



Interurban Transit Partnership

Board Members

Mayor Stephen Kepley, Chair

Charis Austin
Mayor Katie Favale

Rick Baker
Steven Gilbert
Robert Postema

Mayor Rosalynn Bliss
Andy Guy
Terry Schweitzer

David Bilardello, Vice-Chair

Mayor Gary Carey
Jack Hoffman
Paul Troost

Tracie Coffman
Mayor Steve Maas

BOARD OF DIRECTORS MEETING

Wednesday, September 23, 2020 – 4 p.m.

Virtual Meeting

AGENDA

	<u>PRESENTER</u>	<u>ACTION</u>
1. PUBLIC COMMENT		
2. MINUTES REVIEW – August 26, 2020	Mayor Kepley	Approval
3. ACTION ITEMS		
a. Consumer Advisory Committee Bylaws	Jason Prescott	Approval
b. Microsoft Office 365 System Integration and Implementation	Andy Prokopy	Approval
c. Extension of DASH Contract	Nick Monoyios	Approval
d. Concrete Paths Bus Stop Improvement Project	Max Dillivan	Approval
4. STAFF REPORTS		
a. Paratransit Ridership Report – July 2020	Jason Prescott	Information
b. Fixed Ridership Report – July 2020	Max Dillivan	Information
c. COA Update	Max Dillivan	Information
d. Financial Reports	Linda Medina	Information
1) July 2020 Operating Statement		
2) Professional Development Report		
5. CEO'S REPORT	Win Irwin	Information
a. Indian Trails replacing Greyhound		
b. Extension of Township Contracts		
6. CHAIR'S REPORT	Mayor Kepley	Information
7. ADJOURNMENT		

MISSION: *To create, offer and continuously improve a flexible network of public transportation options and mobility solutions.*



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Mayor Steve Maas

RAPID BOARD MEETING

Wednesday, August 26, 2020 – 4 p.m.

Virtual Meeting

ATTENDANCE:

Board Members Present:

Charis Austin, Rick Baker, David Bilardello, Mayor Bliss, Mayor Carey, Tracie Coffman, Steven Gilbert, Andy Guy, Jack Hoffman, Mayor Kepley, Mayor Maas, Terry Schweitzer

Board Members Absent:

Mayor Favale, Robert Postema, Paul Troost

Staff Attendees:

Michael Bulthuis, Steve Clapp, Max Dillivan, Evie Dzomba, Peggy Galt, Bree Girard, Julie Ilbrink, Win Irwin, Deron Kippen, Bill Kirk, Steve Luther, Linda Medina, Nick Monoyios, Jason Prescott, Andy Prokopy, Steve Schipper, Brittany Schlacter, Max Wieringa, Kevin Wisselink

Other Attendees:

Kim Dunham, Steve Faber, Hank Kelly, Justin Kimura, Devery Krupchak, Laura St. Louis, Brian McVicar, Susan Starwalt, Chris Swank

Mayor Kepley called the meeting to order at 4:03 p.m.

Due to the virtual nature of the meeting, a quorum of attendees was established and confirmed.

1. PUBLIC COMMENT

Two letters were submitted in writing to be included in the public comments. The documents were emailed to the Board members, and will be included in a re-posting of the Board meeting packet on the website.

2. MINUTES – July 29, 2020 Board of Directors Meeting

Minutes were distributed and approved as written.

3. ACTION ITEMS

a. Governance Recommendation Modification and Establishment of CEO Search Committee

Mayor Kepley requested to modify the governance structure by increasing the number of Finance Committee members from three to five, to change the name of the Future Planning & Innovation Committee to Planning & Technology Committee, and to request the activation of the CEO Search Committee with the appointed members listed in the resolution along with the responsibilities of the committee.

Mayor Kepley introduced the action item for a vote. Mayor Maas motioned for the resolution to be approved. Mayor Carey seconded the motion. A verbal roll call for voting was taken; resolution passed unanimously.

b. Purchase of a New Paratransit Reservation / Scheduling System

Mr. Prescott requested to execute a contract with Kevadiya, Inc. to purchase a new Paratransit Reservation and Scheduling System, in the amount of \$370,260 which includes a contingency of 10% for the first five years. The contract includes five (5) one year options.

Mayor Kepley introduced the action item for a vote. Mr. Guy motioned for the resolution to be approved. Mr. Gilbert seconded the motion. A verbal roll call for voting was taken; resolution passed unanimously.

c. Security Camera System Upgrade to Rapid Operations Center

Mr. Wieringa requested to upgrade current and purchase additional security cameras, equipment, servers, licenses, programming, and labor and set up through Knight Watch. The total cost of the project is \$649,187.44 (\$590,170.40, plus 10% contingency).

Mayor Kepley introduced the action item for a vote. Mr. Bilardello motioned for the resolution to be approved. Mayor Carey seconded the motion. A verbal roll call for voting was taken; resolution passed unanimously.

d. Proposed FY 2021 Operating and Capital Budget and Five-Year Operating Budget Projection

Ms. Medina requested approval of the FY 2021 proposed budget. The budget consists of two components, operating and capital projects. The operating budget is \$47,736,325 and the capital projects budget is \$16,368,841 for a total of \$64,105,166. Mr. Wisselink requested approval of a 5-Year Operating Budget Projection.

Mayor Kepley introduced the action item for a vote. Mr. Gilbert motioned for the resolution to be approved. Mayor Bliss seconded the motion. A verbal roll call for voting was taken; resolution passed unanimously.

4. STAFF REPORTS – Questions

a. Paratransit Ridership – May 2020, June 2020, and Q3 FY 2020

Reports were submitted with the meeting packet. No questions were raised regarding content.

b. Ridership & Productivity – April 2020, May 2020, June 2020, and Q3 FY 2020

Reports were submitted with the meeting packet. No questions were raised regarding content.

c. Financial Reports

1) June 2020 Operating Statement

Reports were submitted with the meeting packet. No questions were raised regarding content.

