



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

## **Board of Directors Meeting**

Thursday, September 19, 2024  
Wayne County Community College District  
801 Fort Street, 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. RTA External Affairs Update
  - b. D2A2 Service and Survey Analysis
7. Consent Agenda
  - a. **Approval of the July 2024 Board Meeting Summary**
  - b. **Approval of the July and August 2024 Financial Reports**
  - c. **Approval of Audit Services Notice of Award**
  - d. **Approval of D2A2 Contract Assignment**
8. Regular Agenda
  - a. **Approval of QLINE Street Railway System Transfer & Purchase Agreement Resolution**
  - b. **Approval of QLINE Public Transportation Agency Safety Plan Resolution**
  - c. **Approval of QLINE Related Administrative Contracts**
9. Fiscal Year 2025 Budget Public Hearing
  - a. **Approval of FY2025 Budget**
10. New Business
11. 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](mailto: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, July 18, 2024

1:00 PM

1. **Call to order at 1:05 PM**
  
2. **Roll Call:** Jeannette Bradshaw; Helaine Zack; Alma Smith; Ned Staebler; Jon Moore; Don Morandini; Dave Massaron; Dr. Erica Robertson; June Lee . A quorum was present.  
**RTA Representatives Present:**  
 Ben Stupka; Khalil Davis; Melanie Piana; Kameron Bloye; Isaac Constans; Kristin Caffray; Julia Roberts; Shauna Morris; Corri Wofford (virtual).  
**Other Meeting Participants:**  
 Morrow and Associates – RTA Consultant  
 WSP – RTA Consultant  
 Lisa Nuskowski – M1 Rail  
 Michelle Hodges, Rehmann – RTA Consultant  
 Michael Staley - DDOT
  
3. **Approval of Agenda**  
 Moved by Alma Smith and supported by Don Morandini. The July 18, 2024, Agenda was approved.
  
4. **Public Comment**
  - Robert Pawlowski provided comment regarding advocacy of the QLine transfer agreement and increased state and federal funding.
  
5. **Executive Directors Report**  
 Mr. Stupka presented the Executive Directors Report to the Board providing a summary in relation to:
  - \$55 Million FTA grants to DDOT and AAATA
  - Government updates – LBO funding
  - Forthcoming plans and projects
    - \$2 million Strengthening Mobility and Revolutionizing Transportation planning grant that looks to bridge the

gap for neighborhoods that may not have transit options for healthy food sources

- Mobility Wallet RFP vendors are being reviewed
- The On-Call Planning team is working on FTA compliance and grants strategy matrix
- Coordinated Human Services Transportation Plan (CHSTP) to be possibly launched at the end of July
- D2A2 Rider Survey is in final stages – overwhelming positive responses
- D2A2 and DAX Ridership trends
- Thriving Communities work has started. Will meet with partnering agencies to help better advance corridor projects
- General Survey consultant was selected for public survey to gain insight as it relates to public transit in the region
- SMARTer mobility scenarios were shared for public engagement. RTA is participating on the steering committee for study.
- RTA Public Engagement and QLine picnic
- RTA Communications
  - Influencers posting on DAX experience
  - Casual Conversations with Mario Morrow interview
- Administrative updates
  - Procurement and Contract Manager will start August 5, 2024
  - Audit Call for Proposals was released
  - Diversity, Equity, Inclusion, and Access (DEIA) workshop was completed
  - RTA Rebranding process is being completed.
  - Website update contract to kick-off in August 2024
  - SEMCOG Federal Recertification process to start; Opportunity for public comment is available
- Upcoming Board Items

## 6. Presentations

- a. Jeff Aranoff, Miller Canfield, presented an overview on the QLine Transfer Agreement.
- b. MDOT State Safety Office presented a State Safety Oversight Program Overview. The full presentation is [here](#).
- c. Ben Stupka provided an overview on the FY2025-26 Budget.

## 7. Consent Agenda

- a. [Approval of the June 20, 2024 Meeting Summary \(Amended\)](#)

- b. [Approval of the Media Relation Services Notice of Award Memo](#)  
Moved by Ned Staebler and supported by Don Morandini,  
the Consent Agenda was approved, as amended.

8. **Regular Agenda**

- a. [Approval of Financial Reports for June 2024](#)  
Moved by Alma Smith and supported by Helaine Zack, the  
June 2024 Financial Reports were approved.

9. **New Business**

There was no new business.

10. **Meeting adjourned at 2:22 PM**

# Regional Transit Authority of Southeast Michigan

## Statement of Position

as of

July 31, 2024

	Current Yr 7/31/2024	Prior Yr 7/31/2023
<b>Assets</b>		
Cash and Cash Equivalents	\$ 92,244	\$ 47,955
Accounts Receivable	1,199,201	812,912
Prepays and Other Current Assets	2,959	446
<b>Total Assets</b>	<b>\$ 1,294,404</b>	<b>\$ 861,314</b>
 <b>Liabilities</b>		
Accounts Payable	\$ 1,130,850	\$ 760,886
Accrued Payroll and Related Liabilities	73,334	16,505
Refundable Advance	81,361	81,361
<b>Total Liabilities</b>	<b>\$ 1,285,545</b>	<b>\$ 858,752</b>
 <b>Net Assets</b>		
Fund Balance	\$ 7,813	\$ 1,413
Net Revenue	1,046	1,148
<b>Total Net Assets</b>	<b>\$ 8,859</b>	<b>\$ 2,561</b>
 <b>Total Liabilities and Net Assets</b>	<b>\$ 1,294,404</b>	<b>\$ 861,314</b>

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

	Actual	Actual	Actual	Admin YTD	Budget YTD	Annual Budget
	ADMIN - ARPA	ADMIN - MDOT 2023/2024	Interest/Other Admin	Total		
<b>Revenue</b>						
Federal Grants	\$ 1,357,278	\$ -	\$ -	\$ 1,357,278	\$ 2,470,411	\$ 2,964,493
State Grants - Matching	-	-	-	-	-	-
State Grants	-	247,550	-	247,550	299,739	359,687
Local Grants	-	-	-	-	-	-
In-Kind Revenue	-	1,500	-	1,500	-	-
Project Match Revenue	-	-	-	-	-	-
RTA Regional Planning Set-Aside	-	-	-	-	-	-
Other	-	-	1,208	1,208	-	-
<b>Total Revenue</b>	<b>\$ 1,357,278</b>	<b>\$ 249,050</b>	<b>\$ 1,208</b>	<b>\$ 1,607,536</b>	<b>\$ 2,770,150</b>	<b>\$ 3,324,180</b>
<b>Administrative Expenses</b>						
<b>Operating:</b>						
Personnel	\$ 878,982	\$ -	\$ -	\$ 878,982	\$ 1,252,869	\$ 1,503,443
Conferences/Travel/Training	-	35,308	-	35,308	37,838	45,405
Memberships and Subscriptions	-	8,580	-	8,580	9,381	11,257
Board & Public Mtg Management	-	6,805	11	6,817	13,833	16,600
Finance, Legal, Government Relations	141,165	77,173	13	218,351	238,250	285,900
Insurance	-	15,947	-	15,947	12,375	14,850
Rent and Utilities	-	9,259	-	9,259	19,000	22,800
Telephone and Internet	-	4,641	-	4,641	6,858	8,230
Computer Equipment and IT Support	-	17,254	-	17,254	29,713	35,655
Supplies	-	795	138	933	2,083	2,500
<b>Total Operating</b>	<b>1,020,147</b>	<b>175,763</b>	<b>162</b>	<b>1,196,072</b>	<b>1,622,200</b>	<b>1,946,640</b>
<b>Planning:</b>						
Planning Services	267,236	-	-	267,236	317,875	381,450
Specialized Planning Services	18,550	-	-	18,550	429,167	515,000
CHSTP	-	-	-	-	125,000	150,000
Community Engagement	-	-	-	-	125,000	150,000
<b>Total Planning</b>	<b>285,786</b>	<b>-</b>	<b>-</b>	<b>285,786</b>	<b>997,042</b>	<b>1,196,450</b>
<b>External Affairs:</b>						
Branding	49,350	-	-	49,350	37,500	45,000
External Communications	-	67,500	-	67,500	70,000	84,000
Social Media Management	-	1,195	-	1,195	6,500	7,800
Website	-	101	-	101	25,200	30,240
Graphics/Photography	1,995	900	-	2,895	8,458	10,150
Promotional Items	-	-	-	-	1,583	1,900
Miscellaneous Items	-	3,591	-	3,591	1,667	2,000
<b>Total External Affairs</b>	<b>51,345</b>	<b>73,287</b>	<b>-</b>	<b>124,633</b>	<b>150,908</b>	<b>181,090</b>
<b>Total Expenses</b>	<b>\$ 1,357,278</b>	<b>\$ 249,050</b>	<b>\$ 162</b>	<b>\$ 1,606,490</b>	<b>\$ 2,770,150</b>	<b>\$ 3,324,180</b>
<b>Net Increase/(Decrease) in Net Assets</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ 1,046</b>	<b>\$ 1,046</b>	<b>\$ -</b>	<b>\$ -</b>

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
<b>Cost</b>	<b>\$ 8,202,699</b>	<b>\$ 7,201,144</b>	<b>\$1,001,555</b>
Grants			
MI-2021-036-01	\$4,311,592	\$4,311,592	(\$0)
2017-0119/P7/R2	\$1,635,893	\$1,393,513	\$242,380
Fares/Contrib	\$955,214	\$1,048,970	(\$93,756)
FY2023 CMAQ*	\$1,300,000	\$447,070	\$852,930
	\$8,202,699	\$7,201,144	\$1,001,555

\*Funding is secured and being amended into the grant.

**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
<b>Cost</b>	<b>\$1,850,920</b>	<b>\$1,495,186</b>	<b>\$355,734</b>
Grants			
MI-2017-031-02	\$1,069,444	\$1,069,444	\$0
2017-0119/P2/R4	\$267,361	\$267,361	\$0
FY2023-2024 5310*	\$411,292	\$126,705	\$284,587
State Grant*	\$102,823	\$31,676	\$71,147
	\$1,850,920	\$1,495,186	\$355,734

\*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
<b>Cost</b>	<b>\$1,025,000</b>	<b>\$408,788</b>	<b>\$616,212</b>
Grants			
2022-0126-P3	\$1,025,000	\$408,788	\$616,212
	\$1,025,000	\$408,788	\$616,212

**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	<b>\$3,019,087</b>	<b>\$878,620</b>	<b>\$2,140,467</b>
Grants			
MI-2024-002	\$2,000,000	\$581,827	\$1,418,173
2022-0126-P4 R1	\$500,000	\$145,457	\$354,543
Fares/Contrib	\$519,087	\$151,336	\$367,751
	<b>\$3,019,087</b>	<b>\$878,620</b>	<b>\$2,140,467</b>

**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	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$2,000,000</b>
Grants			
FY2024 CMAQ*	\$1,600,000	\$0	\$1,600,000
State Grant*	\$400,000	\$0	\$400,000
	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$2,000,000</b>

\*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** September 2024 - June 2025

