



Interurban Transit Partnership

Board Members

Mayor Gary Carey, Chair

Charis Austin
Mayor Katie Favale

Rick Baker
Steven Gilbert
Robert Postema

Mayor Rosalynn Bliss
Andy Guy
Terry Schweitzer

David Bilardello, Vice-Chair

Mayor Stephen Kepley
Jack Hoffman
Paul Troost

Tracie Coffman
Mayor Steve Maas

BOARD OF DIRECTORS MEETING AGENDA

Wednesday, April 24, 2024 –4:00 p.m.

Rapid Central Station Conference Room (250 Cesar E Chavez, SW)

AGENDA

	<u>PRESENTER</u>	<u>ACTION</u>
1. PUBLIC COMMENT		
2. MINUTES REVIEW – March 27, 2024	Mayor Kepley Delegate	Approval
3. CEO'S REPORT	Deb Prato	Information
4. ACTION ITEMS		
a. FY 2025 Unified Planning Work Program (UPWP)	Kevin Wisselink	Approval
b. Project: 2024-32 Contract with Progressive A&E (Busch Drive)	Kevin Wisselink	Approval
c. FY 24/25 Budget Formulation Guidelines	Linda Medina	Approval
5. PERFORMANCE REPORTS		
a. Paratransit Route Ridership	Jason Prescott	Information
1. March 2024		
2. On-Demand March 2024		
b. Fixed Route Ridership	Jeffrey King	Information
1. March 2024		
c. Finance	Linda Medina	Information
1. Operating Statement – February 2024		
2. Professional Development and Travel Report		
a. February 2024		
3. Grant Statement		
6. CHAIR'S REPORT	Mayor Kepley Delegate	Information
7. ADJOURNMENT		

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



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BOARD OF DIRECTORS MEETING

Wednesday, March 27, 2024 – 4:00 p.m.

Rapid Central Station Conference Room (250 Caser E Chavez SW)

ATTENDANCE:

Board Members Present:

David Bilardello, Rick Baker, Steven Gilbert, Andy Guy, Jack Hoffman, Paul Troost, Mayor Kepley, Terry Schweitzer, Mayor Maas

Board Members Absent:

Mayor Carey, Mayor Bliss, Mayor Favale, Tracie Coffman, Charis Austin

Staff Attendees:

Steve Clapp, Deron Kippen, Kris Heald, Steve Luther, Linda Medina, Nick Monoyios, James Nguyen, Deb Prato, Jason Prescott, Andy Prokopy, Steve Schipper, Mike Wieringa

Other Attendees:

Clover Brown (GVMC), Debra Cooper, Chris Swank, Michael Williams (Disability Advocates of Kent County), Jeffrey King, Janelle Rai

Mr. Vice Chair Bilardello called the meeting to order at 4:02 p.m. Chairman Mayor Carey was absent.

1. PUBLIC COMMENT

Ms. Janelle Rai – Her public comments are transcribed below.

The Rapid Board of Directors Meeting
03.27.2024
Public Comment

Hi, my name is Janelle. I'm a structural engineer, and I take route 6 to my office downtown. I'm here in support of public transit. I just want to make some general comments about how I view it. For me, cars are just transportation. Right now, I would like to sell my car. I could use an extra \$14k max out my husband and I's Roth IRAs this year. I think transportation options, such as bicycling, walking, and Public transit is of equal value to the car. Living in a place where I don't have to rely on a car to get around is important to me.

I graduated with my civil engineering degree from Calvin College. Then I did my master's degree in structural engineering at Purdue University. Between those degrees, I lived in Germany for a year. Life in Germany provided me with a model of a "car-free" lifestyle. Before that, I was unaware that such a way of living existed. When I returned to the US, I wished to replicate that lifestyle.

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

I think it is shortsighted to view The Rapid as a drain on municipal budgets. No public transportation system in the world makes a profit. There is no scenario in which a major public transit system will pay for itself.

Not even close. The closest in the US is the New York City Subway, which brings in about three fourths of the system's ongoing operating costs. It is important to understand the hopelessness of wishing that public transit systems will pay for itself, because it allows us to disregard the idea. In this light, we can see that transit is not a private good that we are forced to subsidize. Instead, it is a public good that we recoup some of the costs with fares. Besides, car travel is also heavily subsidized.

Many drivers indignantly believe that by filling their tanks with gas and paying for registration and insurance, they've paid more than their fair share. But recent data shows that drivers don't pay the full cost of the roads they drive on, and they've never paid less. Driver taxes and tolls pay for about 1/2 of the cost to build and maintain the physical infrastructure needed to drive. The remainder is paid for with general fund tax revenue. Our government spends more general tax revenue on highways than on transit, walking, and biking combined. So, people who walk, bike, or take public transit are effectively subsidizing the least efficient transportation mode at the expense of their own way of getting around.

I view transportation as a public good. It is as vital to a city's health as running water and wastewater treatment utilities. Public transit is an investment in people who are prevented by economic status, age, or physical disability from driving. Our current transportation system makes vehicle ownership the cost of admission to participate in society, and leaves behind those that can't bear that cost or ability.

Public transit also allows cities to allocate less land to asphalt car storage. The only way to do that is to give people options that do not require them to leave a car behind when they walk into an office building, home, or store.

In the next 50 years, I think ITP service should be expanded to passenger rail. I think a passenger rail network connecting GR to Rockford, Kalamazoo, Holland, Ann Arbor, and Detroit is a good idea. I'd like to have a passenger rail network to rival Switzerland's. I'd like to have a bicycle network to rival the Netherlands'. But I don't know if I'll ever see that in my lifetime. I have no agency to change the infrastructure in my built environment, which is why location is so important when deciding where to live. I want to bike to work and to the grocery store, but that option is too dangerous. I want to travel by train to visit family around our state but that option doesn't exist.

I realize planning for expanded public transit is tough from a funding perspective. I'm discouraged that public transit seems to lurch from one funding crisis to the next here in the US. Everyone I talk to wants great public transit, especially passenger rail, but if I've learned anything about transportation policy in the US, it's political will — not efficiency of a transportation system itself — that dictates what public transit, if any exists. Fortunately, a Transit Caucus has formed at the state level in Michigan, and we might be lucky enough to see legitimate support to fund public transit and take old project plans from the shelf, dust them off and start the journey to become shovel ready.

I'll conclude with a thank you to the board of directors and staff at The Rapid for continuing to offer a good BRT system. And I'll encourage you to think ambitiously about the future.

2. MINUTES REVIEW – February 21, 2024, Board Retreat

Vice Chairman Bilardello entertained a motion to approve the meeting minutes from February 21, 2024. Mayor Maas motioned to approve, and Mr. Guy supported it. The motion passed unanimously.

3. CEO'S REPORT

Ms. Prato reported that for the month of March the focus will be on the budget. Capital Budget for 2025, FY24/25 Operating budget and the state budget with LBO coming in at 26.32% which is the lowest we have seen in years.

Other news in March was Transit Worker Appreciation Day. The Bus Operator of the year was awarded to Mr. Andrew Morgan. Andrew has been with The Rapid for almost 29 years. The Technician of the year was awarded to Mr. Glenn Moon. He has been here almost nine (9) years and works in the Facilities Department, and the Administrative Employee of the year was awarded to Ms. Lindsay Thomasini. She works in Human Resources and has been with The Rapid for three (3) years. Congratulations to all the winners.

Mayor Kepley wished to confirm that 26% is from ACT 51 due to gas taxes. Ms. Prato confirmed that is correct, however she does not believe it will stay there. She added there is a lot of messaging regarding frequency drives ridership.

Mayor Kepley inquired about all the other growth within the state from other transits. Does this affect how much we get? Ms. Prato said growth in other transits with millages does take away from us.

4. ACTION ITEMS

a. PTASP Approval – Mr. Steve Luther

Mr. Luther - Public Transit Agency Safety Plan.

Mr. Luther noted that this plan was crafted approximately three (3) years ago. The FTA requires The Rapid to review, revise and get this plan approved on a regular basis. The changes this year include updating the safety performance targets, we added language to transit worker assault, and expanded the duties of the safety committee. The Safety Committee now approves the PTASP, then comes to the board for approval.

Mr. Baker asked if this came as a recommendation from the Safety committee.

Mr. Luther replied yes, it was approved by the committee on March 14, 2024

Mr. Bilardello entertained a motion to approve the Public Transit Agency Safety Plan (PTASP). Mr. Hoffman motion to approve, and Mr. Baker supported it. The motion passed unanimously.