2) Professional Development Report

Reports were submitted with the meeting packet. No questions were raised regarding content.

d. COA Update and Guiding Principles Discussion

Mr. Dillivan shared an update on the COA. At the June ITP Board meeting, the Board initiated a 60-day pause on progress of *Mobility for All* (COA). The 60-day period drew to a close on August 23rd and Planning staff is resuming progress on the project beginning on that date. During the 60-day pause period, Planning staff worked along with the consultant team to review public feedback received to-date, analyzed regional travel patterns as they evolved through the pandemic, and detailed key factors warranting consideration for the project moving forward.

Mr. Faber reviewed the guiding principles as it relates to Mobility for All. Mr. Guy expressed a desire to be nimble in the planning to be more responsive to customer expectations. Ms. Coffman encouraged Mr. Faber to include equity as a statement in the guiding principles. Mr. Faber agreed that this statement needs to be more front and center, and will make those changes.

5. COMMITTEE REPORTS

a. Planning & Technology Committee

Mr. Schweitzer expressed thanks to Hank Kelly at Mobile GR for their work on mobility initiatives. There are opportunities to partner in achieving goals as it relates to the COA.

Minutes from August 17, 2020, were submitted with the meeting packet. No questions were raised regarding content.

b. Present Performance & Service Committee

Minutes from August 18, 2020, were submitted with the meeting packet. No questions were raised regarding content.

6. CEO's REPORT

Mr. Irwin shared a report from the CEO:

- A new contract has been signed with Ferris for trips to Big Rapids.
- Kevin Wisselink has agreed to take on the role of Interim Procurement Manager in addition to his current role as Grants Manager.
- Greyhound has announced they will discontinue service along the I-96 corridor. Indian Trails will be picking up this service.
- With our reduced Fall service plan, we will need fewer bus operators. As a result, we will be doing a VUPLA for the bus operators, providing us flexibility to bring them back in the case ridership increases.
- The Laker Line launch event was a huge success. Mr. Irwin expressed gratitude for all who participated in all the planning and execution of the event.

- We are treating all surfaces of buses and buildings with an antimicrobial treatment which lasts up to a year. Its effectiveness can and will be tested. The use of this treatment is a major step to inhibit the spread of the Coronavirus and we hope this will help increase our ridership.

7. CHAIR'S REPORT

Mayor Kepley shared his gratitude for the leadership being provided by Mr. Irwin. They are working on updating the organizational charts and creating policies as needed. Mayor Kepley also shared that board members on the CEO Search Committee will be receiving an informational email soon.

8. ADJOURNMENT

The meeting was adjourned at 5:01 p.m.

The next meeting is scheduled for September 23, 2020.

Respectfully submitted,



Julie Ilbrink, Board Secretary



Date: September 18, 2020
To: ITP Board
From: Jason Prescott – Special Services Manager
Subject: ADDENDUM/UPDATE TO CAC BYLAWS

ACTION REQUESTED

The CAC upon meeting on September 1, 2020 reviewed the committee bylaws and found some changes that were necessary to compliance. “These Bylaws may be amended by a vote of The Rapid Board, acting upon the prior review and recommendation of the Consumer Advisory committee and Governance Committee.”

BACKGROUND

In light of recent events of the Coronavirus pandemic, the CAC committee is asking for board approval to add a meeting cancellation policy in the rare event meeting needs to be cancelled or rescheduled. Such a policy has not been place prior to this date.

Secondly, the CAC committee asks for board approval of an adjustment to the schedule of meetings. Currently as written, the bylaws state the CAC will meet the months of January, February, March, April, May, June, August, September, October, November/December. However, as is also stated in these same bylaws, the CAC committee is to meet the same months The Rapid Board of Directors meets. The committee asks for permission to adjust the verbiage to represent this, as opposed to specific months of the calendar year.



BYLAWS OF THE INTERURBAN TRANSIT PARTNERSHIP CONSUMER ADVISORY COMMITTEE FOR SENIORS AND PERSONS WITH DISABILITIES

ARTICLE I – NAME OF COMMITTEE

This committee shall be named The Rapid Consumer Advisory Committee for Seniors and Persons with Disabilities.

ARTICLE II – PURPOSE

The Consumer Advisory Committee shall serve as the “Local Advisory Council” as described in Act 51 of the Public Acts of 1951, as amended. The Committee’s purpose is to advise The Rapid staff and Board concerning the views of senior citizens, persons with disabilities, and their advocates on The Rapid policies, plans, and programs for services to seniors and persons with disabilities.

ARTICLE III – DUTIES AND RESPONSIBILITIES

Section 1 – Communication

The Committee will provide a channel for communication between seniors and persons with disabilities who use The Rapid services and The Rapid staff and Board.

Section 2 – Review and Comment

The Committee will receive information on service policies, plans, and programs for public transportation to seniors and persons with disabilities, review such matters, and provide comment for consideration by The Rapid staff and Board of Directors.

Section 3 – Reporting of Recommendations

All actions taken by the Committee will be reported to, and considered by, the Strategic Planning Committee of the Rapid Board.

ARTICLE IV – MEMBERSHIP

Section 1 – Number and Composition

The Committee shall include no less than ten and no more than twelve members. No less than five members are to be seniors age 65 or older, or individuals with disabilities. Members who are not seniors or do not have a disability must be representatives of human service agencies, which serve seniors and/or persons with disabilities.

Section 2 – Terms

Membership terms shall be for two years, beginning on January 1 and ending on December 31. For persons appointed after January 1 during any calendar year, the term of membership shall end as of December 31 of the year following. Appointments to fill vacancies due to resignation or otherwise shall be for the remainder of the term being vacated. This section shall apply for all appointments to terms beginning January 1, 1994 and thereafter.



Interurban Transit Partnership

Section 3 – Appointments

Appointments to the Consumer Advisory Committee will be made by The Rapid Board, acting on the recommendations of the Board's Governance Committee.

