



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, April 28, 2021 – 4 p.m.

Virtual Meeting

AGENDA

Table with 3 columns: Item, PRESENTER, ACTION. Contains 10 agenda items including Public Comment, Minutes Review, Action Items, Staff Reports, Information, CEO's Report, Chair's Report, Closed Session, Action Item, and Adjournment.

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Paul Troost

Tracie Coffman
Mayor Steve Maas

RAPID BOARD MEETING

Wednesday, March 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, Mayor Katie Favale, Steve Gilbert, Andy Guy, Jack Hoffman, Mayor Stephen Kepley, Mayor Steve Maas, Rob Postema, Terry Schweitzer

Board Members Absent:

Paul Troost

Staff Attendees:

Eric Anderson, Steve Clapp, Judy DeVries-Eppinga, Max Dillivan, Evie Dzomba, Whitney Ehresman, Bree Girard, Nancy Groendal, Julie Ilbrink, Deron Kippen, Bill Kirk, Steve Luther, Linda Medina, Nick Monoyios, James Nguyen, Deb Prato, Jason Prescott, Andy Prokopy, Brittany Schlacter, Kevin Wisselink

Other Attendees:

Dave Bulkowski, Byrum Fisk, Justin Kimura, Josh Naramore, Joseph Sanchez, Chris Swank

Mayor Kepley called the meeting to order at 4:01 p.m.

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

1. PUBLIC COMMENT

Mr. Bulkowski wanted to thank the team for the work on the COA. He shared that when the Special Olympics facility opens in the former South Christian High School building, it will be the world's largest Special Olympics facility. This venue will be in a township, therefore he is appreciative of the work that has gone into the COA and the six cities. At the moment, the bus route is on the opposite side of 68th Street, however, it would be better to be put a stop on the side of the street that houses the facility. Mr. Bulkowski also welcomed Ms. Prato to the CEO position at The Rapid.

2. MINUTES – February 24, 2021 Board of Directors Meeting

Minutes from February 24, 2021 were distributed. Minutes were approved as submitted.

3. ACTION ITEMS

a. Unified Planning Work Program

Mr. Wisselink is seeking board approval of the FY 2022 Unified Planning Work Program (UPWP).

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).

Mr. Schweitzer shared that Transportation Demand Management is another project the metro council will be looking at in the upcoming year. Mr. Wisselink confirmed.

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

b. Transit Asset Management Plan Summary

Mr. Wisselink is requesting approval of the Transit Asset Management Plan update.

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.

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

c. Fare Change Recommendations

Mr. Wisselink is requesting approval to implement the proposed fare structure 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.

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

d. COA Township Service Guidelines

Mr. Monoyios 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.

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.

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

e. COA Preferred Alternative

Mr. Monoyios 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.

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*

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

4. STAFF REPORTS

a. Paratransit Route Ridership

The paratransit route ridership reports from January and February 2021 were reviewed.

The first quarter Rideshare report was also reviewed. Ms. Coffman asked how our Rideshare compares to two years past, and what affect COVID has had on it. Ms. Ehresman shared the numbers have been down, however, it is consistent with other transit agencies of comparable size. She expressed people are changing their commuting habits such as moving into the cities, therefore the need for transportation has gone down. Ms. Coffman asked if we had any vehicles that are sitting around not being used. Ms. Ehresman confirmed this. Ms. Coffman inquired if these vehicles could be an asset for those who the mass vaccine initiatives. Mr. Wisselink shared that since the vehicles are classified as Rideshare, it would require a waiver to use them for another purpose.

b. Fixed Route Ridership

The Fixed Route Ridership Report from January 2021 was distributed and reviewed.

c. Financial Reports

The operating statement, professional development, travel report and grant statements were distributed and reviewed.

5. INFORMATION

a. Capital Projects Update

Mr. Wisselink shared an update on the capital projects currently being worked on.

- CARES and CRRSSA funding
- Butterworth Facility will be torn down and rebuilt with the coordination of Progressive AE
- Rapid Central Station space rehabilitation for administrative space is on hold and will be re-evaluated
- A bus purchase RFP has been put out and a recommendation will be presented to the Board in June
- Laker Line has unspent funds of approximately \$9M, and they are determining what to do with it.
- The COA is wrapping up.
- Fare Collections will be updated to include touchless payment

6. CEO'S REPORT

Ms. Prato provided highlights and accomplishments of her first three weeks in the CEO role:

- Recognized the Planning Team for their hard work and dedication with the COA project
- Thanks Win Irwin for his work during the interim CEO role
- Thursday, March 18 was Transit Worker Appreciation Day. We celebrated with food trucks, a banner on the front of the building and swag bags
- Partnering with Kent County Health Department, Spectrum Health and the city of Grand Rapids to provide a free shuttle to from remote parking to the COVID vaccination site at DeVos Place.

- Participating with Kent County COVID Church Task Force who are going door-to-door to reach those in higher risk areas and have transportation concerns to get the vaccine
- The first 90 days will be spent meeting with members of the community and management team, listening to what their concerns are. When this initiative is complete, a report will be provided to the Board.
- In the first week, two virtual town hall meetings were held with all employees to meet and greet in addition to getting their feedback
- Started with a list of 33 partners and stakeholders to meet with. This list is now over 80 people to meet with.
- Participated with the Bus Coalition Group which is bus-focused only and works to bring back funding for bus-only entities. There may be opportunities to have a seat on their board.
- Met with representatives from Cardinal Infrastructure who work on our behalf to promote and advocate for us on Capitol Hill.
- Met with Experience Grand Rapids, did an interview with MiBiz, met with members of Grand Rapids Chamber, GRPS and GVSU.
- Meeting with State Rep. Mark Huizinga on Friday.

7. CHAIR'S REPORT

Mayor Kepley expressed his thanks for a seamless transition of Deb into the CEO role and welcomed her to her first official board meeting.

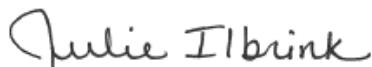
Mayor Kepley thanked all those who worked on the Township Policy committee.

Mayor Kepley shared the Conflict of Interest will be brought to the April Board meeting. Ms. Prato expressed the team is working to update it and will have it ready by next month.

8. ADJOURNMENT

The meeting was adjourned at 5:18 p.m.
The next meeting is scheduled for April 28, 2021.

Respectfully submitted,



Julie Ilbrink, Board Secretary

Date: April 28, 2021
To: ITP Board
From: Linda Medina, Finance Manager
Subject: FY 2021 Operating Budget Amendment

ACTION REQUESTED

Authorization is requested from the ITP Board to approve the FY 2021 Operating Budget Amendment.

BACKGROUND

On August 26, 2021, the Board approved the FY 2021 Budget, which included a \$47.7 million operating budget and \$16.3 million capital budget. Many budget assumptions were made using information that was available at that time. There were many unknowns due to the uncertainty of COVID-19 restrictions.

The Rapid made adjustments in service, safety protocols, expenses, and employees throughout the first half of our fiscal year to meet the challenges of COVID-19. The recovery pace remains slower than assumed in budget regarding ridership, fare revenue, and sales of transportation services, but state operating assistance and property taxes have increased. Overall expenses have increased 1.3%. Listed below are the key highlights.

Revenue:

- Fare revenue decreased from \$4.8 million to \$2.8 million. Year to date (YTD) ridership is down 16% and fares are down 42% compared to FY 2020.
- Sale of Transportation Services decreased from \$9.2 million to the \$6.3million. The reduction is due to a decrease in revenue hours from our partners along with State Operating Assistance percentage being higher than budgeted.
- State Operating Assistance increased from \$9.5 million to \$15.2 million. The increase is due to the change from the budgeted 20% to the actual 31.6001%.
- Property taxes increased from \$16.3 million to \$17.3 million. A 5% reduction was calculated into the budget due to COVID-19. There has not been a significant reduction in the FY 2020 property taxes.

Expenses:

- Benefits increased from \$8.7 million to \$9.3 million. The change is due to the contribution change in the union defined benefit plan from mid-range to high range and unemployment rates increasing due to COVID-19.

- Contractual Services increased from \$3.5 million to \$3.9 million due to the increase in safety precautions, COA bus stop project and a trash program with the City of Grand Rapids.
- Utilities and Insurance increased from \$4.1 million to \$5.2 million. The change is due to our historic catastrophic claim losses over the past three years.
- Purchased Transportation decreased from \$6.1 million to \$5 million. The reduction is due to the decrease in service hours and ridership coming back slower than anticipated.

With the changes above, the total revenues are \$42.4 million and expenses are \$48.3 million; therefore \$5.8 million of grant (CARES) funding will be used to replace the revenue loss in FY 2021.

