



It is the mission of the Ann Arbor Area Transportation Authority to provide useful, reliable, safe, environmentally responsible, and cost-effective public transportation options for the benefit of the Greater Ann Arbor Community.

Agenda

February 20, 2014

Ann Arbor Area Transportation Authority

Board of Directors Meeting

Ann Arbor District Library, 343 South Fifth Avenue, Ann Arbor, Michigan, 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 Presentation of Audited Financial Statements for the Fiscal Year Ended September 30, 2013
- 5.0 Review and Approval of Minutes
 - 5.1 Review and Approval of Minutes of January 16, 2014 (p. 1-8)
- 6.0 Board and Staff Reports
 - 6.1 Chief Executive Officer (p. 9-15)
 - 6.2 Planning and Development Committee (p. 16-20)
 - 6.3 Performance Monitoring and External Relations Committee
 - 6.4 Local Advisory Council (p. 21-24)
- 7.0 Question Time
- 8.0 Old Business
- 9.0 New Business
 - 9.1 Consideration of Resolution Waiving Written Notice of Amendments to Bylaws (p. 25)
 - 9.2 Consideration of Resolution Adopting Bylaws Amendment (p. 26-41)
 - 9.3 Consideration of Resolution Placing a Millage on the Ballot to Support the 5-Year Transit Improvement Program (p. 42-59)
 - 9.4 Award Contract for Computer Aided Dispatch and Automated Vehicle Location Consultant (p. 60-62)
 - 9.5 Authorize Submission of FY2015 State Application (P. 63-64)
- 10.0 Public Time
- 11.0 Adjourn



It is the mission of the Ann Arbor Area Transportation Authority to provide useful, reliable, safe, environmentally responsible, and cost-effective public transportation options for the benefit of the Greater Ann Arbor Community.

Proposed Minutes

January 16, 2014

Ann Arbor Area Transportation Authority

Board of Directors Meeting

Ann Arbor District Library, 343 South Fifth Avenue, Ann Arbor, Michigan, 6:30 p.m.

Board Present: Jack Bernard, Eli Cooper, Anya Dale, Gillian Ream Gainsley, Sue Gott, Charles Griffith (Chair), Larry Krieg*, Eric Mahler (arrived 7:17 p.m.)

Absent with Notice: Susan Baskett, Roger Kerson

Staff Present: Michael Benham, Ron Copeland, Dawn Gabay, Bill De Groot, Deb Freer, Michael Ford, Ed Robertson, Mary Stasiak, Phil Webb, Chris White

Recording Secretary: Karen Wheeler

*denotes non-voting status

Board Chair Charles Griffith declared that a quorum was present and called the meeting to order at 6:36 p.m.

1.0 Public Hearing – None Scheduled

There was no Public Hearing.

2.0 Communications and Announcements

Mr. Griffith announced that the agenda was revised and the Michigan Public Transit Association presentation rescheduled for the March board meeting.

3.0 Public Time – Comment on Agenda Items

Mark Coryell, President of the American Federation of Government Employees at the

Environmental Protection Agency, appeared before the Board. Mr. Coryell spoke on behalf of the Washtenaw Regional Organizing Coalition, "WeROC", a coalition of labor, faith and other community organizations. Mr. Coryell stated that WeROC supports an expansion of transit in the community to improve the environment, provide better transit to attract young people without cars to the region, and improve service for people dependent on public transit including older citizens.

Jean Henry appeared before the board representing the Zingerman's co-founding and managing partners. The partners support the five year plan as a whole, expanding AAATA service in to the Ypsilanti area, and putting a millage proposal before the people. Ms. Henry commented on a Zingerman's environmental stewardship initiative which includes encouraging alternative forms of transportation. A survey of Zingerman's staff conducted as part of the initiative indicated some insecurity about the transportation between Ann Arbor and Ypsilanti due to difficulty with connections and people being able to get to work on time. Ms. Henry suggested that there are things that could be done to make the path more efficient. Over 50% of Zingerman's staff live in Ypsilanti and want better transportation back and forth. The business is devoted to Washtenaw County and improving the community by providing better services for young entrepreneurs. The business also supports an expansion for environmental reasons.

Ms. Henry read the following statement into the record.

My name is Rick Strutz. I am a partner and owner at Zingerman's Delicatessen. I am writing to tell you that I am 100% in support of expanding the AAATA membership to include Ypsi Township and Ypsi for so many reasons and here are just a few. From 2012 to 2016 the deli plans on adding approximately 16 mostly full-time positions just at the deli. Many of these positions have already been filled. We count on folks from both Ann Arbor and Ypsi to help us to give great food and great service to millions of folks each year (sounds easier to do than it actually is). These are all very important positions. We all work hard every day to show tons of love and care in our actions to enrich as many lives as we possibly can and it takes people, lots of them from all works of life, to help us make this happen. Thirty to 40% of our staff live in Ypsi. They need reliable transportation to get back and forth to work each day. We want the diversity of our staff to represent and mirror the community we all live in. Again we need reliable transportation every day of the week, with greatly expanded hours on weekends, to make this happen. There's got to be a way for all of us to work together to make this proposal a win-win for both cities. Expanding membership to include Ypsi and Ypsi Township will help so many folks here at the deli. Thanks for your time. Rick Strutz.

Lloyd Shelton appeared before the board representing the Ann Arbor Center for Independent Living (CIL) and Partners for Transit. Mr. Shelton spoke on behalf of disability constituents and people with lower wage earning abilities. The CIL supports

the expansion of transportation service to the urban core and developing relationships that support the expansion as well as funding. Mr. Shelton shared details of his experience using AAATA service to travel between Ypsilanti and Ann Arbor indicating that the transit system provides accessibility and is “one of the best around”.

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

4.0 Review and Approval of Minutes

4.1 Review and Approval of Minutes of December 19, 2013

Anya Dale moved approval of the minutes as written with support from Jack Bernard. The motion carried. Cooper and Ream Gainsley abstained.

5.0 Board and Staff Reports

5.1 Chief Executive Officer

Michael Ford complimented Operations Manager Ron Copeland, drivers and the entire operations team for their outstanding work during recent extremely severe weather. Jack Bernard and Larry Krieg echoed Mr. Ford’s praise for the drivers.

Mr. Ford reported on record ridership for AirRide service in December. Total ridership was more than 23% higher than the previous record set in December of 2012. Mr. Ford provided follow-up on concerns raised during public time at the December board meeting.

Mr. Ford detailed an “ask” of the board related to Urban Core; approval of the Five-Year Transit Improvement Program. Mr. Ford provided an overview of efforts that have taken place over the past four years working through plans to expand public transportation service. Mr. Ford noted one of several significant outcomes; the City of Ypsilanti and Ypsilanti Township joining the Authority. Mr. Ford requested the Board’s support to move forward with next steps in the process, and introduced Michael Benham to make a presentation on the Proposed Five-Year Transit Improvement Program for the Urban Core of Washtenaw County.

Mr. Benham outlined the content of the Proposed Five-Year Transit Improvement Program (5YTIP). Highlights included details of the service plan; a 44% increase in service hours including later service on weekdays, earlier start times and later end times on weekends, increased frequency, new and redesigned routes with better geographic coverage, and more direct service. The service plan also calls for significant improvements in ARide service; service

mainly for senior citizens and people with disabilities.

Mr. Benham noted two items *not* included in the program: rail operation of any kind and Ann Arbor subsidies for ExpressRide services outside of the urban core area. Mr. Benham reviewed the change to the governing structure including the City of Ypsilanti and Ypsilanti Township joining the authority.