Section 4 – Knowledge and Participation

Members are expected to attain a basic working knowledge of organization and services. Members are responsible for attendance at scheduled meetings. Any member with three absences in a one year period may be removed from this committee. Such persons will be given an opportunity to give cause for their absences, and each case will be reviewed by The Rapid staff and the Committee Chairperson. Following such a review, a recommendation may be made to The Rapid Strategic Planning Committee concerning termination of membership.

ARTICLE V – OFFICERS

Section 1 – Selection and Terms

The Committee shall elect a Chairperson and Vice-Chairperson from among its members at the first regular meeting of each calendar year. These officers shall serve until the next annual election.

Section 2 – Duties

The Chairperson shall preside at all meetings, call special meetings, and exercise other duties normally conferred by parliamentary procedure. The Vice-Chairperson shall perform the duties of the Chairperson in case of the absence or inability to act of the Chairperson.

The Chairperson or Vice-Chairperson may attend all meetings of The Rapid Strategic Planning Committee, at which agenda items are being considered which were previously acted on by the Advisory Committee.

Section 3 – Absence of Officers

In the event both the Chairperson and Vice-Chairperson are absent, a Member designated by majority vote of those present shall preside pro tempore.

ARTICLE VI – STAFF LIAISON

The Rapid CEO shall designate a member of The Rapid staff to act as liaison to the Consumer Advisory Committee. The liaison will, in consultation with the Chairperson, prepare and distribute meeting agendas and related information materials. The staff liaison will also be responsible for keeping minutes of all meetings and other records related to the Committee's operation.

ARTICLE VII – MEETINGS

Section 1 – Regular Meetings

Regular meetings of the Committee will be held every month. The Rapid Board of Directors meets. The CAC meeting will take place the 3rd Tuesday of each scheduled month.



Section 2 – Special Meetings

Special meetings may be called by the Chairperson, or any three members. At least seven days advance notice of special meetings shall be given to each member.

Section 3 – Public Notice

Public notice of all regular and special meetings shall be given as required by the Open Meetings Act.

Section 4 – Quorum

A majority of the total number of Committee members then appointed and serving shall constitute a quorum. A majority of the members present at any meeting at which there is a quorum may conduct business.

Section 5 – Voting

Motions shall be restated by the Chairperson before a vote is taken. A majority of members present and voting must vote in the affirmative to constitute a decision. Names of persons making and supporting motions shall be recorded in the minutes.

Section 6 – Conduct of Meetings

All questions of meetings procedure not covered by the Bylaws will be determined according to Robert's Rules of Order.

Section 7 – Cancellation of Meetings

On a rare occasion, meetings may need to be cancelled due to unforeseen circumstances. In the event of a meeting cancellation, The Rapid Special Service Manager, and/or Chairperson will provide notice to all committee members prior to noon the day of the meeting via phone call and/or email.

ARTICLE VIII – SUBCOMMITTEES

The Chairperson may designate subcommittees if required to carry out specific tasks within the Committee's responsibilities. The subcommittee's chairperson and members shall be appointed by the Chairperson. At least one member of any subcommittee shall be a consumer representative not affiliated with a human service agency.

ARTICLE IX – AMENDMENTS

These Bylaws may be amended by a vote of The Rapid Board, acting upon the prior review and recommendation of the Consumer Advisory Committee and the Governance Committee.

Date of Adoption: As approved by the ITP Board on October 27, 1993

Date of Revision: As approved by the ITP Board on September 23, 2020



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 092320-1

Fiscal Year: 2019-2020

Moved and supported to adopt the following resolution:

Approval for the CAC Committee to make an addendum to the committee bylaws to include a cancellation policy and for the schedule of meetings to coincide with that of The Rapid Board of Directors meetings.

BE IT RESOLVED that the Board of Directors approves the changes to the bylaws.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date

Date: September 16, 2020
To: ITP Board
From: Andy Prokopy, IT Manager
Subject: MICROSOFT OFFICE 365 SYSTEM INTEGRATION AND IMPLEMENTATION

ACTION REQUESTED

Authorization is requested from the ITP Board to execute a contract with Trace3 to procure consulting and implementation of a cloud-based Microsoft Office 365 system, in an amount of \$134,000 which includes a 10% contingency.

BACKGROUND

The scope of this project will require migration of the ITP system from Exchange 2010/Microsoft Office 2010 to a cloud-based Office 365 environment. This will increase our efficiencies in data storage and access, speed of email, cloud storage and use on multiple devices. It will also encompass upgrades to Office Suite programs; Word, Excel, Access, Power Point, Project, Publisher, and Outlook. Licensing fees for migration will be purchased through the awarded vendor. This will also include Exchange Mobility Suite E5 for security.

PROCUREMENT

A Request for Proposal (RFP) was chosen as price was not the most important consideration in choosing a consultant. The RFP was solicited on the MITN, a digital bid platform that has a nationwide distribution as well as advertised on our website. Eleven (11) proposal responses were received.

The evaluation team for this RFP consisted of The RAPID's IT Manager, Software Support Specialist, IT Network Administrator and IT Systems Administrator.

Round 1 Evaluation

Evaluation criteria included; Proposed System Design, Qualifications, Performance History, and Staffing, Project Timeline and Price Proposal. At the end of the scoring three (3) firms stood were determined to be in the competitive range with a reasonable chance of being selected for award and invited to provide a presentation and participate in oral discussions.

Round 2 Evaluation

Scoring for Round 2 was not cumulative; selection criteria included Consultant Deployment Plan, Post Deployment Support and Office 365 Administration Training and Project Timeline.

At the conclusion of Round 2 firms were scored again. Trace3 and Worksighted received the highest scores and were invited to submit a Best and Final Offer (BAFO). Subsequent to review of BAFOs Trace3 was deemed the most responsive and responsible firm and best overall value to the ITP. Staff recommends Trace3 for contract award.