5. PERFORMANCE REPORTS

a. Paratransit Route Ridership February 2024 – Mr. Jason Prescott

Mayor Kepley inquired about the pulse in the number of complaints and how that is going.

Mr. Prescott said Transdev has been doing a lot of training and retraining of bus operators, and the complaints are trending way down.

Mr. Bilardello noted this is a big turnaround within the last few months, and it is great news.

b. On-Demand February 2024 – Mr. Jason Prescott

No comments or questions

c. Fixed Route Ridership January/February 2024 – Mr. Jeffrey King

No comments or questions

d. Finance – Ms. Linda Medina

1. Operating Statement
2. Grant Statement

No comments or questions

6. INFORMATIONAL ITEMS

- a. RNG – EPA Reporting Changes - Mr. Steve Schipper

Mr. Schipper noted this item was discussed in the Present Performance and Service Committee meeting on March 19th. The Rapid is experiencing issues with our RNG partnership. Last year the Rapid began a partnership with the City of Grand Rapids and DTE to take our Renewable Natural Gas from the biodigester. In September of 2023 the EPA made a ruling change that The Rapid was made aware of in January 2024. There are regulatory changes that will be coming and DTE will eventually get out of the process. The regulatory and compliance on how the city needs to account for the creation of the biogas in what is called Renewable Identifying Number (RIN) credits, which is a commodity that can be sold on the market by businesses that drill for oil. The entire process is changing, and we are still navigating and understanding what this will mean for The Rapid. It could potentially be cost-neutral for us as we are not seeing the revenue we anticipated. The City of Grand Rapids can only provide us with 69% of the gas that we need. We are having conversations with other providers to get the other 31%. These new regulations take effect January 1, 2025. We expect to have contracts in place by October 1, 2024.

Mr. Hoffman appreciated the update. He feels the most disturbing thing is there an implication that DTE wanted to be a player in this field and now they are not seeing the future in it?

Mr. Schipper believes DTE didn't have a choice. There is also a fourth party that works for the city and DTE named Weaver Consultants. There may be a relationship we need with the consultants, as we would become the distributor of the gas instead of DTE.

- b. MDOT Funding FY25 LBO Reimbursement Estimates.
- c. PA202. Ms. Medina Annual Report Department of Treasury

Ms. Medina noted the PA202 requires our pension liability at the 66% level. Watkin and Ross performed the audit and reported that our Admin Plan is funded at 92.7%, and the Union Plan is at 92.4% which is an increase from last year.

7. CHAIR'S REPORT

Mr. Bilardello yielded his comments.

Around the Room:

Mr. Gilbert stated that the transit caucus is gaining quite a bit of traction. He is interested to see the leadership of the caucus invested in making real change.

Mr. Schweitzer had the opportunity to sit in on a Transportation Demand Management meeting. This was the first meeting for this working group and the representation and conversation around the table was very vigorous. The plan is to identify transportation options for the community.

Mr. Hoffman attended Hillary Scholten's fund raiser and saw Representative Skaggs who inquired about Mr. Hoffman testifying before the Transportation Commission regarding user fees. Mr. Hoffman did send the email and he is hoping to testify before the house appropriations committee.

8. ADJOURNMENT

The meeting was adjourned at 4:37 p.m.

The next meeting is scheduled for April 24, 2024

Respectfully submitted,



Kris Heald, Board Secretary



Date:

To: ITP Board

From: Kevin Wisselink, Director-Procurement and Capital Planning

Subject: FY 2025 UNIFIED PLANNING WORK PROGRAM

ACTION REQUESTED

Staff is seeking board approval of the FY 2025 Unified Planning Work Program (UPWP).

BACKGROUND

The Unified Planning Work Program (UPWP) is prepared and submitted annually in accordance with federal regulations and describes the major transportation planning activities that will take place in the upcoming fiscal year in the Grand Rapids area. Any transportation related planning project must be in an approved UPWP to be eligible for federal and/or state funding. The UPWP is developed jointly by The Rapid staff and the Grand Valley Metropolitan Council (GVMC).

The following federally funded programs are included in the UPWP:

Federal Transit Administration - Section 5307

The Urbanized Area Formula Apportionment Section 5307 program provides federal financial assistance to transit operators each year to support capital and planning activities. The apportionment provides flexibility allowing the transit operator to determine the amount spent on capital and the amount spent on planning. Total project costs for Section 5307 planning projects are funded on an 80/20 matching basis (80% federal, 20% state).

Congestion Mitigation and Air Quality - CMAQ

The CMAQ program provides competitive funding for transportation projects that provide air quality improvements. The CMAQ program is primarily a capital program, however CMAQ funds can also be used to support carpooling, vanpooling and other rideshare activities. The CMAQ program is funded at 80% federal and 20% local match for capital projects, and 100% federal match for rideshare activities

FUNDING

The proposed Unified Planning Work Program (UPWP) totals \$326,000 in Section 5307 funding, and \$150,000 in CMAQ funds. Attachment A provides a summary of all planning activities and Attachment B provides a brief description of each planning task.

Proposed FY 2025 Unified Planning Work Program Projects

Description	Total Costs
Section 5307	
Community Perceptions and Outreach	\$216,000
Short Range Transportation Plan	\$60,000
Technical and Program Support	\$50,000
Total	\$326,000
CMAQ	
Rideshare	\$150,000
Total	\$150,000

Attachment B

INTERURBAN TRANSIT PARTNERSHIP

UNIFIED PLANNING WORK PROGRAM
(UPWP)

TRANSIT PORTION
Fiscal Year 2025

COMMUNITY PERCEPTIONS AND OUTREACH

Objectives

As the Rapid plans for its future service and customer experience, community and customer data are critical to planning for what is next. The objective is to do research to determine the need for future transportation studies and initiatives to better serve the Rapid's customers and community. Customer perceptions, ridership insight, and other key information will drive our community outreach, education, awareness, and best determine our most critical transit needs. The data gained through this research helps determine the best use of operational funds as the agency works to shape messages and a cohesive community strategy to convey the benefits of public transportation and continue to meet the everchanging needs of the community. Agency staff will work in conjunction with consultant assistance to achieve these objectives.

Procedures and Tasks

- Survey customers for perceptions of services and customer experience
- Analyze past and present ridership and community insights to assess the need for certain transportation studies and initiatives to advance the agency's mission.
- Utilize research to develop outreach products to enhance customer experience for transit-dependent customers and provide comprehensive information to stakeholders and the community promoting the benefits of public transportation.

Deliverables

Surveys and research to generate quantitative and qualitative customer insights and community trends to guide plans for future studies and initiatives, drive the communication strategy, produce community information, guide operational fund usage, and establish community programs.

Budget

Funding Agency

Performing Agency ITP/The Rapid

FTA-Section 5307

\$ 172,800

MDOT

\$ 43,200

Contractual

\$ 216,000

Total

\$ 216,000

Total

\$ 216,000

SHORT RANGE TRANSPORTATION PLAN

Objective

The objective of these funds is to update ITP's Short Range Transportation Plan with the refinement of recommendations from ITP's Transit Master Plan (TMP) and ITP related Transportation Demand Management Study (TDM). Activities include evaluating service recommendations as identified by the TDM & TMP processes, initiating the use of data based subscription service for analysis of travel patterns and insights of the ridership market, administration of survey instruments, and other project development services applicable to the implementation of the TMP & TDM conclusions. Also included in this plan update are the annual GVMC Transportation & REGIS dues for data analysis.

Procedures and Tasks

- Updates to ridership projections.
- Evaluating travel patterns, mode split, and mobility analytics.
- Ridership surveying.
- Refining operating metrics.
- Capital unit-cost refinements.
- Operating cost refinements.
- Implementation support of TDM outcomes.
- Implementation support for TMP near term recommendations

Deliverables

The deliverable will be documentation required to identify the process for including TDM and TMP outcomes into the upcoming Short Range Plan.

Budget:

<u>Funding Agency</u>		<u>Performing Agency</u>	
FTA-Section 5307	\$ 48,000	ITP/The Rapid	
<u>MDOT</u>	<u>\$ 12,000</u>	<u>Contractual</u>	<u>\$ 60,000</u>
Total	\$ 60,000	Total	\$ 60,000

TECHNICAL AND PROGRAM SUPPORT

Objectives

The objective is for continued progress in The Rapid's studies and evaluation of transit and other multi-modal projects. Studies relating to management, operations, safety, economic feasibility, procurement, American with Disabilities Act (ADA) regulations, Disadvantaged Business Enterprise (DBE), Equal Employment Opportunity (EEO), Title VI compliance, asset management, Federal Transit Administration (FTA) regulations and the Triennial Review process. Staff attendance at various industry conferences and workshops including American Public Transportation Association (APTA) and Michigan Public Transportation Association (MPTA) seminars and National Transit Institute (NTI) courses to remain current with the continuous updates in the transit industry and compliant with the regulations set by the FTA as well as accepted industry practice.

