



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
TOWNSHIP BOARD –SPECIAL MEETING
August 22, 2017 6:00 PM



1. CALL MEETING TO ORDER[†]
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITIZENS ADDRESS AGENDA ITEMS AND NON-AGENDA ITEMS^{*}
5. APPROVAL OF AGENDA
6. BOARD DISCUSSION ITEMS (ORCHID)
 - A. Marihuana Regulation
 - B. Capital Area Transportation Authority's (CATA) Redi-Ride
7. COMMENTS FROM THE PUBLIC^{*}
8. OTHER MATTERS AND BOARD MEMBER COMMENTS
9. ADJOURNMENT

[†]Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary.

^{*}All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor.

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting:
Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.
Meeting Location: 5151 Marsh Road, Okemos, MI 48864 Township Hall

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INITIATION OF LEGISLATION

An initiation of legislation to allow under state law the personal possession and use of marihuana by persons 21 years of age or older; to provide for the lawful cultivation and sale of marihuana and industrial hemp by persons 21 years of age or older; to permit the taxation of revenue derived from commercial marihuana facilities; to permit the promulgation of administrative rules; and to prescribe certain penalties for violations of this act. The people of the State of Michigan enact:

Sec. 1. This act shall be known and may be cited as the Michigan Regulation and Taxation of Marihuana Act.

Sec. 2. The purpose of this act is to make marihuana legal under state and local law for adults 21 years of age or older, to make industrial hemp legal under state and local law, and to control the commercial production and distribution of marihuana under a system that licenses, regulates, and taxes the businesses involved. The intent is to prevent arrest and penalty for personal possession and cultivation of marihuana by adults 21 years of age or older; remove the commercial production and distribution of marihuana from the illicit market; prevent revenue generated from commerce in marihuana from going to criminal enterprises or gangs; prevent the distribution of marihuana to persons under 21 years of age; prevent the diversion of marihuana to illicit markets; ensure the safety of marihuana and marihuana-infused products; and ensure security of marihuana establishments. To the fullest extent possible, this act shall be interpreted in accordance with the purpose and intent set forth in this section.

Sec. 3. As used in this act:

(a) "Cultivate" means to propagate, breed, grow, harvest, dry, cure, or separate parts of the marihuana plant by manual or mechanical means.

(b) "Department" means the department of licensing and regulatory affairs.

(c) "Industrial hemp" means a plant of the genus *cannabis* and any part of that plant, whether growing or not, with a delta-9 tetrahydrocannabinol concentration that does not exceed 0.3% on a dry-weight basis, or per volume or weight of marihuana-infused product, or the combined percent of delta-9-tetrahydrocannabinol and tetrahydrocannabinolic acid in any part of the plant of the genus *cannabis* regardless of moisture content.

(d) "Licensee" means a person holding a state license.

(e) "Marihuana" means all parts of the plant of the genus *cannabis*, growing or not; the seeds of the plant; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds or resin, including marihuana concentrate and marihuana-infused products.

For purposes of this act, marihuana does not include:

(1) the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative,

mixture, or preparation of the mature stalks, except the resin extracted from those stalks, fiber, oil, or cake, or any sterilized seed of the plant that is incapable of germination;

(2) industrial hemp; or

(3) any other ingredient combined with marihuana to prepare topical or oral administrations, food, drink, or other products.

(f) "Marihuana accessories" means any equipment, product, material, or combination of equipment, products, or materials, which is specifically designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling, or otherwise introducing marihuana into the human body.

(g) "Marihuana concentrate" means the resin extracted from any part of the plant of the genus cannabis.

(h) "Marihuana establishment" means a marihuana grower, marihuana safety compliance facility, marihuana processor, marihuana microbusiness, marihuana retailer, marihuana secure transporter, or any other type of marihuana-related business licensed by the department.

(i) "Marihuana grower" means a person licensed to cultivate marihuana and sell or otherwise transfer marihuana to marihuana establishments.

(j) "Marihuana-infused product" means a topical formulation, tincture, beverage, edible substance, or similar product containing marihuana and other ingredients and that is intended for human consumption.

(k) "Marihuana microbusiness" means a person licensed to cultivate not more than 150 marihuana plants; process and package marihuana; and sell or otherwise transfer marihuana to individuals who are 21 years of age or older or to a marihuana safety compliance facility, but not to other marihuana establishments.

(l) "Marihuana processor" means a person licensed to obtain marihuana from marihuana establishments; process and package marihuana; and sell or otherwise transfer marihuana to marihuana establishments.

(m) "Marihuana retailer" means a person licensed to obtain marihuana from marihuana establishments and to sell or otherwise transfer marihuana to marihuana establishments and to individuals who are 21 years of age or older.

(n) "Marihuana secure transporter" means a person licensed to obtain marihuana from marihuana establishments in order to transport marihuana to marihuana establishments.

(o) "Marihuana safety compliance facility" means a person licensed to test marihuana, including certification for potency and the presence of contaminants.

(p) "Municipal license" means a license issued by a municipality pursuant to section 16 of this act that allows a person to operate a marihuana establishment in that municipality.

(q) "Municipality" means a city, village, or township.

(r) "Person" means an individual, corporation, limited liability company, partnership of any type, trust, or other legal entity.

(s) "Process" or "Processing" means to separate or otherwise prepare parts of the marihuana plant and to compound, blend, extract, infuse, or otherwise make or prepare marihuana concentrate or marihuana-infused products.

(t) "State license" means a license issued by the department that allows a person to operate a marihuana establishment.

(u) "Unreasonably impracticable" means that the measures necessary to comply with the rules or ordinances adopted pursuant to this act subject licensees to unreasonable risk or require such a high investment of money, time, or any other resource or asset that a reasonably prudent businessperson would not operate the marihuana establishment.

Sec. 4. 1. This act does not authorize:

(a) operating, navigating, or being in physical control of any motor vehicle, aircraft, snowmobile, off-road recreational vehicle, or motorboat while under the influence of marihuana;

(b) transfer of marihuana or marihuana accessories to a person under the age of 21;

(c) any person under the age of 21 to possess, consume, purchase or otherwise obtain, cultivate, process, transport, or sell marihuana;

(d) separation of plant resin by butane extraction or another method that utilizes a substance with a flashpoint below 100 degrees Fahrenheit in any public place, motor vehicle, or within the curtilage of any residential structure;

(e) consuming marihuana in a public place or smoking marihuana where prohibited by the person who owns, occupies, or manages the property, except for purposes of this subdivision a public place does not include an area designated for consumption within a municipality that has authorized consumption in designated areas that are not accessible to persons under 21 years of age;

(f) cultivating marihuana plants if the plants are visible from a public place without the use of binoculars, aircraft, or other optical aids or outside of an enclosed area equipped with locks or other functioning security devices that restrict access to the area;

(g) consuming marihuana while operating, navigating, or being in physical control of any motor vehicle, aircraft, snowmobile, off-road recreational vehicle, or motorboat, or smoking marihuana within the passenger area of a vehicle upon a public way;

(h) possessing marihuana accessories or possessing or consuming marihuana on the grounds of a public or private school where children attend classes in preschool programs, kindergarten programs, or grades 1 through 12, in a school bus, or on the grounds of any correctional facility; or

(i) Possessing more than 2.5 ounces of marihuana within a person's place of residence unless the excess marihuana is stored in a container or area equipped with locks or other functioning security devices that restrict access to the contents of the container or area.

2. This act does not limit any privileges, rights, immunities, or defenses of a person as provided in the Michigan medical marihuana act, 2008 IL 1, MCL 333.26421 to 333.26430, the medical marihuana facilities licensing act, 2016 PA 281, MCL 333.27101 to 333.27801, or any other law of this state allowing for or regulating marihuana for medical use.

3. This act does not require an employer to permit or accommodate conduct otherwise allowed by this act in any workplace or on the employer's property. This act does not prohibit an employer from disciplining an employee for violation of a workplace drug policy or for working while under the influence of marihuana. This act does not prevent an employer from refusing to hire, discharging, disciplining, or otherwise taking an adverse employment action against a person with respect to hire, tenure, terms, conditions, or privileges of employment because of that person's violation of a workplace drug policy or because that person was working while under the influence of marihuana.

4. This act allows a person to prohibit or otherwise regulate the consumption, cultivation, distribution, processing, sale, or display of marihuana and marihuana accessories on property the person owns, occupies, or manages, except that a lease agreement may not prohibit a tenant from lawfully possessing and consuming marihuana by means other than smoking.

5. All other laws inconsistent with this act do not apply to conduct that is permitted by this act.

Sec. 5. 1. Notwithstanding any other law or provision of this act, and except as otherwise provided in section 4 of this act, the following acts by a person 21 years of age or older are not unlawful, are not an offense, are not grounds for seizing or forfeiting property, are not grounds for arrest, prosecution, or penalty in any manner, are not grounds for search or inspection, and are not grounds to deny any other right or privilege:

(a) except as permitted by subdivision (b), possessing, using or consuming, internally possessing, purchasing, transporting, or processing 2.5 ounces or less of marihuana, except that not more than 15 grams of marihuana may be in the form of marihuana concentrate;

(b) within the person's residence, possessing, storing, and processing not more than 10 ounces of marihuana and any marihuana produced by marihuana plants cultivated on the premises and cultivating not more than 12 marihuana plants for personal use, provided that no more than 12 marihuana plants are possessed, cultivated, or processed on the premises at once;

(c) assisting another person who is 21 years of age or older in any of the acts described in this section; and

(d) giving away or otherwise transferring without remuneration up to 2.5 ounces of marihuana, except that not more than 15 grams of marihuana may be in the form of marihuana concentrate, to a person 21 years of age or older, as long as the transfer is not advertised or promoted to the public.

2. Notwithstanding any other law or provision of this act, except as otherwise provided in section 4 of this act, the use, manufacture, possession, and purchase of marihuana accessories by a person 21 years of age or older and the distribution or sale of marihuana accessories to a person 21 years of age or older is authorized, is not unlawful, is not an offense, is not grounds for seizing or forfeiting property, is not grounds for arrest, prosecution, or penalty in any manner, and is not grounds to deny any other right or privilege.

3. A person shall not be denied custody of or visitation with a minor for conduct that is permitted by this act, unless the person's behavior is such that it creates an unreasonable danger to the minor that can be clearly articulated and substantiated.

Sec. 6. 1. Except as provided in section 4, a municipality may completely prohibit or limit the number of marihuana establishments within its boundaries. Individuals may petition to initiate an ordinance to provide for the number of marihuana establishments allowed within a municipality or to completely prohibit marihuana establishments within a municipality, and such ordinance shall be submitted to the electors of the municipality at the next regular election when a petition is signed by qualified electors in the municipality in a number greater than 5% of the votes cast for governor by qualified electors in the municipality at the last gubernatorial election. A petition under this subsection is subject to section 488 of the Michigan election law, 1954 PA 116, MCL 168.488.

2. A municipality may adopt other ordinances that are not unreasonably impracticable and do not conflict with this act or with any rule promulgated pursuant to this act and that:

(a) establish reasonable restrictions on public signs related to marihuana establishments;

(b) regulate the time, place, and manner of operation of marihuana establishments and of the production, manufacture, sale, or display of marihuana accessories;

(c) authorize the sale of marihuana for consumption in designated areas that are not accessible to persons under 21 years of age, or at special events in limited areas and for a limited time; and

(d) designate a violation of the ordinance and provide for a penalty for that violation by a marihuana establishment, provided that such violation is a civil infraction and such penalty is a civil fine of not more than \$500.

3. A municipality may adopt an ordinance requiring a marihuana establishment with a physical location within the municipality to obtain a municipal license, but may not impose qualifications for licensure that conflict with this act or rules promulgated by the department.

4. A municipality may charge an annual fee of not more than \$5,000 to defray application, administrative, and enforcement costs associated with the operation of the marihuana establishment in the municipality.

5. A municipality may not adopt an ordinance that restricts the transportation of marihuana through the municipality or prohibits a marihuana grower, a marihuana processor, and a marihuana retailer from operating within a single facility or from operating at a location shared with a marihuana facility operating pursuant to the medical marihuana facilities licensing act, 2016 PA 281, MCL 333.27101 to 333.27801.

Sec. 7. 1. The department is responsible for implementing this act and has the powers and duties necessary to control the commercial production and distribution of marihuana. The department shall employ personnel and may contract with advisors and consultants as necessary to adequately perform its duties. No person who is pecuniarily interested, directly or indirectly, in any marihuana establishment may be an employee, advisor, or consultant involved in the implementation,

administration, or enforcement of this act. An employee, advisor, or consultant of the department may not be personally liable for any action at law for damages sustained by a person because of an action performed or done in the performance of their duties in the implementation, administration, or enforcement of this act. The department of state police shall cooperate and assist the department in conducting background investigations of applicants. Responsibilities of the department include:

- (a) promulgating rules pursuant to section 8 of this act that are necessary to implement, administer, and enforce this act;
- (b) granting or denying each application for licensure and investigating each applicant to determine eligibility for licensure, including conducting a background investigation on each person holding an ownership interest in the applicant;
- (c) ensuring compliance with this act and the rules promulgated thereunder by marihuana establishments by performing investigations of compliance and regular inspections of marihuana establishments and by taking appropriate disciplinary action against a licensee, including prescribing civil fines for violations of this act or rules and suspending, restricting, or revoking a state license;
- (d) holding at least 4 public meetings each calendar year for the purpose of hearing complaints and receiving the views of the public with respect to administration of this act;
- (e) collecting fees for licensure and fines for violations of this act or rules promulgated thereunder, depositing all fees collected in the marihuana regulation fund established by section 14 of this act, and remitting all fines collected to be deposited in the general fund; and
- (f) submitting an annual report to the governor covering the previous year, which report shall include the number of state licenses of each class issued, demographic information on licensees, a description of enforcement and disciplinary actions taken against licensees, and a statement of revenues and expenses of the department related to the implementation, administration, and enforcement of this act.

Sec. 8. 1. The department shall promulgate rules to implement and administer this act pursuant to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to MCL 24.328, including:

- (a) procedures for issuing a state license pursuant to section 9 of this act and for renewing, suspending, and revoking a state license;
- (b) a schedule of fees in amounts not more than necessary to pay for implementation, administration, and enforcement costs of this act and that relate to the size of each licensee or the volume of business conducted by the licensee;
- (c) qualifications for licensure that are directly and demonstrably related to the operation of a marihuana establishment, provided that a prior conviction solely for a marihuana-related offense does not disqualify an individual or otherwise affect eligibility for licensure, unless the offense involved distribution of a controlled substance to a minor;
- (d) requirements and standards for safe cultivation, processing, and distribution of marihuana by marihuana establishments, including health standards to ensure the

safe preparation of marihuana-infused products and prohibitions on pesticides that are not safe for use on marihuana;

(e) testing, packaging, and labeling standards, procedures, and requirements for marihuana, including a maximum tetrahydrocannabinol level for marihuana-infused products, a requirement that a representative sample of marihuana be tested by a marihuana safety compliance facility, and a requirement that the amount of marihuana or marihuana concentrate contained within a marihuana-infused product be specified on the product label;

(f) security requirements, including lighting, physical security, and alarm requirements, and requirements for securely transporting marihuana between marihuana establishments, provided that such requirements do not prohibit cultivation of marihuana outdoors or in greenhouses;

(g) record keeping requirements for marihuana establishments and monitoring requirements to track the transfer of marihuana by licensees;

(h) requirements for the operation of marihuana secure transporters to ensure that all marihuana establishments are properly serviced;

(i) reasonable restrictions on advertising, marketing, and display of marihuana and marihuana establishments;

(j) a plan to promote and encourage participation in the marihuana industry by people from communities that have been disproportionately impacted by marihuana prohibition and enforcement and to positively impact those communities; and

(k) penalties for failure to comply with any rule promulgated pursuant to this section or for any violation of this act by a licensee, including civil fines and suspension, revocation, or restriction of a state license.

2. In furtherance of the intent of this act, the department may promulgate rules to:

(a) provide for the issuance of additional types or classes of state licenses to operate marihuana-related businesses, including licenses that authorize only limited cultivation, processing, transportation, delivery, storage, sale, or purchase of marihuana, licenses that authorize the consumption of marihuana within designated areas, licenses that authorize the consumption of marihuana at special events in limited areas and for a limited time, licenses that authorize cultivation for purposes of propagation, and licenses intended to facilitate scientific research or education;

or

(b) regulate the cultivation, processing, distribution, and sale of industrial hemp.

3. The department may not promulgate a rule that:

(a) establishes a limit on the number of any type of state licenses that may be granted;

(b) requires a customer to provide a marihuana retailer with identifying information other than identification to determine the customer's age or requires the marihuana retailer to acquire or record personal information about customers other than information typically required in a retail transaction;

(c) prohibits a marihuana establishment from operating at a shared location of a marihuana facility operating pursuant to the medical marihuana facilities licensing act, 2016 PA 281, MCL 333.27101 to 333.27801, or prohibits a marihuana grower,

marihuana processor, or marihuana retailer from operating within a single facility;
or
(d) is unreasonably impracticable.

Sec. 9. 1. Each application for a state license must be submitted to the department. Upon receipt of a complete application and application fee, the department shall forward a copy of the application to the municipality in which the marihuana establishment is to be located, determine whether the applicant and the premises qualify for the state license and comply with this act, and issue the appropriate state license or send the applicant a notice of rejection setting forth specific reasons why the department did not approve the state license application within 90 days.

2. The department shall issue the following state license types: marihuana retailer; marihuana safety compliance facility; marihuana secure transporter; marihuana processor; marihuana microbusiness; class A marihuana grower authorizing cultivation of not more than 100 marihuana plants; class B marihuana grower authorizing cultivation of not more than 500 marihuana plants; and class C marihuana grower authorizing cultivation of not more than 2,000 marihuana plants.

3. Except as otherwise provided in this section, the department shall approve a state license application and issue a state license if:

(a) the applicant has submitted an application in compliance with the rules promulgated by the department, is in compliance with this act and the rules, and has paid the required fee;

(b) the municipality in which the proposed marihuana establishment will be located does not notify the department that the proposed marihuana establishment is not in compliance with an ordinance consistent with section 6 of this act and in effect at the time of application;

(c) the property where the proposed marihuana establishment is to be located is not within an area zoned exclusively for residential use and is not within 1,000 feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12, unless a municipality adopts an ordinance that reduces this distance requirement;

(d) no person who holds an ownership interest in the marihuana establishment applicant:

(1) will hold an ownership interest in both a marihuana safety compliance facility or in a marihuana secure transporter and in a marihuana grower, a marihuana processor, a marihuana retailer, or a marihuana microbusiness;

(2) will hold an ownership interest in both a marihuana microbusiness and in a marihuana grower, a marihuana processor, a marihuana retailer, a marihuana safety compliance facility, or a marihuana secure transporter; and

(3) will hold an ownership interest in more than 5 marihuana growers or in more than 1 marihuana microbusiness, except that the department may approve a license application from a person who holds an ownership interest in more than 5 marihuana growers or more than 1 marihuana microbusiness if, after January 1, 2023, the department promulgates a rule authorizing an individual to hold an ownership interest in more than 5 marihuana growers or in more than 1 marihuana microbusiness.

4. If a municipality limits the number of marihuana establishments that may be licensed in the municipality pursuant to section 6 of this act and that limit prevents the department from issuing a state license to all applicants who meet the requirements of subsection 3 of this section, the municipality shall decide among competing applications by a competitive process intended to select applicants who are best suited to operate in compliance with this act within the municipality.

5. All state licenses are effective for 1 year, unless the department issues the state license for a longer term. A state license is renewed upon receipt of a complete renewal application and a renewal fee from any marihuana establishment in good standing.

6. The department shall begin accepting applications for marihuana establishments within 12 months after the effective date of this act. Except as otherwise provided in this section, for 24 months after the department begins to receive applications for marihuana establishments, the department may only accept applications for licensure: for a class A marihuana grower or for a marihuana microbusiness, from persons who are residents of Michigan; for a marihuana retailer, marihuana processor, class B marihuana grower, class C marihuana grower, or a marihuana secure transporter, from persons holding a state operating license pursuant to the medical marihuana facilities licensing act, 2016 PA 281, MCL 333.27101 to 333.27801; and for a marihuana safety compliance facility, from any applicant. One year after the department begins to accept applications pursuant to this section, the department shall begin accepting applications from any applicant if the department determines that additional state licenses are necessary to minimize the illegal market for marihuana in this state, to efficiently meet the demand for marihuana, or to provide for reasonable access to marihuana in rural areas.

7. Information obtained from an applicant related to licensure under this act is exempt from disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

Sec. 10. 1. Notwithstanding any other law or provision of this act, and except as otherwise provided in section 4 of this act or the rules promulgated thereunder, the following acts are not unlawful, are not an offense, are not grounds for seizing or forfeiting property, are not grounds for arrest, prosecution, or penalty in any manner, are not grounds for search or inspection except as authorized by this act, and are not grounds to deny any other right or privilege:

(a) a marihuana grower or an agent acting on behalf of a marihuana grower who is 21 years of age or older, cultivating not more than the number of marihuana plants authorized by the state license class; possessing, packaging, storing, or testing marihuana; acquiring marihuana seeds or seedlings from a person who is 21 years of age or older; selling or otherwise transferring, purchasing or otherwise obtaining, or transporting marihuana to or from a marihuana establishment; or receiving compensation for goods or services;

(b) a marihuana processor or agent acting on behalf of a marihuana processor who is 21 years of age or older, possessing, processing, packaging, storing, or testing marihuana; selling or otherwise transferring, purchasing or otherwise obtaining, or

transporting marihuana to or from a marihuana establishment; or receiving compensation for goods or services;

(c) a marihuana secure transporter or an agent acting on behalf of a marihuana secure transporter who is 21 years of age or older, possessing or storing marihuana; transporting marihuana to or from a marihuana establishment; or receiving compensation for services;

(d) a marihuana safety compliance facility or an agent acting on behalf of a marihuana safety compliance facility who is 21 years of age or older, testing, possessing, repackaging, or storing marihuana; transferring, obtaining, or transporting marihuana to or from a marihuana establishment; or receiving compensation for services;

(e) a marihuana retailer or an agent acting on behalf of a marihuana retailer who is 21 years of age or older, possessing, storing, or testing marihuana; selling or otherwise transferring, purchasing or otherwise obtaining, or transporting marihuana to or from a marihuana establishment; selling or otherwise transferring marihuana to a person 21 years of age or older; or receiving compensation for goods or services; or

(f) a marihuana microbusiness or an agent acting on behalf of a marihuana microbusiness who is 21 years of age or older, cultivating not more than 150 marihuana plants; possessing, processing, packaging, storing, or testing marihuana from marihuana plants cultivated on the premises; selling or otherwise transferring marihuana cultivated or processed on the premises to a person 21 years of age or older; or receiving compensation for goods or services.

(g) leasing or otherwise allowing the use of property owned, occupied, or managed for activities allowed under this act;

(h) enrolling or employing a person who engages in marihuana-related activities allowed under this act;

(i) possessing, cultivating, processing, obtaining, transferring, or transporting industrial hemp; or

(j) providing professional services to prospective or licensed marihuana establishments related to activity under this act.

2. A person acting as an agent of a marihuana retailer who sells or otherwise transfers marihuana or marihuana accessories to a person under 21 years of age is not subject to arrest, prosecution, forfeiture of property, disciplinary action by a professional licensing board, denial of any right or privilege, or penalty in any manner, if the person reasonably verified that the recipient appeared to be 21 years of age or older by means of government-issued photographic identification containing a date of birth, and the person complied with any rules promulgated pursuant to this act.

3. It is the public policy of this state that contracts related to the operation of marihuana establishments be enforceable.

Sec. 11. (a) A marihuana establishment may not allow cultivation, processing, sale, or display of marihuana or marihuana accessories to be visible from a public place outside of the marihuana establishment without the use of binoculars, aircraft, or other optical aids.

(b) A marihuana establishment may not cultivate, process, test, or store marihuana at any location other than a physical address approved by the department and within an enclosed area that is secured in a manner that prevents access by persons not permitted by the marihuana establishment to access the area.

(c) A marihuana establishment shall secure every entrance to the establishment so that access to areas containing marihuana is restricted to employees and other persons permitted by the marihuana establishment to access the area and to agents of the department or state and local law enforcement officers and emergency personnel and shall secure its inventory and equipment during and after operating hours to deter and prevent theft of marihuana and marihuana accessories.

(d) No marihuana establishment may refuse representatives of the department the right during the hours of operation to inspect the licensed premises or to audit the books and records of the marihuana establishment.

(e) No marihuana establishment may allow a person under 21 years of age to volunteer or work for the marihuana establishment.

(f) No marihuana establishment may sell or otherwise transfer marihuana that was not produced, distributed, and taxed in compliance with this act.

(g) A marihuana grower, marihuana retailer, marihuana processor, marihuana microbusiness, or marihuana testing facility or agents acting on their behalf may not transport more than 15 ounces of marihuana or more than 60 grams of marihuana concentrate at one time.

(h) A marihuana secure transporter may not hold title to marihuana.

(i) No marihuana processor may process and no marihuana retailer may sell edible marihuana-infused candy in shapes or packages that are attractive to children or that are easily confused with commercially sold candy that does not contain marihuana.