FUNDING

Funding for the Microsoft Office 365 System Integration, Implementation and Licenses will be derived from Federal and State Grants.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 091620-3

Fiscal Year: 2019-2020

Moved and supported to adopt the following resolution:

Approval to contract with Trace3 for the procurement of the Microsoft Office 365 System Integration, Implementation with Licenses. The initial contract term is for one (1) year.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute an agreement with Trace3 for the Microsoft Office 365 System Integration, Implementation and Licenses at a cost \$134,000 in accordance with information presented to the ITP Board on August 26, 2020.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date



Date: September 11, 2020
To: ITP Board
From: Nick Monoyios, Planning Department Manager
Subject: EXTENSION OF DASH CONTRACT

ACTION REQUESTED

Authorization is requested from the ITP Board to extend the existing agreement with the City of Grand Rapids to provide DASH service in downtown Grand Rapids until January 31, 2020.

BACKGROUND

In September 2017, the Rapid Board authorized a three (3) year agreement with the City of Grand Rapids to provide continued DASH service in downtown Grand Rapids. Under this program, the City purchases unique vehicles for the DASH routes and contracts with The Rapid to operate the service, provide vehicle operators, fueling and maintenance. DASH has proven to be an instrumental component of critical downtown mobility solutions since its inception and relationship with The Rapid since May 1998.

It is the intention of both Rapid and Mobile GR staff to use this extension duration to fully review the existing contractual provisions for an eventual contract renewal for the remainder of the fiscal year (January 2020 – September 2020).



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 092320-3

Fiscal Year: 2019-2020

Moved and supported to adopt the following resolution:

Approval to execute the extended agreement with the City of Grand Rapids for the operation of DASH services.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute an addendum to the existing agreement with the City of Grand Rapids for the purpose of providing DASH services, in accordance with the information presented to the ITP Board on September 23, 2020.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date



Date: September 18, 2020
To: ITP Board
From: Max Dillivan
Subject: CONCRETE PADS - BUS STOP IMPROVEMENT – PROJECT # 2020-06

ACTION REQUESTED

Authorization is requested from the ITP Board to contract with Anlaan Corporation for new concrete boarding pads, pad extensions, and rear door alighting (i.e., de-boarding) pads throughout the City of Grand Rapids. The amount of this contract is \$134,101 which includes a 10% contingency.

BACKGROUND

The Rapid, in partnership with the City of Grand Rapids Mobile GR and Parking Services Department, has embarked on an initiative to improve the bus stop waiting environment at transit stops throughout the city of Grand Rapids. This initiative, referred to as the “Bus Stop Improvement Program,” began in 2019 and has resulted in installations of benches, transit shelters, waste receptacles, and other stop amenities to improve passenger waiting experiences. On the heels of the successful installation of the initial set of improvements last Fall and Winter, a subsequent phase of improvements are planned in order to meet the original goals of the Bus Stop Improvement Program.

Prior to initiating the next phase, a significant level of concrete work must be completed to accommodate new benches, shelters, and other infrastructure. New boarding pads, pad extensions, and rear door alighting (i.e., de-boarding) pads will be installed at 73 transit stops. These pads will have the ability to accommodate 34 future shelters and two (2) benches.

PROCUREMENT

This procurement was issued as an Invitation for Bid (IFB) because we were able to create a detailed specification that could be met by a number of potential vendors. Bid packages were sent to eleven (11) firms. The IFB was solicited on the MITN, a digital bid platform that has a nationwide distribution as well as advertised on our website and also advertised on the Builders Exchange. Bid responses were received from four (4) vendors.

PRICE ANALYSIS

Bid Tabulation **Concrete Pads - Bus Stop Improvements - Project 2020-06**

Bidder	Cost
Anlaan Corporation	\$121,910.00
Katerberg Verhage	\$350,000.00
Lucas Concrete	\$507,423.00
Wyoming Excavators	\$563,487.00

A post bid interview was conducted with the low bidder; Anlaan confirmed that all elements of the project requirements were accounted for in their bid submittal. Additionally, they have documented experience with similar type work.

RECOMMENDATION

Staff recommends contract award to Anlaan Corporation as the low responsive and responsible bidder.

FUNDING

Funding is provided through FTA and MDOT capital assistance grants.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 092320-4

Fiscal Year: 2019-2020

Moved and supported to adopt the following resolution:

Approval to contract with Anlaan Corporation for the procurement of the Concrete Pads for the Bus Stop Improvement Project # 2020-06. Contract term is through November 30, 2020

BE IT RESOLVED that the ITP CEO is hereby authorized to execute an agreement with Anlaan Corporation for the Concrete Pads for the Bus Stop Improvement Project # 2020-06 at a cost \$134,101 in accordance with information presented to the ITP Board on September 23, 2020.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date



DATE: August 18, 2020
TO: ITP Board
FROM: Jason Prescott, Special Services Manager
SUBJECT: July 2020 PARATRANSIT RIDERSHIP REPORT

Paratransit ridership information for July 2020, as compared to July 2019

	2020	2019	% Change
Total Paratransit Ridership	13,151	27,583	-52.3%
ADA Ridership	10,393	20,951	-50.4%
Non-Disabled Senior (NDS) Ridership	33	90	-63.3%
PASS Ridership	187	595	-68.6%
Network 180	1,695	4,842	-65.0%
Cascade Township	217	764	-71.5%

Ridership averages, as compared 2019

	2020	2019	% Change
Weekday Ridership	460	875	-47.4%
Saturday Ridership	174	323	-46.1%
Sunday Ridership	93	332	-72.0%

Other Performance Measures

	2020	2019	% Change
On-Time Performance	98.52%	95.54%	3%
On-Time Drop-Off	97.21%	95.54%	2%
Average Cost Per Trip	\$32.52	\$25.02	30.0%

July 2020 Paratransit Ridership and Operating Statistics

ADA	2020	2019	Change	% Change
Clients	988	1,593	(605)	-38.0%
Passenger Trips	10,393	20,951	(10,558)	-50.4%

NDS				
Clients	2	13	(11)	-84.6%
Passenger Trips	33	90	(57)	-63.3%

PASS				
Clients	13	31	(18)	-58.1%
Passenger Trips	187	595	(408)	-68.6%

CONTRACTED				
Clients	0	3	(3)	-100.0%
Passenger Trips	0	6	(6)	-100.0%

RIDELINK				
Clients	286	353	(67)	-19.0%
Passenger Trips	843	1,099	(256)	-23.3%
Phone Calls	2,337	3,746		
Total Trips sched. thru Rapid call center	2,174	5,108		

