

Attachment D
PROCEDURE FOR MODIFYING CONTRACT SERVICES PROVIDED BY KCATA
FY 2024 - 2025

The level of service, as generally defined in **Attachments A.1, A.2 A.3 and A.4**, shall not be changed or modified without the consent of the City. This includes service frequency and bus size assigned for each route. Any proposed modification to the Contract Services shall be made in accordance with these procedures:

Should the KCATA or the City desire to modify the “Contract Services,” it shall give the other party written notice of the proposed modification in writing. The immediate notice shall identify if the service modification is of an emergency nature.

Proposed modifications shall include routine service mark-ups by KCATA, which shall follow the same notification and review procedures documented here and in this agreement.

If no objection is offered by the party receiving notice, said proposed modification may become effective twenty (20) days after the date of notice, unless the service modification is of an emergency nature, and the parties agree the modification may be implemented sooner.

If an objection is offered, the parties will meet to reach a mutual agreement concerning the proposed modification, including a determination on if the proposed modification requires City Council action for approval.

If requested by KCATA the written notice shall be directed to the City Director of Transportation and will include for each route affected:

- A description of the modification as it affects routing and service levels (span and frequency of service, bus size);
- An explanation of the reason for the proposed modification;
- An estimate of the effect on service miles and hours (including revenue hours), ridership and operating cost (positive or negative);
- Anticipated implementation date;
- Whether the modification is of an emergency nature.

If requested by the City the written notice shall be directed to the KCATA designee and will include:

- A general description of the modification as it affects routing and service levels (span and frequency of service);
- An explanation of the reason for the proposed modification;
- Anticipated implementation date;
- Whether the modification is of an emergency nature.

April 2024

In the event of a City request the KCATA will provide an estimate of the effect on service miles and hours (revenue), operating cost and ridership.

Service changes initiated by KCATA which are deemed to be insignificant in terms of effect on operating costs and passengers *may* be exempt from this procedure, following KCATA's written notification to the City prior to the change. These changes are assumed to be in the category of operations management and may include:

- Short term service adjustments;
- Service adjustments for special events;
- Minor travel time and schedule adjustments.
- Minor detours due to construction
- Minor detours due to weather events
- Minor detours due to emergency situations

The list of City of Kansas City KCATA routes with days and hours of operation, provided under this agreement, is documented in Attachment A – Contract Services.