Procedures and Tasks

- Technical assistance and research to assist in developing programs relating to transit and remaining compliant with industry standards and FTA regulations.
- Industry related workshops, conferences and educational NTI courses.
- Third-party consultant program support

Deliverables

With the focus on transit-related subjects, including planning, safety, security, supervision, risk management, civil rights and transit leadership improvement, with consultant help, research and support for policies and procedures that remain current with the FTA regulations and industry practices.

Budget

Funding Agency

Performing Agency

ITP/The Rapid

FTA-Section 5307

\$ 40,000

Contractual

\$ 40,000

MDOT

\$ 10,000

Direct

\$ 10,000

Total

\$ 50,000

Total

\$ 50,000

RIDESHARE

Objectives

The objective of the Rapid's rideshare program is to encourage carpooling and other modes of alternative transportation as part of a greater effort to reduce the number of single occupancy vehicles on the road. The Rapid's rideshare program offers transportation resources for employers in Kent, Ottawa, and Allegan Counties, including free online carpool matching. The alternative transportation options offered result in a reduced number of single occupancy vehicles on the roadways, reduced traffic congestion, fuel consumption and reduced air quality while promoting sustainability initiatives.

Procedures and Tasks

- Collaborate with local employers, professional associations, non-profits, and media outlets, to increase the level of interest in rideshare opportunities throughout the region.
- Develop education toolkits and strategies for educating the public on the benefits of alternate modes of transportation, particularly rideshare.
- Oversee an online rideshare matching platform. Analyze statistics available through this program and all current rideshare programs, to determine trends related to savings and environmental benefits that can help develop products to increase the number of active site users.
- Engage in extensive grassroots outreach to the general public and to key stakeholders throughout the region, especially in areas underserved by fixed route and other public transportation options.
- Coordinate with other partners in the region engaged in activities that promote ridesharing.

Deliverables

Identify areas for program growth, prioritizing opportunities for increasing rideshare activities along heavy traffic corridors.

Create a more cohesive outreach strategy, making it commonplace for key stakeholders to discuss rideshare opportunities as an integral component of the region's overall transportation strategy.

A user-friendly rideshare platform which provides the user with a comprehensive list of all available forms of transportation as an alternative to driving alone and offers an interactive experience.

Budget

Funding Agency

Performing Agency

ITP/The Rapid

FTA-CMAQ

\$ 150,000

Direct

\$ 50,000

Total

\$ 150,000

Contractual

\$ 100,000

Total

\$ 150,000



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042424-1

Fiscal Year: 2023-2024

THE APPROVED RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2025 UNDER ACT NO, 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED.

WHEREAS, pursuant to Act No. 51 of the Public Act of 1951, as amended (Act 51), it is necessary for the Interurban Transit Partnership Board, established under Act 196, to provide a local transportation program for the state fiscal year 2025, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the Interurban Transit Partnership Board to name an official for all public transportation matters, who is authorized to provide such information, as deemed necessary by the department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, it is necessary for the Interurban Transit Partnership Board to comply with the Americans with Disabilities Act in the provision of all its service; and

WHEREAS, the Interurban Transit Partnership Board will review and approve the proposed Unified Planning Work Program (UPWP) budget for fiscal year 2025.

NOW, THEREFORE, BE IT RESOLVED, that the Interurban Transit Partnership Board does hereby make its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints the Chief Executive Officer or her designee, as the Transportation Coordinator for all public transportation matters and is authorized to provide such information as deemed necessary by the Department for its administration of Act 51; and

BE IT RESOLVED that the Chief Executive Officer or her designee are hereby authorized to execute agreements and contract extensions with the Michigan Department of Transportation on behalf of the Interurban Transit Partnership Board for capital, operating, planning, CMAQ and marketing funds.

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.

Kris Heald, Board Secretary

Date

Date: April 16, 2024
To: ITP Board
From: Kevin Wisselink, Director of Procurement and Capital Planning
Subject: PROJECT 2024-32: BUSCH DRIVE CONSTRUCTION A&E

ACTION REQUESTED

Authorization is requested from The ITP Board to enter into a contract with Progressive AE (PAE) in the amount of \$386,750 for Professional Planning, Architectural and Engineering Services for construction of a new demand response operations building at 3531 Busch Drive SW.

BACKGROUND

The Rapid purchased the facility at 3531 Busch Drive SW for its demand response service operations. The Rapid's contractor, Transdev, began operations from this site in October 2022 and the site has proven very successful for these services. Vehicles are stored, maintained, fueled, and dispatched from this site.

One of the drawbacks identified when purchasing the facility was its limited administrative space. Transdev has just enough room at this site, but there is no room for growth and The Rapid desires to locate its demand response management and scheduling staff at this site to improve communications and working relationships with demand response operations.

Therefore, The Rapid contracted with Progressive AE to investigate the expansion of administrative space at this site. During this design work, Progressive AE discovered that expanding the existing site presents several challenges. There is limited room to expand, the existing building is built on the flood plain and expanding the building will lead to less-than-optimal space utilization. Progressive therefore brought a proposal to construct a new building on this site instead.

There are a few advantages this brings:

1. The ability to build the building that makes sense today and sets The Rapid up for future growth.
2. Building above flood plain will keep the building out of the path of flooding.
3. Placing the building in a well-designed location on site allows operation to continue until move-in day, meaning there is no downtime.
4. A new building won't need repair or maintenance for many years to come.
5. The project budget for a new building that fits the needs of The Rapid and is only marginally more expensive than adding a bus wash to the existing building and expanding the administrative function.

Therefore, The Rapid intends to begin design and engineering work on designing a new building with these advantages. This process is dependent on federal and environmental reviews that will be necessary for a construction project such as this.

PROCUREMENT

Based on ITP requirements, PAE put together a proposal to conduct the A&E work for the Ellsworth project. The proposal provided by PAE is consistent with the A&E Services contract ITP has with PAE. Staff analyzed the PAE proposal and found that A&E fees represent approximately 6.3% of the project construction costs. To determine if PAE's cost was fair and reasonable staff first looked at the historical range of A&E projects. Typically, architecture and engineering costs fall in the range of 6-10%. This request falls below that range, indicating that this is a fair and reasonable cost for this work. The actual construction authorization will come back to the Board once design development is complete.

FUNDING

The project is being funded using federal and state funds and is dependent on receiving authorizations for the use of federal funds on the project. There are no local funds involved in this project.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042424-2

Fiscal Year: 2023-2024

Moved and supported to adopt the following resolution:

Approval to enter a contract with Progressive AE for \$386,750 for Professional Planning, Architectural and Engineering Services for 3531 Busch Drive SW construction.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with Progressive AE for \$386,750 for \$386,750 for Professional Planning, Architectural and Engineering Services for 3531 Busch Drive SW construction in accordance with the information presented to the ITP Board on April 24, 2024.

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.

Kris Heald, Board Secretary

Date



Interurban Transit Partnership

Date: April 24,2024
To: ITP Board of Directors
From: Linda Medina, Director of Finance
Subject: FY 24/25 BUDGET FORMULATION GUIDELINES

ACTION REQUESTED

The Board to approve and adopt the FY 24/25 Budget Formulation Guidelines as presented.

BACKGROUND

In February 2001, the ITP Board initiated a comprehensive review and approval process for guidelines governing the formulation of the annual operating budget. The guidelines were approved by the Finance Committee on April 17th.

Given the critical importance of funding, it's imperative that we remain vigilant. For FY 24/25, MDOT's State Operating Assistance percentage is just 26.3%, down from this year's 33.8%. Consequently, one of the proposed guidelines is to conduct a thorough analysis of our fare structure whenever State Operating Assistance falls below the 29% threshold. The results of this analysis will be presented to the Board during the Budget Workshop for thorough discussion and consideration.

The following are the Fiscal Year 24/25 budget formulation guidelines for the Board's approval:

- Funding consistent with guiding principles of enhancing frequency and a span of hours to create convenient mobility for the residents of the six cities.
- Contribution to the union defined benefit pension plan shall be based upon actuarial recommendations and will meet or exceed the mid-range contribution as the budget allows.
- Contribution to the administrative defined benefit pension plan shall be based upon actuarial recommendations and will meet or exceed the high range contribution as the budget allows.
- Utilize Section 5307 funds for preventive maintenance as permitted by federal regulations.

