

Agenda
August 19, 2009
Ann Arbor Transportation Authority
Board of Directors Meeting
AATA Headquarters, 2700 South Industrial Highway, 6:30 p.m.

- 1.0 Public Hearing – None Scheduled
- 2.0 Communications and Announcements
- 3.0 Public Time -- Comment on Agenda Items
- 4.0 Review and Approval of Minutes
 - 4.1 Review and Approval of Minutes of June 17, 2009 (p. 1-8)
 - 4.2 Review and Approval of Minutes of July 21, 2009 (p. 9-14)
- 5.0 Board and Staff Reports (p. 15-67)
- 6.0 Question Time
- 7.0 Old Business
 - 7.1 FY2010 Goals and Objectives (separate cover)
- 8.0 New Business
 - 8.1 Consideration of Resolution Authorizing Execution of Contract for Plymouth Road Park and Ride Lot Construction (p. 68)
 - 8.2 Consideration of Resolution Discontinuing Operation of the LINK (p. 69)
 - 8.3 Consideration of Resolution Requesting Authorization to Discuss Using a Portion of ARRA Funds for Operating Assistance Outside Ann Arbor in FY2010 (p. 70-72)
 - 8.4 Appointment of Nominating Committee Chair
- 9.0 Public Time
- 10.0 Adjournment

Proposed Minutes
June 17, 2009
Ann Arbor Transportation Authority
Board of Directors Meeting
AATA Headquarters, 2700 South Industrial Highway, 6:30 p.m.

Board Members Present: Ted Annis, Charles Griffith, Sue McCormick, David Nacht
(Chair), Rich Robben

Board Members Absent: Paul C. Ajegba*, Jesse Bernstein

*Mr. Ajegba participated via telephone for a portion of the meeting

Staff Present: Terry Black, Francis Borzo, Ron Copeland, Lois Crawford, Dawn
Gabay, Jan Hallberg, Ed Robertson, Mary Stasiak, Phil Webb,
Chris White

LAC Representative: Rebecca Burke

Recording Secretary: Karen Wheeler

Chairman David Nacht declared that a quorum was present and called the meeting to order at 6:38 p.m.

1.0 Public Hearing -- None Scheduled

There was no Public Hearing.

2.0 Communications and Announcements

Sue McCormick made a motion to amend the agenda for the Board to go into Executive Session following the first occurrence of public time for the Board to discuss a contract with Michael Ford. Mr. Nacht announced that the Executive Session was being called as an exception to the Michigan Open Meetings Act which allows public bodies to enter closed session "to review the contents of an application for employment when the candidate requests the application to remain confidential". Ms. McCormick indicated that Mr. Ford requested confidentiality. Charles Griffith supported the motion to amend the agenda. The motion passed unanimously.

Mr. Nacht announced that he was contacted by the American Civil Liberties Union of Washtenaw County to inquire about videotaping and audio taping on AATA buses. Mr. Nacht indicated that he would raise the issue with the Interim Executive Director during Question Time.

Charles Griffith announced that he may want Dawn Gabay to provide some particulars on what is going on with state funding for transportation.

3.0 Public Time – Comment on Agenda Items

Jim Mogensen appeared before the Board. Mr. Mogensen commented on items contained in the proposed goals and objectives: plans for a new park and ride lot at Plymouth Road, the Arborland situation, and an intermodal facility planned for Fuller Road. Mr. Mogensen encouraged the Board to reconcile the needs of people who live in the urban area and the needs of commuters.

Thomas Partridge appeared before the Board. Mr. Partridge challenged the two minute limit for an individual to speak during public time, and the limitation that comments be limited to items pertaining to agenda items. Mr. Partridge labeled the limitations unethical, and something that could be viewed as illegal if challenged in court. Mr. Partridge commented on the goals and objectives contained in the Board packet indicating that there is no priority given to countywide bus transportation. Mr. Partridge also indicated that the goals contained no item pertaining to senior ride service on a countywide basis. Mr. Partridge alleged that there AATA management employees carrying on a campaign against paratransit eligible riders in the county and against senior riders and called for the alleged campaign to stop now.

No one further appearing, Mr. Nacht declared Public Time closed.

4.0 Executive Session – Discuss Employment Application

Sue McCormick moved to enter Executive Session for the purpose of discussing an employment application. Charles Griffith supported the motion. On a roll call vote, the motion passed unanimously: Robben – Yes; McCormick – Yes; Annis – Yes; Griffith – Yes; Nacht – Yes. The Executive Session commenced at 6:49 p.m.

Charles Griffith moved to adjourn the Executive Session. David Nacht supported the motion. The motion passed unanimously. The Executive Session closed at 7:12 p.m.

Mr. Nacht announced that during Executive Session the Board considered the terms of a contract to be extended to Michael Ford.

Ms. McCormick moved that the Board support the appointment of Michael Ford as CEO of AATA upon July 6, 2009 or as soon thereafter as is mutually agreeable by both parties, subject to Mr. Ford's acceptance of a final written offer and contract from the AATA. Ted Annis supported the motion. The motion passed unanimously on a roll call vote: Robben – Yes; McCormick – Yes; Annis – Yes; Griffith – Yes; Nacht – Yes.

Paul Ajegba voiced support for the motion, although he could not vote due to not being in attendance.

Mr. Nacht thanked Ms. McCormick for conducting the negotiations and Mr. Ajegba for handling the hiring process.

5.0 Review and Approval of Minutes

5.1 Review and Approval of Minutes of May 20, 2009

Mr. Griffith moved approval of the minutes as written with support from Ms. McCormick. The motion carried with four affirmative votes; Mr. Annis abstained.

6.0 Board and Staff Reports

Arborland

Dawn Gabay reported on the status of the transfer location at Arborland. The conflict with the owner has been discussed with the management company who notified Ms. Gabay that the owner will not extend AATA's occupancy. Staff has started making arrangements to move to an alternate site which would be located across Washtenaw Avenue and would cause buses to go through the neighborhood.

A press release has been informing customers about the details of the situation. Ms. Gabay indicated that AATA has received support from Borders Books and Hiller's grocery store indicating that they are not in favor of AATA vacating the property. Ms. Gabay reported that an additional complication is a construction project scheduled for July at the proposed new boarding site. Ms. Gabay indicated that staff will work through the issues and keep the Board apprised of further developments.

Mr. Nacht noted that Jesse Bernstein undertook an effort to preserve the relationship between AATA and Arborland. Mr. Nacht suggested that AATA offer to pay to use the property. Ms. Gabay responded that she was informed by the management company that money is not an issue, but agreed to contact the management company again and restate AATA's offer to rent the site.

Mr. Nacht thanked staff, Board members, other members of the community, Borders and Hiller's for their expressions of support.

Mr. Annis noted that there is a gas station nearby that if purchased and turned into a bus stop, would be ideal. Mr. Robben noted a little stretch of street that goes out near the Belle Tire store that may also be an option.

Connector Study

Ms. Gabay reported on a resolution for a revised authorization to provide funding for the Connector Study. Ms. Gabay indicated that in November the Board passed a resolution authorizing the project. Ann Arbor City Council approved the City's share of the study.

The share from the partners changed and the new breakdown is \$160,000 from the University of Michigan, \$80,000 each from the City of Ann Arbor and the Downtown Development Authority, and \$320,000 from AATA using ARRA (Stimulus) funds.

Mr. Nacht inquired as to the office location of the contractor, URS. Chris White responded that the headquarters is located in Minneapolis. Mr. White noted that the University and the City of Ann Arbor have contracted with URS extensively. In response to a question from Mr. Nacht regarding the principals on the project, Mr. White indicated that he will represent AATA on the project but that Eli Cooper from the City of Ann Arbor will be the project manager. Rick Nau was identified as the participating consultant. Mr. Nacht requested a copy of Mr. Nau's bio.

Mr. Nacht indicated that the Board never talked about contributing \$320,000, to the project. Mr. White indicated that the subject was discussed with the Planning and Development Committee when federal Stimulus funds became available.

Mr. Nacht indicated that the Board should have been alerted well in advance of the meeting of the change in the funding. Members of the Board discussed the recommendation from staff to commit \$320,000 to the project, and there was support for delaying a vote. In response to a concern that Stimulus funds should be spent locally, Ms. Gabay reminded the Board that AATA must comply with federal procurement regulations and cannot give local preference.

Mr. Annis requested that staff prepare an executive summary, to include deliverables, prior to the Board voting to approve funding. Ms. Gabay indicated that staff would provide the Board with an executive summary prior to the August Board meeting.

Ms. McCormick asked about the consequence of a delay until August. Mr. White indicated that URS has agreed to extend the original pricing so far, and they will need to decide if they will continue to honor their proposal.

Mr. Nacht restated his concern of a lack of communication between staff and the Board on significant changes on a project.

Link

Ms. Gabay reported that the Downtown Development Authority (DDA) decided to discontinue funding the downtown portion of the Link route. The service for the coming year would cost \$83,000. Subsequent to that decision the University of Michigan decided to operate their portion of the Link themselves. Ms. Gabay indicated that while the Link has developed into a valuable service to many customers, the DDA Transportation Committee decided to reevaluate their goals for a downtown circulator.

Mr. Nacht indicated that he does not want the Link to disappear and requested that the PMER Committee work with the DDA Transportation Committee to see if there is a way to preserve the service.

Purchase of Service Agreements (POSA)

Ms. Gabay reported on meetings with representatives from Ypsilanti Township and the City of Ypsilanti during which both expressing difficulty in funding transit services for next fiscal year. The City is working on alternatives to reconfigure routes and consolidate service. Ed Koryzno, Manager of the City of Ypsilanti has agreed to take the lead on the Ypsilanti Chamber calling a meeting to include the City, Washtenaw Community, St. Joseph Mercy Hospital, Eastern Michigan University, Ypsilanti Township and Superior Township. The group will discuss transportation in the region.

Ms. Gabay reported that Pittsfield Township is considering a new service configuration that would include collection points and demand response service. Ms. Gabay indicated that staff will continue working with POSA partners on service and funding issues to come to conclusion before the new contracts begin on October 1.

State and Federal Funding

Ms. Gabay reported that the State Senate passed the FY2010 summary budget which includes possible funding reductions from freight service, passenger service, planning administration, specialized service, and bus operating. Bus operating is proposed to be reduced by \$4.2Million and bus capital by \$3Million for the state.

Ms. Gabay indicated that the Governor's Transportation Taskforce has issued a list of recommendations for funding alternatives for transit. Ms. Gabay indicated that she would provide a copy of the alternatives to Mr. Nacht so that he could share AATA's support for the proposal in an upcoming meeting with Jeff Donofrio from the Governor's office.

It was noted that AATA is at the "floor" of state funding at an aggregate of \$7Million. Phil Webb explained the different components of the funds and indicated that the FY2010 budget will likely reflect a conservative estimate of state funds of approximately \$6.5Million.

Mr. Nacht noted the variance in federal operating assistance which is currently shown at \$1.3Million to date while the budget is \$1.7Million. Mr. Webb explained that this is a timing issue; some funds are left in reserve to be drawn down for preventive maintenance dollars or for other purposes later.

Mr. White reported on receipt of an extension from the state for \$400,000 of matching funds to the \$1.6Million in federal funds to renovate or rehabilitate the Blake Transit Center. The state share was set to expire in September, but the state decided to renew it. Mr. White also reported on receipt of an extra \$55,000 in Ridesharing and outreach funding for the FY2010. AATA's capital match from the plan from state was approved essentially allowing AATA to save up Federal 5307 funds for bus purchases in future

years or like large expenses. The state agreed to provide the match for bus replacements in FY2011 when AATA will be using FY2009 funds for bus purchases.

Blake Transit Center

Mr. Nacht inquired as to the status of renovating the Blake Transit Center. Ms. Gabay responded that the project is included in the proposed FY2010 goals and objectives. A request for proposals was issued to hire an architectural firm to conduct an assessment and make a recommendation on whether to renovate or demolish and rebuild the facility. Ms. Gabay indicated that the proposals were received, and staff was reviewing the responses.

Federal Triennial Review

Ms. Gabay reported that she provided a report to the PMER Committee on the results of the Federal Transit Administration's Triennial Review. There were three minor findings during the May review, all of which were resolved before the reviewers left the property. Mr. Nacht requested that the reviewer's report be provided to full the Board.

7.0 Question Time

Mr. Nacht announced that the Americans Civil Liberties Union wants to know if we are spying on people when they ride the bus. Ms. Gabay indicated that no one is spying. There are cameras on the buses and following some incidents and accidents, tapes are removed from the bus for investigation. Depending on the incident, it may be necessary to save a portion of a video for court involvement. Under normal circumstances, video is taped over every 35 to 40 days.

Mr. Nacht asked if the police would be allowed to view video so that they could listen to conversations on the bus. Ms. Gabay indicated that there has to be a specific incident that would warrant such a review. Ms. Gabay reported that one of the agreements made with the labor union is that staff would not just watch tapes, but there has to be a specific reason. Ms. Gabay indicated that management is interested in protecting the privacy of AATA employees and passengers, and that the cameras are there as a means of protection, not merely observation. Mr. Nacht noted that there is no specific policy governing cooperation with law enforcement, but to date there has not been an issue. Two members of the audience spoke up and indicated that the cameras are visible and that there are signs posted indicating that there are cameras.

Mr. Nacht asked if there was anything that the Board needed to be aware of on the budget. Ms. McCormick reported that the agency is operating below budget and is in good shape. Mr. Webb reported on a change to reporting local depreciation to the National Transit Database which lowers the cost per bus service hour.

Mr. Nacht asked for a report from the Board Committees. Ms. McCormick reported that in addition to discussing the budget and Arborland, the PMER Committee discussed the

features of an employer annual pass pilot program. The pass is similar to the go!pass, but broader and applicable to other employers. Ms. McCormick will provided updates to the Board.

Mr. Annis reported that PDC spent a significant amount of time working on goals and objectives. Mr. Annis indicated that he presumed that the Board would hand the goals over to Michael Ford. Mr. Annis noted three goals that he considers mission critical: renovation of the Blake Transit Center, relocation of the current Arborland bus stop and transfer location, and an improved business continuity plan (a disaster recovery plan) for the IT Department.

Mr. Nacht referred to the goal on WALLY which calls for hiring a consultant, the cost of which is estimated at \$500,000. Ms. Gabay indicated that the figure is an industry estimate, and not a bid number. Mr. Nacht advised Ms. Gabay that Michael Ford should take a hard look at hiring a consultant prior to bringing a consultant contract to the Board for a vote.

Mr. Annis reported that PDC has spent some time discussing WALLY. At the last PDC meeting Tom Cornillie announced that the figures in the RL Banks study of 1,000 daily riders might be high and the capital expenditures of \$33Million might be low. Mr. Annis indicated that PDC needed to spend more time discussing the project.

Ms. Gabay reported on a meeting scheduled for the following with representatives from the Michigan Department of Transportation, the City of Howell, and key partners to talk about budgets, funding and what the needs are for getting good figures.

Rebecca Burke reported that the Local Advisory Council began working on a project looking at bus stop accessibility. Problems with gaining access to line buses will be reported to Chris White. A subcommittee continues work on a code of conduct. A resolution proposed to the LAC to unify the LAC and LAC Executive Committee was voted down. Ms. Burke restated the LAC's concern that there is not a Board liaison in place. Ms. Burke extended an invitation for a Board member to attend the August LAC meeting.

8.0 Old Business

There was no Old Business.

9.0 New Business

There was no New Business.

