



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, March 24, 2021 – 4 p.m.

Virtual Meeting

AGENDA

	<u>PRESENTER</u>	<u>ACTION</u>
1. PUBLIC COMMENT		
2. MINUTES REVIEW – February 24, 2021	Mayor Kepley	Approval
3. ACTION ITEMS		
a. Unified Planning Work Program	Kevin Wisselink	Approval
b. Transit Asset Management Plan Summary	Kevin Wisselink	Approval
c. Fare Change Recommendations	Kevin Wisselink	Approval
d. COA Township Service Guidelines	Nick Monoyios	Approval
e. COA Preferred Alternative	Max Dillivan	Approval
4. STAFF REPORTS		
a. Paratransit Route Ridership	Jason Prescott	Information
1. January 2021		
2. February 2021		
3. First Quarter Rideshare Report		
b. Fixed Route Ridership	Max Dillivan	Information
1. January 2021		
c. Finance – January 2021	Linda Medina	Information
1. Operating Statement		
2. Professional Development and Travel Report		
3. Grant Statement		
5. INFORMATION		
a. Capital Projects Update	Kevin Wisselink	Information
5. CEO'S REPORT	Deb Prato	Information
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.*

Board Members**Mayor Stephen Kepley, Chair**

Charis Austin
Mayor Katie Favale

Rick Baker
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Mayor Gary Carey
Jack Hoffman
Paul Troost

Tracie Coffman
Mayor Steve Maas

RAPID BOARD MEETING**Wednesday, February 24, 2021 – 4 p.m.****Virtual Meeting****ATTENDANCE:****Board Members Present:**

Charis Austin, Rick Baker, David Bilardello, Mayor Rosalynn Bliss, Mayor Gary Carey, Tracie Coffman, Steven Gilbert, Andy Guy, Jack Hoffman, Mayor Stephen Kepley, Mayor Steve Maas, Rob Postema, Terry Schweitzer

Board Members Absent:

Mayor Katie Favale, Paul Troost

Staff Attendees:

Steve Clapp, Max Dillivan, Whitney Ehresman, Peggy Galt, Nancy Groendal, Julie Ilbrink, Win Irwin, Deron Kippen, Bill Kirk, Steve Luther, Linda Medina, Nick Monoyios, James Nguyen, Jason Prescott, Andy Prokopy, Steve Schipper, Mike Wieringa, Kevin Wisselink

Other Attendees:

Eliana Bootzin, Devery Krupchak, Ken Miguel-Cipriano, Deb Prato, Chris Swank, Kristin Turkelson

Mayor Kepley called the meeting to order at 4:02 p.m.

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

1. PUBLIC COMMENT

No public comments were offered.

2. MINUTES – January 27, 2021 Board of Directors Meeting

Minutes from January 27, 2021 were distributed. Minutes were approved as submitted.

3. ACTION ITEMS**a. Contract with Progressive AE for Architectural Services**

Mr. Kippen is requesting authorization from the ITP Board to execute a fixed fee contract with Progressive AE (PAE) in the amount of \$138,518, which includes a 10% contingency of \$12,593. PAE will complete the architectural and engineering services for the Rapid Facilities Building Reconstruction Project.

Mayor Bliss asked how often it is determined who serves as the on-call firm. Mr. Schipper expressed we are under a five-year contract.

Mr. Baker motioned for the item to be approved. Mayor Maas supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

b. Shelter Purchase Contract

Mr. Dillivan is requesting authorization from the ITP Board to execute a five-year contract with Tolar Manufacturing Company, Inc. for the purchase of bus shelters. The first year of the contract identifies the purchase of eight (8) bus shelters at a cost of \$42,930. The Rapid has the option to buy up to an additional seventy-two (72) shelters.

Mr. Schweitzer asked if there will be shelters at the hub locations when the COA is implemented. Mr. Dillivan stated most of the areas already have shelters, and the goal is to have some type of covered shelter at all hub locations.

Mayor Bliss asked if Tolar was a local company. Mr. Dillivan stated they are based in California. While they did seek input from local companies, Tolar received the best reviews and feedback from customers.

Mr. Gilbert expressed he is looking forward to seeing some of the narrower profiles, especially in the Walker area where some locations have fallen into disrepair.

Mr. Guy motioned for the item to be approved. Ms. Austin supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

c. Bids for Asset Engines

Mr. Clapp is requesting authorization from the ITP Board to secure costs for up to 15 replacement engines in 2021 and an additional 10 to 15 engines annually over the next four (4) years.

Mayor Kepley asked about the pricing structure for the engines. Mr. Clapp expressed Cummins was able to give us the engines at their cost.

Mayor Carey motioned for the item to be approved. Mr. Postema supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

d. Consumer Advisory Committee Appointments

Mr. Prescott is requesting authorization from the ITP Board to approve the appointments of Chet Crisher and Deb Atwood to the Consumer Advisory Committee (CAC) for terms of membership expiring on December 31, 2022.

Ms. Austin motioned for the item to be approved. Mayor Maas supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

e. Record Retention Policy

Mr. Irwin is requesting authorization from the ITP Board to approve implementation of a Record Retention Policy, establishing a procedure to maintain and dispose records and documents throughout the organization. After approval by the ITP Board, the summary document will be sent to the State of Michigan Department of Technology, Management and Budget for their review and approval.

Mayor Kepley asked for clarification on the requirement to retain operator records for 40 years. Ms. Groendal confirmed this is the rule from the State of Michigan. Mr. Guy commended the work that went into putting the policy together.

Ms. Austin motioned for the item to be approved. Mayor Bliss supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

f. Conflict of Interest Policy

Mr. Irwin is requesting authorization from the ITP Board to approve implementation of a Conflict of Interest policy and signature document which will be completed by all Board members on an annual basis.

Mayor Kepley shared he asked the attorneys to review the document once more, as there appeared to be some direct conflicts with the wording of several points. Mayor Kepley reviewed each of those revisions. The Board members discussed the recommended changes, and agreed additional work needed to be done in order to approve the document. The Board would like this item to be tabled at this time, and for the policy to be brought back for approval at the next meeting.

Mayor Carey motioned for the item to be tabled. Mayor Bliss supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

g. Code of Conduct

Mr. Irwin is requesting authorization from the ITP Board to approve implementation of a Code of Conduct document which will be completed by all Board members on an annual basis.

Mayor Maas motioned for the item to be approved. Mr. Bilardello supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

h. Draft Township Policy Proposal

Mr. Dillivan is requesting authorization from the ITP Board to approve the establishment of a formal process to review, evaluate and determine a course of action for The Rapid staff, executive leadership, and the Board in considering proposed fixed route transit services outside of the ITP service area.

Mr. Guy asked if there was anything in the statute that states where service can be provided. Mr. Monoyios stated he was unaware of any limitations. Mr. Schweitzer expressed concerns about businesses who chose to not be on a current bus line but are now in need of services. Mr. Monoyios stated each location is weighted for qualification of provision of services. He shared these are all items being covered as part of the COA. Mayor Carey suggested forming a subcommittee to do further research on full service as compared to point-to-point service. Ms. Austin expressed a concern about the possibility of making the Go!Bus process more complicated. The Board discussed and agreed that to allow the Cascade Township Route 28 Contract proposal to move forward charging revenue hours. If accepted by Cascade Township, the contract is approved for one year only.

