



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

**Board of Directors**

Thursday, December 15, 2022

1:00 PM

**AGENDA**

1. Call to order
2. Approval of Agenda
3. Approval of the November 17, 2022, Board Meeting Summary
4. Public Comment
5. October 2022 Financial Report - ACTION
6. November 2022 Financial Report– ACTION
7. 2023 Proposed RTA Board Meeting Calendar- ACTION
8. 5310 Call for Projects Strategy
9. Communications Report
10. Staff Report
11. New Business
12. Adjourn

*The Board may, at its discretion, revise this agenda or take up any other issues as needed, and time allows.*

*Request for reasonable accommodations at RTA meetings require advance reservations. Individuals with disabilities requiring assistance should contact RTA Information Services at least 48 hours in advance of the meeting.*

*Documents and information are available in a variety of formats. Contact the RTA Information Center at [info@rtamichigan.org](mailto:info@rtamichigan.org) or call 313-402-1020 to discuss your format need. Further information can be found at [www.rtamichigan.org](http://www.rtamichigan.org).*



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

**Proposed Meeting Summary**

**Board of Directors**

Thursday, November 17, 2022

1:00 PM

**1. Call to order at 1:01PM**

**Board Members Present:**

Paul Hillegonds; Don Morandini; Alma Smith; Jeannette Bradshaw; Jon Moore; June Lee; Helaine Zack; Dr. Erica Robertson; Ned Staebler (virtual)

**RTA Representatives Present:**

Ben Stupka; Harmony Lloyd; Virginia Lickliter; Khalil Davis; Corri Wofford; Shauna Morris

**Other Meeting Participants:**

Mario Morrow and Associates (virtual) – Contractor to RTA

**2. Approval of Agenda**

Moved by Helaine Zack and supported by Alma Smith. The November 17, 2022, Agenda was unanimously approved.

**3. Approval of the September 15, 2022, Board Meeting Summary**

Moved by Alma Smith and supported by Jeannette Bradshaw. The September 15, 2022, Meeting Summary was unanimously approved.

**4. Public Comment**

- Robert Pawlowski provided public comment in relation to the passing of the transportation millage in Oakland County and the need for increased wages for drivers.
- Steven Hawring inquired about the possibility of an express bus to and from Detroit Metro Airport, and associated costs. Mr. Stupka advised that upon developing a plan for service, it will be brought before the RTA Board.
- Joel Batterman, TRU, suggested that the results of the millage passing expresses the support for public investment in transportation and a 2024 regional transit ballot initiative. Mr. Batterman further expressed that he would like to see the restoration of service to pre-pandemic levels with the recruitment and retention of drivers.
- Thomas Yazbeck echoed the sentiments of the prior comments and stressed the importance of prioritizing the expansion of service to new communities.

5. **2022 Year End Financial Report - Action**

Ms. Licklitter presented the 2022 Year End Financial Report, as included in the meeting packet. There was an invoice for printing in outreach communications for the D2A2 service. Ms. Licklitter further advised that in comparison to last year there were significant increases due to the hiring of additional staff, travel, restart of services, new projects, and the onboarding of Rehmann for financial operations services.

Moved by Alma Smith and supported by Don Morandini. The 2022 Year End Financial Report was unanimously approved.

6. **October 2022 Financial Reports- Deferred**

7. **American Rescue Plan (ARP) Process- Action**

Mr. Stupka provided an outline of the programming of the 15% (\$25 million) set aside from the ARP funding for the development of a joint program of regional projects, as included in the meeting packet. Mr. Stupka advised that the RTA will follow a schedule to ensure that providers and the Board have appropriate opportunities for input into how the programming process will take shape.

Moved by Jeannette Bradshaw and supported by Jon Moore, the proposed programming strategy was unanimously approved.

8. **Triennial Update**

The FY2022 Triennial Review was conducted in May 2022. The deficiencies identified by the FTA have been revised and/or corrected. RTA staff will submit a letter of corrective actions to the FTA upon Board approval of the FY2023-2025 DBE Program and the FY2023-2025 Title VI Program. A draft of the corrective actions letter was included in the meeting packet.

9. **Disadvantaged Business Enterprise Program (DBE): 2023 – 2025 - Action**

Moved by Alma Smith and supported by Dr. Erica Robertson. The FY2023-2025 DBE Program was unanimously approved.

10. **Title VI Program - Action**

Moved by June Lee and supported by Jon Moore. The FY2023-2025 Title VI Program was unanimously approved.

11. **Regional Master Transit Plan Update**

Mr. Stupka presented a Regional Master Transit Plan Update. The full presentation is included [here](#).

12. **Michigan Ride Paratransit Pilot Final Report**

Michigan Department of Transportation (MDOT) awarded a \$1million Michigan Mobility Challenge Grant to a partnership of Ann Arbor Area Transit Authority (AATA), Detroit Department of Transportation (DDOT), RTA and SMART to pilot an innovative technology solution that would allow users to manage and book paratransit rides via a

software application. Mr. Stupka presented the project overview and findings of the pilot. The full presentation is included [here](#).

**13. Communications Report**

Corri Wofford, Community Relations Manager, provided an overview of outreach activities of the RTA, including increased social media presence, marketing for the expansion of D2A2 ridership, joining various business organizations and chambers throughout the region, participation in public events at Wayne State University and University of Michigan, attending national and local conferences...and the like. Ms. Wofford advised that RTA staff will be making the keynote address at the Southern Wayne County Regional Chamber Luncheon in December to discuss transit. In addition, the Citizens Advisory Committee will hold it's first in-person meeting since the pandemic in December and hopes to have a membership kick-off drive in the first quarter of 2023. The RTA will also be working to create talking points for consistent responses regarding who and what the RTA is.

**14. Staff Report**

Mr. Stupka and Ms. Lloyd presented the Staff Report, as included in the meeting packet. Mr. Stupka asked Members to have conversations with their county executives/appointing authorities in relation to what direction they would like to see the RTA go in for the expansion of regional transit in the future.

**15. New Business**

There was no new business.