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

The Rapid
FY 2021 Budget Amendment

	FY 2021	FY 2021	Variance		FY 2020	FY20
	Approved	Amended	\$	%	Actual	vs. FY21
Revenues and Operating Assistance						
Passenger Fares	\$ 4,872,880	\$ 2,878,860	\$ (1,994,020)	-40.9%	\$ 4,110,281	-30.0%
Sale of Transportation Services						
CMH Contribution	836,760	223,970	(612,790)	-73.2%	390,641	-42.7%
Dash Contract	2,653,438	2,279,054	(374,384)	-14.1%	2,058,508	10.7%
Grand Valley State University	4,236,285	2,833,029	(1,403,256)	-33.1%	2,282,371	24.1%
Van Pool Transportation	96,000	29,910	(66,090)	-68.8%	57,302	-47.8%
Township Services	921,223	593,259	(327,964)	-35.6%	570,393	4.0%
Route 19	-	-	-	0.0%	248,366	-100.0%
Other	475,255	357,959	(117,296)	-24.7%	267,122	34.0%
Subtotal Sale of Transportation Services	9,218,961	6,317,180	(2,901,781)	-31.5%	5,874,704	7.5%
State Operating	9,547,265	15,277,210	5,729,945	60.0%	13,348,412	14.4%
Property Taxes	16,353,871	17,395,471	1,041,600	6.4%	16,791,217	3.6%
Advertising & Miscellaneous	699,349	590,210	(109,139)	-15.6%	599,905	-1.6%
Subtotal Revenues and Operating Assistance	40,692,326	42,458,930	1,766,604	4.3%	40,724,519	4.3%
Grant Operating Revenue (Cares Act)	7,043,999	5,886,517	(1,157,482)	-16.4%	2,355,997	149.9%
Total Revenues and Operating Assistance	\$ 47,736,325	\$ 48,345,448	\$ 609,123	1.3%	\$ 43,080,516	12.2%
Expenses						
Salaries and Wages						
Administrative	\$ 5,384,641	\$ 5,384,641	\$ -	0.0%	\$ 5,032,138	7.0%
Operators	14,071,600	14,071,600	-	0.0%	13,246,310	6.2%
Maintenance	2,071,539	2,071,539	-	0.0%	2,012,580	2.9%
Subtotal Salaries and Wages	21,527,780	21,527,780	-	0.0%	20,291,028	6.1%
Benefits	8,781,120	9,334,542	553,422	6.3%	8,347,716	11.8%
Contractual Services	3,581,361	3,927,171	345,810	9.7%	2,664,387	47.4%
Materials and Supplies						
Fuel and Lubricants	1,725,633	1,725,633	-	0.0%	1,660,604	3.9%
Other	1,865,833	1,575,532	(290,301)	-15.6%	1,710,081	-7.9%
Subtotal Materials and Supplies	3,591,466	3,301,165	(290,301)	-8.1%	3,370,685	-2.1%
Utilities, Insurance, and Miscellaneous	4,113,462	5,198,326	1,084,863	26.4%	3,080,475	68.8%
Purchased Transportation	6,141,136	5,056,465	(1,084,671)	-17.7%	5,326,226	-5.1%
Expenses Before Capitalized Operating	47,736,325	48,345,448	609,123	1.3%	43,080,516	12.2%
Capitalized Operating Expenses	-	-	-	0.0%	-	0.0%
Total Operating Expenses	\$ 47,736,325	\$ 48,345,448	\$ 609,123	1.3%	\$ 43,080,516	12.2%
Net Surplus/(Deficit) without CARES		\$ (5,886,517)			\$ -	
Net Surplus/(Deficit) with CARES		\$ -				



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042821-1

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

Approval of the FY 2021 Operating Budget Amendment.

BE IT RESOLVED that the Interurban Transit Partnership Board has reviewed and hereby adopts the FY 2021 Operating Budget Amendment in accordance with the information presented to the ITP Board on April 28, 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: April 28th, 2021
To: ITP Board
From: Linda Medina, Finance Manager
Subject: FY 2022 BUDGET FORMULATION GUIDELINES

ACTION REQUESTED

The Board to approve the FY 2022 Budget Formulation Guidelines.

BACKGROUND

Annually the ITP Board approves guidelines to be followed during the formulation of the annual operating budget. The following are the Fiscal Year 2022 budget formulation guidelines:

1. New service levels will be implemented through the Comprehensive Operational Analysis (COA) in August 2021. The intent is to remain flexible and restore service as needed.
2. Contribution to the union defined benefit pension plan shall meet or exceed the mid-range contribution as the budget allows.
3. Contribution to the administrative defined benefit pension plan shall meet or exceed the high range contribution as the budget allows.
4. The use of Section 5307 funds for preventive maintenance will be minimized by using Covid relief funding. If necessary, management may still use preventive maintenance as a funding source.
5. Contracts for service with the ITP will be self-supporting. Locally derived Interurban Transit Partnership funds shall not be used to subsidize these services, unless specifically approved by the Board.
6. State Operating Assistance will be budgeted at the projected rate of 30%. This rate will be updated when we receive additional information from MDOT prior to budget presentation.
7. No fare increase is contemplated.
8. Unrestricted net assets shall not be used to balance the budget unless approved by the Board.
9. The July 2021 tax revenues will be budgeted at 1.4457 mills. This includes a Headlee reduction. The levy is approximately \$18.1 million before captures. Historically

captures have been approximately 6% of the levy. The mills amount may be adjusted once the L-4029 form is available in May 2021 from Kent County.

10. The Board approved 2017 Compensation Philosophy indicates that the salary structure will be adjusted every year based on market trends to ensure ongoing competitiveness with the labor market. We are currently reviewing the Decision Band Method (DBM) to ensure that the salary rates used remain competitive as stated in the Compensation Philosophy.

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



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042821-2

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

Approval and adoption of the FY 2022 budget formulation guidelines

BE IT RESOLVED that the Interurban Transit Partnership Board has reviewed and hereby adopts the FY 2022 budget formulation guidelines, in accordance with the information presented to the ITP Board on April 28, 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: April 28, 2021
To: ITP Board
From: Linda Medina, Finance Manager
Subject: CERTIFICATION OF 2021 PUBLIC TRANSPORTATION MILLAGE LEVY

ACTION REQUESTED

Authorization is requested from the ITP Board to approve the rate of 1.4308 including Headlee and authorize the CEO to execute and file the L-4029 tax rate requested form with Kent County and other entities.

BACKGROUND

Interurban Transit Partnership (ITP) is a public transportation authority formed under the Public Transportation Authority Act, 1986 PA 196. A millage rate of 1.47 mills was approved in ITP's district for twelve (12) years beginning in 2018. Kent County issues an annual tax rate request (form L-4029) stating the new millage rate including Headlee. FY 2021's rate was 1.4457 and FY 2022's rate is 1.4308. This rate will be used to determine the tax revenue collection for FY 2022.

Feel free to contact me if you have any questions. I can be reached at lmedina@ridetherapid.org or 774-1149.

2021 MILLAGE REDUCTION FRACTION CALCULATIONS WORKSHEET
 INCLUDING MILLAGE REDUCTION FRACTION CALCULATIONS NOT
 SPECIFICALLY ASSIGNED TO THE COUNTY EQUALIZATION DIRECTOR BY LAW

L-4034

All Taxable Values exclude Renaissance Zone Property

KENT COUNTY

TAXING JURISDICTION:

INTERURBAN TRANSIT PARTNERSHIP

2020 Unit Total Taxable Value	(Prior TV)	12,473,853,424
2021 Unit Losses to 2020 Taxable Value (MCL 211.34d)	(Losses TV)	165,308,105
2021 Additions (MCL211.34d)	(Additions TV)	401,187,012
2021 Unit Total Final Taxable Value (based on S.E.V.)	(Current TV)	13,012,447,985
2021 Unit Total Taxable Value based on Assessed Valuation	(AV based TV)	13,012,447,985
2021 Unit Total Taxable Value based on C.E.V.	(CEV based TV)	13,012,447,985
2021 Inflation Rate	CPI 2021	1.014

1. Section 211.34d, M.C.L., "Headlee" (for each unit of local government)

See STC Bulletins 3 of 1995 and 3 of 1997 regarding the calculation of additions and losses.

$$\begin{aligned}
 & \left(\frac{2020 \text{ Total T.V.} - 2021 \text{ Losses}}{2021 \text{ Total T.V.} + 2021 \text{ Additions}} \right) \times \text{CPI} = \text{2021 Millage Reduction Fraction (Headlee)} \\
 & \left(\frac{12,473,853,424 - 165,308,105}{13,012,447,985 + 401,187,012} \right) \times 1.014 = \frac{12,480,864,953}{12,611,260,973} = \boxed{0.9897} \\
 & \text{ACTUAL} \qquad \qquad \qquad 0.9897
 \end{aligned}$$

2a. Section 211.34, M.C.L., "Truth in Assessing" (for cities and townships if S.E.V. exceeds A.V. for 1998 only)

$$\begin{aligned}
 & \frac{2021 \text{ Unit Total Taxable Value based on A.V. for all classes}}{2021 \text{ Unit Total Final Taxable Value (based on S.E.V.)}} = \frac{13,012,447,985}{13,012,447,985} = \boxed{1.0000} \\
 & \text{See STC Bulletin No. 10 of 1997} \qquad \qquad \qquad \text{ACTUAL} \qquad \qquad \qquad 1.0000 \\
 & \text{2021 Rollback Fraction (Truth in Assessing)}
 \end{aligned}$$