Mr. Benham reported on prospects for funding. It has been determined that a millage is the only available option at this time and 0.7 mills would pay for the services in the proposed plan. Mr. Benham emphasized that each community pays its own way. Existing millages pay for existing service; a new millage is needed for new services; and purchase of service agreements (direct contracts with other municipalities) pay for service in contracting municipalities.

Mr. Benham emphasized reasons to support the program: additional service to existing destinations, new service to other public destinations, increased frequency, reduced headways and expanded service hours.

Mr. Benham outlined next steps: endorsement of the Program by the board; consideration of a decision to seek a referendum by the board; and a millage referendum decision by voters. If a referendum is sought and is successful, some of the service improvements would be implemented within months.

Mr. Benham stated that the proposed funding is believed to be a fair program; the Authority operates on a balanced budget, and service is provided only where there are funds available. Mr. Benham reviewed a list of ways individuals and organizations can help promote the Five-Year Transit Improvement Program.

Mr. Benham referred to a package distributed to board members detailing the proposed services for the Program.

Mr. Benham's presentation can be viewed online using the following link:

[Proposed Five-Year Transit Improvement Program](#)

5.2 Planning and Development Committee

Sue Gott provided the Planning and Development Committee (PDC) report. The meeting was focused mainly on the Five-Year Transit Improvement Program. The committee also discussed a Service Equity Analysis Policy. The committee had a good discussion about the language included in the draft policy which is intended to comply with federal regulations around equity issues associated with the Transit Improvement Program. Staff will refine the language in the draft policy, based on committee input, and present an updated policy at a future meeting.

Staff provided updates on the Washtenaw Superstops and the new Blake Transit Center, including the status of the public art component of the project. The committee also received a brief update on the status of the Connector Study. Additional information on the Connector will be brought to the board in the next several months.

5.3 Performance Monitoring and External Relations Committee

Anya Dale provided the Performance Monitoring and External Relations (PMER) Committee report. The committee received reports on financial data including the Quarterly Investment Report. Plante Moran representatives have completed the draft audit report and will present their findings at the February PMER and board meetings. The committee also received the performance reports for the first quarter which ended in December. Ridership is slightly lower than last year which had record high ridership. There were zero serious accidents or incidents reportable to the National Transit Database for the quarter. The committee received the first quarter report on the Work Plan and preliminary results of a community survey. Staff provided PMER with the same updates mentioned during the PDC report.

5.4 Local Advisory Council

Mr. Griffith referred to the Local Advisory Council meeting summary included in the board packet.

6.0 Question Time

Jack Bernard indicated that the number and letter designations for the proposed new routes are not easily read by people who don't see well. Mr. Bernard requested that the characters be changed to letters and numbers that are very distinct and easier to distinguish. Michael Benham responded that the route labels are temporary.

Sue Gott thanked Michael Benham for the presentation on the Five-Year Transit Improvement Program. Ms. Gott requested and received clarification on a few points and made the following suggestions to improve the presentation:

- Distinguish between which venues are currently receiving service vs. venues where additional service will create access
- Be prepared to manage expectations about service at the initial start-up vs. what might take a greater amount of time to execute
- Acknowledge that new initiatives are not perfect the first time; note the constant monitoring of all routes and demand as transit is a fluid planning process

- State that part of the implementation process is the continuing monitoring and adjusting of service

Eli Cooper commented on his role as Treasurer and ongoing review of documents with the Controller. Mr. Cooper noted that the unrestricted net asset ratio at last month's end was just below three months of resources as required by board policy. Mr. Cooper asked Phil Webb to explain where the period of three months came from and to help the board understand what peer agencies do as something that the board may want to reflect on moving forward.

Phil Webb responded that the original board policy was to retain reserves in a range of no less than two months and no more than five months. The policy was later changed to no less than three months at a time when the economy was unstable and funding sources at the federal and state level became somewhat unstable. Mr. Webb indicated that some peers and the Government Finance Officers Association recommend a reserve policy between 15% and 20% with the upper level of 20% equating to 2.4 months for the Authority. Mr. Webb suggested that it may be appropriate to review the current policy as expanding service would make the requirement for reserves larger. Mr. Webb noted that the reserves are in place to ward against unstable state and federal funding. Reserves were in place to temporarily absorb expenses caused by last year's state funding cutback and there was no risk of a shortage of funds during the recent federal government shutdown.

Mr. Cooper thanked Mr. Webb for the background information and suggested that the PMER committee may want to work on the policy. Mr. Cooper offered to work with the committee and staff as a matter of consideration moving forward given the types of changes the board is looking at and the stronger economy.

Charles Griffith commended staff and the board committees for all of the work over the past several years noting the significant amount of time spent at community meetings. The work has resulted in the best plan possible for the board to consider. Mr. Griffith indicated that he was struck at the opportunity before the board for a significant increase in service and that he looked forward to voting on the program.

7.0 Old Business

There was no Old Business for the Board to consider.

8.0 New Business

Eric Mahler moved the following resolution with support from Anya Dale.

8.1 Consideration of Resolution Adopting Five Year Transit Improvement Plan

WHEREAS, the Ann Arbor Area Transportation Authority (AAATA) has developed a 5-Year Transit Improvement Program (5YTIP) for the Urban Core of Washtenaw County, and

WHEREAS, the 5YTIP is the result of more than three years of a concerted effort to reach out and engage the public, community leaders, and elected officials on the future of transit in Washtenaw County, and

WHEREAS, the 5YTIP is designed to respond to identified needs and desire for increased transit service, and

WHEREAS, the AAATA staff developed public information to describe the service plan including route maps and timetables for new and revised routes, and

WHEREAS, AAATA staff disseminated information to riders, the public, community leaders and organizations, and elected officials about the proposed service change, solicited comments and questions, provided multiple and diverse opportunities for people to understand the proposed changes and to their input, and

WHEREAS, AAATA staff considered the public input, analyzed specific suggestions, and revised the services in the plan to incorporate many of the suggestions, and

WHEREAS, AAATA staff analyzed the 5YTIP consistent with the draft Service Equity Analysis Policy and provided the analysis to the AAATA Board of Directors for review,

NOW, THEREFORE, BE IT RESOLVED that the Ann Arbor Area Transportation Authority Board of Directors hereby adopts the Five-Year Transit Improvement Program for implementation when local funding is secured.

Larry Krieg noted that he could not vote due to a procedural issue, but was in favor of the Program. Mr. Krieg expressed gratitude to staff for all of the work that went into the program.

Gillian Ream Gainsley expressed appreciation to the people who spoke in support of the resolution. Ms. Ream Gainsley characterized the Program as a huge step forward for the region.

The motion passed unanimously.

9.0 Public Time

Jim Mogensen appeared before the Board. Mr. Mogensen announced that he sent comments on the Title VI draft policy by email but there may have been an electronic glitch. Mr. Mogensen indicated that he printed copies and would submit his input to staff. Mr. Mogensen was aware of another individual who had difficulty obtaining a copy of the draft proposal through electronic means and suggested setting up an email just for those kinds of comments. Mr. Mogensen commended a bus driver for helping him get over a snow drift when he recently rode the bus to St. Joe Hospital.

Lloyd Shelton appeared before the board and commended the board for approving the Five-Year Transit Improvement Program.

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

10.0 Adjourn

Eric Mahler moved to adjourn the meeting with support from Sue Gott. The motion passed unanimously and the meeting adjourned at 7:38 p.m.