TOTALS				
Clients	1,289	1,993	(704)	-35.3%
Passenger Trips	11,456	22,741	(11,285)	-49.6%
Average Weekday Ridership	460	875	(415)	-47.4%
Average Saturday Ridership	174	323	(149)	-46.1%
Average Sunday Ridership	93	332	(239)	-72.0%
All Ambulatory Passengers	7,039	15,345	(8,306)	-54.1%
All Wheelchair Passengers	4,417	7,396	(2,979)	-40.3%
No - Shows	388	506	(118)	-23.3%
Cancellations	7,097	5,643	1,454	25.8%
MV				
Average Cost per Trip	\$32.52	\$25.02	\$7.50	30.0%
Riders per Hour	1.5	2.0	(0.5)	-25.0%
Accidents per 100,000 Miles	0.0	1.0	(1)	-100.0%

Trip Denials	0	1	-1	-100.0%
NTD Travel Time (minutes)	38	30	8	26.7%

NETWORK 180				
Passenger Trips	1,695	4,842	(3,147)	-65.0%
Average Weekday Ridership	74	230	(156)	-67.8%

TOTAL PASSENGER TRIPS	13,151	27,583	(14,432)	-52.3%
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Paratransit Service Quality Statistics: network 180 Excluded

	2020	2019	% of Trips	% Change
Complaints				
MV Complaints	16	14	0.1%	14.3%

On-Time Performance		
On-Time Compliance - Pick-up	98.52%	95.54%
On-Time Compliance - Drop-off	97.21%	95.54%

Date: September 16 2020
To: ITP Board
From: Maxwell Dillivan, AICP – Senior Planner
Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – JULY 2020

OVERVIEW

July 2020 witnessed continued ridership recovery, albeit incremental. Six of the top seven top-performing routes for the month in terms of productivity (passengers per mile, passengers per hour, farebox recovery, and average daily passengers) include all routes currently operating at 15-minute all day frequency.

BACKGROUND INFORMATION

Monthly Ridership

	July 2020	July 2019	% Change
Routes 1 – 44 (<i>non-contracted regular fixed routes</i>)	242,174	560,988	↓ 56.8%
Contracted/Specialized Service (<i>GVSU, DASH, etc.</i>)	24,910	71,979	↓ 65.4%
Demand-Response (<i>Go!Bus, PASS</i>)	13,180	27,583	↓ 52.2%
Total Monthly Ridership	280,263	660,550	↓ 57.6%

Daily Average Ridership

	July 2020	July 2019	% Change
Weekday Total	10,246	25,388	↓ 59.6%
Weekday Evening	1,474	4,452	↓ 66.9%
Saturday	6,566	12,631	↓ 48.0%
Sunday	2,930	5,979	↓ 51.0%

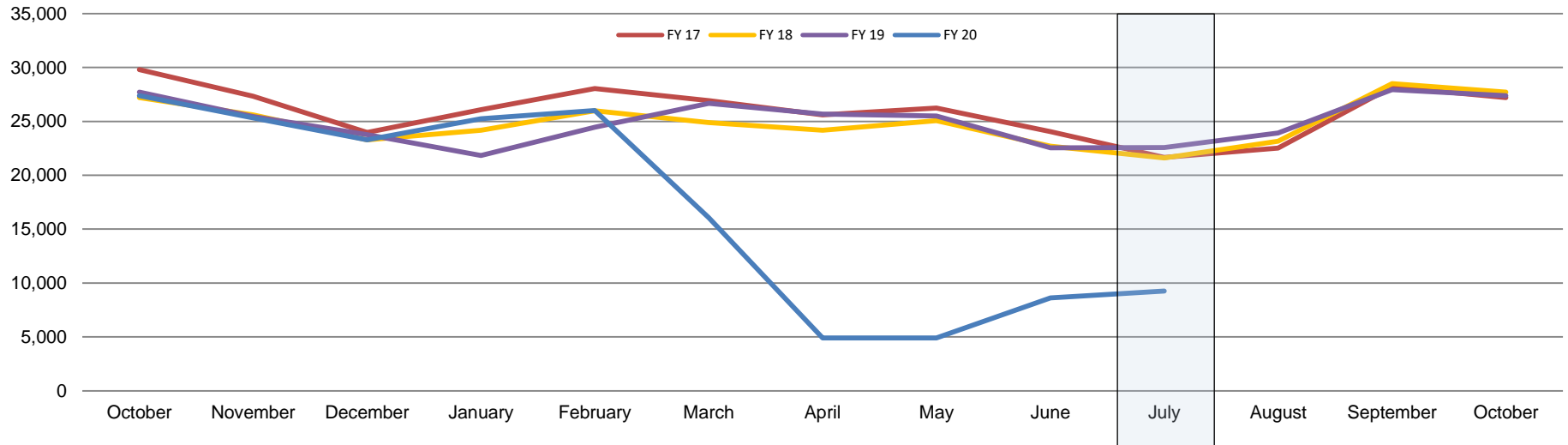
Fiscal Year Ridership

	Fiscal Year 2020	Fiscal Year 2019	% Change
Routes 1 – 44 (<i>non-contracted regular fixed routes</i>)	4,243,883	6,055,980	↓ 29.9%
Contracted/Specialized Service (<i>GVSU, DASH, etc.</i>)	1,655,515	2,305,354	↓ 28.2%
Demand-Response (<i>Go!Bus, PASS</i>)	195,438	286,794	↓ 31.9%
Total Monthly Ridership YTD	6,094,836	8,648,128	↓ 29.5%