2b. Section 211.34, M.C.L., "Truth in County Equalization" (for villages, counties and authorities if S.E.V. exceeds C.E.V. for 2021 only)

$$\begin{aligned}
 & \frac{2021 \text{ Unit Total Taxable Value based on C.E.V. for all classes}}{2021 \text{ Unit Total Final Taxable Value (based on S.E.V.)}} = \frac{13,012,447,985}{13,012,447,985} = \boxed{1.0000} \\
 & \text{See STC Bulletin No. 10 of 1997} \qquad \qquad \qquad \text{ACTUAL} \qquad \qquad \qquad 1.0000 \\
 & \text{2021 Rollback Fraction (Truth in County Equalization)}
 \end{aligned}$$

3. Section 211.24e, M.C.L., "Truth in Taxation" (for each taxing jurisdiction that levied more than 1 mill for operating purposes in 1998 only)

$$\begin{aligned}
 & \left(\frac{2020 \text{ Unit Total T.V.} - 2021 \text{ Losses}}{2021 \text{ Unit Total T.V.} - 2021 \text{ Additions}} \right) = \frac{12,308,545,319}{12,611,260,973} = \boxed{0.9760} \\
 & \text{2021 Base Tax Rate Fraction (Truth in Taxation)} \\
 & \text{Use same amounts for additions and losses as were used for 211.34d ("Headlee") roll back.}
 \end{aligned}$$

NOTE: The truth in taxation BTRF is independent from the cumulative millage reductions provided by MCL sections 211.34d and 211.34. The Base Tax Rate equals the BTRF X 2021 Operating Rate levied.

COUNTY : KENT
 UNIT : INTERURBAN TRANSIT PARTNERSHIP
 YEAR : 2021

2020 Unit Total TV 12,473,853.424
 2021 Unit Total TV 13,012,447.985

HEADLEE & MCL 211.34 ROLLBACK COMPUTATIONS

SOURCE AND PURPOSE OF OPERATING ONLY MILLAGE	PRIOR YEAR'S PERM REDUCED & REDUCED NEWLY VOTED MILLAGE (SEE MCL 211.34d(9))	CURRENT MILLAGE REDUCTION FRACTION		CURRENT PERM. REDUCED MILLAGE*	TRUTH IN ASSESSING or TRUTH IN EQUALIZATION FRACTION		CURRENT MAXIMUM ALLOWABLE MILLAGE RATE
	Last year's L-4029 col. (7)	L-4029 col. (6)		L-4029 col. (7)	L-4029 col. (8)		L-4029 col. (9)
Post debt & specials to L-4029.							
VOTED INTERURBAN TRANSIT	<u>1.4457</u>	x <u>0.9897</u>	=	1.4308	x <u>1.0000</u>	=	<u>1.4308</u>
Was the above millage approved since April 30th? Y = YES		n					
		x	=		x	=	
		x	=		x	=	
		x	=		x	=	
		x	=		x	=	
		x	=		x	=	
		x	=		x	=	
		x	=		x	=	
		x	=		x	=	
	<u>1.4457</u>			<u>1.4308</u>			<u>1.4308</u>
				2021 MAXIMUM ALLOWABLE OPERATING MILLAGE UNDER headLEE & MCL 211.34			<u>1.4308</u>

NOTE: The only way to levy more than your maximum millage due to the Headlee rollback is to have voters approve additional millage.

TRUTH IN TAXATION COMPUTATIONS

2021 BASE TAX RATE FRACTION:	(from L-4034)	<u>0.9760</u>	(1)
2020 OPERATING MILLAGE RATE:	(actually levied)	<u>1.4457</u>	(2) Actual =s Max. if GU Levies Maxim
2021 BASE TAX RATE:	(w/out hearing)	<u>1.4110</u>	(1) x (2) = (3)
2021 MAX. ALLOWABLE OPERATING MILLAGE RATE:		<u>1.4308</u>	(from above) = (4)
2021 MINUS BASE TAX RATE:	(B.T.R.)	<u>1.4110</u>	(3) = (5)
MILLAGE INCREASE:	(with a hearing)	<u>0.0198</u>	(4) - (5) = (6) or
			(7) - (5) = (6)

If you plan to levy more than the B.T.R. but less than the Max. Allowable, enter the amount here.

<u>MILLAGE INCREASE</u>	<u>0.0198</u>	=	
2021 BASE TAX RATE	1.4110	=	<u>1.40%</u>
			MILLAGE INCREASE FROM HEARING*
<u>2021 TV x .001 x MILLAGE INCREASE</u>		=	<u>\$ 257,646</u>
			REVENUE INCREASE FROM HEARING
<u>2021 TV x 2021 BASE</u>	<u>-1</u>	=	<u>18,360,564</u>
<u>2020 TV x 2020 ACTUAL OPER RATE</u>		=	<u>18,033,450</u>
			<u>1.81%</u>
2021 OVER	2020		REVENUE INCREASE WITHOUT HEARING

*Must be published in notice of public hearing on increasing property taxes. Your unless authorized by the governing body at the hearing. Your 2021 millage cannot exceed your maximum under Truth in Taxation 2021 millage cannot exceed your Headlee maximum without a millage election.

**INTERURBAN TRANSIT PARTNERSHIP
TRUTH IN TAXATION REVENUE GAIN CALCULATION**

PURPOSE AND SOURCE OF MILLAGE		HEADLEE MAXIMUM AMOUNT	MILLAGE GAIN WITH TRUTH IN TAXATION	UNIT'S TAXABLE VALUE		TRUTH IN TAXATION REVENUE GAINED
<u>VOTED</u>	<u>INTERURBAN TRANSIT</u>	1.4308	0.0198	x 13,012,447,985	=	\$ 257,646
-	-	-	-	x -	=	
-	-	-	-	x -	=	
-	-	-	-	x -	=	
-	-	-	-	x -	=	
-	-	-	-	x -	=	
		<u>1.4308</u>	<u>0.0198</u>	x -	=	\$ 257,646
			BALANCES			BALANCES
			0.0198			\$ 257,646

**MAXIMUM ALLOWABLE MILLAGES WITHOUT
TRUTH IN TAXATION HEARING**

PURPOSE AND SOURCE OF MILLAGE		HEADLEE MAXIMUM AMOUNT	MULTIPLIER WITHOUT TR. IN TAX.		MAXIMUM MILLAGE WITHOUT TR. IN TAX.		MAXIMUM REVENUE WITHOUT TR. IN TAX.
<u>VOTED</u>	<u>INTERURBAN TRANSIT</u>	1.4308	x 0.9861616	=	<u>1.411</u>	x	\$ 18,360,564
-	-	-	x	=	-	x	
-	-	-	x	=	-	x	
-	-	-	x	=	-	x	
-	-	-	x	=	-	x	
-	-	-	x	=	-	x	
<u>TOTALS</u>		<u>1.4308</u>			<u>1.4110</u>		\$ 18,360,564
					BALANCES		BALANCES
					1.4110		18,360,564

**2021 TAX RATE REQUEST
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

County	KENT	2021 Taxable Value (All)	13,012,447,985
Local Government Unit	INTERURBAN TRANSIT PARTNERSHIP	2021 Taxable minus RenZones	13,012,447,985

PLEASE READ THE ENCLOSED INSTRUCTIONS CAREFULLY.

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec. 211.119. The following tax rates have been authorized for levy on the 2021 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Millage Authorized by Election, Charter, etc.	(5) 2020 Millage Rate Permanently Reduced by MCL 211.34d	(6) 2021 Current Year Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d	(8) Sec. 211.34 Millage Rollback Fraction	(9) Maximum allowable Millage Rate*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
VOTED	INTERURBAN TRANSIT	11/7/2017	1.4700	1.4457	0.9897	1.4308	1.0000	1.4308			12/31/2029
Prepared by	Co-Sign - Prepared/Verified	Title		Total Operating Allowed		CED-Date		Co-date			
Matthew Woolford		Equalization Director		1.4308		4/21/2021					

As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34, and for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, MCL 380.121(3).

PLEASE ENTER REQUESTED MILLAGE IN COLUMN'S 10 AND/OR 11

<input type="checkbox"/>	Clerk	Signature	Type Name	Date
<input type="checkbox"/>	Secretary	Signature	Type Name	Date
<input type="checkbox"/>	Chairperson	Signature	Type Name	Date
<input type="checkbox"/>	President	Signature	Type Name	Date

**Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. A public hearing and determination is required for an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

**** IMPORTANT:** See instructions on the reverse side for the correct method of calculating the millage rate in column (5).