**16. Adjourn – Meeting Adjourned at 3:11PM**

**Regional Transit Authority of Southeast Michigan**  
**Income Statement**  
 Month ended October 31, 2022

	Oct 2022	Total			% of Budget
	Actual	Actual	Budget	over Budget	
<b>Revenue</b>					
410.00 Grant Revenue		0.00	0.00	0.00	
410.01 Federal Grant Revenue	1,526,902.42	1,526,902.42	28,538,974.00	-27,012,071.58	5.35%
410.02 State Grant Revenue	113,728.47	113,728.47	952,000.00	-838,271.53	11.95%
410.03 State Matching Revenue	7.80	7.80	488,091.00	-488,083.20	0.00%
<b>Total 410.00 Grant Revenue</b>	<b>\$ 1,640,638.69</b>	<b>\$ 1,640,638.69</b>	<b>\$ 29,979,065.00</b>	<b>-\$ 28,338,426.31</b>	<b>5.47%</b>
440.00 Interest Income	17.88	17.88	0.00	17.88	
<b>Total Revenue</b>	<b>\$ 1,640,656.57</b>	<b>\$ 1,640,656.57</b>	<b>\$ 29,979,065.00</b>	<b>-\$ 28,338,408.43</b>	<b>5.47%</b>
<b>Expenditures</b>					
Total 501.00 LABOR	<b>\$ 28,032.70</b>	<b>\$ 28,032.70</b>	<b>\$ 556,603.00</b>	<b>-\$ 528,570.30</b>	<b>5.04%</b>
Total 502.00 FRINGE BENEFITS	<b>\$ 10,981.52</b>	<b>\$ 10,981.52</b>	<b>\$ 278,302.00</b>	<b>-\$ 267,320.48</b>	<b>3.95%</b>
Total Cost of Labor	<b>\$ 39,014.22</b>	<b>\$ 39,014.22</b>	<b>\$ 834,905.00</b>	<b>-\$ 795,890.78</b>	<b>4.67%</b>
503.00 SERVICES		0.00	0.00	0.00	
503.01 Legal		0.00	75,000.00	-75,000.00	0.00%
503.02 Audit		0.00	15,500.00	-15,500.00	0.00%
503.03 Accounting	10,000.00	10,000.00	155,000.00	-145,000.00	6.45%
503.04 Communications	6,750.00	6,750.00	81,000.00	-74,250.00	8.33%
503.05 Website		0.00	0.00	0.00	
503.06 Technical Contracts		0.00	1,022,000.00	-1,022,000.00	0.00%
503.08 Legislative Services	3,000.00	3,000.00	0.00	3,000.00	
503.09 Transportation Services		0.00	0.00	0.00	
503.29 Transportation Services - Operations	1,477,857.00	1,477,857.00	27,440,457.00	-25,962,600.00	5.39%
<b>Total 503.09 Transportation Services</b>	<b>\$ 1,477,857.00</b>	<b>\$ 1,477,857.00</b>	<b>\$ 27,440,457.00</b>	<b>-\$ 25,962,600.00</b>	<b>5.39%</b>
503.99 Other Services		0.00	0.00	0.00	
503.990 Public Education Initiatives		0.00	100,000.00	-100,000.00	0.00%
503.992 User Satisfaction Survey		0.00	50,000.00	-50,000.00	0.00%
503.999 Other Contract	86,500.00	86,500.00	75,000.00	11,500.00	115.33%
<b>Total 503.99 Other Services</b>	<b>\$ 86,500.00</b>	<b>\$ 86,500.00</b>	<b>\$ 225,000.00</b>	<b>-\$ 138,500.00</b>	<b>38.44%</b>
<b>Total 503.00 SERVICES</b>	<b>\$ 1,584,107.00</b>	<b>\$ 1,584,107.00</b>	<b>\$ 29,013,957.00</b>	<b>-\$ 27,429,850.00</b>	<b>5.46%</b>

**Regional Transit Authority of Southeast Michigan**  
**Income Statement**  
 Month ended October 31, 2022

	Oct 2022		Total		
	Actual	Actual	Budget	over Budget	% of Budget
<b>504.00 MATERIAL AND SUPPLIES</b>		0.00	0.00	0.00	
504.02 PC & Computers		0.00	7,500.00	-7,500.00	0.00%
504.03 Printing		0.00	25,000.00	-25,000.00	0.00%
504.04 Office Supplies		0.00	2,500.00	-2,500.00	0.00%
504.05 Furniture		0.00	10,000.00	-10,000.00	0.00%
504.99 Other Supplies	18.49	18.49	0.00	18.49	
<b>Total 504.00 MATERIAL AND SUPPLIES</b>	<b>\$ 18.49</b>	<b>\$ 18.49</b>	<b>\$ 45,000.00</b>	<b>-\$ 44,981.51</b>	<b>0.04%</b>
<b>505.00 UTILITIES</b>		0.00	0.00	0.00	
505.01 Telephone	537.78	537.78	10,000.00	-9,462.22	5.38%
505.02 Online Services	884.26	884.26	5,000.00	-4,115.74	17.69%
<b>Total 505.00 UTILITIES</b>	<b>\$ 1,422.04</b>	<b>\$ 1,422.04</b>	<b>\$ 15,000.00</b>	<b>-\$ 13,577.96</b>	<b>9.48%</b>
<b>506.00 INSURANCE</b>		0.00	0.00	0.00	
506.01 D&O Liability Insurance	12,777.00	12,777.00	14,000.00	-1,223.00	91.26%
506.03 Other Insurance	-4.00	-4.00	703.00	-707.00	-0.57%
<b>Total 506.00 INSURANCE</b>	<b>\$ 12,773.00</b>	<b>\$ 12,773.00</b>	<b>\$ 14,703.00</b>	<b>-\$ 1,930.00</b>	<b>86.87%</b>
<b>507.00 TRAVEL</b>		0.00	5,000.00	-5,000.00	0.00%
507.01 Travel Expenses	2,000.44	2,000.44	0.00	2,000.44	
507.02 Mileage	110.00	110.00	0.00	110.00	
507.03 Conferences	275.00	275.00	0.00	275.00	
<b>Total 507.00 TRAVEL</b>	<b>\$ 2,385.44</b>	<b>\$ 2,385.44</b>	<b>\$ 5,000.00</b>	<b>-\$ 2,614.56</b>	<b>47.71%</b>
<b>509.00 MISCELLANEOUS EXPENSES</b>		0.00	0.00	0.00	
509.01 Subscriptions/Memberships	169.00	169.00	5,000.00	-4,831.00	3.38%
509.02 Meeting /Retreats		0.00	10,000.00	-10,000.00	0.00%
509.03 Board Reimbursement		0.00	3,000.00	-3,000.00	0.00%
509.09 Bank Fees	73.00	73.00	0.00	73.00	
509.99 Other Miscellaneous Expenses	676.50	676.50	2,500.00	-1,823.50	27.06%
<b>Total 509.00 MISCELLANEOUS EXPENSES</b>	<b>\$ 918.50</b>	<b>\$ 918.50</b>	<b>\$ 20,500.00</b>	<b>-\$ 19,581.50</b>	<b>4.48%</b>
<b>512.00 LEASE AND RENTALS</b>		0.00	0.00	0.00	
512.01 Rent		0.00	30,000.00	-30,000.00	0.00%
<b>Total 512.00 LEASE AND RENTALS</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 30,000.00</b>	<b>-\$ 30,000.00</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>\$ 1,640,638.69</b>	<b>\$ 1,640,638.69</b>	<b>\$ 29,979,065.00</b>	<b>-\$ 28,338,426.31</b>	<b>5.47%</b>
<b>Net Revenue over Expenditures</b>	<b>\$ 17.88</b>	<b>\$ 17.88</b>	<b>\$ 0.00</b>	<b>\$ 17.88</b>	