Mayor Bliss motioned for the item to be approved with changes with the one-year contract. Mayor Carey supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

4. STAFF REPORTS – Questions

a. Paratransit Route Ridership – December 2020 and First Quarter FY 2021

The reports were distributed and reviewed.

b. Fixed Route Ridership – December 2020 and First Quarter FY 2021

The reports were distributed and reviewed.

c. Financial Reports

The operating statement, professional development and travel report, and grant statement from December 2020 were distributed and reviewed.

5. INFORMATION

a. Division United Update

Due to the time constraints, the Board decided to table this presentation until next month's meeting.

6. CEO'S REPORT

Mr. Irwin reminded the group that the Board of Directors hires the CEO who then runs the company. When it comes to union negotiations, it is important that this be the responsibility of Steve Schipper as COO and our attorney. Board members or employees should not be engaging in any union-related conversations.

Mr. Irwin shared we have received \$6,347,000 more COVID funding through the CARES act.

Mr. Irwin shared he worked with the Comms team to produce their first virtual employee meeting which highlights accomplishments, funding and employee years of service. This will be pushed out through our various communication tools.

Mr. Irwin expressed thanks for the Board's support of his time at The Rapid as the interim CEO. This will be his last Board meeting. He has enjoyed his time working with The Rapid.

7. CHAIR'S REPORT

Mayor Kopley expressed his thanks for Win's work as interim CEO. He is grateful for all the work that has been accomplished. Mr. Irwin shared his appreciation for the team and all the employees as they bring their best every day.

Mayor Kopley stated Deborah Prato's contract has been fully signed and is looking forward to her starting as CEO. Ms. Prato expressed her excitement to begin her new role, along with getting to know more people.

8. ADJOURNMENT

The meeting was adjourned at 5:50 p.m.

The next meeting is scheduled for March 24, 2021.

Respectfully submitted,



Julie Ilbrink, Board Secretary

Date: March 19, 2021
To: ITP Board
From: Kevin Wisselink, Grants and Capital Planning Manager
Subject: FY 2022 UNIFIED PLANNING WORK PROGRAM

ACTION REQUESTED

Staff is seeking board approval of the FY 2022 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 projects must be contained in an approved UPWP in order 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 contained 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 to be spent on capital and the amount to be spent on planning. Total project costs for Section 5307 planning projects are funded on an 80/20 matching basis (80% federal, 20% state).

Covid Relief Highway Infrastructure Program-HIP

The Highway Infrastructure Program was created as part of the most recent surface transportation legislation- the Fixing America's Surface Transportation (FAST) Act and is used to support eligible roadway, bridge, transit capital, and intelligent transportation systems, as well as special eligibilities related to revenue losses resulting from Covid -19 pandemic. Project costs for Covid Relief HIP projects are 100% federal funding.

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 are \$780,000 in Section 5307 and Covid Relief HIP funding, and \$150,000 in CMAQ funds. A request for Covid Relief HIP funds was brought forward to GVMC for the Long Range Transportation Planning project. Available Covid Relief HIP funding of \$285,000 was allocated to the Long Rang Transportation Planning project with \$315,000 of Section 5307 funds. Attachment A provides a summary of all planning activities. Attachment B provides a brief description of each planning task in the format requested by the Grand Valley Metropolitan Council.

Attachment A

Proposed FY 2022 Unified Planning Work Program Projects

Description	Total Costs
Section 5307/Covid Relief HIP	
Community Outreach	\$180,000
Long Range Transportation Planning	\$600,000
Total	\$780,000

CMAQ	
Rideshare	\$150,000
Total	\$150,000

INTERURBAN TRANSIT PARTNERSHIP

UNIFIED PLANNING WORK PROGRAM
(UPWP)

TRANSIT PORTION

Fiscal Year 2022

COMMUNITY 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 at large. Non-rider community member data, 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 will be used to 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

- Conduct market research to understand general community perceptions
- 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 designed to attract choice riders, enhance customer experience for transit-dependent customers, and provide comprehensive information to stakeholders and the community at large promoting the benefits of public transportation.

Deliverables

This funding will be used to conduct surveys and generate quantitative and qualitative insights to plan for future studies and initiatives, drive communications strategy, produce community information assets, guide operational fund usage, and establish community programs.

Budget

<u>Funding Agency</u>		<u>Performing Agency</u> ITP/The Rapid	
FTA-Section 5307	\$144,000	Contractual	\$144,000
<u>MDOT</u>	<u>\$36,000</u>	<u>Direct</u>	<u>\$36,000</u>
TOTAL	\$180,000	TOTAL	\$180,000

LONG RANGE TRANSPORTATION PLANNING

Objectives

Initiate an updated Transit Master Plan (TMP). A new TMP will maximize the value that public transportation has as an MPO Planning priority and identify the strategic direction for public transportation over the next 20 years. In addition to the existing TMP being over ten (10) years old, the emergence from the pandemic will require a comprehensive and exhaustive assessment to provide an up-to-date blueprint for the most effective and efficient regional transit provisions. Combining this TMP with other updated regional smart growth strategies will ensure the greatest impact public transportation can have for our region with our unified commitment to competitive and sustainable growth.

Procedures and Tasks

- Identify a scope of work with all MPO stakeholders
- Form a Project Management Team composed of staff from ITP, municipal planning (land-use and transportation), GVMC, and MDOT.
- Establish a TMP Task Force composed of regional community leaders to guide the project process and recommendations.
- Assemble a Technical Advisory Committee – an expanded form of the Project Management Team composed of additional technical staff from the partnering regional study area.
- Compose a Project Management Plan that will identify the process to achieve the desired outcomes
- Analyze all data related to housing, jobs, mobility, economic development, land-use planning, and other key measurable elements within the region to produce an existing condition report that identifies system strengths, challenges, and opportunities for optimizing the future transit needs
- Create a finance plan to guide the TMP outcome into successful implementation
- Establish a robust Public Involvement Plan to provide a vast array of public feedback opportunities
- Develop an action plan for implementation

Deliverables

A final TMP report with implementation plan.

Budget

<u>Funding Agency</u>		<u>Performing Agency</u> ITP/The Rapid	
FTA-Section 5307	\$252,000		
MDOT	\$ 63,000		
Covid Relief HIP	<u>\$285,000</u>		
TOTAL	\$600,000	TOTAL	\$600,000

RIDESHARE

Objectives

The objective of the Rapid's rideshare and vanpool program (West Michigan Rideshare) is to encourage carpooling, vanpooling and other modes of alternative transportation as part of a greater effort to reduce the number of single occupancy vehicles on the road. West Michigan Rideshare offers transportation resources for employers in Kent, Ottawa and Allegan Counties, including free online carpool matching and coordination of vanpool formation. 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

- Administration of the Rapid Van program, including fleet management, recruitment, and support for program participants.
- Collaborate with local employers, professional associations, non-profits and media outlets, in order 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 vanpool and rideshare.
- Oversee the online rideshare matching platform RidePro. Analyze statistics available through RidePro and all current rideshare programs, to determine trends related to savings and environmental benefits that can help develop products to ultimately increase the number of active site users.
- Engage in extensive grassroots outreach to public and key stakeholders throughout the region, especially in areas underserved by fixed route and other public transportation options.