INSTRUCTIONS TO NEWSPAPERS

UNIT: INTERURBAN TRANSIT PARTNERSHIP

The following notice is required by MCL Section 211.24e which provides:

- 1) The body of the notice must be set in 12 point type or larger.
- 2) The headline "Notice of Public Hearing on Increasing Property Taxes" must be set in 18 point type or larger.
- 3) The notice cannot be smaller than 8 column inches by 4 horizontal inches.
- 4) The notice cannot be placed in the portion of the newspaper reserved for legal notices or classified advertising.

Notice of Public Hearing on Increasing Property Taxes

The _____ of the _____ INTERURBAN TRANSIT PARTNERSHIP
name of governing body name of taxing unit
 will hold a public hearing on a proposed increase of _____ 0.0198 mills in the operating tax
 millage rate to be levied on property in 2021 -

The hearing will be held on _____, _____ at _____
day date time a.m./p.m.
 at _____, _____
place address

The date and location of the meeting to take action on the proposed additional millage will be announced at this public meeting.

If adopted, the proposed additional millage will increase operating revenues from ad valorem property taxes 1.40% over such revenues generated by levies permitted -
 without holding a hearing. If the proposed additional millage rate is not approved, the operating revenue will increase by 1.81% over the preceding year's operating revenue.

The taxing unit publishing this notice, and identified below, has complete authority to establish the number of mills to be levied from within its authorized millage rate.

This notice is published by:

 INTERURBAN TRANSIT PARTNERSHIP
name of taxing unit

street address

city, state, zip

phone

TRUTH IN TAXATION NOTICE

INSTRUCTIONS TO LOCAL GOVERNMENTS

STARTING IN 1996, this notice is not required if the local taxing unit complies with section 16 of the Uniform Budgeting and Accounting Act, PA 2 of 1978 as amended, being section 141.436 of the Michigan Compiled Laws. If a local taxing unit does not comply with section 16 of the Uniform Budgeting and Accounting Act, the following instructions still apply.

MCL, Section 211.24e as amended by P.A. 75 of 1991 requires that notice of a public hearing be published by a local taxing unit which proposes to increase operating tax levies over the maximum amount allowed to be levied without a hearing. Notice may be published alone or included with the notice of public hearing on a unit's budget held pursuant to MCL, Section 141.412. The preceding model notice fulfills the requirements under MCL, Section 211.24e. It can be completed with all the information provided and forwarded to the appropriate newspaper for publication.

Other pertinent information can be included in the notice. This sample notice form meets minimum legal requirements.

In addition to publishing requirements, the notice must be posted at the principal office of the taxing unit.

The notice must be published in a newspaper of general circulation in the taxing unit. Publication must occur six or more days before the public hearing.

The proposed additional millage rate must be established by a resolution adopted by the governing body of the taxing unit before it conducts the public hearing.

Not more than ten days after public hearing, a taxing unit may approve the levy of an additional millage rate equal to or less than the proposed additional millage rate that was published and on which a public hearing has been held.

KENT COUNTY

CHECK LIST FOR 2021 COUNTY APPORTIONMENT

- Our Tax Authority has completed the following steps as required by M.C.L. 211.24e ((Truth-in-Taxation)):
- A Separate Truth-in-Taxation hearing is NOT necessary. Our Tax Authority complies with Section 16 of the Uniform Budgeting and Accounting Act (M.C.L. 141.436). Notice, advertising and print size are contained in M.C.L. 141.412.
- Our Board (Township/School/Commission/Council/Authority/etc.) has met and adopted a resolution proposing an additional operating millage rate and proposing a hearing date. (M.C.L. 211.24e, subsection 7)
- Our Board (Township/School/Commission/Council/Authority/etc.) has published a hearing notice containing the proposed additional millage rate and percentage increase in operating revenue which would be generated from permitted ad valorem tax levies at least 6 days before the hearing date. (M.C.L. 211.24e, subsection 6 and 9) date. (M.C.L. 211.24e, subsection 6 and 9)
- Our Board (Township/School/Commission/Council/Authority/etc.) held a public hearing pursuant to the hearing notice. (M.C.L. 211.24e, subsection 6)
- Our Board (Township/School/Commission/Council/Authority/etc.) has adopted a resolution adopting additional operating millage which does not exceed that which appeared in the hearing notice published at least 10 days earlier. (M.C.L. 211.24e, subsection 8)
- Our Board (Township/School/Commission/Council/Authority/etc.) is exempt from M.C.L. 211.24e because we levied 1 mill or less in the concluding tax year for operating purposes
- Our Board (Township/School/Commission/Council/Authority/etc.) has verified and updated the Date of Election and Millage Expiration Date on the L-4029 form.

Send all support documents for new millages or millage renewals to

Kent County Equalization.

_____ Taxing Jurisdiction (city, township, etc.)

_____ Clerk or Secretary

_____ Chairperson, President or Supervisor

Dated this _____ day of _____ 2021



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042821-3

Fiscal Year: 2020-2021

Moved and supported to adopt the following resolution:

Approval to approve the millage levy rate of 1.4308 including Headlee.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute and file the L-4029 tax rate requested form with Kent County and other entities in accordance with the information presented to the ITP Board on April 28, 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: April 21, 2021
To: ITP Board
From: Deron Kippen, Facilities Maintenance Manager
Subject: RCS CANOPY STRUCTURE REPAINTING

ACTION REQUESTED

Authorization is requested from the ITP Board to execute a contract with BlasTek LLC for the painting of the steel structures supporting the Rapid Central Station in the amount of \$423,500. This includes a 10% contingency of \$38,500.

BACKGROUND

The Rapid Central Station canopy was constructed in 2004 as The Rapid’s central transfer hub. Since that time, it has received regular maintenance and cleaning; the steel structure supporting the canopy has not been repainted in those 17 years. To maintain the structure in a state of good repair, it is necessary to repaint the structure. This process includes stripping the existing paint and applying multiple coats to ensure a quality finish. As a result, staff is moving forward with this project to completely repaint the structure.

PROCUREMENT

A Request for Proposal (RFP) was chosen to allow us to find the best solution to our painting project while pursuing competitive pricing. This allows staff to weigh the strength of the proposal as well as pricing. The RFP was solicited on the Michigan Intergovernmental Website (MITN), a digital bid platform that has a nationwide distribution, the Builder’s Exchange as well as advertised on our website. As a result of this outreach, 22 firms received the RFP document.

Four (4) proposal responses were received and evaluated. The evaluation team for this RFP consisted of The Rapid’s Facilities Manager, Safety & Training Manager and Facilities Supervisor.

RCS Canopy Structure Repainting	
Project # 2021-17	Final Score
BlasTek	89.1
CertaPro	75.3
VanderKolk Painting	74.7
Dave Cole Decorators	74.6

The scoring revealed one clear leading company, BlasTek, LLC. The review team was impressed with their workplan, and they provide a 10-year warranty as part of their proposal which far exceeded what we received from the other companies. This is a local firm and they provided excellent references for similar work.

Work on the project will begin immediately with completion expected by fall 2021.

FUNDING

The project will be funded utilizing federal and state dollars; no local funds will be used in this project.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042821-4

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

Approval to enter a contract with BlasTek, LLC for the repainting of the RCS canopy structure at a cost of \$423,500.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with BlasTek, LLC for the painting of the RCS canopy structure in accordance with the information presented to the ITP Board on April 28, 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: April 22, 2021
To: ITP Board
From: Kevin Wisselink, Procurement and Capital Planning Manager
Subject: INSURANCE BROKERAGE SERVICES – EMPLOYEE BENEFITS

ACTION REQUESTED

Authorization to execute an agreement with Universal Insurance Services, Inc (USI) for Employee Benefits Insurance Brokerage Services. The contract term is for two (2) years and includes three (3) one (1) year options; the annual fixed fee is \$86,000 for each year of the contract.

BACKGROUND

The Interurban Transit Partnership has worked with USI for the past fifteen years for employee benefits brokerage services, with their latest contract being awarded in 2015 through the RFP process. While USI has done a great job of meeting our needs and assisting staff to control costs, it was necessary to bid this out to maintain compliance with our procurement policies. Additionally, with all the changes over the past year, it was important for staff to fully evaluate our insurance brokerage services.

Some of the work required of the consultant is as follows:

- Review and analyze the terms and conditions of the ITP's various employee benefit programs.
- Solicit proposals on ITP's behalf on an annual basis for insurance the ITP desires to secure, evaluate proposals and make recommendations to ITP for further action.
- Ensure that ITP does not obtain unnecessary duplication of coverage and ensure that all coverage complies with ITP's requirements.
- Assist with Health Fairs as necessary.
- Assist the ITP employees with claims resolution issues.
- Assist as necessary in developing communication materials and giving advice and recommendations for all employee benefit programs.
- Assist the ITP with the implementation and communication of new programs or changes to existing programs, which will include attending and presenting information at Open Enrollment meetings.
- Conduct annual reviews of ITP's insurance programs prior to the expiration dates of insurance coverage and recommend changes as necessary, to implement the Consultant's recommendations.