## Regional Transit Authority of Southeast Michigan Income Statement Comparison October 2022

	Total		
	Oct 2022	Oct 2021 (PY)	% Change
<b>Revenue</b>			
<b>410.00 Grant Revenue</b>			
410.01 Federal Grant Revenue	1,526,902.42	7,875.99	19286.80%
410.02 State Grant Revenue	113,728.47	82,354.44	38.10%
410.03 State Matching Revenue	7.80	-1,089.83	100.72%
410.09 Other Grant Revenue		3,000.00	-100.00%
410.93 Project match revenue		-6,786.16	100.00%
<b>Total 410.00 Grant Revenue</b>	<b>\$ 1,640,638.69</b>	<b>\$ 85,354.44</b>	<b>1822.15%</b>
<b>440.00 Interest Income</b>	17.88	0.45	3873.33%
<b>Total Revenue</b>	<b>\$ 1,640,656.57</b>	<b>\$ 85,354.89</b>	<b>1822.16%</b>
<b>Expenditures</b>			
<b>Total 501.00 LABOR</b>	<b>\$ 28,032.70</b>	<b>\$ 9,932.65</b>	<b>182.23%</b>
<b>Total 502.00 FRINGE BENEFITS</b>	<b>\$ 10,981.52</b>	<b>\$ 9,353.97</b>	<b>17.40%</b>
<b>Total Cost of Labor</b>	<b>\$ 39,014.22</b>	<b>\$ 19,286.62</b>	
<b>503.00 SERVICES</b>			
503.03 Accounting	10,000.00		
503.04 Communications	6,750.00	6,750.00	0.00%
503.08 Legislative Services	3,000.00	3,000.00	0.00%
<b>503.09 Transportation Services</b>			
503.29 Transportation Services - Operations	1,477,857.00		
<b>Total 503.09 Transportation Services</b>	<b>\$ 1,477,857.00</b>	<b>\$ 0.00</b>	
503.11 Project match		-6,786.16	100.00%
503.99 Other Services		-6,616.67	100.00%
503.999 Other Contract	86,500.00	55,797.50	55.02%
<b>Total 503.99 Other Services</b>	<b>\$ 86,500.00</b>	<b>\$ 49,180.83</b>	<b>75.88%</b>
<b>Total 503.00 SERVICES</b>	<b>\$ 1,584,107.00</b>	<b>\$ 52,144.67</b>	<b>2937.91%</b>

**Regional Transit Authority of Southeast Michigan**  
**Income Statement Comparison**  
 October 2022

	Total		
	Oct 2022	Oct 2021 (PY)	% Change
<b>504.00 MATERIAL AND SUPPLIES</b>			
504.99 Other Supplies	18.49		
<b>Total 504.00 MATERIAL AND SUPPLIES</b>	<b>\$ 18.49</b>	<b>\$ 0.00</b>	
<b>505.00 UTILITIES</b>			
505.01 Telephone	537.78	386.80	39.03%
505.02 Online Services	884.26	699.35	26.44%
<b>Total 505.00 UTILITIES</b>	<b>\$ 1,422.04</b>	<b>\$ 1,086.15</b>	<b>30.92%</b>
<b>506.00 INSURANCE</b>			
506.01 D&O Liability Insurance	12,777.00	12,774.00	0.02%
506.03 Other Insurance	-4.00		
<b>Total 506.00 INSURANCE</b>	<b>\$ 12,773.00</b>	<b>\$ 12,774.00</b>	<b>-0.01%</b>
<b>507.00 TRAVEL</b>			
507.01 Travel Expenses	2,000.44		
507.02 Mileage	110.00		
507.03 Conferences	275.00		
<b>Total 507.00 TRAVEL</b>	<b>\$ 2,385.44</b>	<b>\$ 0.00</b>	
<b>509.00 MISCELLANEOUS EXPENSES</b>			
509.01 Subscriptions/Memberships	169.00		
509.09 Bank Fees	73.00	63.00	15.87%
509.99 Other Miscellaneous Expenses	676.50		
<b>Total 509.00 MISCELLANEOUS EXPENSES</b>	<b>\$ 918.50</b>	<b>\$ 63.00</b>	<b>1357.94%</b>
<b>Total Expenditures</b>	<b>\$ 1,640,638.69</b>	<b>\$ 85,354.44</b>	<b>1822.15%</b>
<b>Net Revenue over Expenditures</b>	<b>\$ 17.88</b>	<b>\$ 0.45</b>	<b>3873.33%</b>