- Contracted service billing rates will encompass all operational expenses and be prorated by revenue miles, hours, or contracted trips.
- Locally derived Interurban Transit Partnership funds shall not be used to subsidize contract services, unless specifically approved by the Board.
- State Operating Assistance is assumed to be 26.3207%. This rate will be updated as additional information is received from Michigan Department of Transportation (MDOT).
- If State Operating Assistance (SOA) percentage is under 29% an analysis of the fare structure will be performed and brought back to the Board for discussion.
- Unrestricted net reserves will be used to balance the budget.
- The budgeted millage rate is assumed to be flat or include a minimal Headlee reduction. The new millage rate will not be available until May 2024 from Kent County.
- Implement adjustments to the administrative salary structure based on labor market data, as outlined in the Compensation Philosophy approved by the Board in 2017, to ensure competitiveness in attracting and retaining top talent.

The goal is to remain flexible and adaptable to changing circumstances and continue to review and adjust budget priorities as needed to align with strategic objectives.

Please feel free to reach out to me directly at 774-1149 or lmedina@ridetherapid.org with any questions.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042424-3

Fiscal Year: 2023-2024

Moved and supported to adopt the following resolution:

Approval and adoption of the FY 24/25 budget formulation guidelines.

BE IT RESOLVED that the Interurban Transit Partnership (ITP) Board has reviewed and hereby adopts the FY 24/25 budget formulation guidelines in accordance with the information presented to the ITP Board on April 24, 2024.

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.

Kris Heald, Board Secretary

Date

Financial Planning & Analysis

The Rapid

Finance Committee

April 17th, 2024



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February 2024 Operating Statement

Budget Timeline

Budget Guidelines

Contract Service Rate

Medical Insurance Premiums vs Claims

Medical Insurance Renewal

February 2024 Operating Statement - Revenues

	YTD as of February 28, 2024		Variance		Last Year	% Variance	Current Year
	Budget	Actual	\$	%	FY 22/23 YTD Actual	to FY 22/23 YTD Actual	FY 23/24 Annual Budget
Revenues and Operating Assistance							
Passenger Fares	\$ 1,984,154	\$ 1,986,372	\$ 2,218	0.1%	\$ 1,816,793	9%	\$ 4,895,883
Sale of Transportation Services							
CMH Contribution	182,707	146,701	(36,006)	-19.7%	168,755	-13%	447,839
Dash Contract	768,848	777,810	8,962	1.2%	678,099	15%	1,856,468
Grand Valley State University	1,762,915	1,696,789	(66,126)	-3.8%	1,477,319	15%	3,682,642
Van Pool Transportation	-	-	-	0.0%	(1,242)	-100%	-
Township Services	81,868	108,015	26,147	31.9%	170,922	-37%	185,836
Other	99,068	93,673	(5,395)	-5.4%	93,581	0%	218,635
Subtotal Sale of Transportation Services	2,895,406	2,822,988	(72,418)	-2.5%	2,587,434	9%	6,391,421
State Operating	8,076,019	7,592,594	(483,425)	-6.0%	5,933,223	28%	18,870,616
Property Taxes	8,192,084	8,598,322	406,238	5.0%	7,761,510	11%	19,661,002
Advertising & Miscellaneous	288,089	1,086,560	798,471	277.2%	531,691	104%	714,020
Subtotal Revenues and Operating Assistance	21,435,751	22,086,835	651,084	3.0%	18,630,651	19%	50,532,941
Grant Operating Revenue	-	-	-	0.0%	8,299,953	-100%	-
Unrestricted Net Reserves	-	-	-	0.0%	-	-	5,474,451
Total Revenues and Operating Assistance	\$ 21,435,751	\$ 22,086,835	\$ 651,084	3.0%	\$ 26,930,604	-18%	\$ 56,007,392

February 2024 Operating Statement - Expenses

	YTD as of February 28, 2024		Variance		Last Year	% Variance	Current Year
	Budget	Actual	\$	%	FY 22/23 YTD Actual	to FY 22/23 YTD Actual	FY 23/24 Annual Budget
Salaries and Wages							
Administrative	\$ 2,626,724	\$ 2,309,591	\$ (317,132)	-12.1%	\$ 2,168,519	7%	\$ 7,226,977
Operators	6,166,603	4,972,277	(1,194,327)	-19.4%	5,236,983	-5%	16,033,168
Maintenance	1,070,330	953,338	(116,992)	-10.9%	843,992	13%	2,782,858
Subtotal Salaries and Wages	9,863,657	8,235,206	(1,628,451)	-16.5%	8,249,494	0%	26,043,003
Benefits	4,674,549	3,600,960	(1,073,588)	-23.0%	3,916,654	-8%	10,842,785
Contractual Services	1,416,034	1,416,029	(5)	0.0%	1,248,597	13%	3,912,166
Materials and Supplies				0.0%			-
Fuel and Lubricants	1,143,402	880,984	(262,417)	-23.0%	1,069,692	-18%	3,026,466
Other	712,190	712,148	(42)	0.0%	624,476	14%	1,969,374
Subtotal Materials and Supplies	1,855,591	1,593,132	(262,459)	-14.1%	1,694,168	-6%	4,995,840
Utilities, Insurance, and Miscellaneous	2,589,459	2,224,925	(364,534)	-14.1%	2,438,602	-9%	5,699,115
Purchased Transportation	3,548,537	3,632,981	84,444	2.4%	2,770,703	31%	8,514,483
Expenses Before Capitalized Operating	23,947,826	20,703,233	(3,244,593)	-13.5%	20,318,217	2%	60,007,392
Capitalized Operating Expenses	(406,426)	(406,426)	(0)	0.0%	-	-100%	(4,000,000)
Total Operating Expenses	\$ 23,541,400	\$ 20,296,807	\$ (3,244,593)	-13.8%	\$ 20,318,217	0%	\$ 56,007,392
Net Surplus/(Deficit) without Net Reserves		\$ 1,790,029			\$ (1,687,566)		
Net Surplus/(Deficit) with Net Reserves		\$ 1,790,029			\$ 6,612,387		

February 2024 Operating Statement – Highlights

- Revenue is favorable by 3.0% before federal operating assistance
 - Passenger fares are in line with budgeted expectations
 - Sale of transportation services is slightly under budget, based on approved contracts
- Expenses continue to trend under budget, 13.8% through the month of February
 - Wages and fringes are lower than forecasted due to the current personnel counts, but remain focused on employee recruitment and retention
 - Fuel expenses continue to remain below forecasted levels due to favorable prices
 - Insurance premiums are lower than what was first anticipated
- \$406,426 has been identified as eligible for Federal 5307 preventative maintenance funding to be used in the operating environment

FY 24/25 Budget Timeline

Phase	Responsibility	FEB	MAR	APR	MAY	JUN	JUL	AUG
Preparation								
Establish budget timeline	Finance Staff	→						
Establish budget guidelines	Finance Staff		→					
Review budget timeline (4/17)	Finance Committee			→				
Review budget guidelines (4/17)	Finance Committee			→				
Budget guidelines approved (April 24)	Full Board			→				
Budget Development								
Budget Kickoff (March 1)	Staff		→					
Directors Review Budget With Upline (3/1 - 4/19)	Staff		→	→				
Departmental budgets submitted (4/19)	Staff		→	→				
Departmental budgets compiled (4/22 - 5/3)	Finance Staff				→			
Initial budget review by leadership (5/6-5/10)	Staff					→		
Finance updates budget (5/13-5/24)	Finance Staff					→		
Review								
Second review by leadership (5/28 - 5/31)	Staff					→		
Preliminary budget book due (6/5)	Staff						→	
Review preliminary budget (6/12)	Finance Committee						→	
Budget book sent to Board (July 17)	Staff						→	
Budget Workshop (July 24)	Full Board							→
Adoption								
Budget approval (August 28)	Full Board							→

Proposed FY 24/25 Budget Guidelines

- Funding consistent with guiding principles of enhancing frequency and a span of hours to create convenient mobility for the residents of the six cities.
- Both the union and administrative defined benefit pension contributions shall be based upon actuarial recommendations and will meet or exceed mid and high range contributions
- Utilize Section 5307 funds for preventive maintenance as permitted by federal regulations.
- Contracted service billing rates will encompass all operational expenses and be prorated by revenue miles, hours, or contracted trips.
- Locally derived Interurban Transit Partnership funds shall not be used to subsidize contract services, unless specifically approved by the Board.