(j) No marihuana retailer may sell or otherwise transfer marihuana that is not contained in an opaque, resealable, child-resistant package designed to be significantly difficult for children under 5 years of age to open and not difficult for normal adults to use properly as defined by 16 C.F.R. 1700.20 (1995), unless the marihuana is transferred for consumption on the premises where sold.

(k) No marihuana establishment may sell or otherwise transfer tobacco.

Sec. 12. In computing net income for marihuana establishments, deductions from state taxes are allowed for all the ordinary and necessary expenses paid or incurred during the taxable year in carrying out a trade or business.

Sec. 13. 1. In addition to all other taxes, an excise tax is imposed on each marihuana retailer and on each marihuana microbusiness at the rate of 10% of the sales price for marihuana sold or otherwise transferred to anyone other than a marihuana establishment.

2. Except as otherwise provided by a rule promulgated by the department of treasury, a product subject to the tax imposed by this section may not be bundled in a single transaction with a product or service that is not subject to the tax imposed by this section.

3. The department of treasury shall administer the taxes imposed under this act and may promulgate rules pursuant to the administrative procedures act of 1969, 1969 PA 306, MCL 24.201 to MCL 24.328 that prescribe a method and manner for payment of the tax to ensure proper tax collection under this act.

Sec. 14. 1. The marihuana regulation fund is created in the state treasury. The department of treasury shall deposit all money collected under section 13 of this act and the department shall deposit all fees collected in the fund. The state treasurer shall direct the investment of the fund and shall credit the fund interest and earnings from fund investments. The department shall administer the fund for auditing purposes. Money in the fund shall not lapse to the general fund.

2. Funds for the initial activities of the department to implement this act shall be appropriated from the general fund. The department shall repay any amount appropriated under this subsection from proceeds in the fund.

3. The department shall expend money in the fund first for the implementation, administration, and enforcement of this act, and second, until 2022 or for at least two years, to provide \$20 million annually to one or more clinical trials that are approved by the United States food and drug administration and sponsored by a non-profit organization or researcher within an academic institution researching the efficacy of marihuana in treating the medical conditions of United States armed services veterans and preventing veteran suicide. Upon appropriation, unexpended balances must be allocated as follows:

- (a) 15% to municipalities in which a marihuana retail store or a marihuana microbusiness is located, allocated in proportion to the number of marihuana retail stores and marihuana microbusinesses within the municipality;
- (b) 15% to counties in which a marihuana retail store or a marihuana microbusiness is located, allocated in proportion to the number of marihuana retail stores and marihuana microbusinesses within the county;
- (c) 35% to the school aid fund to be used for K-12 education; and
- (d) 35% to the Michigan transportation fund to be used for the repair and maintenance of roads and bridges.

Sec. 15. A person who commits any of the following acts, and is not otherwise authorized by this act to conduct such activities, may be punished only as provided in this section and is not subject to any other form of punishment or disqualification, unless the person consents to another disposition authorized by law:

1. Except for a person who engaged in conduct described in sections 4(1)(a), 4(1)(b), 4(1)(c), 4(1)(d), 4(1)(g), or 4(1)(h), a person who possesses not more than the amount of marihuana allowed by section 5, cultivates not more than the amount of marihuana allowed by section 5, delivers without receiving any remuneration to a person who is at least 21 years of age not more than the amount of marihuana allowed by section 5, or possesses with intent to deliver not more than the amount of marihuana allowed by section 5, is responsible for a civil infraction and may be punished by a fine of not more than \$100 and forfeiture of the marihuana.

2. Except for a person who engaged in conduct described in section 4, a person who possesses not more than twice the amount of marihuana allowed by section 5,

cultivates not more than twice the amount of marihuana allowed by section 5, delivers without receiving any remuneration to a person who is at least 21 years of age not more than twice the amount of marihuana allowed by section 5, or possesses with intent to deliver not more than twice the amount of marihuana allowed by section 5:

(a) for a first violation, is responsible for a civil infraction and may be punished by a fine of not more than \$500 and forfeiture of the marihuana;

(b) for a second violation, is responsible for a civil infraction and may be punished by a fine of not more than \$1,000 and forfeiture of the marihuana;

(c) for a third or subsequent violation, is guilty of a misdemeanor and may be punished by a fine of not more than \$2,000 and forfeiture of the marihuana.

3. Except for a person who engaged in conduct described by section 4(1)(a), 4(1)(d), or 4(1)(g), a person under 21 years of age who possesses not more than 2.5 ounces of marihuana or who cultivates not more than 12 marihuana plants:

(a) for a first violation, is responsible for a civil infraction and may be punished as follows:

(1) if the person is less than 18 years of age, by a fine of not more than \$100 or community service, forfeiture of the marihuana, and completion of 4 hours of drug education or counseling; or

(2) if the person is at least 18 years of age, by a fine of not more than \$100 and forfeiture of the marihuana.

(b) for a second violation, is responsible for a civil infraction and may be punished as follows:

(1) if the person is less than 18 years of age, by a fine of not more than \$500 or community service, forfeiture of the marihuana, and completion of 8 hours of drug education or counseling; or

(2) if the person is at least 18 years of age, by a fine of not more than \$500 and forfeiture of the marihuana.

4. Except for a person who engaged in conduct described in section 4, a person who possesses more than twice the amount of marihuana allowed by section 5, cultivates more than twice the amount of marihuana allowed by section 5, or delivers without receiving any remuneration to a person who is at least 21 years of age more than twice the amount of marihuana allowed by section 5, shall be responsible for a misdemeanor, but shall not be subject to imprisonment unless the violation was habitual, willful, and for a commercial purpose or the violation involved violence.

Sec. 16. 1. If the department does not timely promulgate rules as required by section 8 of this act or accept or process applications in accordance with section 9 of this act, beginning one year after the effective date of this act, an applicant may submit an application for a marihuana establishment directly to the municipality where the marihuana establishment will be located.

2. If a marihuana establishment submits an application to a municipality under this section, the municipality shall issue a municipal license to the applicant within 90 days after receipt of the application unless the municipality finds and notifies the applicant that the applicant is not in compliance with an ordinance or rule adopted pursuant to this act.

3. If a municipality issues a municipal license pursuant to this section:
- (a) the municipality shall notify the department that the municipal license has been issued;
 - (b) the municipal license has the same force and effect as a state license; and
 - (c) the holder of the municipal license is not subject to regulation or enforcement by the department during the municipal license term.

Sec. 17. This act shall be broadly construed to accomplish its intent as stated in section 2 of this act. Nothing in this act purports to supersede any applicable federal law, except where allowed by federal law. All provisions of this act are self-executing. Any section of this act that is found invalid as to any person or circumstances shall not affect the application of any other section of this act that can be given full effect without the invalid section or application.



6. B.

To: Board Members

From:

**Derek N. Perry, Assistant Township Manager
Director of Public Works & Engineering**

Date: August 17, 2017

Re: Capital Area Transportation Authority's (CATA) Redi-Ride

To assist with your discussion, the following information has been provided for your review:

GREEN SHEET- RED-RIDE REVIEW COMMITTEE INFORMATION

- Redi-Ride program history and agreements with the Township
- Redi-Ride Review Committee Notes
- Supporting statistical data regarding ridership and buses
- Redi-Ride Review Committee recommendations to Township Board (2 memorandums)
- CATA notification documentation to ridership regarding approved changes

YELLOW SHEET- TRANSPORTATION COMMISSION INFORMATION

- CATA presentation to Transportation Comm. (CATA overview and Redi-Ride proposal)
- Transportation Commission Redi-Ride Service Program (RRSP) recommendation DRAFT
- Comments received regarding DRAFT RRSP recommendation

BLUE SHEET- MILLAGE RENEWAL INFORMATION

- First (1999) and Second (2009) Ballot proposal language
- July 13/14, 2016 Township Attorney response (letter)
- July 24, 2017 Township Attorney response (email)

Capital Area Transportation Authority Presents: MERIDIAN TOWNSHIP GENERAL PUBLIC REDI-RIDE PROPOSAL

INTRODUCTION

In November 1999, Meridian Township residents passed a 0.2 millage to support expanded transit service. This millage is levied and controlled by Meridian Township. Specifically, residents were interested in a Redi-Ride type service and increased frequency on the CATA fixed route service already offered in Meridian Township.

Meridian Township asked CATA to provide them with a proposal for expanded service. During the same time period, CATA commissioned a Comprehensive Operational Analysis (COA) of their entire system. The services in Meridian Township were included in that analysis. The idea of a Redi-Ride service to compliment the fixed route service was evaluated. The results of the COA recommended restructuring the existing service to increase peak hour frequency and to add a complementary Redi-Ride service.

This proposal focuses on the Redi-Ride service that will be funded from the Meridian Township's 0.2 millage.

SUPPORTING RESEARCH

The parameters of this new service are based on the results of the Meridian Township survey conducted in December 1999. Key results include:

- Demand-response service is needed from approximately 9:00 AM-5:00 PM.
- Residents will frequently use the demand-response service to access the fixed route system.
- Residents will use the demand-response service mainly to go shopping or to medical appointments.
- Customers would use the service if they could reserve a ride by calling 4 hours before the desired trip time.
- Service should be provided to all residents of Meridian Township.

SERVICE AREA

Meridian Township-30 sq. miles, 37,363 population

The service area will be split into north and south at Grand River although each area will overlap the general business districts of the Meridian Mall and Meijer (see attached map).

ASSUMPTIONS

The budget is based on the following assumptions:

- Base Redi-Ride, 16-service hours per day with 2 buses.
- Year One service begins May 2000; revenue collections began December 1999.
- Capital costs will come from millage money.
- Marketing costs will come from millage.
- Maintenance costs are in the contracted hourly cost.
- Initially, administration costs will be covered in CATA's current budget.
- Millage and hourly costs are not adjusted for inflation.
- Ridership estimated at four passengers per hour (demand response average).
- Average fare based on 50% student, 35% senior/disabled, and 15% adult.

BUDGET

See attached ten-year budget. The millage is anticipated to generate \$224,000 per year for operating, capital and marketing costs. Three scenarios are presented in the attached budget. Scenario 1 provides for no increase in service, Scenario 2 provides for adding six service hours per day (3 hours on 2 buses, 7am-6pm) in Year 2, and Scenario 3 provides for adding a vehicle and eight service hours per day (9am-5pm) in Year 4. In Scenarios 1 and 2, vehicles are replaced after five years. In Scenario 3 they are replaced after seven years. Year 1 only assumes seven months of operation (May-December), and the uncommitted revenue from Year 1 will be used to purchase two vehicles. Finally an annual balance and an accumulated balance are shown, which could be used for capital expenses or expanded service.

EQUIPMENT

Buses-2 small lift-equipped buses will be utilized. Both buses will be purchased out of the Meridian Township's 0.2 millage revenues.

SERVICE DESCRIPTION

Service Hours and Days-9:00 AM-5:00 PM Monday-Friday. No weekend service will be offered.

Ride Reservation hours-6:30 AM-4:30 PM Monday through Friday.

Phone # to Reserve Rides-394-4178.

Fares- The adult fare will be \$1.00. Students, persons with disabilities and seniors ride for half-fare (i.e. \$.50); Transfers to and from fixed routes are free. CATA flash passes will not be accepted on the demand-response service.

Scheduling Rides-Customers may arrange permanently scheduled rides. A permanently scheduled ride is a ride that remains the same for the pick-up time and location for a specific weekday. Customers may also request service at least four hours before the ride time or up to 14 days in advance. The customer will be given a transportation appointment time and must be ready for the vehicle to arrive from 5 minutes before the pick-up time until 10 minutes after. Upon arrival, the vehicle will wait for 3 minutes for the customer to arrive. When a trip is being requested (at least 4 hours before the desired trip time per the guidelines), the CATA Customer Service Representative may offer the customer an earlier ride based on availability.

SERVICE INTERFACING

Current Service-Meridian Township is served by 6 fixed routes. These are Routes #1, 17, 22, 23, 38 & 39. As a result of the CATA COA, it is recommended that Route 22 be merged with Route 39 and Route 23 merged with Route 38. This will allow for a 35-minute frequency during peak hours Monday through Friday and a 70 minutes frequency during off-peak hours. This change will also offer a greater selection in destinations and could reduce travel times from some riders. Before this can be finalized, CATA must conduct public hearings and perform a cost analysis to determine if the recommended service levels are within CATA's resources.

In addition, CATA offers Spec-Tran service, which is a curb-to-curb service for persons with disabilities. CATA Rural Service provides regularly scheduled trips between the Meridian Mall and Webberville and advance appointment service between Meridian Township and the rural areas of Ingham County.

Service Restrictions-Meridian Township has a very good school transportation system. When that transportation is available to a student, school transportation will not be provided by CATA demand-response service. Also, service will not be provided to residents who could reasonably use fixed route service to reach their destination. Service will be given to or from a fixed route when this is practical. Customers may be required to transfer between demand-response service and fixed route service to

complete their trip. Customers may be required to transfer between the north and south area Redi-Rides for trips that go beyond the Meridian Mall and Meijer business districts. These restrictions apply only to this new service.

CONCLUSION

This proposal offers Meridian Township three options for the 10-year service plan. CATA needs direction from Meridian Township as to which scenario CATA is to implement.

On February 29, 2000, CATA will conduct a public hearing on the proposed service changes outlined in this proposal. Once the public hearing is completed, CATA will provide Tom Klunzinger, Meridian Township Treasurer and CATA Board Member, with a summary of the results. CATA will then look to Meridian Township for further direction. If CATA and Meridian Township were to reach agreement by March 10, 2000, CATA will attempt to implement service in May 2000, provided we can purchase buses in time.

Meridian Township Redi Ride Cost Estimates

Service Details

| | |
|---------------------|-----------|
| Annual millage | \$224,000 |
| Base vehicle hours | 4,608 |
| Hourly cost | \$31 |
| Annual service days | 256 |
| Average fare | \$0.60 |
| Base ridership | 16,500 |
| Vehicle cost | \$60,000 |

Scenario 1: No increase in service

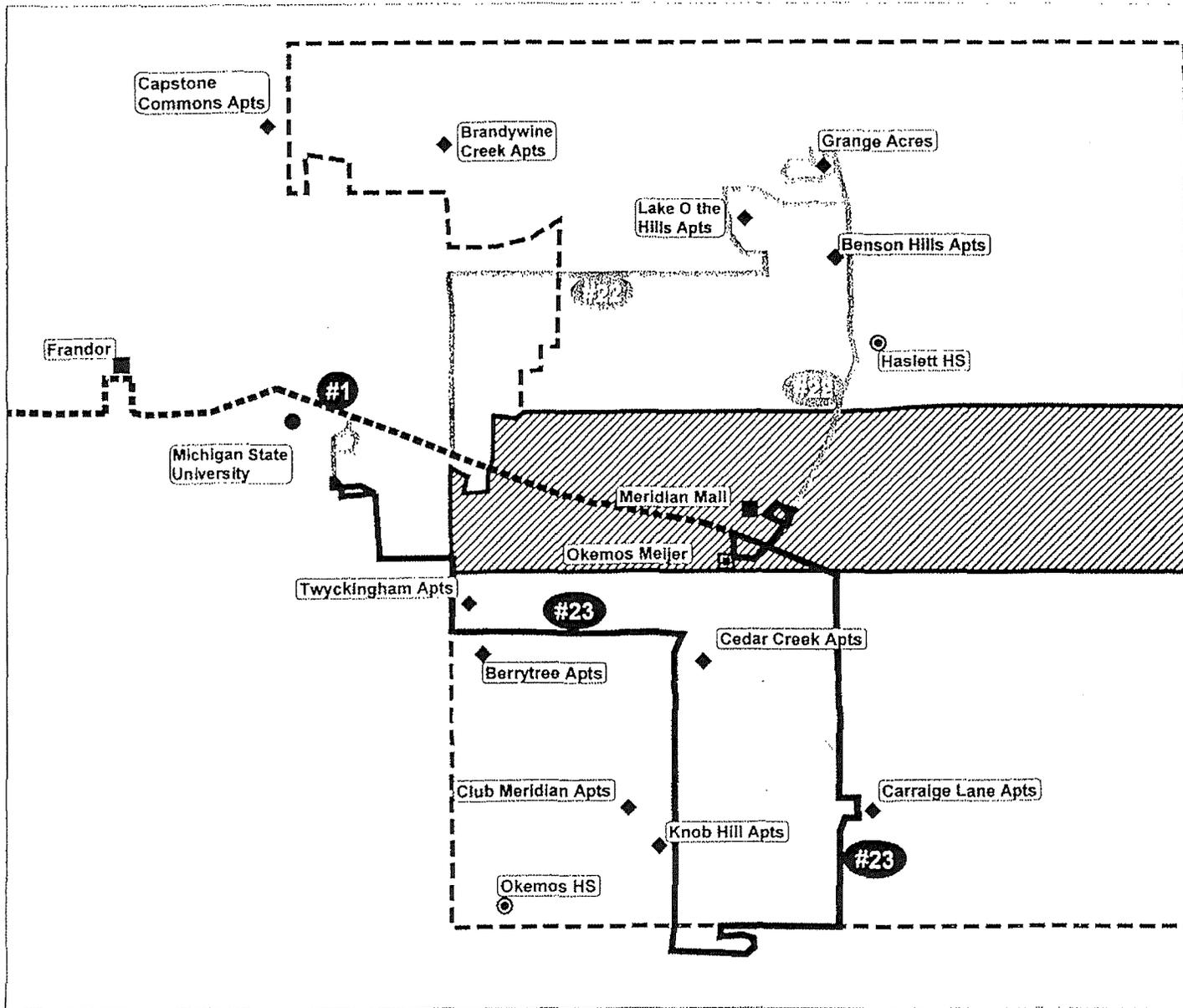
| | Millage | Redi Ride | Marketing | Capital | Annual Balance | Total Balance |
|---------|-----------|-------------|------------|-------------|----------------|---------------|
| Year 1 | \$224,000 | (\$83,328) | (\$15,000) | (\$120,000) | \$5,672 | \$5,672 |
| Year 2 | \$224,000 | (\$142,848) | (\$5,000) | | \$76,152 | \$81,824 |
| Year 3 | \$224,000 | (\$142,848) | (\$5,000) | | \$76,152 | \$157,976 |
| Year 4 | \$224,000 | (\$142,848) | (\$5,000) | | \$76,152 | \$234,128 |
| Year 5 | \$224,000 | (\$142,848) | (\$5,000) | | \$76,152 | \$310,280 |
| Year 6 | \$224,000 | (\$142,848) | (\$5,000) | (\$120,000) | (\$43,848) | \$266,432 |
| Year 7 | \$224,000 | (\$142,848) | (\$5,000) | | \$76,152 | \$342,584 |
| Year 8 | \$224,000 | (\$142,848) | (\$5,000) | | \$76,152 | \$418,736 |
| Year 9 | \$224,000 | (\$142,848) | (\$5,000) | | \$76,152 | \$494,888 |
| Year 10 | \$224,000 | (\$142,848) | (\$5,000) | | \$76,152 | \$571,040 |

Scenario 2: Service hours extended Year 2 (7am-6pm 1,536 annual hours), no added vehicles

| | Millage | Redi Ride | Marketing | Capital | Annual Balance | Total Balance |
|---------|-----------|-------------|------------|-------------|----------------|---------------|
| Year 1 | \$224,000 | (\$83,328) | (\$15,000) | (\$120,000) | \$5,672 | \$5,672 |
| Year 2 | \$224,000 | (\$190,464) | (\$5,000) | | \$28,536 | \$34,208 |
| Year 3 | \$224,000 | (\$190,464) | (\$5,000) | | \$28,536 | \$62,744 |
| Year 4 | \$224,000 | (\$190,464) | (\$5,000) | | \$28,536 | \$91,280 |
| Year 5 | \$224,000 | (\$190,464) | (\$5,000) | | \$28,536 | \$119,816 |
| Year 6 | \$224,000 | (\$190,464) | (\$5,000) | (\$120,000) | (\$91,464) | \$28,352 |
| Year 7 | \$224,000 | (\$190,464) | (\$5,000) | | \$28,536 | \$56,888 |
| Year 8 | \$224,000 | (\$190,464) | (\$5,000) | | \$28,536 | \$85,424 |
| Year 9 | \$224,000 | (\$190,464) | (\$5,000) | | \$28,536 | \$113,960 |
| Year 10 | \$224,000 | (\$190,464) | (\$5,000) | | \$28,536 | \$142,496 |

Scenario 3: Added midday service (2,304 annual hours), Added vehicle Year 3, replacements Year 8

| | Millage | Redi Ride | Marketing | Capital | Annual Balance | Total Balance |
|---------|-----------|-------------|------------|-------------|----------------|---------------|
| Year 1 | \$224,000 | (\$83,328) | (\$15,000) | (\$120,000) | \$5,672 | \$5,672 |
| Year 2 | \$224,000 | (\$142,848) | (\$5,000) | | \$76,152 | \$81,824 |
| Year 3 | \$224,000 | (\$142,848) | (\$5,000) | | \$76,152 | \$157,976 |
| Year 4 | \$224,000 | (\$214,272) | (\$5,000) | (\$60,000) | (\$55,272) | \$102,704 |
| Year 5 | \$224,000 | (\$214,272) | (\$5,000) | | \$4,728 | \$107,432 |
| Year 6 | \$224,000 | (\$214,272) | (\$5,000) | | \$4,728 | \$112,160 |
| Year 7 | \$224,000 | (\$214,272) | (\$5,000) | | \$4,728 | \$116,888 |
| Year 8 | \$224,000 | (\$214,272) | (\$5,000) | (\$120,000) | (\$115,272) | \$1,616 |
| Year 9 | \$224,000 | (\$214,272) | (\$5,000) | | \$4,728 | \$6,344 |
| Year 10 | \$224,000 | (\$214,272) | (\$5,000) | | \$4,728 | \$11,072 |



Meridian Twp Service Map Layers

- Haslett Redi Ride
- Okemos Redi Ride
- Redi Ride Overlap
- High School
- College/University
- Mall/Shopping Center
- Store
- Housing

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Miles

CATA Proposal

W. Raymond DeBerry

cc. Sandy DeBerry

CHARTER TOWNSHIP OF MERIDIAN

Bill M'Cullough Supervisor
Mary M.G. Helmbrecht Clerk
Thomas E. Klunzinger Treasurer
Gerald J. Richards Manager



Dirk Milliman Trustee
Susan McGillicuddy Trustee
Kirk K. Squiers Trustee
Andrew J. Such Trustee

June 12, 2000

Ms. Marlea Goldberg
Executive Assistant
Capital Area Transportation Authority
4615 Tranter Avenue
Lansing, Michigan 48910

Dear Ms. Goldberg:

Enclosed for your records is a signed letter by Meridian Township for the expansion of public transportation in the Township.

If you have any questions, please contact me at 349-1200, extension 307.

Sincerely,

Sue A. Donlon
Executive Secretary

Enclosure



Capital Area Transportation Authority



May 19, 2000

Mr. William McCullough
Township Supervisor
Meridian Township
5151 Marsh Road
Okemos, MI 48864

Dear Mr. McCullough:

This letter is to confirm the basis for CATA's expansion of public transportation service in Meridian Township (the "Township") over a ten (10) year period through December 31, 2010. Initially, CATA will provide Redi-Ride service, which is demand-response curb-to-curb service. As has been announced, this Redi-Ride service will be provided with two CATA small bus vehicles, Monday through Friday from 9:00 a.m. to 5:00 p.m. beginning June 12, 2000, and on Saturdays from 9:00 a.m. to 5:00 p.m. beginning November 25, 2000. CATA will provide the two small bus vehicles for the service and will incur other capital and operating costs, such as for additional vehicles, labor, marketing, administration, and maintenance.

The Redi-Ride service will be provided within two (2) service areas in the Township, one generally north and one south of Grand River, although each area will overlap the general business districts of Meridian Mall and Okemos Meijer. (See attached map). A transfer will be required to ride between the two service areas. CATA may reorganize the service areas within the Township for efficiency, ridership demand, or other customary public transportation considerations.

CATA will schedule rides in accordance with its demand-response transportation practices, which currently permit rides to be reserved in advance by telephone during specified daily hours, currently 6:30 a.m. to 4:30 p.m., Monday through Friday. Reservations must be made at least four (4) hours prior to the ride. Fares for service will be CATA's customary fares, which are currently \$1.00 for adults and one-half adult fare (i.e., 50¢) for students, seniors, and persons with disabilities. CATA fixed route passes are not accepted for demand-response service.

Meridian Township has a very good school transportation system. When that transportation is available to a student, school transportation will not be provided by the Redi-Ride service. Also, demand response service is not provided to those who could reasonably use fixed route service to reach their destinations, but service will be given to or from a fixed route when this is practical. Customers may be required to transfer between demand-response service and fixed route service to complete their trip. Service cannot be restricted to Township residents.

CATA's marginal costs for the service expansion are to be funded by the 0.2 transportation millage which was approved by Meridian Township voters in November 1999. The Township has levied and will pay over to CATA all such transportation millage funds collected for calendar years through December 31, 2010, less adjustments necessitated as a result of orders from the Michigan Tax Tribunal or boards of review. The Township will not be required to pay any additional funds for service expansion. CATA will deposit Township millage funds received in CATA's general account to support expanded service within the Township. CATA will retain for its own general purposes any fares, grants, or other funds received directly or indirectly in connection with the expanded services.