**Regional Transit Authority of Southeast Michigan**  
**Balance Sheet**  
As of October 31, 2022

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
<b>101.00 Cash and Cash Items</b>	
Total 101.01 Cash in Bank - Huntington	\$ 3,570.91
101.02 Huntington Bank Money Market - RTA Leave Fund	1,601.68
Total 101.00 Cash and Cash Items	\$ 5,172.59
<b>Total Bank Accounts</b>	\$ 5,172.59
<b>Accounts Receivable</b>	
<b>102.00 Receivables</b>	
102.01 Accounts Receivable	3,372,319.21
Total 102.00 Receivables	\$ 3,372,319.21
<b>Total Accounts Receivable</b>	\$ 3,372,319.21
<b>Other Current Assets</b>	
<b>103.00 MATERIAL AND SUPPLIES INVENTORY</b>	
103.01 Prepaid Postage	27.03
103.02 Prepaid Insurance	0.00
103.03 Pre-paid Fringe Benefits	0.00
Total 103.00 MATERIAL AND SUPPLIES INVENTORY	\$ 27.03
<b>Total Other Current Assets</b>	\$ 27.03
<b>Total Current Assets</b>	\$ 3,377,518.83
<b>Fixed Assets</b>	
<b>112.00 TANGIBLE PROPERTY OTHER THAN FO</b>	
112.011 Hardware/Software	2,230.95
112.02 Tangible Property - Accum. Dep	-2,230.94
Total 112.00 TANGIBLE PROPERTY OTHER THAN FO	\$ 0.01
<b>Total Fixed Assets</b>	\$ 0.01
<b>TOTAL ASSETS</b>	\$ 3,377,518.84

**Regional Transit Authority of Southeast Michigan**  
**Balance Sheet**  
As of October 31, 2022

	Total
<b>LIABILITIES AND FUND BALANCE</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
201.01 Accounts Payable	3,011,117.31
<b>Total Accounts Payable</b>	\$ 3,011,117.31
<b>Other Current Liabilities</b>	
<b>Total 212.00 Payroll Liabilities</b>	\$ 14,846.70
<b>213.00 Deferred Revenue</b>	
213.02 Deferred Revenue - State Grants	400,000.00
213.09 Deferred Revenue - Other Grants	0.00
<b>Total 213.00 Deferred Revenue</b>	\$ 400,000.00
<b>Total Other Current Liabilities</b>	\$ 415,157.55
<b>Total Current Liabilities</b>	\$ 3,426,274.86
<b>Total Liabilities</b>	\$ 3,426,274.86
<b>Fund Balance</b>	
<b>Fund Balance</b>	-48,773.90
<b>Net Revenue</b>	17.88
<b>Total Fund Balance</b>	-\$ 48,756.02
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	\$ 3,377,518.84

**Regional Transit Authority of Southeast Michigan**  
**Income Statement**  
 Month ended November 30, 2022

	Nov 2022	Total			% of Budget
	Actual	Actual	Budget	over Budget	
<b>Revenue</b>					
410.00 Grant Revenue		0.00	0.00	0.00	
410.01 Federal Grant Revenue	568,474.22	2,095,376.64	28,538,974.00	(26,443,597.36)	7.34%
410.02 State Grant Revenue	14,850.85	127,511.32	952,000.00	(824,488.68)	13.39%
410.03 State Matching Revenue	117,222.59	117,230.39	488,091.00	(370,860.61)	24.02%
<b>Total 410.00 Grant Revenue</b>	<b>\$ 700,547.66</b>	<b>\$ 2,340,118.35</b>	<b>\$ 29,979,065.00</b>	<b>\$ (27,638,946.65)</b>	<b>7.81%</b>
440.00 Interest Income	200.05	217.93	0.00	217.93	
<b>Total Revenue</b>	<b>\$ 700,747.71</b>	<b>\$ 2,340,336.28</b>	<b>\$ 29,979,065.00</b>	<b>\$ (27,638,728.72)</b>	<b>7.81%</b>
<b>Expenditures</b>					
<b>Total 501.00 LABOR</b>	<b>\$ 37,001.28</b>	<b>\$ 65,033.98</b>	<b>\$ 556,603.00</b>	<b>\$ (491,569.02)</b>	<b>11.68%</b>
<b>Total 502.00 FRINGE BENEFITS</b>	<b>\$ 12,149.94</b>	<b>\$ 23,131.46</b>	<b>\$ 278,302.00</b>	<b>\$ (255,170.54)</b>	<b>8.31%</b>
Total Cost of Labor	<b>\$ 49,151.22</b>	<b>\$ 88,165.44</b>	<b>\$ 834,905.00</b>	<b>\$ (746,739.56)</b>	<b>10.56%</b>
<b>503.00 SERVICES</b>		0.00	0.00	0.00	
503.01 Legal	1,290.50	222.50	75,000.00	(74,777.50)	0.30%
503.02 Audit		0.00	15,500.00	(15,500.00)	0.00%
503.03 Accounting	10,000.00	20,000.00	155,000.00	(135,000.00)	12.90%
503.04 Communications	6,750.00	13,500.00	81,000.00	(67,500.00)	16.67%
503.06 Technical Contracts	40,432.63	40,432.63	1,022,000.00	(981,567.37)	3.96%
503.08 Legislative Services	3,000.00	6,000.00	0.00	6,000.00	
503.09 Transportation Services		0.00	0.00	-	
503.29 Transportation Services - Operations	456,729.10	1,934,586.10	27,440,457.00	(25,505,870.90)	7.05%
503.39 Transportation Services - Marketing	129,344.86	129,344.86	0.00	129,344.86	
<b>Total 503.09 Transportation Services</b>	<b>\$ 586,073.96</b>	<b>\$ 2,063,930.96</b>	<b>\$ 27,440,457.00</b>	<b>\$ (25,376,526.04)</b>	<b>7.52%</b>
503.99 Other Services		0.00	0.00	0.00	
503.990 Public Education Initiatives		0.00	100,000.00	(100,000.00)	0.00%
503.992 User Satisfaction Survey		0.00	50,000.00	(50,000.00)	0.00%
503.999 Other Contract		86,500.00	75,000.00	11,500.00	115.33%
<b>Total 503.99 Other Services</b>	<b>\$ 0.00</b>	<b>\$ 86,500.00</b>	<b>\$ 225,000.00</b>	<b>\$ (138,500.00)</b>	<b>38.44%</b>
<b>Total 503.00 SERVICES</b>	<b>\$ 647,547.09</b>	<b>\$ 2,230,586.09</b>	<b>\$ 29,013,957.00</b>	<b>\$ (26,783,370.91)</b>	<b>7.69%</b>