10.0 Public Time

Sandra Holley appeared before the Board. Ms. Holley commented on the discussion regarding surveillance on buses stating that a bus is considered a public entity and

suggested a blanket memo stating that this paranoia is not needed and that maybe there is a lack of communication and understanding on due process.

Ms. Holley commented on Michael Ford's impending arrival and asked if there will be someone shadowing him in first few months. Ms. Holley suggested that the bulk of the Link ridership is students and no one is looking at the fact that they are the main consumers in Ann Arbor. Ms. Holley stated that the Link is not just good for school, but it is also good for downtown.

Ms. Holley commented on the Arborland situation suggesting that the mall ownership is making decisions because they don't know history of the situation. Ms. Holley concluded her comments indicating that state funding cuts are due to the recession, and cautioned staff to budget for the lowest possible anticipated funds.

Jim Mogensen appeared before the Board. Mr. Mogensen commented on the American Civil Liberties Union activity in the City of Ann Arbor, and an action that may have been taken by City Council to place a digital video recording device in every patrol car. Mr. Mogensen speculated that federal appropriation bills for safety equipment could have strings attached.

Mr. Mogensen commented on the situation in Arborland which is used as a park and ride location and a transfer location. Mr. Mogensen indicated that crossing Washtenaw Avenue in good weather may be fine, but may be an extreme chaos during the winter months. Mr. Mogensen urged the Board to solve the park and ride problem and the bus connection problem together.

No one further appearing, Mr. Nacht declared Public Time closed.

11.0 Adjournment

Ms. McCormick moved to adjourn the meeting with support from Mr. Annis. The motion passed unanimously. The meeting was adjourned at 8:28 p.m.

Respectfully Submitted,



for

Charles Griffith, Secretary

Proposed Minutes
 July 21, 2009
 Ann Arbor Transportation Authority
 Special Board of Directors Meeting
 AATA Headquarters, 2700 South Industrial Highway, 8:30 p.m.

Board Members Present: Paul C. Ajegba, Ted Annis Jesse Bernstein, Charles Griffith, Sue McCormick, David Nacht (Chair), Rich Robben

Staff Present: Terry Black, Ron Copeland, Michael Ford, Dawn Gabay, Ed Robertson, Mary Stasiak, Phil Webb, Chris White

LAC Representative: Rebecca Burke

Recording Secretary: Karen Wheeler

Chairman David Nacht declared that a quorum was present and called the meeting to order at 8:37 p.m.

1.0 Communications and Announcements

Mr. Nacht thanked Dawn Gabay for her service as Interim Executive Director for the past two years, and for guiding the agency well. Mr. Nacht announced that he was especially impressed with the way in which Ms. Gabay guided the Board towards a helpful consultant to work on a visioning process to help congeal the Board, and which resulted in an effective committee structure, and Board-staff interaction that is positive and an atmosphere where policy can be set respectfully and effectively. Ms. Gabay thanked Mr. Nacht for his comments.

Mr. Nacht welcomed AATA's new Chief Executive Officer, Michael Ford. Mr. Nacht noted that Mr. Ford spent the bulk of his career working for a world class transit operation in Portland, Oregon. Mr. Nacht wished Mr. Ford spirited adventures that change the community for the better.

Mr. Nacht requested a motion to amend the agenda adding item 4.2 Consideration of Resolution Authorizing the Execution of Contracts with the Michigan Department of Transportation. Sue McCormick moved the addition of item 4.2 to the agenda with support from Rich Robben. The motion carried with six affirmative votes; Paul Ajegba abstained.

2.0 Public Time – Comment on Agenda Items

Thomas Partridge appeared before the Board. Mr. Partridge commented on the

Connector Study item included under Old Business. Mr. Partridge asked the Board to send the study proposal back for further evaluation because the proposal fails to consider a comprehensive transportation system, nor does the study include the important consideration of expanding paratransit service.

Mr. Partridge commented on the agenda item regarding execution of an extension of the MRide agreement. Mr. Partridge requested that the item go back for further consideration and negotiation with the President of the University of Michigan and the Board of Regents. Mr. Partridge indicated that there is a need for a review of where the student population lives, and consideration for service to a health care clinic on Jackson Road in Scio Township which is not included in the MRide agreement. Mr. Partridge suggested that the University make a larger contribution than 43% to a level even approximating 100%.

Jim Mogensen appeared before the Board. Mr. Mogensen commented on the agenda item regarding the MRide agreement indicating that there are exciting options being explored for service including the U of M medical center and hopes that future negotiations will include general community access to the health center on Plymouth Road. Mr. Mogensen noted an error in the title listed in the resolution which called for the Interim Executive Director to sign the extension of the MRide agreement.

Carolyn Grawi appeared before the Board. Ms. Grawi noted that the University of Michigan has moved several healthcare facilities outside of the Ann Arbor city limits which makes it difficult to reach the facilities. Ms. Grawi noted that there is connecting service provided by the University that connects with service to the park and ride lot. Ms. Grawi urged the Board to try to work with the University to be a partner in improving transit services to the facilities outside of the AATA service area.

No one further appearing, Mr. Nacht declared Public Time closed.

3.0 Old Business

Jesse Bernstein moved the following resolution with support from Sue McCormick.

3.1 Consideration of Revised Authorization to Provide Funding for High-Capacity Transit (Connector) Feasibility Evaluation

WHEREAS, the Ann Arbor Transportation Authority (AATA), the City, the Ann Arbor, Downtown Development Authority (DDA), and the University of Michigan (UM) have agreed to jointly fund and manage an evaluation to determine the feasibility of a high-capacity transit northeast and south of downtown Ann Arbor, and

WHEREAS, the evaluation is designed to evaluate different modes such as streetcars and bus rapid transit in the corridors, determine the best alignment, and

assess the relative benefits and costs, and

WHEREAS, a request for proposals (RFP) was issued, three proposals were received and evaluated, and the proposal of URS, a multi-disciplinary planning firm, was determined to be the best overall including experience, technical approach, and cost, and

WHEREAS, the total cost of the URS proposal is \$640,000,

WHEREAS, the parties have agreed to fund the total cost using \$320,000 in federal transit planning funds from AATA, \$160,000 from UM, and \$80,000 each from the City and DDA.

NOW, THEREFORE, BE IT RESOLVED that the AATA authorize the execution of an agreement with URS to conduct this feasibility evaluation.

Mr. Nacht announced that he raised concerns at the June Board meeting that the connector study had not fully gone through the committee process. Mr. Nacht indicated that his concerns had been alleviated, and that he was fully supportive of the process.

The motion passed unanimously.

4.0 New Business

Sue McCormick moved the following resolution with support from Jesse Bernstein.

4.1 Consideration of Resolution Authorizing Execution of One-Year Extension of MRide Agreement

WHEREAS, the UM-AATA MRide Agreement between the Regents of the University of Michigan and the Ann Arbor Transportation Authority will expire on July 31, 2009, and

WHEREAS, the negotiations between UM and AATA for a new agreement are continuing, and

WHEREAS, an extension of the current agreement will provide for an uninterrupted continuation of the MRide Program while negotiations continue,

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer is hereby authorized to execute the attached one-year extension on behalf of AATA.

Ms. McCormick reported on collegial and collaborative discussions with the University of Michigan with regard to the terms of the MRide Agreement. The agreement brought forth was a one year extension recognizing that there are some ongoing issues to resolve

with the University including some adjustments in the provisions to their contributions. The University was not able to not able to move the adjustments through their organization in a timely manner, however, they agreed to extend the agreement on the terms provided for which was an adjustment of a significant increase in the University's contribution. The negotiating team recommended that the one year extension be granted.

Board members discussed the details of the University's additional total contribution of \$1,967,842; of which \$1,073,000 is estimated will come in cash, and the remainder is federal Section 5307 funds from the U of M bus operation. This compares to \$700,000 received in cash last fiscal year. Mr. Nacht noted that this is a significant increase. Mr. Nacht reported that negotiations will continue with the University and that discussions will take place with University Hospital in an effort to obtain a contribution for providing transportation service to their facilities outside of the service area.

Mr. Annis raised the issue that MRide statistics show that people connected with the University constitute 40% of AATA fixed route ridership. Mr. Annis stated that the contribution is inadequate to cover the true cost of providing that level of service, and the burden therefore falls to a large extent to Ann Arbor taxpayers. Mr. Annis requested that this fact be presented and dealt with in the negotiations.

Paul Ajegba requested an indication of how long the negotiations process was projected to take, and requested updates to the Board. Ms. McCormick responded that it was incumbent on the negotiators to maintain a regular meeting schedule to have conclusion a year from now. Mr. Nacht and Ms. McCormick agreed to provide updates to the Board.

The motion carried with six affirmative votes; Rich Robben abstained.

Ms. McCormick moved the following resolution with support from Mr. Annis. Ms. McCormick read the resolution into the record.

4.2 Consideration of Resolution Authorizing Execution of Contracts with the Michigan Department of Transportation

WHEREAS, the Ann Arbor Transportation Authority (AATA) has the authority to contract with the Michigan Department of Transportation for State and/or Federal funds; and

WHEREAS, the AATA wishes to expedite the execution of such contracts;

NOW THEREFORE, BE IT RESOLVED that the AATA Chief Executive Officer is hereby authorized to enter into and execute on behalf of the AATA all contracts, which have been approved of by the Board, in the amount of \$1,000,000 or less with the Michigan Department of Transportation for the period July 22, 2009 through September 30, 2009.

The motion carried with six affirmative votes; Paul Ajegba abstained.

5.0 Public Time

Tim Hull appeared before the Board and read from a prepared statement. Mr. Hull voiced concerns regarding coordinating buses at the Blake and Ypsilanti Transit Centers indicating that some drivers will not hold connecting buses when requested. Mr. Hull requested that the Board look into the transfer policy.

Mr. Hull stated that input on changes to AATA service and routes is sometimes limited as in the case of Arborland where changes were implemented quickly without an avenue for public input. Mr. Hull requested that AATA engage the public regularly to allow for input into service changes.

Thomas Partridge appeared before the Board. Mr. Partridge stated the ongoing importance to the community and the county for regional transportation service. Mr. Partridge requested immediate changes to the AATA routes to serve the Center for Independent Living and similar centers, as well as the Senior Resource Center and Turner Medical Clinic. Mr. Partridge commented on the unsafe conditions for passengers attempting to cross Ellsworth Road to use the #6 route. Mr. Partridge announced that a flexible route service in Scio Township would terminate on July 28 ending access to public transit at the AATA connector point at the intersection of Jackson and Wagner Roads.

Carolyn Grawi appeared before the Board. Ms. Grawi thanked Dawn Gabay for her commitment to service during her two years as Interim Executive Director. Ms. Grawi welcomed Michael Ford. Ms. Grawi provided an overview of the services provided by the Ann Arbor Center for Independent Living (CIL). Ms. Grawi indicated that she looks forward to working with Mr. Ford to expand transportation services in Washtenaw County and throughout the region.

Ms. Grawi distributed invitations to the CIL's Independence Ride kickoff event scheduled for July 30. Ms. Grawi invited Board members, AATA staff, and members of the community to attend and participate in the event.

Ms. Grawi reported on an incident at Arborland where a customer could not get a ride from Hiller's grocery store back to their residence. Ms. Grawi acknowledged that AATA was not responsible for the problem, but encouraged the Board and staff work with the management company to find solutions to the problem. Ms. Grawi thanked David Nacht for his support for all people to have transportation to provide access to health facilities in the area. Ms. Grawi commented on the Michigan "Complete Streets" initiative that calls for the design and operation of roads that work for all users: pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.

Jim Mogensen appeared before the Board. Mr. Mogensen commented on "planning

tensions” in the area of employment transportation, one of the issues related to the Connector Study and the park and ride issue in terms of managing how to manage the movement of people employed in the city area and how to look at transit utilization within the urban area. Mr. Mogensen suggested that most people who live in the City of Ann Arbor don’t use the bus. Mr. Mogensen indicated that it is important to understand the urban area, including Ypsilanti, to accommodate development in the area.

No one further appearing, Mr. Nacht declared Public Time closed.

6.0 Adjournment

Mr. Annis moved to adjourn the meeting with support from Ms. McCormick. The motion passed unanimously. The meeting adjourned at 9:13 p.m.

Respectfully Submitted,

Charles Griffith, Secretary

DRAFT

ANN ARBOR TRANSPORTATION AUTHORITY PERFORMANCE MONITORING & EXTERNAL RELATIONS COMMITTEE

Meeting Summary – 3:30 p.m., Wednesday, August 12, 2009

Present: Committee – Sue McCormick; Jesse Bernstein; Charles Griffith
Staff – Michael Ford; Chris White, Phil Webb, Ed Robertson, Ron Copeland; Ken Anderson; Neil Greenberg; Lois Crawford
Guest – Steve Magnan

Ms. McCormick called the meeting to order at 3:40 p.m. The agenda was amended to include a discussion of board committee rotation and to move discussion of the Plymouth Road Park & Ride project to the beginning.

Recommendation of Contract for Construction of Plymouth Road Park & Ride Lot

Mr. White introduced Steve Magnan, the project manager for OHM, our engineering firm on the project. Mr. White referred to the memo and distributed a detailed handout of the construction estimate and the bids received. Mr. Magnan answered questions regarding the bid for construction and the design of the lot. The lowest bid was from D&R Earthmoving for \$1,144,000. Mr. Magnan stated that he checked their references and visited one of their previous projects. Mr. White said that there is only a 7 percent contingency and the grant would have to be amended if change orders exceed this amount. Mr. Magnan noted that this is a straightforward project which will include 245 parking spaces, including handicapped and drop-off spaces, and a signal light at the entrance. Ms. McCormick requested that any changes which exceed the contingency require board approval. Mr. Bernstein moved to recommend board approval of the resolution with this change; Mr. Griffith seconded. Motion carried.

Monthly Report on Operations and Performance Report Quarterly Service Standard Report

Mr. Webb discussed the report of operations. He also discussed a reconciliation of property tax revenue received from the City of Ann Arbor.

Mr. White presented the performance reports. He apologized that they were not available prior to the meeting, but Mr. Webb has been fully occupied with budget exercises. He noted that weekday fixed-route passenger trips are up 4 percent, passengers per service hour are up 3 percent, and cost per passenger is down 1 percent. He noted small changes in subcontracted service, with a growth in demand outside of the City of Ann Arbor. Mr. Webb added that ridership on subcontracted service has been down since the fare increase in May, but it is not clear whether the cost will still be over budget by the end of the year.

Report on BTC Improvement Project

Mr. White referred to the memo in the meeting packet. The Committee discussed the evaluation of the Blake Transit Center for possible renovation or reconstruction on the existing site.

Concerns were raised about the reason for including the reconstruction option if the intention is to remain at this location only for up to five years. The evaluation is underway and results are expected by mid-September.

Quarterly Goals & Objectives Update

Mr. White referred to the 3rd Quarter update of the FY 2009 Goals & Objectives, which were not formally adopted. He noted that the FY 2010 Goals & Objectives will be presented in a different matrix format as previously developed by the committee. The 2010 Goals & Objectives have been reviewed by the Planning & Development Committee and are included in the August board agenda. Ms. McCormick recommended that the 2010 Goals & Objectives should be on the board agenda as an information item, not for final approval. Mr. Bernstein recommended that a strategic direction is needed and that the board should develop this together at the retreat which is being planned for September.

Employer Bus Pass Program

Mr. Anderson presented a revised version of the proposed commuter benefits program for employers outside of downtown Ann Arbor which was included in the meeting packet. The committee expressed concern about the apparent complexity of the program. After discussion, Mr. Bernstein recommended that AATA sit down with representatives of both Chambers of Commerce, and the getDowntown Director, possibly involving merchant associations, to determine the best approach.

