



**REGIONAL
TRANSIT AUTHORITY**
OF SOUTHEAST MICHIGAN

Board of Directors Meeting

Thursday, June 20, 2024

Wayne County Community College, 1001 W. Fort St. Detroit, MI 48226

[Zoom Virtual Public Participation](#)

1:00 PM

AGENDA

1. Call to Order
2. Roll Call
3. **Approval of Agenda**
4. Public Comment- Time Limitation for Public Comment = 3 minutes per speaker
5. Executive Directors Report
6. Presentations
 - a. **Regional Providers – AAATA**
 - b. **QLINE Update**
 - c. **Planning and Innovation Team Update**
7. Consent Agenda
 - a. **Approval of the May 2024 Board Meeting Summary**
 - b. **Approval of Financial Reports for May 2024**
 - c. **Approval of Website Vendor Contract Award**
8. Regular Agenda
 - a. **n/a**
9. New Business
10. Adjourn

The Board may, at its discretion, revise this agenda or take up any other issues as needed, and time allows. Request for reasonable accommodation at RTA meetings requires advanced 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 at info@rtamichigan.org or call 313-402-1020 to discuss your format needs.



**REGIONAL
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OF SOUTHEAST MICHIGAN

Proposed Meeting Summary

Board of Directors

Thursday, May 16, 2024

1:00 PM

1. **Call to order at 1:00 PM**
2. **Roll Call:** Freman Hendrix; Jeannette Bradshaw; Jon Moore; Alma Smith; Ned Staebler; Don Morandini; Dr. Erica Robertson. A quorum was present.
RTA Representatives Present:
Ben Stupka; Khalil Davis; Melanie Piana; Corri Wofford; Kameron Bloye; Isaac Constans; Kristin Caffray; Julia Roberts; Shauna Morris.
Other Meeting Participants:
Morrow and Associates – RTA Consultant
3. **Approval of Agenda**
Moved by Alma Smith and supported by Jeannette Bradshaw. The May 16, 2024, Agenda was approved.
4. **Public Comment**
 - Robert Pawlowski provided comment congratulating DDOT on the opening of the Jason Hargrove Transit Center, and the Lake Erie Transit contract with SMART.
5. **Executive Directors Report**
Mr. Stupka presented the Executive Directors Report to the Board providing a summary in relation to:
 - NFL Draft, Detroit to Airport Express (DAX), Detroit to Ann Arbor (D2A2) ridership success
 - Government updates – House and Senate Budget Recommendations
 - Forthcoming plans and projects
 - Community engagement
 - RTA Communications engagement
 - Administrative updates
 - QLine Transition Plan

- Upcoming Board Items
- RTA Budget Cycle

6. Presentations

Transportation (DDOT)m Executive Director, Detroit Department of Transportation (DDOT), presented an overview of the state of the system. The full presentation is [here](#).

7. Consent Agenda

- [Approval of the April 18, 2024 Meeting Summary](#)
- [Approval of Financial Reports for April 2024](#)

Moved by Alma Smith and supported by Dr. Erica Robertson the Consent Agenda was approved.

8. Regular Agenda

- [Fiscal Year 2024 Federal Funding](#)

Moved by Ned Staebler and supported by Alma Smith

9. New Business

There was no new business.

10. Meeting adjourned at 2:32 PM

Regional Transit Authority of Southeast Michigan

Statement of Position

as of

May 31, 2024

	Current Yr 5/31/2024	Prior Yr 5/31/2023
Assets		
Cash and Cash Equivalents	\$ 142,768	\$ 78,879
Accounts Receivable	1,113,120	704,157
Prepays and Other Current Assets	2,110	149
Total Assets	\$ 1,257,998	\$ 783,185
Liabilities		
Accounts Payable	\$ 1,118,262	\$ 681,936
Accrued Payroll and Related Liabilities	49,830	17,583
Refundable Advance	81,361	81,361
Total Liabilities	\$ 1,249,453	\$ 780,880
Net Assets		
Fund Balance	\$ 7,813	\$ 1,413
Net Revenue	732	891
Total Net Assets	\$ 8,545	\$ 2,305
Total Liabilities and Net Assets	\$ 1,257,998	\$ 783,185