Respectfully Submitted,

Anya Dale, Secretary



To: Board of Directors
From: Michael Ford, Chief Executive Officer
Date: February 14, 2014
Re: Monthly Report

Appointment Official

Larry Krieg's appointment was made official by the Ypsilanti Township Board of Trustees on January 21. The following week we met with Larry to share the Board orientation presentation and provided a facility tour. The orientation was interactive and we enjoyed Larry's thoughtful questions and vision for the future which includes providing public transportation in the county that is accessible and sustainable.

Board Meeting Follow-Up and Preview

With passage of the Five-Year Transit Improvement Program last month, our aim is to keep the momentum going with the next step: the funding request to complete the process and transform the Five-Year Transit Improvement Program to the full Plan. A presentation on the "Transit Improvement Funding Request" will be made at this month's Board meeting.

Note, we expect the final Board meeting agenda to include additional action items (following next week's Performance Monitoring and External Relations Committee meeting). I look forward to a full Board meeting to discuss and consider one of *the most important* business decision for the Authority in decades: consideration of a funding request to expand transportation service in the Urban Core.

Planning and Development Committee Meeting

The Planning and Development Committee (PDC) met on February 11. The Committee received a presentation on the community survey and considered three action items. The Committee provided conditional approval of an action item to contract with a Computer Aided Dispatch and Automated Vehicle Location Consultant (pending receipt of additional information).

Additional information was forwarded to the Committee as requested and the item is included on the Board agenda under New Business. The Committee fully endorsed a resolution of Intent for the FY2015 Application to the Michigan Department of Transportation.

The highlight of the meeting was unanimous support from the Committee of a resolution for a Ballot Measure for a millage to Support the Five-Year Transit Improvement Program. We are looking forward to bringing the resolution to the full Board for consideration.

Staff also provided updates on the Connector Study, Blake Transit Center project, and recent developments at the Regional Transit Authority. The Committee discussed and provided input on proposed amendments to the Bylaws. Input from Committee members on proposed Bylaws amendments was incorporated in an updated draft which is included in the Board packet.

Performance Monitoring and External Relations Committee

The Performance Monitoring and External Relations (PMER) Committee is scheduled to meet on February 18. The meeting agenda includes several action items for the Committee's consideration. Plante Moran representatives are scheduled to provide a report on the annual audit report. Staff is slated to present the monthly financial and performance reports and the customary updates on work plan projects. Action items endorsed by PMER will be added to a revised Board meeting agenda and documentation disseminated prior to the Board meeting.

Urban Core

The Transit Improvement Funding Request documentation is complete. The Issue Analysis document and ballot language have been refined as a result of review and input from Board members. The ballot language also went through review and refinement based on input from

legal counsel from Authority member jurisdictions. The funding request package also includes the full report of the Financial Task Force Subgroup who concluded that the financials can serve as a “guide for further development of the Five-Year Transit Improvement Program”, and the “funding methodology is complete in terms of the funding levels needed to pay for the proposed services and is reasonable.”

We ramped up our governance and outreach efforts in the past month to continue getting the word out on the Five-Year Transit Improvement Program. An Urban Core Working Group meeting was held in late January, and meetings were held with community partners including heads of law enforcement agencies, elected officials, and leaders of educational institutions. Presentations were made to Pittsfield Township residents, the SPARK Executive Committee, Ann Arbor Area Convention and Visitors Bureau Executive Committee, and Main Street Area Association.

Regional Transit Authority

Alma Wheeler Smith was recently appointed by Yousef Rabhi, Washtenaw County Board of Commissioners Chair, to represent Washtenaw County on the Regional Transit Authority (RTA) Board of Directors. Staff and I recently met with Ms. Wheeler Smith to congratulate her and introduce her to TheRide’s services, plans and regional perspective. We will continue to host regular meetings with the Washtenaw RTA representatives.

The RTA executive committee met earlier this month and passed a recommendation to wait until 2016 to place a transit millage on the ballot. The Governor’s supplemental request contains funding for the RTA and is expected to be voted on later in February or March.

John Hertel, the selected CEO, stepped down. The executive committee is working on a recommendation to undertake a new process for hiring a CEO.

Meetings and External Projects

Marisol Simón

I recently met with Federal Transit Administration (FTA) Regional Administrator Marisol Simón. I shared details of the need for support for the Connector project and its importance to the area. I outlined commitments of the project partners; the University of Michigan, City of Ann Arbor, Downtown Development Authority and AAATA and presented plans for the robust public input process which is expected to yield a locally preferred alternative sometime in the spring.

I also discussed and sought movement on a waiver to allow for the purchase of Dodge Grand Caravan minivans to support the VanRide program.

University of Michigan

Staff and I held a second meeting with University of Michigan (UM) representatives to discuss ExpressRide services. UM remains willing to continue contributing funding to the Canton and Chelsea ExpressRide services at a rate similar to last year. This is critical to continue the service without local funds, as the contribution will be combined with AAATA federal and state funds and fares. We continue to pursue options for additional funding.

Eastern Michigan University

On January 20 I attended Susan Martin's Eastern Michigan University (EMU) President's Luncheon. The event celebrated the life of Dr. Martin Luther King, Jr. Participating in the event afforded me the opportunity to connect with EMU and Ypsilanti colleagues and update them on progress of the Five-Year Transit Improvement Program.

Chamber and MEDC

I have met recently with several people, including Sean Duval and Dianne Keller of the A2Y Chamber and Mike Finney, President and CEO of the Michigan Economic Development Corporation (MEDC) to discuss transportation opportunities, economic development prospects for collaborating on addressing transportation infrastructure networks. There are some

concepts being discussed, including the Chamber and AAATA partnering with MEDC and SPARK to provide transportation opportunities for people to get to living wage jobs and essential lifeline needs. We will follow-up to further discuss specific opportunities to create a proactive infrastructure to aid overall mobility for a higher quality of life for people in the county.

Susan Pollay

I recently met with Susan Pollay, Ann Arbor Downtown Development Authority (DDA) Executive Director to discuss transportation strategies and opportunities. We discussed next steps for the Five-Year Transit Improvement Program, staging logistics at the new Blake Transit Center, and new business developments in the works on Fourth Avenue.

Ann Arbor DDA Operations Committee

In late January, staff presented an update on the go!Pass and the getDowntown program to the Ann Arbor Downtown Development Authority (DDA) Operations Committee. We also presented the Five-Year Transit Improvement Program. The Committee asked questions about the fixed-route and express service between Ann Arbor and Ypsilanti, in order to help workers reach downtown during different times of the day. The Committee was supportive and asked how they could stay involved. Next month the Committee will be discussing their FY2015 budget and we look forward to their continued financial support.

Greyhound

I recently met with Deborah Laney, Area Manager for Greyhound, to discuss transportation and operational considerations at the new Blake Transit Center and in the surrounding area. Greyhound's lease at their current location on Huron Street will be up in the next several months and management is looking for accommodations in the downtown Ann Arbor area. We discussed the prospect of housing the customer service component of their operation at the new BTC and their vehicles in the near vicinity. We also discussed freight, baggage, security, technology and person- power needs (including Greyhound's financial contribution) for said consideration.

We are conducting our due diligence internally to assess whether partnering with Greyhound may be a viable option. I will keep the Board updated as discussions continue.