Board Committee Reassignments

Ms. McCormick raised the question of whether the board members are ready for the rotation in committee assignments and chairpersons which is an element in the new committee structure to which the Board agreed. Mr. Bernstein recommended that the subject be discussed at the board retreat in September.

Recommendation to End Link Service

Mr. White referred to the information in the committee packet which includes a memo, compilation of the public input, talking points and draft resolution. It was reported that public input has been gathered on the proposal to end the Link service. The committee discussed the history of the service. Mr. Griffith asked that the word "purpose" be changed to function. Mr. Bernstein requested that the resolution include an interest in working with the Downtown

Development Authority on development of a new service. Mr. Bernstein moved to recommend board approval of the resolution with the above revisions; Mr. Griffith seconded. Motion approved.

A2 Canton Express Service Start-up

Mr. Greenberg announced that the A2 Canton Express service will launch on August 24 and described the promotional efforts underway. He described the Canton market as larger and more concentrated than Chelsea, noting that interest is high, especially with the improvements that have been added to our express routes. AATA is evaluating direct operation of the Chelsea route in the future.

Night Ride Request for Proposals

Mr. White referred to the memo in the Committee packet. A request for proposals has been issued, and recommendation to approve a contract for continuing Night Ride service will be included in the August or September meeting.

Market Research Survey

Mr. White stated that this survey which has been previously discussed by the committee is scheduled to be conducted in September. The AATA and CJI, the research firm selected to conduct the survey, are beginning to work on the survey questions. A review of the draft survey by interested committee members will be part of the process.

Future Agenda Items

Service Changes for Plymouth Road Park & Ride Lot
Image Campaign Report
Night Ride contract recommendation
BTC evaluation report
Market Research survey progress

The meeting ended at 5:43 p.m.

Respectfully submitted,
Lois Crawford
Administrative Assistant, Community Relations

Performance Monitoring – External Relations Committee

DRAFT Meeting Agenda
Wednesday, August 12, 2009 3:30 p.m.

Discussion Items

- 3:30 – 3:40 Monthly Report on Operations and Performance Report (report available at meeting)
- 3:40 – 3:50 Report on BTC Improvement Project (memo enclosed)
- 3:50 – 4:05 Quarterly Goals and Objectives Update (report enclosed)
- 4:05 – 4:15 Employer Bus Pass Program (memo and program description enclosed)

Action Items

- 4:15 – 4:30 Recommendation of Contract for Construction of Plymouth Road Park & Ride Lot (memo and draft resolution enclosed)
- 4:30 – 4:40 Recommendation to End Link Service (memo, public input summary, talking points, and draft resolution enclosed)

Updates

- 4:40 – 4:50 A2 Canton Express Service Start-up
- 4:50 – 4:55 Market Research Survey
- 4:55 – 5:00 Night Ride Request for Proposals (memo enclosed)

Future Agenda Items

- Recommendation to Adopt Fare Incentives in Employer Program
- Service Changes for Plymouth Rd. Park & Ride Lot

**Ann Arbor Transportation Authority
Report of Operations - Unaudited
For the Ten Months Ended July 31, 2009**

Comparison to Prior Year

	7/31/2009 Year to Date Budget	7/31/2009 Year to Date Actual	Favorable (Unfavorable) Variance	Percent	\$20K & 6%	7/31/2008 Year to Date Actual	Favorable (Unfavorable) Variance	Percent
Revenues:								
Passenger Revenue	\$1,389,720	\$1,407,479	\$17,759	1.3%		\$1,307,854	\$89,625	7.6%
Subcontracted Revenue	497,490	468,812	(28,678)	-5.8%		404,466	64,346	15.9%
Special Fares (EMU & UofM)	1,176,527	1,219,660	43,133	3.7%		1,115,589	104,071	9.3%
Interest and Other	260,830	76,698	(184,132)	-70.6%	1	499,398	(422,700)	-84.6%
Local Tax Revenue	8,284,056	7,868,340	(315,716)	-3.8%	2	8,117,354	(149,014)	-1.8%
Purchase of Service Agreements	985,948	1,036,586	50,638	5.1%		860,447	176,139	20.5%
State Operating Assistance	5,723,262	5,877,113	153,851	2.7%		5,889,382	(12,269)	-0.2%
Federal Operating Assistance	2,220,535	1,933,974	(286,561)	-12.9%	3	1,752,766	181,188	10.3%
Total Revenues	20,538,368	19,988,662	(549,706)	-2.7%		19,947,276	41,386	0.2%
Expenses:								
Wages								
Operator Wages	4,698,061	4,646,804	51,257	1.1%		4,957,159	310,355	6.3%
Other Wages	3,290,806	3,223,817	66,989	2.0%	4	3,254,570	30,753	0.9%
Total Wages	7,988,867	7,870,621	118,246	1.5%		8,211,729	341,108	4.2%
Fringe Benefits:								
Payroll Taxes	597,509	602,440	(4,931)	-0.8%		628,475	26,035	4.1%
Pension	668,226	649,606	18,620	2.8%		627,410	(22,196)	-3.5%
Medical Insurance	1,084,295	1,124,874	(40,579)	-3.7%		1,112,580	(12,294)	-1.1%
Post-Retirement Benefits/HCSF	231,250	317,542	(86,292)	-37.3%	5	278,219	(39,323)	-14.1%
Other Fringe Benefits	605,588	600,583	4,995	0.8%		615,008	14,425	2.3%
Total Fringe Benefits	3,188,848	3,295,045	(106,197)	-3.4%		3,261,692	(33,353)	-1.0%
Purchased Services:								
Contracted Maintenance	394,510	396,436	(1,926)	-0.5%		264,989	(131,447)	-49.6%
Consulting Fees	53,320	41,390	11,930	22.4%		43,459	2,069	4.8%
Security Services	147,080	169,820	(12,740)	-8.7%		126,959	(32,861)	-25.9%
Other Purchased Services	414,820	419,679	(4,859)	-1.2%		526,675	106,996	20.3%
Total Purchased Services	1,009,730	1,017,325	(7,595)	-0.8%		962,082	(65,243)	-5.7%
Materials and Supplies:								
Diesel Fuel and Gasoline	1,665,410	1,085,683	579,727	34.8%	6	1,965,666	879,883	44.8%
Fuel Futures (Gains) or Losses	0	368,262	(368,262)	100.0%	6	(494,694)	(863,156)	100.0%
Bus Parts	437,500	475,870	(38,370)	-8.8%		620,200	144,330	23.3%
Printing	153,690	114,111	39,579	25.8%	7	60,943	(53,168)	-87.2%
Other Materials and Supplies	573,340	428,698	144,642	25.6%	8	505,753	79,055	15.6%
Total Materials and Supplies	2,829,940	2,470,624	359,316	12.7%		2,657,568	188,944	
Utilities	376,153	437,669	(61,516)	-16.4%	9	386,300	(61,369)	-13.3%
Casualty & Liability Insurance	379,160	357,023	22,137	5.8%	10	481,063	124,040	25.8%
Purchased Transportation:								
Mobility Management	0	55,407	(55,407)	100.0%	11	26,240	(29,167)	-111.2%
Commuter Express	169,600	173,902	(4,302)	-2.5%		2,621,422	2,447,520	93.4%
Airfare and Good as Gold	2,720,857	2,729,034	(8,177)	-0.3%	12	220,690	(2,508,344)	-100.0%
Night Ride	217,639	252,657	(35,018)	-16.1%	13	15,000	(237,657)	-1584.4%
WWAVE, Northfield and Guar Ride	772,480	830,705	(58,225)	-7.5%	13	765,402	(65,303)	-8.6%
Total Purchased Transportation	3,880,576	4,041,705	(161,129)	-4.2%		3,648,754	(392,951)	-10.8%
Other Expenditures	363,623	256,584	107,039	29.4%	14	328,180	71,596	21.8%
Local Depreciation	216,660	216,660	0	0.0%		216,670	10	0.0%
Total Expenses	20,231,557	19,983,266	268,301	1.3%		20,154,038	(248,845)	-1.2%
Gain (Loss) from Operations	\$306,811	\$25,406	(\$281,405)			(\$206,762)	232,168	

Detail of Budget Variances - Positive (Negative):

	July Year to Date		July Year to Date
A: Other Purchased Services Variances:		C: Utilities Variances:	
Management & Agency Fees	(\$33,316)	Natural Gas	6,342
Physical Exam Fees	2,139	Electricity	(20,039)
Legal Fees	1,974	Water	(4,194)
Auditing Fees	(2,900)	Telephone	(43,625)
Collection Fees	520		<u>(61,516)</u>
Custodial Services	3,103		
Internet Services	23,213	D: Other Expenses Variances:	
Towing	(1,822)	Uniform Expense	9,489
Admin Fee - Benefit Source	2,030	Postage	4,746
	<u>(4,859)</u>	Dues and Subscriptions	23,132
		Conference and Travel	18,505
B: Other Materials and Supplies Variances:		Media costs	13,169
Lubricants	23,369	Employee Development	41,806
Tires, Tubes and Wheels	20,590	Recruitment and Hiring	258
Tools and Equipment	2,679	Equipment Rental	(4,046)
Equipment Repair	(6,727)		<u>107,039</u>
Other Materials and Supplies	55,760		
Computer Software	50,971		
	<u>146,642</u>		

Ann Arbor Transportation Authority

Performance Report - Year to Date

AATA operated Service		July 2009			
Performance Indicators	Actual Year to Date	Budgeted Year to Date	Budgeted % Variance	Previous Year to Same Date	Previous Year % Variance
Average # of Weekday Passengers	21,919			21,169	4%
Passengers per Service Hour	32.5	30.99	5%	31.7	3%
Operating Expense per Passenger	\$ 3.16	\$ 3.47	-9%	\$ 3.19	-1%
Operating Expense per Service Hour	\$ 102.99	\$ 107.63	-4%	\$ 100.97	2%
Operating Expense per Service Mile	\$ 7.48	\$ 7.74	-3%	\$ 7.51	0%
Percent of Cost paid by Passenger	22.5%	21.5%	5%	21.4%	5%

Base Data	Actual Year to Date	Budgeted Year to Date	Budgeted % Variance	Previous Year to Same Date	Previous Year % Variance
Service Inputs					
AATA Operating Expenses	\$ 16,035,892	\$ 16,717,124	-4%	\$ 15,605,241	3%
Service Outputs					
AATA Service Hours	155,700	155,322	0%	154,559	1%
AATA Service Miles	2,143,172	2,159,000	-1%	2,079,050	3%
Service Consumption					
AATA Passengers	5,066,912	4,812,748	5%	4,897,351	3%
AATA Passenger Revenue	\$ 3,611,698	\$ 3,600,212	0%	\$ 3,341,284	8%
Total # of Weekday Passengers	4,690,679			4,530,068	4%

Number of Weekdays

Fy 2008:
Fy 2009:

214
214

* Includes funds from Miride
Program not paid by Passenger

Performance Report - Year to Date

Subcontracted Urban Service		July 2009			
Performance Indicators	Actual Year to Date	Budgeted Year to Date	Budgeted % Variance	Previous Year to Same Date	Previous Year % Variance
Average # of Weekday Passengers	605			596	2%
Passengers per Service Mile	0.139	0.128	9%	0.135	3%
Operating Expense per Passenger	19.04	\$ 19.93	-4%	\$ 18.31	4%
Operating Expense per Service Mile	2.65	\$ 2.54	4%	\$ 2.48	7%
Percent of Cost paid by Passenger	12%	14%	-9%	12%	-1%

Base Data	Actual Year to Date	Budgeted Year to Date	Budgeted % Variance	Previous Year to Same Date	Previous Year % Variance
Service Inputs					
SubContracted Operating Expenses	\$ 2,883,243	\$2,941,661	-2%	\$ 2,842,112	1%
Service Outputs					
SubContracted Service Miles	1,088,251	1,156,104	-6%	1,106,617	-2%
Service Consumption					
SubContracted Passengers	151,462	147,629	3%	149,912	1%
SubContracted Passenger Revenue	\$ 357,412	\$398,739	-10%	\$ 342,957	4%
Total # of Weekday Passengers	131,927			129,930	2%

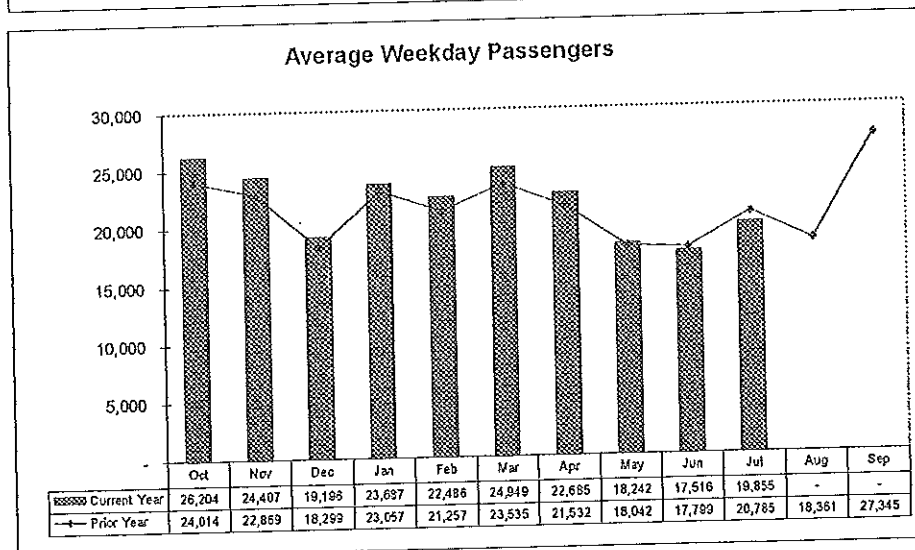
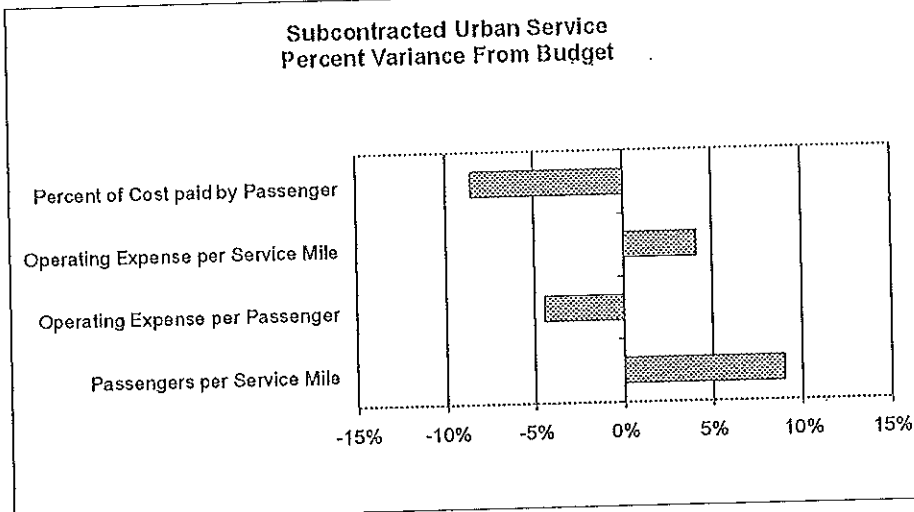
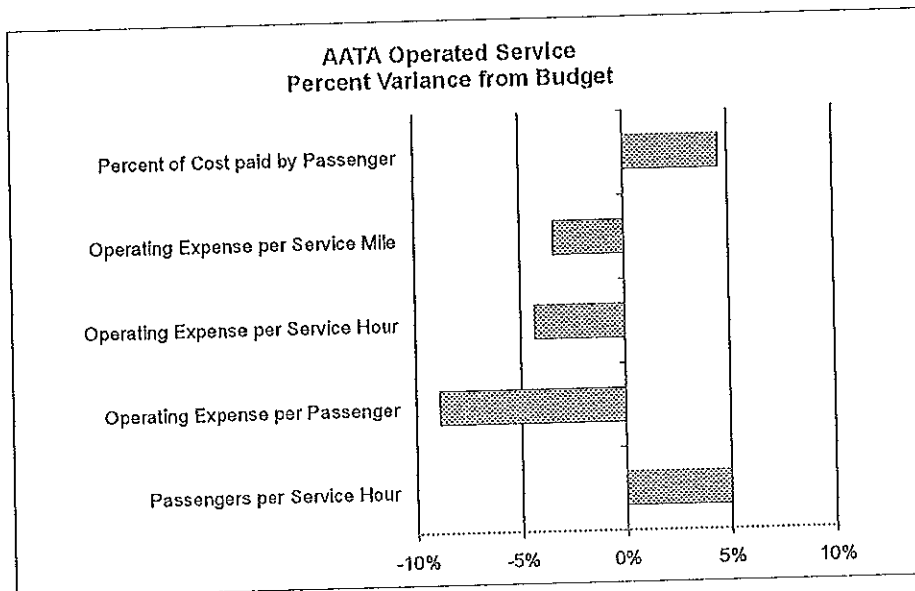
Number of Weekdays

Fy 2008:
Fy 2009:

218
218

Monthly Performance Report

July 2009



MEMORANDUM

To: Performance Management
and External Relations Committee

From: Terry D Black
Manager of Maintenance

Re: BTC Update

Date: August 10, 2009



The evaluation of the BTC is underway. DLZ Michigan Inc, a firm out of Lansing has been awarded the contract and they began their site assessment work on Friday August 7th.