Deliverables

Identify areas for program growth, prioritizing opportunities for increasing vanpool and 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 cohesive outreach strategy may first begin with a brand audit and potential re-brand in order to ensure a strong and relevant communication strategy.

Design a user-friendly rideshare platform which provides the user with a comprehensive list of all available forms of transportation as an alternate to driving alone and offers an interactive experience for those who want to log their commutes to measure impact or participate in regional or employer commute challenges.

Budget

Funding Agency

100% Federal

FTA- CMAQ

TOTAL

\$150,000

\$150,000

Performing Agency

ITP/The Rapid

Direct

TOTAL

\$150,000

\$150,000



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 032421-1

Fiscal Year: 2020-2021

RESOLUTION OF INTENT

THE APPROVED RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2022 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 2022, 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 2022.

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 his 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 his 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.

Julie Ilbrink, Board Secretary

Date

Date: March 17, 2021
To: ITP Board
From: Kevin Wisselink, Capital Planning and Procurement Manager
Subject: TRANSIT ASSET MANAGEMENT PLAN UPDATE

ACTION REQUESTED

Staff is requesting approval of the Transit Asset Management Plan update.

BACKGROUND

The Federal Transit Administration (FTA) now requires that all transit agencies have a Transit Asset Management (TAM) Plan in place. This plan determines how The Rapid manages and maintains our capital assets and optimizes the investment of our capital dollars. The Rapid's plan was finalized in September 2018, along with a Transit Asset Management policy that was approved by the Board.

The FTA requires this plan be formally updated every four years. However, staff felt it important to keep this document current and to demonstrate to the FTA that the TAM Plan is a living document that is continually being implemented. Therefore, staff is bringing the updated plan and policy to the Board for review and approval.

Staff has reviewed and updated the TAM Plan. This includes bringing inventory lists, vehicle conditions ratings, timelines, and other elements up to date. With this update, there are four new areas of focus that have been implemented since the adoption of the TAM Plan and are worth noting.

1. An internal Capital Planning Committee was formed to guide The Rapid's capital planning and Transit Asset Management processes.
2. The Rapid has produced two Capital Improvement Plans to manage our capital investments. The creation of these plans was overseen by the Capital Planning Committee.
3. Rapid staff have developed a vehicle scoring matrix to determine bus condition which will guide Rapid fixed asset investments. We will be scoring the condition all fixed route buses using this tool moving forward.
4. Rapid staff have submitted annual updates to the National Transit Database as required by the FTA, documenting asset conditions.

It must be noted that the COVID-19 pandemic has had significant effects on The Rapid's capital plans. The infusion of CARES funding for Rapid operations has reduced the need to divert Capital funding for preventative maintenance, potentially increasing capital funding availability. It

has also necessitated looking at how capital funds are spent, with greater priority being placed on safety investments such as driver shields on the buses.

The TAM Plan laid out capital investment strategies that balanced investment in our fleet against all the other needs including facilities and information technology. When analyzing The Rapid's current Capital Improvement Plan, it is found that fleet funding levels are within 3% of recommended funding levels under the original TAM Plan, indicating we are following the overall investment strategies outlined in the plan and balancing our capital investments.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 032421-2

Fiscal Year: 2020-2021

Moved and supported to adopt the following resolution:

Approval of The Rapid's updated Transit Asset Management Plan.

BE IT RESOLVED that the ITP Board approves The Rapid's updated Transit Asset Management Plan in accordance with the information presented to the Board on March 24, 2021.

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: March 17, 2021
To: ITP Board
From: Kevin Wisselink, Capital Planning and Procurement Manager
Subject: FARE CHANGE RECOMMENDATIONS

ACTION REQUESTED

Staff is requesting approval to implement the proposed fare structure changes.

BACKGROUND

Proposed Fare Changes

Staff brought a series of fare structure changes to the Board in January and received approval to go out for public comments on the proposed changes. These changes include:

1. **Combine and standardize the discounted fare programs at \$1.25 / ticket.** This will simplify the programs available to our non-profits and post K-12 educational institutions, eliminate multiple discounts or donation programs, and create a more equitable standard for providing discounted fares. The program would be open to the following organizations:
 - 501(c)3 designated organizations
 - Post K-12 Educational Institutions
2. **Transition our fare capping programs to day fare capping and calendar month fare capping.** Monthly capping would now cover one calendar month. A ride will never be charged more than the amount below depending on fare type during one calendar month. The fare capping will reset on the first day of each new month.
3. **Wave Cards can no longer go into a negative balance.** This will maintain equity among the Wave card categories, ease of use to our riders, ease customer service and operators of the confusing explanation of negative balance, allow for faster boarding times, less customer complaints and shorter times at the customer service window.
4. **Add shipping and handling costs to online orders.** This will allow The Rapid to recover shipping costs.

Public Input Process

Staff went out for public input for the proposed changes throughout the month of February 2021. Staff notified the public through a variety of methods including postings at Rapid Central Station, postings on all fixed route buses, our website, email and all forms of social media. We also held three virtual town hall meetings that allowed the public to hear about the changes and then

provide their feedback directly to us. Feedback was received through the townhall meetings, through social media, by email, phone call or written letter.

To summarize the feedback, there were a couple of comments from people who did not support the elimination of the negative fare balance and changing the capping calendar. There were also two comments from people concerned about moving from a 31-day cap to a monthly calendar as riders would receive a few less days in certain months, for example February. There were also some concerns related to the phasing out of 10-ride paper tickets, although in these cases staff worked with the commenters and have addressed most concerns. Overall, there was general support for the changes from many of the participants. For a full summary of the public comments, please see document Public Comment: Fare Changes (February, 2020) which is attached to this Board Item.

RECOMMENDATION

Based on the staff analysis and public input, staff recommends moving forward with the fare changes. The standardized discounted fare program and shipping costs would have immediate effect, while the target implementation date for the fare capping and negative balance changes is July 1, 2021.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 032421-3

Fiscal Year: 2020-2021

Moved and supported to adopt the following resolution:

Approval to adopt the proposed fare structure change.

BE IT RESOLVED that the ITP Board adopts the fare changes, in accordance with the information presented to the Board on March 24, 2021.

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: March 18, 2021
To: ITP Board
From: Nicholas Monoyios – Planning Manager
Maxwell Dillivan, AICP – Senior Planner
Subject: COMPREHENSIVE OPERATIONAL ANALYSIS (COA) - TOWNSHIP
SERVICE GUIDELINES

ACTION REQUESTED

Staff is requesting authorization to approve the following COA Township Service Guidelines for determining service provisions into adjacent six-city Townships as identified in the cost-neutral implementation phase of the COA.

BACKGROUND

The Rapid has historically provided service outside of the six-city municipal boundaries through a contractual arrangement with the entity receiving the service. These arrangements were developed upon an informal, unwritten ITP policy that directs townships to financially support all services within their jurisdictions. Over time, evolving travel demand and operational decisions have contributed to a series of inconsistencies from this informal policy that have created a fragmented approach to fixed route service relationships within townships.