Work Plan Projects

Blake Transit Center

Progress continues on the new Blake Transit Center, and we received our temporary Certificate of Occupancy on February 14. The second floor interior is nearly complete and there has been significant movement on the first floor. Contracts have begun the process of firing up building equipment, checking operation and getting final inspections on the electrical, fire protection, plumbing and mechanical systems. Outside work has been slow moving due to the weather. Temporary walkways to the new building from Fourth Avenue and Fifth Avenue are scheduled to be poured in the next week. We are formulating a plan to complete the remaining site work, including final concrete. The timeline for the work will depend greatly on the weather.

We plan to move into the building the weekend of March 15 and for the building to open on Monday, March 17. Community Relations staff are in the process of planning a “soft” opening event. We will share the details of that event as they emerge.

My continued, sincere thanks to project manager Terry Black for his tireless efforts and perseverance throughout the course of this project. Thanks also to our operators and passengers for their patience while the business runs in temporary quarters, and to Board members for cheering us on through the bumps in the road.

Blake Transit Center Artwork

The public input process for the Blake Transit Center Artwork project concluded last week. A public meeting was held during which the two finalists made presentations on their designs. We appreciate Larry Krieg’s participation in the meeting.

The project team also met with the artists individually to conduct interviews. A summary of the project team’s findings will be presented at next week’s Performance Monitoring and External Relations Committee meeting.

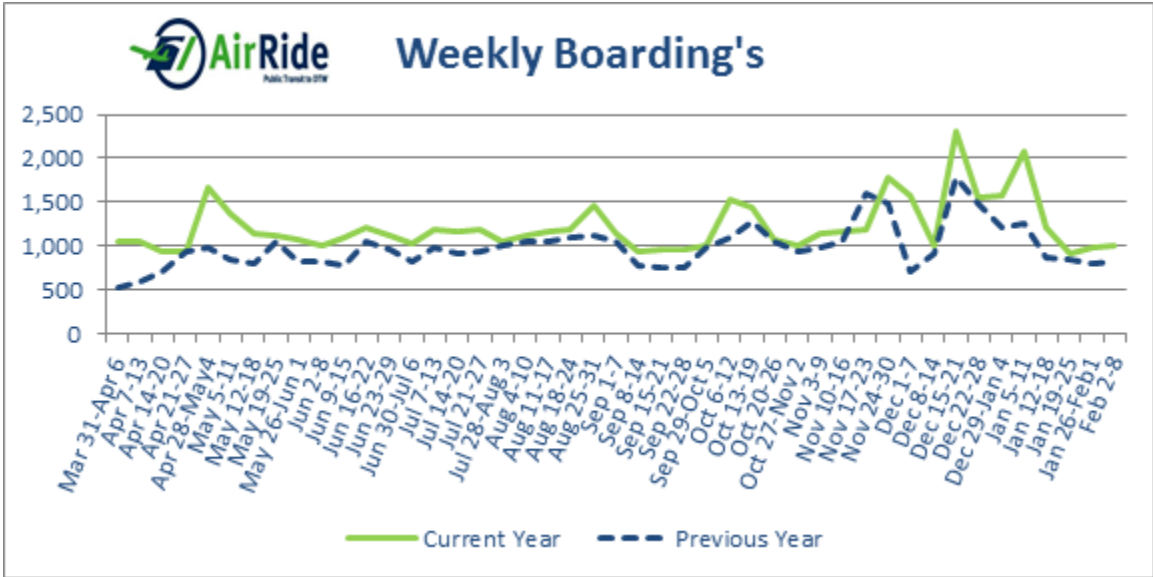
Connector Alternatives Analysis

The Connector Alternatives Analysis Technical Committee is waiting on ridership estimates for the six identified alignments. The consultant, URS, is gathering the information and the group will be reconvened in the spring. Discussions have begun on continuing the Connector Study into the next phase and how to fund the project.

AirRide

AAATA and Michigan Flyer staff met recently to do an annual review of AirRide service. The service continues to be an excellent example of a successful public-private partnership, with an average of over 1,000 rides per week. Overall, AirRide did well during the holiday season and through the winter storms. AirRide played a key role offering relief for many passengers stranded at Detroit Metro Airport due to flight delays and cancellations by transporting them to hotels in Ann Arbor.

AirRide ridership remains above last year’s levels with an average of 1,242 over the past five weeks.



Ann Arbor Area Transportation Authority Board of Directors
Planning and Development Committee
Proposed Meeting Summary
February 11, 2014 – 3:00 p.m.

Present: Committee –Eli Cooper, Sue Gott (Chair), Larry Krieg, Eric Mahler

Staff – Michael Benham, Jan Black, Terry Black, Brian Clouse, Ron Copeland, Michael Ford (telephone), Deb Freer, Dawn Gabay, Don Kline, Sarah Pressprich Gryniewicz, Ed Robertson, Mary Stasiak, Elizabeth Tibai, Phil Webb, Karen Wheeler, Chris White

Presenters – Hugh Clark

Absent with Notice: Gillian Ream Gainsley

Committee Chair Sue Gott called the meeting to order at 3:04 p.m.

1.0 *Communications and Announcements*

There were no announcements or communications.

2.0 *Public Time – Comment on Agenda Items*

Jim Mogensen reported that some of the Map 21 funds can be used for operational purposes. He also commented on one of the proposed changes to the Bylaws regarding public time. The idea of the change is to increase the public time from two to three minutes and to clarify that commenters may speak at both public comment periods, featured at the beginning and end of each meeting.

Michelle Barney informed the committee that there were over 60 people at the Tuesday, February 11 Partners for Transit (P4T) meeting. P4T has representatives from over 40 organizations and they are fully prepared to begin campaigning efforts for the proposed transit millage.

Erin Elle is a regular transit user and past intern at the Ann Arbor Center for Independent Living (AACIL). There are many people who use and depend on transit at the center. However, many individuals spoke of transportation as a barrier. Ms. Elle would like their voice to be heard.

Martha Valadez, from Partners for Transit (P4T), reported a successful P4T meeting earlier in the day. Ms. Valadez is hoping to sustain the organization and to increase participation with business and community leader representation. The attendees of the meeting were given informational materials relating to the Five-Year Transit Improvement Program (FYTIP) and were grateful to have the information. She would like the AAATA Board to consider the support from the P4T meeting attendees and to approve placing the transit millage on the ballot.

3.0 *New Business*

3.1 *Community Survey Presentation: Hugh Clark, CJI Research*

Hugh Clark from CJI Research provided the committee with results from a recent community survey. Almost 900 registered voters from the Ann Arbor, Ypsilanti and Ypsilanti Township areas were contacted to gauge their support for public transit and for a future millage necessary to implement those services. The survey was conducted through a combination of telephone and mail to ensure that cell-only households were included in the sample.

Mr. Clark highlighted that a majority of those surveyed were familiar TheRide as an organization. However, 49% of the respondents have not heard of the proposed changes in the Five-Year Transit Improvement Program (FYTIP). This means that the Authority has an opportunity to educate these individuals on the proposed improvements. Mr. Clark noted that 28% of the respondents were very likely to use the bus. This indicates that the majority will not vote because they anticipate using the service, but rather based upon the social benefits the proposed transit improvements will have on the community.

4.0 *Action Items*

4.1 *Funding Future Transit Improvements: Michael Ford*

Michael Ford reported that over the last 4.5 years, the Authority has been working to bring transit improvements to fruition. The Five-Year Transit Improvement Program (FYTIP) has been developed in cooperation with surrounding communities and after extensive public input. There have been several open meetings with the Urban Core Working Group to define the governance, service and funding aspects of the FYTIP. Mr. Ford asked the committee for their consideration and support to move the FYTIP resolution to the full board.