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



**Regional Transit Authority of Southeast Michigan**  
**Statement of Position**  
**as of**  
**August 31, 2024**

	<b>Current Yr 8/31/2024</b>	<b>Prior Yr 8/31/2023</b>
<b>Assets</b>		
Cash and Cash Equivalents	\$ 102,370	\$ 32,417
Accounts Receivable	1,198,573	150,274
Prepays and Other Current Assets	10,934	321
<b>Total Assets</b>	<b><u>\$ 1,311,877</u></b>	<b><u>\$ 183,013</u></b>
 <b>Liabilities</b>		
Accounts Payable	\$ 1,169,770	\$ 84,570
Accrued Payroll and Related Liabilities	51,897	14,397
Refundable Advance	81,361	81,361
<b>Total Liabilities</b>	<b><u>\$ 1,303,028</u></b>	<b><u>\$ 180,329</u></b>
 <b>Net Assets</b>		
Fund Balance	\$ 7,813	\$ 1,413
Net Revenue	1,036	1,270
<b>Total Net Assets</b>	<b><u>\$ 8,849</u></b>	<b><u>\$ 2,684</u></b>
 <b>Total Liabilities and Net Assets</b>	<b><u>\$ 1,311,877</u></b>	<b><u>\$ 183,013</u></b>

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

	Actual	Actual	Actual	Admin YTD	Budget YTD	Annual Budget
	ADMIN - ARPA	ADMIN - MDOT 2023/2024	Interest/Other Admin	Total		
<b>Revenue</b>						
Federal Grants	\$ 1,522,083	\$ -	\$ -	\$ 1,522,083	\$ 2,717,452	\$ 2,964,493
State Grants - Matching	-	-	-	-	-	-
State Grants	-	270,134	-	270,134	329,713	359,687
Local Grants	-	-	-	-	-	-
In-Kind Revenue	-	1,500	-	1,500	-	-
Project Match Revenue	-	-	-	-	-	-
RTA Regional Planning Set-Aside	-	-	-	-	-	-
Other	-	-	1,326	1,326	-	-
<b>Total Revenue</b>	<b>\$ 1,522,083</b>	<b>\$ 271,634</b>	<b>\$ 1,326</b>	<b>\$ 1,795,043</b>	<b>\$ 3,047,165</b>	<b>\$ 3,324,180</b>
<b>Administrative Expenses</b>						
<b>Operating:</b>						
Personnel	\$ 1,021,151	\$ -	\$ -	\$ 1,021,151	\$ 1,378,156	\$ 1,503,443
Conferences/Travel/Training	-	38,373	-	38,373	41,621	45,405
Memberships and Subscriptions	-	9,284	-	9,284	10,319	11,257
Board & Public Mtg Management	-	6,805	11	6,817	15,217	16,600
Finance, Legal, Government Relations	153,833	83,361	13	237,207	262,075	285,900
Insurance	-	16,030	-	16,030	13,613	14,850
Rent and Utilities	-	11,024	-	11,024	20,900	22,800
Telephone and Internet	-	5,063	-	5,063	7,544	8,230
Computer Equipment and IT Support	-	18,435	-	18,435	32,684	35,655
Supplies	-	1,641	265	1,905	2,292	2,500
<b>Total Operating</b>	<b>1,174,984</b>	<b>190,016</b>	<b>289</b>	<b>1,365,289</b>	<b>1,784,420</b>	<b>1,946,640</b>
<b>Planning:</b>						
Planning Services	267,236	-	-	267,236	349,663	381,450
Specialized Planning Services	18,550	-	-	18,550	472,083	515,000
CHSTP	9,969	-	-	9,969	137,500	150,000
Community Engagement	-	-	-	-	137,500	150,000
<b>Total Planning</b>	<b>295,755</b>	<b>-</b>	<b>-</b>	<b>295,755</b>	<b>1,096,746</b>	<b>1,196,450</b>
<b>External Affairs:</b>						
Branding	49,350	-	-	49,350	41,250	45,000
External Communications	-	74,250	-	74,250	77,000	84,000
Social Media Management	-	1,195	-	1,195	7,150	7,800
Website	-	101	-	101	27,720	30,240
Graphics/Photography	1,995	900	-	2,895	9,304	10,150
Promotional Items	-	-	-	-	1,742	1,900
Miscellaneous Items	-	5,172	-	5,172	1,833	2,000
<b>Total External Affairs</b>	<b>51,345</b>	<b>81,618</b>	<b>-</b>	<b>132,963</b>	<b>165,999</b>	<b>181,090</b>
<b>Total Expenses</b>	<b>\$ 1,522,084</b>	<b>\$ 271,634</b>	<b>\$ 289</b>	<b>\$ 1,794,006</b>	<b>\$ 3,047,165</b>	<b>\$ 3,324,180</b>
<b>Net Increase/(Decrease) in Net Assets</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ 1,037</b>	<b>\$ 1,036</b>	<b>\$ -</b>	<b>\$ -</b>

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### 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
<b>Cost</b>	<b>\$ 8,202,699</b>	<b>\$ 7,201,346</b>	<b>\$1,001,353</b>
Grants			
MI-2021-036-01	\$4,311,592	\$4,311,592	(\$0)
2017-0119/P7/R2	\$1,635,893	\$1,393,553	\$242,340
Fares/Contrib	\$955,214	\$1,048,970	(\$93,756)
FY2023 CMAQ*	\$1,300,000	\$447,231	\$852,769
	\$8,202,699	\$7,201,346	\$1,001,353

\*Funding is secured and being amended into the grant.

**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
<b>Cost</b>	<b>\$1,850,920</b>	<b>\$1,495,186</b>	<b>\$355,734</b>
Grants			
MI-2017-031-02	\$1,069,444	\$1,069,444	\$0
2017-0119/P2/R4	\$267,361	\$267,361	\$0
MI-2024-009-01	\$411,292	\$126,705	\$284,587
2022-0126/P7	\$102,823	\$31,676	\$71,147
	\$1,850,920	\$1,495,186	\$355,734

**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
<b>Cost</b>	<b>\$1,025,000</b>	<b>\$430,626</b>	<b>\$594,374</b>
Grants			
2022-0126-P3	\$1,025,000	\$430,626	\$594,374
	\$1,025,000	\$430,626	\$594,374

**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	<b>\$3,019,087</b>	<b>\$1,069,227</b>	<b>\$1,949,860</b>
Grants			
MI-2024-002	\$2,000,000	\$704,639	\$1,295,361
2022-0126-P4 R1	\$500,000	\$176,160	\$323,840
Fares/Contrib	\$519,087	\$188,429	\$330,658
	<b>\$3,019,087</b>	<b>\$1,069,227</b>	<b>\$1,949,860</b>

**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	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$2,000,000</b>
Grants			
FY2024 CMAQ*	\$1,600,000	\$0	\$1,600,000
State Grant*	\$400,000	\$0	\$400,000
	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$2,000,000</b>

\*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** September 2024 - June 2025

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



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

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**BOARD OF DIRECTORS MEMORANDUM**

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**TO:** RTA Board of Directors

**FROM:** Travis Grubb, Procurement and Contracts Manager

**SUBJECT:** Audit Services Contract Award

**DATE:** September 9, 2024

**REQUESTED ACTION:** Board of Directors Approval

**Approval Request:** This memo requests board approval to award a 3-year contract to Maner Costerisan for financial and single audit services for Fiscal Years 2025 through 2027. The contract will cover RTA's financial audit needs, including the QLINE, as detailed below:

- **Year 1 (FY2024):** \$17,500 (excludes QLINE)
- **Year 2 (FY2025):** \$31,500 (includes QLINE)
- **Year 3 (FY2026):** \$33,000 (includes QLINE)

These costs reflect the increasing complexity and scope of the audit work as RTA assumes responsibility for QLINE financial reporting.

**Background Information:** RTA's previous audit contract expired in March 2024, following the completion of the FY2023 audit. In preparation for the next audit cycle, a new solicitation was developed to reflect an expanded scope of services and include audit support for the QLINE for FY2025 and FY2026. This new contract will ensure that RTA's audit services for the next three years meet all required standards, including single audit requirements for federal funding recipients.

**Procurement Process:** The solicitation for Auditing Services was published on BidNetDirect on July 10, 2024, and closed on July 26, 2024. A total of 143 vendors were notified, and 15 vendors downloaded the solicitation documents. Five proposals were received.

The evaluation team, consisting of RTA's Executive and Program Directors, and Rehmann's lead representative, reviewed and scored the proposals based on the following criteria:

- Experience with GAAS, government, and single audits
- Team engagement and expertise
- Time to conduct audits
- Cost

After the evaluation, Maner Costerisan was found to have submitted the most responsive and responsible proposal, demonstrating strong technical knowledge, prior experience with Michigan transit agencies and single audits, as well as competitive pricing. We are now seeking board approval to proceed with the contract award.



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

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**BOARD OF DIRECTORS MEMORANDUM**

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**TO:** RTA Board of Directors

**FROM:** Travis Grubb, Procurement and Contracts Manager

**SUBJECT:** D2A2 Contract Assignment

**DATE:** September 9, 2024

**REQUESTED ACTION:** Board of Directors Approval

**Approval Request:** This memo requests board approval to execute the fourth and final, one-year extension for Express Bus Service: Detroit-To-Ann Arbor (D2A2) with Indian Trails, Inc., dba Michigan Flyer, LLC. The contract value shall not exceed \$2,769,000, billed at the specified hourly rates, for the period of October 1, 2024, through September 30, 2025. RTA will assume responsibility for this contract from the Ann Arbor Area Transportation Authority (AAATA), which originally initiated the contract.

**Background Information:** The D2A2 Express Bus Service between Detroit and Ann Arbor, operated by Indian Trails, Inc., dba Michigan Flyer, LLC, was originally awarded under AAATA's RFP #2019-14. The service provides a vital connection between the two cities and has been operating under AAATA's oversight since January 1, 2020. The contract has gone through multiple extensions, with AAATA currently overseeing the contract through September 30, 2024. Effective October 1, 2024, RTA will take over the administration of the contract. The transition is necessary as part of ongoing efforts to streamline regional transit services. RTA will manage the final contract term, which will run from October 1, 2024, through September 30, 2025. No additional renewal options remain after this term.

**Contract Price:** The total contract value is not to exceed \$2,769,000. The hourly rate for services provided through December 31, 2024, is set at \$157.37. Starting January 1, 2025, through September 30, 2025, the rate will increase to \$175.73 per hour. It is estimated that the contractor will provide approximately 50 hours of work per weekday and 30 hours per day on weekends.

**Conclusion:** Board approval is requested to proceed with the final extension of the Express Bus Service contract between Detroit and Ann Arbor, with RTA assuming responsibility from AAATA. This contract is essential for maintaining the transit connection between the two cities and ensuring continuous service without disruption.



**REGIONAL  
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OF SOUTHEAST MICHIGAN

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**BOARD OF DIRECTORS MEMORANDUM**

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**TO:** RTA Board of Directors

**FROM:** Ben Stupka, Executive Director

**SUBJECT:** Street Railway System Transfer and Purchase Agreement

**DATE:** September 19, 2024

**REQUESTED ACTION:** Board of Directors Approval for Street Railway System Transfer and Purchase Agreement

**Approval Request:** This memo requests board approval of the Street Railway System Transfer and Purchase Agreement (Resolution 57).

**Background:** Since December 2023, the RTA has been engaged in a process of vetting the transfer of M-1 RAIL assets to the RTA. In March 2024, through Resolution 55, the RTA Board conferred to staff the ability to move forward with deploying the resources needed to develop a detailed Transfer and Purchase Agreement. Since that time, RTA and M-1 RAIL staff have worked to develop the Street Railway Transfer Agreement. Approval of that agreement is codified in Resolution 57.

Pending approval of this resolution, RTA and M-1 RAIL staff will complete all the final elements of the transition process with the goal of a full operational transition by October 1, 2024.

**Attachments:**  
Street Railway System Transfer and Purchase Agreement  
Resolution 57

**Regional Transit Authority of Southeast Michigan  
Resolution No. 57  
Approving Transfer of Assets and Operations of a  
Street Railway System and Related Street Railway System Transfer and Purchase Agreement**

**RTA Resolution No. 57**, a resolution that the Board of Directors (the “Board”) of the Regional Transit Authority of Southeast Michigan (the “RTA”) approves the transfer to the RTA of assets and operations of a street railway system, and the related transfer agreement.