**Regional Transit Authority of Southeast Michigan**  
**Income Statement**  
 Month ended November 30, 2022

	Nov 2022	Total			
	Actual	Actual	Budget	over Budget	% of Budget
<b>504.00 MATERIAL AND SUPPLIES</b>		0.00	0.00	-	
504.02 PC & Computers		0.00	7,500.00	(7,500.00)	0.00%
504.03 Printing		0.00	25,000.00	(25,000.00)	0.00%
504.04 Office Supplies	116.11	116.11	2,500.00	(2,383.89)	4.64%
504.05 Furniture		0.00	10,000.00	(10,000.00)	0.00%
504.99 Other Supplies		18.49	0.00	18.49	
<b>Total 504.00 MATERIAL AND SUPPLIES</b>	<b>\$ 116.11</b>	<b>\$ 134.60</b>	<b>\$ 45,000.00</b>	<b>\$ (44,865.40)</b>	<b>0.30%</b>
<b>505.00 UTILITIES</b>		0.00	0.00	-	
505.01 Telephone	536.18	1,073.96	10,000.00	(8,926.04)	10.74%
505.02 Online Services	502.96	1,387.22	5,000.00	(3,612.78)	27.74%
<b>Total 505.00 UTILITIES</b>	<b>\$ 1,039.14</b>	<b>\$ 2,461.18</b>	<b>\$ 15,000.00</b>	<b>\$ (12,538.82)</b>	<b>16.41%</b>
<b>506.00 INSURANCE</b>		0.00	0.00	0.00	
506.01 D&O Liability Insurance		12,777.00	14,000.00	(1,223.00)	91.26%
506.03 Other Insurance		-4.00	703.00	(707.00)	-0.57%
<b>Total 506.00 INSURANCE</b>	<b>\$ 0.00</b>	<b>\$ 12,773.00</b>	<b>\$ 14,703.00</b>	<b>\$ (1,930.00)</b>	<b>86.87%</b>
<b>507.00 TRAVEL</b>		0.00	5,000.00	(5,000.00)	0.00%
507.01 Travel Expenses		2,000.44	0.00	2,000.44	
507.02 Mileage		110.00	0.00	110.00	
507.03 Conferences	756.00	1,031.00	0.00	1,031.00	
<b>Total 507.00 TRAVEL</b>	<b>\$ 756.00</b>	<b>\$ 3,141.44</b>	<b>\$ 5,000.00</b>	<b>\$ (1,858.56)</b>	<b>62.83%</b>
<b>509.00 MISCELLANEOUS EXPENSES</b>		0.00	0.00	-	
509.01 Subscriptions/Memberships	755.00	924.00	5,000.00	(4,076.00)	18.48%
509.02 Meeting /Retreats		0.00	10,000.00	(10,000.00)	0.00%
509.03 Board Reimbursement		0.00	3,000.00	(3,000.00)	0.00%
509.09 Bank Fees	146.00	219.00	0.00	219.00	
509.99 Other Miscellaneous Expenses	1,037.10	1,713.60	2,500.00	(786.40)	68.54%
<b>Total 509.00 MISCELLANEOUS EXPENSES</b>	<b>\$ 1,938.10</b>	<b>\$ 2,856.60</b>	<b>\$ 20,500.00</b>	<b>\$ (17,643.40)</b>	<b>13.93%</b>
<b>512.00 LEASE AND RENTALS</b>		0.00	0.00	-	
512.01 Rent		0.00	30,000.00	(30,000.00)	0.00%
<b>Total 512.00 LEASE AND RENTALS</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 30,000.00</b>	<b>\$ (30,000.00)</b>	<b>0.00%</b>
<b>Total Expenses</b>	<b>\$ 700,547.66</b>	<b>\$ 2,340,118.35</b>	<b>\$ 29,979,065.00</b>	<b>\$ (27,638,946.65)</b>	<b>7.81%</b>
<b>Net Revenue over Expenditures</b>	<b>\$ 200.05</b>	<b>\$ 217.93</b>	<b>\$ 0.00</b>	<b>\$ 217.93</b>	

## Regional Transit Authority of Southeast Michigan Income Statement Comparison

October - November, 2022

	Total		
	Oct - Nov, 2022	Oct - Nov, 2021 (PY)	% Change
<b>Revenue</b>			
<b>410.00 Grant Revenue</b>			
410.01 Federal Grant Revenue	2,095,376.64	7,875.99	26504.61%
410.02 State Grant Revenue	127,511.32	214,522.88	-40.56%
410.03 State Matching Revenue	117,230.39	-1,089.83	10856.76%
410.09 Other Grant Revenue		7,400.66	-100.00%
410.93 Project match revenue		-6,475.57	100.00%
<b>Total 410.00 Grant Revenue</b>	<b>\$ 2,340,118.35</b>	<b>\$ 222,234.13</b>	<b>953.00%</b>
440.00 Interest Income	217.93	1.27	17059.84%
<b>Total Revenue</b>	<b>\$ 2,340,336.28</b>	<b>\$ 222,235.40</b>	<b>953.09%</b>
<b>Expenditures</b>			
<b>Total 501.00 LABOR</b>	<b>\$ 65,033.98</b>	<b>\$ 21,770.74</b>	<b>198.72%</b>
<b>Total 502.00 FRINGE BENEFITS</b>	<b>\$ 23,131.46</b>	<b>\$ 15,039.67</b>	<b>53.80%</b>
<b>Total Cost of Labor</b>	<b>\$ 88,165.44</b>	<b>\$ 36,810.41</b>	<b>252.52%</b>
<b>503.00 SERVICES</b>			
503.01 Legal	222.50	44.50	400.00%
503.03 Accounting	20,000.00		
503.04 Communications	13,500.00	13,500.00	0.00%
503.06 Technical Contracts	40,432.63	84,387.21	-52.09%
503.08 Legislative Services	6,000.00	6,000.00	0.00%
<b>503.09 Transportation Services</b>			
503.29 Transportation Services - Operations	1,934,586.10		
503.39 Transportation Services - Marketing	129,344.86		
<b>Total 503.09 Transportation Services</b>	<b>\$ 2,063,930.96</b>	<b>\$ 0.00</b>	
503.11 Project match		-6,475.57	100.00%
503.99 Other Services		-6,616.67	100.00%
503.990 Public Education Initiatives		21,131.25	-100.00%
503.999 Other Contract	86,500.00	58,375.00	48.18%
<b>Total 503.99 Other Services</b>	<b>\$ 86,500.00</b>	<b>\$ 72,889.58</b>	<b>18.67%</b>
<b>Total 503.00 SERVICES</b>	<b>\$ 2,230,586.09</b>	<b>\$ 170,345.72</b>	<b>1209.45%</b>