Michael Benham reported a 44% increase in service and almost 90 additional service hours as a result of the FYTIP. Through the Urban Core Working Group meetings, it was recognized that the level of service in the Program could be sustained with a .7 mil property tax levy. The millage, if enacted, would result in \$4.3 M annual revenue and in combination with funds from Purchase of Service Agreements (POSAs), would equal the \$5.4 M annual local cost of implementing the FYTIP.

The Financial Task Force (FTF), composed of local business and community leaders, met several times to review the financial elements of the Program. They endorsed the financial elements as sound and issued a letter on February 5, 2014 stating, "...we

concur that the AAATA has generated a funding strategy for transit that will meet with the high level services our citizens have asked for through the development of the Five Year Transit Improvement Program.”

Mr. Benham reported on several factors to consider with the recommendation, including: rate, timing, risks, opportunities and the level of community support. Staff recommended the full .7 mil to be placed on the ballot to cover the cost of the proposed improvements. Mr. Benham noted that less funding would equal less service and is not consistent with the expressed needs of the communities and their constituents. He clarified that Act 55 requires a flat rate across the jurisdictions, meaning funds contributed by a community will be spend by that same community. A successful vote in the May election would permit the Authority to implement some changes as soon as August 2014. Mr. Benham clarified that the Regional Transit Authority (RTA) will not seek a voter approved tax before 2016, a concern among many. Although the last AAATA fare increase was in 2010, the Authority will not seek an immediate fare increase with the FYTIP. Mr. Benham noted that the Authority can educate the public on the FYTIP and proposed millage but other people and organizations must advocate.

Board Member Eli Cooper recommended support of the motion as written.

Larry Krieg seconded the motion and it will be forwarded to the full board for their consideration.

4.2 *Computer Aided Dispatch and Automated Vehicle Location Consultant: Jan Black*

Jan Black reported on the procurement of a Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL) consultant. The Authority is planning to change the process used for scheduling, booking and vehicle tracking for Paratransit service. On November 26, 2013, a Request for Proposal (RFP) was issued for a CAD/AVL consultant to help in selection and implementation of a system for both the Paratransit and Fixed Route operations. The current CAD system for Fixed Route operations was implemented in 1997 and the Authority is seeking a more open and conducive system. The current CAD/AVL is the core system of the Authority’s operations.

Two responses were received from Exelos in Greensburg, PA and TranSystems in Boston, MA. Submittals were evaluated based on technical experience, credentials, project approach and price. TranSystems was chosen as the project consultant and came high technically with a lower cost. TranSystems employs several consultants, they are able to meet the project deadline, and they have worked with 50 transit agencies (including SMART and TheRapid). Exelos is run by one consultant, he is not able to meet the project deadline and he has only worked with one transit agency.

Board member Larry Krieg recommended support of the motion as written with a request for additional background information on the project.

Eli Cooper seconded the motion and it will be forwarded to the full board for their consideration.

4.3 *Resolution of Intent for FY 2015 Application to MDOT: Chris White*

Chris White reported on the FY 2015 application for state funding. The application was prepared for submission to MDOT and includes capital funding and operating budget estimates for FY 2015. Since the FYTIP funding has not been secured, MDOT instructed the Authority to submit a budget that does not include the service expansion.

Board Member Eric Mahler recommended support of the motion as written.

Larry Krieg seconded the motion. The motion carried and will be moved forward to the full Board for consideration.

5.0 *Continuing Business*

Sue Gott requested a discussion on the Spring Board Retreat at the March Planning and Development Committee meeting.

6.0 *Updates*

6.1 *Connector Study: Chris White*

Chris White reported that the technical committee is waiting on the ridership estimates on the six identified alignments. The project consultant is working on gathering the information and the project has been delayed until the spring. Discussions have begun on continuing the Connector Study into the next phase and how to fund the project.

6.2 *BTC Project: Terry Black*

Terry Black reported that the second floor of the BTC is near completion and the first floor is progressing. He is in the process of getting final inspections on the electrical, fire protection systems, plumbing and mechanical. Operations will move out of the temporary trailers and into the new building the weekend of March 15. The building will be open to the public March 17. The BTC public art presentation will be featured on the March 11, 2014 PDC agenda.

6.3 *Proposed Bylaws Amendment: Sarah Grynowicz*

Sarah Grynowicz reviewed several proposed Bylaws amendments with the committee. The proposed changes were discussed and several edits were suggested.

6.4 *RTA Developments, Impacts, and Opportunities: Sarah Gryniewicz*

Sarah Gryniewicz reported that Alma Wheeler Smith was appointed by Yousef Rabhi to represent Washtenaw County on the RTA Board of Directors. The RTA executive committee met earlier this month and passed a recommendation to wait until 2016 to place a transit millage on the ballot. Ms. Gryniewicz reported that the Governor's supplemental request contains funding for the RTA. The bill will be voted on later in the month.

6.0 *Public Time*

Regarding the AAATA Bylaws, Vivian Armentrout urged the committee to keep a vote of 6 Board Members as the majority needed to make a decision. She stated that it is strange to have any less than a majority making a decision on part of the Board. She would like the Authority to remember that there may be issues of representation now that the Board has become regional.

Michelle Barney thanked the Authority for hosting public meetings and discussions. She was glad to get a sense of how the business operates. Ms. Barney would like the public time to continue. She suggested the Authority put up a sign on the temporary trailers and the new BTC to let people know when the building will completed and open for business.

Jim Mogensen attended past Ann Arbor City Council meetings and stated that it is important to remember the issue of parking during a campaign.

Clark Charnetski thanked the committee for passing the millage recommendation for consideration of the Full Board on February 20. He recently attended a meeting of the RTA Citizens Advisory Council and a meeting of the Transportation Riders United. Both groups praised the RTA Providers Committee's work and he would like them to be recognized.

No one further appearing, Ms. Gott declared public time closed.

7.0 *Future Meetings*

Tuesday, March 11, 2014 at 3:00 p.m.

8.0 *Adjourn*

There being no further business, Ms. Gott adjourned the meeting at 4:47 p.m.

Respectfully Submitted,

Elizabeth Tibai

FEBRUARY 14, 2014 LAC MEETING MINUTES

UNLESS POSTED, LAC MEETINGS ARE HELD THE SECOND TUESDAY OF EVERY MONTH (EXCEPT JULY) FROM 10 A.M. TO 12 NOON AT AAATA'S MAIN OFFICE: 2700 S. INDUSTRIAL HWY., ANN ARBOR (734) 973-6500

1.0 INTRODUCTION OF ATTENDEES

LAC Executive Members Present:

Rebecca Burke (Chair), Clark Charnetski, Jody Slowins, Cheryl Weber, Stephen McNutt

AAATA Board Liaison: Jack Bernard

AAATA LAC Liaison: Brian Clouse

LAC Members & Guests

Kristin Persu & Dave Reid (SR), Nick Sapkiewicz (WATS), Chris White (AAATA), Doug Anderson (Peoples Express)

Commonly Used Acronyms	
AACIL	Ann Arbor Center for Independent Living
AAATA	Ann Arbor Area Transportation Authority
AAA1B	Area Agency on Aging 1B
AADL	Ann Arbor District Library
BTC	Blake Transit Center
CAC	Citizens Advisory Council
CSR	Customer Service Representatives
ETA	Estimated Time of Arrival
FOIA	Freedom of Information Act
JFS	Jewish Family Services
LDA	Learning Disabilities Association
LAC	Local Advisory Council
MDOT	Michigan Department of Transportation
PPA	Partners in Personal Assistance
PEX	Peoples Express
PMER	Performance Monitoring and External Relations
RICC	Regional Interagency Consumer Committee
RFP	Request For Proposal
RTA	Regional Transportation Authority
SR	Select Ride Inc.
SMART	Suburban Mobility Authority for Regional Transportation
WALLY	Washtenaw and Livingston Line
WATS	Washtenaw Area Transportation Study
WCC	Washtenaw Community College
WAVE	Washtenaw Area Value Express

FEBRUARY 14, 2014 LAC MEETING MINUTES

2.0 COMMUNICATIONS AND ANNOUNCEMENTS

- 2.1 Ms. Slowins said she could not wait for the end of winter and all of the difficulties caused by the snow and ice.
- 2.2 Mr. Bernard said the Council for Students with Disabilities at the University of Michigan recently discussed the challenges snow and ice creates for persons who use wheelchairs. Open discussion over the challenges of winter for persons with disabilities ensued.