DLZ will be responsible for providing AATA with two (2) options. The first option is a renovation of the existing facility giving it a minimum of a (5) year life cycle, and a second option of demolition and rebuilding of a new facility on the existing footprint of available land. Each proposal will include cost estimates.

The work is expected to take 30-45 days with a final study report, recommendations and a presentation at the conclusion of their work.

DRAFT
Preliminary and for Internal Discussion Purposes Only
Page 1

FY 2009 Goals and Objectives
Third Quarter Update – July 24, 2009

Strategic Goal I: Strengthening and Improving AATA Services and Amenities

1. Develop and implement internal structure to support new Board governance model.

Timing/Target completion date:	October 1, 2008
Sponsoring Board Committee:	Strategic Development Steering Committee
Manager(s) responsible:	Dawn Gabay
Resources (money and people):	Staff Time
Budget:	
Marketing Efforts:	Internal communication outreach to employees

First Quarter Update: Completed

2. Provide quarterly reports to the Board on the work of Continuous Improvement Teams.

Timing/Target completion date:	Ongoing
Sponsoring Board Committee:	Performance Monitoring and External Relations
Manager(s) responsible:	Dawn Gabay
Resources (money and people):	Staff Time
Budget:	No additional funding required
Marketing Efforts:	Internal communication outreach to employees

First Quarter Update: The first quarter report was presented to the Performance Monitoring and External Relations Committee in January.

Second Quarter Update: The second quarter report is being prepared for presentation to the Performance Monitoring and External Relations Committee in May or June.

Third Quarter Update: The second and third quarter reports are being prepared for presentation to the Performance Monitoring and External Relations Committee in August.

DRAFT

Preliminary and for Internal Discussion Purposes Only

Page 2

3. Develop and execute Phase III of the Passenger Shelters and Bus Stop Amenities Plan including identifying candidate locations and securing agreements for installation. (In Phases I and II 21 new shelters were installed.)

Timing/Target completion date:	September 30, 2009
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Chris White
Resources (money and people):	Federal grant (state share in toll credits)
Budget:	\$3,000 for marketing efforts included in
marketing budget	
Marketing Efforts:	Provide route and schedule information at
additional shelters and bus stops	

First Quarter Update: The list of potential locations for benches and shelters to be installed in the summer of 2009 is being developed.

Second Quarter Update: This effort has been changed by the ARRA funds programmed for funding improvements at bus stops. As a result, there is less emphasis on installing new shelters, the primary emphasis will be on improving safety and accessibility at bus stops including elements such as installing lead walks at bus stops which do not warrant a shelter, improving lighting and providing for crosswalks. We are in the process of identifying projects that can be done in the current construction season, as well as projects which will require design work to be done in the 2010 construction season.

Third Quarter Update: A contract for concrete work to install lead walks has been executed with Saladino Construction. A total of 49 bus stops with over 20 daily boardings will have lead walks installed beginning in July. A contract for engineering and traffic analysis has been executed with OHM to design improvements at three bus stops requiring more extensive improvements; on Washtenaw Ave. opposite Arborland, on Ellsworth at S. Research Park Dr., and on the south side of Packard, east of Carpenter Rd. Construction at these locations will probably not be able to be done until spring, 2010.

4. Procure and install new fare collection system and design and implement new processes.

Timing/Target completion date:	April 30, 2009
Sponsoring Board Committee:	Monitoring and Performance
Manager(s) responsible:	Phil Webb
Resources (money and people):	\$800,000 Federal grant
Marketing Efforts:	Employee training; rider education
campaign; introduction of new fare media utilizing technical advances of new fare collection system	

DRAFT

Preliminary and for Internal Discussion Purposes Only

Page 3

Project Budget:	\$1.1 Million
Capital Portion:	\$1.1 Million Federal grant for farebox units; computer hardware and software, and vault room improvements
Operating Portion:	\$35,000 for spare parts; \$20,000 for marketing efforts

First Quarter Update: Installation of new fareboxes is scheduled for February 6-8. Training is scheduled for Maintenance, IT and Operations personnel. Information on the new fareboxes will appear in the January Ride Guide. Customer farebox demonstration is being scheduled.

Second Quarter Update: Completed

5. Design and implement new fare structure based on new base fare and fare collection system.

Timing/Target completion date:	April 30, 2009
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Ron Copeland, Mary Stasiak, and Phil Webb
Resources (money and people):	Staff time; information and promotional materials
Budget:	\$20,000 from Operating
Marketing Efforts:	Public input, introduction and promotion of potential new fare structure and fare media

First Quarter Update: Staff developed a fare proposal which was considered by the Planning and Development Committee in December. A process to solicit and consider public input will begin in January. Public meetings will take place in January. A recommendation, which will include any necessary revisions, will be presented to the Board for action at the March Board meeting.

Second Quarter Update: Completed

6. Renovate or rebuild the Blake Transit Center based on Board decision.

Timing/Target completion date:	Construction to begin by June 1, 2009; completion date dependent on scale of project
Sponsoring Board Committee:	Planning and Development Committee
Manager(s) responsible:	Terry Black
Resources (money and people):	\$1.6M Federal grant with \$400,000 State share due to expire September 30, 2009 (extension can be requested once project is defined and underway); additional \$735,000 in Federal funds earmarked for

DRAFT
Preliminary and for Internal Discussion Purposes Only
Page 4

transit center project (State match for these additional Federal funds is currently reserved by the State)

Budget: \$1.6M Federal grant with \$400,000 State share

Marketing Efforts: Signage, route and service information
(payment for these items would be included in the project budget)

First Quarter Update: The City has expressed interest in a joint development; however, the current facility is in need of repairs necessary to continue operations for the short term.

Second Quarter Update: An attempted partnership with the City of Ann Arbor and Ann Arbor Downtown Development Authority was put on hold because of Ann Arbor City's Council decision to modify plans for the whole area. Because part of the funding for the Blake Transit Center renovation will expire in 2009, staff was directed to proceed by hiring an architectural consultant to determine if it will be more advantageous to renovate or rebuild. A request for proposals has been issued and is due on May 26, 2009.

Third Quarter Update: An architectural and engineering firm has been hired to determine if it will be more advantageous to renovate or rebuild based on current decisions and projected costs of the two options. An update is expected mid-September. Renovation of the BTC project has also been included in our 2009-2010 Goals and Objectives.

7. Park and Ride Improvement and Expansion

- a. Begin operation from park and ride lot at Plymouth and US-23. (Note: Park and ride lots outside of our service area would be based on future expansion plans.)

Timing/Target completion date:	August 25, 2009
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Chris White
Resources (money and people):	\$1,000,000 federal and state grants
Budget:	Estimated cost \$5,000; included in marketing budget
Marketing Efforts:	Branding, signage and informational campaign

First Quarter Update: The required traffic study has been completed and accepted by MDOT. Preliminary approval for the lot has been gained from the Federal Highway Administration (FHWA). Both MDOT and FHWA have specific issues that will need to be addressed in the lot design. This progress enabled AATA to

DRAFT
Preliminary and for Internal Discussion Purposes Only
 Page 5

proceed with design of the lot. A contract was signed with OHM, the design firm, to design the lot and develop construction specifications. MDOT and the City of Ann Arbor will assist with the bidding process as they have a great deal of experience in soliciting and evaluating this type of construction bid. The current cost estimate including the cost of design and bid letting is \$1.4 million. The federal and state grants for this project have not yet been approved. FTA would not approve the grant until there was a signed agreement between MDOT and AATA for use of the property. MDOT wasn't willing to do this until the traffic study was complete and approved. Development of the agreement is proceeding and should be complete by February or March. The grant funds have been programmed for this project and we do not anticipate any problems with the grant funds, but we will keep the Board informed. The current schedule is for award of a construction contract by June 1 and completion of the lot by September, 2009.

Second Quarter Update: The agreement between MDOT and AATA for use of the property has been developed and executed. Preliminary plans have been submitted to MDOT for their review. Federal funds for this project will now come from ARRA. The federal grant approval process is underway. After some uncertainty, it appears that the property is in the City of Ann Arbor although Ann Arbor Township believes it was not legally annexed back in 1966. Preliminary plans have been submitted to the City for the site plan review process. This cannot be completed (i.e. City Council approval) until June 8 at the earliest. This will delay bidding by a couple of weeks at least. Completion of the lot is not expected to occur until November. Preliminary plans have also been provided to Ann Arbor Township for review. Their primary involvement concerns water runoff from the property which goes to Fleming Creek in the Township. It appears that we have been able to address their concerns. Staff is developing service plans for the lot for inclusion in the development of 2010 budget.

Third Quarter Update: Plans and specifications have been completed all the necessary approvals have been received including MDOT approval of the plans and specifications, City of Ann Arbor site plan approval zoning variance for the driveways, Ann Arbor Township acceptance of the storm water runoff plan, and environmental clearance from the Federal Transit Administration. The bid process is underway with bid opening scheduled for August 11, 2009.

- b. Develop plans for park and ride lot near Washtenaw and US-23 to replace Arborland.

Timing/Target completion date:	April 1, 2009
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Chris White
Resources (money and people):	Assistance from City of Ann Arbor and staff
time	

DRAFT

Preliminary and for Internal Discussion Purposes Only

Page 6

Budget: \$5,000; Unfunded
 Marketing Efforts: Marketing plans will be developed as plan is implemented

First Quarter Update: Preliminary discussions with the City regarding a replacement lot on the south side of Washtenaw Avenue have taken place. The City has indicated that a replacement for Arborland cannot be in place in 2009. Discussions were held with Arborland management to try to resolve their issues so that they will permit AATA to continue to use Arborland after July, 2009. They have not yet responded to our proposal. We will follow-up in January.

Second Quarter Update: Staff worked with Arborland management on a significant effort in March to resolve parking issues. Although the management company acknowledges that the effort was successful, the owners have decided to follow through with requiring AATA to stop operations in Arborland on July 1, 2009. Staff is developing plans to revise operations to accommodate this change and carrying out a public relations effort to educate riders and the public to encourage the management to continue working with us in reaching an equitable solution.

Third Quarter Update: Operations ended in Arborland Mall on July 1, 2009. Alternate boarding and transfer stops have been placed on Washtenaw Avenue. Staff will be contacting all of the merchants in Arborland in an effort to have a coordinated communication to Arborland management and ownership requesting to reinstate the bus stop. A contract has been signed with OHM to do the design and traffic study required to gain approval from the City of Ann Arbor and MDOT for development of a transfer location on the south side of Washtenaw.

- c. Develop a standard for signage, agreement, and a maintenance plan for park and ride lots including casual park and ride lots (i.e. small lots along existing routes).

Timing/Target completion date: March 1, 2009
 Sponsoring Board Committee: Planning and Development
 Manager(s) responsible: Chris White
 Resources (money and people):
 Budget: Estimated cost \$5,000; included in
 marketing budget
 Marketing Efforts: Branding, signage and informational
 campaign

First Quarter Update: This work has not gone forward because of reassignment of staff to the WALLY project. It will begin in February.

DRAFT
Preliminary and for Internal Discussion Purposes Only
Page 7

Second Quarter Update: A standard agreement has been drafted and reviewed by AATA's attorney. Resources were temporarily diverted to other projects, but development of signage began in April and will continue as time and resources allow.

Third Quarter Update: The standard agreement is complete. Sign plans are being developed in conjunction with the Plymouth Rd. park and ride lot development.

- d. Identify and evaluate possible locations for casual park and ride lots.

Timing/Target completion date:	December 1, 2008
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Chris White
Resources (money and people):	
Budget:	Estimated cost \$5,000; included in
marketing budget	
Marketing Efforts:	Branding, signage and informational
campaign	

First Quarter Update: This work has not gone forward because of reassignment of staff to the WALLY project. It will begin in February.

Second Quarter Update: A number of locations have been identified, but no follow-up has been done to date because resources have been temporarily diverted to work on other projects.

Third Quarter Update: The owners of two lots on the north side of Washtenaw, east of US-23 have been contacted as a partial replacement for Arborland. One was unreceptive, but there are some positive indications for the other site.

8. Monitor and evaluate service changes that were implemented on August 24, 2008 including ridership and productivity in comparison to previous service. Monitoring and preliminary evaluation will begin with the initiation of service with quarterly updates.

Timing/Target completion date:	September 30, 2009
Sponsoring Board Committee:	Performance Monitoring and External
Relations	
Manager(s) responsible:	Chris White
Resources (money and people):	
Budget:	\$150,000 (includes ongoing service change
efforts)	

DRAFT

Preliminary and for Internal Discussion Purposes Only

Page 8

Marketing Efforts: Included in ongoing public education and updates regarding service changes (details included in Appendix 1)

First Quarter Update: The first quarterly update is being prepared for the January meeting of the Performance Monitoring and External Relations (PMER) Committee.

Second Quarter Update: Ridership and on-time performance data have been reviewed with the PMER Committee. Ridership results have been positive. On-time performance also improved except for route #4. More detailed analysis will be developed for review.

Third Quarter Update: Ridership and on-time performance data will be reviewed with PMER at the August meeting. The results continue to be positive.

9. Issue a request for proposals for A-Ride services; current contract expires June 30, 2009

Timing/Target completion date:	May 1, 2009
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Ron Copeland and Phil Webb
Resources (money and people):	Staff time; Continuous Improvement Team
Budget:	No additional funding required
Marketing Efforts:	None

First Quarter Update: Has not yet begun.

Second Quarter Update: AATA will exercise a one-year extension on the current contract. A comprehensive Request for Proposals will be issued in FY 2010.