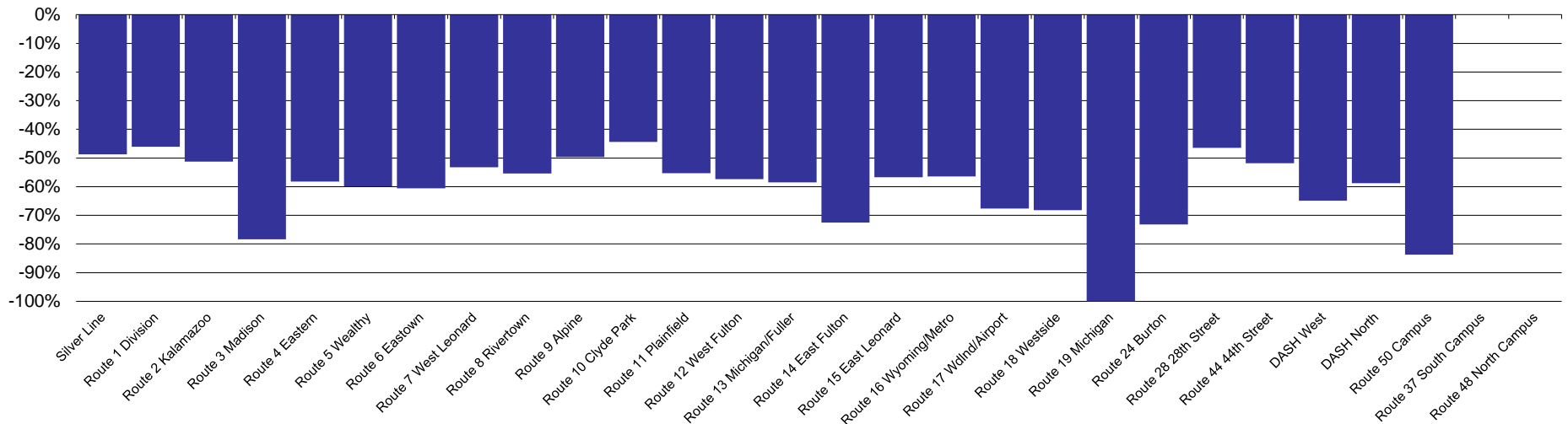
Productivity Summary

	July 2020	July 2019	% Change
Average passengers per hour per route	9.5	17.9	↓ 47.1%
Average passengers per mile per route	0.72	1.46	↓ 50.7%
Average farebox recovery percent per route	12.2%	25.3%	↓ 51.8%
Average daily passengers	8,072	18,687	↓ 56.8%

Monthly Weekday Average Ridership History



Percent Change by Route: July 2020 compared to July 2019





Date: September 23, 2020
To: ITP Board
From: Linda Medina, Finance Manager
Subject: JULY 31, 2020 OPERATING STATEMENT

Attached are the financial reports through July 31, 2020. The reports include the Combined Operating Statement that has been provided in the past and a new FY 2020 Year to Date (YTD) Operating Statement for the operating budget.

FY 2020 YTD Operating Statement Analysis

Total revenue is under budget by 13.1%.

- Passenger Fares are 33.7% and Sales of Transportation Services are 25.6% under budget due to ridership and service levels being reduced. Compared to FY 2019, linehaul ridership is down 29% and fares are down 35% through July.
- Reimbursement for eligible operating expenses through the CARES Act has been requested in the amount of \$8,707,592.

Total expenses are under budget by 10.5%.

- Overall operating expenses are under budget due to the reductions in service hours and bus miles. Contractual Services, Materials and Supplies, and Purchase Transportation are under budget by 17.3%, 29.8%, and 31.8%, respectively.
- Utilities, Insurance and Miscellaneous expenses are over budget by 4.7%, primarily due to insurance premiums.

Please feel free to reach out to me directly at (616) 774-1149 or lmolina@ridetherapid.org with any additional questions regarding the attached financial reports.

The Rapid
FY 2020 Operating Statement
Year to Date as of July 31, 2020

	YTD as of July 31		Variance		FY 2019 YTD Actual	Note - Annual FY 2020 Budget
	Budget	Actual	\$	%		
Revenues and Operating Assistance						
Passenger Fares	\$ 5,419,745	\$ 3,591,042	\$ (1,828,704)	-33.7%	\$ 5,345,871	\$ 6,525,871
Sale of Transportation Services						
CMH Contribution	668,385	329,519	(338,867)	-50.7%	609,278	794,950
Dash Contract	2,194,845	1,703,811	(491,033)	-22.4%	1,968,605	2,637,194
Grand Valley State University	2,198,755	1,789,262	(409,493)	-18.6%	2,001,166	2,710,385
Van Pool Transportation	112,620	54,795	(57,825)	-51.3%	87,711	150,000
Township Services	506,658	470,058	(36,601)	-7.2%	456,698	607,990
Route 19	438,517	248,366	(190,151)	-43.4%	391,235	525,014
Other	522,950	346,061	(176,889)	-33.8%	474,005	621,694
Subtotal Sale of Transportation Services	6,642,730	4,941,872	(1,700,859)	-25.6%	5,988,699	8,047,227
State Operating	13,291,101	11,534,563	(1,756,539)	-13.2%	12,797,395	14,978,651
Property Taxes	13,824,153	13,824,153	(0)	0.0%	13,471,171	16,588,984
Advertising & Miscellaneous	354,069	454,293	100,224	28.3%	427,293	667,549
Subtotal Revenues and Operating Assistance	39,531,799	34,345,922	(5,185,878)	-13.1%	38,030,429	46,808,282
Grant Operating Revenue (Cares Act)	-	8,707,592	8,707,592	100.0%	-	-
Total Revenues and Operating Assistance	<u>\$ 39,531,799</u>	<u>\$ 43,053,514</u>	<u>\$ 3,521,715</u>	<u>8.9%</u>	<u>\$ 38,030,429</u>	<u>\$ 46,808,282</u>
Expenses						
Salaries and Wages						
Administrative	\$ 4,366,832	\$ 4,293,088	\$ (73,745)	-1.7%	\$ 4,203,046	\$ 5,186,064
Operators	11,940,043	11,508,104	(431,939)	-3.6%	11,548,750	14,092,302
Maintenance	1,709,718	1,720,880	11,162	0.7%	1,685,952	2,083,822
Subtotal Salaries and Wages	18,016,594	17,522,072	(494,522)	-2.7%	17,437,747	21,362,188
Benefits	7,855,253	7,566,208	(289,045)	-3.7%	7,699,224	8,764,330
Contractual Services	2,348,685	1,942,117	(406,569)	-17.3%	2,096,431	2,885,077
Materials and Supplies						
Fuel and Lubricants	2,287,901	1,380,906	(906,995)	-39.6%	2,152,831	2,774,173
Other	1,652,379	1,386,002	(266,378)	-16.1%	1,599,328	1,983,802
Subtotal Materials and Supplies	3,940,280	2,766,908	(1,173,372)	-29.8%	3,752,159	4,757,975
Utilities, Insurance, and Miscellaneous	2,738,233	2,866,052	127,820	4.7%	2,683,107	3,127,979
Purchased Transportation	6,635,647	4,522,714	(2,112,933)	-31.8%	6,276,251	7,910,734
Expenses Before Capitalized Operating	41,534,692	37,186,070	(4,348,622)	-10.5%	39,944,919	48,808,282
Capitalized Operating Expenses	-	-	-	0.0%	-	(2,000,000)
Total Operating Expenses	<u>\$ 41,534,692</u>	<u>\$ 37,186,070</u>	<u>\$ (4,348,622)</u>	<u>-10.5%</u>	<u>\$ 39,944,919</u>	<u>\$ 46,808,282</u>