Regional Transit Authority of Southeast Michigan
Statement of Activity
Admin - FY2024 YTD Comparison to Budget
May 31, 2024

	Actual	Actual	Actual	Admin YTD	Budget YTD	Annual Budget
	ADMIN - ARPA	ADMIN - MDOT 2023/2024	Interest/Other Admin	Total		
Revenue						
Federal Grants	\$ 1,106,488	\$ -	\$ -	\$ 1,106,488	\$ 1,976,329	\$ 2,964,493
State Grants - Matching	-	-	-	-	-	-
State Grants	-	204,275	-	204,275	239,791	359,687
Local Grants	-	-	-	-	-	-
In-Kind Revenue	-	1,500	-	1,500	-	-
Project Match Revenue	-	-	-	-	-	-
RTA Regional Planning Set-Aside	-	-	-	-	-	-
Other	-	-	879	879	-	-
Total Revenue	\$ 1,106,488	\$ 205,775	\$ 879	\$ 1,313,142	\$ 2,216,120	\$ 3,324,180
Administrative Expenses						
Operating:						
Personnel	\$ 695,273	\$ -	\$ -	\$ 695,273	\$ 1,002,295	\$ 1,503,443
Conferences/Travel/Training	-	23,734	-	23,734	30,270	45,405
Memberships and Subscriptions	-	8,248	-	8,248	7,505	11,257
Board & Public Mtg Management	-	5,680	11	5,691	11,067	16,600
Finance, Legal, Government Relations	106,129	66,832	13	172,974	190,600	285,900
Insurance	-	15,857	-	15,857	9,900	14,850
Rent and Utilities	-	6,509	-	6,509	15,200	22,800
Telephone and Internet	-	3,495	-	3,495	5,487	8,230
Computer Equipment and IT Support	-	15,084	-	15,084	23,770	35,655
Supplies	-	548	122	670	1,667	2,500
Total Operating	801,403	145,987	146	947,536	1,297,760	1,946,640
Planning:						
Planning Services	267,236	-	-	267,236	254,300	381,450
Specialized Planning Services	6,000	-	-	6,000	343,333	515,000
CHSTP	-	-	-	-	100,000	150,000
Community Engagement	-	-	-	-	100,000	150,000
Total Planning	273,236	-	-	273,236	797,633	1,196,450
External Affairs:						
Branding	31,850	-	-	31,850	30,000	45,000
External Communications	-	54,000	-	54,000	56,000	84,000
Social Media Management	-	1,195	-	1,195	5,200	7,800
Website	-	101	-	101	20,160	30,240
Graphics/Photography	-	900	-	900	6,767	10,150
Promotional Items	-	-	-	-	1,267	1,900
Miscellaneous Items	-	3,591	-	3,591	1,333	2,000
Total External Affairs	31,850	59,787	-	91,637	120,727	181,090
Total Expenses	\$ 1,106,488	\$ 205,775	\$ 146	\$ 1,312,409	\$ 2,216,120	\$ 3,324,180
Net Increase/(Decrease) in Net Assets	\$ -	\$ -	\$ 732	\$ 732	\$ -	\$ -

This financial report is for internal use only. It has not been audited, and no assurance is provided.

Project Budget Tracker

Title **Detroit to Ann Arbor Express Bus (D2A2)**
Description Express bus connecting downtown Detroit to downtown Ann Arbor.
Schedule October 2021 - December 2024

Budget Tracker			
	Total	ITD	Balance
Cost	\$ 8,202,699	\$ 6,291,797	\$1,910,902
Grants			
MI-2021-036-01	\$4,311,592	\$4,311,592	(\$0)
2017-0119/P7/R2	\$1,635,893	\$1,281,895	\$353,998
Fares/Contrib	\$955,214	\$698,310	\$256,904
FY2023 CMAQ*	\$1,300,000	\$0	\$1,300,000
	\$8,202,699	\$6,291,797	\$1,910,902

*Funding is secured and being amended into the grant.