Proposed FY 24/25 Budget Guidelines

- State Operating Assistance is assumed to be 26.3207%. This rate will be updated as additional information is received from Michigan Department of Transportation (MDOT).
- If State Operating Assistance (SOA) percentage is under 29%, an analysis of the fare structure will be performed and brought back to the Board for discussion.
- Unrestricted net reserves will be used to balance the budget.
- The budgeted millage rate is assumed to be flat or include a minimal Headlee reduction. The new millage rate will not be available until May 2024 from Kent County.
- Implement adjustments to the administrative salary structure based on labor market data, as outlined in the Compensation Philosophy approved by the Board in 2017, to ensure competitiveness in attracting and retaining top talent.

Proposed FY 24/25 Contract Service Rate

	FY 21/22	FY 22/23	FY 23/24	FY 24/25
State Operating %	30.98%	31.60%	29.51%	29.20%
Full Hourly Cost	\$95.21	\$97.56	\$98.20	\$102.80
Partner Cost	\$65.71	\$66.73	\$69.22	\$72.78
Rate with GO!Bus	\$75.71	\$76.37	\$80.28	\$88.10

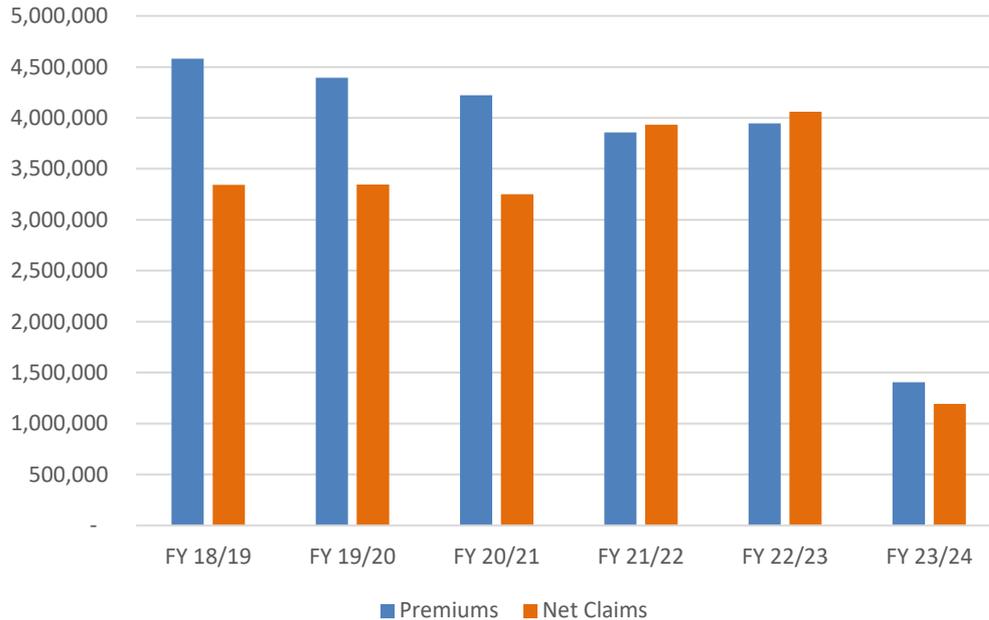
- Linehaul rate increased 5.1%
- Linehaul + GO!Bus rate increased 9.7%
 - Purchase transportation expenses increased due to the new contract with TransDev
- State operating assistance credit is included in the calculation
- Two contract service rates: Linehaul only and Linehaul and GO Bus

LINEHAUL COSTS	FY 22/23 Audited	Cost per
	Numbers	Revenue Hour
Operations	\$ 26,732,297	\$ 66.14
Maintenance	8,213,633	20.32
Administration	6,603,177	16.34
Total	\$ 41,549,107	\$ 102.80
	State Operating	30.02
	Linehaul Rate	\$ 72.78

LINEHAUL + GO!BUS COSTS	FY 22/23 Audited	Cost per
	Numbers	Revenue Hour
Operations	\$ 26,732,297.00	\$ 66.14
Maintenance	8,213,633	20.32
Administration	6,603,177	16.34
Paratransit	8,746,016	21.64
Total	\$ 50,295,122.92	\$ 124.44
	State Operating	36.34
	Linehaul & GO!Bus Rate	\$ 88.10

NTD Revenue	404,163
SOA Rate	29.2015%

Claims Vs. Premiums for Medical Insurance



- Claims have exceeded premiums for past 2 fiscal years
- Anticipate FY 23/24 for claims to be lower than premiums by 600,000
- Evaluate Level Funded & Self Funded for FY 24/25

Medical Insurance Renewal

- Right decision to pause on self funded in FY 23/24
- Reduced to 3 Plans in current year
 - HMO Traditional – 49%
 - HMO H.S.A – 31%
 - PPO Traditional – 20%
- Through January 2024, paid premiums are \$1.4 million while paid claims are \$1.2 million
- Prescriptions are 54% of the claims spend
 - Strategizing on how to reduce and control costs
- Medical claims are 45.9% of the claims spend
 - Considering alternative carrier and network
- Renewal meeting scheduled for May 20th

PARATRANSIT FY2024 REPORT CARD STANDARDS

	FY2024						FY2023							
	Standard	1st	2nd	3rd	4th	Annual	1st	2nd	3rd	4th	Annual			
Productivity														
Total Paratransit Ridership	N/A	54,428	56,803				52,939	54,734	52,769	50,315	210,757	N/A	N/A	N/A
Passengers Per Hour	≥2.0	2	2				2.1	2	2	2.0	2.0	≥2.0	<2.0 and >1.7	≤1.7
Actual value - not percentage change														
Preventable Accidents														
Preventable Accidents(Revised Satic)	≤1	4	8				5	7	5	12	7.25	≤1	>1 and <1.5	≥1.5
Actual value - not percentage change														
Customer Service														
Complaints (per 1k passengers)	≤0.9	0.054	0.056				0.07	0.07	0.02	0.05	0.05	≤0.9	>0.9 and <1.5	≥1.5
Travel Time (minutes)	≤30	31	30				29	28	29	27	28.25	≤30	>30 and <33	≥33
Actual value - not percentage change														
On-Time Performance														
Percentage of On-Time Trip	≥95%	87.41%	92.63%				74.00%	77.30%	79.25%	75.17%	76.43%	≥95%	<95% and >93%	≤93%
Percentage of On-Time Drop-Offs	≥95%	92.97%	95.20%				80.00%	75.60%	87.99%	83.50%	81.77%	≥95%	<95% and >93%	≤93%
Actual value - not percentage change														
Cost Effectiveness														
Cost Per Passenger	N/A	\$47.25	\$46.08				\$40.19	\$38.53	\$41.24	\$39.93	\$39.97	N/A	N/A	N/A
Ratio of Paratransit to Fixed Route Ridership	1:30	1:20	1:19				1:20	1:29	1:25	1:28	1:26	≥30	<30 and >27	≤27
Actual value - not percentage change														



Interurban Transit Partnership

300 Ellsworth SW, Grand Rapids, Michigan 49503-4005 Ph 616 456 7514

Date: April 4, 2024

To: Board of Directors

From: Jason Prescott, Director, Paratransit, ADA and Mobility

Subject: Rapid Connect February 2024 Monthly Report

OVERVIEW

Rapid Connect mobility on-demand program report from Friday, March 1 through Sunday, March 31.

HISTORICAL CONTEXT

The Rapid Connect service launched on January 3rd, 2022, in Walker and Kentwood to improve accessibility to public transportation within those two jurisdictions. The initial pilot (Jan-Mar) had a service operating on weekdays from 6 a.m. to 6 p.m. Presently the service operates until 10 p.m. on weekdays.

Sign-ups remain consistent from week to week. To date, 2,153 people have signed up to use this new service.

All training and testing trips taken by operators or Rapid employees have been omitted from all calculations included in this report.

CURRENT RIDERSHIP

Between Friday, March 1, 2024, and Sunday, March 31 (1 month service period), there were a total of 982 completed trips.