Through data evaluation and significant public input, the cost-neutral portion of the COA is recommending a slight degree of service into townships that will provide a high level of value for the ridership base borne within the ITP member communities.

Therefore, the impetus to develop these recommended COA Township Service Guidelines act as an objective evaluation instrument to determine the value of providing COA recommended service into adjacent townships without a contractual arrangement to capture Township revenue.

The approval of these Guidelines will be directly correlated to the recommendations included with the COA cost-neutral Preferred Alternative implementation. All further township service considerations will be presented to the Board for deliberation and final approval.

COA TOWNSHIP SERVICE GUIDELINES - FRAMEWORK

The framework for these recommended COA Township Service Guidelines is based on administering a series of steps through a logic flow (see Figure 1) for determining the validity to proceed with the internally (i.e., staff and/or Board) proposed service within adjacent townships.

Planning Documentation

The genesis of these internally provided township service considerations will be strictly based on formal Board approved Planning documentation (i.e., COA, Transit Master Plan, Short-Range Plan, Annual Service Plan, etc.).

Operational Capacity Analysis

This identified service is subsequently applied through an operational capacity analysis. Elements of this analysis include determinations of:

1. Layover/Recovery – Staff will assess the route’s available layover/recovery time for satisfactorily extending further into a township without the use of additional vehicles/operators.
 - If layover/recovery time is available and can be applied to serve the proposed township location, staff will recommend to the Board an extension of the service to the identified location from Board approved planning documentation.
 - If layover/recovery time is not available and cannot be applied to serve the proposed township location, staff will proceed to assess availability of route realignment options to provide the needed operational capacity - only if no negative impact is determined to existing ridership demand for ITP member communities.
2. Route realignment – Staff will assess the opportunities to realign the route to accommodate the route extension serve the identified township location.
 - If a realignment is recommended, staff will proceed with requesting Board approval.
 - If a realignment is not recommended, staff will proceed with assessing the availability of additional vehicles and/or operators needed.
3. Vehicle/Operator Availability - Staff will determine the availability of vehicles and operators needed to accommodate the proposed service
 - If either vehicle or operator are available, staff will proceed into a financial capacity analysis
 - If neither vehicle and operator are not available, staff will recommend to not provide the service until additional resources become available – at which the evaluation order will repeat from the start

Financial Capacity Analysis

If the operational capacity is ascertained by adding an additional vehicle and operator, staff will proceed into evaluating the financial feasibility of the recommendation. These elements include:

- **Budget Impact** – Staff will assess both the capital and operating budget impact for the proposed service extension.
- **Paratransit** – Staff will assess the latent demand for increased paratransit trips.
- **Cost Benefit** – Planning and Finance staff will confer to evaluate the cost benefit for providing the identified township service extension. This will include an analysis of estimated fare revenue related to the value afforded by providing additional revenue miles.
 - If the recommendation to proceed is affirmative, staff will develop a formal recommendation to Executive Leadership for Board approval to supply the township service without a revenue-based service contract. The recommendation will also be included in ITP's annual budget guidelines.
 - If the recommendation to proceed is negative, staff will recommend that further consideration provide the service wait until additional resources become available – at which the evaluation order will repeat from the beginning.

ADDITIONAL STOP LOCATIONS

Stop locations within the township will be determined by staff, and any additionally requested stop location is subject for addition solely upon a cost agreement with the township. The cost identified for the addition of a bus stop will be both capital (i.e., bus stop with amenities) and the assessed operational value of accessibility.

CONCLUSION

These established guidelines provide an objective approach for justifying the township services recommended in the COA cost-neutral Preferred Alternative for implementation in August 2021, and any future ITP initiated township service provision. All township services proposed for addition that are based on ITP recommendations are subject to Board approval.

ITP INTERNAL (ITP staff and Board) TOWNSHIP SERVICE GUIDELINES – LOGIC FLOWCHART

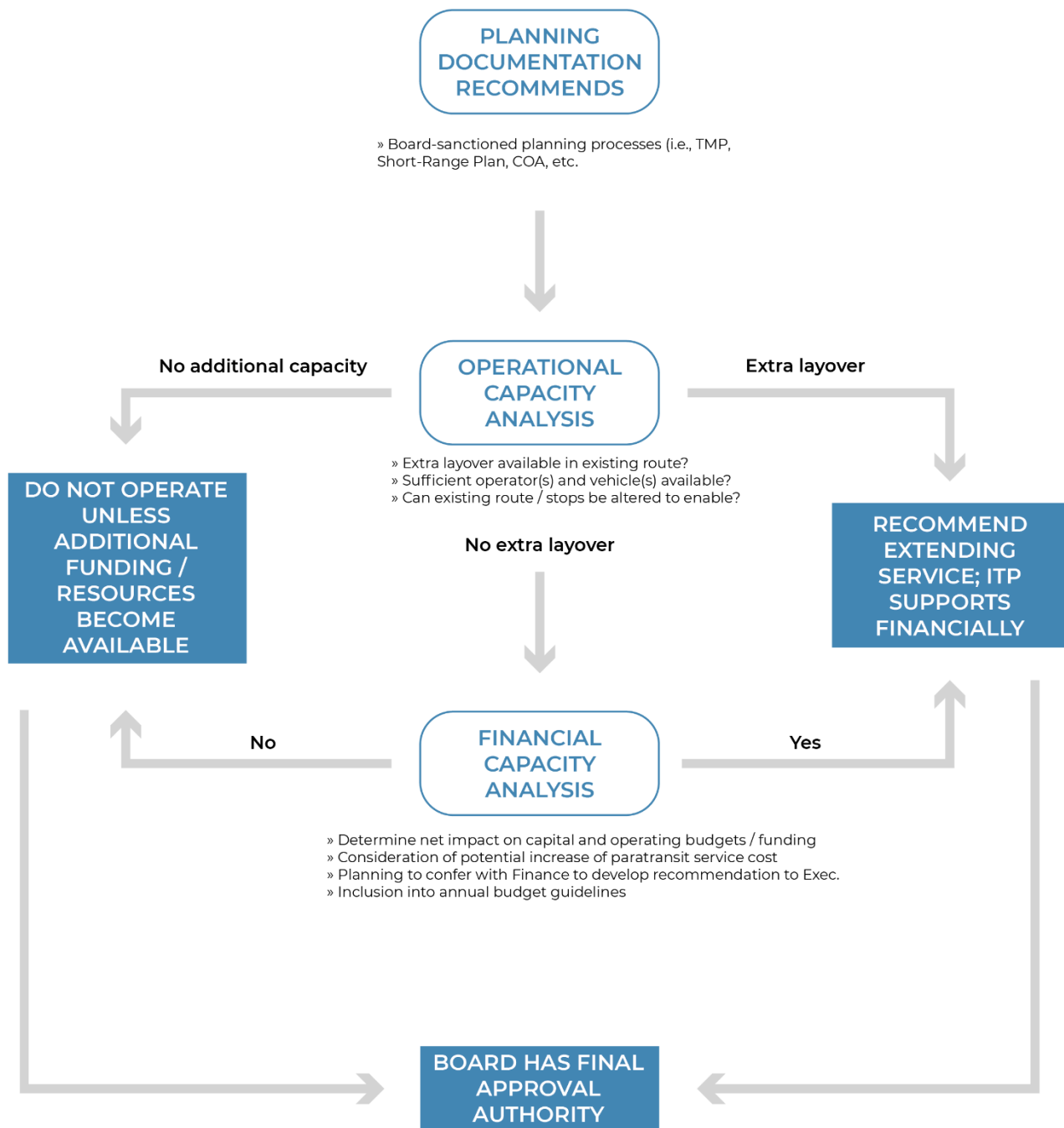


Figure 1 – ITP Internal (ITP staff and Board) Township Service Guidelines – Logic Flowchart



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 032421-4

Fiscal Year: 2020-2021

Moved and supported to adopt the following resolution:

Approval to approve the following COA Township Service Guidelines for determining service provisions into adjacent six-city Townships as identified in the cost-neutral implementation phase of the COA.