CATA will maintain an accounting of expenses in a manner consistent with CATA's accounting practices, which will be made available at reasonable times to Meridian Township and which reflects Township millage funds received and costs incurred or paid for the Redi-Ride service or other expanded service in the Township. The accounting of expenses will include reserves for capital purchases to support expanded service.

We anticipate providing expanded services for ten (10) years through December 31, 2010, although it is not possible to commit at this time to the details of such expanded services other than the above Redi-Ride service. For this reason, the initial commitment to provide Redi-Ride service will continue until the parties agree on other expanded services consistent with ridership demand, available millage receipts, costs, and public transportation factors.

CATA has begun marketing the Redi-Ride service to develop ridership demand. As ridership demand develops, CATA will review with the Township additional Redi-Ride service by increasing the number of vehicles and other expanded services which might be provided within the Township. Such expanded services and service changes will be considered and provided as appropriate within CATA's service plan procedures, after approval by the Township.

CATA has developed and shared with the Township multi-year estimates of costs, tax receipts, and ridership demand for future years. CATA will prepare a budget for expanded services in the Township which will be updated annually based on CATA's fiscal year (i.e., October 1 through September 30). Should CATA determine that transportation millage funds received from the Township are not or will not be sufficient to maintain expanded services, CATA and the Township will discuss service reductions and other alternatives. Should the parties fail to agree on such service reductions or alternatives, CATA may terminate expanded services upon sixty (60) days written notice to the Township, in which case CATA will refund to the Township millage funds received in excess of charges and costs paid or incurred by CATA for the expanded services, including capital costs.

We should also be clear that the expanded services are subject to the following:

1. The expanded services are provided by CATA as a public transportation authority within its service area and integrated into the CATA system. Meridian Township shall not be responsible for providing any transportation services under this agreement.
2. CATA and Meridian Township shall be available at reasonable times to meet and discuss the services provided, the budget for services, expenditures made for services, tax receipts, and other subjects of concern to the parties regarding this service.
3. CATA and the Township shall provide each other with such reasonable reports and information regarding the services as each may request.
4. The expanded services will be planned, budgeted, and forecast based on CATA's fiscal year beginning October 1 and ending September 30.
5. Meridian Township is responsible for collecting the transportation millage and paying these funds to CATA the month following receipt.
6. CATA is undertaking expanded services in anticipation of receiving, prior to June 12, 2000, at least \$224,000 for its actual operating and capital costs this year and to support the plan for service in future years.
7. If service cannot be provided due to causes outside of the control of the parties, or because of war, declaration of state, national emergency, riot, acts of God or public enemy, strike, work stoppage, or slowdown, service may be limited or discontinued by CATA. If such event occurs, CATA will be available at the request of the Township to discuss a mutually acceptable resolution.

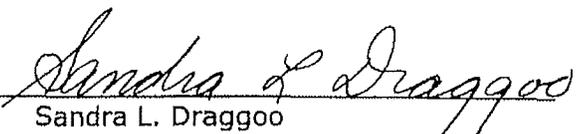
Mr. William McCullough
Township Supervisor
Meridian Township

May 19, 2000
Page Four

If the foregoing is satisfactory to Meridian Township, please indicate acceptance by signing and returning to me the enclosed copy of this letter.

Very truly yours,

CAPITAL AREA TRANSPORTATION AUTHORITY

By: 
Sandra L. Draggoo
Executive Director

By: 
Jean F. Golden
Board Chair

/ejw
Enclosure

cc: With enclosure:
Mary Helmbrecht, Township Clerk
Gerald Richards, Township Manager

ACCEPTED:

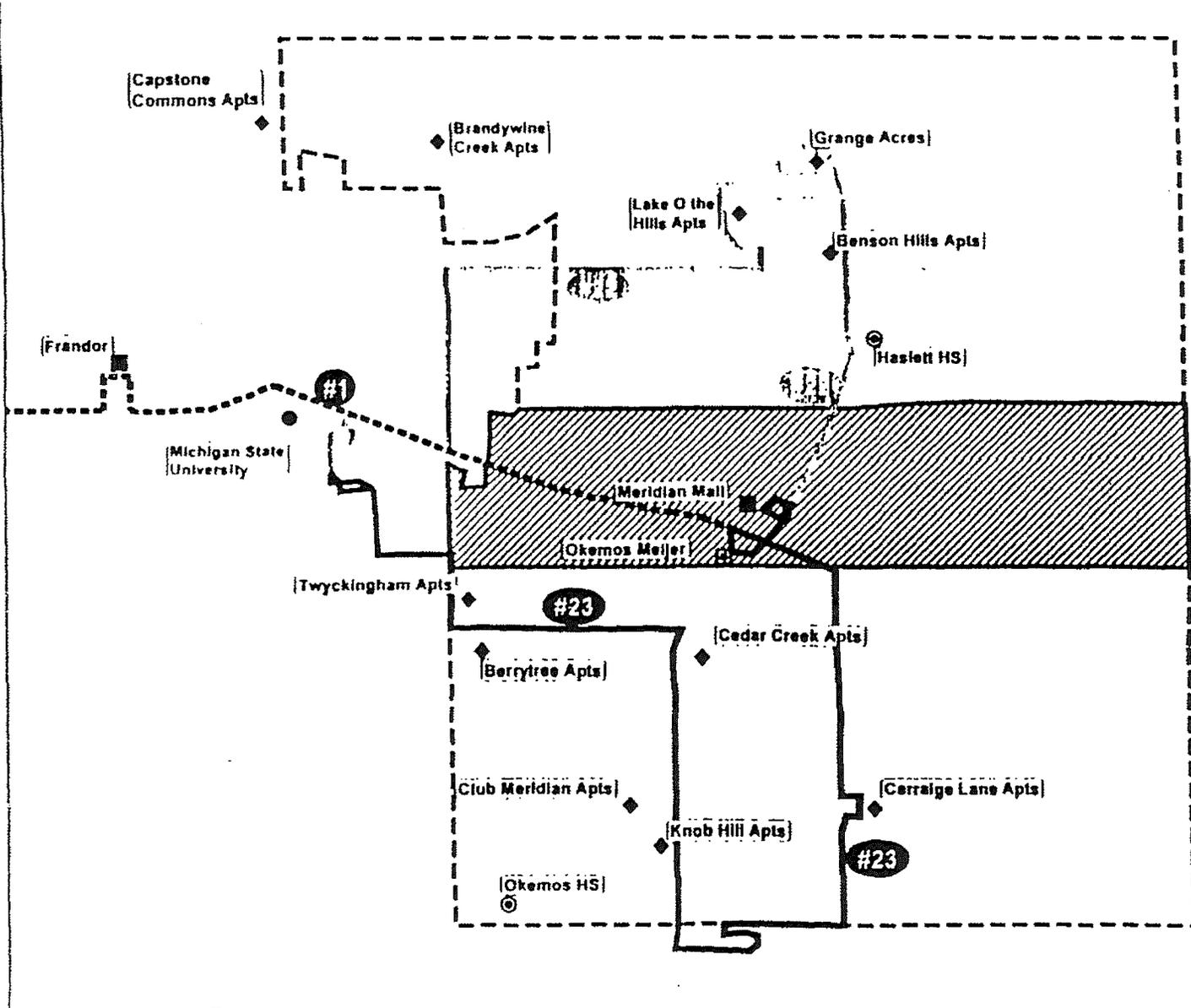
MERIDIAN TOWNSHIP

By: 
William McCullough
Meridian Township Supervisor

Dated: 6-12-00

By: 
Gerald Richards
Meridian Township Manager

Dated: 6/7/00



Meridian Twp Service
Map Layers

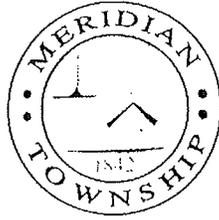
- Haslett Redi Ride
- Okemos Redi Ride
- Redi Ride Overlap
- High School
- College/University
- Mall/Shopping Center
- Store
- Housing

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Miles

CATA Proposal

CHARTER TOWNSHIP OF MERIDIAN

Bill McCullough Supervisor
Mary M.G. Helmbrecht Clerk
Thomas E. Klunzinger Treasurer
Gerald J. Richards Manager



Dirk Milliman Trustee
Susan McGillicuddy Trustee
Kirk K. Squiers Trustee
Andrew J. Such Trustee

March 20, 2000

Ms. Patricia Alexander, Director of Strategic Management
Capital Area Transportation Authority
4615 Tranter Lane
Lansing, Michigan 48910

Dear Ms. Alexander:

Re: Ordering of Redi-Ride Vehicles

The purpose of this communication is to indicate the Township's intentions to transfer the funds collected as part of a millage authorized by voters to your organization upon the completion of an agreement for services. It is my understanding that, in order for the Redi-Ride Service to be implemented on schedule, the vehicles must be ordered. The Township understands that new vehicles are required and that the proceeds of the millage will be used to purchase two new Redi-Ride vehicles.

If you have any questions regarding this communication or need additional support to proceed prior to the transfer of funds, feel free to contact me at your earliest convenience.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gerald J. Richards".

Gerald J. Richards
Township Manager
Administration and Personnel

cc: Tom Klunzinger, Treasurer
Diana Hasse, Finance Director



CAPITAL AREA TRANSPORTATION AUTHORITY

Patrick D. Cannon, Board Chair • Sandra L. Draggoo, CEO/Executive Director

VIA E-MAIL TRANSMISSION: WALSH@MERIDIAN.MI.US

October 26, 2015

Meridian Charter Township
Board of Trustees
5151 Marsh Road
Okemos, MI 48864

RE: Meridian Redi-Ride Service

Dear Meridian Township Board of Trustees:

At the September 15, 2015, Meridian Township Board meeting, I was asked if I could provide clarification as to the acquisition of vehicles for Meridian Redi-Ride service and an update on ridership and service costs for FY 2013 and FY 2014.

When the Meridian transit millage passed in November 1999, there was particular interest in a redi-ride type service and increased frequency of CATA fixed-route service. Meridian Trustees asked CATA to provide a proposal for expanded service. Coincidentally, CATA had commissioned a Comprehensive Operational Analysis of our entire system and one of the results of this analysis was a recommendation that the new millage be used to fund Redi-Ride service. This recommendation was accepted and millage funds were then paid over to CATA and used by CATA to purchase two buses, built to our specifications, in accordance with our regular procurement procedures. In 2001, Redi-Ride service was expanded because of demand; and CATA provided, out of its fleet, one additional bus for this expansion. In 2004, CATA and Meridian agreed to replace two buses and purchase a third for expansion using Meridian millage funds. This expansion brought the total number of buses used for Meridian Redi-Ride to four on weekdays and two on Saturdays. Since FY 2005, replacement buses were purchased with CATA funds and the proceeds of federal and state grants.

When I spoke to you at that Board of Trustees meeting, there seemed to be an assumption by some Trustees that, in the past, Meridian Township Officials had not been aware of how the service had been structured, but that these decisions had been made by CATA. We went to our files and want to give you the facts. I have enclosed a timeline showing you that Meridian Officials and CATA have met many times and exchanged conversation regarding changes to the service. We hope this information will be helpful to you.



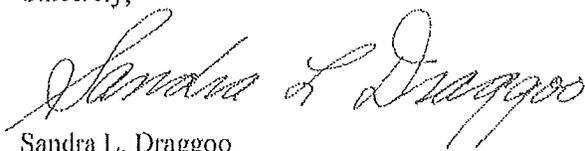
With regard to an update of service and service costs paid by tax revenues, I enclose a chart showing service details for FY 2012 through FY 2014. The information on this updated chart shows what Meridian is actually paying in tax revenue per passenger and per hour for the service. The old charts were confusing in mixing Meridian tax dollars and CATA contributions and costs together. We need to look at the service in terms of what Meridian is paying.

CATA's actual service costs exceeded Meridian tax revenue by \$141,000 in FY 2014. CATA has been willing to pay the difference, because we want to continue the service in partnership with Meridian Township. You are not being charged hourly rates for the service, but are just paying the collected tax revenues for the service.

As a full and integrated public transit agency, CATA provides services ranging from specialized demand response Spec-Tran Service for those with disabilities, Rural Services, and Fixed-Route Services with the support of federal and state grants, ridership fares, Ingham County millage, and CATA's millage. We do our best to provide services with a priority towards meeting public transportation needs. The special Meridian Township transit millage allows CATA to provide the Meridian Redi-Ride in addition to our other services such as those provided by our dedicated CATA operators, maintenance employees and our administrative employees that provide all planning, scheduling and dispatching responsibilities. Many people are dependent on Meridian Redi-Ride and speak highly of this service. We know of its importance and are dedicated to continue to provide the best service possible.

I hope the above and the enclosed information has been helpful to all of you. Please feel free to contact me if I can be of service to you in the future.

Sincerely,



Sandra L. Draggoo
CEO/Executive Director

Enclosures: Meridian Redi-Ride Timeline
Meridian Redi-Ride FY Review

Meridian Redi-Ride Timeline

October 26, 2015

| Date | Event |
|----------------------------------|--|
| December 1998 - November 1999 | Meridian Township officials and CATA had many conversations about service expansion in Meridian Township. These included discussions regarding modified fixed routes and new Redi-Ride service exclusive to the Township with consideration of various Redi-Ride options. Meridian Township did a survey of its residents on their use of CATA service and how they would use a new Redi-Ride service. Residents overwhelmingly preferred a 4 hour response time from when they book their trip to the pick up time. |
| November 1999 | Meridian Township residents passed a .2 millage to support a Redi-Ride service. |
| November 1999 - March 2000 | CATA provided Meridian Township with service proposals based on the Comprehensive Operational Analysis conducted by CATA. We offered Meridian Township three options for the ten year service plan. |
| March 2000 | CATA orders 2 buses with authorization from Meridian Township to use proceeds from Meridian Township .2 millage revenue. |
| May 2000 | Meridian Township and CATA sign an agreement to provide Redi-Ride service for the 10-year period. Service to operate with 2 buses from 9:00 am to 5:00 pm Monday through Friday. One bus would service Okemos, South, and one bus would service Haslett, North. Customers will be required to transfer between the North and South service at the Meridian Mall or Meijer. Saturday service from 9:00 am - 5:00 pm would begin in November. Under the agreement CATA may reorganize the service for efficiencies, ridership demand and other public transportation considerations. |
| June 2000 | Meridian Township Redi-Ride service Monday through Friday 9:00 am - 5:00 pm begins. |
| November 2000 | Saturday Redi-Ride service from 9:00 am - 5:00 pm begins. |
| October 2001 | CATA requests an amendment to the original agreement to add a Redi-Ride bus from 12:00 pm to 4:00 pm, Monday through Friday and to reduce Saturday service from 2 buses to 1 bus. The additional bus needed to support weekday service was provided by CATA out of its fleet. This service change was approved by Meridian Township Manager. |
| July 2004 | CATA requested service expansion to meet growing demand. Request included addition of 1 bus from 1:00 pm to 5:00 pm, Monday through Friday during the school year and the addition of 1 bus from 10:00 am to 2:00 pm on Saturdays year round. Additionally, CATA requested funding to replace 2 buses and purchase another new bus to support this increased service. |
| August 2004 | Meridian Township and CATA agreed by letter to the July 2004 request for service expansion and to purchase 3 buses (2 for replacement and 1 new bus for expanded service). This expansion brought the number of buses being used for Meridian Redi-Ride to 4 (3 purchased using Meridian Township millage revenue and 1 provided by CATA from its fleet). |
| April 2007 | To meet demand, CATA proposed adding 1 bus from 9:30 am to 11:30 am and from 2:00 pm to 4:00 pm, Monday through Friday when school is in session and adding 2 hours of service on Saturdays year round. Meridian did not respond. |
| September 2007 | CATA told Meridian Township, that into the future, CATA would use federal and state funds, when available, to replace buses for Meridian Township Redi-Ride. CATA explained that the popularity of the service has grown so great that the current level of service is insufficient to handle the demand. CATA offered changes in the criteria for using the service to control demand. Meridian did not approve these changes. |
| January 2011 | Meridian Township requested ideas for enhancing Redi-Ride operation. |
| February 2011 | CATA responds to Meridian Township's request for ideas to expand Redi-Ride Operation. CATA informed Meridian that the revenue generated from the millage was declining and that additional service would not be possible unless additional revenue was secured. CATA suggested restructuring the service to stay within current revenue totals. CATA did not get a response to make any adjustments to Meridian Redi-Ride service. |
| October 2013 | CATA Executive staff met with Meridian Township Manager and Treasurer to discuss the Meridian Redi-Ride service and possible changes. |

MERIDIAN REDI-RIDE SERVICE
 FY 2012 – FY 2014 Review
 Given to Meridian Township Trustees October 26, 2015

| <u>MERIDIAN TOWNSHIP</u> | | | | | |
|--------------------------|--------------------------|------------------|---|--|---|
| | <u>Vehicle Hours</u> | <u>Ridership</u> | <u>Tax Revenue Received by CATA</u> | <u>Tax Revenue (Cost) Per Hour</u> | <u>Tax Revenue (Cost) Per Passenger</u> |
| FY 2012 | 7,841 | 21,413 | \$335,000 | \$42.72 | \$19.92 |
| FY 2013 | 7,604 | 20,303 | \$295,000 | \$38.80 | \$20.41 |
| FY 2014 | 7,731 | 19,813 | \$298,000 | \$38.55 | \$22.16 |



CAPITAL AREA TRANSPORTATION AUTHORITY

Peter A. Kuhnmuench, Board Chair • **Sandra L. Draggoo**, CEO/Executive Director

February 16, 2011

Mr. Gerald Richards
Township Manager
Meridian Charter Township
5151 Marsh Road
Okemos, MI 48864

Dear Jerry:

I received your letter dated January 25, 2011 requesting CATA to provide the Township Board with information regarding two topics:

1. Concerns over the significant overtime earnings of bus operators
2. Enhancing operations of the Meridian Redi-Ride Services.

You indicated in your letter that Supervisor McGillicuddy received a copy of the letter from our Board Chair regarding the overtime. As the letter states, it is true that we have an operator who made \$140,000 in 2009. This is a result of this operator working 2,100 hours of overtime. Overtime is a fact of our business due to huge swings in our service because of the seasons, weather and school schedules. During our last labor negotiations with our union, we accomplished changes that have produced savings of over \$420,000 in the first sixteen weeks of implementation. We anticipate seeing additional savings throughout this fiscal year that we will be able to sustain into the future.

Another factor is the element of union seniority. As you are aware, seniority allows operators who regularly have the opportunity to work overtime and accepts that opportunity to still see high paychecks even when the total overtime is less. These operators could and do work seven days per week some weeks. I want to emphasize that the cost of doing business is being reduced.

With regards to Meridian Redi-Ride, this service currently operates from 9:00 a.m. to 5:00 p.m. Monday thru Saturday. The base fare to ride Redi-Ride is \$1.25. Seniors, students and persons with disabilities ride for \$.60. Those wishing to use the Redi-Ride service must call four (4) hours in advance of their desired ride time to request a trip. This means that if you want to take a trip at 2:00 p.m. today, you must call before 10:00 a.m. When this service was originally designed with cooperation from Meridian leadership, it was decided that this service should start later in the morning so as not to conflict with school transportation. School students are a large part of the ridership using Meridian Redi-Ride between the hours of 3:00 PM and 4:00 PM Monday thru Friday...thus, the 9:00 a.m. start time. Requests for riders to school are denied if the student has access to school-provided bus service.



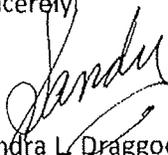
You should also be aware that this is a very popular service. CATA provided 19,663 rides on the Meridian Redi-Ride between October 2009 and September 2010. The service we operate today uses all the funds provided to CATA for this service. The FY 2010 funding from Meridian Township was \$340,500. As you are aware, property values have declined and so have related tax revenues. Meridian Township provided us with a projection for FY 2011 stating millage revenue for this service would be reduced by 5% bringing the funding for FY 2011 to \$323,475. In addition, Meridian Township projected the tax revenue would be flat for FY 2012 and FY 2013. I bring this to your attention so you will see that expanding service is not an option given the declining revenue.

Given that service expansion is not an option; the only choice left is to restructure the service while staying within the current revenue total. In that regard, the only way to expand service Monday thru Friday is to eliminate Saturday service. Because there is only one Saturday versus five weekdays in any week, the hours saved on Saturday would have to be spread across five days (Monday thru Friday). It is possible to remove Saturday service and to modify the hours of service Monday thru Friday to 7:30 a.m. to 5:30 p.m. To do this, there is likely to be a large number of parents using this service to transport their child to school, leaving less capacity for trips to work. This statement is based on the utilization of the service today by school aged children. Today, if you want a ride between 3:00 p.m. to 4:00 p.m. Monday thru Friday, there is very limited capacity and you might have to negotiate a ride time earlier or later than you would like. In addition, we would need an agreement that we would deny riders after we have reached capacity.

Another choice is to change the service times Monday thru Friday to 8:00 a.m. to 6:00 p.m. and eliminate Saturday service. While this scenario would still be available to some school students, it is not likely to work for all K-12 school start times, thus reducing the number of school trips on Redi-Ride. Again, we would negotiate trip times during peak hours and would deny rides when we reach capacity.

Jerry, I would be happy to discuss these options with you if you need more information. We are very proud to be a partner with Meridian Township and want to work with you to provide the service you feel is best suited for your community.

Sincerely,



Sandra L. Draggoo
CEO/Executive Director

Capital Area Transportation Authority

Patricia K. Munshaw, Board Chair

Sandra L. Draggoo, CEO/Executive Director



September 27, 2007

Mr. Bruce Hunting
Treasurer
Meridian Charter Township
5151 Marsh Road
Okemos, MI 48864

Dear Mr. Hunting:

At a meeting a few months ago, you asked us to provide some additional information regarding the financial details of the agreement between CATA and Meridian Charter Township. In addition, we were asked to make suggestions on how we might adjust the qualification to ride the Meridian Redi-Ride with the goal on controlling the demand and costs.

With regards to costs, I have attached two documents. The first is an explanation of how we calculate the cost per hour used to bill Meridian Township. This rate is less than our fully allocated cost of approximately \$92. The second sheet shows projections of the cost of operating the Meridian Redi-Ride from FY 2006 through FY 2018 with no increase in hours, but an increase in the operating costs of 5%. In addition, the document shows the projected millage revenue using the same .2 mills and estimating an increase in millage revenues of 4.5% each year. As you can see, if the service hours are not increased and the assumptions of increase in costs and revenue are accurate, the balance at the end of FY 2018 would be approximately \$33,000. This would be the case only if we did not add hours and controlled the demand on the growth for this service.

You might recall that initially the millage revenue paid for the purchase of the buses used for this service. Since the initial purchase, CATA has aggressively sought federal funding to replace the buses used on the Meridian Redi-Ride. CATA will continue to seek federal funding for the replacement of buses, but if federal funding is not available, revenue from the tax collection would again be used. The approximate cost for the buses used on Redi-Ride is \$65,000.

As you may recall, the Meridian Township .2 millage for transportation services expires in 2009. The Meridian Redi-Ride service is very important to the seniors and students in the Township. This service is so popular that the demand is growing greater than can be handled with the level of service we currently provide. We believe that we can make changes in the criteria for riding that will assist controlling the demand. Here are some ideas on criteria changes that might be made:

- Trips not requested in the minimum advance reservation time of four hours before the trip will be denied.
- Trips to and from locations on days those locations are served by the Shopping Bus will not be provided.
- Create a no-show and excessive cancellation policy and deny trips as applicable to the policy.

We would like the opportunity to discuss these ideas with you and others from the Township and answer any questions you may have regarding the cost structure of our agreement.

Please call me to arrange a time for us to discuss this further.

Sincerely,



Sandra L. Draggoo
CEO/Executive Director

Attachments

CAPITAL AREA TRANSPORTATION AUTHORITY
MARGINAL RATES

| SOURCE OF INFORMATION | 05/06 BUDGET for Paratransit | 06/07 BUDGET for Paratransit |
|----------------------------|---------------------------------|---------------------------------|
| OPERATING COSTS | | |
| WAGE RATE | 20.43 | 20.84 |
| FRINGES AFFECTED (Partial) | | |
| VACATION | 1.97 | 1.82 |
| HOLIDAY | 1.13 | 1.05 |
| FUTA & MESC | 0.22 | 0.19 |
| FICA | 2.43 | 2.38 |
| | | |
| OPERATING COSTS | | |
| FUEL | 3.36 | 4.71 |
| GREASE & OIL | 0.15 | 0.09 |
| TIRES | 0.15 | 0.17 |
| INSURANCE | 1.96 | 1.59 |
| VEHICLE LEASE | | |
| | | |
| TOTAL OPERATING COSTS | 31.79 | 32.86 |
| | | |
| MAINTENANCE COSTS | | |
| WAGES | 2.88 | 2.77 |
| FRINGES | 1.73 | 1.78 |
| PARTS | 0.54 | 0.51 |
| FREIGHT | 0.03 | 0.03 |
| CONTRACTED MAINT | 0.23 | 0.17 |
| | | |
| TOTAL MAINTENANCE COSTS | 5.41 | 5.26 |
| | | |
| GRAND TOTAL | 37.21 | 38.12 |

CATA RESERVES THE RIGHT TO FACTOR
IN IDENTIFIED ADMINISTRATIVE COSTS.