Third Quarter Update: AATA exercised the option for a one-year extension on the current contract. A comprehensive Request for Proposals will be issued in FY 2010.

10. Issue a request for proposals for Night Ride service; current contract expires November 30, 2009

Timing/Target completion date:	September 30, 2009
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Chris White, Ron Copeland, Phil Webb
Resources (money and people):	Staff time; Continuous Improvement Team
Budget:	No additional funding required
Marketing Efforts:	None

DRAFT
Preliminary and for Internal Discussion Purposes Only
Page 9

First Quarter Update: Has not yet begun.

Second Quarter Update: The RFP is scheduled to be issued in June.

Third Quarter Update: The RFP was delayed due to purchasing priorities, but is in preparation for issuance in August.

11. Purchase and oversee installation of Voice Over Internet Protocol (VOIP) communications system in partnership with the City of Ann Arbor.

Timing/Target completion date:	January 31, 2009
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Jan Hallberg
Resources (money and people):	Grant funds available
Budget:	\$90,000 grant funding
Marketing Efforts:	None

First Quarter Update: The completion date was changed to February 2009 because we are dependent on the City's installation schedule. We have asked the City to change the priority in order to assist us in restoring Internet services.

Second Quarter Update: Voice Over IP first phase is complete in areas that are fiber optic capable. The second phase connection to remote sites (Ypsilanti and radio tower) is expected to be completed by the end of May 2009.

Third Quarter Update: VoIP is complete.

12. Coordinate and implement transition to new radio tower with tower owner. Requires purchase of a new antenna.

Timing/Target completion date:	December 31, 2008
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Jan Hallberg
Resources (money and people):	May include an undetermined increase in monthly rental fee
Budget:	\$1,000 for equipment move and additional cable (IF we can use all the same equipment, the budget would be zero, but the rent may go up)
Marketing Efforts:	None

First Quarter Update: A decision was made to construct a new tower on the current site and the timing is now September 2009.

DRAFT
Preliminary and for Internal Discussion Purposes Only
Page 10

Second Quarter Update: Construction of the new tower has not yet been approved. We are awaiting further actions from tower management.

Third Quarter Update: No date set for tower dismantling, but estimated to be January 2010. Continuing to work with Washtenaw Consortium, SBA and Crowne Castle to get information about available towers that could accommodate AATA. Created solicitation for technical contractor to work with on the project. Responses due back August 28, 2009.

13. Coordinate and implement transition to new radio frequency as required by the Federal Communications Commission.

Timing/Target completion date:	To be determined by FCC
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Terry Black, Jan Hallberg
Resources (money and people):	Staff time; any out-of-pocket to be covered by Sprint/Nextel
Budget:	Costs to be covered by Sprint/Nextel
Marketing Efforts:	None

First Quarter Update: We are awaiting channel assignments.

Second Quarter Update: Channel assignments were received. It was originally planned to coordinate rebanding with new tower construction (please see update for 12.) However, it has been decided to proceed with rebanding exclusive of new tower construction due to the uncertainty of new tower construction timing. Rebanding is scheduled to be completed by the end of calendar year 2009.

Third Quarter Update: Negotiations continuing with the FCC and Sprint. Frequency Reconfiguration Agreement sent to FCC for review. Estimated timing for rebanding activities is October 5-17.

14. Coordinate and implement transition to new version of Advanced Operating System.

Timing/Target completion date:	December 31, 2008
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Jan Hallberg, Ron Copeland, and Terry Black
Resources (money and people):	Staff time; Grant funds programmed
Budget:	\$95,000
Completed September 30, 2008	
Marketing Efforts:	None

DRAFT
Preliminary and for Internal Discussion Purposes Only
Page 11

First Quarter Update: Completed

15. Purchase software licenses for technology refresh. Coordinate and implement information technology upgrade to become current.

Domain upgrade from NT to Server 2003 – January 2009

Timing/Target completion date:	Multi Year
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Jan Hallberg
Resources (money and people):	Staff time, training and consulting, and grant funds
Budget:	Domain upgrade: \$2,000 for contractor services; \$4,000 grant funds for new server; \$10,000 grant funds for PC replacement
Marketing Efforts:	None

First Quarter Update: Domain upgrade from NT to Server 2003 was completed in December 2008.

Second Quarter Update: Computer replacement is scheduled to be completed by end of fiscal year.

Third Quarter Update: Training of Office 2007 complete. Deployment of the Office 2007 software will be complete by end of FY2009. Continuing deployment of computer replacement and on track of end of FY2009.

16. Issue a request for proposals to hire a contractor to manage the process of transitioning to a new Internet services provider.

Timing/Target completion date:	August 31, 2009
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Jan Hallberg
Resources (money and people):	Staff time
Budget:	To be determined
Marketing Efforts:	To be determined

First Quarter Update: A decision was made to partner with the City of Ann Arbor, making this goal unnecessary. A significant savings is anticipated from this course of action.

DRAFT

Preliminary and for Internal Discussion Purposes Only

Page 12

Second Quarter Update: By partnering with Washtenaw County and the City of Ann Arbor, the transition to new Internet services provider has been completed. All Internet services are coordinated through City-provided facilities.

Third Quarter Update: Complete. This was managed with staff time. No third party vendor was required.

17. Coordinate and partner with Ultramain to upgrade the current Ultramain application; requires onsite Ultramain staff to do upgrade and training.

Timing/Target completion date:	March 30, 2009
Board Supporting Committee:	Planning and Development Committee
Managers responsible:	Jan Hallberg, Phil Webb
Resources (money and people):	TBD
Budget:	\$52,000 (time and travel for training)
Marketing Efforts:	None

First Quarter Update: New completion date December 31, 2009.

Second Quarter Update: Staff is negotiating with Ultramain to rectify problems with the Ultramain system. Depending on the outcome of negotiations, staff may consider upgrading from version 8.1D to 8.1F.

Third Quarter Update: Staff is monitoring service level with Ultramain and currently following the Ultramain process for service requests at our current 81D level.

18. Manage Request for Proposal process for new Maintenance Payroll system. Purchase card reader. Integrate reader software into current payroll system. Implement and train maintenance personnel.

Timing/Target completion date:	November 30, 2008
Board Supporting Committee:	Performance Monitoring and External Relations
Managers responsible:	Jan Hallberg, Terry Black
Resources (money and people):	Staff time
Budget:	\$8,000 grant funding
Marketing:	None

First Quarter Update: The new system has been installed and is in testing phase. Full implementation is scheduled for February 2009.

Second Quarter Update: New system was implemented and used in parallel with the old system. Production date set for end of May 2009.

DRAFT
Preliminary and for Internal Discussion Purposes Only
 Page 13

Third Quarter Update: System is in and working.

Strategic Goal II: Broadening AATA Services

19. Serve as the designated Authority for the development of WALLY as an inter-county commuter rail system and use appropriate AATA staff and resources to work toward moving the WALLY project forward.

Timing/Target completion date:	To be determined
Board Supporting Committee:	Planning and Development
Managers responsible:	Dawn Gabay
Resources (money and people):	Commuter Services Coordinator
Budget:	To be determined
Marketing:	Management public relations and marketing firm efforts; coalition meeting efforts

First Quarter Update: In November the Board passed a resolution for AATA to serve as the designated authority for the development of WALLY. A full-time staff person has been assigned to work on the project. Meetings have been held with the WALLY coalition, individual coalition members, individual stakeholders from Livingston and Washtenaw Counties, and Michigan Department of Transportation (MDOT) representatives. Funding requests from project partners have been made and the Ann Arbor Downtown Development Authority has authorized \$35,000 for the project. The following tasks related to the project have also been completed: established a presence on our website; creation of a critical path management chart; issued a request for proposals for public relations and marketing services. In addition, staff worked with MDOT to request a determination from the Federal Transit Administration on accessibility requirements. Staff is in the process of identifying stops for the start-up project. The following tasks related to the project are underway: environmental analysis, rolling stock acquisition, station design and construction, track and signaling improvements.

Second Quarter Update: An RFP for public relations and marketing services was awarded in April. Consultants have conducted leadership interviews in both Livingston and Washtenaw Counties. Public education tools and outreach schedule are under development. Community awareness survey will be conducted in May in both counties to guide message development, determine project awareness and support, community opinions of project value and public education and marketing plan. AATA and MDOT continue to work together on rolling stock acquisition, station design and construction, track and signaling improvements. The archaeological dig will begin the week of May 11, and a report is expected by the end of May.

DRAFT
Preliminary and for Internal Discussion Purposes Only
Page 14

Third Quarter Update: The community awareness survey for Livingston County was completed mid-July with Washtenaw County to be completed end of July; a public outreach proposal was presented at the June WALLY coalition meeting. A survey is being conducted among members of the WALLY coalition to determine the interest of members in leading the public education campaign. The full-time staff person originally assigned to this project resigned and the scope of work in coordinating this project has been redefined to a half-time Commuter Rail Coordinator position. An individual with previous rail experience has been hired to coordinate the work associated with this project and the various interested parties accordingly. Staff continues work with MDOT on moving this work forward.

20. Expand to Provide Regional Service (no budget provisions were made for this goal per agreement with the Finance and Audit Committee)

a. Reorganize under Act 196

Agreement with Washtenaw County to join the new authority
 Timing/Target completion date: Dependent on a timeline proposed by the attorney and agreed to with Governance Committee
 Sponsoring Board Committee: Portfolio Project
 Manager(s) responsible: Executive Director
 Resources (money and people): Not included in budget at this time
 Marketing Expense: \$170,000; This project is unfunded
 Marketing Efforts: Rebranding, media and public relations
 Legal expenses (higher if jurisdiction by jurisdiction) and other project costs would need to be approved by Board as a budget amendment ;(legal expenses currently not expected to exceed \$100,000; any costs above \$100,000 would have to be approved by the Board)..

First Quarter Update: Investigation of the legal implications is on-going. Discussions with the County have begun. Legal counsel was engaged to advise AATA on legal issues and strategy concerning the establishment of a Countywide Act 196 Authority. At the direction of the Governance Committee, staff has scheduled a meeting for February 9, 2009 with representatives from the City of Ann Arbor, Washtenaw County and legal counsel.

Second Quarter Update: The Board has decided to postpone the investigation of moving AATA to an Act 196 Authority until the new CEO has been seated.

DRAFT
Preliminary and for Internal Discussion Purposes Only
Page 15

Third Quarter Update: The new CEO began work on July 20, and a working session to update the Board on this issue will be scheduled.

b. Develop Regional Funding Plan

Determine area for a millage vote, size of millage, timing of millage, how to organize a campaign committee (including funding sources), market research

Timing/Target completion date: Area and timing of millage – January 1, 2009

Sponsoring Board Committee: Portfolio Project

Manager(s) responsible: Executive Director

Resources (money and people): Grant application for market research submitted by WATS; AATA budget not yet determined; campaign funding cannot be provided by AATA; to be provided by independent sources

Budget: \$192,750 total; \$32,750 of which is in FY2009 Marketing budget (\$160,000 is unfunded)

Marketing Efforts: Pre-proposal image building campaign; Hire campaign consultant to develop a public information and education campaign for a regional funding proposal

First Quarter Update: Staff has developed information about possible millage rates, election dates, and campaign organization. The Board has not made a decision on whether to proceed and no more specific efforts will be undertaken without Board approval. A decision about becoming an Act 196 authority is closely related.

Second Quarter Update: AATA, with assistance from WATS, received approval from MDOT to pass-through federal funding to conduct a market research survey. The RFP has been issued, and contract award is scheduled for May. Development of creative work for pre-proposal image building campaign is underway and will be completed in May and launched in August and run through next fiscal year, provided funds are available. Presentation development and public outreach schedule is under development.

Third Quarter Update: Image building advertisements are being placed in multiple media outlets. A media plan is being developed for FY 2010 to continue this campaign.

c. Service Expansion

DRAFT
Preliminary and for Internal Discussion Purposes Only
Page 16

Develop service framework consistent with different funding scenarios;
conduct public input on service framework; develop service plan based on
public input at recommended level of local funding

Timing/Target completion date: Service Framework December 1,
2008

Public Input – Complete by March 31, 2009

Sponsoring Board Committee: Performance Monitoring and
External Relations

Manager(s) responsible: Chris White

Resources (money and people): Staff time

Budget: \$20,000; Unfunded

Marketing Efforts: Develop and implement public
outreach and input campaign

First Quarter Update: The service framework was developed by staff and
presented to the Planning and Development Committee in December.
More detailed information is being developed. Public input will not be
scheduled until the Board makes a decision on whether to proceed.

Second Quarter Update: More detail was added to the service framework
including elements such as routes, hours of service, vehicle type, and
service frequency. Staff is in the process of developing materials to
explain the service which will be suitable for multiple media including
website, pamphlet, and presentation. This work will be presented to the
Planning & Development and Performance Monitoring & External
Relations committees in May. These materials will also be used for public
input.

Third Quarter Update: The preliminary service plan was presented
to the Board committees and Chairman in July. Minor revisions are
underway before presentation to AATA staff and selected outside persons
for comments. WATS has begun using the regional transportation model
to develop ridership estimates.

21. Commuter Express (\$450,000 Federal grant for total project)

Monitor existing service between Ann Arbor and Chelsea

Timing/Target completion date: Ongoing

Implement marketing service promotion for existing service

Timing/Target completion date: October 1, 2008

Design, implement, and market second route

Timing/Target completion date: April 1, 2009

DRAFT
Preliminary and for Internal Discussion Purposes Only
Page 17

(This second route will be funded by existing grant)

Sponsoring Board Committee:	Performance Monitoring
Manager(s) responsible:	Chris White
Resources (money and people):	Federal demonstration grant and fares
Budget:	Expenses of \$263,000, 80% covered by
Federal grant plus fares	
Marketing Efforts:	Design and creative services and media
placement \$43,000 (included above); online purchasing of passes (estimated cost \$7,000; actual cost will not be known until bids are received). Costs will be covered under the grant.	

First Quarter Update: Marketing and service promotion began in September/October, 2008. Further progress including development of the second route has not proceeded because of reassignment of staff to WALLY. This will resume in February with new staff.

Second Quarter Update: A report on the first year of operation of the A2 Chelsea Express route will be prepared in May. Work on the development of a second route from Canton is underway. A parking lot has been identified and discussions initiated with the Township, which appear to be positive. An inter-local agreement is required with SMART to provide service into Wayne County. Such agreements are normally routine, but SMART may be reluctant to provide such an agreement because Canton Township does not participate in SMART. We are attempting to resolve this issue.

Third Quarter Update: The interlocal agreement delayed the startup of the Canton service until August 24th. A new fare collection system has been developed and implemented to simplify the process for AATA and riders. AATA is considering the direct operation of the Chelsea service to reduce costs in light of current ridership levels.

Strategic Goal III: Building and Maintaining Relationships and Collaborating with Community Partners

22. Negotiate University of Michigan agreement for MRide.

Timing/Target completion date:	July 31, 2009
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Dawn Gabay
Resources (money and people):	Board Negotiating Committee and Staff
time	
Budget:	No additional funding required

DRAFT
Preliminary and for Internal Discussion Purposes Only
Page 18

Marketing Efforts: Press release

First Quarter Update: Negotiations will begin in January.

Second Quarter Update: Two negotiating sessions took place in the second quarter. We are in the process of scheduling the next session.

Third Quarter Update: The Board passed a resolution on July 21, 2009 approving the signing of a one-year extension of the current agreement. Negotiations will continue to prepare for the next agreement.