**Interurban Transit Partnership
Combined Operating Statement
Month Ended 07/31/20**

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target= 83%
Revenue & Operating Assistance						
Passenger Fares						
1. Passenger Fares - Linehaul	5,718,144	5,718,144	210,973	3,058,784	2,659,360	53%
2. Passenger Fares - Paratransit	1,013,095	1,013,095	103,306	626,041	387,054	62%
3. Passenger Fares - Other	22,873	22,873	1,388	21,705	1,168	95%
4. Total Passenger Fares	6,754,112	6,754,112	315,667	3,706,530	3,047,582	55%
Sale Of Transportation Services						
5. CMH Contribution	794,950	794,950	7,550	329,518	465,432	41%
6. Dash Contract	2,637,194	2,637,194	188,716	1,703,811	933,383	65%
7. Grand Valley State University	2,710,385	2,710,385	30,925	1,789,262	921,123	66%
8. Employment Transportation (Van Pool)	150,000	150,000	1,829	54,795	95,205	37%
9. Township Services	607,990	607,990	50,168	470,058	137,932	77%
10. Route 19	525,014	525,014	0	248,366	276,648	47%
11. Other	393,454	393,454	15,996	230,575	162,879	59%
12. Total Sale Of Transportation Services	7,818,987	7,818,987	295,184	4,826,385	2,992,602	62%
Other Revenue & Support						
13. State Operating	14,978,651	14,978,651	913,866	11,534,563	3,444,088	77%
14. Property Taxes	16,588,984	16,588,984	1,382,415	13,824,153	2,764,831	83%
15. Advertising	165,000	165,000	0	122,250	42,750	74%
16. Interest & Miscellaneous	502,549	502,549	29,693	332,042	170,507	66%
17. Total Other Revenue & Support	32,235,184	32,235,184	2,325,974	25,813,008	6,422,176	80%
18. Grant Operating Revenue	0	0	1,927,211	8,707,592	8,707,592+	100%
19. TOTAL REVENUE & OPERATING ASSISTANCE	46,808,283	46,808,283	4,864,036	43,053,515	3,754,768+	100%
Expenditures Route Service & Demand Response						
Labor						
20. Administrative Salaries and Wages	5,186,064	5,186,064	359,081	4,293,088	892,976	83%
21. Operators Wages	14,092,303	12,811,184	685,959	9,975,933	2,835,251	78%
22. Maintenance Wages	2,083,822	2,020,576	152,599	1,720,880	299,696	85%
23. Overtime Wages	0	1,344,365	103,801	1,532,171	187,806-	114%
24. Total Labor	21,362,189	21,362,189	1,301,440	17,522,072	3,840,117	82%
Fringe Benefits						
25. FICA/Medicare Tax	1,634,208	1,634,208	99,089	1,266,387	367,821	77%
26. Pension	2,361,046	2,361,046	95,806	1,880,200	480,846	80%
27. Group Medical	4,246,500	4,246,500	337,988	3,999,660	246,840	94%
28. Unemployment Taxes	60,000	60,000	2,197-	42,278	17,722	70%
29. Worker's Compensation	342,940	342,940	25,914	306,666	36,274	89%

**Interurban Transit Partnership
Combined Operating Statement
Month Ended 07/31/20**

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target= 83%
30. Uniforms	134,876	134,976	10,756	79,626	55,350	59%
31. Fringe Benefits Distributed to Grants	15,240-	15,240-	774-	8,609-	6,631-	56%
32. Total Fringe Benefits	8,764,330	8,764,430	566,582	7,566,208	1,198,222	86%
Services						
33. Audit, Legal, and Consultant	337,000	337,701	25,240	199,811	137,890	59%
34. Contract Service: Janitor & Bus Cleaning	1,495,459	1,501,075	115,081	1,009,657	491,418	67%
35. Contract Service: Other	1,052,618	1,093,316	68,267	732,649	360,667	67%
36. Total Services	2,885,077	2,932,092	208,588	1,942,117	989,975	66%
Materials & Supplies						
37. Fuel & Lubricants	2,774,173	2,749,173	103,741	1,380,906	1,368,267	50%
38. Tires & Tubes	45,130	50,130	0	27,207	22,923	54%
39. Office Supplies	62,402	75,166	6,175	47,865	27,301	64%
40. Printing	166,825	141,825	3,845	49,911	91,914	35%
41. Repair Parts	1,602,527	1,627,527	102,469	1,152,850	474,677	71%
42. Other Supplies	106,918	113,232	23,954	108,168	5,064	96%
43. Total Materials & Supplies	4,757,975	4,757,053	240,184	2,766,907	1,990,146	58%
Utilities						
44. Electronic Communications	110,993	110,993	6,361	209,272	98,279-	189%
45. Gas Heat	180,000	160,000	608	127,510	32,490	80%
46. Electric	637,100	637,100	50,214	443,807	193,293	70%
47. Other	64,680	64,680	4,622	36,204	28,476	56%
48. Total Utilities	992,773	972,773	61,805	816,793	155,980	84%
Casualty & Liability						
49. PI & PD Insurance	1,359,000	1,359,000	94,069	1,503,368	144,368-	111%
50. Building & Other Insurance	299,908	299,908	4,555	285,982	13,926	95%
51. Total Casualty & Liability	1,658,908	1,658,908	98,624	1,789,350	130,442-	108%