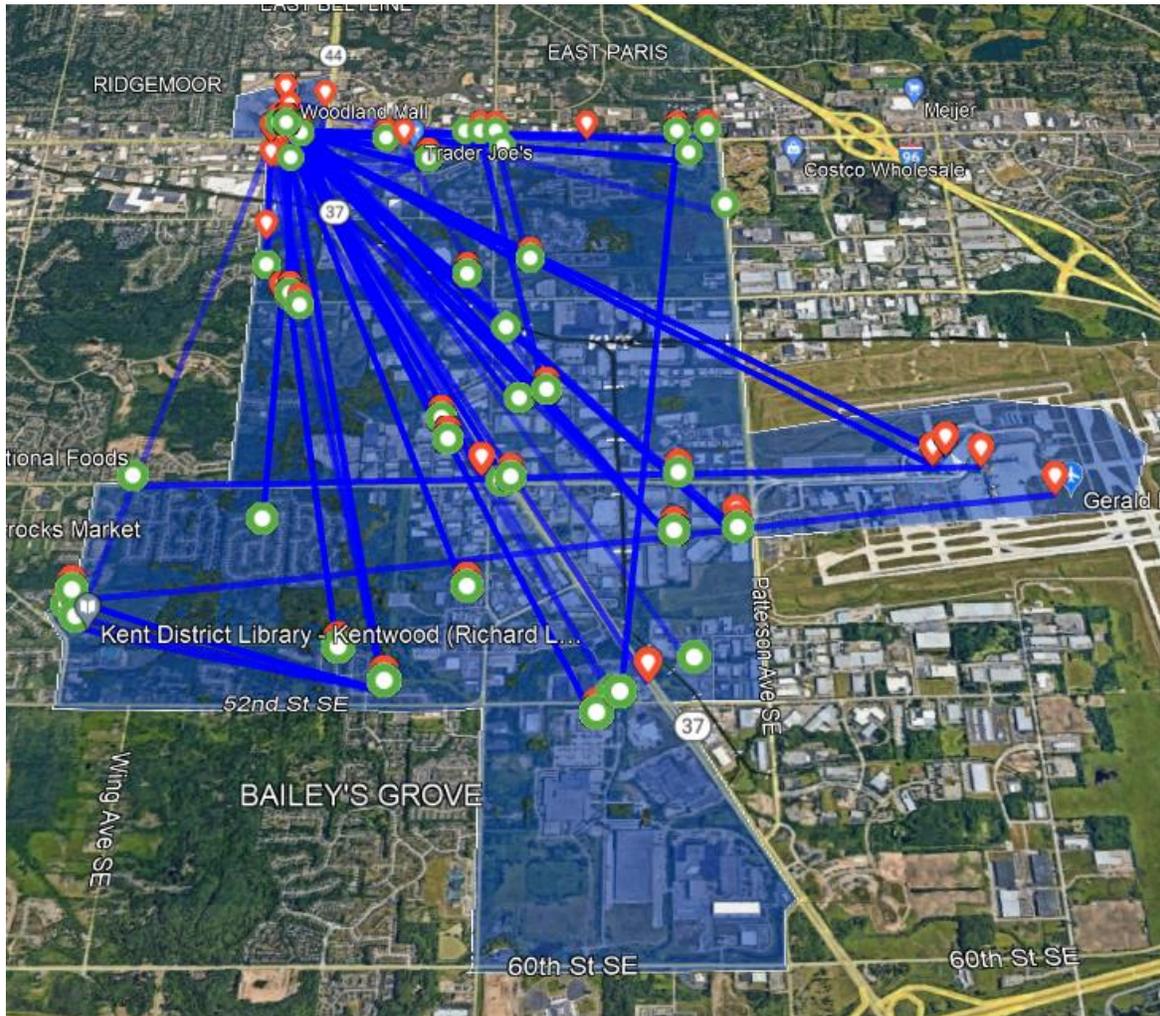
Interurban Transit Partnership

300 Ellsworth SW, Grand Rapids, Michigan 49503-4005 Ph 616 456 7514

There were 661 completed trips in Kentwood (67%), and 321 trips completed in Walker (33%). There were 64 individual riders in Kentwood and 33 in Walker that made up these trip counts for the month of March.

The average fare trip distance in Kentwood is 2.82 miles, and 2.90 miles in Walker. The fare trip distance is the distance between the pickup and drop off points and does not consider other stops on the route.

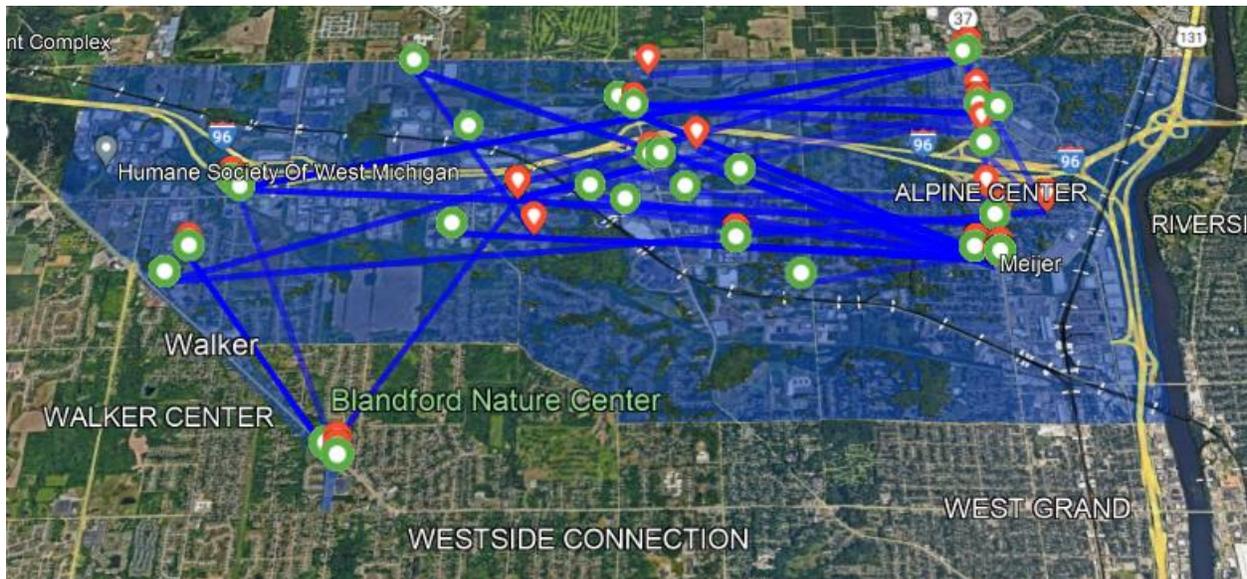
The earliest trip in Kentwood for March had a reported arrival time of 5:55 a.m. The latest trip was completed at 9:53 p.m.



Interurban Transit Partnership

300 Ellsworth SW, Grand Rapids, Michigan 49503-4005 Ph 616 456 7514

The earliest trip in Walker for March had a reported arrival time of 5:54 a.m. The latest trip was completed at 9:51 p.m.