WHEREAS, M-1 RAIL (“M-1”) and M-2 RAIL (“M-2”) are nonprofit street railway corporations organized under former Act 35, Public Acts of Michigan, 1867, (the “Nonprofit Street Railway Act”), which was repealed and recodified in 2018 as Chapter 5 of the Recodified Tax Increment Financing Act, Act 57, Public Acts of Michigan, 2018, as amended, MCL 125.4503 to 125.4527 (“Act 57”); and

WHEREAS, M-1 and M-2 own and operate a street railway system (as defined in in section 507(h) of Act 57) in Detroit, Michigan (the “System”); and

WHEREAS, the System receives supporting services (together with the System operations performed by M-1 and M-2, the “Operations”) from M-3 RAIL, LLC, a Michigan limited liability company (“M-3”) and M-1 RAIL Towing LLC, a Michigan limited liability company (together with M-1, M-2 and M-3, the “Transferors”); and

WHEREAS, under the provisions of the Regional Transit Authority Act, Act 387, Public Acts of Michigan, 2012, as amended (the “RTA Act”), the RTA is authorized to acquire assets of public transportation providers, including the assets of a nonprofit street railway corporation organized under the Nonprofit Street Railway Act, MCL 124.541 to 124.588, and to make and enter into contracts with private entities; and

WHEREAS, M-1 and M-2 want to transfer to the RTA the assets of the System and the Transferors want to transfer to the RTA the Operations of the System (the “System Transfer”); and

WHEREAS, M-1 has stated that funding sources are in place, or available to the RTA as a governmental entity, that will be sufficient to cover, in full, the Operations, without any incremental cost to the taxpayers of the public transit region served by the RTA; and

WHEREAS, M-1 and the RTA have acknowledged that if a future shortfall in funding for the Operations were to occur, consistent with the policy under Section 6(23) of the RTA Act, any shortfall would be addressed using federal or state funding otherwise allocated to the member jurisdiction located within the qualified county in which the System is located; and

WHEREAS, the RTA has previously stated its intention to authorize the transfer of all or substantially all of the assets and operations of the System to the RTA; and

WHEREAS, the RTA maintains that such a transfer will support the RTA’s strategic goals of supporting improved public transit options to advance equity, integrating mobility needs of Southeast Michigan communities and promoting livable, healthy, and sustainable growth; and

WHEREAS, the RTA has received and reviewed the Street Railway System Transfer and Purchase Agreement by and among the RTA and the Transferors, attached hereto as Exhibit A (the “Transfer



Agreement”), which establishes the terms and conditions of the System Transfer.

WHEREAS, the boards of directors of M-1 and M-2 have approved the Transfer Agreement and the transfer of the System and the Operations to the RTA; and

WHEREAS, the Transfer Agreement provides for the Transferors and the RTA to use reasonable efforts to take action necessary to expeditiously satisfy the closing conditions under the Transfer Agreement on or before September 26, 2024; and

WHEREAS, the Board wants to approve the Transfer Agreement and the transfer of the System and the Operations to the RTA.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Transfer Agreement in the form attached hereto as Exhibit A is hereby approved and the Chairman of the Board is hereby authorized and directed to execute and deliver the Transfer Agreement.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the RTA hereby approves the transfer of the assets, real and personal, currently held by the Transferors to the RTA as set forth in the Transfer Agreement, together with the other assets of the System, the Operations and the Transferors’ employees as set forth in the Transfer Agreement.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that if a future shortfall in funding for operating the Street Railway System arises after the operational transition of the Street Railway System, the RTA will address that shortfall consistent with the policy under Section 6(23) of the RTA Act.

AND NOW, THEREFORE, BE IT FINALLY RESOLVED, that all officers, employees and agents of the RTA are hereby authorized and directed to take such actions and deliver such documents as shall be necessary to effectuate the System Transfer, including the transactions set forth in and contemplated by the Transfer Agreement.

Authorizing signature\_\_\_\_\_ (Freman Hendrix, Secretary to the Board)

***By his signature to this resolution, the Secretary to the Board certifies that this resolution has been approved by at least 7/9 of the voting members of the Board, with an affirmative vote of at least one Board member from each of Macomb County, Oakland County, Washtenaw County, and Wayne County at a public meeting noticed and held in compliance with the Open Meetings Act, Act 267, Public Acts of Michigan, 1976, as amended, MCL 18.261 to 18.275.***

Date: September 19, 2024



**REGIONAL  
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OF SOUTHEAST MICHIGAN

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**BOARD OF DIRECTORS MEMORANDUM**

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**TO:** RTA Board of Directors

**FROM:** Ben Stupka, Executive Director

**SUBJECT:** QLINE Public Transportation Agency Safety Plan

**DATE:** September 19, 2024

**REQUESTED ACTION:** Board of Directors Approval for Public Transportation Safety Action Plan

**Approval Request:** This memo requests board approval of the Public Transportation Agency Safety Plan and designation of an Accountable Executive and Chief Safety Officer for the RTA (Resolution 58).

**Background:** The Public Transportation Agency Safety Plans (PTASP) regulation (49 CFR Part 673) requires operators of public transportation systems that receive federal funds under the FTA Urbanized Area Formula Grants (Section 5307), and rail transit agencies subject to the FTA State Safety Oversight (SSO) program, to develop an Agency Safety Plan (ASP) that includes the processes and procedures to implement a Safety Management System (SMS). SMS is a comprehensive, collaborative, and systematic approach to managing safety. The PTASP must be approved by the Board of Directors.

In addition to the PTASP, there is a series of safety and operational documents and plans that will be signed by the Accountable Executive, Chief Safety Officer, the State, and the General Manager as needed after the Transfer Agreement is signed by the RTA Board. All documents must be signed and will be effective on October 01, 2024.

**Information:** Below is an overview of the additional safety and operational documents that will be signed.

**Safety**

- **System Security and Emergency Preparedness Plan (SSEPP):** This is an operating document for the streetcar and will be used to achieve the system's SSEPP management's security goals and objectives. It provides guidelines for assuring adequate security levels for all passengers, patrons, employees, and others using the streetcar system transportation services and facilities. Implementation and adherence to this SSEPP are fundamental to providing a secure operating environment, and it shall receive full support, participation, and compliance from all managers, supervisors, employees, and contractors.



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- **Continuity of Operations Plan (COOP):** This guides how RTA functions until regular passenger operations are reinstated after an emergency event over 12 hours.
- **Events Investigation Plan:** This covers the organizational duties and response in the event of a vehicular (streetcar or non-revenue vehicle) accident or if an injury occurs to a passenger, employee, pedestrian, or occupant of another vehicle involved in a vehicular accident or incident.
- **Emergency Action Plan:** This is to help ensure the safety of all QLINE employees in the event of an emergency.
- **Fire Prevention Plan:** The purpose of this plan is to help ensure the safety of all QLINE employees through fire prevention.
- **Heat Illness Plan:** The purpose of this plan is to prevent health effects from work environments where there is a higher risk for heat illness.
- **QLINE Hazard Communication Plan:** This plan provides our employees with information about hazardous chemicals in the workplace.

### ***Operations***

- **Operating Rule Book:** This Streetcar Rule Book has four purposes:
  1. Identify the QLINE Streetcar system's operating practice and standards.
  2. To aid in the instruction of these practices.
  3. To serve as a reference for employees whenever questions arise on the correct course of action.
  4. To standardize corrective actions for violations of the rules

### ***Maintenance of Way***

- **MOW Safety Rule Book:** This Maintenance of Way Safety Rule Book has four purposes:
  1. Identify the QLINE's Streetcar System's operating practices and standards.
  2. To aid in the instruction of these practices.
  3. To serve as an employee reference whenever questions arise on the correct course of action.
  4. To standardize corrective actions for violations of the rules
- **Road Way Worker Protection (RWP):** This program has been adopted to prevent accidents and casualties caused by public vehicles, streetcars, or roadway maintenance machines striking roadway workers or maintenance machines.



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**Vehicle Maintenance**

- **Fleet Management Plan:** FTA's Project Management Oversight requires agencies to develop Fleet Management Plans for all modes that are operated by the agency. FTA's Oversight Procedure (OP) 37 states, *"While the fleet management plans are not approved or disapproved per se, the PMOC's review informs FTA as to whether the proposed major capital project will degrade existing transit service as a consequence of its design and construction, whether the agency will have adequate resources to provide service to meet the transit demand during and after the construction of the major capital project. This review provides a major input to FTA in its determination of the adequacy of the agency's operational resources and financial capacity."*

**Administration**

- **Employee Handbook:** This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Other documents covering employees include, but are not limited to the collective bargaining agreement between RTA and the Amalgamated Transit Union and the QLINE Operating Rulebook.
- **Drug and Alcohol Plan:** This program complies with 49 CFR Part 655, as amended, and 49 CFR Part 40, as amended. All covered employees must submit to drug and alcohol tests as a condition of employment per 49 CFR Part 655. In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires establishing drug-free workplace policies and reporting certain drug-related offenses to the FTA.
- **Transit Asset Management Plan (TAMP):** This is a document required by the Federal Transit Administration (FTA) to be developed and updated every four years by agencies that own, operate, or manage capital assets used to provide public transportation and have received Chapter 53 federal funds, as per Code of Federal Regulations (CFR) 625. Agencies are required in their TAM Plans to assess the condition of all capital assets, identify assets that need maintenance or repair to achieve and maintain SGR, set performance targets for achieving SGR, and prioritize anticipated funds and programs for assets with the most need of investment through a narrative report. The four categories of capital assets to be assessed and included in the TAM are facilities, equipment (non-revenue vehicles), rolling stock (revenue vehicles), and infrastructure (guideway).
- **Standard Operating Procedures (SOP):** This is a group of documents that provide guidance on various safety, operational, and maintenance activities.



**SOP Reference Table**

010	Daily Summary Report
011	CCTV and Video Retention
012	Work Order Tracking
201	Bomb Threat
202	Derailment
203	Emergency Operating Procedures
204	Fire or Smoke on Streetcar
205	Hijacking Hostage
206	Incident Management
207	Special Event Operation Plan
208	Person or Object Struck by Streetcar
209	Medical Related Emergencies
210	Streetcar Collision
211	Malicious Destruction of Property
212	Streetcar System Hazardous Materials NBC Environmental Incident
213	Emergency Call Monitoring
214	Employee Safety Reporting Program
215	Personal Protection Equipment
216	Cybersecurity
217	Hazard Management Plan
218	Secured Facility Access
219	Safety Awareness Meetings
220	Good Faith Challenge
221	Liquid Chemical Spill Clean-Up
222	Refusal of Service
223	Lock-Out Tag-Out Policy-General
301	Quality Maintenance and Inspection Program
302	Track Maintenance and Inspections
303	Switch Maintenance
304	Overhead Catenary System and Traction Power Substation
305	Station Platform Maintenance and Cleaning
306	Tow Truck Procedure
307	Re-Railing SOP
401	General Shop Safety
402	Towing



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403	Wheel Chocks
404	Streetcar Data Extraction
405	APC Data Maintenance Download
406	Streetcar Clean and Wash
407	Recharging Streetcar ESS Batteries
408	Crane Lift Operating Rules for Crane Operators
409	Tool Calibration
501	Inclement Weather
502	Law Enforcement Communications
503	Personal Electronic Devices
504	Train Orders
505	Alignment Flooding Around Track and Switches
506	Blocked Tracks
507	Flagging
508	Moving Streetcar with An Open Exterior Door
509	Public Address Announcements
510	Operator Pre-Trip Inspection
511	Diverging Movements
512	Operating Streetcars with One Battery
513	ESS Power Management
514	Pantograph Operation
515	Lost and Found

### ***Training***

- **Employee Certification Plan:** This plan contains details of QLINE's training program, which will be administered to the management and employees comprising the QLINE Service workforce. QLINE's primary goals and objectives for the service are the delivery of safe, reliable, and comfortable streetcar service to all passengers riding QLINE's streetcars.
- **Safety and Rules Compliance Testing Program:** As a manager or supervisor of safety-sensitive employees, one of your main ongoing responsibilities is participating in the Safety and Rules Compliance Testing Program. This handbook should answer your questions about the program and provide the guidelines and procedures for conducting individual tests and observations.