BE IT RESOLVED that the ITP Board hereby approves the COA Township Service Guidelines recommendations in accordance with the information presented to the Board on March 24, 2021.

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: March 19, 2021
To: ITP Board
From: Max Dillivan, AICP, Senior Planner
Subject: COMPREHENSIVE OPERATIONAL ANALYSIS (COA) – PREFERRED ALTERNATIVE

ACTION REQUESTED

Staff is requesting Board approval of the Final Comprehensive Operational Analysis (COA) Report. Approving this report authorizes the implementation of the cost-neutral Preferred Alternative in August 2021.

BACKGROUND

Beginning in July 2019, the COA (i.e., *Mobility for All*) was initiated to analyze the existing fixed route system to maximize efficiency, improve reliability, encourage ridership growth, and evaluate opportunities for emerging mobility solutions beyond traditional fixed route transit. The goal of the project is to establish a cost-neutral alternative service scenario, otherwise known as the “Preferred Alternative,” and a series of future improvements beyond cost-neutral, referred to as the “Expansion Priorities.”

The Final COA Report includes the following content:

- Executive summary
- Introduction
- Existing conditions and background analysis – *previously reviewed by the Board and included in the State of the System Report; includes the market analysis, ridership trends analysis, route profiles, etc.)*
- Preliminary service scenarios – *previously presented to the Board*
- On-demand service parameters and proposed operating model – *previously presented to the Board*
- Preferred Alternative – *presented to the Board in January 2021*

Two specific elements of the Preferred Alternative have been discussed in detail due to their impact on service into townships, Route 2 – Kalamazoo recommended to serve Gaines Meijer and Route 11 – Plainfield recommended to serve Plainfield Meijer. Service into townships is addressed in the proposed *COA Township Service Guidelines*.

IMPLEMENTATION STRATEGY

The recommendations of the Preferred Alternative will be phased in beginning in August. Changes to the fixed route system will be implemented for the Fall service period on August

30, 2021. Mobility on-demand microtransit services are proposed to be implemented upon the finalization of the specific elements of the program as proposed in the Final COA Report.

Components of the fixed route system within the proposed mobility on-demand zones will remain virtually intact to ensure current accessibility to those locations are not adversely impacted. Route 7 – Leonard’s “sail” on Remembrance Road and Wilson Avenue and Route 17 – Woodland/Airport will continue operating on their current route alignments until such time that the mobility on-demand service is fully launched.

NEXT STEPS

The final remaining element of the project are the Expansion Priorities. After adoption of the Preferred Alternative, Planning staff and the consultant team will begin development of this list of recommendations to increase service beyond our existing operating parameters if or when additional resources become available. It is anticipated at this time that the Expansion Priorities will be presented to the Board for adoption in June. Once adopted, the Expansion Priorities will be included into the Final COA Report as an appendix.

Prior to the August implementation of the fixed route changes, a series of public hearings and a Title VI analysis will be conducted to ensure all federal requirements are adhered to.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 032421-5

Fiscal Year: 2020-2021

Moved and supported to adopt the following resolution:

Approval to adopt the Comprehensive Operational Analysis recommended Preferred Alternative.

BE IT RESOLVED that the ITP Board hereby accepts the Comprehensive Operational Analysis recommendations for a cost-neutral service alternative in accordance with the information presented to the Board on March 24, 2021.

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: February 4, 2021
To: ITP Board
From: Jason Prescott, Special Services Manager
Subject: JANUARY 2021 PARATRANSIT RIDERSHIP REPORT

Paratransit ridership information for January 2021, as compared to January 2020

	2021	2020	% Change
Total Paratransit Ridership	13,615	29,726	-54.2%
ADA Ridership	10,930	22,999	-52.5%
Non-Disabled Senior (NDS) Ridership	36	88	-59.1%
PASS Ridership	235	610	-61.5%
Network 180	1,343	4,993	-73.1%
Cascade Township	342	516	-34%

Ridership averages, as compared to 2020

	2021	2020	% Change
Weekday Ridership	542	1,187	-54.3%
Saturday Ridership	182	316	-42.4%
Sunday Ridership	106	311	-65.9%

Other Performance Measures

	2021	2020	% Change
On-Time Performance	98.16%	94.57%	3.6%
On-Time Drop-Off	97.11%	95.56%	1.6%
Average Cost Per Trip	\$32.42	\$27.39	18%

January 2021 Paratransit Ridership and Operating Statistics

ADA	2021	2020	Change	% Change
Clients	976	1,744	(768)	-44.0%
Passenger Trips	10,930	22,999	(12,069)	-52.5%

NDS

Clients	5	19	(14)	-73.7%
Passenger Trips	36	88	(52)	-59.1%

PASS

Clients	15	28	(13)	-46.4%
Passenger Trips	235	610	(375)	-61.5%

CONTRACTED

Clients	0	1	(1)	-100.0%
Passenger Trips	0	1	(1)	-100.0%

RIDELINK

Clients	353	358	(5)	-1.4%
Passenger Trips	1,071	1,035	36	3.5%
Phone Calls	2,759	3,725		
Total Trips sched. thru Rapid call center	2,837	4,069		

TOTALS

Clients	1,349	2,150	(801)	-37.3%
Passenger Trips	12,272	24,733	(12,461)	-50.4%
Average Weekday Ridership	542	1,187	(645)	-54.3%
Average Saturday Ridership	182	316	(134)	-42.4%
Average Sunday Ridership	106	311	(205)	-65.9%
All Ambulatory Passengers	7,697	16,511	(8,814)	-53.4%
All Wheelchair Passengers	4,575	8,222	(3,647)	-44.4%
No - Shows	327	574	(247)	-43.0%
Cancellations	3,279	6,262	(2,983)	-47.6%
MV				
Average Cost per Trip	\$32.42	\$27.39	\$5.03	18.4%
Riders per Hour	1.6	2.0	(0.4)	-20.0%
Accidents per 100,000 Miles	0.0	1.0	(1)	-100.0%

Trip Denials	0	1	-1	-100.0%
NTD Travel Time (minutes)	37	29	8	27.6%

NETWORK 180

Passenger Trips	1,343	4,993	(3,650)	-73.1%
Average Weekday Ridership	63	227	(164)	-72.2%