**Regional Transit Authority of Southeast Michigan**  
**Income Statement Comparison**  
 October - November, 2022

	Total		
	Oct - Nov, 2022	Oct - Nov, 2021 (PY)	% Change
<b>504.00 MATERIAL AND SUPPLIES</b>			
504.04 Office Supplies	116.11	214.13	-45.78%
504.99 Other Supplies	18.49		
<b>Total 504.00 MATERIAL AND SUPPLIES</b>	<b>\$ 134.60</b>	<b>\$ 214.13</b>	<b>-37.14%</b>
<b>505.00 UTILITIES</b>			
505.01 Telephone	1,073.96	773.56	38.83%
505.02 Online Services	1,387.22	1,095.31	26.65%
<b>Total 505.00 UTILITIES</b>	<b>\$ 2,461.18</b>	<b>\$ 1,868.87</b>	<b>31.69%</b>
<b>506.00 INSURANCE</b>			
506.01 D&O Liability Insurance	12,777.00	12,774.00	0.02%
506.03 Other Insurance	-4.00		
<b>Total 506.00 INSURANCE</b>	<b>\$ 12,773.00</b>	<b>\$ 12,774.00</b>	<b>-0.01%</b>
<b>507.00 TRAVEL</b>			
507.01 Travel Expenses	2,000.44		
507.02 Mileage	110.00		
507.03 Conferences	1,031.00		
<b>Total 507.00 TRAVEL</b>	<b>\$ 3,141.44</b>	<b>\$ 0.00</b>	
<b>509.00 MISCELLANEOUS EXPENSES</b>			
509.01 Subscriptions/Memberships	924.00		
509.09 Bank Fees	219.00	126.00	73.81%
509.99 Other Miscellaneous Expenses	1,713.60	95.00	1703.79%
<b>Total 509.00 MISCELLANEOUS EXPENSES</b>	<b>\$ 2,856.60</b>	<b>\$ 221.00</b>	<b>1192.58%</b>
<b>Total Expenditures</b>	<b>\$ 2,340,118.35</b>	<b>\$ 222,234.13</b>	<b>953.00%</b>
<b>Net Revenue over Expenditures</b>	<b>\$ 217.93</b>	<b>\$ 1.27</b>	<b>17059.84%</b>

## Regional Transit Authority of Southeast Michigan Balance Sheet

As of November 30, 2022

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
<b>101.00 Cash and Cash Items</b>	
101.01 Cash in Bank - Huntington	9,939.46
<b>Total 101.01 Cash in Bank - Huntington</b>	<b>\$ 9,939.46</b>
101.02 Huntington Bank Money Market - RTA Leave Fund	1,583.00
<b>Total 101.00 Cash and Cash Items</b>	<b>\$ 11,522.46</b>
<b>Total Bank Accounts</b>	<b>\$ 11,522.46</b>
<b>Accounts Receivable</b>	
<b>102.00 Receivables</b>	
102.01 Accounts Receivable	2,686,701.90
<b>Total 102.00 Receivables</b>	<b>\$ 2,686,701.90</b>
<b>Total Accounts Receivable</b>	<b>\$ 2,686,701.90</b>
<b>Other Current Assets</b>	
<b>103.00 MATERIAL AND SUPPLIES INVENTORY</b>	
103.01 Prepaid Postage	27.03
103.02 Prepaid Insurance	0.00
103.03 Pre-paid Fringe Benefits	0.00
<b>Total 103.00 MATERIAL AND SUPPLIES INVENTORY</b>	<b>\$ 27.03</b>
<b>Total Other Current Assets</b>	<b>\$ 27.03</b>
<b>Total Current Assets</b>	<b>\$ 2,698,251.39</b>
<b>Fixed Assets</b>	
<b>112.00 TANGIBLE PROPERTY OTHER THAN FO</b>	
112.011 Hardware/Software	2,230.95
112.02 Tangible Property - Accum. Dep	-2,230.94
<b>Total 112.00 TANGIBLE PROPERTY OTHER THAN FO</b>	<b>\$ 0.01</b>
<b>Total Fixed Assets</b>	<b>\$ 0.01</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,698,251.40</b>

## Regional Transit Authority of Southeast Michigan Balance Sheet

As of November 30, 2022

	<b>Total</b>
<b>LIABILITIES AND FUND BALANCE</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
201.01 Accounts Payable	2,331,649.82
<b>Total Accounts Payable</b>	<b>\$ 2,331,649.82</b>
<b>Other Current Liabilities</b>	
<b>Total 212.00 Payroll Liabilities</b>	<b>\$ 14,846.70</b>
<b>213.00 Deferred Revenue</b>	
213.02 Deferred Revenue - State Grants	400,000.00
213.09 Deferred Revenue - Other Grants	0.00
<b>Total 213.00 Deferred Revenue</b>	<b>\$ 400,000.00</b>
<b>Total Other Current Liabilities</b>	<b>\$ 415,157.55</b>
<b>Total Current Liabilities</b>	<b>\$ 2,746,807.37</b>
<b>Total Liabilities</b>	<b>\$ 2,746,807.37</b>
<b>Fund Balance</b>	
Fund Balance	-48,773.90
Net Revenue	217.93
<b>Total Fund Balance</b>	<b>-\$ 48,555.97</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 2,698,251.40</b>



## **2023 Schedule of RTA Board and Committee Meetings (Proposed Draft)**

### **Board of Directors – all meetings are regularly held on the 3<sup>rd</sup> Thursday of the month at 1:00PM, unless noted below:**