**Interurban Transit Partnership
Combined Operating Statement**
Month Ended 07/31/20

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target= 83%
Other						
52. Dues & Subscriptions	102,259	103,579	2,386	90,796	12,783	88%
53. Professional Development	144,313	138,046	1,034	67,500	70,546	49%
54. Marketing & Promotion	40,700	23,954	827	11,196	12,758	47%
55. Community Outreach	40,100	39,700	525	22,214	17,486	56%
56. Office Equipment	7,475	7,475	0	1,328	6,147	18%
57. Shop Tools	45,200	45,200	12,479	27,893	17,307	62%
58. Miscellaneous	96,250	92,150	3,096	38,982	53,168	42%
59. Total Other	476,297	450,104	20,347	259,909	190,195	58%
60. Purchased Transportation	6,253,866	6,253,866	361,818	3,708,262	2,545,604	59%
61. Purchase Transp. - CMH	1,169,350	1,169,350	11,100	484,488	684,862	41%
62. Purchase Transp. - Other	318,000	318,000	32,933	223,852	94,148	70%
63. Purchase Transp. - Suburban Paratransit	169,518	169,518	7,350	106,113	63,405	63%
64. Transfer Out - Grant Budget	0	0	0	0	0	100%
65. Operating Expenses - Capitalized	2,000,000-	2,000,000-	0	0	2,000,000-	0%
66. TOTAL OPERATING EXPENDITURES	46,808,283	46,808,283	2,910,771	37,186,071	9,622,212	79%
67. Net Surplus	0	0	1,953,265	5,867,444	5,867,444	100%
	46,808,283	46,808,283	4,864,036	43,053,515	3,754,768	92%

**Interurban Transit Partnership
Grant Revenues & Expenditures
Month Ended 07/31/20**

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Page

1

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target 83%
Grant Revenue						
1. Federal Grant Assistance	41,524,302	41,524,302	1,250,033	19,786,193	21,738,109	48%
2. State Grant Assistance	10,381,076	10,381,076	312,509	4,946,549	5,434,527	48%
3. Transfer In - Operating Budget	0	0	0	0	0	100%
4. Use of Restricted Net Assets	0	0	0	0	0	100%
5. Other Local	0	0	0	0	0	100%
6. Total Grant Revenue	51,905,378	51,905,378	1,562,542	24,732,742	27,172,636	48%
Labor						
7. Administrative Salaries	31,148	31,148	1,398	31,488	340-	101%
8. Driver Wages	0	0	0	0	0	100%
9. Temporary Wages	0	0	0	0	0	100%
10. Fringe Benefit Distribution	12,395	12,395	774	8,855	3,540	71%
11. Total Labor	43,543	43,543	2,172	40,343	3,200	93%
Material & Supplies						
12. Tires & Tubes	301,018	301,018	6,138	145,591	155,427	48%
13. Office Supplies	1,000	1,000	0	15	985	2%
14. Printing	1,000	1,000	0	90	910	9%
15. Total Material & Supplies	303,018	303,018	6,138	145,696	157,322	48%
Purchased Transportation						
16. Purchased Transportation	868,595	868,595	58,333	721,263	147,332	83%
17. Specialized Services	463,289	463,289	147,787	220,185	243,104	48%
18. Total Purchased Transportation	1,331,884	1,331,884	206,120	941,448	390,436	71%
Other Expenses						
19. Dues & Subscriptions	0	1,000	0	575	425	58%
20. Professional Development	39,325	39,125	0	564	38,561	1%
21. Miscellaneous	0	200	0	253	53-	127%
22. Total Other Expenses	39,325	40,325	0	1,392	38,933	3%
Leases						
23. Office Lease	0	0	0	0	0	100%
24. Transit Center Lease	0	0	0	0	0	100%
25. Storage Space Lease	0	0	0	0	0	100%
26. Total Leases	0	0	0	0	0	100%
Capital						
27. Rolling Stock	18,017,922	18,017,922	0	4,997,475	13,020,447	28%
28. Facilities	21,019,968	21,019,968	1,049,033	14,666,966	6,353,002	70%
29. Equipment	981,963	981,963	3,853	229,368	752,595	3%
30. Other	7,298,758	7,298,758	283,089	3,500,923	3,797,835	48%
31. Total Capital	47,318,611	47,318,611	1,335,975	23,194,732	24,123,879	49%
32. Planning Services	868,997	867,997	12,137	393,135	474,862	45%
33. Capitalized Operating	2,000,000	2,000,000	0	15,996	1,984,004	1%
34. Total Expenditures	51,905,378	51,905,378	1,562,542	24,732,742	27,172,636	48%

PROFESSIONAL DEVELOPMENT REPORT
 ALL EMPLOYEES
 JULY 2020

AMOUNT	PURPOSE	EMPLOYEE (S)	LOCATION
\$ 213.90	OSHA Training Course	S. Luther	Online
\$ 911.60	Gillig Manufacturing Site Visit	A. Johnson, D. Reed	Livermore, CA
\$ 1,542.50	Leadership Training Course	Various	Grand Rapids, MI
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\$ 2,668.00			

*This total does not include incidental travel and meeting expenses such as mileage, parking, lunch meetings, etc.