TOTAL PASSENGER TRIPS	13,615	29,726	(16,111)	-54.2%
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Paratransit Service Quality Statistics: network 180 Excluded

	2021	2020	2019 % of Trips	% Change
Complaints				
MV Complaints	7	31	0.1%	-77.4%

On-Time Performance

On-Time Compliance - Pick-up	98.16%	94.57%	3.6%	3.8%
On-Time Compliance - Drop-off	97.11%	95.56%	1.6%	1.6%

Date: March 5, 2021
To: ITP Board
From: Jason Prescott, Special Services Manager
Subject: FEBRUARY 2021 PARATRANSIT RIDERSHIP REPORT

Paratransit ridership information for January 2021, as compared to January 2020

	2021	2020	% Change
Total Paratransit Ridership	14,208	28,305	-49.8%
ADA Ridership	11,478	22,048	-47.9%
Non-Disabled Senior (NDS) Ridership	73	99	-26.3%
PASS Ridership	251	576	-56.4%
Network 180	1,433	4,613	-68.9%
Cascade Township	395	654	-40%

Ridership averages, as compared to 2020

	2021	2020	% Change
Weekday Ridership	571	1,036	-44.9%
Saturday Ridership	197	334	-41.0%
Sunday Ridership	141	327	-56.9%

Other Performance Measures

	2021	2020	% Change
On-Time Performance	98.05%	95.46%	2.7%
On-Time Drop-Off	96.78%	95.75%	1.1%
Average Cost Per Trip	\$31.95	\$26.55	20.3%

February 2021 Paratransit Ridership and Operating Statistics

ADA	2021	2020	Change	% Change
Clients	1,033	1,703	(670)	-39.3%
Passenger Trips	11,478	22,048	(10,570)	-47.9%

NDS				
Clients	9	14	(5)	-35.7%
Passenger Trips	73	99	(26)	-26.3%

PASS				
Clients	14	26	(12)	-46.2%
Passenger Trips	251	576	(325)	-56.4%

CONTRACTED				
Clients	0	2	(2)	-100.0%
Passenger Trips	0	12	(12)	-100.0%

RIDELINK				
Clients	323	334	(11)	-3.3%
Passenger Trips	973	957	16	1.7%
Phone Calls	3,062	3,646		
Total Trips sched. thru Rapid call center	3,141	3,943		

TOTALS				
Clients	1,379	2,079	(700)	-33.7%
Passenger Trips	12,775	23,692	(10,917)	-46.1%
Average Weekday Ridership	571	1,036	(465)	-44.9%
Average Saturday Ridership	197	334	(137)	-41.0%
Average Sunday Ridership	141	327	(186)	-56.9%
All Ambulatory Passengers	8,075	15,648	(7,573)	-48.4%
All Wheelchair Passengers	4,700	8,044	(3,344)	-41.6%
No - Shows	342	653	(311)	-47.6%
Cancellations	3,686	6,558	(2,872)	-43.8%
MV				
Average Cost per Trip	\$31.95	\$26.55	\$5.40	20.3%
Riders per Hour	1.7	2.0	(0.3)	-15.5%
Accidents per 100,000 Miles	1.0	1.0	0	0.0%

Trip Denials	4	3	1	33.3%
NTD Travel Time (minutes)	37	29	8	27.6%

NETWORK 180				
Passenger Trips	1,433	4,613	(3,180)	-68.9%
Average Weekday Ridership	72	231	(159)	-68.8%

TOTAL PASSENGER TRIPS	14,208	28,305	(14,097)	-49.8%
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Paratransit Service Quality Statistics: network 180 Excluded

	2021	2020	% of Trips	2019 % Change
Complaints				
MV Complaints	2	11	0.0%	-81.8%

On-Time Performance				
On-Time Compliance - Pick-up	98.05%	95.46%	2.6%	2.7%
On-Time Compliance - Drop-off	96.78%	95.75%	1.0%	1.1%

Date: March 24, 2021
To: ITP Board
From: Whitney Ehresman, Program Specialist
Subject: FY 2021 FIRST QUARTER RIDESHARE REPORT



OVERVIEW

West Michigan Rideshare program report from October-December 2020.
This program is merely for informational purposes. No action is required at this time.

RAPID VAN PROGRAM REPORT

Rapid Van FY 2021				
	October	November	December	Total
Number of Vans	5	5	5	
Rides	796	670	656	2,122
Vehicle Miles Traveled (VMT)	9,655	7,854	8,943	26,452
Passenger Miles Traveled (PMT)	32,247	25,054	27,634	84,935
VMT Savings (= PMT – VMT)	22,592	17,200	18,691	58,483
Volatile Organic Compounds (g) saved	32,172	24,493	26,616	83,281
Nitrogen Oxides [NOx] (g) saved	18,074	13,760	14,953	46,787
Carbon Monoxide [CO] (pounds) saved	528	402	437	1,367
Particulate Matter [PM] (g) saved	249	189	206	643
Carbon Dioxide [CO2e] (pounds) saved	21,268	16,192	17,595	55,054

The Rapid Van program provided more than 2,100 rides to and from work for essential workers in the first quarter of FY 2021. From an environmental impact standpoint, this reduced vehicle miles by 84,935, and reduced carbon dioxide emissions by 55,054 lbs. The number of vehicles in service was down from the previous year due to COVID-19 and the remote work policies employers had implemented in response to the state's restriction on employees returning to work when jobs can be performed remotely.

Rapid Van: 2020 Year in Review (Jan-Dec 2020)

Month	Number of Trips	Vehicle Miles Traveled (VMT)	Passenger Miles Traveled	VMT Savings
Jan-20	2,505	36,053	120,096	84,043
Feb-20	2,230	30,358	107,628	77,270
Mar-20	1,692	24,831	79,703	54,872
Apr-20	346	8,647	14,006	5,359
May-20	484	9,587	19,897	10,310
Jun-20	718	11,829	29,314	17,485
Jul-20	634	9,878	26,567	16,689
Aug-20	672	8,929	26,897	17,968
Sep-20	648	8,695	26,793	18,098
Oct-20	796	9,655	32,247	22,592
Nov-20	670	7,854	25,054	17,200
Dec-20	656	8,943	27,634	18,691
TOTAL	12,051	175,259	535,836	360,577

The Rapid Van program provided 12,051 rides to and from work for employees representing healthcare, manufacturing and administrative in the 2020 calendar year.

The vans remaining at the end of the calendar year represent the following industries:

Healthcare - 2

Industrial/Manufacturing - 2

Administrative - 1

And the following routes:

Muskegon to Grand Rapids - 3

Greenville/Howard City to Grand Rapids/Wyoming - 2

RIDEPRO PROGRAM REPORT

The database is set up to purge inactive users (that appear as being active for carpool matching) every six months. The most recent purge of inactive users took place at the end of the fourth quarter. During the peak COVID-19 transmission periods, and during the state lockdown, carpooling was discouraged outside of essential trips. As a result, organic traffic to the site was minimal, in addition to carpool matching activities.

The following shows the number of users active for carpool matching in RidePro.

July: 876

Aug: 855

Sept: 858

Oct: 342

Nov: 331

Dec: 304

* RidePro will notify users with inactive accounts before those users are made inactive for carpooling. The drastic decline was attributed to a purge in the database to ensure users looking for rides are only matched with active users.