January 19  
February 16  
March 16  
April 20  
May 18  
June 15  
July 20  
August 17  
September 21  
October 19  
November 16  
December 21

### **Public Transit Providers Advisory Committee – all meetings are held on a quarterly basis on the 2<sup>nd</sup> Tuesday of the month - 1:00PM, unless noted below:**

February 14  
May 9  
August 8  
November 14

### **Citizens Advisory Committee – all meetings are held on a bi-monthly basis - 4<sup>th</sup> Monday of the month at 5:00PM, unless noted below:**

### **Dates are tentative – to be finalized by the Committee**

February 28  
April 25  
June 27

# **2023 Schedule of RTA Board and Committee Meetings (Proposed Draft)**

August 22  
October 24  
December 19

# 5310 Call for Projects

**Board Overview**

**December 2022**

The logo for the Regional Transit Authority of Southeast Michigan, featuring the letters 'RTA' in a large, bold, black sans-serif font.

**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

# Topics

- Overview
- Coordinated Human Services Plan/Program Management Plan
- Call for Projects Schedule
- Call for Projects Funding
- Application Process
- Scoring Criteria
- Questions

# 5310 Call for Projects - Overview

- The Enhanced Mobility of Seniors and Individuals with Disabilities program (Section 5310), administered by the Federal Transit Administration (FTA)
- 5310 funding supports transportation services planned, designed, and carried out to address the specific needs of older adults and people with disabilities.
- The RTA is the designated recipient of Section 5310 funds apportioned by FTA to the Detroit and Ann Arbor urbanized areas (UZAs).
- As the designated recipient, the RTA is responsible for administering Section 5310 funds.
- Two-year call for projects will be for FY 2023 and FY 2024
- The 5310 funds are competitive and local providers will need to submit grant requests and go through a selection process

# 5310 Local Guiding Documents

- Federally-mandated Coordinated Human Services Transportation Plan (CHSTP) completed in 2021
  - CHSTP is required to qualify for 5310 funding.
  - Develops strategies to improve transportation for the target population
- Program Management Plan
  - Federally-mandated, locally-developed plan describing the 5310 project selection and ongoing management process
  - Aligns project selection with regional goals and strategies

<https://rtamichigan.org/regional-coordinated-human-services-plan-aka-onhand/>

# Regional Call for Projects - Schedule

- 2023 Call for Projects
  - February 2023 - Release Call for Projects
  - February – April 2023 – Outreach to potential 5310 eligible applicants
  - March 2023 - Project Selection Committee Pre-Call Meeting
  - April 2023- Applications Due (exact date TBD)
  - April 2023 – Application Review
  - May 2023 – Project Selection (RTA Board Action)

# 5310 Funding Amounts

Funding	Ann Arbor	Detroit
FY 2022 5310 (carryover)	\$93,000	\$1,500,000
FY 2023 5310	\$348,074	\$5,396,468
FY 2024 5310	\$348,074	\$5,396,468
<b>TOTAL</b>	<b>\$789,148</b>	<b>\$12,292,936</b>



# 5310 Funding Overview

- Funding MUST remain in UZAs (Ann Arbor and Detroit); regional scale projects can come from both
- 55% for Traditional projects
  - Bus and van replacement, vehicle enhancements for ADA
  - Mobility management programs
  - Contracted transportation services
- 45% for Non-Traditional projects
  - Travel training
  - Capital projects
  - New operations or operational upgrades (e.g. service expansion)

# 5310 Application Process

- RTA staff will create more user-friendly project application
- Scoring Committee comprised of providers, CAC members, MDOT and others will review and score applications
- Projects must be grouped and awarded according to FTA guidelines (Traditional **or** Non-Traditional 5310 projects)
- Areas of interest
  - Regional coordination
  - Mobility Management
  - Equity
  - Integrating recent funding increases

# Scoring Criteria

Criteria	Brief Description	
Need and Benefit	Extent to which the project eliminates transportation barriers or improves mobility for older adults and people with disabilities	
Coordination and Partnership	Extent to which the project utilizes or coordinates with existing public transportation providers or non-profit organizations, or other partner agencies	
Project Readiness	Experience the applicant has executing the type of transportation project listed in the application	
Highly Competitive Project (extra)	Application addresses multiple needs, strategies, or solutions identified in the regional CHSTP	

# Previously Funded Projects

Ann Arbor UZA \$582,950	Detroit UZA \$8,932,951
<ul style="list-style-type: none"> <li>• 12 projects</li> <li>• 6 recipients; examples:               <ul style="list-style-type: none"> <li>• Jewish Family Services</li> <li>• PEAC</li> <li>• People's Express</li> </ul> </li> <li>• Project types:               <ul style="list-style-type: none"> <li>• Continuing operations (30%)</li> <li>• Scheduling software upgrades (30%)</li> <li>• Expanded operations (30%)</li> <li>• Mobility management (10%)*</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 56 projects</li> <li>• 42 recipients; examples:               <ul style="list-style-type: none"> <li>• Richmond-Lenox EMS</li> <li>• WOTA</li> <li>• NOTA</li> <li>• AAA1-B</li> <li>• Livonia</li> </ul> </li> <li>• Project types:               <ul style="list-style-type: none"> <li>• Vehicle replacement (50%)</li> <li>• Continuing operations (40%)</li> <li>• Mobility management (10%)*</li> </ul> </li> </ul>

\* Includes ongoing funding for MyRide2 regional mobility management.

# Questions?

[info@rtamichigan.org](mailto:info@rtamichigan.org)  
(313) 402-1020



## Staff Report

December 2022

Overview: The purpose of this report is to provide the Board information and updates on advancement of the RTA's work program.

### Staff

- **RTA Office Space** – SEMCOG is currently providing RTA staff access to its shared office space. The SEMCOG space is well appointed and very useful for RTA staff in a hybrid working arrangement. Staff has been engaged in an active conversation with the Detroit Transportation Corporation (DTC, People Mover), which is in the process of seeking new office space, about securing dedicated office space downtown instead of a fully shared office environment. RTA would have to fund its share of that space. Staff will continue to update the Board as this evolves.