Staff asked all respondents to provide a fixed annual cost to provide the brokerage services as opposed to a commission fee structure.

PROCUREMENT

On March 2, 2021, the ITP advertised the RFP on the Michigan Intergovernmental Network (MITN) website and posted the proposal directly to our own website and through this process 41 firms accessed the RFP. The RFP format was used because there are factors other than price of critical importance in the selection of a brokerage firm. Proposals were due on March 23, 2021.

The ITP received proposals from thirteen firms. Those firms included: 44 North, Advantage Benefits Group, Arthur J. Gallagher Risk Management Service, Inc., BHS Insurance, Gibson, HNI Risk Services, Lerner Csernai & Faith Financial Group, Lighthouse, an Alera Group Company, Lockton, National Benefit Service Center, The Segal Company and USI. Of these firms, seven were deemed responsive and evaluated in Phase I evaluation. Phase I of the evaluation involved scoring of the submitted responsive proposals. The proposals were evaluated for firm qualifications, understanding of the project, price, and personnel. The evaluation team short-listed four firms, Advantage, Gallagher, Lighthouse and USI and invited those firms for interviews.

**Table 1
Evaluation Scores – Round 1**

USI*	269
Lighthouse*	233
Advantage*	187
Gallagher*	187
Gibson	169
HNI	165
Segal	153

* On Short list

Phase II interviews with the four short listed firms took place on April 14 and 15, 2021. At this point firms were considered equal, and the interviews provided the firms with the opportunity to discuss their qualifications and answer questions from the evaluation team. For the second round of interviews each evaluator was asked to rank the four participants one through four, resulting in the final ranking.

**Table 2
Evaluation Scores – Round 2**

USI	1.0
Advantage	2.0
Lighthouse	3.3
Gallagher	3.7

While all four firms were extremely well qualified to provide insurance services for the agency, the oral presentation clearly gave staff the sense USI would be the superior firm to meet The Rapid’s needs. They have performed very well as The Rapid’s Employee Benefit Insurance Broker and demonstrate a comprehensive understanding of The Rapid’s insurance needs. USI



has committed to continue to provide enhancements to improve their services and The Rapid's access to information.

USI's \$86,000 annual fee is guaranteed for all five years of the contract and includes all employee benefit insurance brokering and guarantees that USI will not make additional commissions off of our insurance services.

FUNDING

Funding for insurance brokerage services is provided in our annual operating budget.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042821-5

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

Approval to enter a two-year contract with Universal Insurance Services, Inc. (USI) for Employee Benefit Insurance Brokerage Services at an annual cost of \$86,000, with three optional one-year extensions.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with USI for Employee Benefit Insurance Brokerage Services in accordance with the information presented to the ITP Board on April 28, 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: April 22, 2021
To: ITP Board
From: Kevin Wisselink, Procurement and Capital Planning Manager
Subject: INSURANCE BROKERAGE SERVICES – PROPERTY AND CASUALTY

ACTION REQUESTED

Authorization to execute an agreement with Universal Insurance Services, Inc (USI) for Property and Casualty Insurance Brokerage Services. The contract term is for two (2) years and includes three (3) one (1) year options; the annual fixed fee is \$55,000 for each year of the contract.

BACKGROUND

The Interurban Transit Partnership has worked with USI for the past fifteen years for property and casualty insurance brokerage services, with their latest contract being awarded in 2015 through the RFP process. While USI has done a great job of meeting our needs and assisting staff to control costs, it was necessary to bid this out to maintain compliance with our procurement policies. Additionally, with all the changes over the past year and the cancellation of our Property and Casualty insurance last year, it was important for staff to fully evaluate our insurance brokerage services.

Some of the work required of the consultant is as follows:

- Review and analyze the terms and conditions of ITP's various insurance policies.
- Solicit proposals on ITP's behalf for insurance ITP desires to secure, evaluate proposals and make recommendations to ITP for further action.
- Make suggestions on ITP's current approach to insurance and risk management as required to maximize coverage and to minimize cost.
- Ensure that ITP does not obtain unnecessary duplication of coverage and ensure that all coverage complies with ITP's requirements.
- Conduct annual reviews of ITP's insurance programs prior to the expiration dates of insurance coverage and recommend changes as necessary, to implement the Consultant's recommendations.

Staff asked all respondents to provide a fixed annual cost to provide the brokerage services as opposed to a commission fee structure.

PROCUREMENT

On March 2, 2021, the ITP advertised the RFP on the Michigan Intergovernmental Network (MITN) website and posted the proposal directly to our own website. Through this process 37 firms accessed the RFP. The RFP format was used because there are factors other than price

of critical importance in the selection of a brokerage firm. Proposals were due on March 23, 2021.

The ITP received proposals from six firms. Those firms included: Alliant Insurance Services, Inc., Arthur J. Gallagher Risk Management Services, Inc., BHS Insurance, HNI Risk Services, Lockton Companies and USI. Phase I of the evaluation involved scoring of the submitted proposals. The proposals were evaluated for firm qualifications, understanding of the project, price, and personnel. The evaluation team short-listed three firms, BHS, Gallagher and USI and invited those firms for interviews.

**Table 1
Evaluation Scores – Round 1**

Gallagher*	255
USI*	252
BHS*	234
Alliant	199
HNI	192
Lockton	190

*On Short list

Phase II interviews with the three short listed firms took place on April 14 and 15, 2021. At this point firms were considered equal, and the interviews provided the firms with the opportunity to discuss their qualifications and answer questions from the evaluation team. For the second round of interviews each evaluator was asked to rank the three participants one through three, resulting in the final ranking.

**Table 2
Evaluation Scores – Round 2**

USI	1.0
BHS	2.0
Gallagher	3.0

While all three firms were extremely well qualified to provide insurance services for the agency, the oral presentation clearly gave staff the sense USI would be the superior firm to meet The Rapid’s needs. They have performed very well as The Rapid’s Property and Casualty Insurance Broker and demonstrate a comprehensive understanding of The Rapid’s insurance needs. USI have performed substantial work for The Rapid without raising our fees and are continuing to offer new products at no cost that enhance their value to The Rapid.

USI’s \$55,000 annual fee is guaranteed for all five years of the contract and includes all property and casualty insurance brokering and guarantees that USI will not make additional commissions off of our insurance services.

FUNDING

Funding for insurance brokerage services is provided in our annual operating budget.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042821-6

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

Approval to enter a two-year contract with Universal Insurance Services, Inc. (USI) for Property and Casualty Insurance Brokerage Services at an annual cost of \$55,000, with three optional one-year extensions.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with USI for Property and Casualty Insurance Brokerage Services in accordance with the information presented to the ITP Board on April 28, 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: April 28, 2021
To: ITP Board
From: Andy Prokopy, Manager of Information Technology
Subject: AVAIL ITS BUS TECHNOLOGY UPGRADE

ACTION REQUESTED

Authorization to approve a contract with Avail Technologies in an amount not to exceed \$835,362 to upgrade remaining outdated, legacy Avail CAD/AVL hardware on fixed-routes buses to standardize bus technology equipment and increase capabilities across the fleet.

BACKGROUND

The deployment of Intelligent Transportation System (ITS) technology at The Rapid includes a Computer Aided Dispatch/Automatic Vehicle Location (CAD/AVL) and Real Time Information System. The system provides users various means to obtain information about the anticipated arrival of the next bus, including web-based information for computers, tablets, smartphones, as well as Dynamic Message Signage at Central Station, Rapid Kentwood Station, and Silver Line stations. The system also provides all route and schedule information to the bus, provides relevant trip information to the driver through a mobile device terminal (MDT), controls manual and automated announcements, and manages communications between the driver and dispatch staff.

ACTION PLAN

The Rapid has been working with Avail Technologies to identify a strategic, cost effective means of upgrading outdated technology to 80 fixed-route buses in our fleet of 152 total fixed-route buses, bringing our entire fixed-route fleet up to the newest technology platform. Along with standardizing all fixed-route bus technology for easier support and maintenance, the following additional capabilities are available with the newer hardware:

- Faster automated vehicle location (AVL) reporting rate
- Vehicle Health Monitoring capability
- BRT Headway spacing guidance
- Detour turn-by-turn guidance
- Text-to-Speech announcements
- Driver-initiated safety announcements
- Driver-initiated ADA volume adjustments
- Reduction of ongoing maintenance cost

PROCUREMENT

This is a sole source procurement. The hardware that supports our CAD/AVL system is proprietary and integrates uniquely with Avail's backend system and information. Conducting a competitive bid at this point would result in the Substantial Duplication of Costs, one of the key criteria for conducting a sole source procurement.