Total number of users in RidePro:

July: 8576

August: 8585

September 8588

October: 8609

November: 8619

December: 8626

January 2021: 8634

While the number of users active for carpool matching decreased during the fourth quarter, the number of overall user accounts increased every month throughout the pandemic, which can be attributed to participation in commuter challenges (such as GOTOber), as well as activity related to the fall marketing campaign. This trend, in addition to survey data from RidePro users, shows a continued interest in alternative transportation modes and a desire to participate in the program at a level users are comfortable with.

RIDESHARE MARKETING ACTIVITIES

By the end of the fiscal year, the FY 2021 (fall 2020) ad campaign was approved, with funds encumbered for broadcast and digital marketing across the following platforms: FOX 17, WZZM, NPR/Michigan Radio, WOOD TV 8, MiBlz, iHeart Media, WCSG (skyview traffic spots sponsorship). West Michigan Rideshare has also committed to sponsoring the annual Triple Bottom Line bash for the West Michigan Sustainable Business Forum. Additionally, advertisements on The Rapid bus (tails) represented about 15 percent of the campaign budget for the Fall 2020 campaign. The marketing campaign also included two 5-minute interviews with area networks, including WOOD TV (studio interview on Eightwest), and FOX 17 (on-site interview segment on the Morning Mix). Of these tactics, the branded ad/sponsored content ran on the WZZM News 13 Facebook page gained the most traction, with 6.8K clicks, 167 likes, 28 shares and an overall CTR% of 2.76% (the Facebook average is .90%). While the number of impressions was higher on radio (iHeart and Michigan Radio), the highest conversion rates were from the digital ads, OTT, and the homepage takeover (WOOD TV 8), with COVID-friendly messaging, "Keeping Our Essential Workers Moving", performing the highest.

Following the success of the summer commute challenge, administered through RidePro, the GoTober (Grand Rapids) and Rocktober (Rockford) challenges were organized in October. The intent of the challenges was to encourage participants to use alternative modes of transportation, and log their trips on the Travel Calendar in RidePro. Due to COVID-19, in-person outreach was limited to digital formats.

The fall ad campaign used local photography (Nick Irwin Images), and used a similar design from the previous campaign, which launched earlier in the [fiscal] year. Similar imagery and messaging was used in a mailing campaign, geared towards 2,400 Grand Rapids Chamber of Commerce member businesses, in order to help generate program awareness.



DEVELOP A BACK TO WORK COMMUTE STRATEGY.

Improve traffic congestion and parking constraints by revamping your employee transportation program. Unsure where to begin? We are here to help.



wmrideshare.org

At the end of the quarter, Field Trip LLC designed and distributed a survey to 500 Ride Pro users, in order to gain strategic insights that could help guide future messaging and marketing efforts. There was a 13 percent response rate, and results indicated a large percentage of respondents would be comfortable vanpooling with co-workers, with proper sanitation procedures in place. The question, 'I would vanpool if they were provided by my employer' also scored relatively well, considering all factors (COVID, etc.) - there were 28 promoters, 12 passive, and 35 detractors. Overall, the data seems to suggest a narrative that people are cautious, as expected, but there are plenty of people who are eager about or at least interested in learning more about the program. The largest percentage of survey respondents (42 percent) heard about West Michigan Rideshare from a co-worker; another 25 percent of respondents heard about the program from their employer; 25 percent through advertising, and 21 percent through the Active Commute Week challenge (*respondents were able to select multiple options*).

Date: March 19, 2021
To: ITP Board
From: Maxwell Dillivan, AICP – Senior Planner
Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – January 2021

OVERVIEW

Ridership trends throughout January 2021 generally remained consistent compared to previous months. January 2021 saw the re-introduction of limited in-person learning for GVSU and GRPS, and correspondingly saw minor ridership increases on Laker Line and other GVSU contracted services as well as GRPS secondary services. However, ridership percentage compared to the same month the previous year decreased due to the comparatively reduced volume of students returning to the system as exhibited in typical years.

BACKGROUND INFORMATION

Monthly Ridership

	January 2021	January 2020	% Change
Routes 1 – 44 (<i>non-contracted regular fixed routes</i>)	216,541	626,351	↓ 65.4%
Contracted/Specialized Service (<i>GVSU, DASH, etc.</i>)	58,790	330,725	↓ 82.2%
Demand-Response (<i>Go!Bus, PASS</i>)	13,615	29,731	↓ 54.2%
Total Monthly Ridership	289,623	986,807	↓ 70.7%

Daily Average Ridership

	January 2021	January 2020	% Change
Weekday Total	11,699	40,037	↓ 70.8%
Weekday Evening	1,179	5,087	↓ 76.8%
Saturday	5,782	12,588	↓ 54.1%
Sunday	2,490	6,479	↓ 61.6%

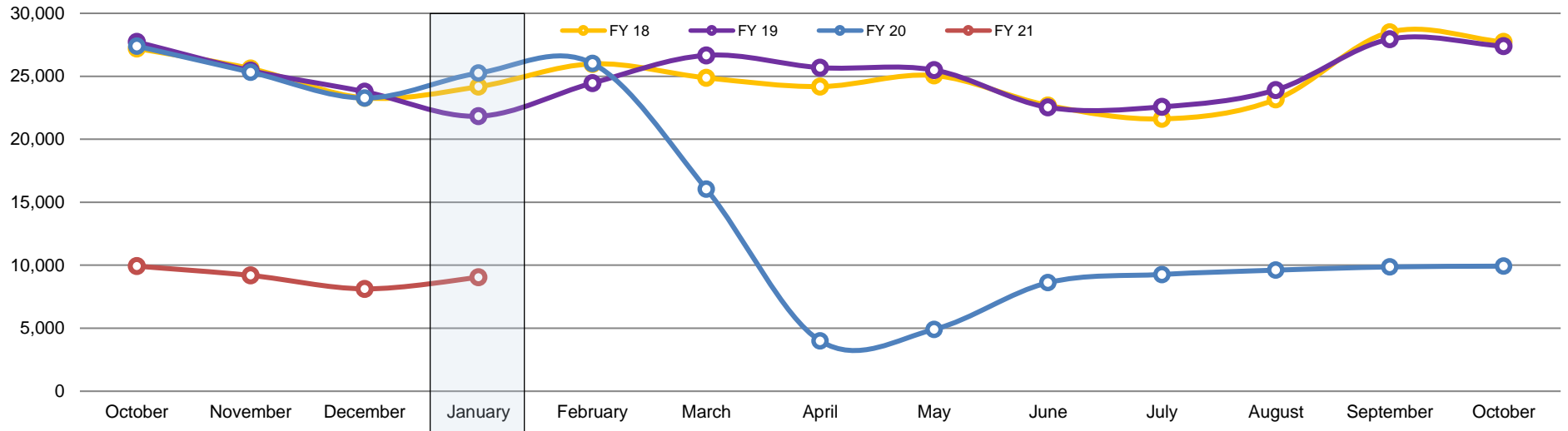
Fiscal Year Ridership

	Fiscal Year 2021	Fiscal Year 2020	% Change
Routes 1 – 44 (<i>non-contracted regular fixed routes</i>)	1,057,784	2,498,810	↓ 57.7%
Contracted/Specialized Service (<i>GVSU, DASH, etc.</i>)	279,625	1,182,468	↓ 76.4%
Demand-Response (<i>Go!Bus, PASS</i>)	56,193	116,290	↓ 51.7%
Total Monthly Ridership YTD	1,394,280	3,797,568	↓ 63.3%

