Transportation Center (KTC)</b>			
Customer Service Supervisor	1	1	1
Clerk Cashier (FT)	3	3	3
<b>Total KTC Full Time Positions</b>	<b>4</b>	<b>4</b>	<b>4</b>
<hr/>			
<b>Metro Connect (MC)</b>			
Program Manager	1	1	1
Program Coordinator	1	1	1
<b>Total MC Full Time Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>
<hr/>			
<b>Grand Total Full Time Positions</b>	<b>126</b>	<b>127</b>	<b>127</b>
<b>Grand Total Part Time Positions</b>	<b>11</b>	<b>11</b>	<b>11</b>
<b>Grand Total Positions</b>	<b>137</b>	<b>138</b>	<b>138</b>