Meridian Redi Ride Service

| | | FY | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 |
|---|----------------------|----|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Total hours of service for Meridian Redi Ride in 2008 | No increase | | 7,785 | 7,785 | 7,785 | 7,785 | 7,785 | 7,785 | 7,785 | 7,785 | 7,785 | 7,785 | 7,785 | 7,785 | 7,785 |
| Costs based on Marginal Rate | 5% increase annually | | 289,680 | 296,764 | 311,602 | 327,183 | 343,542 | 360,719 | 378,755 | 397,692 | 417,577 | 438,456 | 460,379 | 483,398 | 507,567 |
| Millage at a projected growth of 4.5% | | | 294,112 | 307,347 | 321,178 | 335,631 | 350,734 | 366,517 | 383,010 | 400,246 | 418,257 | 437,078 | 456,747 | 477,301 | 498,779 |
| Exceeds (shortfall) | | | 4,432 | 10,583 | 9,575 | 8,448 | 7,192 | 5,798 | 4,256 | 2,553 | 680 | -1,377 | -3,632 | -6,097 | -8,788 |
| Cumulative excess (shortfall) | | | 4,432 | 15,015 | 24,590 | 33,038 | 40,231 | 46,029 | 50,285 | 52,838 | 53,518 | 52,140 | 48,509 | 42,412 | 33,623 |

April 16, 2007

Ms. Susan McGillicuddy
Township Supervisor
Meridian Township
5151 Marsh Road
Okemos, MI 48864

Dear Ms. McGillicuddy:

This letter is to request additional hours of service for Meridian Redi-Ride Service:

The current service schedule is as follows:

Mid-August through Mid-June:

| | | |
|-----------------------|---------|------------------------|
| Monday through Friday | 2 buses | 9:00 a.m. – 5:00 p.m. |
| | 1 bus | 12:00 p.m. – 4:00 p.m. |
| | 1 bus | 1:00 p.m. – 5:00 p.m. |
| Saturday | 1 bus | 9:00 a.m. – 5:00 p.m. |
| | 1 bus | 10:00 a.m. – 2:00 p.m. |

Mid-June through Mid-August

| | | |
|-----------------------|---------|------------------------|
| Monday through Friday | 2 buses | 9:00 a.m. – 5:00 p.m. |
| | 1 bus | 12:00 p.m. – 4:00 p.m. |
| Saturday | 1 bus | 9:00 a.m. – 5:00 p.m. |
| | 1 bus | 10:00 a.m. – 2:00 p.m. |

In order to meet demand and reduce travel time for customers, we are proposing the addition of 1 bus from 9:30 a.m. to 11:30 a.m. and from 2:00 p.m. and 4 p.m. on weekdays between mid August and mid June plus adding 2 hours of service on Saturdays year round.

Cost At the currently hourly rate, the additional cost to provide this service for one year is approximately \$56,000.00

Service will be provided in accordance with the Letter of Agreement on service dated May 19, 2000 as approved by CATA and The Charter Township of Meridian.

If the foregoing is satisfactory to Meridian Township, please indicate acceptance by signing and returning the enclosed copy of this letter.

Sincerely,

CAPITAL AREA TRANSPORTATION AUTHORITY

By: _____
Sandra L. Draggoo
Executive Director

ACCEPTED:

Meridian Township

By: _____
Susan McGillicuddy
Meridian Township Supervisor

Dated: _____

By: _____
Gerald J. Richards
Meridian Township Manager

Dated: _____

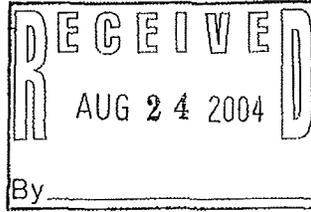
1. The new Service Schedule will add service on Monday through Friday and on Saturday as marked with an asterisk (*) as follows:



Capital Area Transportation Authority

August 11, 2004

Ms. Susan McGillicuddy
Township Supervisor
Charter Township of Meridian
5151 Marsh Road
Okemos, MI 48864



Dear Ms. McGillicuddy:

This letter is to update the service plan for Meridian Redi-Ride Service.

1. Service Schedule - New service will be added to the current schedule, as follows:

(a) Mid-August through Mid-June:

| | | |
|-----------------------|---------|------------------------------|
| Monday through Friday | 2 Buses | 9:00 a.m. - 5:00 p.m. |
| | 1 Bus | 12:00 p.m. - 4:00 p.m. |
| | 1 Bus | 1:00 p.m. - 5:00 p.m. (new) |
| Saturday | 1 Bus | 9:00 a.m. - 5:00 p.m. |
| | 1 Bus | 10:00 a.m. - 2:00 p.m. (new) |

(b) Mid-June through Mid-August:

| | | |
|-----------------------|---------|------------------------------|
| Monday through Friday | 2 Buses | 9:00 a.m. - 5:00 p.m. |
| | 1 Bus | 12:00 p.m. - 4:00 p.m. |
| Saturday | 1 Bus | 9:00 a.m. - 5:00 p.m. |
| | 1 Bus | 10:00 a.m. - 2:00 p.m. (new) |

2. Vehicles - The new service will require an additional vehicle, bringing the total number of vehicles from 3 to 4. In 2005, it will be necessary to replace two of the vehicles, based on FTA schedules.

3. Cost - The cost of the service, including vehicles, will continue to be paid through the millage. Attached is CATA's accounting of expenses through September 30, 2003. Our estimate of the cost of new service is \$48,000 per year, the cost of acquisition of an additional vehicle is \$70,000, and the cost of replacing two vehicles is \$140,000 (i.e., \$70,000 per vehicle).

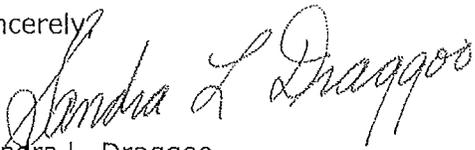
Ms. Susan McGillicuddy
Charter Township of Meridian

August 11, 2004
Page Two

Service is being provided in accordance with the Letter of Agreement, dated May 19, 2000, between CATA and the Charter Township of Meridian, which is effective through December 31, 2010.

If the foregoing is satisfactory to the Charter Township of Meridian, please so indicate by signing and returning the enclosed copy of this letter.

Sincerely,



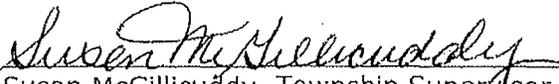
Sandra L. Draggoo
Executive Director

/mat

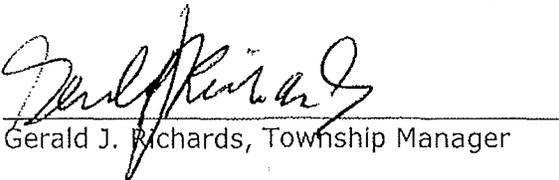
cc: Gerald J. Richards, Township Manager
Mary Helmbrecht, Township Clerk

APPROVED:

CHARTER TOWNSHIP OF MERIDIAN

By: 
Susan McGillicuddy, Township Supervisor

Dated: 8/23/04

By: 
Gerald J. Richards, Township Manager

Dated: 8/23/04

CATA
Meridian Redi-Ride Service
Financial Activity Report

| Period | Actual/ Estimated | (A) | | | | (B) | (A - B) | | Total Annual Riders |
|---------|----------------------|-------------------|------------------|----------------------|----------------|----------------|--|--|---------------------------|
| | | Total Revenues | Service Costs | Capital Equipment | Other Costs | Total Costs | Remaining Amt. Avail. for Future Service Expansion | Cummulative Amt. Avail. For Future Service Expansion | |
| | | 3,081,716.22 | 2,587,434.16 | 397,186.00 | 17,143.29 | 3,001,763.45 | 79,952.77 | N/A | 49,122 |
| FY 2000 | ACTUAL | 222,825.51 | 43,429.35 | 117,186.00 | 15,552.89 | 176,168.24 | 46,657.27 | 46,657.27 | 2,837 |
| FY 2001 | ACTUAL | 220,083.61 | 173,527.66 | 0.00 | 1,590.40 | 175,118.06 | 44,965.55 | 91,622.82 | 13,784 |
| FY 2002 | ACTUAL | 246,200.22 | 175,070.72 | 0.00 | 0.00 | 175,070.72 | 71,129.50 | 162,752.32 | 16,104 |
| FY 2003 | ACTUAL | 269,063.95 | 193,358.62 | 0.00 | 0.00 | 193,358.62 | 75,705.33 | 238,457.65 | 16,397 |
| FY 2004 | ESTIMATED | 277,135.86 | 228,259.03 | 70,000.00 | 0.00 | 298,259.03 | (21,123.17) | 217,334.48 | |
| FY 2005 | ESTIMATED | 285,449.93 | 274,223.32 | 140,000.00 | 0.00 | 414,223.32 | (128,773.39) | 88,561.09 | |
| FY 2006 | ESTIMATED | 294,013.42 | 282,450.00 | 0.00 | 0.00 | 282,450.00 | 11,563.42 | 100,124.51 | |
| FY 2007 | ESTIMATED | 302,833.82 | 290,923.52 | 70,000.00 | 0.00 | 360,923.52 | (58,089.70) | 42,034.81 | |
| FY 2008 | ESTIMATED | 311,918.83 | 299,651.23 | 0.00 | 0.00 | 299,651.23 | 12,267.60 | 54,302.41 | |
| FY 2009 | ESTIMATED | 321,276.39 | 308,640.75 | 0.00 | 0.00 | 308,640.75 | 12,635.64 | 66,938.05 | |
| FY 2010 | ESTIMATED | 330,914.68 | 317,899.96 | 0.00 | 0.00 | 317,899.96 | 13,014.72 | 79,952.77 | |



MEMORANDUM

TO: Jerry Richards, Meridian Township Supervisor
FROM: Debbie Alexander *Debbie Alexander*
DATE: July 23, 2004
RE: Expansion of Meridian Redi-Ride Service & Bus Stop Enhancements

We are very excited to come to you again to share the need to expand the Meridian Redi-Ride Service. This service continues to grow with annual ridership for the FY 2003-2004 totaling 15,737. This past year, we have seen ridership demand increase during the school year, Monday through Friday, from noon until 5:00 p.m. The demand for additional service on Saturday during the hours of 10:00 a.m. and 2:00 p.m. has increased, as well.

Service Expansion

CATA is requesting your approval on the following service expansion.

Current Revenue Service:

Schedule is the same year around

| | | |
|-----------------------|------------------|---|
| Monday through Friday | 2 buses 1 bus | 9:00 a.m. – 5:00 p.m. 12:00 p.m. – 4:00 p.m. |
| Saturday | 1 bus | 9:00 a.m. – 5:00 p.m. |

Proposed Revenue Service:

Mid-August through Mid-June (while school is in session)

| | | |
|-----------------------|---------------------------|--|
| Monday through Friday | 2 buses 1 bus 1 bus | 9:00 a.m. – 5:00 p.m. 12:00 p.m. – 4:00 p.m. 1:00 p.m. – 5:00 p.m. |
| Saturday | 1 bus 1 bus | 9:00 a.m. – 5:00 p.m. 10:00 a.m. – 2:00 p.m. |

Mid-June through Mid-August (summer)

| | | |
|-----------------------|------------------|---|
| Monday through Friday | 2 buses 1 bus | 9:00 a.m. – 5:00 p.m. 12:00 p.m. – 4:00 p.m. |
| Saturday | 1 bus 1 bus | 9:00 a.m. – 5:00 p.m. 10:00 a.m. – 2:00 p.m. |

JK
Need
paper work
accompany to
contract

The cost for FY 2005, for this additional service, will be approximately \$48,000. This figure combined with the cost of the current service, at approximately \$226,000, will bring the new cost of service to approximately \$274,000.

In 2000, at the beginning of the contract with Meridian Township two buses were purchased out of millage money to start the service. When we added the third bus to the Monday through Friday service, CATA provided this bus. To be able to provide additional service as proposed above, Monday through Friday, a new bus needs to be purchased. The cost of a new bus is approximately \$70,000. Next year, the original two buses will reach their useful life (five years as defined by the Federal Transit Administration) and will need to be replaced. The cost is approximately \$140,000.

I have provided you with a spreadsheet that shows the revenue received from Meridian Township and the cost for service and buses each year. As you can see there is a remaining balance from the first four years of service. I have extended the proposed cost through the existing agreement which will end in 2010, including the replacement of the buses as needed.

Bus Stop Enhancements

During our meeting in June you asked us to consider making some bus stop improvements in Meridian Township. We have considered your request and reviewed all the bus stops in the township. We are prepared to make the following bus stop enhancements:

Shelter Installations

- Westbound Grand River past Okemos Road
- Westbound Grand River past Brookfield
- Southbound Marsh past Lake Lansing

Bench Installation (cement pad, bench and trash basket)

- Westbound Grand River past Maplewood
- Northbound Okemos past Tamarack (to be completed following Okemos Road rebuild)

Date time to put landscaping
Want to put benches
At stop covered
we pay how amount. call Steve up 500
Some platform

Steve wants to get price

look for new benches

In addition, we need Meridian Township's assistance in working with Wal-Mart and the owner of the land across from Wal-Mart, to provide an accessible bus stop from the south side of Times Square to Wal-Mart and the other businesses along Times Square.

I am anxious to hear your response to our request for additional service and replacement buses. Unless we hear from you that there are concerns about the proposed bus stop enhancements, we will move forward to complete them. I am ready to answer any questions you have regarding this request.

Bit of space for upgrade tomorrow

CATA
Meridian Redi-Ride Service
Financial Activity Report

| Period | Actual/ Estimated | (A) | | | | (B) | (A - B) | | Total Annual Riders |
|---------|----------------------|-------------------|------------------|----------------------|----------------|----------------|--|--|---------------------------|
| | | Total Revenues | Service Costs | Capital Equipment | Other Costs | Total Costs | Remaining Amt. Avail. for Future Service Expansion | Cummulative Amt. Avail. For Future Service Expansion | |
| | | 3,081,716.22 | 2,587,434.16 | 397,186.00 | 17,143.29 | 3,001,763.45 | 79,952.77 | N/A | 49,122 |
| FY 2000 | ACTUAL | 222,825.51 | 43,429.35 | 117,186.00 | 15,552.89 | 176,168.24 | 46,657.27 | 46,657.27 | 2,837 |
| FY 2001 | ACTUAL | 220,083.61 | 173,527.66 | 0.00 | 1,590.40 | 175,118.06 | 44,965.55 | 91,622.82 | 13,784 |
| FY 2002 | ACTUAL | 246,200.22 | 175,070.72 | 0.00 | 0.00 | 175,070.72 | 71,129.50 | 162,752.32 | 16,104 |
| FY 2003 | ACTUAL | 269,063.95 | 193,358.62 | 0.00 | 0.00 | 193,358.62 | 75,705.33 | 238,457.65 | 16,397 |
| FY 2004 | ESTIMATED | 277,135.86 | 228,259.03 | 70,000.00 | 0.00 | 298,259.03 | (21,123.17) | 217,334.48 | |
| FY 2005 | ESTIMATED | 285,449.93 | 274,223.32 | 140,000.00 | 0.00 | 414,223.32 | (128,773.39) | 88,561.09 | |
| FY 2006 | ESTIMATED | 294,013.42 | 282,450.00 | 0.00 | 0.00 | 282,450.00 | 11,563.42 | 100,124.51 | |
| FY 2007 | ESTIMATED | 302,833.82 | 290,923.52 | 70,000.00 | 0.00 | 360,923.52 | (58,089.70) | 42,034.81 | |
| FY 2008 | ESTIMATED | 311,918.83 | 299,651.23 | 0.00 | 0.00 | 299,651.23 | 12,267.60 | 54,302.41 | |
| FY 2009 | ESTIMATED | 321,276.39 | 308,640.75 | 0.00 | 0.00 | 308,640.75 | 12,635.64 | 66,938.05 | |
| FY 2010 | ESTIMATED | 330,914.68 | 317,899.96 | 0.00 | 0.00 | 317,899.96 | 13,014.72 | 79,952.77 | |

fare revenue where does that go?

Redi Ride Review Committee
Meeting Notes
January 11, 2016

Meeting began at 3:05 p.m. at the Meridian Township Board Room located at 5151 Marsh Road, Okemos, Michigan.

Meridian Township Trustee Milton Scales, by consensus of the group, was delegated the role of chairperson for the committee.

The following committee members attended: Meridian Township (M.T.) Trustee Milton Scales, M.T. Trustee Ron Styka and M.T. Trustee John Veenstra, Deb Alexander (CATA rep.) Todd Sharp (School rep.), Cherie Wisdom (Senior Center rep.), Diana Engle, Karla Hudson, Ody Norkin, and Donna Rose. In addition Leonard Provencher and Fred Wurtzel participated as members of the public.

Following introductions the group reviewed the agenda (attached) for the January 11, 2016 meeting.

Trustee Veenstra requested that public comment be added at the beginning and the end of the agenda. All agreed.

Chairperson Scales asked that each member of the group express why they wanted to participate and what they hope to accomplish.

Trustee John Veenstra: Letters prompted ways to improve service. Feel we need longer hours, more service time and improve dispatch.

Karla Hudson: Agreed with Trustee Veenstra

Donna Rose: Agreed with previously said items plus an appointment to CATA

Ody Norkin: Presented his experience to the group in regards to transportation and contract management. Wants accountability, transparency and efficiency.

Debra Alexander: Wants to provide any information and history needed by the group. CATA has long relationship with Township. Feels it is important to clarify facts and correct non-facts about programs so solutions to concerns can be discussed in a free forum. Will be the voice of CATA for the group.

Cherie Wisdom: Was asked to be the voice for the senior population.

Diana Engle: Regular user of the Redi Ride service and CATA since 1979. Feels Redi Ride is for all residents. Pleased with its overall service. Hopes to improve service.

Todd Sharp: Here to offer information and the school perspective. Wants the program to continue to be a school transportation option for children. Several families use it after school and would like it as an option for before school too.

Trustee Ron Styka: After hearing complaints from users, wants to see if we can improve service. What are the problems and what are the solutions?

Public Comment:

Leonard Provencher: Thanks committee for volunteering. Real need for people with disabilities and seniors. Notices fixed route buses are not full; do we need smaller buses at certain times?

Fred Wurtzel: As a representative of the National Federation of the Blind he wants to improve all transportation in the tri-county region.

The group discussed setting a standing meeting date and time and determined that Thursdays from 3-5 p.m. would be best for the group.

The group discussed how information would be distributed and determined that electronically via email and scanned documents would be best. Discussion occurred about the necessity to use optical character recognition (optical character reader) (OCR) technology so that it was accessible to all participants of the committee.

Chairperson Milton Scales opened discussion on item 3A of the agenda. What was Redi Ride established to do?

The group requested that the following information be collected to assist in the discussion of the history and purpose of the original program:

- Survey information from 1988 that began the discussion of a Redi Ride program in Meridian Township
- Any public transportation survey conducted by the Township or CATA
- Initial cost estimates for the proposed service
- First millage ballot language
- Second millage ballot language
- Supporting documentation for both millage proposals
- Township Board minutes discussing the millage proposals

The committee agreed that this was a good start and that other information could be added once the group has reviewed this preliminary information.

Several members of the committee requested that name tags be created for the group to help with discussion and interacting with one another.

The group decided that the next agenda should include review of the information requested and also new information that the committee would like to receive for further analysis.

Chairperson Milton Scales then requested comments from the audience.

Leonard Provencher: Thought it was a productive meeting and requested that public notice of the meetings be provided on the webpage.

Fred Wurtzel: Looks forward to participating in whatever role the committee would like him to fill.

Following public comments the meeting was adjourned by the Chairperson.

Redi Ride Review Committee
Meeting Notes
March 3, 2016

Meeting began at 3:04 p.m. at the Meridian Township Central Fire Station (91) located at 5000 Okemos Road, Okemos, Michigan.

The following committee members attended: Meridian Township (M.T.) Trustee Milton Scales, M.T. Trustee Ron Styka and M.T. Trustee John Veenstra, Deb Alexander (CATA rep.) Todd Sharp (School rep.), Cherie Wisdom (Senior Center rep.), Diana Engle, Karla Hudson, Ody Norkin, Donna Rosa and Township Manager Frank Walsh. Leonard Provencher also participated as members of the public.

Chairman Scales opened the meeting and began a brief review over the items that were requested at the January 11, 2016 meeting. Those items included: the initial Redi Ride proposal, the initial cost, the 1999 ballot language and Township Board meeting minutes, 2009 ballot language and Township Board meeting minutes, the 1998 community survey and results, some additional documents from CATA and the previous meeting notes.

Some members commented on the difficulty reviewing some of the documents and requested that the items specific to transportation be pulled from the community survey and resent in the next information packet.

The committee requested that any transportation information from the most recent Citizen Survey conducted by the Township also be presented to the group at its next meeting.

The Committee began discussing the initial Redi Ride proposal and agreement with Township from February 21, 2000. Deb Alexander from CATA presented the proposal letter and answered questions from the Committee as the introduction, the supporting research/background, the service area, assumptions, budget, equipment, service description, service interfacing and conclusion sections of the letter were read to the group.

The Committee discussed the problem with “no shows” and the impact on the service. It was suggested that they revisit the issue when it is time to make recommendations on changes and improvements.

In addition to the “no show” comments the group also discussed: students using the program, bus capacity and usage, duration of a typical ride, fares and fare cards, age of children riding the bus alone, ability to ban or deny service for consistent policy violations, rural service, service hours and the original purpose of the Redi Ride program.

All of these discussion points generated ideas and potential recommendations and the Chairperson reminded the group that the once the group had satisfied the question “what was Redi Ride established to do?” then they would begin discussing ideas and recommendations as laid out in the first committee meeting agenda on January 11, 2016.

To make sure that the ideas and suggestions are not forgotten, a “parking lot” was created to park the ideas for a future committee meeting. Items that were included for future discussion and review were: cancellations and no shows, student ridership, ability to schedule on Sunday, need for a survey, early reservation times, subscription services and contract outsourcing.

A question was asked about the CATA millages and Deb Alexander explained the CATA millage, the Ingham County senior/ADA millage and the Meridian Charter Township Redi Ride millage and how they are distinct.

The group decided to meet again on March 24, 2016 from 3 to 5 p.m. at the Meridian Township Hall located at 5151 Marsh Road, Okemos, Michigan. The first topic of discussion will be the June 12, 2000 letter from Meridian Township to CATA executing the May 19, 2000 letter of engagement expanding the public transportation service in Meridian Township.

The meeting was adjourned at 4:49 p.m.

Redi Ride Review Committee
Meeting Notes
March 24, 2016

Meeting began at 3:09 p.m. at the Meridian Township Hall located at 5151 Marsh Road, Okemos, Michigan.

The following committee members attended: Meridian Township (M.T.) Trustee Milton Scales, M.T. Trustee Ron Styka, Deb Alexander (CATA rep.) Todd Sharp (School rep.), Cherie Wisdom (Senior Center rep.), Diana Engle, Karla Hudson, Ody Norkin, and Donna Rosa.

Chairman Scales opened the meeting and recapped the original charge and focus of the committee.

- A. What was Redi-Ride established to do?
- B. Is the goal relevant today?
- C. What is needed today?

The goal of the meeting was to complete part A and start part B today. Then at the next meeting (4/21/16) complete part B and then conclude with part C at the subsequent meeting. The subsequent meeting could potentially include committee recommendations to the Meridian Township Board.

In reference to the part A, the committee agreed that Redi-Ride was established to:

- Provide access to public transportation in Meridian Township for everyone
- Exclude usage by students as a primary transportation option in the morning/before the start of the school day
- Be available for all residents of Meridian Township
- To provide travel within the boundaries of Meridian Township
- To provide a demand-response option for public transportation

It was discussed and agreed upon by the committee that any recommendation to the Board would include a cost for the proposed change to the existing service.

The group then began discussing part B (is the goal relevant today?). From the discussions the following list was developed to discuss at the next meeting:

1. Service criteria for demand response
2. Suitable hours
3. In-vehicle time
4. Capacity
5. Accountability

Committee members were asked to forward potential service enhancements and/or changes to the current Redi-Ride service via email to the Township Manager. These would be collected and then distributed to the full committee for discussion and debate.

A request was made to get additional data on the number of trips children make to school using Red-Ride and the number of children using Redi-Ride. Todd Sharp and Deb Alexander agreed to provide what data they had available to the group.

The next meeting was set for April 21, 2016 at the Meridian Township Hall at 3 p.m.

The meeting was adjourned at 4:33 p.m.

Redi Ride Review Committee
Meeting Notes
April 21, 2016

Meeting began at 3:02 p.m. at the Meridian Township Hall located at 5151 Marsh Road, Okemos, Michigan.

The following committee members attended: Meridian Township (M.T.) Trustee Milton Scales, M.T. Trustee Ron Styka, Deb Alexander (CATA rep.) Todd Sharp (School rep.), Cherie Wisdom (Senior Center rep.), Diana Engle, Karla Hudson, Ody Norkin, and Donna Rosa.

Chairman Scales called the meeting to order and began the group discussion by reiterating that the focus of the meeting today was to discuss in detail the list of topics developed at the previous meeting. Those items included:

1. Service criteria for demand response
2. Suitable hours
3. In-vehicle time
4. Capacity
5. Accountability

Before discussing the first item, the floor was opened to the public for comment.