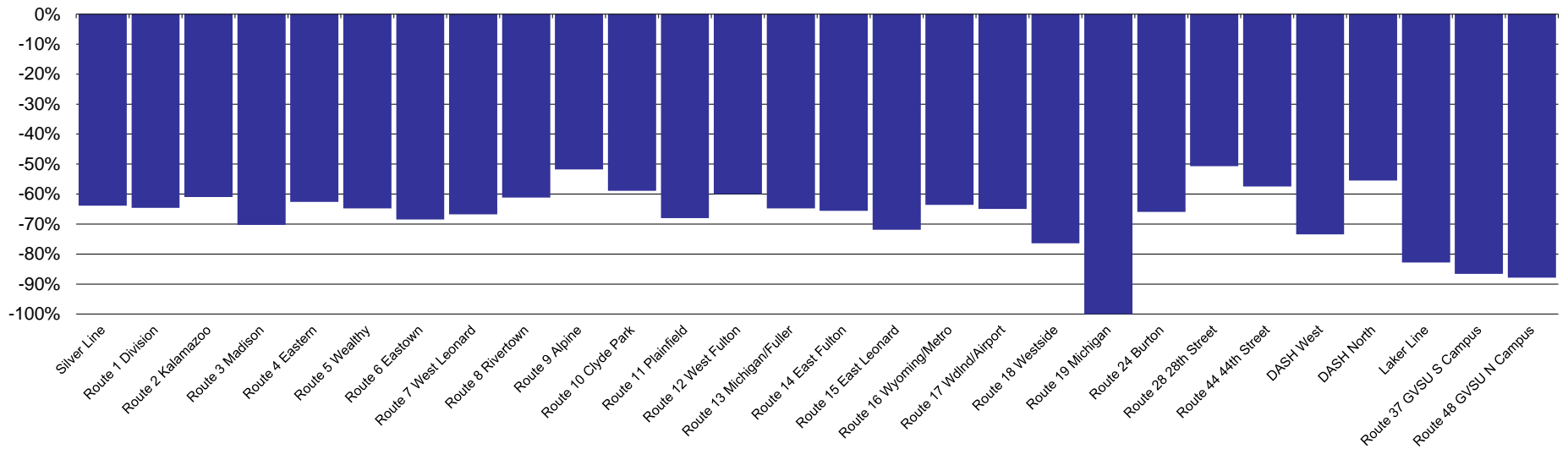
Productivity Summary

	January 2021	January 2020	% Change
Average passengers per hour per route	8.4	20.0	↓ 57.8%
Average passengers per mile per route	0.64	1.53	↓ 58.4%
Average farebox recovery percent per route	8.2%	19.9%	↓ 58.6%
Average daily passengers	7,193	20,415	↓ 64.8%

Monthly Weekday Average Ridership History



Percent Change by Route: January 2021 compared to January 2020



Date: March 24, 2021
To: ITP Board
From: Linda Medina, Finance Manager
Subject: JANUARY 2021 OPERATING STATEMENT

Attached are the financial reports through January 31, 2021 for general operating and grants.

FY 2021 YTD Operating Statement Analysis

Total revenue is over budget by .9% before CARES Act.

- Passenger Fares are 39.6% and Sales of Transportation Services are 38.1% under budget as ridership and fares are down 55% and 59% respectively compared to FY 2020.
- State Operating is 50.3% over budget due to the increase from the budgeted 20% to actual 31.6004%.
- Reimbursement for eligible operating expenses through the CARES Act has been requested in the amount of \$7,227,305.

Total expenses are under budget by 4.9%.

- Materials and Supplies are 15.5% under budget as the price per gallon for diesel fuel is currently lower than budgeted. The trend though has been shifting as fuel costs have increased over the past month.
- Utilities, Insurance, and Miscellaneous is over budget by 45.9% due to the insurance budget being lower than the actual premiums. This variance will be addressed in the budget amendment in April.
- Purchase Transportation is 22.6% under budget as actual ridership is lower than anticipated. Ridership is down by 53% compared to FY 2020.

There is no professional development and travel report for January.

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.

Julie Ilbrink

From: Michael Bulthuis
Sent: Friday, February 26, 2021 2:01 PM
To: Julie Ilbrink
Cc: Linda Medina
Subject: January 2021 Professional Development and Travel Report

Nothing for January.

Michael Bulthuis

Financial Analyst

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P: 616.456.7514

2/16/21 14:10:21

**Interurban Transit Partnership
Grant Revenues & Expenditures
Month Ended 01/31/21**

GL0376

Page

1

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target 33%
Grant Revenue						
1. Federal Grant Assistance	7,515,903	7,515,903	721,430	3,022,094	4,493,809	40%
2. State Grant Assistance	1,878,976	1,878,976	180,358	755,523	1,123,453	40%
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	9,394,879	9,394,879	901,788	3,777,617	5,617,262	40%
Labor						
7. Administrative Salaries	20,800	20,800	500	5,213	15,587	25%
8. Driver Wages	0	0	0	0	0	100%
9. Temporary Wages	0	0	0	0	0	100%
10. Fringe Benefit Distribution	8,320	8,320	354	3,068	5,252	37%
11. Total Labor	29,120	29,120	854	8,281	20,839	28%
Material & Supplies						
12. Tires & Tubes	241,104	241,104	0	20,163	220,941	8%
13. Office Supplies	0	0	0	0	0	100%
14. Printing	2,388	2,388	0	1,188	1,200	50%
15. Total Material & Supplies	243,492	243,492	0	21,351	222,141	9%
Purchased Transportation						
16. Purchased Transportation	740,000	740,000	58,333	233,333	506,667	32%
17. Specialized Services	542,368	542,368	63,344	0	542,368	0%
18. Total Purchased Transportation	1,282,368	1,282,368	5,011	233,333	1,049,035	18%
Other Expenses						
19. Dues & Subscriptions	20,753	20,753	0	0	20,753	0%
20. Professional Development	20,350	20,350	0	0	20,350	0%
21. Miscellaneous	0	0	0	0	0	100%
22. Total Other Expenses	41,103	41,103	0	0	41,103	0%
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	1,678,116	1,678,116	0	400,487	1,277,629	24%
28. Facilities	2,677,617	2,677,617	79,594	1,282,269	1,395,348	48%
29. Equipment	886,506	886,506	614,082	869,421	17,485	98%
30. Other	1,994,280	1,994,280	203,205	869,453	1,124,827	44%
31. Total Capital	7,236,919	7,236,919	896,881	3,421,630	3,815,289	47%
32. Planning Services	561,878	561,878	9,064	93,022	468,856	17%
33. Capitalized Operating	0	0	0	0	0	100%
34. Total Expenditures	9,394,880	9,394,880	901,788	3,777,617	5,617,263	40%