### Funding and Grants

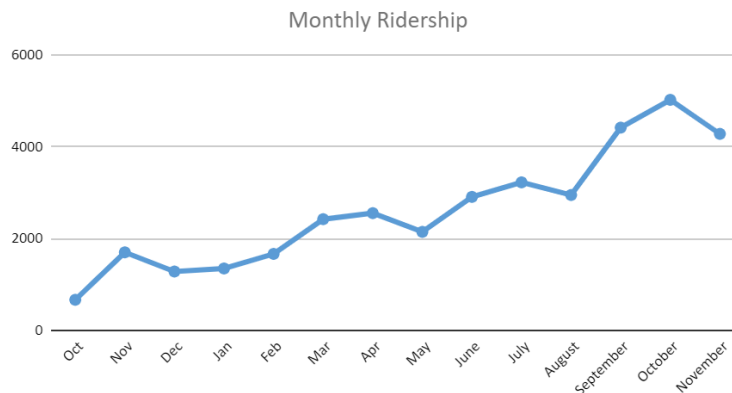
- **Fund Programming**
  - Section 5310 Call for Projects – In early 2023, RTA staff will launch a Call for Projects for approximately \$12 million in Enhanced Mobility of Seniors and People with Disability funding (Section 5310). This funding can be used for capital projects (e.g., bus purchases, mobility management, and technology upgrades) and operating projects (e.g., travel training, operations, and volunteer driver programs). Eligible recipients are direct recipients of federal transit funds (AAATA, DDOT, DTC, RTA, and SMART) and subrecipients that have an agreement with a direct recipient to act as a pass-through.
  - Fiscal Year 2024 State Funds – In March 2023, RTA staff will work with eligible recipients of state transit funding (i.e., AAATA, DDOT, DTC, RTA, and SMART) to develop the annual application for state operating assistance and capital match. This includes the annual appropriation of Local Bus Operating funds, which makes up ~30% of the operating funding for eligible recipients.
  - Fiscal Year 2023 Federal Funds – In May 2023, RTA staff will work with eligible recipients of federal transit funding (i.e., AAATA, DDOT, DTC, RTA, and SMART) to develop the annual capital program for federal formula funding. This includes the largest federal formula program, Urbanized Area Grant program, with over \$70 million in funding available for capital projects like vehicle replacements, facility rehabilitations, communications equipment upgrades, and preventive maintenance.
  - American Rescue Plan Call for Projects – In spring 2023, RTA staff will begin accepting applications from the eligible transit providers (i.e., AAATA, DDOT, DTC, RTA, and SMART) for regional projects funded by the remaining 15% of American Rescue Plan (ARP) funds. These projects must advance the principles approved by the Board in November 2022.
  - Access to Transit Call for Projects – In fall 2023, RTA staff will launch the inaugural Access to Transit Grant program. RTA secured \$2 million in funding to support communities improving infrastructure around their transit stations and stops, making connections for pedestrians, bicyclists, and transit riders safer, more accessible, and more attractive. This will be the first time a grant program like this has been run in the State of Michigan.



- **Grants Management** – RTA Staff completed the following grants management activities:
  - Completed DBE Semi-annual report.
  - Completed AAA1-B federal grant for MyRide2 program. This funding was from the 2021 5310 Call for Projects, which was approved by the RTA Board in June 2021.
  - Advanced M1 Rail federal grant for operations. This funding was from the 2021 CRRSAA funding, which was approved by the RTA Board in February 2021 and then amended in March 2022.
- **New Grants/Funding** – RTA Staff completed the following activities to access new funding, or to support providers and partners in accessing new funding:
  - In October 2022, RTA submitted a \$1,150,00 grant application to the MDOT Mobility Wallet Challenge program of a Universal Basic Mobility pilot. Staff will know the results of that application in early 2023.

**Projects**

- **Regional Master Transit Plan Update** – The final Regional Master Transit Plan (Advance 2021) was adopted in December 2021. RTA staff posted an Executive Summary of Advance 2021 on the RTA website. Staff is developing an administrative update to Advance 2021 that will be presented to the Board in early 2023.
- **D2A2 Service Pilot** – D2A2 has been operating since October 2021. Here are the performance metrics though November 2021:
  - Monthly ridership (November) = 4,273
  - Monthly ridership (average) = 2,609



Staff is planning on doing a rider and stakeholder survey in early 2023.

- **MyRide2** – The MyRide2 program continues to provide mobility management services to seniors and people with disabilities throughout the RTA region. The service assisted over 4,600 callers/users in Fiscal Year 2021, which is the highest amount to-date. Fiscal Year 2022 callers/user is on track to exceed Fiscal Year 2021.
- **Airport Service Pilot** – The RTA was notified that it received funding for a pilot transit service to create an express connection between Detroit Metropolitan Airport and Downtown Detroit. Staff



is starting to lay out a schedule for developing a pilot service proposal for Board approval. The tentative schedule is as follows:

- Spring 2023 – program federal funding and state match
- Spring/Summer 2023 – develop preliminary service proposals with stakeholders
- Fall 2023 – develop and release and RFP for service provider (if necessary)
- Winter 2023 – public hearings on service proposal
- Early 2024 – launch service

**Other Activities**

- Established and conducted multiple staff and stakeholder meetings, including meetings with the following groups:
  - MDOT on regional corridors, I-375 project, New Center Intermodal Facility project, and Statewide MaaS working group
  - Oakland County on next steps for its transit funding
  - OFME Michigan Cities working group
  - HOPE Grant working group
- Coordinated with Communications, Legal, and Legislative contractors.

**Monthly Board Schedule Look Ahead**

Month	Funding	Administration	Projects
December	5310 Program Report		

**2023 Board Schedule Look Ahead**

Month	Funding	Administration	Projects
January	Funding Primer Presentation		Draft RMTP Update
February	5310 Call for Projects		Final RMTP Update
March	Annual State Funding	Annual Financial Audit	
April			D2A2 Survey Report
May	Annual Federal Funding		
June	ARP Call for Projects		
July		Budget Overview	Airport Service Update
August		Draft Budget	Airport Service RFP (if needed)
September		Final Budget	
October	Access to Transit Call for Projects		
November			Airport Service Public Hearings
December	5310 Program Report		Final Airport Service Proposal