3.0 REVIEW AND APPROVAL OF MINUTES

The LAC approved the minutes with corrections to item 6.4

4.0 PUBLIC COMMENT TIME (5 MINUTE TIME LIMIT PER SPEAKER)

- 4.1 Ms. Slowins describe an event where a rider could not exit an A-Ride vehicle because the rear wheels of her wheelchair spun in place. She said the driver stated he could not help because she was using a power wheelchair. Ms. Slowins said she and several other riders were shocked that the driver could not help and that fortunately a passerby did. Mr. Clouse stated that it seemed the driver could have given the chair a little nudge but instead it appeared the driver was closely following the policy not to push to power wheelchairs. Mr. Bernard suggested that he driver should have notified his dispatcher for direction and possible solutions. Mr. Clouse agreed and stated that contacting the dispatcher is policy and asked Select Ride to investigate the event further. Mr. Clouse mentioned that he would look into how drivers can provide assistance above what is already offered without endangering themselves, the rider, or damaging the mobility aid.

5.0 AAATA BOARD MEETING REPORT

Mr. Bernard reported that the Board agreed to entertain a motion for a ballot initiative in the May elections to win support for the expansion of service. He said the Board will vote on this motion during their February meeting. Open discussion regarding the 5 year Urban Core Plan ensued.

Governance Committee LAC Items: None

FEBRUARY 14, 2014 LAC MEETING MINUTES

6.0 BUSINESS ITEMS

6.1 2015 State Application

Mr. White distributed copies of the 2015 State Application to the LAC for review. Mr. Anderson presented the vehicle accessibility plan for Peoples Express and Northfield's Human Services, and Mr. White for AAATA and the WAVE. Comments were made which resulted in corrections in the number of total accessible vehicles for Northfield's Human Services, and the vehicle inventory description for Peoples Express. These changes have been incorporated in these vehicle accessibility plans. There were no other comments from the LAC on the four vehicle accessibility plans.

6.2 A-Ride User Guide Revised Draft

Mr. Clouse distributed a revised draft of the A-Ride User's Guide. Mr. Clouse also thanked Mr. Bernard for his comments and suggested changes. The LAC reviewed the changes and made further suggestions such as providing two examples on how to schedule a trip, and updating the Night Ride service description to be consistent with the current description within the fixed route Ride Guide. Mr. Clouse reported that an approval vote for Urban Core services would mean more updates to the User's Guide, and that the LAC will have opportunity to review and suggest how these changes will be conveyed within the new User's Guide.

6.3 A-Ride Survey & RFP Letter

Mr. Clouse distributed final versions of the A-Ride survey and rider RFP letter already in circulation. The LAC offered suggestions on how to improve the next A-Ride survey. Mr. Clouse stated he expected to have some results by the next LAC meeting.

7.0 PUBLIC COMMENT TIME (5 MINUTE TIME LIMIT PER SPEAKER)

7.1 Mr. Charnetski requested that the recently approved LAC By-Laws replace the old ones on AAATA's web site. Mr. Clouse stated that he would follow up on this.

FEBRUARY 14, 2014 LAC MEETING MINUTES**8.0 FUTURE AGENDA ITEMS**

1. A-Ride User's Guide Revisions
2. A-Ride Survey Update

9.0 ADJOURN

Meeting unanimously adjourned at 12:00 noon.

LAC Chair



Respectfully Submitted,



Brian Clouse
TheRide Paratransit Coordinator

Next Meeting, Tuesday, March 11, 2014, 10:00 a.m. to 12 noon

Resolution 11/2014

Waive Written Notice of Amendments to the Bylaws

Whereas, the Ann Arbor Area Transportation Authority staff sent written proposed draft amendments to all Ann Arbor Area Transportation Authority Board members for review and comment, and

Whereas, the Ann Arbor Area Transportation Authority Board members received additional amendments within the two week requirement required under Article VII, Section 1, and

Whereas, the Article VII, Section 1, grants the Ann Arbor Area Transportation Authority Board the right to waive, “provided that notice of proposed changes and a written copy thereof shall be given to the Board no less than two weeks in advance, those requirements of notice and provision of written copy may be waived by affirmative vote of five Board members for immediate adoption of specific Bylaw amendment”,

NOW, THEREFORE, BE IT RESOLVED, that the Ann Arbor Area Transportation Authority Board of Directors hereby waives the written notice requirement in accordance with the powers granted the Board under Article VII, Section 1.

Charles Griffith, Chair

February 20, 2014

Anya Dale, Secretary

February 20, 2014



To: Board of Directors
From: Michael Ford, Chief Executive Officer
Date: February 14, 2014
Re: Proposed Bylaws Amendment

We are seeking Board approval of two resolutions related to the Bylaws at the February 20, 2014 Board meeting. First, a resolution to exercise a provision contained in the current Bylaws; Article VII, Section 1. to waive a two week advance notice requirement by affirmative vote of five Board members for immediate adoption of specific Bylaw amendment. Amendments were made during the two week requirement defined under Article VII, Section 1. Thus the request for waiving the advance notice.

The second resolution requests adoption of amendments to the Bylaws necessitated by the recent expansion of the Authority.

Background

The Ann Arbor Area Transportation Authority Board is now formally seated, with Trustee Larry Krieg having been appointed on January 21, 2014 by the Charter Township of Ypsilanti Board of Trustees. With this action, this is the first opportunity to review and propose amendments to the Authority By-Laws.