A question regarding public participation and membership on the committee was raised and Chairman Scales explained how the committee was developed. It was emphasized that public participation is desired by the group and comments and suggestions from the public are requested.

It was requested that meeting information be posted on the Township website and calendar.

Prior to discussing the first item, the group reviewed the email sent by committee representative Ody Norkin. He felt that the items that he brought forward in May of 2015 were still valid. He also shared a news article regarding public transportation from the Boston Globe with the group.

The committee began discussions about Service Criteria for Demand Response. Comments included:

- Cancellations are a big problem. 28-30% are no shows/cancellations.
- Need to allow reservation/subscription service.
- Strong connection between no shows and subscriptions.
- Subscription service was explained to committee members.
- Without subscriptions/reservations, call request volumes would increase.

- Questions were asked about percentage of subscriptions that are no shows, what percentage of overall trips are subscriptions and should restrictions be placed on subscriptions?
- Student transportation was also discussed by the group.

Public Comment:

- Is technology available to assist with reservations and confirmations?
- It is difficult to get a ride in the afternoon.

The committee then moved onto Suitable Hours.

Comments included:

- Need more hours.
- Extended hours have a cost.
- Tough climate for a tax increase.
- A ballot measure should be proposed.
- Let the private sector provide the extended service/hours.
- Utilize proposals to get the desired service.
- Difficult to respond to proposal if ridership demand is not established in some form.
- Delta Township has data that might be useful.
- Strong morning demand was noted by a member.
- Earlier service would be great for those that need transportation to school.
- 10 percent of current Redi-Ride users are classified as belonging to the older population.
- One member didn't expect work group to come up with specifications.
- Cost of any proposal must be included in any recommendation to the Township Board.
- Would Delta Township data be similar enough for a comparative analysis?
- Service needs to be early enough to be work with fixed route buses.
- Members discussed a gold card program.
- Committee needs to focus on desired service.

Public Comment:

- Need to develop educational information if a millage increase is being considered.
- Seniors also use the service to pick up children.

The next item of discussion was In Vehicle Time.

Comments included:

- Need to develop specific criteria.
- What is the max time allowed?
- Need additional information on routing.
- Need to define parameters for routing to lower in-vehicle time for passengers.

Public Comment:

- Committee should examine the private sector (FedEx, UPS) for routing technology.
- Bus drivers may need more training.

Capacity was the fourth item discussed by the committee. Comments included:

- It's too popular.
- Need to build the program to handle 30,000 rides a year versus the current 20,000.
- Can the adults and children be scheduled separately?
- Should smaller vehicles be used?
- Should a cap be placed on school trips?
- Better allocation of service rides may help capacity problems.
- Need to explore school time versus general public for use trends.
- Need to consider short-term and long-term solutions.
- Need to develop proposals.
- Should busses be added during school peak times?
- Goal of public transportation is to fill the gaps of what is being provided by the private sector transportation companies.

The committee agreed to discuss Capacity and Accountability at the next meeting.

Charmain Scales asked for final comments from the members. Comments included:

- Need to discuss the current boundary limits of the red ride service and potential implications to any proposed changes.
- Group is making good progress.
- Need to provide more busses during specific hours.
- Need to keep it open to everyone.
- Need schedules to discuss routing.
- Must focus on low/no cost service changes to redi-ride service.
- Long-term planning and collaboration with other transportation partners needs to occur.
- Subscription service "no shows" need a penalty.
- Not enough capacity is a major issue.
- Okemos High School is not on a fixed CATA route.
- Costs to individual customers need to be kept as low as possible.

Following the committee comments the public spoke on the following items:

- The separate tax millages used to fund CATA and its programs.
- The boundaries of the redi-ride program.

The next meeting was set for Tuesday, May 10, 2016 at the Meridian Township Hall at 3 p.m. The meeting was adjourned at 4:58 pm.

Redi Ride Review Committee
Meeting Notes
May 10, 2016

The meeting began at 3:04 p.m. at the Meridian Township Hall located at 5151 Marsh Road, Okemos, Michigan.

The following committee members attended: Meridian Township (M.T.) Trustee Milton Scales, M.T. Trustee Ron Styka and M.T. Trustee John Veenstra, Deb Alexander (CATA rep.) Todd Sharp (School rep.), Cherie Wisdom (Senior Center rep.), Diana Paiz Engle, Karla Hudson, Ody Norkin, and Donna Rose.

Visitors included: Sandra Barton, Leonard Provencher and Fred Wurtzel.

Chairman Scales called the meeting to order and began the meeting by offering the public a chance to comment.

Comments included:

- How many being served?
- How many not getting service?
- I appreciate the information packet, it helped me get up-to-date.
- If parents call in weekly would that free up capacity?
- Group is doing a cool thing.
- Great potential for a model that improves service.

The committee began to further discuss Capacity.

Comments included:

- Subscription service was ended two years ago.
- Some trips still "grandfathered".
- 14 days is the max.

An analysis comparing the service hours and average ridership in Delta and Delhi Townships was presented to the group.

Delta Township

| | |
|--------|------------|
| 6-7 am | 2.8 riders |
| 7-8 am | 5.6 riders |
| 8-9 am | 5.6 riders |
| 5-6 pm | 4.7 riders |
| 6-7 pm | 3.0 riders |
| 7-8 pm | 1.4 riders |
| 8-9 pm | 2.4 riders |

Delta Township has a population of approximately 33,000 and has no dedicated Redi-Ride millage. It is currently using a grant to fund the pilot program.

| | |
|----------------|------------|
| Delhi Township | |
| 6-7 am | 5.3 riders |
| 7-8 am | 5.7 riders |
| 8-9 am | 9.5 riders |
| 5-6 pm | 1.8 riders |

Delhi Township has a population of approximately 26,000 and has no dedicated Redi-Ride millage.

Both Redi-Ride programs operate within their respective Township boundaries.

Additional comments included:

- The focus of the individual Redi-Ride programs varies by the community. Delta Township was jobs, Meridian Township is the senior population and Delhi Township is school children.
- The City of Mason uses the Ingham County millage for its operation.
- The group discussed the CATA rural programs.
- The goal of the individual programs is to prevent duplication of services.
- Fares are 15% of CATA's operating revenue.

The committee began discussing "No Shows" and potential solutions to the problem.

Ideas included:

1. Shorten the current reservation window to something shorter.
2. Allow cancellations only up to the end of the business day prior to the reservation. This would provide more efficient scheduling and routing by CATA. The current rule allows for up to 90 minutes before the scheduled ride.
3. Consider a "no show" policy with a penalty.

The committee discussed what type of penalty might be considered and the pros and cons to each. Comments included:

- Monetary fines have not been successful in the past in curbing undesirable behavior.
- The pattern and history of the rider is important.
- Suspension may be necessary.
- Suspension of ridership is regulated by Federal transportation and accessibility laws.
- CATA uses a "window" system for reservations as it is extremely difficult to meet an exact time pickup because of ever changing traffic and road conditions.

The committee returned to discussing Capacity in more detail. Comments included:

- How do we fill holes in the schedule?
- Can fixed route CATA buses service the School buildings?
- Would fixed route bus stops next to the School problems create ancillary problems?
- Riders should be encouraged to use Redi-Ride to travel to fixed route buses.

- Sidewalks are a consideration by the School system on determining school bus transportation access.
- Other bus owners need to work together to coordinate usage to help ease capacity issues. Collaboration would help to provide more trips.
- Shared resources is a good idea, but needs detail examination.
- Expanded services have a cost.
- It is difficult to determine exactly why children use the service as no data exists.
- The School system has bussing constraints.
- Several of the committee members agreed to work together outside the meeting to discuss potential shared resource allocations between the various bus fleet owners.
- CATA is getting a new phone system that should reduce long hold times that are currently being experienced by users of the system. The new phone system will have call-back confirmation capability and they are adding more service representatives to handle the call volumes.

The public was again invited to comment.

Comments included:

- A discussion on the funding mechanisms, tax rates and allocation on an individual tax bill.
- Need to provide an incentive to encourage cancellation as soon as possible so the route can be revised quickly to reduce wasted trips.
- Concerned about cancelling the day before as it impacts the flexibility of the rider.
- Need to reduce the \$20 unit cost of the trip.
- Concerned about how the new call system may allocate resources to different service groups.

The group set the next meeting date for Thursday, May 26, 2016 at the Meridian Township Hall at 3 p.m.

The committee decide that the next meeting agenda will include continued discussion on Capacity, finalization on some previously discussed recommendations and Accountability.

Final comments from the committee included:

- Good progress
- Look forward to recommendations
- A transportation committee should be considered
- How will we communicate any new changes?
- Look forward to collaborating with the Township
- Need to remember cost versus service
- Remember changing one part of the service will impact others
- Remember it's a public service to all
- Notifying the public of any changes is critical
- Learned a lot

- Receiving good feedback from the senior population on the discussions that have occurred.

The meeting was adjourned at 4:37 pm.

PARKING LOT

Recommendations:

1. Change the 14 day reservation period to 7 days.
2. Change trip cancellation period from 90 minutes prior to reservation window time to the close of business (5 pm) the day before reservation.

Redi Ride Review Committee
Meeting Notes
May 26, 2016

The meeting began at 3:06 p.m. at the Meridian Township Hall located at 5151 Marsh Road, Okemos, Michigan.

The following committee members attended: Meridian Township (M.T.) Trustee Milton Scales, M.T. Trustee Ron Styka and M.T. Trustee John Veenstra, Deb Alexander (CATA rep.) Todd Sharp (School rep.), Diana Paiz Engle, Karla Hudson, Ody Norkin, and Donna Rose.

Visitors included: Sandra Barden and Leonard Provencher.

Chairman Scales called the meeting to order and began the meeting by offering the public a chance to comment.

- Ms. Sandra Barden described a typical rider and ride on the Redi-Ride from her perspective.

The committee began to further discuss Capacity.

It was the consensus of the committee that capacity is the greatest issue that needs to be addressed.

Committee member Deb Alexander answered questions regarding cancellations. In reference to the number of cancelled trips: 8-14 days- 31%, 1 day to 7 days- 57%, same day- 12%.

The group discussed adjusting the 14 day cancellation period to 7 days to generate capacity.

In regards to where children are going after school when using the services of Redi-Ride the following information was provided: 47% to an apartment, 44% to a single family home, 5% to an athletic facility, 3% another school, and 1% to a retail establishment.

The committee was also advised that 18 people are currently "grandfathered" with standing reservations. After a brief discussion the committee felt that no change was required to the current riders grandfathered by CATA.

It was noted that if the committee were to forward any changes to CATA that they normally implement operational adjustments in the month of August.

The committee felt that any changes need to be communicated and implemented within a period of time that allows for users to adjust to the service alteration.

The Committee began discussing “No Shows” and a potential policy to govern them. Comments included:

- Good intentions should be reinforced.
- Don't equate late cancel as a No Show.
- Need to provide for special circumstances.
- Need to stop habitual behavior.
- Is a horn honking policy needed?
- A lot of industry recommendations exist to notify users that the bus has arrived.
- Need to define a No Show.
- Need a policy for a No Show.
- Consider a staggered penalty.
- No Show is worse than late cancel.

The Committee began to craft a definition for a No Show and agreed to the following:

A No Show is a reservation scheduled and not cancelled by any form of acceptable communication to the carrier and the rider did not board the bus during or within the on-time window.

The Redi-Ride Review Committee began discussions on Cancellations.

Comments included:

- Need a definition.
- Better to get a cancellation than a No Show.
- What is the time period to be used?
- 4 hours is the current time period.
- Difference between pick up time and departure time.
- Late cancels need a penalty.
- Need to reward timely cancellations.
- CATA can handle late cancellations with penalties.

Deb Alexander then presented a survey that was collected by CATA over the last few days that resulted in 27 respondents. The results of the survey indicated that:

- Most riders were female
- Typical rider takes 1-2 trips per week
- Schedules are irregular for the riders
- Riders were satisfied and rated overall satisfaction an average of 4.3 on a 1 (poor) to 5 (great) scale.
- Redi-Ride service is performing very well and meeting the high expectations of the users surveyed.

Chairperson Scales requested closing comments from the committee members.

Comments included:

- Want big picture.
- Discovered it's a capacity issue.
- Service is good.

- Want more fixed routes.
- Need to focus on big transportation picture, 10-20 year period.
- Need to discuss renewal of funding.
- No cost fixes have been recent focus, but need to examine big picture.
- Must inform public of any changes.
- Meridian Charter Township not dense enough for more fixed routes.
- Service is too popular.
- Pleased to hear about new phone reservation system at CATA.
- Worry about children using RED-Ride for short after school trips.
- Request that recommendations be taken to the Meridian Township Board for action.
- CATA does allow faxes for ride requests.
- Capacity is the issue, the service quality is good.
- Making progress.
- Need to make sure students do not see restrictions on use of the service.
- Happy with the meetings and the discussions.
- Service CATA provides is good and they are open to input.

The public was invited to comment.

Comments included:

- Ridership has leveled off.
- Placed on hold for too long when trying to schedule rides.
- Need a late bus service.
- Residents do have concerns.

The Committee set the next meeting date for Thursday, June 16, 2016 at the Meridian Township Hall at 3 p.m.

The meeting was adjourned at 4:48 pm.

Redi Ride Review Committee
Meeting Notes
June 16, 2016

The meeting was called to order at 3:04 p.m. at the Meridian Township Hall located at 5151 Marsh Road, Okemos, Michigan.

The following committee members attended: Meridian Township (M.T.) Trustee Milton Scales, M.T. Trustee Ron Styka and M.T. Trustee John Veenstra, Deb Alexander (CATA rep.) Todd Sharp (School rep.), Diana Paiz Engle, Karla Hudson, Ody Norkin, and Donna Rose.

Visitors included: Sandra Barden and Kathy Kelly.

Chairman Scales started the meeting by offering the public a chance to comment.

- Ms. Sandra Barden made the following comments: In regards to No Shows, it's not always the riders fault. Would like more scheduling flexibility and same day rides are difficult to get.

Following the public comments Chairman Scales requested that those on the Redi-Ride Committee that use the service comment on any changes seen in the service since the Committee started meeting. Comments included:

- Does not feel the service has improved.
- Recently could not use Redi-Ride and had to use Spec-Tran instead.
- CATA should have a supervisor in the area.
- Drivers need to use GPS to assist with more efficient routing.
- Certain schedulers at CATA go above and beyond to assist customers in getting a ride.
- Still have to schedule 5 days in advance
- Still have to use Spec-Tran
- Overall good service is the same

The Committee then discussed the work that Ody Norkin and Todd Sharp recently completed that focused on the student population that uses Redi-Ride. The goal was to discuss alternate ways that students may be afforded transportation that relieve capacity pressure on the Redi-Ride program. The analysis that was discussed by the committee is attached to the notes. Comments from the committee included:

- Financial assumptions used seem inadequate.
- A trip was defined as one ride.
- CATA recently completed a door-to-door procurement process and the cost information they received was higher than the cost used in the example.
- The school service could be segregated from the general population service.
- Need to be able to develop contracts with any service provider.

- Need to remove CATA from millage language to allow for multiple vendors to compete as a provider.
- Concerned that voters may not approve millage if an attempt to segregate students is made.
- Should focus on adding buses and routing efficiencies.
- Township Board has ability to negotiate service with CATA.
- Any extra money should be used to increase capacity.
- Not all students are within the Meridian Township service boundary.
- Should we ask CATA to investigate and prepare a proposal for additional capacity?
- Need to ask more than just CATA.
- Concerned about running out of time to ask voters about a reauthorization of the current millage.
- Need more capacity.
- Should move students to another lower cost transport.
- Need more details and analysis.
- Should ask CATA and others.
- Does the Township in effect want to cover school transportation costs?
- Worried about BRT and backlash against CATA
- Don't want Redi-Ride to be caught in controversy.
- Should place millage on ballot without CATA specifically mentioned.
- Separate bussing of children would work.
- Need more money for more busses.
- CATA will work with Meridian on service changes to current program.
- Need to assess the no cost options just recently approved by the Township Board to see what impact they have to the current service.
- Need additional time to evaluate the changes.
- What is the current CATA fleet composition?
- Cars are not used because of ADA restrictions.
- Vehicle type usually does not impact operational cost.
- Soft costs are more impactful to overall cost of service.
- CATA is confident they could provide detail and answer to a proposal.
- Need to stay focused on capacity issue.
- Proposed school fixes do not solve capacity issue.
- Other communities have longer hours.
- Need more capacity.
- Analysis did not attempt to solve everything, just a starting point for discussion.
- No action by the Township Board has been taken to reauthorize the Redi-Ride millage and/or remove CATA from the ballot language.
- Some committee members would like to recommend that the millage be reauthorized and CATA specifically be removed at the same time.
- Need to hold-off and not rush. A detail analysis is needed before a ballot question is considered.

Based on the previous discussion the Committee requested that the Township Attorney prepare an opinion on the following questions:

- 1) is there a contractual relationship with CATA based on the last ballot question passed with CATA named as the service provider?
- 2) are there legal ramifications of placing a question on the ballot altering the initial or previously passed ballot question?
- 3) will placing a question on the ballot early removing CATA from the ballot question, if passed nullify the current service we operate under with CATA?

Chairman Scales then opened the meeting to the public for comment. Comments included:

- CATA should investigate how cab companies schedule and dispatch.
- Like the idea of separating school kids from general ridership.
- Have higher prices for children.
- CATA drivers are professional union employees.
- Drivers listen and want to help passengers with complaints and concerns.
- Be very careful about privatizations. Very seldom work out as promise.
- CATA has the infrastructure to provide the service.
- Drivers are good and care about passengers.
- Agree that Saturday is very busy.

Following public comment Chairman Scales requested final comments.

- Personal goal is to assure and continue to improve service of Redi-Ride. Believe in public transit. Need extended hours and more busses.
- Not a fan of privatization.
- Need more money to provide additional service on Saturdays.
- Need to have a Township Transportation Committee.
- Need more money; increase the millage.
- Privatization not always bad. Not always about money. Many examples exist where privatization works. Specifications are critical.
- This is not a choice between Redi-Ride and the BRT. Community needs to understand that it is not a request for more money to fund the BRT.

The Committee set the next meeting date for Thursday, June 30, 2016 at the Central Fire Station at 3 p.m. The address for the Central Fire Station is 5000 Okemos Road, Okemos, MI 48864.

The meeting was adjourned at 4:55 pm.

Redi Ride Review Committee
Meeting Notes
June 30, 2016

The meeting was called to order at 3:05 p.m. at the Meridian Central Fire Station located at 5000 Okemos Road, Okemos, Michigan.

The following committee members attended: Meridian Township (M.T.) Trustee Milton Scales, M.T. Trustee Ron Styka and M.T. Trustee John Veenstra, Deb Alexander (CATA rep.) Todd Sharp (School rep.), Diana Paiz Engle, Karla Hudson, Ody Norkin, and Donna Rose.

Chairman Scales started the meeting by offering the public a chance to comment. Comments from the public included:

- Will same day cancellations be allowed?
- Will a revised brochure be printed?
- Will drivers still assist with bags?
- Is there a limit on the number of bags?
- I provide a taxi service in Lansing and wanted to see what the meeting was all about.
- What is the process to be a transportation provider in Meridian?
- Will I be able to bid?
- Very interested in Redi-Ride program and would be able to cut costs and be more efficient as a provider.

With a large number of new visitors the Redi-Ride Review Committee took time to introduce themselves to everyone in the room. The Committee membership thanked everyone for attending the meeting.

It was noted that the requested changes to the Redi-Ride service that were recommended by the RRR Committee and recently approved by the Township Board have not been communicated to CATA. Those changes include:

1. Change the 14 day reservation period to 7 days.
2. Change trip cancellation period from 90 minutes prior to reservation window time to the close of business (5 pm) the day before reservation.
3. Define a "No Show" as a reservation scheduled and not cancelled by any form of acceptable communication to the carrier and the rider did not board the bus during or within the on-time window.

It was also noted that the Township Attorney had not been able to prepare an opinion on the following questions:

- 1) Is there a contractual relationship with CATA based on the last ballot question passed with CATA named as the service provider?
- 2) Are there legal ramifications of placing a question on the ballot altering the initial or previously passed ballot question?
- 3) Will placing a question on the ballot early removing CATA from the ballot question, if passed nullify the current service we operate under with CATA?

An answer to these questions is expected prior to the next meeting (07/21/16) of the Redi-Ride Review Committee by the Township Attorney.

The committee then began its discussion. Comments included:

- Ridership from students seems to have a big impact on the afternoon availability of rides.
- What is the true cost of service for a ride?
- The average taxi ride is \$12
- How does the regional taxi authority play into this discussion?
- What is the necessary time table for placing an issue on the November 2016 ballot?
- The question should not be a rush job.
- The program needs more money.
- Needs to be on the ballot to ask for more money.
- Need to explore other options than just ask for more money.
- Perhaps we need to separate the kids in the afternoon?
- One purpose of the Committee is to examine all the options and then recommend them to the Township Board for consideration.
- CATA is providing additional money into Redi-Ride above and beyond the provided dollars that the dedicated millage generates in Meridian.
- Should we negotiate with CATA?
- We need to wait on the legal opinion.
- Question of reauthorization of the ballot should wait until we have the opinion of the attorney.
- Things should be clear before a recommendation is made to the Township Board.
- Time is running out.
- Township Board will be changing.
- When Township purchases it uses a bid process; why is this different?
- Should we add additional buses to serve during crunch time?
- What would that added cost be?
- The current Township Board will remain in current positions until November.
- We should focus on initial charge to improve service with existing service provider.
- Need to refocus discussion on improving the service.
- Need to get rid of the CATA monopoly.
- With a monopoly the incentive to improve does not exist.

- Prior to this committee the Township never requested to meet and discuss the delivery of the service or requested ways to improve the current model.
- CATA is more than willing to meet with the Township to discuss the program and ways to improve.

A motion was then made by Committee member Ody Norkin and supported by Committee member Donna Rose. The motion read:

The Meridian Redi-Ride Review Committee (RRRC) recommends to the Meridian Township Board that the Township Board place on the November 8, 2016 ballot the question of reauthorization of the .02 mills for the Meridian Redi-Ride program. The term recommended is 2016-2026.

Chairman Scales then asked for discussion on the motion. Discussion included:

- CATA has always been willing to meet and doesn't need the threat of not being the service provider to discuss the program.
- CATA has provided four (4) proposals in the past and never received a response from the Township.
- CATA has been proactive regarding the program.
- Customers have a right to use a private cab or similar service.
- Public dollars should not subsidize a private service.
- What are we asking the Board to do?
- Are we asking for more money?
- Don't believe we are ready for a recommendation.
- Program has been on "auto-pilot".
- I have shared my concerns with the Board and Township Manager months ago.
- Only way to solve problem is to remove CATA from the millage language.
- Incentives work best to improve service.
- Township needs options.
- More rides are needed.
- I was not aware about the four prior proposals from CATA.
- Why is a public vote needed to discuss or correct a business relationship?
- Previous proposals were never answered by the Township.
- Tough for a service provider to change if you have not given them time to change.
- It appear that a communication breakdown has occurred over time.
- Previous letters complaining about service were previously just forwarded to CATA to resolve.
- I like flexibility of not having a specific vendor in the ballot language.
- Capacity is still the core issue.
- I want to ask the Township Board to give the Township the ability to change vendor.
- Funding addition is needed.
- There is not enough rides and the cost is too high.
- Competition has changed.
- Concerned about asking for more with two years left on ballot.

- Transportation committee is a good idea.
- Concerned about issue on the ballot.
- Lots of negativity right now regarding CATA and the BRT.
- Don't want people to confuse BRT with Redi-Ride.
- If ballot were to fail the existing millage would provide funding until it expires.
- After studying several transit millage proposals those with no increase pass 70/30 and those with an increase pass 60/40.
- Anti-BRT community supports Redi-Ride.
- Transit millage proposals in Meridian pass.
- Let's fix it now.
- We should not wait until the Township Board changes.
- Want to solve the issue, but want to do it right.
- Reauthorization of a millage is common practice.
- The RRRC can make a recommendation and the Township Board can always not agree.
- If Township Board asked CATA to open bid would it?
- CATA has bid out services in the past.
- If not CATA, then concerned about safety.
- Need the Township Attorney opinion before deciding.

Committee member Todd Sharp moved to table the motion being considered by the committee. The move to table was supported by Committee member Ron Styka.

Chairman Scales then called for a vote on the motion to table. The vote to table was approved 5 to 4.

Comments after the vote included:

- Need to focus not on the "who", but on the "what" is needed.
- A list of wants has been prepared. Need to find a way to pay for it.
- Adamant about knowing what the cost will be before recommending any changes.
- What are the specifications we are requesting so CATA can provide a price?
- Do we want to serve everyone with a ride whenever they want it?
- How do we get it to run smoothly?
- Do we need to use Spec-Tran for reliable service?
- Ideas and comments from the RRRC are brought back to CATA and discussed.
- CATA is looking into ways to improve and meet the needs identified by the RRRC.
- Some of us can't afford to use Spec-Tran for all our rides.
- Need to know how often people can get a ride. 30% is my guess.
- Need to say what we want.
- Need to ask CATA something specific.
- I enjoy the \$0.60 Redi-Ride fee versus the \$2.50 Spec-Tran fee.
- Concerned that if CATA is not the provider then the \$0.60 fee will be increased.
- Need to add another bus.
- Try it for a 3 month period.