**Regional Transit Authority of Southeast Michigan  
Resolution No. 58  
Approving Public Transportation Agency Safety Plan and Designation of RTA  
Accountable Executive and Chief Safety Officer**

**RTA Resolution No. 58**, a resolution that the Board of Directors (the “Board”) of the Regional Transit Authority of Southeast Michigan (the “RTA”) approve a Public Transit Agency Safety Plan and designate an Accountable Executive and Chief Safety Officer for the RTA.

WHEREAS, the RTA has received, reviewed, and approved a Street Railway System Transfer and Purchase Agreement (the “Transfer Agreement”) by and among the RTA and M-1 RAIL, a Michigan nonprofit corporation, M-2 RAIL, a Michigan nonprofit corporation, M-3 RAIL, LLC, a Michigan limited liability company, and M-1 RAIL Towing LLC, a Michigan limited liability company (together the “Transferors”), which establishes the terms and conditions for the transfer to the RTA of the street railway system owned and operated by M-1 RAIL and M-2 RAIL (the “System”) and of related assets, rights, and obligations of the Transferors; and

WHEREAS, the Transferors also have approved the Transfer Agreement; and

WHEREAS, under 49 CFR part 673, the Federal Transit Administration has adopted the principles and methods of safety management systems as the basis for enhancing the safety of public transportation in the United States of America, including, but not limited to, standards for public transportation agency safety plans; and

WHEREAS, as the agency established by the State of Michigan that meets the requirements and performs the functions specified by 49 USC 5329(e) and (k) and the regulations set forth in 49 CFR part 673 and serves as the state safety oversight agency for purposes of 49 CFR part 673, the State Safety Oversight Agency (“SSOA”) of the Michigan Department of Transportation requires the operator of the System to adopt and implement a Public Transit Agency Safety Plan before operating the System; and

WHEREAS, the SSOA has reviewed and approved the RTA Public Transit Agency Safety Plan Version 8.0 received by the SSOA on July 26, 2024 (the “2024 PTASP”), conditional upon the signature of the RTA Accountable Executive and the Board; and

WHEREAS, Ben Stupka, the Executive Director of the RTA, has certified to the Board (certification attached as Exhibit A) that the 2024 PTASP is satisfactory and complies with each of the requirements of 49 CFR part 673, and that the 2024 PTASP will be effective in guiding the RTA with the management of safety risks of the rail operations of the System by the RTA; and

WHEREAS, the Board wants to designate an Accountable Executive and a Chief Safety Officer for the RTA and approve the 2024 PTASP.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby designates Ben Stupka as the RTA Accountable Executive for purposes of the 2024 PTASP.

NOW, THEREFORE, BE IT RESOLVED, that the Board designates Lyle Dungy as the Chief Safety Officer of the RTA for purposes of the 2024 PTASP.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board hereby accepts the 2024 PTASP as satisfactory, that the 2024 PTASP complies with the requirements of 49 CFR part 673,

and that the 2024 PTASP will be effective in guiding the RTA with the management of safety risks of the rail operations of the System by the RTA;

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board hereby approves the 2024 PTASP.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Board hereby authorizes and directs the RTA Accountable Executive and authorizes each of the members of the Board to execute and deliver the 2024 PTASP on behalf of the RTA.

AND NOW, THEREFORE, BE IT FINALLY RESOLVED, that all officers, employees and agents of the RTA are hereby authorized and directed to take such actions and deliver such documents as shall be necessary to effectuate the designation of the RTA Accountable Executive and the Chief Safety Officer of the RTA, and the approval, execution, delivery, and implementation of the 2024 PTASP, and other documents associated with the 2024 PTASP or otherwise required by the SSAO or 49 CFR Part 673.

Authorizing signature\_\_\_\_\_ (Freman Hendrix, Secretary to the Board)

***By his signature to this resolution, the Secretary to the Board certifies that this resolution has been approved by at least a majority of the members of the Board, at a public meeting noticed and held in compliance with the Open Meetings Act, Act 267, Public Acts of Michigan, 1976, as amended, MCL 18.261 to 18.275.***

Date: September 19, 2024



**EXHIBIT A****Certification**

I, Ben Stupka, the Executive Director of the Regional Transit Authority for Southeast Michigan (the "RTA"), have reviewed the RTA Public Transit Agency Safety Plan Version 8.0 conditionally approved by the State Safety Oversight Agency of the Michigan Department of Transportation on August 21, 2024 (the "2024 RTA PTASP") and hereby certify that the 2024 RTA PTASP is satisfactory and complies with each of the requirements of 49 CFR part 673, and that the safety plan will be effective in guiding the RTA with the management of safety risks of the rail operations of the RTA.

Dated: September \_\_\_\_, 2024

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Ben Stupka

DRAFT: 105486.000001 4886-8849-8915.1



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OF SOUTHEAST MICHIGAN

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**BOARD OF DIRECTORS MEMORANDUM**

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**TO:** RTA Board of Directors

**FROM:** Travis Grubb, Procurement and Contracts Manager

**SUBJECT:** QLINE Asset Transfer Administrative Contracts

**DATE:** September 19, 2024

**REQUESTED ACTION:** Board of Directors Approval

**Approval Request:** This memo requests board approval to execute new or extend existing contracts for administrative services essential to the QLINE asset transfer. These services include Human Resources, Financial, Legal, and Information Technology support. The RTA requires these contracts to maintain operational continuity, ensure compliance, and provide critical support throughout the asset transfer process. These services are vital to keeping the organization compliant with legal and financial obligations while ensuring uninterrupted QLINE service operations.

**Service Descriptions and Procurement Information:**

1. HR Services

- *Cost:* RTA anticipated budget is projected at \$24,000 for HR services that include existing and planned new FTEs on the RTA team, which consists of a .10% rate for workers comp insurance. Fees for existing QLINE employees are covered in QLINE's FY2025 budget.
- *Background:* Since 2013, M1-Rail has contracted HR support through Costaff Insight Services, a Professional Employment Organization (PEO), based in Southfield, Michigan, that provides human resources (HR) services to businesses, to help manage employee-related tasks such as payroll, benefits administration, workers' compensation, tax compliance, training, and employment law and regulatory compliance. RTA's existing HR contract through DCR Consulting concludes on September 30, 2024.
- *Procurement Process:* The joint transition team determined the least disruption to QLINE 50+ employee's benefits, payroll and expanded HR support was in the best interest of both teams. In late August, RTA's 8 team members began onboarding with Costaff Insight Services to accommodate a 4–6-week benefits enrollment period. Starting October 1, 2024, Costaff Insight Services will transition the QLINE services agreement to the RTA ensuring a smooth transition. The costs for these services fall within the approved budget and align with current market rates for comparable services.



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- *Contract Duration:* This contract will be valid through September 30, 2025. During the upcoming year, we will assess and determine the most appropriate procurement strategy moving forward.

2. Financial Services

- *Cost:* Not-to-exceed \$306,000
- *Background:* RTA seeks to extend the contract with Rehmann to provide financial services due to their familiarity with RTA's financial systems and their Governmental Accounting Standards Board (GASB) certification, which ensures compliance with Federal Transit Administration (FTA) requirements.
- *Procurement Process:* Rehmann has provided financial services to RTA in the past and is uniquely qualified to assist with the financial aspects of the QLINE asset transfer process. The extension will allow a smooth financial transition while maintaining GASB compliance. The costs for these services fall within the approved budget and align with current market rates for comparable services.
- *Contract Duration:* This extension will extend RTA's existing contract through September 30, 2025. We anticipate issuing a new solicitation prior to the contract's expiration to ensure continuity of services and explore competitive options.

3. Legal Services

- *Cost:* Not-to-exceed \$303,000, based on the combined legal budgets for both agencies. Costs will be evaluated throughout the year, with RTA being billed only for actual hours worked.
- *Background:* The legal services contract will be extended with Dykema to support RTA's legal needs, especially in relation to the upcoming asset transfer. Dykema's knowledge of RTA's legal frameworks and compliance requirements makes them a crucial partner during this transition.
- *Procurement Process:* Dykema is uniquely qualified, having served as legal counsel for both RTA and QLINE. Their contract extension through September 30, 2025, will help ensure continuity and minimize legal risks. The costs for these services fall within the approved budget and align with current market rates for comparable services.
- *Contract Duration:* This extension will extend RTA's existing contract through September 30, 2025. We anticipate issuing a new solicitation prior to the contract's expiration to ensure continuity of services and explore competitive options.



4. IT Services

- *Cost:* \$76,953
- *Background:* SEMCOG provides sub-tenant services to the RTA and has provided in-kind managed care services through their IT provider, OneIT. QLINE transfer requires all employees working on the same domain, [www.rtamichigan.org](http://www.rtamichigan.org), requiring migrating QLINE's Gmail Apps for Nonprofits to RTA's Microsoft O365 Sharepoint environment.
- *Procurement Process:* RTA's sub-tenant relationship with SEMCOG supported continuing IT managed care services through OneIT and adding security support for QLINE streetcar and employee IT assets (laptops, cameras, security, etc). In 2023, RTA obtained three IT quotes from other local IT vendors providing price comparisons for OneIT managed care services. RTA will launch a new procurement process for IT services in 2025. The costs for these services fall within the approved budget and align with current market rates for comparable services.

**Conclusion:** Board approval is requested to proceed with executing these service contracts, ensuring continuity and operational support for RTA in key areas throughout the QLINE transfer of assets.



**RTA**

# Business Plan & Budget FY 2024-2025



1001 Woodward Ave., #1400  
Detroit, Michigan, 48226

[RTAmichigan.org](http://RTAmichigan.org)

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# Message from the Executive Director

## Agency in Growth & Transition

RTA Board of Directors,

I'm glad to submit the annual Business Plan and Budget for Fiscal Year 2024-2025. Our latest budget reflects the growth and evolution of our agency, and it presents an ambitious, responsible vision for the future of the RTA. This budget is the first to map out the transitional steps with the incorporation of QLINE and all its assets and operations into our agency. As the Board is aware, the integration of the QLINE unlocks new opportunities for the agency and the regional system. Moreover, this budget brings full cycle the realization of pilot projects the RTA has planned and executed strategically and recognizes the agency's advancing role.

The RTA is an agency in growth and transition. The RTA is the central planning, funding, and coordination agency at the heart of Southeast Michigan's diverse transit system—a role that has netted the region new investment and steered us in a clear, uniform direction. With the integration of the QLINE and the development of federal- and state-funded pilot programs, the RTA has accelerated into the service delivery role. This is a bold next step for our agency, which follows a model set forth by peers and unlocks new chambers of funding streams for the agency and region. These changes align with the RTA's mission and will ultimately improve experiences for riders.

Recognizing the criticality of QLINE operations to residents, the Board undertook a thorough review of assets and approved a resolution to transfer them in July 2024. This budget fleshes out a transition period and delineates funding streams separately for the RTA and QLINE. The transition plan contains no interruption of service.