FUNDING

This project is funded completely with Federal and State grants.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042821-7

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

Approval to contract with Avail Technologies in an amount not to exceed \$835,362 to upgrade remaining outdated, legacy Avail CAD/AVL hardware on fixed-routes buses to standardize bus technology equipment and increase capabilities across the fleet.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with Avail Technologies in accordance with the information presented to the ITP Board on April 28, 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: April 28, 2021
To: ITP Board
From: Andy Prokopy, Manager of Information Technology
Subject: OPEN PAYMENTS

ACTION REQUESTED

Authorization from the ITP Board to approve to contract with INIT in an amount not to exceed \$331,250 for the implementation of Open Payments integration into the current E-Fare system.

BACKGROUND

The Rapid's electronic fare collection system (E-Fare system) was purchased through INIT and officially launched August 14, 2018. Staff continues to evaluate improvements to the e-fare system. Open Payments have been identified as a way to continue improvement for customer experience, help to minimize staff interaction, and to assist with faster boarding times.

ACTION PLAN

The Rapid has been working for the past year with INIT on Open Payments technology to support contactless payments from chip-enabled credit cards and virtual payment applications. This functionality will provide The Rapid's customers enhanced payment flexibility and therefore make it even easier to access and use our bus system.

The ability to accept contactless payments will be supported on all fixed route buses validators and Silver Line and Laker Line platforms to accept and process open payments with Visa, Mastercard and American Express via contactless cards and within Google and Apple mobile wallets. Discover Card cannot be processed at this time due to limitation imposed by Discover.

Benefits to Open Payments include:

- Faster boarding times
- Additional payment methods for riders
- Smartphone payment acceptance through virtual wallets
- Works with The Rapid's existing fare capping structure
- Reduces staff interaction for Customer Service and Operators

PROCUREMENT

This is a sole source procurement. Open Payments procured through INIT, our existing E-Fare system vendor, is a new feature being offered and will be an integrated into the current system. Procurement through potential other vendors would be extremely cost prohibitive to integrate.

FUNDING

Funding will be used from Federal and State funds, no local funds will be used.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042821-8

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

Approval to contract with INIT in an amount not to exceed \$331,250 for the implementation of Open Payments integration into the current E-Fare system.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with INIT in accordance with the information presented to the ITP Board on April 28, 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: April 12, 2021
 TO: ITP Board
 FROM: Jason Prescott, Special Services Manager
 SUBJECT: MARCH 2021 PARATRANSIT RIDERSHIP REPORT

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

	2021	2020	% Change
Total Paratransit Ridership	18,116	17,207	5.3%
ADA Ridership	14,319	13,801	3.8%
Non-Disabled Senior (NDS) Ridership	75	65	15.4%
PASS Ridership	248	410	-39.5
Network 180	2,445	2,272	7.6%
Cascade Township	530	477	11%

Ridership averages, as compared to 2020

	2021	2020	% Change
Weekday Ridership	621	692	-10.3%
Saturday Ridership	204	219	-6.8%
Sunday Ridership	146	184	-20.7%

Other Performance Measures

	2021	2020	% Change
On-Time Performance	98.69%	96.79%	2.0%
On-Time Drop-Off	97.22%	97.27%	-0.1%
Average Cost Per Trip	\$30.05	\$26.49	13.4%

March 2021 Paratransit Ridership and Operating Statistics

ADA	2021	2020	Change	% Change
Clients	1,126	1,474	(348)	-23.6%
Passenger Trips	14,319	13,801	518	3.8%

NDS

Clients	11	11	0	0.0%
Passenger Trips	75	65	10	15.4%

PASS

Clients	12	25	(13)	-52.0%
Passenger Trips	248	410	(162)	-39.5%

CONTRACTED

Clients	2	2	0	0.0%
Passenger Trips	3	20	(17)	-85.0%

RIDELINK

Clients	368	270	98	36.3%
Passenger Trips	1,026	639	387	60.6%
Phone Calls	3,418	2,709		
Total Trips sched. thru Rapid call center	3,561	4,403		

TOTALS

Clients	1,519	1,782	(263)	-14.8%
Passenger Trips	15,671	14,935	736	4.9%
Average Weekday Ridership	621	692	(71)	-10.3%
Average Saturday Ridership	204	219	(15)	-6.8%
Average Sunday Ridership	146	184	(38)	-20.7%
All Ambulatory Passengers	10,117	9,660	457	4.7%
All Wheelchair Passengers	5,554	5,275	279	5.3%
No - Shows	379	564	(185)	-32.8%
Cancellations	3,511	11,394	(7,883)	-69.2%
MV				
Average Cost per Trip	\$30.05	\$26.49	\$3.56	13.4%
Riders per Hour	1.7	2.0	(0.3)	-15.0%
Accidents per 100,000 Miles	0.0	1.0	(1)	-100.0%

Trip Denials	1	1	0	0.0%
NTD Travel Time (minutes)	35	35	0	0.0%

NETWORK 180

Passenger Trips	2,445	2,272	173	7.6%
Average Weekday Ridership	106	103	3	2.9%

TOTAL PASSENGER TRIPS	18,116	17,207	909	5.3%
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Paratransit Service Quality Statistics: network 180 Excluded

Complaints	2021	2020	% of Trips	% Change
MV Complaints	4	3	0.0%	33.3%

On-Time Performance

On-Time Compliance - Pick-up	98.69%	96.79%	1.9%	2.0%
On-Time Compliance - Drop-off	97.22%	97.27%	-0.1%	-0.1%

Date: April 19, 2021
To: ITP Board
From: Jason Prescott – Special Services Manager
Subject: FY 2021 2nd QUARTER PARATRANSIT REPORT CARD

In keeping with the commitment of reporting system performance to the community, attached is the FY 2021 2nd Quarter Paratransit Report Card

Productivity – Paratransit ridership for the 2nd quarter (45,939) decreased by 24% compared to the same quarter of FY2020.

Preventable Accidents– There was .3 preventable accidents per 100,000 revenue miles for the second quarter FY2021.

Customer Service – There were .013 complaints per 1,000 passengers.

Travel Time – Average trip length was 36.3 minutes for the second quarter of FY21.

Passengers per Hour – 2nd quarter service was provided to an average of 1.7 passengers per hour.

On-Time Performance – The paratransit vehicles were on-time for 98.30% of the trips.

On-Time Appointment Drop-Off – The paratransit vehicles dropped passengers off on time for appointments 97.04% of the time.

Cost Per Trip – Cost per paratransit trip averaged as \$31.47 for this quarter.

Ratio to Fixed-Route bus - For every one passenger who boarded a paratransit vehicle, 21 passengers boarded the fixed-route bus system.

A summary of the report card is attached.

PARATRANSIT FY2021 REPORT CARD STANDARDS

	FY2021						FY2020					Green	Yellow	Red
	Standard	1st	2nd	3rd	4th	Annual	1st	2nd	3rd	4th	Annual			
Productivity														
Total Paratransit Ridership	N/A	42,475	45,939				69,508	60,696	18,394	41,928	190,526	N/A	N/A	N/A
Passengers Per Hour	≥2.0	1.5	1.7				1.9	2.0	1.6	1.6	1.8	≥ 2.0	< 2.0 and > 1.7	≤ 1.7
	Actual value - not percentage change													
Preventable Accidents														
Preventable Accidents (per 100k miles)	≤ 0.9	0.3	0.3				1.5	1.0	0.0	1.0	0.9	≤ 0.9	> 0.9 and < 1.5	≥ 1.5
	Actual value - not percentage change													
Customer Service														
Complaints (per 100k passengers)	≤ 0.9	0.01	0.013				1.1	1.0	0.01	0.01	0.53	≤ 0.9	> 0.9 and < 1.5	≥1.5
Travel Time (minutes)	≤ 30	38.6	36.3				30	31	29	37.3	31.82	≤ 30	> 30 and < 33	≥33
	Actual value - not percentage change													
On-Time Performance														
Percentage of On-Time Trip	≥ 95%	98.86%	98.30%				93.66%	95.61%	98.06%	98.50%	96.46%	≥95%	< 95% and > 93%	≤ 93%
Percentage of On-Time Drop-Offs	≥ 95%	97.17%	97.04%				94.02%	96.20%	97.20%	96.57%	96.00%	≥95%	< 95% and > 93%	≤ 93%
	Actual value - not percentage change													
Cost Effectiveness														
Cost Per Passenger	N/A	\$33.93	\$31.47				\$25.63	\$26.51	\$34.93	\$31.95	\$29.75	N/A	N/A	N/A
Ratio of Paratransit to Fixed Route Ridership	1:30	1:21	1:21				1:39	1:39	1:27	1:20	1:31	≥30	< 30 and > 27	≤ 27
	Actual value - not percentage change													

Date: April 21, 2021
To: ITP Board
From: Maxwell Dillivan, AICP – Senior Planner
Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – February 2021

OVERVIEW

Ridership trends throughout February 2021 generally remained consistent compared to previous months. Continued presence of GRPS and GVSU students provided a minor boost to ridership. Regular fixed route performance modestly improved as well.