- What would be the cost?
- Cost depends on service model.
- Want unlimited service like Spec-Tran.
- Should private sector provide rides for non-school riders.

Following all of these comments Chairman Scales asked for final public comment. Comments included:

- What is the purpose of the Redi-Ride Service?
- Want earlier time for service. Needs to start at 7 am.
- Want to be a provider and help make the service more efficient.
- Private vendors have insurance, frequent vehicle inspections and require background checks. The Greater Lansing Taxi Authority requires many of these items.
- Private vendors can provide high service and a lower cost.
- All want to work with CATA.
- Need to focus on capacity issue.
- Boundary issue needs to be discussed.
- Need to use common terms on the ballot.

The next meeting of the Redi-Ride Review Committee will take place on July 21, 2016 at the Central Fire Station from 3 to 5 p.m. The Central Fire Station is located at 5000 Okemos Rd. Okemos, MI 48864.

Chairman Scales asked for agenda items for the next meeting and final comments. Those included:

- A business meeting between the Township and CATA is needed.
- Need to discuss contract oversight and the development of transportation committee.
- Boundary limits and a transportation committee should be discussed.
- Student bussing needs more discussion.
- Need to develop a list for CATA and the Township Board.
- Must focus on purpose of committee.
- Give CATA ways to improve.
- Transportation committee is a good idea.
- Should discuss hours of service.

The meeting was adjourned at 4:54 pm.

June 2015 through June 2016 Meridian Redi Ride Trip Denials Because of Capacity (prepared July 11, 2016)

| Month | Total Trips Meridian booked | Capacity Denial | % of Capacity Denial to total bookings | Client Refusals | Client Refusals as % of total booked trips | Days of operation in this month |
|---------|-----------------------------|-----------------|--|-----------------|--|---------------------------------|
| Jun-15 | 1605 | 18 | 1.12% | 0 | 0.00% | 26 |
| Jul-15 | 1498 | 15 | 1.00% | 0 | 0.00% | 26 |
| Aug-15 | 1429 | 21 | 1.47% | 0 | 0.00% | 26 |
| Sept-15 | 1992 | 44 | 2.21% | 1 | 0.05% | 26 |
| Oct-15 | 2346 | 52 | 2.22% | 0 | 0.00% | 27 |
| Nov-15 | 2108 | 39 | 1.85% | 0 | 0.00% | 24 |
| Dec-15 | 2119 | 39 | 1.84% | 0 | 0.00% | 26 |
| Jan-16 | 2379 | 62 | 2.61% | 4 | 0.17% | 25 |
| Feb-16 | 2368 | 76 | 3.21% | 17 | 0.72% | 25 |
| Mar-16 | 2476 | 61 | 2.46% | 13 | 0.53% | 27 |
| Apr-16 | 2154 | 27 | 1.25% | 6 | 0.28% | 26 |
| May-16 | 2311 | 55 | 2.38% | 7 | 0.30% | 26 |
| Jun-16 | 1769 | 27 | 1.53% | 1 | 0.06% | 27 |
| Total | 26554 | 536 | 2.02% | 49 | 0.18% | |

| Meridian Redi-Ride (3-23-15 to 3-20-16) | | | | |
|--|----------------------|-----------------------|--------------|---------------------------------------|
| School | Pick Ups - Scheduled | Drop Offs - Scheduled | Total | Percentage of Total Meridian RR Trips |
| St. Martha's School | 802 | 107 | 909 | 3.79% |
| Chippewa Middle School | 1340 | 52 | 1392 | 5.81% |
| Okemos High School | 1060 | 437 | 1497 | 6.25% |
| Bennett Woods Elementary | 416 | 23 | 439 | 1.83% |
| Haslett Middle School | 155 | 27 | 182 | 0.76% |
| Haslett High School | 232 | 252 | 484 | 2.02% |
| Kinewa Middle School | 1073 | 180 | 1253 | 5.23% |
| Cornell Elementary | 1139 | 92 | 1231 | 5.14% |
| Ralya Elementary | 51 | 11 | 62 | 0.26% |
| Murphy Elementary | 2 | 2 | 4 | 0.02% |
| Hiawatha Elementary | 49 | 7 | 56 | 0.23% |
| Edgewood Elementary | 212 | 216 | 428 | 1.79% |
| Wilkshire Elementary | 0 | 0 | 0 | 0.00% |
| Central Elementary - Okemos Public Montessori at Central | 0 | 1 | 1 | 0.00% |
| Total Meridian Redi-Ride: School Related Trips | 6531 | 1407 | 7938 | 33.14% |
| Total Number of Meridian Redi-Ride Trips | | | 23955 | |

From: [Debbie Alexander](#)
To: [Derek Perry](#)
Cc: [Frank Walsh](#)
Subject: Meridian Redi Ride number of buses by hour
Date: Monday, May 16, 2016 9:13:45 AM

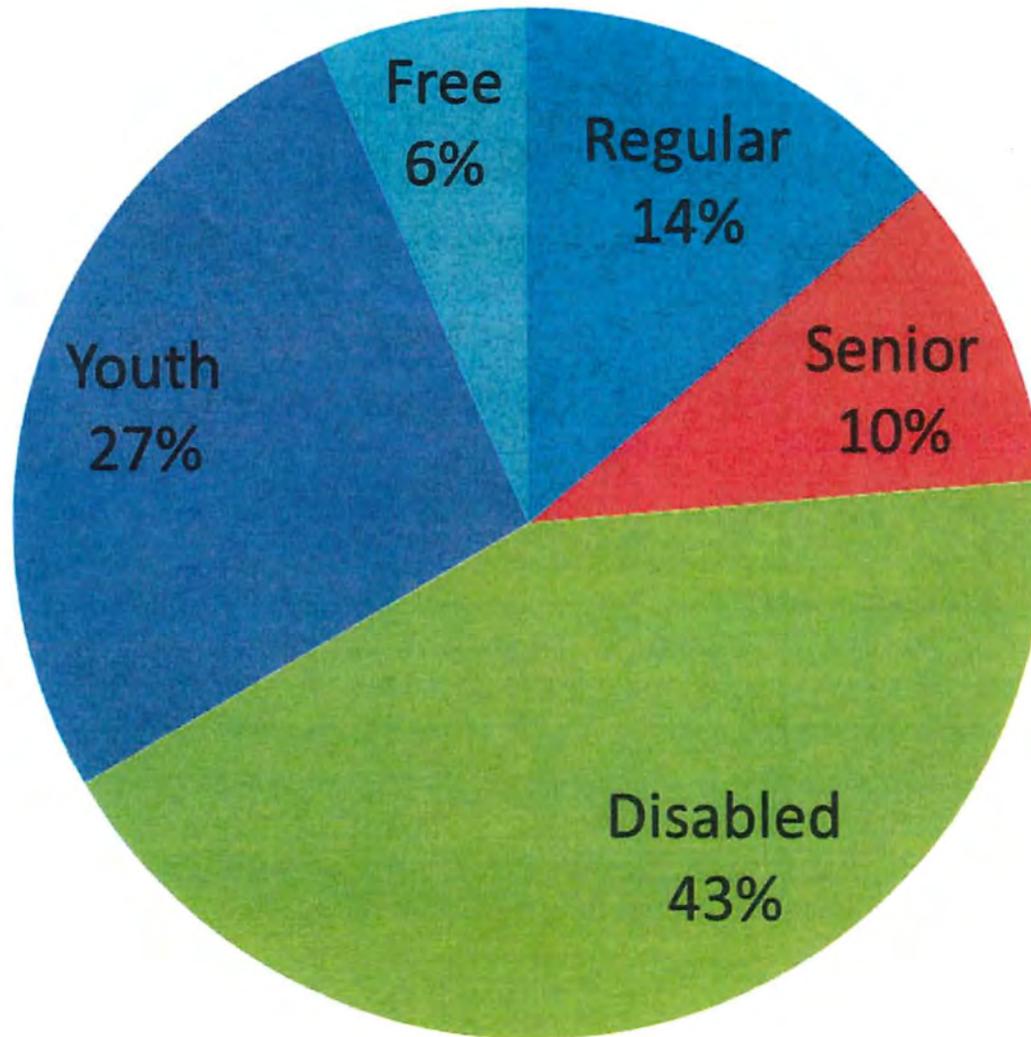
Derek, the Redi Ride Committee asked me to provide the number of buses available by time of day. Here it is:

8:30am – 8:45am – 1 bus
8:45am – 9:45am – 2 buses
9:45am – 1:15pm – 3 buses
1:15pm – 4:15pm – 4 buses
4:15pm – 4:30pm – 3 buses
4:30pm – 5:15pm – 2 buses
5:15pm – 5:30pm – 1 bus

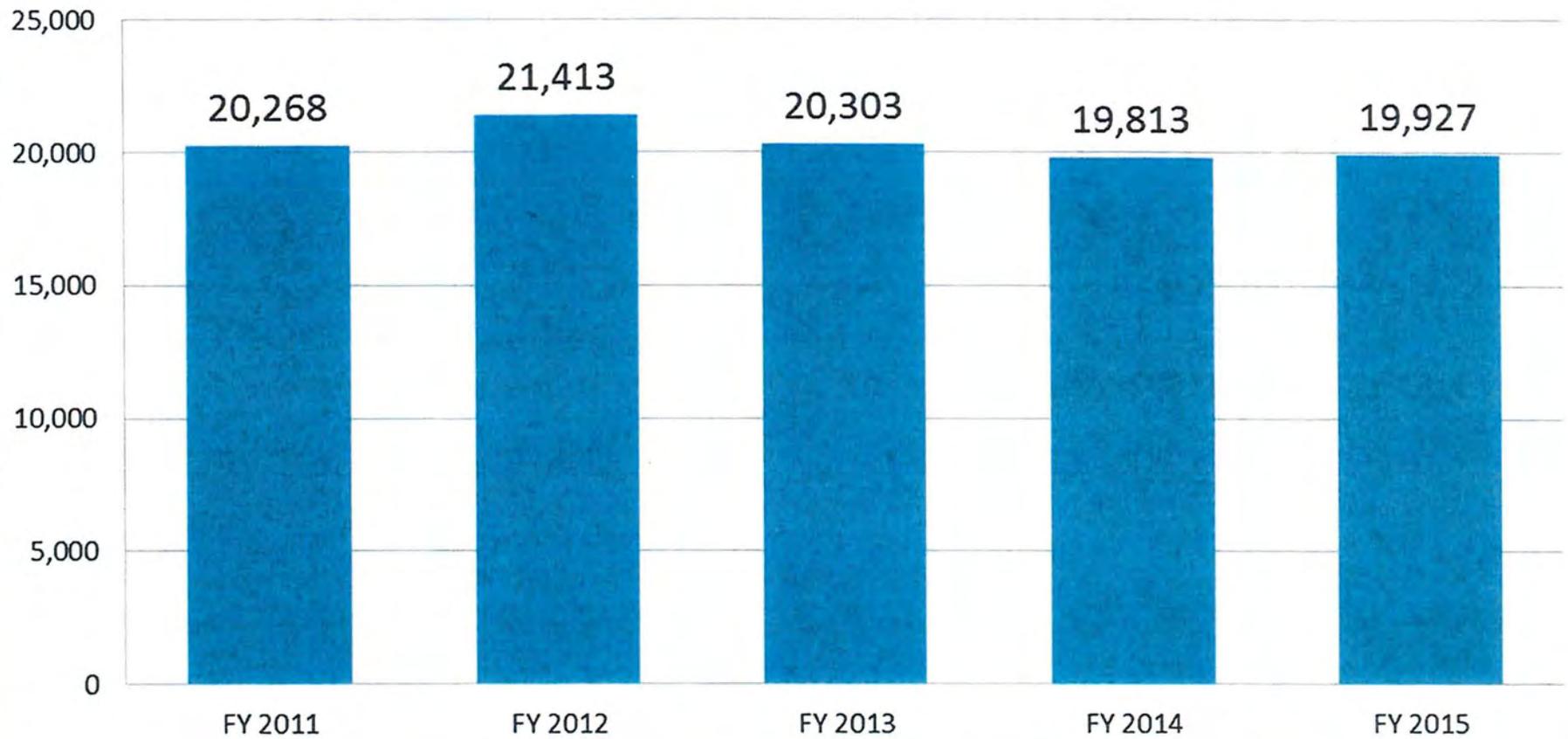
Please provide this information to the Committee.

Debra Alexander
Assistant Executive Director
Capital Area Transportation Authority
4615 Tranter Street
Lansing, MI 48910
517.394.1100 (office)

Percentage of Meridian Redi-Rides by Type: FY 2015



Meridian Redi-Ride Annual Ridership



MEMORANDUM

TO: Township Board

FROM: Milton L. Scales, Township Trustee
Redi-Ride Review Committee Chairperson

DATE: June 2, 2016

RE: Redi-Ride Recommendations

As you may recall, the Redi-Ride Review Committee was created by the Township Board and consists of the following members: Trustee Ron Styka, Trustee John Veenstra, Deb Alexander (CATA), Todd Sharp (Schools), Cherie Wisdom (Senior Center), Diana Paiz Engle, Karla Hudson, Ody Norkin, Donna Rose and myself.

The RRRC has been meeting since January of 2016 and focusing on three specific questions: What was Redi-Ride established to do? Is the goal relevant today? And what is needed today?

At its most recent meeting, the RRRC voted to recommend that the following items be presented to the Township Board for potential action and implementation by CATA.

1. Change the 14 day reservation period to 7 days.
2. Change trip cancellation period from 90 minutes prior to reservation window time to the close of business (5 pm) the day before reservation.
3. Define a "No Show" as a reservation scheduled and not cancelled by any form of acceptable communication to the carrier and the rider did not board the bus during or within the on-time window.

On Tuesday night, I will present the three items and a detailed explanation behind each recommendation to the Township Board.

MEMORANDUM

TO: Township Board

FROM: Milton L. Scales, Township Trustee
Redi-Ride Review Committee Chairperson

DATE: July 29, 2016

RE: Redi-Ride Recommendations

As you may recall, the Redi-Ride Review Committee was created by the Township Board and consists of the following members: Trustee Ron Styka, Trustee John Veenstra, Deb Alexander (CATA), Todd Sharp (Schools), Cherie Wisdom (Senior Center), Diana Paiz Engle, Karla Hudson, Ody Norkin, Donna Rose and myself.

The RRRC has been meeting since January of 2016 and focusing on three specific questions: What was Redi-Ride established to do? Is the goal relevant today? And what is needed today?

At its most recent meeting on July 21, 2016, the RRRC voted and approved by a 6 to 4 vote the following motion:

“The Meridian Redi-Ride Review Committee recommends to the Meridian Township Board that the Township Board place on the November 8, 2016 ballot the question of authorizing the replacement of the current Redi-Ride millage with a new authorization that increases the millage and that allows the Board to seek a provider.”

In addition, the RRRC voted and approved by a 10 to 0 vote that the Meridian Township Board approve the creation of a Transportation Commission.

On Thursday night, I will present the two items so that each recommendation to the Township Board may be considered and discussed for future formal action.

Aug. 15, 2016

Dear Friend:

Capital Area Transportation Authority ("CATA") partners with your township to provide Redi-Ride service. Redi-Ride provides curb-to-curb public transportation service on a reservation basis to and from locations within your township. As demand for Redi-Ride service continues to grow, CATA is implementing efficiencies that will allow us to serve more customers and better utilize its resources.

Currently, customers are permitted to book rides 14 days in advance of a desired trip. We have found that this is too far in advance for some customers, leading to cancelled or missed trips. Missed trips, which we call "no-shows," burden our limited resources and our ability to book trips for those who want service. In 2015, nearly 30 percent of scheduled Redi-Ride trips were not taken.

To better serve you, Redi-Ride reservations will not be accepted more than 7 days in advance of the requested trip. While we understand that you may, from time to time, need to cancel your reservation, we now require you to do so by 5 p.m. the day before a scheduled trip Tuesday through Saturday and by 5 p.m. the Saturday prior to a Monday trip. Customers will not be permitted to cancel a reservation for a same-day ride. Failure to follow the cancellation procedure will result in penalties under our no-show rules. These changes in ride-reservation and cancellation procedures are effective Aug. 29, 2016.

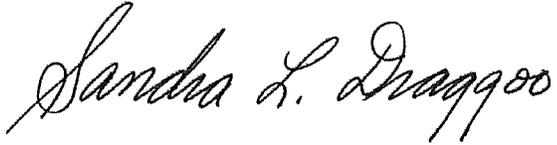
Reservations and cancellations can be made by calling our Paratransit Department at 517-394-CATA (517-394-2282).

A copy of CATA's no-show rules is enclosed. It is also available for download on our website at www.cata.org or by contacting our Customer Service Department at 517-394-1000.

We look forward to continuing to provide this essential public service and ensuring mobility options for township residents. Should you have any questions pertaining to Redi-Ride, please feel free to contact our Paratransit Department at

517-394-CATA (517-394-2282) during the hours of 6:30 a.m. – 5 p.m. Monday through Friday, and 8 a.m. – 5 p.m. on Saturday.

Sincerely,

A handwritten signature in black ink that reads "Sandra L. Draggoo". The signature is written in a cursive style with a large initial 'S' and a long, sweeping underline.

Sandra L. Draggoo
CEO/Executive Director

Encl.

**CAPITAL AREA TRANSPORTATION AUTHORITY
NO-SHOW RULES FOR CURB-TO-CURB SERVICES
EFFECTIVE AUG. 29, 2016**

Individuals using CATA's curb-to-curb services may receive sanctions if there is a pattern or practice of missing scheduled trips by not being at the pickup location and boarding the vehicle when scheduled or by late cancellation of a scheduled trip. These missed trips are "no-shows." Having three no-shows within 30 days is considered a pattern or practice of no-shows. Sanctions for no-shows include suspension from use of curb-to-curb services, restrictions as to time or use of services to address the problem, or fines as an alternative to suspension or restrictions.

CATA's curb-to-curb services include **Redi-Ride, CATA Rural Service, Connector Services, the MSU Lot Link and Night Owl**, and other demand-response services that may be established and designated as curb-to-curb.

Definition

The CATA vehicle is to arrive at the pickup location within a 15-minute on-time window that begins 5 minutes before and ends 10 minutes after the scheduled pickup time. The customer is to board promptly on arrival. After arriving within the on-time window, the driver will wait up to 5 minutes for a customer who is not at the pickup location.

A no-show is defined as a customer's failure to board a CATA vehicle that arrives on-time as well as a customer's failure to timely cancel a scheduled trip, as follows:

- A customer will be considered a no-show if the CATA vehicle arrives within the on-time window and the customer fails to board the vehicle within 5 minutes of arrival.
- A customer has a no-show if the customer cancels a scheduled trip without sufficient notice to CATA no later than 5 p.m. on the scheduling day prior to the scheduled trip. CATA's curb-to-curb scheduling days are Monday

through Saturday (excluding holidays). Generally, Tuesday through Saturday trips must be canceled by 5 p.m. the day prior to the trip. Trips scheduled for Monday must be canceled by 5 p.m. the prior Saturday. Trips scheduled for the day after a holiday must be canceled by 5 p.m. the day prior to the holiday or by 5 p.m. the Saturday prior to a Monday holiday. Holidays are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

- Customers may call to reserve a trip later that same day. A same-day reservation may not be canceled and will result in a no-show if not taken by the customer.

No-shows, including no-shows by late cancellations, waste CATA's resources and prevent other customers from being able to schedule or use curb-to-curb services.

- Examples of No-Shows:
 - A customer calls Wednesday morning and schedules a Redi-Ride trip for 3 p.m. later that day. The driver arrives at 3:02 p.m. and will wait 5 minutes until 3:07 p.m. for the customer to board the vehicle. If the customer does not board, the customer is considered as having a no-show.
 - A customer calls Saturday afternoon and schedules a Redi-Ride trip for 9 a.m. the following Monday. The customer decides not to take the trip and cancels at 7 a.m. Monday morning. The customer is considered as having a no-show. In this example, the customer would have had to cancel by 5 p.m. Saturday to avoid having a no-show.
 - A customer calls Thursday morning and schedules a CATA Rural Service trip for the next day at noon. The vehicle arrives at 11:55 a.m. If the customer fails to board the vehicle within 5 minutes (by noon), the customer is considered as having a no-show.

It is Important to Cancel Trips that You Will Not be Taking!

It's easy to cancel trips.

CATA makes it easy to cancel trips! Please call 517-394-CATA (517-394-2282) by 5 p.m. the scheduling day before your trip to cancel and avoid having a no-show. Call to cancel by 5 p.m. Saturday for trips the following Monday. Call by 5 p.m. the scheduling day before a holiday for a trip the day after the holiday.

A No-Show May Cancel Other Trips on the Day of the No-Show

If a customer has a no-show, all other trips scheduled for the customer that day may be canceled by CATA.

Suspensions

The decision to classify a no-show as excused or unexcused will be effective when made by the Paratransit Supervisor. A no-show may be excused due to extraordinary circumstances or cause beyond the customer's control that could not have reasonably been anticipated. An excused no-show will not be considered a no-show.

Customers who accumulate three or more no-shows within a 30-day period will be subject to suspension of CATA curb-to-curb services, as follows:

- A third no-show within 30 days will result in a warning letter.
- A fourth no-show within 30 days will result in a suspension of CATA curb-to-curb service for one week.
- A fifth no-show within 30 days will result in suspension of CATA curb-to-curb service for 2 weeks.
- The sixth no-show and any subsequent violations will result in suspension of CATA curb-to-curb service for 4 weeks.

Alternative Restrictions

In unusual circumstances, where there is a pattern or practice of no-shows related to particular locations, events, times or type of service, restrictions as to time or place of service may be imposed as a sanction to address the no-show problem. Such sanctions will only be imposed where there are multiple prior sanctions for having three or more no-shows within a 30-day period and where the Director of Operations has determined that restrictions as to time and place of service are appropriate to address the no-show problem.

Alternative to Suspension

A customer facing suspension from CATA's curb-to-curb services may offer to pay CATA the service charge that CATA sets for trips that are no-shows. As of August 2016, the charge is set at \$25 per trip. This charge may be adjusted by CATA. CATA will refuse partial payments and may refuse to accept payment from customers with repeat sanctions. When CATA refuses to accept payment, the suspension will be enforced.

Notification to Customers Regarding No-Shows Within 30 Days

First no-show: CATA will contact the customer by phone and advise the individual of its no-show rules as well as the date and time of the customer's no-show.

Second no-show: CATA will contact the customer by phone and letter with the dates and times of no-shows.

Third and subsequent no-shows: CATA will inform the customer by phone and a letter of the suspension with documentation of the no-shows within 30 days, the dates the suspension begins and ends, and information about how to appeal the suspension.

Appealing a Proposed Suspension or Restrictions

The customer, or a relative or friend authorized to act on the customer's behalf, may appeal sanctions by filing a written appeal with the Paratransit Supervisor within 15 days of the date of the suspension letter. The Paratransit Supervisor will forward the appeal to the Customer Service Manager, who may conduct a review or appoint an individual or a panel of up to three individuals to review the appeal. The individuals who review the appeal may not have been involved in the decision to suspend service or impose restrictions. The review process will include an opportunity for the customer and others involved to be heard and to present information and arguments. The customer who appeals shall be given written notification of the decision and the reason for the decision.

If an appeal is filed, sanctions will be postponed pending the outcome of the appeal.

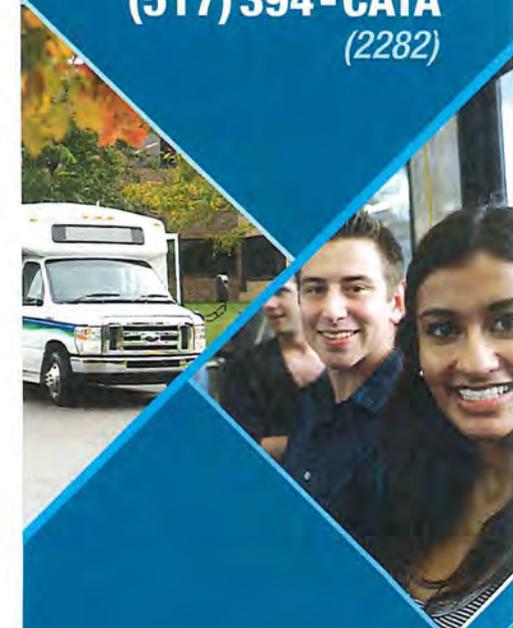
An appeal may be denied as untimely if a customer fails to make the appeal within the 15-day time limit.

A decision made through the above appeal process shall be considered final, except that the CATA CEO/Executive Director shall have authority to review and reduce sanctions.

Meridian REDI-RIDE

Meridian Redi-Ride is CATA's advance reservation, curb-to-curb service within Meridian Township.

Call for a ride:
(517) 394-CATA
(2282)



Redi-Ride Fares

(for a one-way trip)

Regular Fare \$1.25

Discounted Fare 60¢

- **Medicare card holders** with valid card
- **Students** with valid college or CATA Student ID Card (ID not required for students 12 years and under)
- **Seniors** (62-plus years) with valid CATAclub Card
- **Persons with Disabilities** with valid CATAclub or ADA Card

Children **FREE**

(under 42" tall w/adult)

Transfers

Transfers to CATA's fixed-route services are free. When transferring to a higher-fare service (such as CATA Rural Service), the difference in fare must be paid when you give the driver your transfer.