Whereas the QLINE may be the newest item included in RTA budgets, it is far from the only sign of growth coming to the agency. Last year, the agency launched the Detroit Air Xpress (DAX) — a direct coach service between downtown Detroit and DTW Airport that has beaten ridership expectations. D2A2, the sister service of DAX, has seen ridership climb approximately 50% year over year on its route from Detroit to Ann Arbor. We continue to work on Mobility Wallet and Access to Transit programs. In 2024, the RTA delivered an updated Regional Transit Master Plan (RTMP) and has begun work on its Mobility 4 All Program to ensure that transit is accessible to seniors, individuals with disabilities, and low-income people. These advancements come at a time when the State of Michigan has emphasized a need for better transit to retain our population and attract young people to work and live in our state.

To facilitate such progress, talent and expertise is needed. The Board signaled its intentions to augment the RTA team in 2023 and 2024 when it built out new staff positions and a team of



directors. As the agency transitions almost 50 new staff from the QLINE, the team must manage a larger HR portfolio and comply with state and federal regulations that apply to larger organizations. The Board has directed staff to pursue competitive grants, engage state leaders, and coordinate with regional stakeholders. Our team has seen success in these arenas. Managing the fruits of this work—grant awards, legislative progress, and new projects and programs—requires people power in the fields of external affairs, program, and planning. Included in this budget is the talent required to manage these wins.

The RTA is faced with dual funding realities—the existence and infusion of one-time funds on the one hand and the absence of a dedicated long-term funding stream for administrative functions on the other. The Board and team continue to navigate revenue uncertainties while conservatively managing a combination of short-term revenue, state appropriations, and one-time grants, including American Rescue Plan funds. The presented budget acknowledges these uncertainties while laying the groundwork for a long-term vision that includes sustainable, dedicated funding.

In this budget, there is much to look forward to—the first year of operating the QLINE with a steady approach to integration, the advancement of long-term strategic priorities, and the successful delivery of transit services and amenities to Southeast Michigan residents. At a crucial inflection point for regional transit, and indeed the region's vitality, the RTA maintains and extends its commitment to serving the public interest, advancing regional transit priorities, and delivering reliable regional transit.

Thank you for your guidance, leadership, and continued support.

A handwritten signature in black ink, appearing to read 'Ben Stupka', with a stylized, sweeping flourish extending from the end of the name.

Ben Stupka  
Executive Director



# Agency Purpose, Vision & Mission

## Agency Purpose

The Regional Transit Authority of Southeast Michigan (RTA) was established by Public Act 387 of 2012. The RTA is responsible for developing a regional master transit plan, coordinating regional transit projects and programs, and distributing federal and state transit formula funds in the four-county region, including Macomb, Oakland, Washtenaw, and Wayne Counties.

### Vision

***RTA envisions a region with sufficient and stable funding to support improved public transit options that will advance equity by increasing accessibility; satisfy the integrated mobility needs of Southeast Michigan communities; and promote livable, healthy and sustainable growth.***

### Mission

***Our mission is to manage and secure transportation resources that significantly enhance mobility options, to improve quality of life for the residents and to increase economic viability for the region.***

The RTA's impact on the region can be seen in the expansion of services, the level of mobility innovation, and the increased dialogue on future funding. The RTA represents a vision of what transit can and should be in the region, and it takes steps, big and small, to secure and manage that vision.

## RTA Core Business Functions

The Michigan RTA Public Act 387 stipulates the agency's statutory responsibilities to plan, fund, and coordinate strategic transit planning services. The agency also accelerates transit projects, deploying proof-of-concept transit services (e.g., DAX/D2A2) to fulfill unmet ridership demand and regional needs.



**PLAN** transit services, programs, and visions, and steward the Regional Master Transit Plan (RMTP).



**FUND** transit providers and service, serving as the region's administrator of grants and formula funding.



**COORDINATE** with providers and stakeholders to lead regional collaboration and present stronger plans and requests for funding.



**ACCELERATE** major projects that fill in long-standing gaps in service and respond to demands.

As the agency evolves taking on the QLINE streetcar service and formalizing regional pilots, the RTA will be increasingly focused on developing its ability to deliver and sustain services and programs that advance the region's vision for transit. Future actions and the upcoming transition will involve and elevate all parts of the RTA core business functions, increasing the regional relevance and importance of the RTA's role in these strategic areas.

# RTA Regional Leadership

## Board of Directors

Dedicated public servants with years of corporate, nonprofit, and government experience make up the RTA's Board of Directors. Passionate about responsible governance, forward-thinking solutions, and regional collaboration, the Board is committed to advancing transit service, technology, and infrastructure that contribute to a more equitable experience for current and future transit riders.

The RTA's 10-member board is appointed for three-year terms by the county executives of Wayne, Oakland, and Macomb counties, the chair of the Washtenaw County Board of Commissioners, the Mayor of Detroit, and the Governor of Michigan. The Governor's appointee serves as chair without a vote.



# Business Plan Purpose & Need

## Delivering Results

Responding to ongoing and emerging needs, the RTA's Business Plan meets the region's current and anticipated needs in concert with transit providers. Throughout the year, the RTA leads ongoing collaborative planning and extensive cross-sector engagement, including community engagement with the Transit Providers Advisory Committee, Citizens Advisory Committee, government leaders, corporate and nonprofit partners, and consistent public engagement. This critical engagement informs the RTMP and RTA's strategic priorities.

FY 2025 will be unique. The RTA's roles and responsibilities have evolved with the agency's incorporation of QLINE and growth as regional transit coordinator. The elevated role of the RTA places our transit system on a growth path previously charted by peer agencies. This maturation is necessary to generate efficiencies and maximize the value and potential of investment.

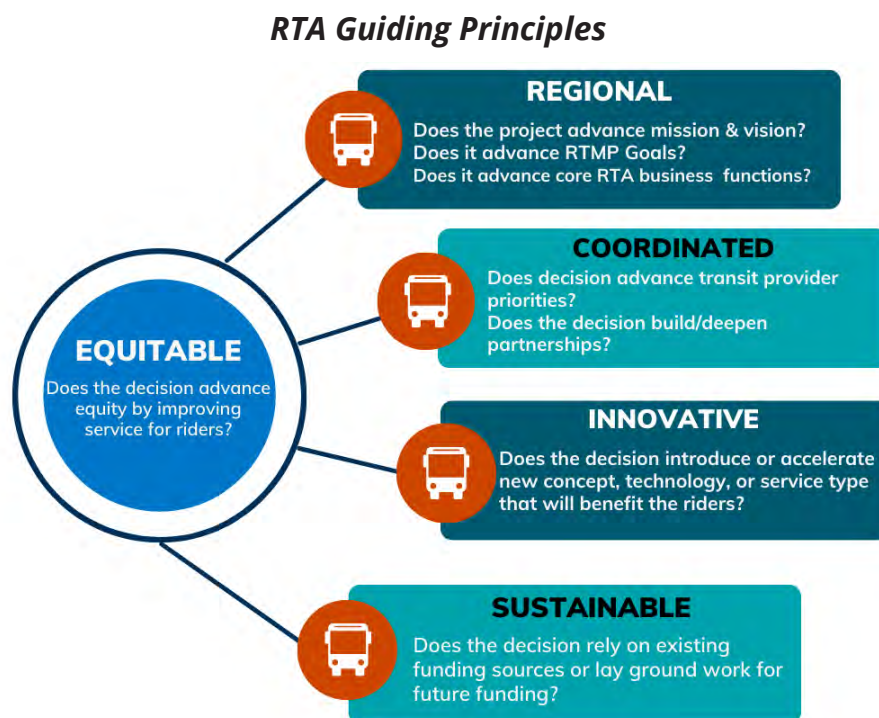
## Regional Transit Master Plan

The RTMP is the strategic vehicle for identifying the region's overall goals and priorities for improving the regional transit system. The RTA has set up the RTMP to maximize its strategic value for accelerating services and programs under differential funding realities. The RTA and its partners have found success in this framework by connecting priorities to available funding and making incremental improvements to the region's transit system. All of the RTA's activities and the activities of the transit providers can be tied back to priorities identified in the RTMP.

### *RTMP Top Ten Priorities*



The RTMP reflects the RTA's Guiding Principles that the team applies to ensure projects selected for funding support equitable outcomes for transit service, infrastructure, and technology.



### Fiscal Year Budget Expectations

The FY2025 budget reflects the first year of RTA and QLINE integration. Both budgets allocate the necessary resources to deliver work plans, continue service operations, and advance strategic initiatives.

On day one of the newly combined agency (October 1, 2024), the RTA anticipates a transition pathway to learn more about QLINE operations that may lead to future integration and continuous improvement opportunities.

# Strategic Priorities

The FY2025 Strategic Priorities blend the regional transit improvements identified in the RTMP with the realities of the QLINE transition and realistic budget expectations. Three main strategies lead RTA's acceleration of core programs, projects, and services that are integrated into the work plan and aligned with projected budget revenues and expenditures.

## 1. Strengthening Core Business Functions

### Expanding Team: 50+ RTA & QLINE Employees

- Incorporating QLINE team 40+ employees
- Projecting four new RTA hires
  - Planning Manager, Web and Communications Associate, and Planning and Policy Associates
- Exploring new RTA office space

### Modifying & Updating Administrative Policies

- Updating Federal and State compliance policies
  - Title VI
  - Disadvantaged Business Enterprise (DBE),
  - Equal Employment Opportunity (EEO)
  - American Disabilities Act (ADA)
  - Procurement
- Updating internal policies (e.g., Human Resources, DEI Plan, Accounting Procedures)
- Updating Board policies (e.g., Safety, Operational KPIs, Fund Programming)

### Building on Planning and Grants

- Updating focused and investable RTMP
- Pursuing discretionary grants in partnership with regional and state partners
- Broadening agency External Affairs & Communications voice and impact to broadcast RTA message
- Delivering agency rebrand, new website, updated media strategy, expanded services marketing
- Expanding community engagement efforts through planning grants

## 2. Improving Regional Transit

### Delivering Funded Planning Projects and Grants

- Continuing QLINE service & successes
- Continuing D2A2 and DAX express bus services
- Completing updated Coordinated Human Services Transit Plan and 5310 Call for Projects under the newly branded Mobility 4 All Program
- Launching the Access to Transit Program (ATP)
- Completing the Regional Transit Technology Strategic Plan

- Completing the Mobility Wallet Pilot

### **Leading Fund Development for Capital Projects**

- Pursuing partnerships and funding for major corridor projects
- Advancing Regional Capital Planning Program