NOTE: the FY2024 Q2 AAATA invoice has not been received to date

Title **Regional Mobility Management (MyRide2)**
Description Call center/website with information for seniors and persons with disabilities.
Schedule October 2017 - September 2026

Budget Tracker			
	Total	ITD	Balance
Cost	\$1,850,920	\$1,413,692	\$437,228
Grants			
MI-2017-031-02	\$1,069,444	\$1,069,444	\$0
2017-0119/P2/R4	\$267,361	\$267,361	\$0
FY2022-2023 5310	\$411,292	\$61,510	\$349,782
State Grant	\$102,823	\$15,378	\$87,445
	\$1,850,920	\$1,413,692	\$437,228

*Funding is secured and being amended into the grant.

Title **Universal Basic Mobility Pilot**
Description Mobility wallet fare technology pilot focused on Detroit jobseekers.
Schedule June 2023 - July 2026

Budget Tracker			
	Cost	ITD	Balance
Cost	\$1,025,000	\$373,449	\$651,551
Grants			
2022-0126-P3	\$1,025,000	\$373,449	\$651,551
	\$1,025,000	\$373,449	\$651,551

Title **Downtown to Airport Express**
Description Express bus connecting downtown Metro Airport to Downtown Detroit.
Schedule March 2024 - March 2025

Budget Tracker			
	Cost	ITD	Balance
Cost	\$3,019,087	\$425,060	\$2,594,027
Grants			
MI-2024-002	\$2,000,000	\$309,506	\$1,690,494
2022-0126-P4 R1	\$500,000	\$77,376	\$422,624
Fares/Contrib	\$519,087	\$78,778	\$440,309
	\$3,019,087	\$465,660	\$2,553,427

Title **Access to Transit Program**
Description Grant program for safety and access improvements at bus stops.
Schedule October 2024 - December 2026

Budget Tracker			
	Cost	ITD	Balance
Cost	\$2,000,000	\$0	\$2,000,000
Grants			
FY2024 CMAQ*	\$1,600,000	\$0	\$1,600,000
State Grant*	\$400,000	\$0	\$400,000
	\$2,000,000	\$0	\$2,000,000

*Funding is secured. Will be amended into the grant at a future date.

Title **Regional Technology Strategic Plan***
Description Inventory and assessment of providers technology and identification of goals.
Schedule August 2024 - June 2025

Budget Tracker			
	Cost	ITD	Balance
Cost	\$125,000	\$0	\$125,000
Grants			
2017-0119/P10	\$125,000	\$0	\$125,000



BOARD OF DIRECTORS MEMORANDUM

TO: RTA Board of Directors

FROM: Melanie Piana, Program Director

SUBJECT: Web Development Services

DATE: June 20, 2024

REQUESTED ACTION: Requesting Board of Directors Approval

Approval Request:

Motion to approve the recommendation to award the competitive contract not to exceed \$50,000 to Gravity Works Design for the re-design, development, and deployment of a new RTA website.

Background:

The RTA External Affairs team seeks to redesign the inaugural RTA website, now over 10 years old, with an updated site that will include modern best practices for usability, accessibility, public document management, better social media integration, accessibility, language translations, data analytics, program and transit service marketing, and storytelling. Also, the future website will need to reflect the new RTA brand being reviewed by the RTA Board and staff.

Information:

The RTA received 23 competitive web development proposals in response to the RFP#2024-004 Web Development. An internal team of five evaluated and scored all proposals and invited the top four scoring vendors for an interview. The team selected Gravity Works based on technical expertise, ability to deliver the scope of services, experience developing complex government agency and transit provider websites (CATA, The Ride, Wayne County Airport Authority), and price.

The External Affairs team anticipates a 6-month project development timeline. After the new site is launched, the team will enter into an annual maintenance contract for ongoing technical support and to assist with small web projects, as needs arise.