Rider Alerts

Receive up-to-the-minute information on route changes by subscribing to the online service at cata.org. Alerts are also posted online for your convenience.



Schedule Formats

Schedules are also available in these formats:

- Downloadable audio files at cata.org
- Large print by calling (517) 394-1000



Holiday Schedule

CATA does not operate on:

- New Year's Day
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Title VI: CATA services are provided in accordance with Title VI (of the Civil Rights Act of 1964), without discrimination based on race, color, national origin, or other prohibited bases.



cata.org & Trip Planner

Visit our redesigned, responsive website to obtain service and fare information, purchase a pass, access Rider Alerts and use our fixed-route Trip Planner program.



Accessibility

All buses are equipped with wheelchair ramps or lifts.

Service animals (i.e. guide dogs) accompanying our customers are welcome on all CATA vehicles.



Customer Information

- CTC Customer Information Center
7am to 7pm Monday-Friday
9am to 5pm Saturday & Sunday
- (517) 394-1000
- info@cata.org
- Michigan Relay Center Voice TDD:
(800) 649-3777

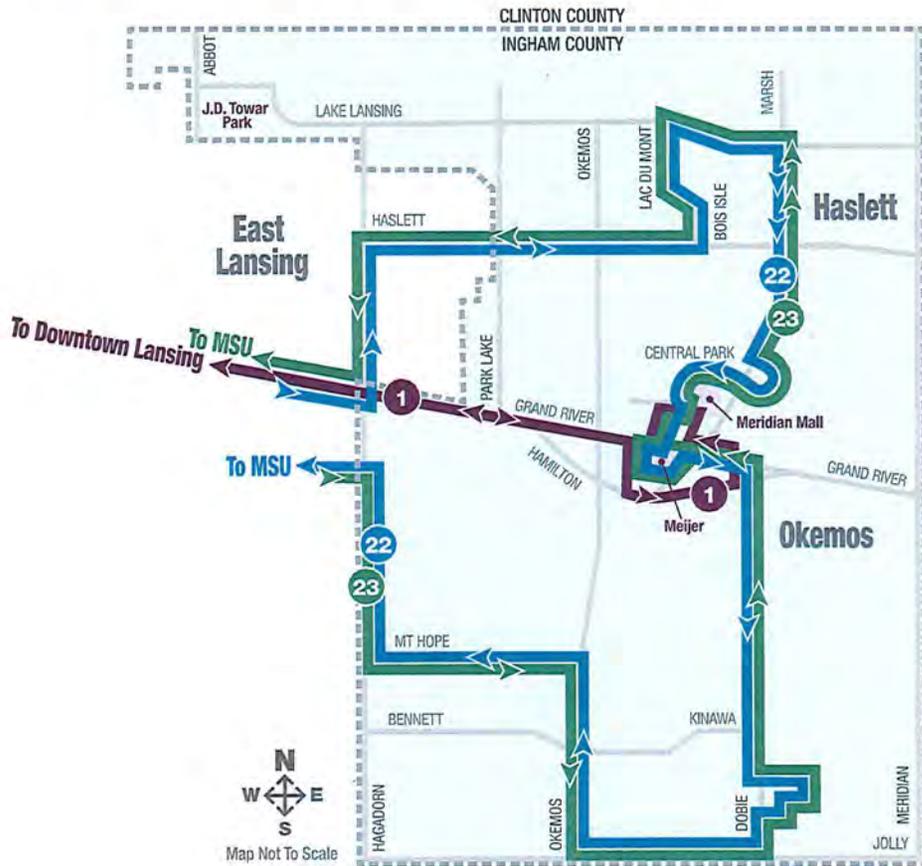
 facebook.com/rideCATA

 twitter.com/rideCATA

Ride with us!

Meridian Redi-Ride

MONDAY – SATURDAY 9 a.m. to 5 p.m.



MAP LEGEND

- Meridian Redi-Ride Service Area
- Route 1
- Route 22
- Route 23

What's Changed?

Effective August 29, 2016:

- Advance reservations will be limited to no more than seven days prior to any desired trip date(s).
- Ride cancellations must be made no later than 5 p.m. the day before a scheduled trip. See below for details.

Travel within the township & beyond

Use Meridian Redi-Ride to travel within Meridian Township, or to connect with the following CATA fixed-route buses at the Meridian Mall for service to downtown Lansing, East Lansing and MSU.

- 1** Downtown Lansing – Meridian Mall
- 22** MSU – Haslett – Okemos
- 23** MSU – Okemos – Haslett

Transfers to the Williamston/Webberville Connector may also be made at the Meridian Mall.

Meridian Redi-Ride will not provide transportation to or from schools when school bus transportation is available to a student.

CATA is committed to on-time performance. Unexpected delays may occur due to traffic, weather, trains, etc.

Call (517) 394-CATA (2282)

The Redi-Ride phone line is open:

Monday – Friday: 6:30 a.m. to 5 p.m.
Saturday: 8 a.m. to 5 p.m.

To schedule a ride

- CATA requires that trips be scheduled a minimum of four hours in advance of the desired pickup times.
- Monday morning rides needed before 10:30 a.m. must be scheduled no later than 5 p.m. on Saturday.
- Rides needed Tuesday through Friday before 10:30 a.m. or before noon on Saturday must be reserved before 5 p.m. the day before.
- Trips are scheduled in the order requests are received and are limited to availability of space on the bus.
- Advance reservations will be limited to no more than seven days prior to any desired trip date(s)

To cancel a ride

(Effective August 29, 2016)

- Ride cancellations must be made no later than 5 p.m. the day before the scheduled trip.
- Monday trips must be cancelled by 5 p.m. Saturday.
- Failure to follow the cancellation procedure will result in penalties in accordance with CATA's no-show rules. A copy of these rules is available online at cata.org.

Meridian Township

CATA Services Presentation



CATA's Fixed Route System

Large Bus Service

- ▶ 32 Fixed Route Lines
 - Lansing/East Lansing/Meridian Township: Route 1
 - Lansing Routes: 2–16
 - East Lansing/Meridian Township Routes: 20–26
 - MSU Routes: 30–36 & 39
 - Commuter Routes
 - 46 (Mason Limited)
 - 48 (Williamston–Webberville Limited)

- ▶ FY 2016 Fixed Route Ridership: 10,388,528



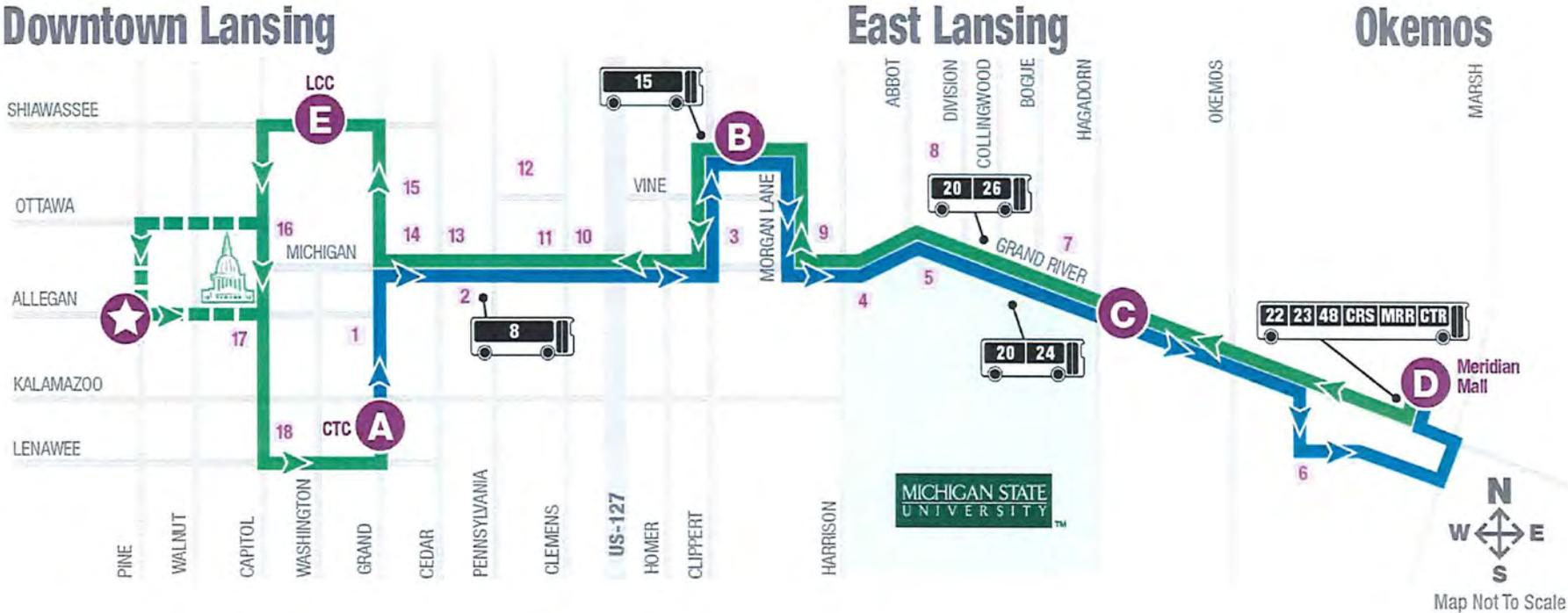
CATA Paratransit Services

Small Bus Service

- ▶ 11 Unique Paratransit Services
 - 6 Directly Operated Services
 - Spec-Tran
 - Delhi Redi-Ride
 - Delta Redi-Ride
 - Meridian Redi-Ride
 - Lot Link (MSU)
 - Night Owl (MSU)
 - 5 Contracted Services
 - Spec-Tran
 - CATA Rural Service – CRS
 - Mason Connector
 - Mason Redi-Ride
 - Shopping Bus
- ▶ FY 2016 Paratransit Ridership: 507,618
- ▶ Total Passenger Trips Taken on CATA in FY 2016: 10,896,146

Fixed Route Service – Route 1

Downtown Lansing – Meridian Mall



Fixed Route Service – Route 1

Downtown Lansing – Meridian Mall

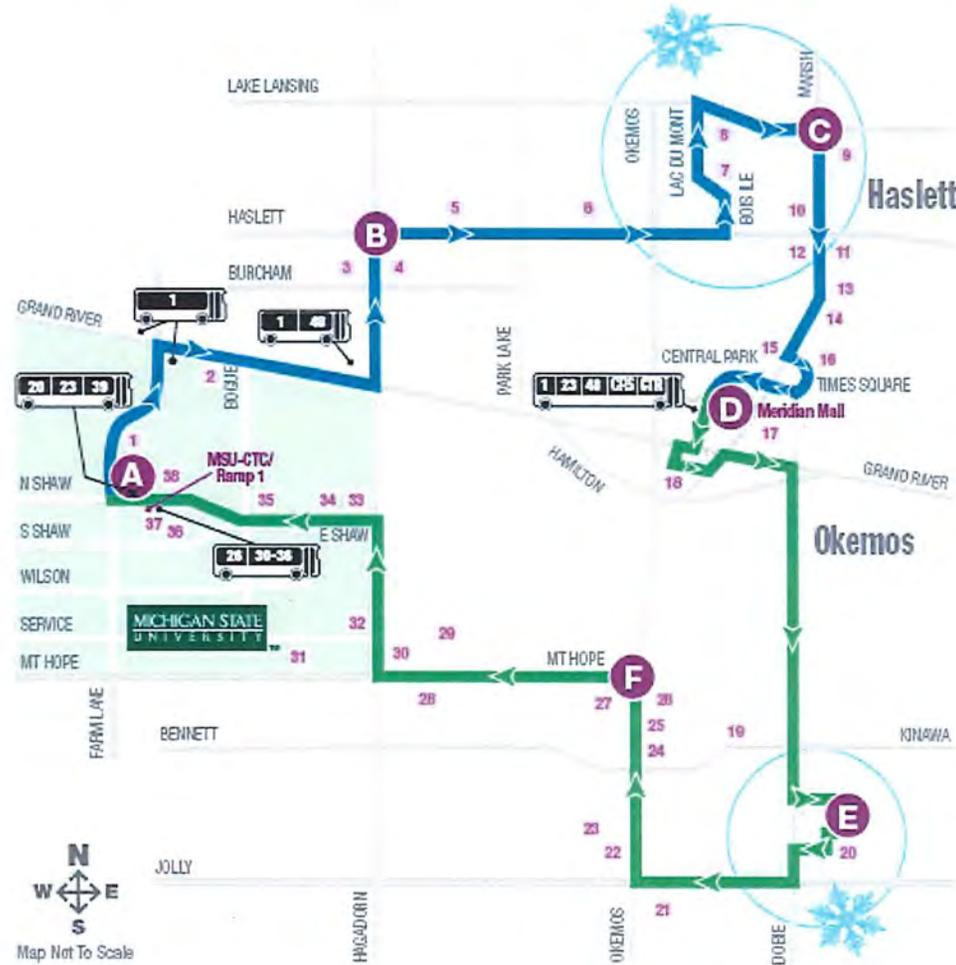
- ▶ **Span of Service**
 - Monday – Friday: 5:25 AM to 11:35 PM (Out of School), 1:35 AM (In School)
 - Saturday: 8:00 AM to 11:35 PM (Out of School), 1:35 AM (In School)
 - Sunday: 8:52 AM to 7:31 PM (All Year)

 - ▶ **Frequency**
 - Monday – Friday:
 - 9 – 15 Minutes (5:00 AM – 8:00 PM)
 - 20–25 Minutes (After 8:00 PM)
 - Saturday/Sunday: 15–20 Minutes (All Day)

 - ▶ **Transfer Opportunities**
 - Downtown Lansing: Routes 1–5 & 7–16
 - Pennsylvania Avenue: Route 8
 - Frandor Shopping Center: Route 15
 - Harrison Road: Routes 15, 20, 25, 31 & 34
 - Collingwood: Routes 20, 22, 24 & 26
 - Meridian Mall: Routes 22, 23, 48, CATA Rural Service, Meridian Redi-Ride

 - ▶ **FY 2016 Ridership**
 - 1,646,327
- 

Fixed Route Service – Route 22 MSU–Haslett–Okemos



Fixed Route Service – Route 22 MSU–Haslett–Okemos

- ▶ **Span of Service**
 - Monday – Friday: 6:00 AM to 10:00 PM
 - Saturday: 7:50 AM to 8:05 PM

- ▶ **Frequency**
 - Monday – Friday:
 - 35 Minutes (6:00 AM – 5:20 PM)
 - 70 Minutes (After 6:30 PM)
 - Saturday: 70 Minutes

- ▶ **Transfer Opportunities**
 - Meridian Mall: Access to Routes 1,23,48 & CATA Rural Service.
 - Grand River: Access to Route 1 and Route 48.
 - MSU: Access to Routes 20, 23, 26, 30–36 & 39.

- ▶ **FY 2016 Ridership**
 - 137,252



Fixed Route Service – Route 23 MSU–Okemos–Haslett



Fixed Route Service – Route 23 MSU–Okemos–Haslett

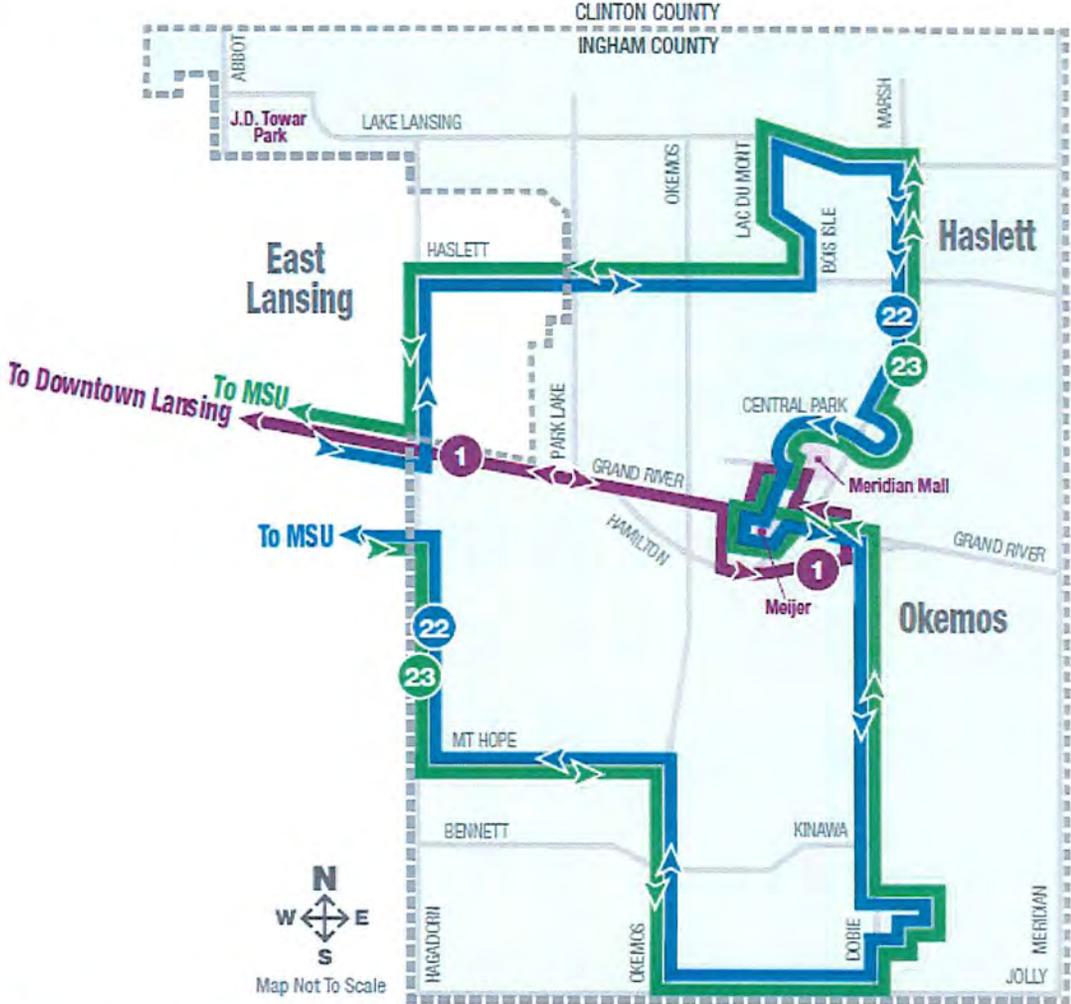
- ▶ **Span of Service**
 - Monday – Friday: 6:00 AM to 10:00 PM
 - Saturday: 7:50 AM to 8:05 PM

 - ▶ **Frequency**
 - Monday – Friday:
 - 25–35 Minutes (6:00 AM – 6:30 PM)
 - 70 Minutes (After 6:30 PM)
 - Saturday: 70 Minutes

 - ▶ **Transfer Opportunities**
 - Meridian Mall: Access to Routes 1,22,48 & CATA Rural Service.
 - Grand River: Access to Route 1 and Route 48.
 - MSU: Access to Routes 20, 22, 26, 30–36 & 39.

 - ▶ **FY 2016 Ridership**
 - 138,595
- 

Demand Response Service – Meridian Township Redi-Ride

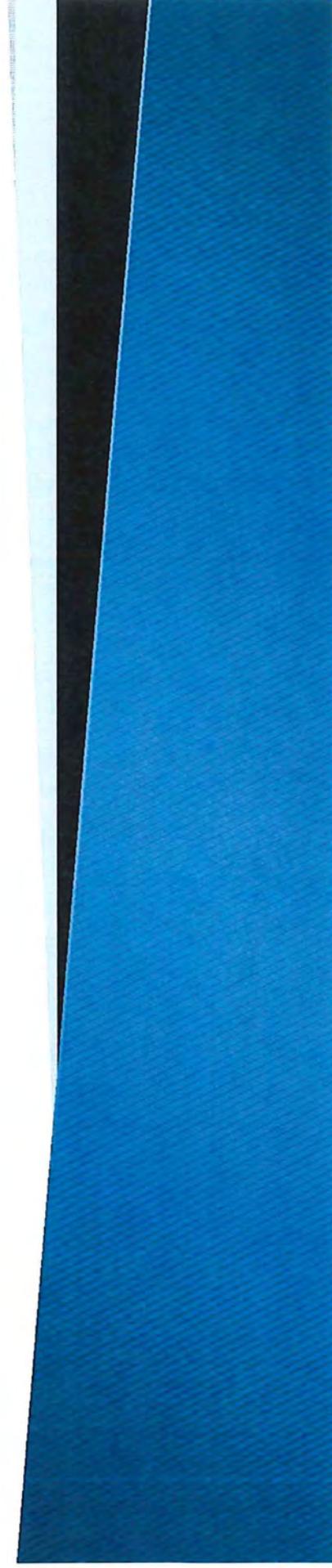


Demand Response Service – Meridian Township Redi-Ride

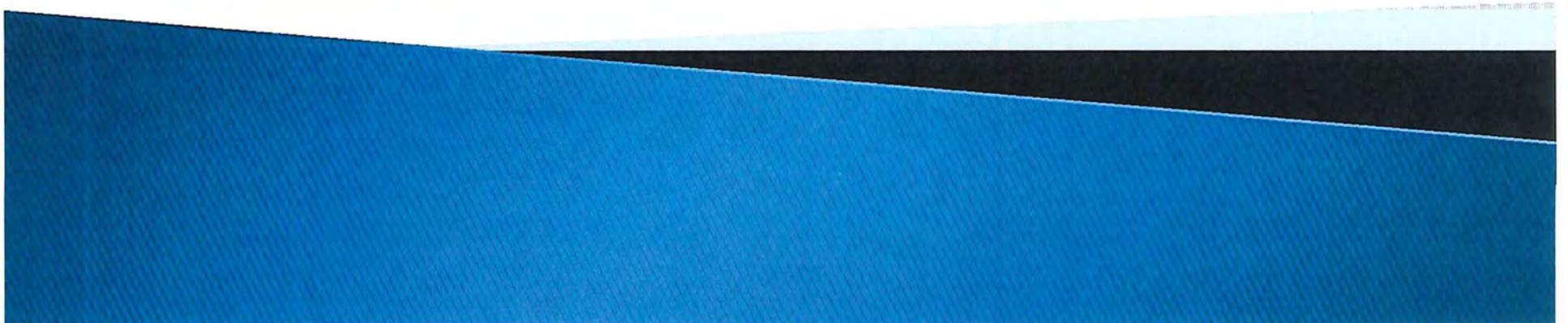
- ▶ An advanced reservation, curb-to-curb service within Meridian Township's service area.
- ▶ Primarily funded by a two-tenths (0.2) mil property tax millage approved by Meridian Township voters for additional service.
 - Millage provided \$320,000 in FY 2016
- ▶ Span of Service
 - Monday – Saturday
 - 9:00 AM to 5:00 PM
- ▶ To Schedule a Trip
 - Call (517) 394-CATA (2282)
 - Offices Open
 - Monday – Friday: 6:30 AM to 5:00 PM
 - Saturday: 8:00 AM to 5:00 PM
- ▶ Fiscal Year 2016 Ridership
 - 19,874



Questions?



Meridian Redi-Ride Discussion



No Show Rules

Prior to August 29, 2016:

▶ *Scheduling Rides*

- Rides could be scheduled up to fourteen (14) days in advance.
- Same day rides required four (4) hour advance notice.

▶ *Canceling Rides*

- Cancellations could be made up to ninety (90) minutes before scheduled ride. Rides canceled or not taken after the ninety (90) minute window were considered “no-shows.”

▶ *“No-Show” Penalties*

- There were no penalties assessed for accumulated “no-shows.”



No Show Rules

Changes Effective August 29, 2016:

▶ Scheduling Rides

- Rides could be scheduled up to seven (7) days in advance.

▶ Canceling Rides

- Cancellations must be made by 5 p.m. the day before and by 5 p.m. on Saturday for Monday rides. (Excluding holidays) Rides canceled outside of the 5 p.m. window will be considered a “no show.”
- A customer’s failure to board the vehicle within five (5) minutes after the vehicle arrives will also be considered a “no show.”

▶ “No Show” Penalties*

- Third “no show” within a thirty (30) day rolling period: warning letter
- Fourth “no show”: service suspended for one (1) week
- Fifth “no show”: service suspended for two (2) weeks
- Sixth and subsequent “no show”: service suspended of four (4) weeks

**Extenuating circumstances taken into consideration. Customers have the right to appeal each “no show.”*

No Show Rules

Recommendations:

- ▶ Occurrences of “no shows” have increased, largely due to last-minute changes.
- ▶ Remove restriction on same-day cancellations.
- ▶ Modify rule to allow cancellations up to four (4) hours in advance of ride.



No Show Rules

Recommendations *(continued)*:

- ▶ “No Show” infractions will drastically reduce if same-day cancellations are reinstated
 - Example: Thirteen “no show” infractions dropped to one (1) if four (4) hour cancellation rule was in place (Data from February 6–20, 2017.)
 - Improved results still depend on customer riding habits.
- ▶ **OUR GOAL:** Reduce “NO SHOWS” and get those seats filled by others who want the ride.