23. Participate as a member of the oversight committee in Phase I of the Ann Arbor Connector Study and administer the consultant contract.

Timing/Target completion date:	September 30, 2009
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Chris White
Resources (money and people):	\$640,000 Federal Planning \$160,000 each from AATA, City of Ann Arbor, U of M and DDA
Budget:	\$160,000 Federal Planning
Marketing Efforts:	Public input and outreach included in contractor's work plan

First Quarter Update: The execution of the consultant contract has been delayed by concerns about the split of funding. A resolution is being negotiated by the City and University.

Second Quarter Update: The funding issue held up the project until the addition of stimulus funding from ARRA became available. The project is moving forward once again. An agreement with the consultant is ready to be signed pending final approval of the Memorandum of Understanding from City Council and the DDA Board. Work will commence immediately thereafter and is expected to take 18 months to two years.

Third Quarter Update: The Board passed a resolution in June approving the signing of the contract. The project will begin in August. AATA is the contracting agency and the City of Ann Arbor will provide project management.

24. Partner with the University of Michigan to investigate further coordination of bus service delivery in northeast Ann Arbor with a goal of achieving efficiencies.

Timing/Target completion date:	September 30, 2009
Sponsoring Board Committee:	Planning and Development

DRAFT

Preliminary and for Internal Discussion Purposes Only

Page 19

Manager(s) responsible:	Chris White
Resources (money and people):	Staff time
Budget:	No additional costs
Marketing Efforts:	None at this time

First Quarter Update: Preliminary discussions have taken place. This topic will be included in discussions involving the MRide agreement and the Connector Study.

Second Quarter Update: UM and AATA will be reviewing current service in northeast Ann Arbor with the consultant for the Connector study which is scheduled to begin in June.

Third Quarter Update: The delay in the Connector study has delayed this review.

25. Coordinate and partner with employers and chambers of commerce to develop and implement a Commuter Pass Program outside of the get!Downtown area.

Timing/Target completion date:	January 31, 2009
Sponsoring Board Committee:	Planning and Development
Manager(s) responsible:	Mary Stasiak
Resources (money and people):	Existing RideShare and Outreach Grant;
Staff time and information and promotional materials	
Budget:	\$20,000
Marketing Efforts:	

First Quarter Update: Staff coordinated with Washtenaw County staff to conduct a survey of county employees to aid in determining the cost of an employer bus pass outside the downtown. The return rate was less than 20% and so it was determined that AATA staff will work specifically with the Washtenaw County Towner Road facility and other businesses outside the downtown. An employer pass pricing proposal will be presented to the PMER committee once staff analyzes data from employee surveys from County Towner Road facility and businesses outside of the downtown.

Second Quarter Update: Due to organizational restructuring and budget constraints, Washtenaw County Government decided to put its employee pass program on hold indefinitely. In response, AATA staff met with the Ann Arbor Chamber of Commerce, the Ypsilanti Chamber of Commerce, and the getDowntown program to create a strategy for approaching businesses as part of an employer pass pilot program. The pilot program is expected to involve distributing passes to businesses for a limited period of time using several pricing structures. The various pricing structures will be used to help staff develop a

DRAFT
Preliminary and for Internal Discussion Purposes Only
Page 20

finalized framework that will be implemented as part of the employer services program. It is anticipated that a pilot program will begin sometime in September.

Third Quarter Update: Staff presented a pilot employer bus proposal to the Performance Monitoring and External Relations (PMER) Committee and the proposal is being revised to incorporate recommendations. The revised proposal will be presented at the August 12 PMER meeting.

MEMORANDUM

To: Performance Monitoring &
External Relations Committee



From: Ken Anderson
Community Relations

Re: Group bus pass/commuter benefits program pilot proposal

Date: August 12, 2009

In June, staff submitted a proposal for a group bus pass program to the committee. After discussion, the committee asked staff to revise the document and resubmit it at a future meeting.

The revised document follows, with changes that include 1) a timeframe for the pilot program (including evaluation milestones), 2) a framework for an annual pass (modeled after the golpass) and 3) a broader vision for a commuter benefits program.

If this is acceptable, we will bring it to the committee in September to recommend adoption by the Board.

AATA group bus pass/commuter benefits program pilot proposal

8/12/09

Four components for pilot program

1. Test pricing structure for various group pass options.
2. Test the feasibility of a commuter benefits program.
3. Broaden the reach of AATA's marketing efforts (at little cost to AATA) through the creation of a communications structure for businesses through.
4. Form an advisory council that will advise the group pass program.

Goals for pilot program

- Learn pricing points for various group bus pass options.
- Gauge participation rates and ridership numbers (used as indicators for success of each pass option).
- Form a coalition of employers/organizations to advise program development and implementation.

Group bus pass types

- Passes purchased for interested employees.
 - Employer purchases passes from AATA at prices listed below and distributes them to employees by:
 - Selling to interested employees at price listed below (no costs incurred by employer).
 - Selling to interested employees at additionally discounted rate (employer incurs some cost, employee incurs some cost).
 - Giving to interested employees at no charge (all cost borne by employer).

▪ Volume-based discount on 30-day passes.

	Employer pays	AATA pays
5 – 9 purchased:	\$45.60 (5% discount)	\$2.40
10 – 29 purchased:	\$43.20 (10% discount)	\$4.80
30 – 49 purchased:	\$40.80 (15% discount)	\$7.20
50 – 74 purchased:	\$38.40 (20% discount)	\$9.60
75+ purchased:	\$36.00 (25% discount)	\$12.00

▪ Length-based discount

	Employer pays	AATA pays
60-day pass:	\$86.40 (10% discount)	\$9.60
90-day pass:	\$122.40 (15% discount)	\$21.60
120-day pass:	\$153.60 (20% discount)	\$38.40

- Annual pass purchased for all full-time employees (part-time employees and volunteers optional).
 - Similar to go!pass - based on medical insurance model (employees that don't ride help subsidize employees that do).
 - In order to operate the pilot for this program, a pool of employees will need to be established.
 - A baseline number of participants will need to be set (200 employees).
 - The pool can be made up of employees from various organizations. Employers will be encouraged to recruit other employers until the minimum baseline is reached.
 - Once the baseline is reached, AATA will create a pricing structure plan and will present it to the employers for feedback and implementation.
 - The goal is of this component of the pilot program is to create a large enough sample of employees to gauge participation rates and pass usage among employers.
 - The sample needs to be large enough so that participation rates can be extrapolated up to the larger pool of potential employers.
 - This data will allow AATA to determine an average cost per trip that is revenue-neutral for the agency (similar to how the go!pass is currently structured).

Commuter benefits program

- Incentive-based programs have been shown in other communities to be successful methods for helping employers to manage their employees' parking and transportation needs.
- In the proposed program, employers are asked to offer commuter benefits to their employees. In return, AATA offers services to the employer.
- Services offered by AATA are structured into levels. More services become available as the employer offers more benefits to its employees.
- A possible structure for the program follows:

Associate level

If an employer agrees to provide at least two benefits from Level A (see chart below), AATA will provide the following services:

- Consultations with AATA staff to discuss and plan alternative transportation options for employees.
- Informational materials on various modes of transportation.
- Personalized trip planning assistance for employees.
- Recognition on the AATA RideChoices website and other media outlets.

Partner level

If an employer agrees to provide at least two benefits from Level A and at least one benefit from level B, AATA will provide the following services:

- Associate level services.
- Emergency Ride Home subsidization for employees who use transit or other alternative transportation modes to reach work.
- Discounts for group bus passes (see page 2).

Assign an employee to serve as an Employee Transportation Coordinator who provides commuter information to employees in a company newsletter, on a central bulletin board, through an internal e-mail system, on a website, etc.
Conduct an employee transportation survey. AATA will provide assistance with implementation.
Arrange for an on-site transportation event for employees. AATA staff can participate in an employer event (such as a transportation fair or employee benefits fair) or make a presentation to employees or management.
Purchase and subsidize bus passes (do not have to purchase for all employees).
Subsidize vanpool or express bus fares.
Host a website for employee carpool/vanpool matching. AATA will provide assistance with implementation.
Provide preferred parking spaces for carpools and vanpools.
Provide parking cash out monies or other incentives to employees who choose not to drive alone to worksite.
Institute a tax-free commuter benefits program. AATA will provide assistance with implementation.

Program timeline:

- August 2009
 - Communications materials are prepared for business recruitment, program evaluation, etc.
- October 2009
 - Begin recruitment of businesses for pilot program.
 - Gather feedback on commuter benefits program structure.
 - Gather feedback on volume/length-based pass pricing structure.
- January 2010
 - Deploy employee commuting habits surveys to businesses.
 - Collect surveys before passes are issued.
- February 2010
 - Begin issuance of passes to businesses.
 - This date may be flexed back if minimum number of employees for annual pass program is not met.
- June 2010 (or 15 months from date of pass issuance)
 - Deploy follow-up employee commuting habits surveys to businesses.
 - Collect surveys within 4 weeks.
- September 2010 (or 18 months from date of pass issuance)
 - Close data collection period.
 - Create finalized pass pricing structure.
 - Create finalized commuter benefits structure.
- October 2010 (one month after closure of data collection period)
 - Gather feedback on finalized pass pricing and commuter benefits program structures.
 - Create communications materials for new employer services program.
- January 2011
 - Officially launch employer services program.

Program evaluation:

- Passes will be issued as proximity/smart cards.
 - Testing of smart cards will provide two main benefits to AATA:
 - Tracking of ridership by individual employer for evaluation of employer program efficacy.
 - Testing implementation of this technology on a discrete population of small size.
 - Information will be gathered on:
 - no. of unique passes used/employer
 - avg. no. of trips/pass
 - percentage of employee participation/employer
- Employees need to fill out a survey before and during implementation of pilot program.
 - This will be used as a way of monitoring changes in employees' commuting habits.

MEMORANDUM

To: Performance Monitoring &
External Relations Committee

From: Chris White
Manager of Service Development

Re: Plymouth Park and Ride Construction
Contract

Date: August 11, 2009



Bids for construction of the Plymouth road Park and Ride lot were opened on August 11, 2009. Bids were received from six companies. The lowest bid was from D&R Earthmoving located in Howell, Michigan for \$1,144,000.

The bid is above the original cost estimate of \$1,000,000. This is due to work that was added including:

- LED lighting
- Security Cameras (required by Federal Transit Administration)
- Covered bicycle storage (required by the City)
- Extended sidewalk (required by the City)
- Enhanced stormwater detention

A total of \$1,530,000 is available in grant funds programmed for this project including \$1.5 million in ARRA (stimulus) funds and \$30,000 in Section 5307 funds for security cameras. The total cost for this project includes:

\$ 306,500	engineering/design/construction management
<u>1,144,000</u>	construction
1,450,500	Total

Thus the available funds exceeds the cost, but only by \$79,500. This leave a construction contingency of only 7% of the construction cost. If change orders are required which exceed the available funds, we will have an opportunity to add some additional ARRA funds to make up the difference in 2010, but it is preferable to work to limit any cost increases.

A resolution to award the contract to D&R Earthmoving is enclosed for your consideration. Steve Magnan, project manager for OHM – our engineering firm for this project – will attend the committee meeting on August 12 to address and questions or concerns. A tabulation of all the bids will also be available at that time.

DRAFT
Resolution

Authorization to Execute Contract with D&R Earthmoving for Construction of the
Plymouth Road Park and Ride Lot

WHEREAS, an invitation for bids for construction of the Plymouth Road park and ride lot was as required on

WHEREAS, construction bids were received from six (6) companies, and

WHEREAS, the bid of D&R Earthmoving of Howell, Michigan at \$1,144,000 was the lowest bid, and

WHEREAS, the bid of D&R Earthmoving was determined to be responsive and responsible.

NOW, THEREFORE, BE IT RESOLVED that the AATA hereby authorizes the CEO to execute a construction contract with D&R Earthmoving for \$1,144,000.

David Nacht, Chair

Charles Griffith, Secretary

MEMORANDUM

To: Performance Monitoring &
External Relations Committee

From: Chris White
Manager of Service Development

Re: Recommended Discontinuation of Link
Service

Date: August 11, 2009



We have been discussing the future of the Link route at Committee meetings since April. As you know, the DDA will no longer provide funding and does not wish AATA to continue to operate Link service in the downtown while they consider some new type of downtown transit service. Subsequently, UM Parking and Transportation decided that since the connection to downtown would no longer be included, the value of contracting the Link with AATA was lost. As a result, they decided to directly operate service between Oxford Housing and Central Campus. With these actions by the DDA and UM, both the funding and the purpose of the Link have been lost.

The AATA provided public notice and solicited public input of the proposed discontinuation of service. The input overwhelmingly supported the Link service, and we informed the commenters that the decision to discontinue Link service was essentially made by others.

Enclosed are:

- A summary of the public input received is attached. A complete compilation of all the emails received is posted on Hyperoffice with the August meeting materials.
- Link talking points
- A resolution authorizing elimination of Link service is included for your consideration.

Resolution

ADOPTION OF SERVICE CHANGE – ELIMINATION OF LINK SERVICE

WHEREAS, the Ann Arbor Downtown Development Authority (DDA) took action on June 3, 2009 to discontinue funding for the Link route, and

WHEREAS, the DDA is considering the function and design of a new downtown transit service in the future, and

WHEREAS, following the DDA action, the University of Michigan Parking and Transportation Services (UMPTS) decided not to fund AATA Link service and to directly operate service between Oxford Housing and Central Campus instead, and

WHEREAS, as a result of the actions of the DDA and UMPTS, the funding and purpose for the Link no longer exists.

NOW, THEREFORE, BE IT RESOLVED that the AATA hereby adopts a service change to eliminate Link service.

David Nacht, Chair

Charles Griffith, Secretary

Proposal to discontinue the Link downtown circulator route

Summary of feedback received during open comment period

August 7, 2009

Public Input Summary

AATA is required to provide an opportunity for public comment before any significant reduction in service. A notice of proposal for elimination of the Link was created which included the dates of the comment period (July 1st – August 4th) and AATA contact information for people wanting to submit feedback. That notice was placed as an advertisement in the Ann Arbor News on July 5th. Notices were placed at all Link bus stops in late June. A public drop-in meeting was held on August 10th at the DDA's offices.

The open comment period was held from July 1st – August 4th. During that time, 93 people responded via email and 12 people submitted comments by phone. 7 people attended the public meeting held on August 10th. A summary of these comments is provided below.

A compilation of email comments is included in Hyperoffice for your consideration. The comments are directly pasted from staff/students'/residents' writings. Editing was only performed to remove line breaks or move the location of include names. Comments received by phone are very similar to those received via email, so transcripts are not provided in the compilation (they are included in the summary though).

The people submitting comments are a mix of:

- UM students/staff/faculty, mainly:
 - Students living in Oxford Housing
 - Faculty/staff working near the Diag area
- Ann Arbor residents/seniors from neighborhoods surrounding:
 - UM Central Campus (North Burns Park, Oxford, etc.)
 - Kerrytown (Miller/Catherine, Fourth Av./Ann, etc.)
 - Main St. (Old West Side, etc.)

UM students make up the majority of the people submitting comments. A few are concerned that an inadequate chance for public input has been provided since the public commentary period has been held before the bulk of Link riders will return for the fall semester.

The vast majority of comments opposed discontinuation of the Link route. Of the 105 people who submitted comments, only five people voiced support for discontinuation of the route (four via email, one via phone). All of those people in support of discontinuation felt the monies used for the Link would be better spent elsewhere (several suggested redirecting it into service that brings people into/out of the downtown area). One person suggested that the on-time performance of the route is quite poor.