## **3. Building More Opportunities for Transit Funding**

### **Legislative and Local Partnership Initiatives**

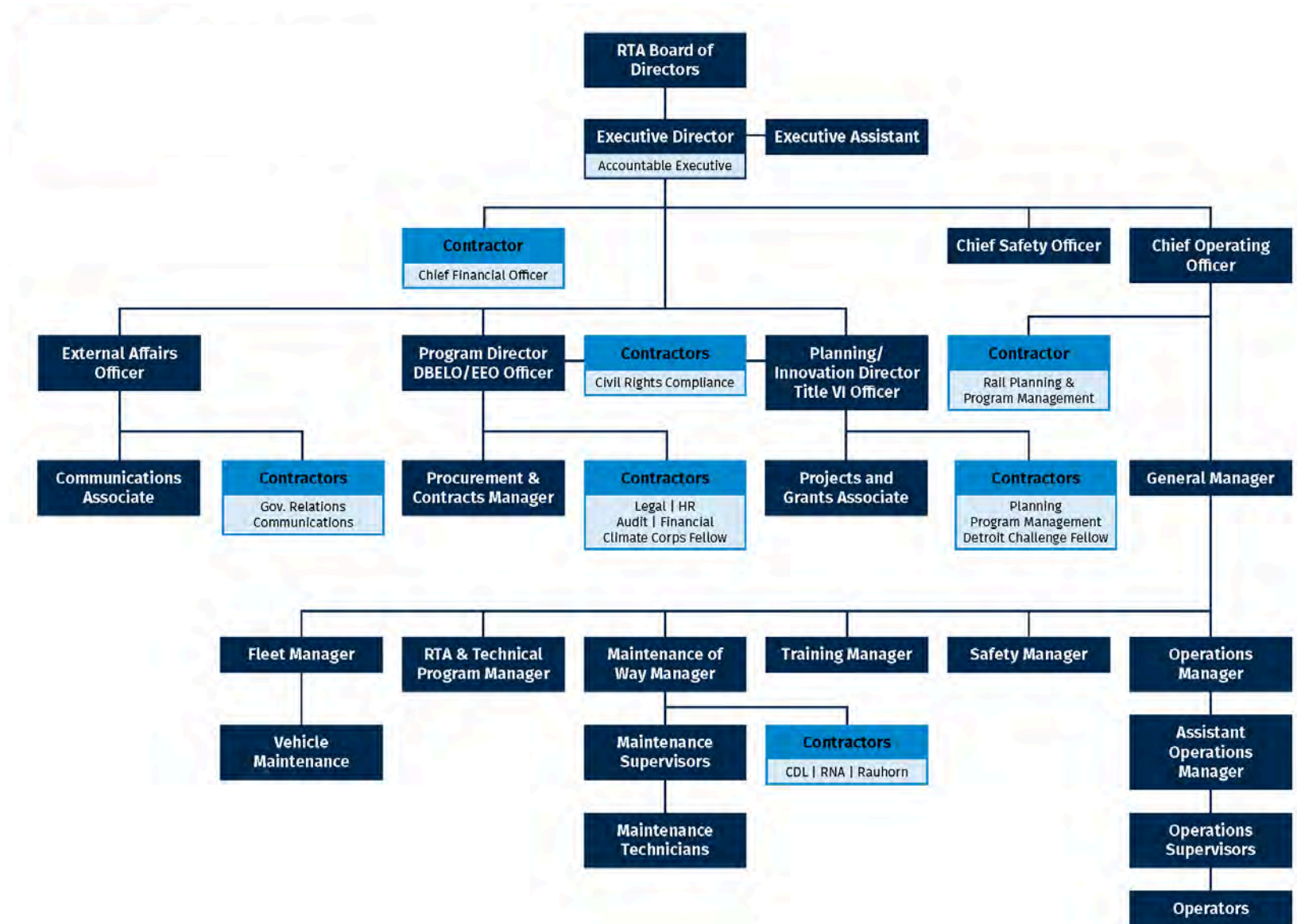
- Expanding efforts in Lansing and DC to advocate for increased transit funding
- Competing for more state and federal discretionary grants
- Leading and supporting local funding efforts



# Organizational Structure

## RTA & QLINE Transition

The year-one transition period reflects similar internal structures at the RTA and QLINE under the responsibility of the Executive Director. This structure supports commitment to ongoing QLINE service operations and FTA grant and safety compliance. As a new organization with 50+ employees, FTA requires designated roles for Equal Employment Opportunity (EEO), Chief Safety Officer (CSO), Chief Operating Officer (COO), Disadvantaged Business Enterprise (DBE), and Title IV Compliance Officer.



# Annual Budget Cycle

## Fiscal Obligations

RTA publishes a fiscally responsible, five-year budget with five-year revenue projections that reflect organizational priorities, meet the RTA's statutory responsibilities, and deliver programs and projects.

In early 2024, the RTA stretched the budget planning cycle forward three months to begin in January to better incorporate the Michigan Department of Transportation Office of Passenger Transportation (OPT) annual state application. By February 1, Michigan transit agencies must submit operational budget requests to obtain state and federal funds for public transit and intercity bus services. The QLINE fiscal year begins October 1, integrating seamlessly into the RTA's annual budget cycle.



## New Budget Integration Expectations

RTA's budget reflects growing expenses to ensure financial and personnel integrity due to the transition, including finance management, human resources, financial management and audit services, legal counsel, insurance, and IT services.

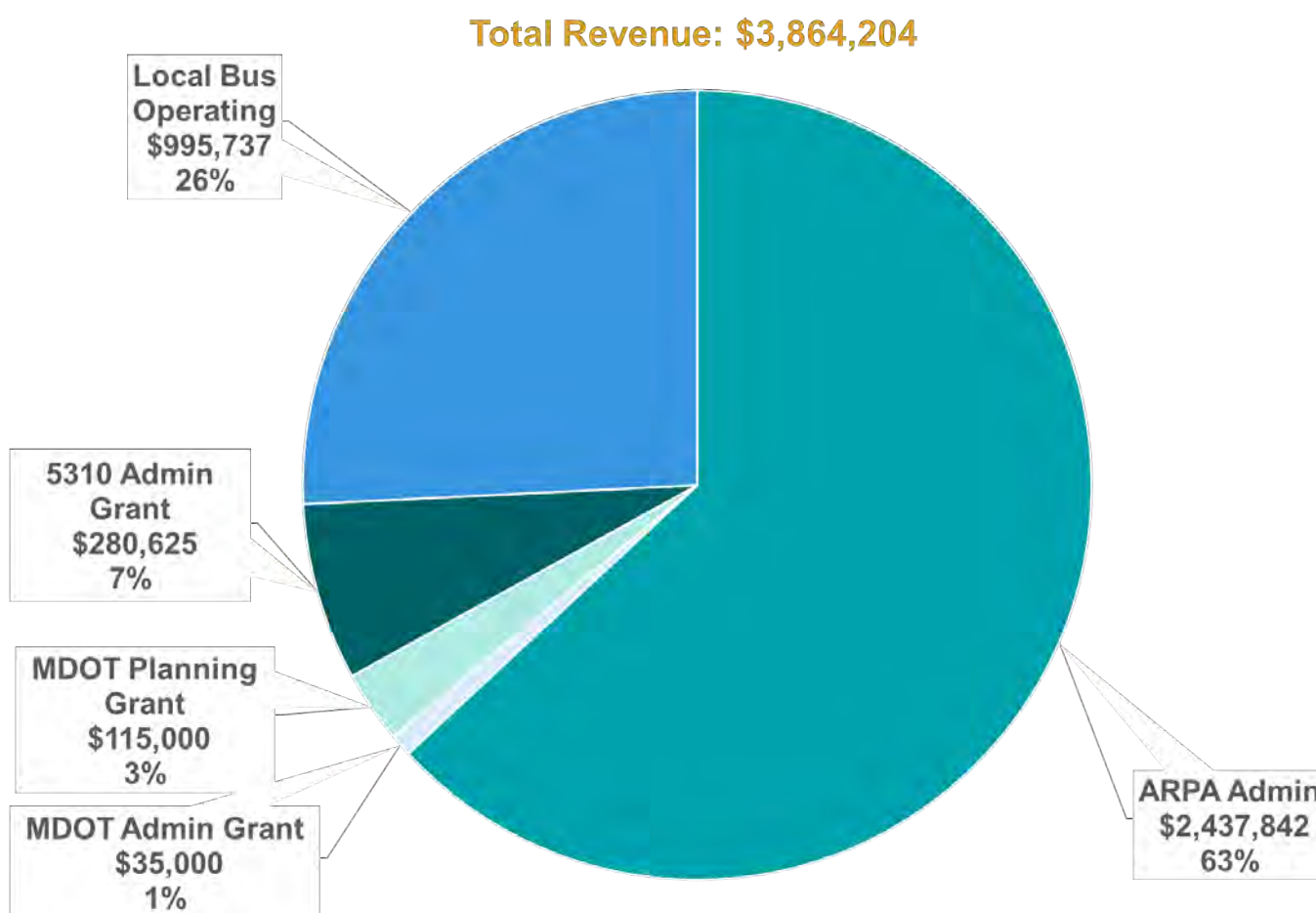
Both agencies present separate budgets and budget tables with the RTA reflecting merged administrative expenses for initial cost effectiveness and business efficiencies. QLINE maintains its own budget table and narrative with commitment to ongoing service and safety.



# Administrative Revenues

## Revenue Sources

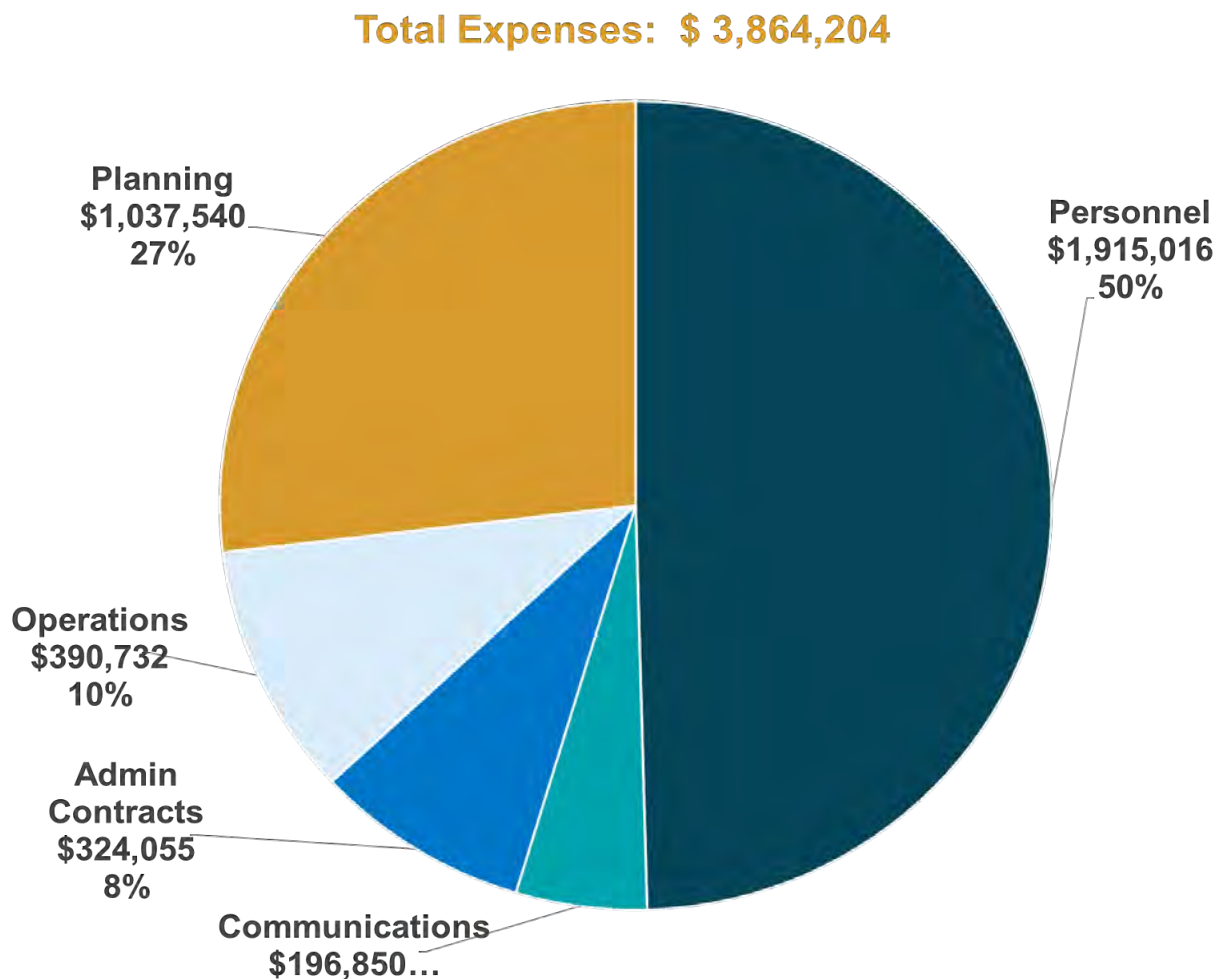
The RTA's revenue continues to rely on short-term revenue, one-time grants, and state appropriations. Integrating RTA and QLINE entities unlocks new State of Michigan revenue streams, including Local Bus Operating (LBO). The RTA will allocate LBO to cover portions of administrative expenses, with American Rescue Plan funds covering most critical administrative functions. The RTA will also use a combination of small grants to fund specific planning projects like the Coordinated Human Services Transportation Plan and the Regional Transit Technology Strategic Plan.