Thank you



July 13, 2017

Meridian Transportation Commission Recommendation on Redi-Ride Service Program-DRAFT

Near-Term Recommendation

- Due to the impending 12/2018 CATA Redi-Ride millage renewal, certain suggestions are recommended to be acted on/implemented within the next 8-12 months
- Draft new, updated Service Agreement between Meridian Twp and CATA for Redi-Ride services to be provided with an agreement expiration date of 12/2018
- Utilizing relevant best practices from similar on-demand transit program contracts/agreements from other transit agencies within the state, this updated Service Agreement should include:
 - Regular reporting by CATA to Meridian Twp on the Redi-Ride program, including but not limited to ridership, fare box proceeds, costs/expenses, capacity/demand limitations, on-time and rider cancelation data, and recommendations for improving service and responding to resident feedback/input...accountability measures
 - Data collection and analysis to continuously improve Redi-Ride services
 - Regularly scheduled meetings between CATA and Meridian Township to promote a constructive relationship and direct involvement with CATA mobility manager/staff for improved scheduling and alternative ride options
 - Require technology upgrades or commitments for development of technology upgrades like bus tracking and online/mobile access to booking rides
- In addition to the development of an updated Service Agreement document and following receipt of tracked data and analysis from CATA on peak demand time frames, request cost estimates for:
 - Additional bus equipment to alleviate capacity problems – what are the high demand time periods and what is the cost for an additional bus to run during those peak times to accommodate demand
 - Additional/extended hours of service beyond current 5 PM limit – what is the cost per bus for each hour of service beyond 5 PM
 - Additional staffing for dedicated phone access and/or scheduling improvements/routing efficiencies
 - Online and mobile technology upgrades to improve efficiency and rider experience
 - Options for reducing current 4-hour advance booking window/options for “real-time” ride booking

Medium-Term Recommendation

- Suggest that the CATA Redi-Ride millage renewal in 2018 only be authorized for a 3-5 year time period, coordinated with other expected township ballot initiatives
 - Based upon some of the changing dynamics in area transit options, i.e., improved mobility management techniques, transportation network company involvement in the transit space, and the potential for a statewide roll-out of the new non-medical emergency care mobility management program could all

impact the effectiveness and/or redundancy of the Redi-Ride program in its current form

- Need for hard data on use and demand deficiencies within the current program and options/recommendations and costs related to alleviating those concerns, whether those be from tax, fare box, or vendor efficiencies...or a combination of those sources – allows time for resident input and education
- Provides opportunity to evaluate the effectiveness of the proposed new accountability and transparency measures with CATA

Long-Term Recommendation

- Following interim millage renewal period (3-5 years), plan for a long-term (10 year) millage vote
 - Evaluate service and technology improvements/responsiveness/accountability from CATA to determine provider effectiveness going forward
 - Decide on service enhancements/changes that require additional financial support that can be built into/added to millage request or adjustment to fares at that time
 - Determine any needed changes in service/program parameters based upon transit market/environment

Mark Kieselbach

From: Karla Hudson <hudson.kc@live.com>
Sent: Wednesday, August 16, 2017 9:49 AM
To: Chris Hackbarth (chackbarth@mml.org); Mark Kieselbach
Subject: Meeting agenda and edits

Hi Chris and Mark,

These are my edits for the Redi-ride document. Also, I have not received an agenda for tomorrow's meeting.

Best,

Karla Hudson

Near Goals

1. CATA must be diligent on enforcing the rules it stated in its original agreement with our township to only transport school children home if they live ½ mile from school or who are being transported to other schools for special events. We should receive a periodic report and to make sure CATA continues to follow this agreement. Discuss overall policy of children using Redi-ride.
2. Residents need to know somehow when their bus is approaching, so they don't have to wait outside in inclement weather.
3. Township should expect accurate reports about ridership numbers, whenever a customer doesn't take a ride because times available don't work out for them, any time the buses are at full capacity, and so forth. When the rider requests a 4:00 ride and is offered a 2:00 ride instead that should be recorded as not meeting the riders transportation need not as a denial that the passenger did not want the ride.
4. We need to know the exact price to run the service with our current millage.
5. We need CATA to help improve efficiencies. Recognizing that taking passengers across township from north end to Okemos Meijer is one example. Request that CATA leadership reach out to Clinton County in order that Meridian Redi-ride can travel to that communities Meijer. Developing creative ways to build connectivity across boundary lines such as increasing bus fees for those who cross boundary lines.

Medium Range Goals

1. Have CATA tell us how much it would cost to extend service to 9 PM Monday through Saturday so we can determine how much we might need to raise the millage.

Long Range

1. Change the wording of the next millage to only reflect "transportation provider".
2. Require a real contractual document from CATA which outlines everything we expect and need so everyone can get a ride when they need it.
3. Consider a same day Redi Ride Service.
4. Rework the current bus routes, the #22 and the 23 so Costco can be served and routes are shorter, but meet somewhere. Perhaps we need two smaller loops that meet in the middle. It would be nice if CATA routes could go passed more schools so they could pick up some of the school kids.

FIRST MILLAGE BALLOT LANGUAGE

Meridian Township Ballot Proposal
November 2, 1999

PROPOSAL A

Capital Area Transportation Authority MILLAGE PROPOSAL

EXPANDED CATA SERVICE TO INCREASE FREQUENCY OF CURRENT ROUTES AND PROVIDE REDI RIDE SERVICE

Shall the limitation on the amount of taxes which may be assessed against all property in the Charter Township of Meridian, Ingham County Michigan be increased by .2 (2/10) mills (\$0.20 on each \$1,000 of taxable valuation) for a period of 10 years, 1999 to 2008 inclusive, to provide funds for increased frequency of current routes and availability of Redi Ride to Township residents; the estimate of the revenue the Township could collect if the millage is approved and levied in the 1999 calendar year is approximately \$220,000?

SECOND MILLAGE BALLOT LANGUAGE

Meridian Township Ballot Proposal
November 3, 2009

Proposal to Renew and Restore Expanded CATA Service to Increase Frequency of Current Routes and Provide Redi Ride Service.

Shall the limitation on the amount of taxes which may be assessed against all property in the Charter Township of Meridian, Ingham County, Michigan be increased by .2 (2/10) mills (\$0.20 on each \$1,000 of taxable valuation) for a period of 10 years, 2009 to 2018 inclusive to renew and restore the previously approved .2 mills for *Expanded CATA Service to Increase Frequency of Current Routes and Provide Redi Ride Service* for Meridian residents, which has been reduced by required millage rollbacks in recent years to .194 mills, with the estimate of revenue to be disbursed to Meridian Township, if approved and levied in the 2009 calendar year, to be approximately \$343,905?

STEPHEN O. SCHULTZ

sschultz@fsbrlaw.com
517.381.3151 direct
517.381.3171 fax
517.974.2251 cell



July 13, 2016

Via Email and Hand Delivery

Frank Walsh, Township Manager
Charter Township of Meridian
5151 Marsh Road
Okemos MI, 48864

Dear Manager Walsh:

Re: Redi-Ride Millage Renewal

The Township's *ad hoc* Redi-Ride Committee has asked for our opinion regarding several questions about the Redi-Ride service currently provided by the Capital Area Transportation Authority (CATA) based on authorized millage language. Additional correspondence we received from the Township after receiving the initial request indicates that the two questions raised by the Committee are: (1) Can the authorized millage currently in place be renewed for 10 more years?; and (2) Can the authorized millage language be revised, replaced or amended to use the phrase "transportation provided," as opposed to the current reference to CATA?

In answering the questions raised by the Committee, we note there are two separate and distinct obligations to discuss. The obligations that arise under adoption of the current millage, and the second related question of the Township's contractual obligation to CATA. Based on the answer to these questions, several additional questions arise, which we briefly explore below for completeness.

It is our opinion that several options are available to the Committee, but further research would be required after the Committee determines a proposed direction to discern all of the risk associated with some of the options. In preparation of this opinion, a search of Township records and a request for records from CATA did not reveal any contracts between CATA and the Township nor any other records regarding the origin or development of the millage language that was adopted in the Township. Even so, we are able to answer the Committee's questions generally, and can provide any subsequent opinion based on any direction from the Committee.

The ballot language at issue was first adopted in 2000 and the first agreement with CATA for the Redi-Ride service is dated February 21, 2000. There have been no subsequent agreements or contracts between CATA and the Township. The current millage was adopted in 2009 and it expires in December, 2018. The 2009 millage ballot language read:

Shall the limitation on the amount of taxes which may be assessed against all property in the Charter Township of Meridian, Ingham County, Michigan, be increased by .2 (2/10) mills (\$.20 on each \$1000 of taxable valuation) for a period of 10 years, 2009 thru 2018 inclusive to renew and restore the previously approved .2 mills for Expanded CATA Service to Increase Frequency of Current Routes and Provide Redi Ride Service for Meridian residents, which has been reduced by required millage rollbacks in recent years to .194 mills, with the estimate of revenue to be disbursed to Meridian Township, if approved and levied in the 2009 calendar year, to be approximately \$343,905?

Based upon this language and background, we address the following questions:

1. CAN THE AUTHORIZED MILLAGE CURRENTLY IN PLACE BE RENEWED IN ADVANCE OF ITS EXPIRATION FOR 10 MORE YEARS?

Yes. The General Property Tax Act addresses imposing new millages, increasing existing millages, or renewing existing millages. See MCL 211.24f(1). Each proposal that authorizes a millage must state whether it is a renewal or a new additional millage. MCL 211.24f(2)(e). The current millage language as written can be renewed without issue.

2. MAY THE TOWNSHIP AMEND THE CURRENT MILLAGE REGARDING THE REFERENCE TO THE SERVICE PROVIDER?

No. There is no statutorily prescribed means to amend existing millage language. Each proposal that authorizes a millage must state whether it is a renewal or a new additional millage. MCL 211.24f(2)(e). Once voted, the ballot language may not be changed except by a new ballot proposal. If a new ballot proposal contains language that is changed from a reference to "CATA" to a reference to a "transportation provider," the millage proposal will be seen as a new millage. This means that the current millage under which the Township is collecting funds for the Redi-Ride system cannot be amended directly without a new vote.

This raises several additional issues that we address for completeness.

3. DOES THE CURRENT MILLAGE REQUIRE THAT TAX FUNDS COLLECTED BE USED ONLY FOR A "CATA" SERVICE, AS OPPOSED TO A "TRANSPORTATION PROVIDER"?

State law requires that when submitting a proposal on the ballot to authorize a millage rate, the ballot must contain "[a] clear statement of the purpose for the millage." MCL 211.24f(2)(d). A municipality is required to use millage funds *for the specifically approved purpose*. *City of South Haven v Van Buren Co Bd of Comm'rs*, 478 Mich 518, 532; 734 NW2d 533 (2007). Indeed, a court may not order "funds to be used for a purpose not approved by the voters." *Id.* at 533.

Under State law, the Township must look to the stated purpose of the millage in determining how a voted millage may be used. From the ballot language, it *appears* that the stated purpose of the millage is to provide “Expanded CATA Service to Increase Frequency of Current Routes and Provide Redi Ride Service for Meridian residents.” We say *appears* because based on this millage language, there are several arguments that could be made regarding the true meaning and purpose for which the millage funds must be used.

First, one may argue that the specific inclusion of a reference to an “Expanded CATA Service” requires use of the millage funds only for a Redi-Ride service provided by CATA. Absent some “legislative” history that supports a different reference, the plain language of the ballot proposal would appear to support this conclusion. This is the more conservative interpretation to make as CATA is directly referenced in the ballot language.

Second, one may argue that the ballot language contemplated the use of the voted millage for a CATA-type service; that the intention was not to specifically obligate the Township to use the millage funds only on a service provided by CATA. This interpretation is akin to using the term “CATA” and “Redi-Ride” as generic terms, not unlike those who use “Kleenex” in common parlance. If a person requests a Kleenex tissue paper, must only that brand be provided or would a reasonable person understand the request to for a tissue regardless of its manufacturer? This interpretation would mean that there is no direct obligation to use the millage funds to pay for a service that can only be provided by CATA.

We must note several risks with this interpretation, however. The first is that we have been provided with no history, correspondence, Board minutes or other documentation that would support a conclusion that the term “CATA” was intended as a reference to a generic transportation provider, though the term “Redi-Ride” is used in common parlance by both the public and private sector transportation providers. The second is that, in the mid-Michigan area, the term CATA appears to be used only by the Capital Area Transportation Authority and is not used by other providers of any other service. Thus, a sound argument could be made that voters understood the reference to “CATA” to be that the service would be a CATA service when they voted on the ballot question. The courts have not directly addressed this issue, and thus there is no clear conclusion how a court may interpret the millage language in this circumstance.

Common parlance, the avoidance of potential litigation, and a conservative approach suggests that continuing to use the millage funds for the Redi-Ride service provided by CATA is fraught with the least peril.

4. MAY THE TOWNSHIP REACH THE SAME RESULT BY PASSING A NEW MILLAGE WITHOUT AMENDING THE CURRENT MILLAGE?

Yes, in part. For the sake of argument, if one assumes that the current millage must be used for a Redi-Ride service provided by CATA, the Township could put forward a *new* millage to provide

for curb-to-curb transportation services without any mention of a specific provider. The language likely could be substantially similar to that of the current millage, only replacing CATA with reference to a generic service provider. This approach would follow the standard millage adoption procedure. The Township would be able to place the new millage on the November ballot, and levy the millage, though it would also retain the right to levy the current CATA Redi-Ride millage.

If the Township adopted a new millage, those funds could be used for whatever purpose is expressed in the ballot language. It could be broadly drafted to allow for any transportation service or be tailored to any curb-to-curb transportation service.

We note, however, that *both* the current millage *and* the new millage will be authorized at the same time. The Township could publicly state that it will not collect the CATA-based millage, but this approach does not eliminate or void the current authorized millage. This may present some risk if the voters do not trust the Township to decline to collect the current millage.

Under this approach, there is also a related issue as to whether a party can *force* the Township to collect the current millage. If approved in November, the Township would have *two authorized transportation millages*. The Township's preferred route could be to only collect one of the two authorized millages. There is a possibility, however, that CATA could attempt to compel collection of the original millage. In a case decided by the Michigan Supreme Court in 1975, the Court found that a millage passed for the purpose of funding a community college must be levied and placed on the tax roll. See *Delta College v Saginaw Co Bd of Comm'rs*, 395 Mich 562; 236 NW2d 425 (1975) (holding county Board of Commissioners had no discretion to refuse to spread an authorized levy). That action was brought by the party directly benefiting from the millage. The actual statute relied on in the *Delta College* case—MCL 211.37—is not applicable to the Township, however, so there is an argument that the decision in that case can be distinguished from the Township's situation here.

Assuming that the holding in the *Delta College* case could apply, however, CATA would have to show that it is the specific transportation provider for which the current millage was adopted. It may then have standing to file a mandamus action to compel collection of the authorized levy. Further legal analysis would be required to assess the potential success of such a claim and any risk to the Township. For instance, the obligation to levy the millage does not necessarily impart an obligation on the Township to spend the millage funds on a service provided by CATA. Rather, it may be the case that the Township could hold onto the funds and at some time in the future provide a refund. Thus, an action by CATA may be of little legal effect, though it would certainly create a good deal of uncertainty.

Another related issue is whether a member of the public who supports CATA service would have standing to bring an action to compel collection of the millage funds. It is our opinion that a Township resident would not have such a right to bring an action similar to that discussed in the

Delta College case, but this issue would require additional legal analysis. We raise this issue at this time, however, for consideration by the Committee as a potential risk.

5. DOES THE CURRENT MILLAGE CREATE A CONTRACT OBLIGATION TO CATA?

No. The adoption of the millage obligation is not a contractual obligation. We understand that the Township entered into an operating agreement with CATA in February 2000 after the millage was initially approved. Thus, the specific obligations regarding the provision of transportation services was addressed outside of the millage approval. It also appears that approval of the millage and approval of the agreement were not even concurrent with each other. Finally, the millage was extended and increased in 2009, but no new agreements with CATA were reached afterward. Even assuming the ballot language creates an obligation that the Township select CATA as the service provider, the exact nature of the services and how they will be implemented and executed remains a separate issue. Those contract obligations, whatever they may be, are not imposed by the millage.

6. WHAT ARE THE CURRENT CONTRACT OBLIGATIONS TO CATA?

We understand that the Township had an initial agreement in 2000 with CATA to provide the Redi-Ride service. Yet, that original agreement appears to have expired with the original millage and has not been formally renewed for an additional term. Current service appears to be provided based only on concurrent actions by CATA and the Township to continue service for an indefinite term. If there has been no formal renewal or execution of a written agreement, then the Township and CATA obligations to each other can be found only in whatever verbal or written exchanges or understandings they have had over the past 6 years. We have not conducted an exhaustive review of the parties' communications, minutes or other exchanges to determine whether such may have created an expressed or implied contract between the parties. We can do so if requested, but viewed that as being outside of your request at this time.

RECOMMENDATION AND CONCLUSION

In summary, the current obligations of the Township are unclear. A detailed review of the millage ballot language and the understandings between the Township and CATA may be required. In answering the Committee's questions and the additional issues that arose in providing a complete response, however, it is our best opinion that:

- (1) The current millage, with the same ballot language, may be extended in 2016 to provide for an extended term.
- (2) If the Township decides to change the language of the ballot proposal from that of a simple extension, by either changing the amount of millage from that *currently* being collected or by changing the nature of the service provider, such a request would constitute a *new* millage if approved.
- (3) Adopting a new millage would not eliminate the Township's legal authority to collect the currently approved millage.

Mr. Frank Walsh

July 14, 2016

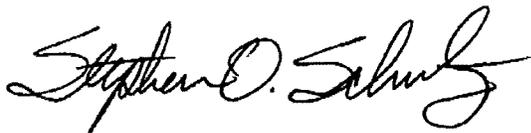
Page 6

(4) If the Township chose to decline to levy and collect the current millage, such a decision could be challenged, but we cannot predict the outcome of such a challenge.

We hope that this addresses the Committee's questions. If you or the Committee have additional questions or if you have additional facts of which we were not aware that might affect our conclusions, please advise and we will look at them promptly.

Very truly yours,

FAHEY SCHULTZ BURZYCH RHODES PLC

A handwritten signature in black ink, reading "Stephen O. Schultz". The signature is written in a cursive style with a large, stylized initial "S".

Stephen O. Schultz

Derek Perry

From: Stephen Schultz <sschultz@fsbirlaw.com>
Sent: Monday, July 24, 2017 5:53 PM
To: Frank Walsh
Cc: William Fahey; Christopher Patterson
Subject: RE: Strongly Object to CATA Being Named as the Sole Redi Ride Transportation Provider

Dear Frank,

Chris Hackbarth's question does not have a definitive answer, though, the statutory language related to millage proposals, including renewal questions, provides guidance. Essentially, Chris asks if the language of a ballot question to extend the millage for transportation services does not list CATA as the provider, does that change the question from one of a millage "renewal" to one of a "new" millage?

MCL 211.203 (3), which is part of the General Property Tax Act, sets forth the requirements for millage ballot questions. It says in Part:

The ballots shall state the amount in dollars per thousand dollars of taxable value by which it is proposed that the total tax rate limitation on property in the local unit be increased and the number of years for which it is proposed that the increase shall be effective. *If a previous increase in the total tax limitation on property is about to expire and a new increase for the identical amount levied in the immediately preceding year or a lesser amount is proposed, the ballot proposal may be presented as a renewal or continuation of the previous increase for a specified number of years. The ballot shall specify the intended purpose of the renewed or new funds. The ballot may also state the purpose for which the funds derived from the voted increase over the constitutional tax rate limitation may be used,*

Interestingly, the statutory language, while calling it a "new increase" recognizes that a ballot question to continue an existing millage that is about to expire may be treated as a renewal, with the only other language requirement being a statement of the purpose of the new/renewal millage. What that statement of purpose must include, and whether it must be the same statement of purpose as in the original ballot language is not defined in the statutory language, however.

Further, MCL 211.24f, which also addresses the required information in a ballot proposal to collect a "new millage," only states that the ballot question must set forth "A clear statement of the purpose of the millage."

Thus, we think that if the Legislature wanted to require that the ballot language for a renewal of a previously voted millage contain the same stated purpose as the original ballot question, the Legislature could have so required. Having only required that the ballot question for a renewal of a previously voted millage "specify the intended purpose of the renewed funds," we think that the renewal ballot question may include a "clear statement of purpose" that varies from the original question. It is up to the Board to decide what statement of purpose it wishes to include in the ballot proposal.

As always, if this reply to your question provokes a follow-up question or if I have misunderstood what you have asked here, please don't hesitate to call.

Steve

Stephen O. Schultz

FAHEY SCHULTZ BURZYCH RHODES PLC
(517) 381-3151

From: Frank Walsh [mailto:walsh@meridian.mi.us]
Sent: Thursday, July 20, 2017 9:58 AM
To: Chris Hackbarth <chackbarth@mml.org>
Cc: ronstyka@gmail.com; Stephen Schultz <sschultz@fsbtlaw.com>; Mark Kieselbach <Kieselbach@meridian.mi.us>; Derek Perry <perry@meridian.mi.us>
Subject: RE: Strongly Object to CATA Being Named as the Sole Redi Ride Transportation Provider

Sure.....let me find out. I'm not sure that if we ask for the same millage that it isn't a renewal. Good Q for our counsel.

Steve, can you interject.....if we don't name CATA in the renewal of Redi-Ride does that change the definition of a renewal?

Frank



Frank L. Walsh
Township Manager
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5151 Marsh Road | Okemos, MI 48864
meridian.mi.us

A Prime Community

From: Chris Hackbarth [mailto:chackbarth@mml.org]
Sent: Thursday, July 20, 2017 9:53 AM
To: Frank Walsh
Subject: RE: Strongly Object to CATA Being Named as the Sole Redi Ride Transportation Provider

Thanks Frank...can you or someone on staff verify for me/the commission the status of the existing millage language? I am operating with the understanding that the current millage specifically named CATA in the ballot question, so to remove their name upon millage expiration next year would make continuation of redi-ride funding a new ballot question/new millage request as opposed to a renewal of the existing millage. I am correct in that understanding? Just want to make sure the commission operates with the appropriate information as we consider the issues being raised and how different approaches will impact an election in 2018. Thanks!

Chris

Chris Hackbarth
Director, State Affairs
Ph: 517-908-0304 | Fax: 517-372-7476
208 N. Capitol Ave, Lansing MI 48933
www.mml.org



From: Frank Walsh [mailto:walsh@meridian.mi.us]
Sent: Thursday, July 20, 2017 9:48 AM

To: Chris Collette <collettec1@gmail.com>; Ron Styka <ronstyka@gmail.com>
Cc: Bill Collette <colletteb1@gmail.com>
Subject: RE: Strongly Object to CATA Being Named as the Sole Redi Ride Transportation Provider

Bill and Chris,

Thanks for the note. Your comments will be passed on to the committee and beyond. I think we are miles away from any decision regarding the Redi-Ride millage renewal.

Hope you enjoy the rest of your summer.

Frank



Frank L. Walsh
Township Manager
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W 517.853.4258 | F 517.853.4251
5151 Marsh Road | Okemos, MI 48864
meridian.mi.us

From: Chris Collette [<mailto:collettec1@gmail.com>]
Sent: Thursday, July 20, 2017 7:52 AM
To: Frank Walsh; Ron Styka
Cc: Bill Collette
Subject: Strongly Object to CATA Being Named as the Sole Redi Ride Transportation Provider

2373 Barnsbury Road

East Lansing, MI 48823

July 19, 2017

Charter Township of Meridian

walsh@meridian.mi.us

ronstyka@gmail.com

Dear Mr. Walsh and Mr. Styka:

We see that Meridian Redi Ride is on the agenda for discussion at the Thursday, July 20, 2017 Meridian Transportation Commission Meeting. Unfortunately, due to other commitments we are not able to attend this important meeting. Please note that we strongly object to CATA being named once again as the sole transportation provider for the next 3-5 years for Redi Ride for the following reasons:

- Meridian Township taxpayers are paying over \$300,000/year to subsidize Redi Ride and are being gouged by paying an exorbitant rate of \$23 for a 3-5 mile shared ride. This is double or triple the open market rate for a direct private ride offered by taxi services, Green Cab, LYFT or UBER.
- With Chris working at the Michigan Athletic Club she sees first hand how CATA customers using Redi Ride consistently wait 1-2 hours for their ride. This is not acceptable customer service and poor use of resident tax dollars when UBER, etc. arrives within minutes of a call and would be at a much lower cost. This cost savings would allow more residents in need to use this valuable service.
- Meridian Township purchasing rules call for competitive bidding for acquisition of goods and services exceeding \$5,000. By listing CATA specifically in this millage the commission is ignoring Township purchasing rules. Ingham County has taken the step to swapping the term "CATA" with the term "transportation provider" in all ballot measures. This gives Ingham County options to select the best provider to serve seniors and disabled residents at the best price.

Since March of 2016 Meridian Township residents have spoken loudly and in large numbers (at meetings and in written communications to Meridian Township) about their numerous concerns with CATA. Please share this communication with the Meridian Township Board and the Transportation Commission in the hopes they will take this information into account and make good fiscal decisions on behalf of Meridian Township tax paying residents. Thank you for your attention.

Sincerely,

Bill and Chris Collette