The nature of the comments was usually a vocalization in opposition or support of the elimination proposal combined with a description of how that person uses the service or derives value from it. A list of those uses/values is given below.

Peoples' current uses of the Link:

- Travel to Kerrytown/Farmers' Market, Main St., S. University area for shopping, dining.
- Connection between Kerrytown and the neighborhoods around UM Central Campus.
- Connections to downtown for sororities and fraternities in Hill and Oxford areas.
- Way for residents around Miller/Catherine to reach other parts of downtown.
- Use the Link to go to events at Hill Auditorium without using car.
- Live in the Old West Side and use the Link to reduce the amount of walking on trips to Central Campus.
- Go to the post office.
- Connection between UM Central Campus and the Blake Transit Center.

Perceived benefits of the Link:

- Encourages students to access areas of downtown that are seen as being 'far away' from campus (Kerrytown, Main St., etc.) for shopping, dining, etc.
- Some students use the Link instead of their cars, and some report being able to live in the area without a car due in part to the Link service connections.
- Helps some students feel safe when traveling to/from events in other areas of town in the late evening.
- Makes it easier to traverse the downtown area when weather is snowy, cold or otherwise inclement.
- Is the only option for reaching Liberty/State area from Oxford in a reasonable amount of time.
- Is a much better deal than using a cab to make late evening trips to/from Main St. area.
- Best way to travel the length of the downtown area by transit without making transfers.
- Is a replacement for the eliminated mid-day service on route 14 for people who live in the Oxford/Geddes area.

Several senior and disabled people expressed concern that elimination of the Link route would make it harder for them to easily connect between various points of downtown for shopping, appointments, etc.

Seven people attended the public meeting on August 10 at the DDA offices from 5-7 p.m. All were residents of downtown who used the Link for a variety of purposes. One was also a UM student. Susan Pollay, DDA Director also attended the meeting and collected information for the DDA's consideration of a new service.

LINK

Proposed Discontinuation

Talking Points

August, 2009

History of the LINK:

- The LINK began service in 2003 and was funded by a federal CMAQ grant for the first two years.
- The route and service design were a result of a six-month community involvement process involving the merchant associations, the DDA, downtown residents and employees, UM staff and students and the disabled community. The route connected all four areas of downtown and the UM central campus.
- The number of riders was low the first year, as expected. The number of riders increased significantly the second year. By the end of the second year, ridership was above 20 riders per service hour, the original goal for service productivity.
- When the CMAQ grant ended in 2005, the LINK was almost discontinued for lack of local funding. The AATA worked to put together a joint funding arrangement with the AATA, DDA, UM funding a revised LINK route. The number of buses was reduced from 3 to 2, service frequency increased from 8 minutes to 15 minutes, and the route was changed to include Oxford Housing and eliminate service at the Michigan Union.
- Since 2005, the local funding for the LINK has been provided by the University of Michigan (1/2), DDA (1/4), and the AATA (1/4).
- Ridership and productivity increased significantly in 2005-06 and 2006-07, remained steady in 2007-08 and has declined some in 2008-09. Productivity remained above average for the AATA system at 35 riders per service hour.

Recent Developments:

- After discussing the role of the LINK in the downtown area, the Ann Arbor DDA decided not to continue funding the downtown portion of the LINK at this time and instead determine whether to redesign and re-brand a new circulator service at a later date.
- The University of Michigan has paid the entire local share of the cost for the half of the LINK route between Oxford and central campus. The UM did this because the LINK route not only met their primary objective of connecting the residents of Oxford housing with campus, but also connected campus with the four downtown business districts.
- The UM has decided that without the added value of the connection to the business districts as a result of the DDA's action, they have decided to operate service between Oxford and central campus with their own buses.
- The new UM route will only have three bus stops: Oxford House, Trotter House, and the main UM bus stop on North University.

- Due to the combined actions of the DDA and UM, the AATA is planning to discontinue the service. With 17 routes that serve the downtown area, riders of the LINK have many alternatives to get around the downtown using transit.
- We will continue to work with the DDA to explore future alternatives to the LINK.
- The AATA is required to provide for the public to comment on service changes of this nature. The public is welcome to comment on the proposed elimination of the LINK between July 1 and August 4, 2009 by one of the following methods:
 - 1) **By computer:** Comment or ask questions by email to aatainfo@theride.org (Put "Service Changes" in subject line).
 - 2) **By phone:** Call the service change hotline at (734) 794-1880.
 - 3) **By fax:** To 734.973.6338 (put "Service Changes" in subject line).
 - 4) **By mail:** AATA Service Changes, 2700 S. Industrial Hwy., Ann Arbor, MI 48104.
- A copy of all written comments and a summary of verbal comments will be provided to the AATA Board of Directors before a final decision is made on the proposed change.

LINK Ridership Statistics: (Source: March 2008 Ridership Survey)

- Majority of riders are UM students
- UM students use for a wide variety of purposes but primarily to get to class
- UM Students are the primary users for trips to and from Liberty St., Main St., and Kerrytown
- Most of non-student riders are under 35 years old.

Purpose of trip	
Work	11.1%
School	40.8%
Get Food	15.3%
Medical	0.5%
Shopping	5.0%
Entertainment	20.0%
Personal Business	8.4%
Other	8.7%

Nearly 60% of riders use the LINK for purposes other than school

Reason for Using the LINK	
Avoid Parking Hassles	9.3%
Too Far to Walk	74.6%
Bad Weather Conditions	17.2%
Safety	5.6%
Carrying Packages	5.8%

Traveling with Children	1.1%
Other	11.4%

Riders Who Work in LINK Service Area	
Yes	30.2%
No	69.8%

MEMORANDUM

To: Performance Monitoring &
External Relations Committee

From: Chris White
Manager of Service Development

Re: Night Ride Request for Proposals (RFP)

Date: August 11, 2009



For the past 4 ½ years, Night Ride service has been provided by Blue Cab. The current contract expires on November 30, 2009. The service provided by Blue Cab has been good, and they have done a very good job at limiting cost increases. The gross cost for FY 2009 will be nearly \$300,000.

We are required to undertake a competitive procurement of all services at least every five (5) years. A new Request for Proposals (RFP) has been developed and was advertised on August 6th, and copies sent to all interested parties. Proposals are due on August 31st. we may be prepared to recommend an award at the September PMER meeting. However, the evaluation of service proposals can be involved, and it may be necessary to wait until October.

Ann Arbor Transportation Authority Board of Directors
 Planning and Development Committee
 Approved Meeting Summary
 July 21, 2009 – 6:30 p.m.

Present: Committee – Ted Annis (Chair), Paul C. Ajegba, Rich Robben
 Board – Jesse Bernstein (arrived 6:52), David Nacht (arrived 7:48)
 Staff – Terry Black, Michael Ford, Dawn Gabay, Ed Robertson, Mary Stasiak,
 Phil Webb, Karen Wheeler, Chris White
 Public – Peter Allen, Eli Cooper, Carolyn Grawi, Jim Mogensen, Thomas
 Partridge

Committee Chair Ted Annis called the meeting to order at 6:35 p.m.

1.0 Communications and Announcements

Mr. Annis introduced Michael Ford, AATA's new Chief Executive Officer.

Dawn Gabay announced that Tom Cornillie (who has been working as AATA's WALLY Coordinator) has tendered his resignation to accept a position in California with Amtrak. Ms. Gabay reported that a search is underway to hire a new staff person to continue the work on the WALLY project.

Chris White announced that Ann Arbor City Council approved the site plan for the Plymouth Road Park and Ride lot at the Council's July 20 meeting.

1.1 Central Campus Transit Center

Chris White reported that design work is now underway on the new Central Campus Transit Center to be located on North University. This newly designed facility will serve as the primary bus stop for University of Michigan buses and will also be a major destination and transfer facility for AATA's buses. Chris offered to schedule a presentation by the transit center's design firm for the full Board, and it was agreed that a short presentation would be prepared for that purpose at the August Board meeting.

2.0 Public Time – Comment on Agenda Items

Thomas Partridge appeared before the Committee and requested that the date, time, and agenda content of AATA meetings be communicated more effectively to the public. He suggested that meeting information be included in a local newspaper. He also commented on the Connector Study and the Plymouth Road Park and Ride lot. Mr. Partridge advocated deferring future discussion on these subjects to allow for more in-depth study and reflection, and indicated that these projects are indicative of misplaced

priorities of the AATA Board. He urged the Board to bring about a countywide transportation authority and convert the AATA and its Board of Directors into a public ride authority.

Peter Allen appeared before the Committee and announced that he is in the real estate business with specific emphasis on economic development issues and is particularly interested in developing key transportation corridors throughout Ann Arbor. In his comments about the upcoming Connector Study, Mr. Allen pointed out that the RFP (request for proposal) for the study was let a year ago, and since that time five significant developments have occurred in the city.

Mr. Allen listed the five recent significant developments as:

- Rezoning of Downtown to allow building heights to grow from their current average of four to five stories up to 10 or even 20 stories in some key corridors;
- Consideration being given to rezoning key corridors, commercial office park developments, and shopping centers to increase density from the current 25,000 square feet per acre up to as much as 200,000 square feet per acre. (Mr. Allen reminded the PDC that this increased density would be much more conducive to some form of rapid transit)
- Continued developments that indicate the East/West commuter rail will begin operating as early as October 2010. The East/West rail service would likely intersect any rapid transit connector system. AATA's taking the lead on the WALLY project and now participating in the Connector Study as a way to connect WALLY with East/West rail has planning moving in the right direction to feed the AATA bus system.
- The change in the political administration in Washington, DC has resulted in a federal government attitude that is turning out to be much more favorable to mass transit.
- The University of Michigan has purchased the previous Pfizer International Research Campus and plans to redevelop it into a high-tech research center that could employ as many as 3,000 people within ten years.

Mr. Allen suggested that the previous RFP for the Connector Study should be reissued in light of these five major changes that could possibly affect the scope of the study. He suggested that additional thought be given to developing a high capacity connector system into the "spine" of a much larger and more comprehensive transit system that could become a magnificent addition to the community.

No one further appearing, Mr. Annis declared Public Time closed.

3.0 New Business

3.1 Introduction of 2035 SEMCOG Long Range Transportation Plan

Mr. Annis requested that this item be addressed at the end of the agenda.

4.0 Continuing Business

4.1 Connector Study

Mr. Annis reported that he attended a meeting with Jesse Bernstein, Eli Cooper, and Chris White to discuss the Connector Study. Eli Cooper explained to the PDC that the Connector Study would yield two or three alternatives designed around specific transit technologies. One of these alternatives would most likely evolve into a locally preferred transit alternative. Chris White added that the study will be designed to include cost estimates which can be used to engage the public as a means of determining how to go forward on any transit project.

Mr. Annis referred to the discussion Peter Allen had just provided regarding the recent developments within Ann Arbor that could influence the outcome of any Connector Study and asked the PDC whether it might be wise to issue a new request for proposals for the project that would reflect those developments. Committee members, Staff, and Eli Cooper discussed Mr. Annis' suggestion and agreed that it was probably true that the environment in which the study would take place has changed, but not to the point of needing to change the scope of work the study would entail. It was noted that unless it could be clearly demonstrated that the scope of work has changed significantly, the firm that won the consulting contract (URS) could have grounds to object to any attempt to re-bid the project. Chris White noted that URS has patiently held their pricing on the project for over a year while funding was being arranged.

General discussions continued on the scope of work for the Study and the anticipated time it would take to complete project. Also discussed were some of the developments mentioned earlier by Peter Allen and how those changes could result in more and more workers coming into the city, ever increasing traffic congestion, and the growing need for improved public transit planning and development.

At the conclusion of these discussions, Mr. Annis asked his fellow PDC members to give their opinions on whether to "recast" the upcoming Connector Study to address transit needs 10 years into the future instead of the longer 20-25 years more commonly used as a planning horizon. During discussions on planning horizons that followed, it was noted that most planning studies of this complexity look forward for 25 or even 50 years. Chris White provided the PDC with a brief history of how the Connector Study evolved over time from a one phase study to a two phase study.

After Chris and Eli Cooper responded to questions on AATA's potential financial involvement in phase 2 of the study and hearing from Eli that phase 2 could be funded by federal money or local funding, the committee agreed to recommend that the Board adopt a resolution that would commit AATA to using federal transit planning funds to the project

4.2 Designing the 2010 Operating Budget

Phil Webb reported that after many hours of work, staff has developed recommended strategies designed to move AATA's cost per revenue service hour toward \$96 (The current budget was built around a revenue service hour cost of \$103). He presented an overview of a previously distributed document that coded Staff's cost reduction strategies into three separate groups. Those strategies coded as

- "1" either have already been enacted, or soon will be adopted by staff for implementation, perhaps even before the new budget year begins.
- "2" strategies represent those that Staff recommends implementing as soon as possible in order to move toward the \$96 goal.
- "3" strategies represent those actions Staff considers extreme for AATA's current financial conditions and are not recommended at this time for adoption.

Mr. Annis noted that even though the current budget had been built around \$103 per service hour, the agency is actually currently operating at approximately \$101 per service hour. The committee and staff discussed details of Code 1 and Code 2 strategies. Paul Ajegba noted that the PDC had participated in similar cost reduction exercises to reduce the current operating budget and had agreed that some of the strategies discussed at that time were not worth their negative ramifications.

Dawn Gabay reminded the PDC members that the inability of some of AATA's Purchase of Service Agreement (POSA) Partners to pay an expected 10% increase in their cost over last year (as earlier mandated by the Board) could have a substantial impact upon the development of the 2010 operating budget. Mr. Annis indicated that contributing to this conundrum has been AATA's relatively high operating expenses. Ms. Gabay indicated that the opportunity may exist to use a portion of AATA's Economic Stimulus funds to cover the POSA Partners' 10% increase for the 2010 year, but such action would need to be approved by the full Board.

The Committee discussed the next steps for staff to take related to the development of the 2010 budget and the cost per service hour target at which to aim. Mr. Annis requested that staff present a proposed budget for FY 2010 designed around \$96 per service hour. Rich Robben noted that the actual starting point for Staff in developing next year's budget should be the \$103 around which the 2009 budget was built. He recommended that staff make additions and subtractions to bring the budget down, suggesting that the final cost per service hour figure may not actually reach \$96. Mr. Robben also reminded the Committee that Staff would be facing certain "uncontrollable" realities in reducing the cost per service hour, such as labor contract wage increases and the continuing increase in health care cost.

When Michael Ford reminded the Committee of the necessity to be clear in its directives when requiring Staff to work on the 2010 budget, Mr. Annis restated his desire for the FY 2010 budget to come in at \$96 per service hour. The Committee agreed that staff should make the additions and subtractions suggested by Mr. Robben, and present a preliminary FY 2010 budget at the August 11 PDC meeting. Mr. Robben recommended that adjustments to the budget be listed separately by Staff so they can be considered carefully by the Committee.

David Nacht thanked the PDC and Staff for the tremendous amount of work they are putting forth toward controlling and reducing AATA's operating costs. He said it was particularly important to increase efficiency and make maximum use of tax dollars, especially when our POSA Partners are facing tremendous budgetary pressures. Mr. Nacht noted that it is extremely important for the public to understand that AATA is an efficient operation if in the future the Authority seeks a county-wide millage.

4.3 Use of ARRA funds for Operating Assistance

Chris White followed-up on information reported earlier in the meeting that a supplemental appropriations act was recently approved by the federal government that permits AATA to use up to 10% of its Economic Stimulus funds for operating expenses. Chris provided an update on the projects submitted on the first Economic Stimulus fund grant application and indicated that a second grant application will be submitted around October to use the remainder of our ARRA funds.