BACKGROUND INFORMATION

Monthly Ridership

	February 2021	February 2020	% Change
Routes 1 – 44 (<i>non-contracted regular fixed routes</i>)	222,312	618,961	↓ 64.1%
Contracted/Specialized Service (<i>GVSU, DASH, etc.</i>)	113,083	327,051	↓ 65.4%
Demand-Response (<i>Go!Bus, PASS</i>)	14,209	28,305	↓ 49.8%
Total Monthly Ridership	349,604	974,317	↓ 64.1%

Daily Average Ridership

	February 2021	February 2020	% Change
Weekday Total	14,868	42,265	↓ 64.8%
Weekday Evening	1,179	5,087	↓ 61.0%
Saturday	6,450	14,281	↓ 54.8%
Sunday	3,059	7,326	↓ 58.2%

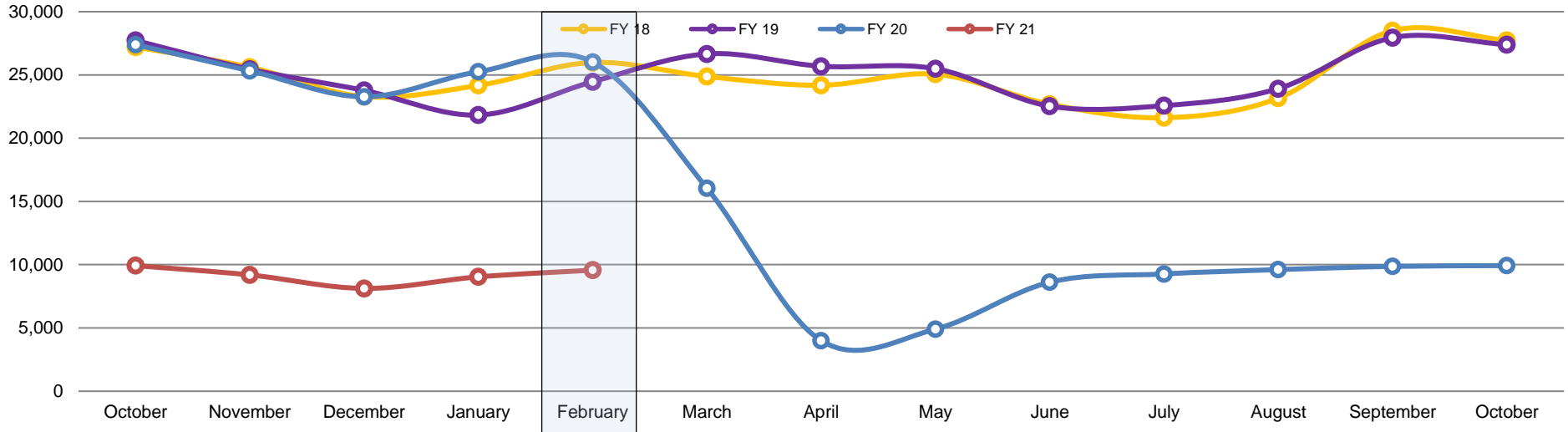
Fiscal Year Ridership

	Fiscal Year 2021	Fiscal Year 2020	% Change
Routes 1 – 44 (<i>non-contracted regular fixed routes</i>)	1,446,168	3,117,771	↓ 64.1%
Contracted/Specialized Service (<i>GVSU, DASH, etc.</i>)	393,386	327,051	↓ 65.4%
Demand-Response (<i>Go!Bus, PASS</i>)	14,209	28,305	↓ 49.8%
Total Monthly Ridership YTD	1,909,955	4,771,885	↓ 60.0%

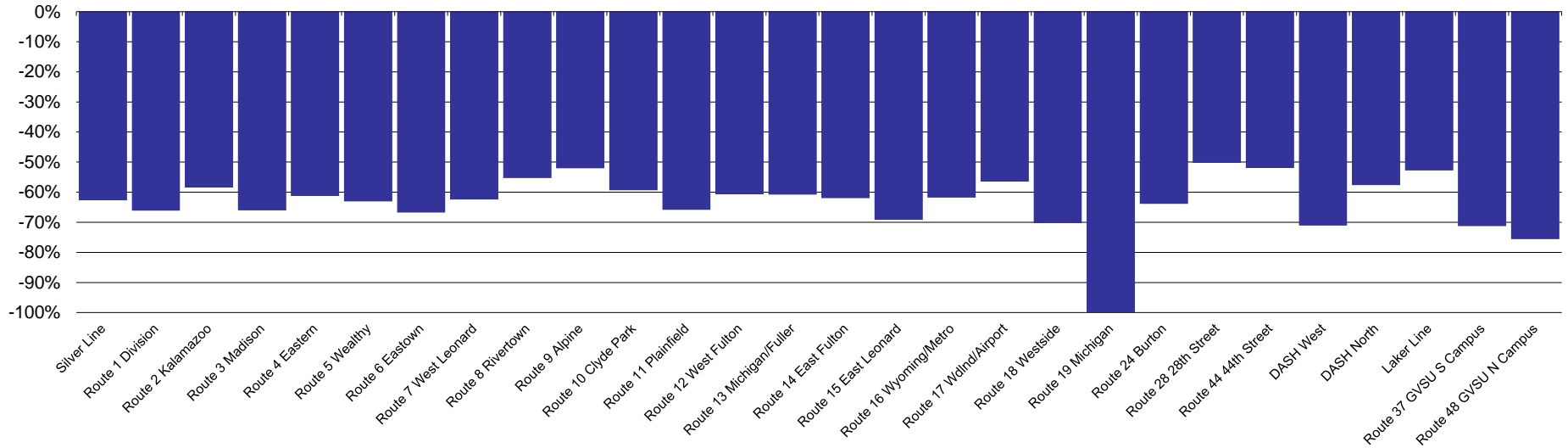
Productivity Summary

	February 2021	February 2020	% Change
Average passengers per hour per route	9.0	21.0	↓ 57.4%
Average passengers per mile per route	0.67	1.61	↓ 58.2%
Average farebox recovery percent per route	8.6%	20.3%	↓ 57.6%
Average daily passengers	7,889	21,197	↓ 62.8%

Monthly Weekday Average Ridership History



Percent Change by Route: February 2021 compared to February 2020



Date: April 28, 2021
To: ITP Board
From: Linda Medina, Finance Manager
Subject: FEBRUARY 2021 OPERATING STATEMENT

Attached are the financial reports through February 28, 2021 for general operating and grants.

FY 2021 YTD Operating Statement Analysis

Total revenue is under budget by .6% before CARES Act.

- Passenger Fares are 40.8% under budget and Sales of Transportation Services are 38.1% under budget. Ridership and fares are down 53% and 59% respectively compared to FY 2020.
- State Operating is 47.6% over budget due to the increase from the budgeted 20% to actual 31.60014%.
- Reimbursement for eligible operating expenses through the CARES Act has been requested in the amount of \$8,796,584 in FY 2021.

Total expenses are under budget by 6.6%.

- Materials and Supplies are 18.4% 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 38.4% due to the insurance budget being lower than the actual premiums. This variance will be addressed in the budget amendment.
- Purchased Transportation is 23.2% under budget as actual ridership is lower than anticipated. Ridership is down by 50% compared to FY 2020.

There is no professional development and travel report for February.