On Monday, February 3, 2014 the Governance Committee discussed the need to amend the Bylaws and provided the following direction:

- Staff to draft proposed amendments to the Bylaws
- Issue the proposed amendments to the full Board no later than February 6, 2014 to comply with Article VII, Section 1. of the Bylaws which prescribes the terms for amending the Bylaws
- Present the proposed amendments at an informational item at the February 11, 2014 Planning and Development (PDC) Committee meeting
- Include the proposed amendments and a resolution in the board packet to be issued on Friday, February 14, 2014 as a public document
- Present and request support of the proposed amendments by the Performance Monitoring and External Relations (PMER) Committee at their February 18, 2014 meeting

Staff followed through with this process and incorporated Board member input (included in the updated draft, attached). The updated, proposed amendments have been reviewed and

approved by legal counsel. Changes from the current Bylaws are illustrated through track changes to aid in the review process. The proposed amendments for Board approval are summarized below:

Title and Introduction

- Name change of the organization

Article I

- Stipulations related to the addition of the City of Ypsilanti and the Charter Township of Ypsilanti board members; how appointed, terms of office, removal
- Change to language regarding appointment, removal and replacement of ex-officio members

Article II

- Change to language regarding nominations, vacant offices and removal officers

Article IV

- Removal of language referring to date and location of Board meetings
- Update number for quorum
- Update title of head of organization
- Specify that resolutions that do not require a specific number of affirmative votes for passage may be approved by a majority of board members present, provided there is a quorum
- Add Ypsilanti City Hall and Ypsilanti Township offices as places for posting board meeting agendas
- Specify that members of the audience may address the Board once during *each* Public Time and Public Hearing
- Extend Public Time comment period from two minutes to three minutes per speaker

Article V

- Update title of head of organization

Article VII

- Update number of affirmative votes for immediate adoption of specific Bylaw amendment
- Reduce period to provide notice of proposed Bylaw changes from two weeks to one week

BYLAWS OF THE ANN ARBOR AREA TRANSPORTATION AUTHORITY

~~As Amended October 20, 2011~~ Proposed Amendments February 20, 2014

The following Bylaws are adopted by the Board of Directors of the Ann Arbor Area Transportation Authority Board (hereinafter referred to as the Board) pursuant to Article IV, Section 4 of the Articles of Incorporation of said Authority (hereinafter referred to as the Articles) as adopted by the Ann Arbor City Council, which Articles shall be made available together with these Bylaws:

ARTICLE I

Board Memberships

Section 1.

The members of the Board shall be those individuals appointed by the Mayor of the City of Ann Arbor, with the concurrence of Ann Arbor City Council; ~~the Mayor of the City of Ypsilanti, with the concurrence of Ypsilanti City Council;~~ and the Charter Township of Ypsilanti Township Supervisor, with the concurrence of the Charter Township of Ypsilanti Ypsilanti Township Board of Trustees, pursuant to the Articles.

Section 2.

The term of office of a Board member shall be five years other than for members of the Ann Arbor Area Transportation Authority Board as of June 15, 2013, who shall serve for the remainder of their terms~~Charter Township of~~, as provided by the Articles.

Section 3.

Members of the Board may be removed only by majority vote of from that representative's jurisdiction's governing body. In the case of Ann Arbor ~~Representatives~~ this would be the Ann Arbor City Council; in the case of an Ypsilanti ~~Representatives,~~ this would be Ypsilanti City Council; and in the case of a Charter Township of Ypsilanti representative, this would be the Charter Township of Ypsilanti Board of Trustees.

Section 4.

The Board may appoint ex-officio members of the Board from time to time for specified terms, as it may deem appropriate. ~~The term of ex-officio members shall be two years.~~

Ex-officio members may be removed or replaced at any time by ~~four~~six affirmative votes of the Board.

ARTICLE II

Board Officers

Section 1.

The Board shall elect from its membership a chair, a secretary, and a treasurer.

Section 2.

Nominations shall be made from the floor, with one office to be filled at a time by secret ballot. Officers shall be elected in September to take office October 1 for a one-year term.

Section 3.

If an office becomes vacant, the Board shall fill said office by election from its membership.
~~Any officer may be removed from office by a vote of four six Board members, provided that notice of such removal proceedings be given to the Board members not less than four days prior to the meeting at which removal is to be considered.~~

Section 4.

Any officer may be removed from office by a vote of six Board members, provided that notice of such removal proceedings be given to the Board members not less than four days prior to the meeting at which removal is to be considered.
~~If an office becomes vacant, the Board shall fill said office by election from its membership.~~

Section 5.

~~Nominations shall be made from the floor, with one office to be filled at a time by secret ballot.~~

ARTICLE III

Board Officers

Section 1.

The duties of the Chair, Secretary, and Treasurer shall be as provided in the Articles, with additional duties as specified in these Bylaws.

Section 2.

In the absence of any officer, or for any other reason, the Board may deem sufficient, the Board may delegate, for a specified time, any or all powers or duties of ~~such an~~ officer to any other Board member.

Section 3.

No officer shall have the authority to bind the Board to any contract or obligation without the consent of the Board by resolution, provided, however, that the Board may designate general classes of obligations which may be assumed by an officer or officers on the Authority's behalf without further Board approval.

Section 4.

It shall be the responsibility of the Chair to notify Board members of regular meeting agendas, as provided in Article IV, Section 7.

Section 5.

The Treasurer shall submit to the Board, and comment on, monthly budget-expenditure reports prepared by management.

ARTICLE IVBoard MeetingsSection 1.

The Board shall meet in public session generally once each month, ~~usually on the third Thursday of the month, at the Ann Arbor District Library, 343 S. Fifth Ave., Ann Arbor. Meetings may be held on another day or time, and at another location, provided that such a change is given public notice in accordance with Section 7.~~ The Board shall set the time of Board meetings at such time as the budget is passed for the fiscal year.

Section 2.

All meetings of the Board shall be public, provided, however, that the Board may determine by a majority vote of the Board (or a higher number, if provided by law), to consider in executive session those matters allowed under the applicable laws of the State of Michigan.

Section 3.

Special meetings for any purpose or purposes may be called by the Chair. In addition, a special meeting shall be called by the Chair or the Secretary at the written request of two Board members. Such requests shall state the purpose or purposes of the special meeting.

Section 4.

Notice of a special meeting stating the time, place, and agenda shall be provided to all Board members at least eighteen hours prior to such meeting. Notice is the duty of the officer calling the meeting.

Section 5.

~~Four~~ Six members of the Board, or a majority of the Board duly appointed and confirmed, ~~constitutes~~ constitute a quorum.

Section 6.

Resolutions of the Board to adopt or amend the annual budget and service plan, hire or terminate the ~~Executive Director~~ Chief Executive Officer, adopt a labor contract, approve a financial transaction in excess of five percent of the annual budget, amend the Bylaws or challenge a member's right to vote under Section 132, shall require at least ~~four~~ six affirmative votes for passage. ~~All other resolutions may be adopted by a majority of the Board duly appointed and confirmed, provided a quorum is present.~~ All other resolutions may be adopted by a majority vote of board members present, provided a quorum is present.

Section 7.

A specific agenda, prepared by the Chair, shall be furnished to Board members, at least four days prior to regular meetings, and shall be posted at Ann Arbor Area Transportation Authority offices, the Ann Arbor Downtown Facility, Ann Arbor City Hall, the Washtenaw County Building, Ypsilanti City Hall, Ypsilanti Township offices and elsewhere, as required by law, no less than eighteen hours prior to regular meetings. Any member of the Board may put an item on the agenda by contacting the Chair. This shall not prohibit the addition of items to the agenda at the time of the meeting by the

affirmative vote of a majority of the members present. Failure to comply with the requirements of this Section shall not invalidate action of the Board.

Section 8.

The order of business at each regular meeting of the Board shall be:

1. Public Hearings,
2. Communications and Announcements,
3. Public Time – comment on agenda items,
4. Review and Approval of Minutes,
5. Board and Staff Reports,
6. Question Time,
7. Old Business,
8. New Business,
9. Public Time,
10. Adjournment.

The Chair, in the absence of dissent, or a majority of Board members present, may alter the order of business at a particular meeting.

Section 9.

By resolution of the Board, a member of the audience shall be permitted to address the Board at a time other than during Public Time or Public Hearing; provided, however, that unless otherwise approved by resolution of a majority of the Board members present, no member of the audience may address the Board more than once during each Public Time and once during any public hearing, nor address the Board for longer than ~~two~~three minutes (the time can be extended by the Chair) during any presentation.