9 Destinations were identified in the expanded zone for March 2024.

3000 Alpine Ave NW

3160 Alpine Ave NW

3248 Alpine Ave NW

3352 Alpine Ave NW

3587 Alpine Ave NW

3597 Alpine Ave NW

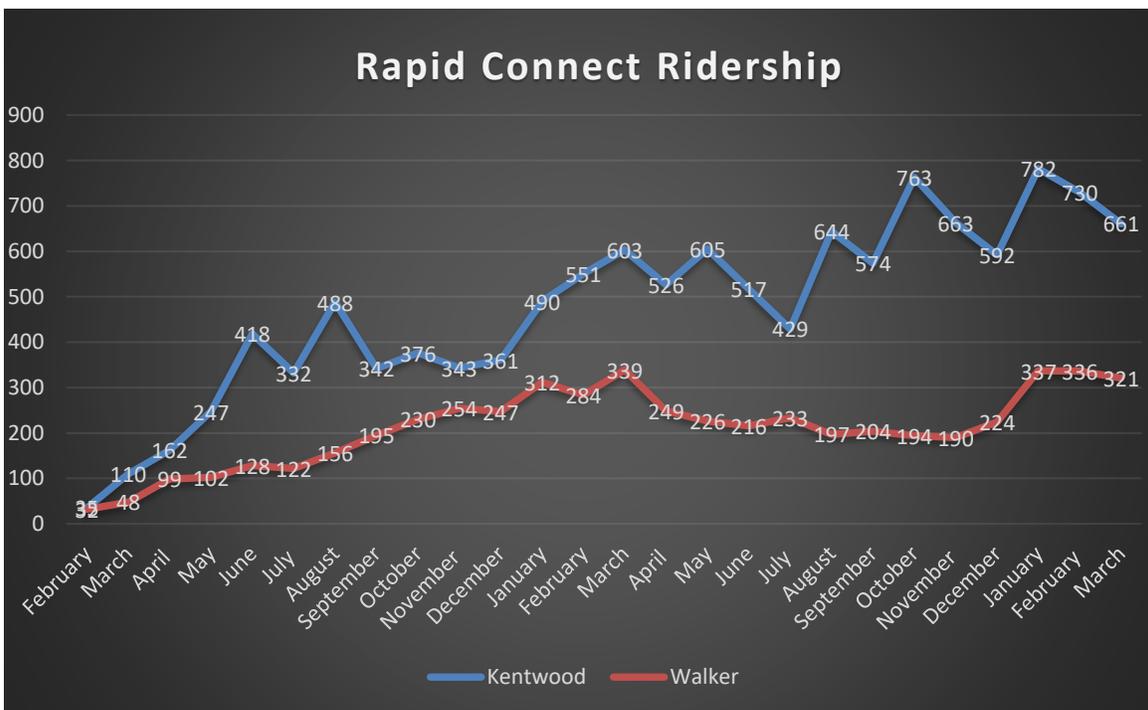
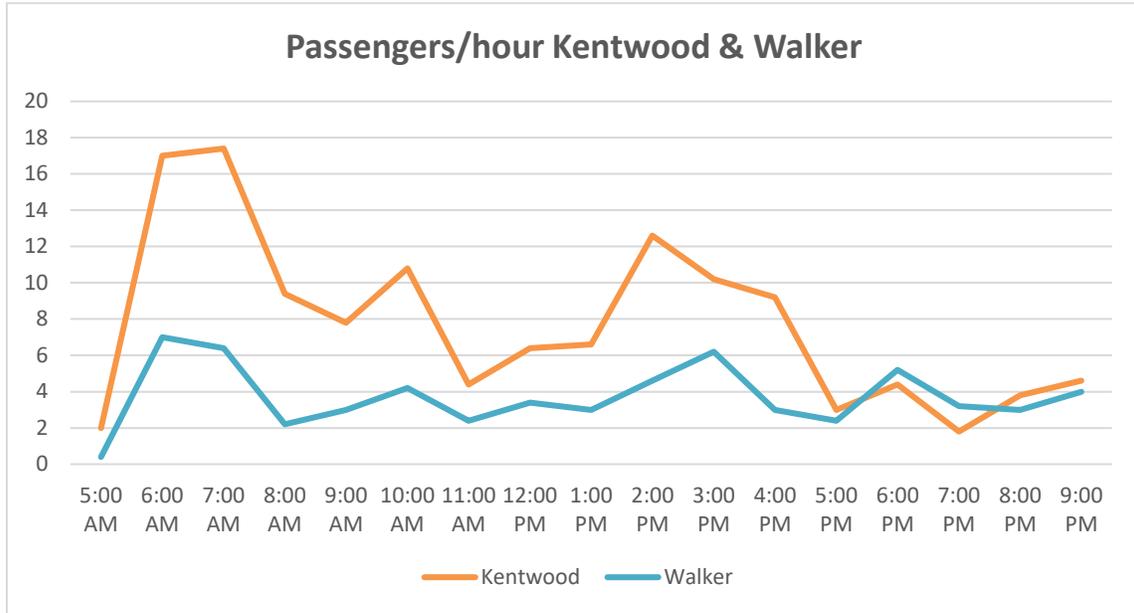
3596 Alpine Ave NW

566 Lankamp

2263 E Oak St. NW

Interurban Transit Partnership

300 Ellsworth SW, Grand Rapids, Michigan 49503-4005 Ph 616 456 7514





Date: April 10, 2024
To: ITP Board
 Nick Monoyios – Director of Planning
From: Jeffrey King – Community Relations Specialist
Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – March 2024

OVERVIEW: In March 2024, there was a minor decrease of 0.6% in ridership as compared to March 2023. It's worth noting that despite a 6.1% decline in regular fixed route service ridership, contracted services displayed a notable increase in year-over-year ridership, particularly routes 48 (GVSU S. Campus), 45 (Laker Line), and 37 (GVSU N. Campus), with a rise of 13%.

BACKGROUND INFORMATION

Monthly Ridership

	March 2024	March 2023	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	367,469	391,314	-6.1%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	179,349	158,691	+13%
Total Monthly Fixed Route Ridership	546,818	550,005	-0.6%

Daily Average Ridership

	March 2024	March 2023	% Change
Weekday Total	22,757	21,801	+4.4%
Weekday Evening	3,508	2,873	+22.1%
Saturday	9,231	8,049	+14.7%
Sunday	4,552	4,096	+11.1%

Productivity Summary

	March 2024	March 2023	% Change
Average passengers per hour per route	14.6	13.6	+7.3%
Average passengers per mile per route	1.08	1.01	+7.1%
Average farebox recovery percent per route	11.1%	10.9%	+2.1%

Fiscal Year Ridership

	FY 2024	FY 2023	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	2,181,880	2,141,493	+1.9%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	1,085,787	957,127	+13.4%
Total Fixed Route Ridership YTD	3,267,667	3,098,619	+5.5%

COMPARISON OF FEBRUARY 2024 TO FEBRUARY 2019

Monthly Ridership

	March 2024	March 2019	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	367,469	654,736	-43%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	179,349	265,482	-32%
Total Monthly Fixed Route Ridership	546,818	920,218	-40%

Daily Average Ridership

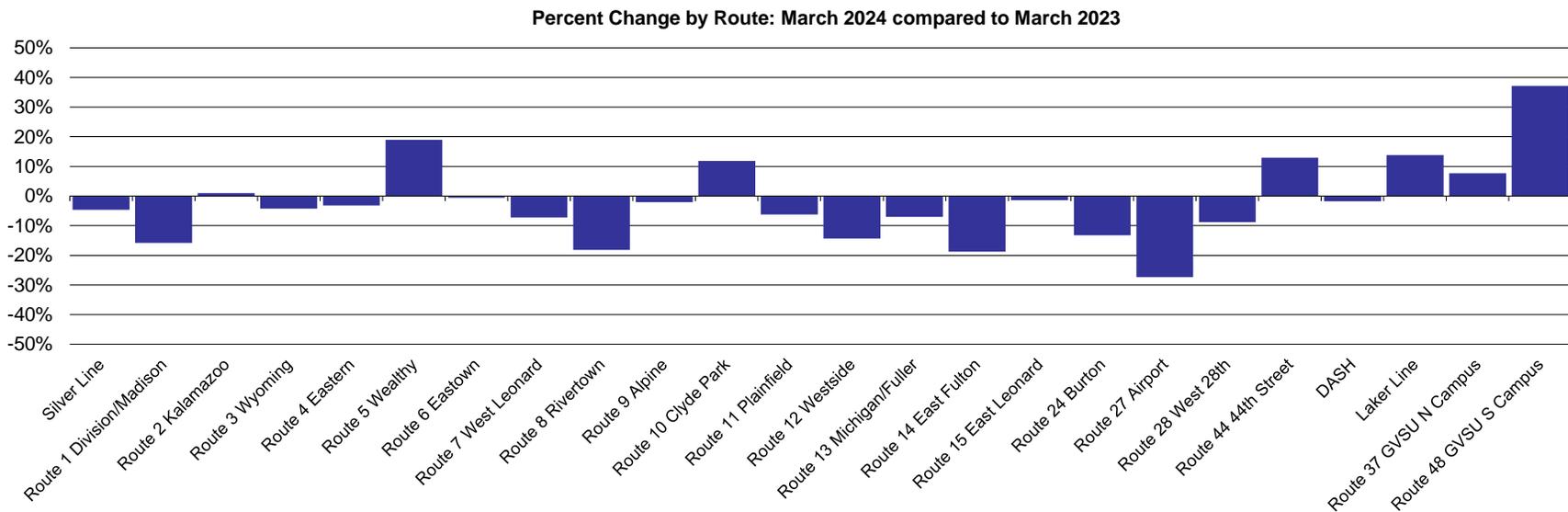
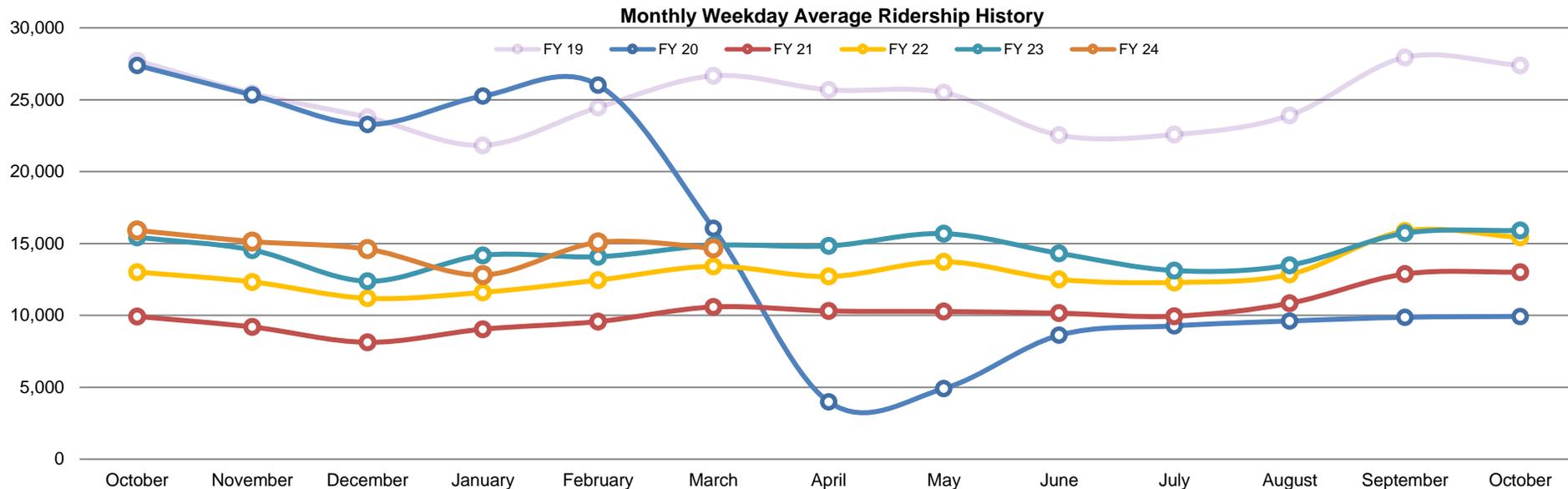
	March 2024	March 2019	% Change
Weekday Total	22,757	33,619	-32%
Weekday Evening	3,508	5,418	-35%
Saturday	9,231	13,775	-32%
Sunday	4,552	6,313	-27%