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

The Rapid
FY 2021 Operating Statement
Year to Date as of February 28, 2021

	YTD as of February 28		Variance		FY 2020 YTD Actual	Note - Annual FY 2021 Budget
	Budget	Actual	\$	%		
Revenues and Operating Assistance						
Passenger Fares	\$ 1,806,900	\$ 1,070,505	\$ (736,395)	-40.8%	\$ 2,554,421	\$ 4,872,880
Sale of Transportation Services						
CMH Contribution	360,611	96,522	(264,089)	-73.2%	283,124	836,760
Dash Contract	1,105,599	955,654	(149,945)	-13.6%	1,095,273	2,653,438
Grand Valley State University	2,227,162	1,265,411	(961,752)	-43.2%	1,506,624	4,236,285
Van Pool Transportation	32,000	9,910	(22,090)	-69.0%	36,889	96,000
Township Services	383,843	248,893	(134,950)	-35.2%	250,838	921,223
Other	198,023	89,904	(108,119)	-54.6%	232,749	475,255
Subtotal Sale of Transportation Services	4,307,238	2,666,294	(1,640,945)	-38.1%	3,621,071	9,218,961
State Operating	4,069,350	6,006,095	1,936,745	47.6%	6,427,312	9,547,265
Property Taxes	6,814,113	7,248,000	433,888	6.4%	6,912,077	16,353,871
Advertising & Miscellaneous	326,564	225,611	(100,953)	-30.9%	154,580	699,349
Subtotal Revenues and Operating Assistance	17,324,165	17,216,505	(107,660)	-0.6%	19,669,462	40,692,326
Grant Operating Revenue (Cares Act)	2,935,000	8,796,584	5,861,584	100.0%	-	7,043,999
Total Revenues and Operating Assistance	\$ 20,259,165	\$ 26,013,089	\$ 5,753,924	28.4%	\$ 19,669,462	\$ 47,736,325
Expenses						
Salaries and Wages						
Administrative	\$ 2,278,117	\$ 2,100,494	\$ (177,623)	-7.8%	\$ 2,158,062	\$ 5,384,641
Operators	6,098,269	5,197,613	(900,656)	-14.8%	6,202,583	14,071,600
Maintenance	876,420	809,628	(66,792)	-7.6%	860,352	2,071,539
Subtotal Salaries and Wages	9,252,807	8,107,736	(1,145,072)	-12.4%	9,220,998	21,527,780
Benefits	3,722,302	3,619,892	(102,410)	-2.8%	3,739,702	8,779,120
Contractual Services	1,397,530	1,303,354	(94,175)	-6.7%	896,653	3,583,361
Materials and Supplies						
Fuel and Lubricants	639,060	521,808	(117,252)	-18.3%	1,007,332	1,725,633
Other	618,914	504,856	(114,058)	-18.4%	842,748	1,865,833
Subtotal Materials and Supplies	1,257,974	1,026,664	(231,310)	-18.4%	1,850,080	3,591,466
Utilities, Insurance, and Miscellaneous	2,155,925	2,983,585	827,660	38.4%	1,802,809	4,113,462
Purchased Transportation	2,560,211	1,965,341	(594,871)	-23.2%	3,233,196	6,141,136
Expenses Before Capitalized Operating	20,346,749	19,006,571	(1,340,178)	-6.6%	20,743,437	47,736,325
Capitalized Operating Expenses	-	-	-	0.0%	-	-
Total Operating Expenses	\$ 20,346,749	\$ 19,006,571	\$ (1,340,178)	-6.6%	\$ 20,743,437	\$ 47,736,325
Net Surplus/(Deficit) without CARES		\$ (1,790,066)			\$ (1,073,975)	
Net Surplus/(Deficit) with CARES		\$ 7,006,518				

Interurban Transit Partnership
Grant Revenues & Expenditures
Month Ended 02/28/21

GL0376

Page

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	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target
Grant Revenue						
1. Federal Grant Assistance	7,515,903	7,515,903	1,373,951	4,396,044	3,119,859	58%
2. State Grant Assistance	1,878,976	1,878,976	343,488	1,100,011	778,965	59%
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	1,717,439	5,496,055	3,898,824	59%
Labor						
7. Administrative Salaries	20,800	20,800	1,472	6,685	14,115	32%
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	629	3,696	4,624	44%
11. Total Labor	29,120	29,120	2,101	10,381	18,739	36%
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	291,666	448,334	39%
17. Specialized Services	542,368	542,368	0	0	542,368	0%
18. Total Purchased Transportation	1,282,368	1,282,368	58,333	291,666	990,702	23%
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	1,160,589	2,442,859	234,758	91%
29. Equipment	886,906	886,906	3,446	865,975	20,931	98%
30. Other	1,994,280	1,994,280	474,760	1,344,212	650,068	67%
31. Total Capital	7,236,919	7,236,919	1,631,903	5,053,533	2,183,386	70%
32. Planning Services	561,878	561,878	25,102	118,124	443,754	21%
33. Capitalized Operating	0	0	0	0	0	100%
34. Total Expenditures	9,394,880	9,394,880	1,717,439	5,495,055	3,899,825	58%

Date: April 28, 2021
To: ITP Board
From: Linda Medina, Finance Manager
Subject: MICHIGAN PUBLIC ACT 202 (PA 202) ANNUAL REPORT

OVERVIEW

Please find attached the Local Government Retirement System Annual Report Form 5572 as submitted to the Michigan Department of Treasury for Fiscal Year 2020.

BACKGROUND

This report must be filed annually with the State of Michigan for any local unit of government that offers a retirement pension benefit plan. In addition, agencies must also provide the report to their governing body and post the report to the agency's web site.

The report demonstrates that the actuarial accrued liability of the retirement pension system meets or exceeds the requirement of being at least 60% funded, according to the most recent annual report. As indicated in the report, both of ITP's retirement plans exceed this requirement with the Administrative Plan being funded at 74.8% and the Union Plan being funded at 75.4%

ITP is in compliance with all the Michigan Public Act 202 requirements.

Please reach out to me if you have any questions at 774-1149 or Imedina@ridetherapid.org

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

Enter Local Government Name	Interurban Transit Partnership	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting .
Enter Six-Digit Municode	417530	
Unit Type	Authority	
Fiscal Year End Month	September	
Fiscal Year (four-digit year only, e.g. 2019)	2020	Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Contact Name (Chief Administrative Officer)	Linda Medina	
Title if not CAO	Finance Manager	
CAO (or designee) Email Address	lmolina@ridetherapid.org	
Contact Telephone Number	616 774 1149	
Pension System Name (not division) 1	Interurban Transit Partnership Plan	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2	Union Pension Plan	
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement pension system	Calculated from above	Interurban Transit Partnership Plan	Interurban Transit Partnership and			
3 Financial Information							
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	2,206,577	10,169,272			
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	2,950,396	13,440,598			
6	Funded ratio	Calculated	74.8%	75.7%			
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	419,186	387,328			
8	Governmental Fund Revenues	Most Recent Audit Report	96,738,112	96,738,112			
9	All systems combined ADC/Governmental fund revenues	Calculated	0.8%	0.8%			
10 Membership							
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	1	225			
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	16	128			
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	16	128			
14 Investment Performance							
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	6.50%	5.20%			
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	4.80%	5.40%			
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	4.40%	6.20%			
18 Actuarial Assumptions							
19	Actuarial assumed rate of investment return	Actuarial Funding Valuation used in Most Recent Audit Report	6.00%	6.50%			
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Percent	Level Dollar			
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	3	10			
22	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	Yes	Yes			
23 Uniform Assumptions							
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	2,206,577	10,169,272			
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	2,950,396	13,482,161			
26	Funded ratio using uniform assumptions	Calculated	74.8%	75.4%			
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	419,186	475,685			
28	All systems combined ADC/Governmental fund revenues	Calculated	0.9%	0.9%			
29 Pension Trigger Summary							
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary government triggers: Less than 60% funded AND greater than 10% ADC/Governmental fund revenues. Non-Primary government triggers: Less than 60% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)
 Local governments must post the current year report on their website or in a public place.
 The local government must electronically submit the form to its governing body.
 Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.
 Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.

Date: April 19, 2021
To: ITP Board
From: Steve Schipper, Chief Operating Officer
Subject: COLLECTIVE BARGAINING AGREEMENT

ACTION REQUESTED

Authorization is requested from the ITP Board to enter into a collective bargaining agreement that spans the period June 10, 2021 – June 9, 2024. A resolution authorizing the Chief Executive Officer to execute this agreement with ATU Local 836 is attached for Board approval.

BACKGROUND

The Collective Bargaining Agreement between ITP and Amalgamated Transit Union Local 836 (representing bus operators and maintenance technicians) expired on December 10, 2020, and the successor agreement is set to expire June 10, 2021. Management and union representatives have been meeting periodically since November of 2020 on a new agreement. A tentative agreement was reached on April 12, 2021 and the Union scheduled a ratification vote on April 18, 2021. The Union voted in favor of the agreement 95% Yes, 5% No.

HIGHLIGHTS OF AGREEMENT (Financial Items in bold)

- Overtime Pay (Operators) **(Eliminated daily OT)**
- Overtime Pay (Maintenance) **(Eliminated daily OT)**
- Wage Premiums **(Increased maintenance shift premium from \$.45 to \$.75)**
- Tripper/Run Pay **(Two hour minimum with elimination of time and a half)**
- Contacting Dispatch/Procedure if unable to work (1 hour notice)
- Physical Examination Pay **(1 hour pay cap every 24 months . . . starts 2022)**
- Tool allowance - Maintenance **(Increase from \$600 to \$650)**
- Uniform allowance - Operators **(Increase from \$250 to \$300 but eliminate carryover)**
- Defined Contribution Plan **(Extra half percent match - total of 10%)**
- Technician Classifications **(New option to obtain classifications via years of service)**
- Health and Life Insurance **(Premium share and HSA contributions (1 year))**
- Union Officer Special Days Off/Extended Union Leave **(Provides an annual cap)**
- **Wage Increases of 3%, 2%, and 2% for both Operators and Mechanics.**
- Layoff and Recall **(Emergency/Act of God/Government order language)**
- **\$1000 ratification bonuses**

The proposed agreement meets Board objectives as outlined at Board meetings.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 042821-9

Fiscal Year: 2020-2021

Moved and supported to adopt the following resolution:

Approval to Adoption of a collective bargaining agreement with Amalgamated Transit Union Local 836.

BE IT RESOLVED that the Chief Executive Officer is hereby authorized to execute a collective bargaining agreement, on behalf of the Interurban Transit Partnership Board, with Amalgamated Transit Union Local 836 covering the period June 10, 2021 – June 9, 2024, in accordance with the information presented to the ITP Board on April 28, 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