# Administrative Expenses

## Growing Capacity

This budget includes the personnel needed to manage a growing workload and accelerate the delivery of programs and projects. Specifically, it calls for up to four additional positions across all facets of the agency. It also includes adding federal government relations to the RTA state relations portfolio, increasing the External Affairs program budget to expand the strategic communications and media relations program, and continued stability for the agency's ongoing planning and program portfolio. In addition, it includes expanded funding to integrate and improve the IT functions of both the RTA and QLINE and funding for a potential change in RTA office space.



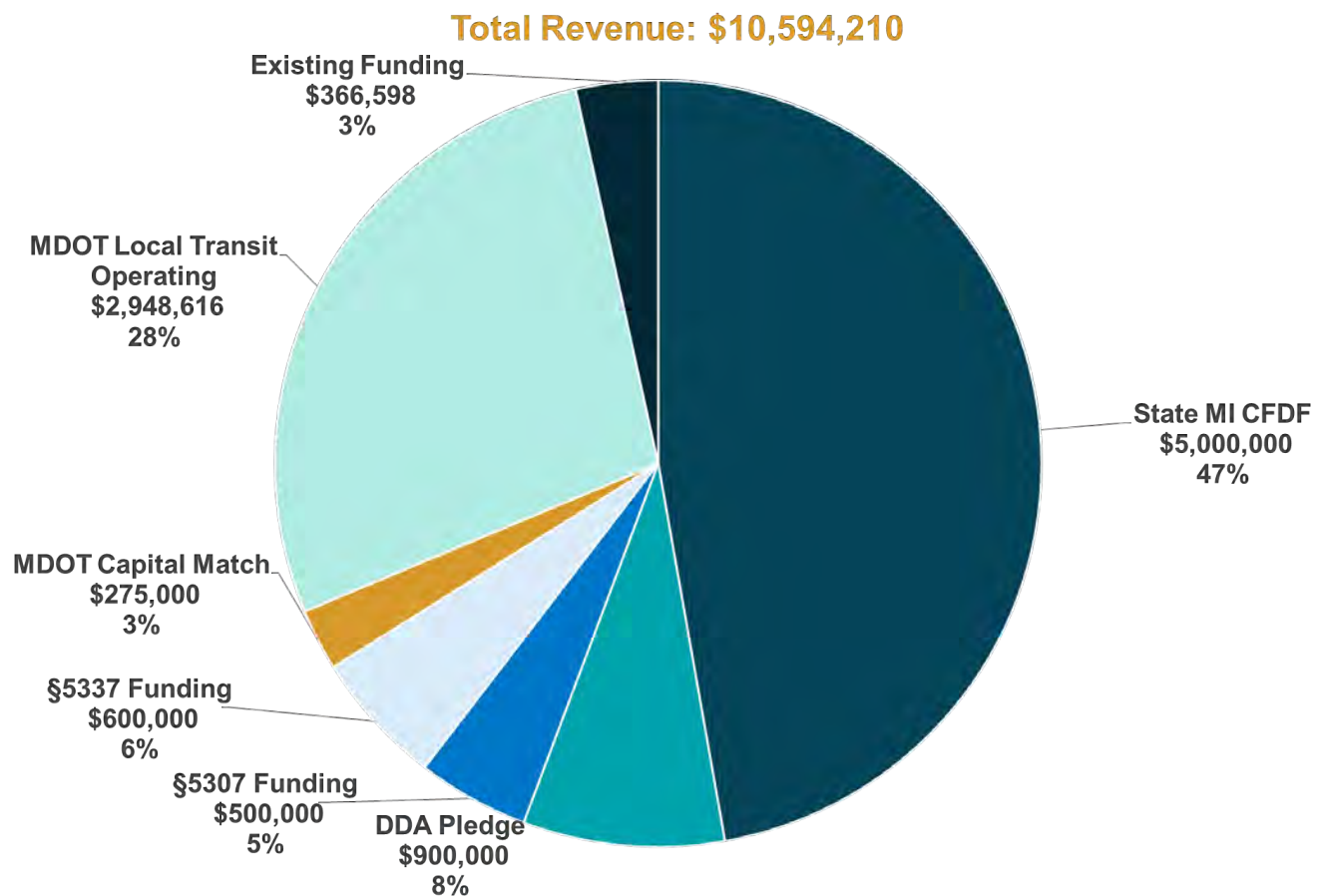
# Administrative Budget - Detail

	<u>Budget</u>	<u>Projected</u>			
	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>
<b>Administrative Program Budget</b>					
<b>Revenues</b>					
American Rescue Plan Act (5307) - Admin	\$ 2,437,842	\$ 1,684,420			
American Rescue Plan Act (5307) - Regional		\$ 1,150,496	\$ 3,032,071	\$ 3,048,858	\$ 3,217,702
Local Bus Operating	\$ 995,737	\$ 1,157,923	\$ 1,238,452	\$ 1,245,308	\$ 1,314,273
MDOT Appropriation (FY2023)	\$ 35,000				
5310 Administrative Funding	\$ 280,625	\$ 280,625	\$ 300,000	\$ 300,000	\$ 300,000
MDOT SDNT Grant (Reg Tech Plan)	\$ 115,000				
<b>Total Revenue</b>	<b>\$ 3,864,204</b>	<b>\$ 4,273,464</b>	<b>\$ 4,570,523</b>	<b>\$ 4,594,166</b>	<b>\$ 4,831,975</b>
<b>Expenses</b>					
Personnel /Salary	\$ 1,410,207	\$ 1,508,921	\$ 1,554,189	\$ 1,600,815	\$ 1,648,839
Fringe & Benefits	\$ 504,809	\$ 539,545	\$ 555,731	\$ 572,403	\$ 589,575
Conferences, Events, Training	\$ 112,628	\$ 115,422	\$ 118,300	\$ 121,265	\$ 124,318
Board & Public Mtg Management	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600	\$ 15,600
Finance, Legal, Government Relations	\$ 324,055	\$ 347,067	\$ 357,820	\$ 369,321	\$ 380,576
Rent and Utilities	\$ 127,800	\$ 102,248	\$ 103,365	\$ 104,516	\$ 105,702
Insurance	\$ 16,770	\$ 16,785	\$ 16,785	\$ 16,785	\$ 16,785
Telephone and Internet	\$ 8,430	\$ 9,430	\$ 9,430	\$ 9,430	\$ 9,430
IT Services & Computer Equipment	\$ 107,015	\$ 83,771	\$ 90,000	\$ 90,000	\$ 90,000
Supplies	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
<b>Operating SubTotal</b>	<b>\$ 2,629,814</b>	<b>\$ 2,741,290</b>	<b>\$ 2,823,721</b>	<b>\$ 2,902,634</b>	<b>\$ 2,983,325</b>
<b>Planning Expenses</b>					
Planning Services	\$ 562,540	\$ 586,729	\$ 611,959	\$ 638,273	\$ 665,719
Specialized Planning Services	\$ 125,000	\$ 567,795	\$ 570,710	\$ 573,751	\$ 576,922
CHSTP	\$ 150,000	\$ -	\$ 162,900	\$ -	\$ 176,909
Community Engagement	\$ 200,000	\$ 208,600	\$ 217,570	\$ 226,925	\$ 236,683
<b>Planning SubTotal</b>	<b>\$ 1,037,540</b>	<b>\$ 1,363,124</b>	<b>\$ 1,563,139</b>	<b>\$ 1,438,949</b>	<b>\$ 1,656,233</b>
<b>External Affairs Expenses</b>					
Branding	\$ 10,000	\$ 10,000	\$ 20,000	\$ 35,000	\$ 20,000
External Communications	\$ 125,000	\$ 128,600	\$ 132,308	\$ 136,127	\$ 140,061
Social Media Management	\$ 7,800	\$ 7,800	\$ 7,800	\$ 7,800	\$ 7,800
Website	\$ 35,000	\$ 5,000	\$ 5,000	\$ 55,000	\$ 5,000
Graphics/Photography	\$ 10,150	\$ 10,150	\$ 10,155	\$ 10,155	\$ 10,155
Promotional Items	\$ 8,900	\$ 7,500	\$ 8,400	\$ 8,500	\$ 9,400
<b>External Affairs SubTotal</b>	<b>\$ 196,850</b>	<b>\$ 169,050</b>	<b>\$ 183,663</b>	<b>\$ 252,582</b>	<b>\$ 192,416</b>
<b>Total Expenses</b>	<b>\$ 3,864,204</b>	<b>\$ 4,273,464</b>	<b>\$ 4,570,523</b>	<b>\$ 4,594,166</b>	<b>\$ 4,831,974</b>

# QLINE Revenues

## Fully Funded Streetcar Service

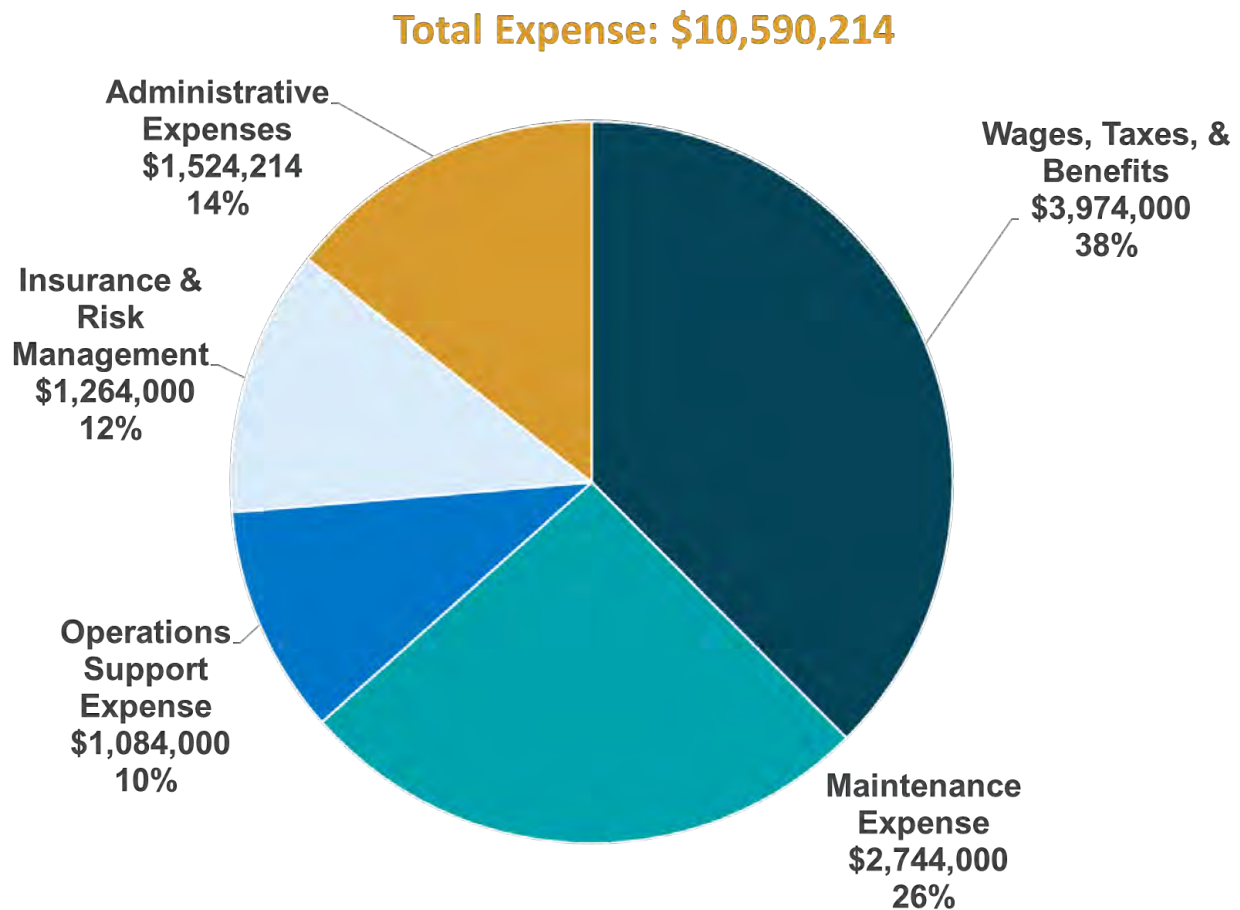
The M1-Rail Board of Directors transferred a fully funded QLINE streetcar operation to the RTA. Existing funding sources include the State of Michigan Convention Facility Development Fund (CFDF) and the City of Detroit Downtown Development Authority. Through RTA ownership, the QLINE service is also now eligible for transit operating funding from the state and maintenance funding through the federal government.