Chris repeated the option (mentioned earlier by Dawn Gabay) of using a portion of the Economic Stimulus funds to provide assistance to some of our POSA Partners to preserve service in the Ypsilanti area for FY 2010.

The Committee discussed the option of using Stimulus funds to subsidize service in the Ypsilanti area. Also included in this discussion was information provided by Phil Webb that AATA was facing a projected 1.2% decrease in the amount of millage to be collected in the City of Ann Arbor and the potential loss of some state operating assistance. The Committee agreed to discuss the use of ARRA funds to subsidize service at its August 11 meeting and agreed that any policy decision on this issue would be made by the full Board.

5.0 Public Time

Thomas Partridge appeared before the Committee and called attention to the fact that the Board has made a commitment to work toward transforming AATA into a countywide transportation authority. He indicated that discussions on the 2010 budget included no mention of money for the purpose of becoming a countywide system and steps should be taken in this budget to transform AATA into a Washtenaw County Transportation Authority.

Carolyn Grawi, representing the Ann Arbor Center for Independent Living, voiced concern over the current POSA funding shortfall possibly resulting in cut backs in services outside Ann Arbor. She was concerned about the difficulty of restoring services that might be cut and re-invigorating regional transit service to enable people who depend upon public transit to meet their transportation needs. Cutbacks will make it increasingly difficult for people living outside the City of Ann Arbor to remain employed in the City.

Jim Mogensen pointed out that there are often certain “tensions” in urban planning that must be addressed, such as how to structure a Connector Study that will address the possible 20,000 new employees expected in the City of Ann Arbor in the coming years, while continuing to provide adequate transportation for City residents. The Connector Study should not limit itself to just the needs of commuters coming from outside the City. At the same time, issues such as urban sprawl, the need to increase urban density, the use of transit oriented development, the limited capacity of current funding sources, and many similar related issues are all “tensions” that should all be recognized and addressed as part of the Connector Study.

No one further appearing, Mr. Annis declared Public Time closed.

6.0 Future Meetings

August 11, 2009 @ 6:30 p.m.

August 25, 2009 @ 6:30 p.m.

7.0 Adjournment

There being no further business, Mr. Annis adjourned the meeting at 8:22 p.m.

Respectfully Submitted,

Karen Wheeler

LOCAL ADVISORY COUNCIL (LAC) MEETING

Where: Ann Arbor Transportation Authority, 2700 S. Industrial Hwy.

When: Tuesday, August 11, 2009 - 10:00 a.m. to 12 Noon

1.0 Introduction of Attendees

LAC Executive Council Members:

Present: Rebecca Burke (Chair), Sara Keller, Cheryl Weber, Karen Wanza, Mary Wells, Joanne Weintraub, Amy Smyth

Absent: Clark Charnetski (Co-Chair), John Kuchinski

General LAC Members: Thomas Partridge, Elizabeth Lindsey, Jody Slowins

Guests: Melanie Reid (SR), Nick Sapkiewicz (WATS), Pamela Trostle

AATA Board Liaison:

AATA Liaison: Brian Clouse

Definition of Acronyms:

AACIL	Ann Arbor Center for Independent Living
AATA	Ann Arbor Transportation Authority
AAA1B	Area Agency on Aging 1B
BTC	Blake Transit Center
CSR	Customer Service Representatives
FOIA	Freedom of Information Act
LAC	Local Advisory Council
MDOT	Michigan Department of Transportation
PPA	Partners in Personal Assistance
RICC	Regional Interagency Consumer Committee
SR	Select Ride Inc.
SMART	Suburban Mobility Authority for Regional Transportation
WALLY	Washtenaw and Livingston Line
WATS	Washtenaw Area Transportation Study

2.0 Communications and Announcements

- 2.1 Ms. Burke announced there would be no service on Labor Day, Monday September 7, 2009.

3.0 Review and Approval of Minutes

- 3.1 The May minutes were approved with amendments. Mr. Partridge objected to the minutes as written in item 6.3.

4.0 Public Comment Time (5 minute time limit per speaker)

- 4.1 Ms. Trostle complimented the A-Ride service and announced that she will be running for a seat on the Ann Arbor Commission for Disability Issues.
- 4.2 Mr. Sapkiewicz thanked everyone who attended the WATS long range planning meetings and provided a web site address to view the entire plan at www.miwats.org
- 4.3 Mr. Partridge stated that the agenda did not contain his suggested items. He requested that the LAC strike the code of conduct item from the agenda and that AATA purchase a timer for speakers.

5.0 AATA Board Meeting Report

- 5.1 Ms. Burke reported that the Board did not meet regularly in July but did hold a special meeting where they introduced Mr. Ford; AATA's new CEO, appointed a new recording secretary to the Board and discussed extending M-Ride services.

6.0 New Business

6.1 AATA Missed Trip Policy Revisions

Mr. Clouse handed out a revised draft of AATA's Missed Trip Policy. He explained the revisions in comparison to the current policy and ADA regulations. He explained how the revised policy clarifies the penalties and formal appeal process separate from A-Ride eligibility. The LAC suggested information on A-Ride service availability to attend appeal hearings, as well as the right to be accompanied by an advocate, be included in the revision.

Mr. Partridge objected to the discussion of this topic and challenged Mr. Clouse's authority on revising the policy. Mr. Clouse stated that this was an administrative duty of his, and that clarification on suspensions and appeals was required.

6.2 Committee Report LAC Code of Conduct

Ms. Burke presented a draft version of rules in which Mr. Clouse read to the LAC. Mr. Partridge objected to the topic and was directed by Ms. Burke to not interrupt or speak out of order. The LAC discussed the items in the draft code. Mr. Partridge called for a point of order requesting a postponement of the topic. The LAC Executive Council voted unanimously to adopt the new rules. Mr. Clouse would provide a sign in sheet for intended speakers and the newly adopted rules would be included in all LAC minutes when approved.

During the discussion of this topic, Mr. Ford introduced himself and responded to questions from LAC Members.

6.3 Select Ride Phone Message System

Ms. Reid explained that the phone message system is optional for persons wanting to leave booking requests for trips 24 hours or more in advance. She said messages are checked during the day and that calls are returned as soon as possible. She also explained that Select Ride is installing a new internal phone system that will not affect A-Ride callers. She encouraged persons to notify Select Ride if they have any phone issues.

Mr. Partridge spoke out of order stating that Select Ride has ongoing issues with disconnections and not responding to caller messages. Ms. Burke warned Mr. Partridge that his continued outbursts without recognition could lead to his removal from the meeting.

6.4 Board Liaison Report

The LAC Executive Council recognized Mr. Ford's interest in addressing the liaison issue.

6.5 Alternate Trip Booking Methods

Mr. Clouse handed out a document from Easter Seals Project Action on the use of IVR (interactive voice response) software. He described AATA's attempt at using this technology a number of years ago and its failure to meet the demand of trip booking at that time. Open discussion over possible use of IVR technology and services for persons with hearing impairments ensued. Mr. Partridge requested that Select Ride begin taking trip requests by email immediately. Mr. Clouse explained that it was not possible to set up an immediately functional email booking & response program at this time.

6.6 Discussion of CTN Options

Ms. Burke stated that prior to moving forward on this item she would like to hear back from her contact person at CTN first. She said she would continue looking into this option. Mr. Partridge spoke out of order and the LAC Executive Council directed him to cease.

6.7 Review of General Membership Eligibility

Ms. Weber read from AATA's Annual Application to the Michigan Department of Transportation where it defines AATA's service area. Open discussion over the interpretation of LAC general membership eligibility ensued.

The LAC Executive Members voted unanimously to restrict LAC membership to persons residing within AATA's service area only as stated within the LAC By-Laws. It was decided to delay the discussion of this vote's effect on current LAC Membership until next month's LAC meeting.

6.8 Term Renewals

Mr. Clouse handed out copies of the current LAC Executive seats showing that two current members may renew for a second term and one seat is currently available. Ms. Slowins and Ms. Lindsey requested applications.

7.0 Public Comment Time

There was not sufficient time for Public Comment.

Future Agenda Items

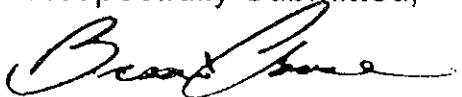
1. LAC Membership Review
2. Code of Conduct Final Review
3. CTN

8.0 Adjourn

9.0 Next LAC Meeting

Tuesday September 8, 2009 at AATA headquarters from 10:00 a.m. to 12 Noon.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brian Clouse", written in a cursive style.

Brian Clouse, AATA Liaison

Resolution 21/2009

Authorization to Execute Contract with D&R Earthmoving for Construction of the
Plymouth Road Park and Ride Lot

WHEREAS, an invitation for bids for construction of the Plymouth Road park and ride lot was issued and advertised consistent with Federal and State requirements on July, 14, 2008, and

WHEREAS, construction bids were received from six (6) companies, and

WHEREAS, the bid of D&R Earthmoving of Howell, Michigan at \$1,144,000 was the lowest bid, and

WHEREAS, the bid of D&R Earthmoving was determined to be responsive and responsible.

NOW, THEREFORE, BE IT RESOLVED that the AATA hereby authorizes the CEO to execute a construction contract with D&R Earthmoving for \$1,144,000.

BE IT FURTHER RESOLVED, that the total amount currently available for this project including design, construction, and construction management is \$1,530,000, and Board approval is required before executing any change order which will exceed this amount.

David Nacht, Chair

August 19, 2009

Charles Griffith, Secretary

August 19, 2009

Resolution 22/2009

ADOPTION OF SERVICE CHANGE – ELIMINATION OF LINK SERVICE

WHEREAS, since 2005, the Ann Arbor Transportation Authority (AATA), the Ann Arbor Downtown Development Authority (DDA), and the University of Michigan Parking and Transportation Services (UMPTS) have had a partnership to jointly fund the operation of the Link downtown circulator route, and

WHEREAS, the DDA Board of Directors took action on June 3, 2009 to discontinue funding for the Link route, and

WHEREAS, the DDA is considering the function and design of a new downtown transit service in the future, and

WHEREAS, following the DDA action, the UMPTS decided not to continue to fund AATA Link service and to directly operate service between Oxford Housing and Central Campus instead, and

WHEREAS, as a result of the actions of the DDA and UMPTS, the funding and function for the Link no longer exist, and

WHEREAS, transit options within downtown continue to be provided on other routes.

NOW, THEREFORE, BE IT RESOLVED that the AATA hereby adopts a service change to eliminate Link service.

BE IT FURTHER RESOLVED that the AATA desires to continue a discussion of transit service within the downtown with the DDA and other interested parties.

David Nacht, Chair

August 19, 2009

Charles Griffith, Secretary

August 19, 2009

MEMORANDUM

To: Planning and Development Committee

From: Michael Ford, CEO

Re: Status of Purchase of Service Agreements (POSAs) and Use of ARRA Funds

Date: August 4, 2009



As previously reported, Dawn Gabay and Chris White have been meeting with elected officials from the jurisdictions who have purchase of service agreements (POSA), Ypsilanti, Ypsilanti Township, Pittsfield Township, Superior Township, and Eastern Michigan University. They discussed the POSAs for FY 2010 and the AATA Board's intention to move toward basing the payment on fully-allocated cost by 2012. This is not a new concept and there was general understanding of the reason for the change in the basis for POSA payment. However, they all let us know that their revenues are declining, and it is difficult time to implement this policy.

Two jurisdictions, the City of Ypsilanti and Ypsilanti Township stated their inability to pay the increase. Ypsilanti's fiscal year 2010 began on July 1st, and the budget they adopted includes only \$158,967 for AATA. This is 56% of the \$282,039 in the POSA estimate we provided to them. Ypsilanti Township informed us that they expect to lose half of their property tax revenues in the next 3 years, and that they cannot pay any increase from the \$264,453 they are paying in FY 2009. This is 93% of the \$285,268 in the POSA estimate we provided to them.

The POSA estimates provided by AATA with the Board's approval were based on reaching fully-allocated cost in 2012, with equal increases each year. These estimates were based on holding AATA's fully-allocated cost constant at the FY 2009 budgeted rate of \$103.29/service hour for three years. The actual cost per service hour in FY 2009 is below this level, and the discussions for the FY 2010 budget are also below this level. This will reduce but not eliminate the problem. The FY 2009 POSA rate is based on \$83.73 per hour, so significant increases in the POSA amounts will still be necessary to reach fully-allocated cost by FY 2012, even with the cost reductions.

Staff has also discussed service reductions with the POSA partners. To reduce the cost to the amounts specified will require major service reduction in Ypsilanti and a much smaller reduction in Ypsilanti Township. Meanwhile, the other jurisdictions do not want to reduce service. Routes provide service in more than one jurisdiction so this is difficult. Staff is currently developing specific service change options that are feasible operationally and which will cause the least amount of harm. The Ypsilanti local routes (#10, #11, & #20) have such a low level of service that there are limited opportunities for

cost reductions. Most of the reductions will have to come from service between Ann Arbor and Ypsilanti. Options will be completed by the end of August.

Any proposed service reduction will have to go through a public process before any final decision can be made. Service reductions of the magnitude required will have a significant negative effect on some people, so it is particularly important that we consider the public input carefully before making a decision. As a result, it will be several months into the new fiscal year before any service change can be implemented.

The federal stimulus funds from the American Recovery and Rehabilitation Act (ARRA) provide us with an opportunity to improve this process. As you were informed, a recent change in the ARRA legislation allows transit agencies in areas with over 200,000 population to use up to 10% of ARRA funds for operating assistance. This is a one-time event, so it doesn't make sense to use these funds to start some new service when there won't be funds to continue. However, it does make sense to use some of these funds to provide a transition period to permit an orderly process to determine and implement service reductions necessary to match the available POSA funds.

I am requesting that the Board take action at the August meeting to permit us to discuss the use of some ARRA funds to cover the shortfall in order to bridge the gap with the POSA partners. A draft resolution is enclosed for your consideration. It does not specify an amount at this time.

There are currently an estimated \$240,000 in uncommitted ARRA funds available for this purpose. A chart showing the current status of our ARRA funds is attached. The amount available may change somewhat as the estimates for other projects are finalized. The actual amount recommended for use as operating assistance will depend on the discussions with the POSA partners.

DRAFT
Resolution

AUTHORIZATION TO DISCUSS USING A PORTION OF ARRA FUNDS FOR
OPERATING ASSISTANCE OUTSIDE ANN ARBOR IN FY 2010

WHEREAS, the City of Ypsilanti and Ypsilanti Township have informed the AATA that they will not be able to pay the entire amount of their purchase of service agreement for FY 2010 and beyond, and

WHEREAS, as a result a reduction in service will be necessary to match cost with available revenue unless additional revenue becomes available from some source, and

WHEREAS, the decision to reduce service should be a deliberative process with sufficient opportunity for the public to provide input and for implementation with adequate public notice, and

WHEREAS, the American Recovery and Rehabilitation Act of 2009 (ARRA) now includes an option to use a portion of these stimulus funds for operating assistance

NOW, THEREFORE, BE IT RESOLVED that the AATA CEO is hereby authorized to discuss using a portion of the ARRA funds allocated to AATA to bridge the gap between the beginning of the fiscal year and the implementation of service reductions.

BE IT FURTHER RESOLVED that the specific amount of any ARRA funds used for operating assistance will be brought to the Board of Directors for approval as part of the ARRA Program of Projects.

David Nacht, Chair

Charles Griffith, Secretary