Productivity Summary

	March 2024	March 2019	% Change
Average passengers per hour per route	14.63	21.19	-30%
Average passengers per mile per route	1.08	1.72	-37%
Average farebox recovery percent per route	11.15%	25.15%	-55%

Fiscal Year Ridership

	FY 2024	FY 2019	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	2,181,880	3,668,637	-40%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	1,085,787	1,798,492	-39%
Total Fixed Route Ridership YTD	3,267,667	5,467,129	-40%





Interurban Transit Partnership

Date: April 24, 2024
To: ITP Board of Directors
From: Linda Medina, Director of Finance
Subject: February 2024 Operating Statements

Attached are the financial reports for general operating and grants through February 2024 along with the Professional Development report.

FY 23/24 YTD Operating Statement Analysis

Revenues are overall 3% favorable, with some variations:

- Fares are slightly above budget expectations.
- Sales of Transportation Services are 2.5% under budget. The main shortfall can be attributed to lower ridership from Community Mental Health compared to what was originally budgeted. While the current budget projected 34,000 rides, the trend indicates closer to 30,000 rides.
- Township Services are over budget, mainly due to Special Olympics requesting billing for the remainder of their contract.

Expenses are 13.5% under budget (before capitalizing operating expenses)

- Salaries, Wages, and Fringes remain under budget, with a focus on employee recruitment and retention.
- Materials and Supplies are 14.1% under budget because the cost per gallon for fuel continues to be lower than budgeted. While fuel costs remain steady, but staff continues to monitor the cost closely.
- \$406,426 in operating expenses have been capitalized to Preventive Maintenance.

For any further inquiries regarding the attached financial reports, please don't hesitate to contact me directly at (616) 774-1149 or Imedina@ridetherapid.org.

The Rapid
Operating Statement
Year to Date as of February 29, 2024

	YTD as of February 29, 2024		Variance		Last Year	Current Year
	Budget	Actual	\$	%	FY 22/23	FY 23/24
					YTD Actual	Annual Budget
Revenues and Operating Assistance						
Passenger Fares	\$ 1,984,154	\$ 1,986,372	\$ 2,218	0.1%	\$ 1,816,793	\$ 4,895,883
Sale of Transportation Services						
CMH Contribution	182,707	146,701	(36,006)	-19.7%	168,755	447,839
Dash Contract	768,848	777,810	8,962	1.2%	678,099	1,856,468
Grand Valley State University	1,762,915	1,696,789	(66,126)	-3.8%	1,477,319	3,682,642
Van Pool Transportation	-	-	-	0.0%	(1,242)	-
Township Services	81,868	108,015	26,147	31.9%	170,922	185,836
Other	99,068	93,673	(5,395)	-5.4%	93,581	218,635
Subtotal Sale of Transportation Services	2,895,406	2,822,988	(72,418)	-2.5%	2,587,434	6,391,421
State Operating	8,076,019	7,592,594	(483,425)	-6.0%	5,933,223	18,870,616
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Grant Operating Revenue	-	-	-	0.0%	8,299,953	-
Unrestricted Net Reserves	-	-	-	0.0%	-	5,474,451
Total Revenues and Operating Assistance	\$ 21,435,751	\$ 22,086,835	\$ 651,084	3.0%	\$ 26,930,604	\$ 56,007,392
Expenses						
Salaries and Wages						
Administrative	\$ 2,626,724	\$ 2,309,591	\$ (317,132)	-12.1%	\$ 2,168,519	\$ 7,226,977
Operators	6,166,603	4,972,277	(1,194,327)	-19.4%	5,236,983	16,033,168
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Capitalized Operating Expenses	(406,426)	(406,426)	(0)	0.0%	-	(4,000,000)
Total Operating Expenses	\$ 23,541,400	\$ 20,296,807	\$ (3,244,593)	-13.8%	\$ 20,318,217	\$ 56,007,392
Net Surplus/(Deficit) without Net Reserves		\$ 1,790,029			\$ (1,687,566)	
Net Surplus/(Deficit) with Net Reserves		\$ 1,790,029			\$ 6,612,387	

Interurban Transit Partnership
 Grant Revenues & Expenditures
 Month Ended 02/29/24

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target 42%
<u>Grant Revenue</u>						
1. Federal Grant Assistance	16,232,189	16,232,189	768,402	6,100,234	10,131,955	38%
2. State Grant Assistance	4,058,047	4,058,047	192,101	1,525,059	2,532,988	38%
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	20,290,236	20,290,236	960,503	7,625,293	12,664,943	38%
<u>Labor</u>						
7. Administrative Salaries	0	0	0	0	0	100%
8. Driver Wages	0	0	0	0	0	100%
9. Temporary Wages	0	0	0	0	0	100%
10. Fringe Benefit Distribution	0	0	0	0	0	100%
11. Total Labor	0	0	0	0	0	100%
<u>Material & Supplies</u>						
12. Tires & Tubes	322,000	322,000	22,038	98,611	223,389	31%
13. Office Supplies	0	0	0	0	0	100%
14. Printing	0	0	0	0	0	100%
15. Total Material & Supplies	322,000	322,000	22,038	98,611	223,389	31%
<u>Purchased Transportation</u>						
16. Purchased Transportation	1,200,000	1,200,000	100,000	500,000	700,000	42%
17. Specialized Services	0	0	0	0	0	100%
18. Total Purchased Transportation	1,200,000	1,200,000	100,000	500,000	700,000	42%
<u>Other Expenses</u>						
19. Dues & Subscriptions	26,000	27,000	0	26,757	243	99%
20. Professional Development	0	0	0	0	0	100%
21. Miscellaneous	0	1,859	0	0	1,859	0%
22. Total Other Expenses	26,000	28,859	0	26,757	2,102	93%
<u>Leases</u>						
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%
<u>Capital</u>						
27. Rolling Stock	4,320,079	4,320,079	0	3,412,320	907,759	79%
28. Facilities	3,617,625	6,055,443	152,681	1,229,992	4,825,451	20%
29. Equipment	675,298	1,883,609	392,640	421,131	1,462,478	22%
30. Other	1,742,950	2,041,091	133,847	1,223,362	817,729	60%
31. Total Capital	10,355,952	14,300,222	679,168	6,286,805	8,013,417	44%
32. Planning Services	4,932,231	985,102	62,142	306,694	678,408	31%
33. Capitalized Operating	3,454,053	3,454,053	97,155	406,426	3,047,627	12%
34. Total Expenditures	20,290,236	20,290,236	960,503	7,625,293	12,664,943	38%

PROFESSIONAL DEVELOPMENT & TRAVEL REPORT
ALL EMPLOYEES
FEBRUARY 2024

AMOUNT	PURPOSE	EMPLOYEE (s)	LOCATION
299.00	Registration for Avail Engage Conference, May 13-15th	S. Clapp	Louisville, KY
<u>1,749.20</u>	Marketing, Communications & Customer Experience APTA workshop	C. Cooper	New Orleans, LA
<u>\$ 2,048.20</u>			

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