# QLINE Expenses

## Ongoing Service Delivery

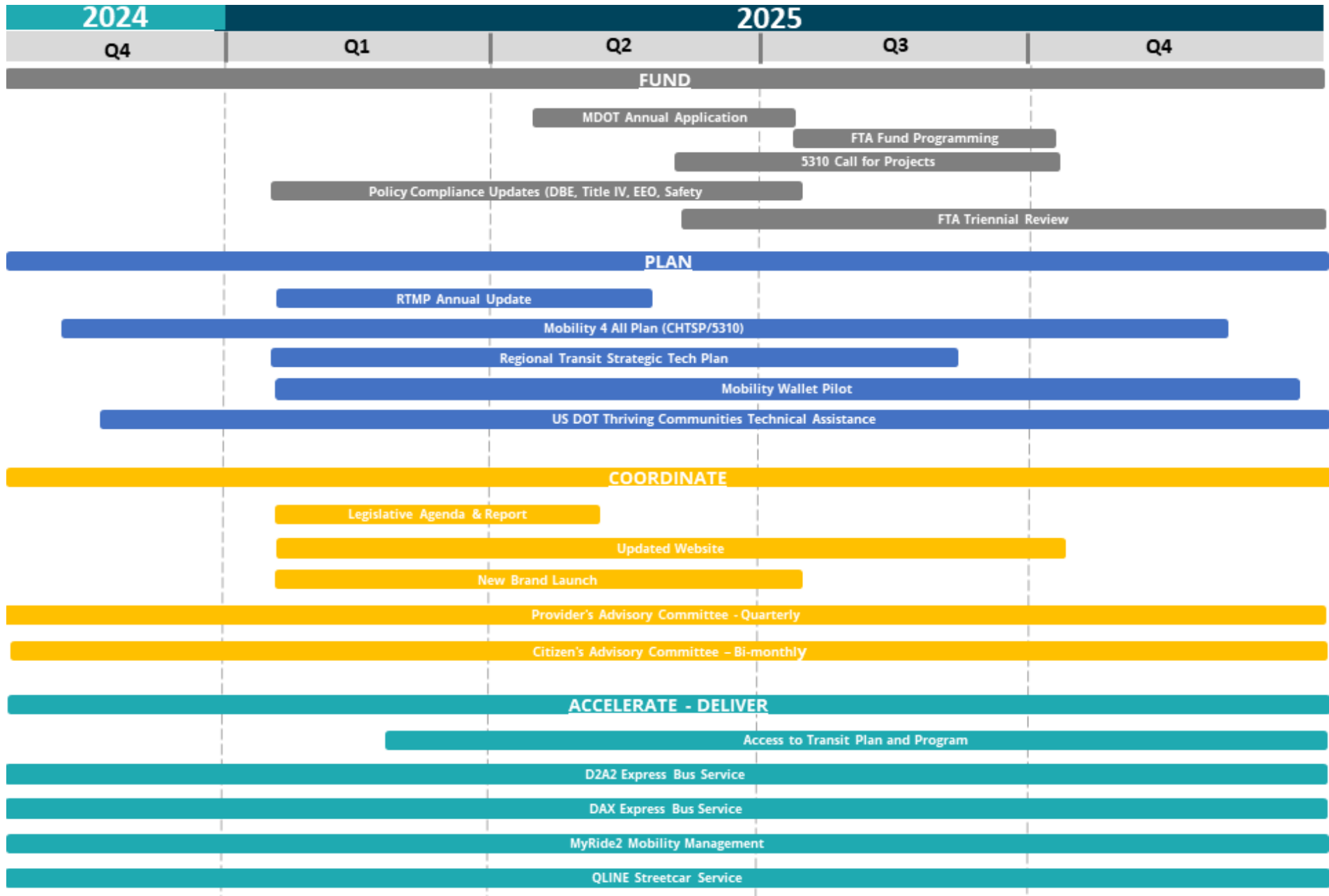
QLINE's expenses ensure that streetcar service performance remains reliable and safe during the transition period. Ridership continues to grow annually due to a strategic focus on building stronger connections with businesses, institutions, and people along the corridor. Personnel costs reflect operators' and maintenance team members' need to provide ongoing service and maintain well-functioning streetcar vehicles; parts supply remains a significant budget expense.



# QLINE Budget - Detail

	<u>Budget</u>	<u>Projected</u>			
	<u>FY2025</u>	<u>FY2026</u>	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>
<b>QLINE</b>					
<b>Revenues</b>					
State of Michigan CFDF	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Advertsing/Sponsorships	\$ -	\$ -	\$ -	\$ 200,000	\$ 250,000
DDA Pledge	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000	\$ 900,000
§5307 Funding	\$ 500,000	\$ 510,000	\$ 520,200	\$ 530,600	\$ 541,200
§5337 Funding	\$ 600,000	\$ 612,000	\$ 624,240	\$ 636,725	\$ 649,459
MDOT Capital Match	\$ 275,000	\$ 280,500	\$ 286,100	\$ 291,825	\$ 297,675
MDOT Local Transit Operating	\$ 2,948,616	\$ 2,948,616	\$ 2,948,616	\$ 2,948,616	\$ 2,948,616
<b>Total Revenue</b>	<b>\$10,223,616</b>	<b>\$10,251,116</b>	<b>\$10,279,156</b>	<b>\$10,507,766</b>	<b>\$10,586,950</b>
<b>Expenses</b>					
Wages, Taxes, & Benefits	\$ 3,974,000	\$ 4,278,530	\$ 4,461,526	\$ 4,652,834	\$ 4,852,873
Maintenance Expense	\$ 2,744,000	\$ 1,857,029	\$ 1,930,354	\$ 1,764,739	\$ 1,869,745
Safety & Security Expense	\$ 129,000	\$ 19,747	\$ 20,249	\$ 21,055	\$ 21,900
Utilities Expense	\$ 479,000	\$ 510,000	\$ 544,700	\$ 562,000	\$ 580,200
Operations Support Expense	\$ 1,084,000	\$ 987,571	\$ 984,472	\$ 1,003,019	\$ 1,022,000
Insurance & Risk Management	\$ 1,264,000	\$ 1,347,000	\$ 1,437,700	\$ 1,537,400	\$ 1,646,700
Legal	\$ 228,214	\$ 234,907	\$ 249,541	\$ 256,373	\$ 266,791
Communications	\$ 158,000	\$ 102,000	\$ 102,000	\$ 102,000	\$ 102,000
Finance & Accounting	\$ 240,000	\$ 240,099	\$ 240,003	\$ 240,003	\$ 240,003
Human Resources	\$ 133,000	\$ 86,870	\$ 89,580	\$ 92,686	\$ 95,912
Other Support Expense	\$ 157,000	\$ 172,454	\$ 178,370	\$ 185,624	\$ 192,731
<b>Total Expenses</b>	<b>\$10,590,214</b>	<b>\$9,836,207</b>	<b>\$10,238,495</b>	<b>\$10,417,733</b>	<b>\$10,890,855</b>
<b>Annual Surplus/Deficit</b>	<b>(\$366,598)</b>	<b>\$414,909</b>	<b>\$40,661</b>	<b>\$90,033</b>	<b>(\$303,904)</b>
<b>Beginning Cash Balance</b>	<b>\$1,227,000</b>				
<b>Cummulative Over/(Under)</b>	<b>\$860,402</b>	<b>\$1,275,311</b>	<b>\$1,315,972</b>	<b>\$1,406,005</b>	<b>\$1,102,101</b>

# 2025 Key Activities



# RTA Project & Service Priorities

## Project Expenses

A maturing and developing agency, the RTA leads pilot programs that have closed critical gaps in the regional landscape identified by the Regional Transit Master Plan. As part of the agency’s evolution, pilot programs like D2A2 have operated successfully, reached their intended goals, and proven their value. The RTA intends to establish successful pilots as permanent services. In addition, several grant programs administered by the RTA will facilitate important growth for the region in technology, service, and infrastructure. Establishing these programs will improve regional transit and open windows for growth.

Federal and state grants fully fund all projects. This will include using Regional ARPA funding to support D2A2 and DAX services.

Project or Service	Budget Allocation
<b>D2A2</b> D2A2 is a direct coach service connecting Detroit and Ann Arbor. Ridership has climbed by 50% year over year and a 2024 ridership survey suggests that more than a quarter of riders would not travel without D2A2. The RTA suggests extending funding to continue this service past its pilot phase.	\$3,000,000
<b>Detroit Air Xpress</b> Detroit Air Xpress (DAX) is a direct coach service connecting downtown Detroit and DTW Airport. The service has exceeded initial ridership goals and has proven to be a valuable option for visitors, residents, airport workers, and conference attendees. This budget plans for extending the service beyond its pilot phase.	\$1,600,000
<b>Mobility Wallet</b> The RTA is one of three organizations selected to carry out a Mobility Wallet pilot program through the State of Michigan’s Mobility Wallet Challenge. The pilot program will provide foundational knowledge and experience in establishing a technology platform allowing users to pay for public transportation trips through a single shared system. The RTA intends to measure the success of state pilots and evaluate opportunities for region-wide expansion. The amount here is the remainder of the budget for the pilot project in FY2025.	\$600,000
<b>Access To Transit Program</b>	\$3,363,395



The RTA received a 2024 Federal Transit Administration grant award with state match, and an additional MDOT grant award, to implement the Access to Transit Program. This program will improve accessibility, safety, and first- and last-mile connections at transit stops throughout the region. It will also complement existing efforts from transit providers to create better, safer transit stop infrastructure. The RTA intends for this program to grow with the agency.

### **MyRide2**

This budget line is intended to cover the continuation of the Regional Mobility Management Program through September 2025. This program currently provides funding for the MyRide2 One Click/One Call service that offers transit navigation assistance for all residents, especially designed to assist Section 5310 communities. RTA funding is needed to support this project in the future.

**\$500,000  
annually**



[www.rtamichigan.org](http://www.rtamichigan.org)