Section 10.

Public hearings shall be held on any item when so determined by resolution of the Board or when legally required.

Section 11.

The vote of all questions coming before the Board shall be by voice vote with the Chair announcing the results. Any Board member may call for a roll call vote on any question. In such case the roll call vote will be taken and recorded in the minutes.

Section 12.

Each member present shall cast a yea or nay vote on each resolution voted upon by the Board, except that each member is obligated to refrain from voting, or otherwise influencing the debate or vote upon, a matter in which the member shall have a personal financial interest beyond that of general public interest, or a matter involving his or her own conduct. If a member's right to vote is challenged, it shall be in the form of a resolution directing the member to abstain from voting on a particular pending motion. Such a resolution shall require a simple majority of affirmative votes of voting Board members for adoption.

Section 13.

Roberts' Rules of Order shall govern in all applicable cases, provided said rules are not in conflict with these Bylaws, the Articles of Incorporation, or laws of the State of Michigan.

ARTICLE V

Committees

Section 1. Governance Committee. There shall be a Governance Committee of the Board of Directors which shall be responsible for coordinating the work of the Board and of any governing committees that the Board establishes; for developing the Board in terms of its composition and its members' governing skills; for maintaining the Board-~~Executive Director~~ Chief Executive Officer partnership; and for carrying out other duties as prescribed for it in the Bylaws and by Board resolution.

The Governance Committee shall consist of the Board Chair (who shall chair the Governance Committee), the chairs of the other Board governing committees, and the ~~Executive Director~~ Chief Executive Officer.

Section 2. Board Governing Committees. The Board of Directors may establish governing committees that are not otherwise enumerated in these Bylaws as it deems necessary to assist in carrying out its governing responsibilities. Such governing committees shall be recommended by the Board's Governance Committee and shall be established by passage of a resolution by a simple majority of the Board of Directors. Board governing committees shall consist only of Board members, and the Board Chair shall appoint governing committee chairs and assign Board members to the governing committees. A Board governing committee may not exercise the powers of the Board with respect to management of the affairs of AAATA, and can take action on behalf of the full Board only as explicitly authorized by the Board of Directors by formal resolution in advance.

ARTICLE VI

Indemnification

Section 1.

Unless otherwise provided by law or its Articles of Incorporation or Bylaws, the Authority shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Authority) by reason or the fact that the person is or was a board member, officer, or agent of the Authority, or is or was serving at the request of the Authority as a board member, officer, or agent of another corporation, business corporation, partnership, joint venture, trust, or other enterprise; against expenses (including attorney's fees) judgments, fines, and amounts paid in settlement actually and reasonably incurred by the person in connection with such action, suit, or proceeding if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the Authority, and with respect to any criminal action or proceeding, had no reasonable cause to believe that conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not of itself create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in or not opposed to the best interests of the Authority and, with respect to any criminal action or proceeding, had reasonable cause to believe that the conduct was unlawful.

Section 2.

Unless otherwise provided by law or its Articles of Incorporation or Bylaws, the Authority shall indemnify any person who was or is a party to or is threatened to be made a part to any threatened, pending, or completed action or suit by or in the right of the Authority to procure a judgment in its favor by reason of the fact that the person is or was a board member, officer, or agent of the Authority, or is or was serving at the request of the Authority as a board member, officer, or agent of another corporation, business corporation, partnership, joint venture, trust, or other enterprise agent expenses (including attorneys' fees) actually and reasonably incurred by the person in connection with the defense or settlement of such action or suit if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the Authority and except that no indemnification shall be made in respect of any claim, issue, or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of a duty to the Authority unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of

all circumstances of the case, such person is fairly and reasonably entitled to indemnify for such expenses which such court deem proper.

Section 3.

- (a) Unless otherwise provided by law or its Articles of Incorporation or Bylaws, to the extent that a board member, officer, or agent of Authority has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in Section 1 or 2 of Article VI or in defense of any claim, issue, or matter therein, the successful party shall be indemnified against expenses (including attorneys' fees) actually and reasonably incurred in connection therewith.
- (b) Any indemnification under Section 1 or 2 of Article VI (unless ordered by a court) shall be made by the Authority only as authorized in the specific case upon a determination that indemnification of the board member, officer, employee, or agent is proper in the circumstances because the person has met the applicable standard of conduct set forth in Section 1 and 2 of Article VI. Such determination shall be made in either of the following ways:
 - (i) By the board by a majority vote of a quorum consisting of members who were not parties to such action, suit, or proceeding.
 - (ii) If such quorum is not obtainable, or, even is obtainable, a quorum of disinterested board members so directs, by independent legal counsel in a written opinion.

Section 4.

Expenses incurred in defending a civil or criminal action, suit, or proceeding described in Section 1 or 2 of Article VI may be paid by the Authority in advance of the final disposition of such action, suit, or proceeding as authorized in the manner provided in Section 3 (b) of Article VI upon receipt of an undertaking by or on behalf of the board member, officer, or agent to repay such amount unless it shall ultimately be determined that the person is entitled to be indemnified by the Authority.

Section 5.

A provision made to indemnify board members or officers in any action, suit, or proceeding referred to in Section 1 or 2 of Article VI, whether contained in the Articles of Incorporation, the Bylaws, a board resolution, an agreement or otherwise, shall be invalid only insofar as it is in conflict with Sections 1 through 5 of this Article. Nothing contained in Sections 1 or 5 of this Article shall affect any rights to indemnification to which persons other than board members and officers may be entitled by contract or

otherwise by law. The indemnification provided in Sections 1 through 5 of this Article continues as to a person who has ceased to be a board member, officer, or agent and shall inure to the benefit of the heirs, executors, and administrators of such person.

Section 6.

The Authority shall have power to purchase and maintain insurance on behalf of any person who is or was a board member, officer, or agent of the Authority, or is or was serving at the request of the Authority as a board member, officer, or agent of another corporation, business corporation partnership, joint venture, trust, or other enterprise against any liability asserted against the person and incurred by the person in any such capacity arising out of the person's status as such, whether or not the Authority would have power to indemnify the person against such liability under Sections 1 through 5 of this Article.

ARTICLE VII

Amendment of Bylaws

Section 1.

These Bylaws may be amended by resolution, provided that notice of proposed changes and a written copy thereof shall be given to the Board no less than ~~two~~ one weeks in advance, those requirements of notice and provision of written copy may be waived by affirmative vote of ~~five~~ seven Board members for immediate adoption of specific Bylaw amendment.

Resolution 12/2014**Amendment to Bylaws**

Whereas, the recent expansion of the Ann Arbor Area Transportation Authority necessitates making the following amendments to the Bylaws:

All Articles amended to represent Ann Arbor Area Transportation Authority.

BYLAWS OF THE ANN ARBOR AREA TRANSPORTATION AUTHORITY

Proposed Amendments February 20, 2014

The following Bylaws are adopted by the Board of Directors of the Ann Arbor Area Transportation Authority Board (hereinafter referred to as the Board) pursuant to Article IV, Section 4 of the Articles of Incorporation of said Authority (hereinafter referred to as the Articles) as adopted by the Ann Arbor City Council, which Articles shall be made available together with these Bylaws:

ARTICLE I**Board Memberships****Section 1.**

The members of the Board shall be those individuals appointed by the Mayor of the City of Ann Arbor, with the concurrence of Ann Arbor City Council; the Mayor of the City of Ypsilanti, with the concurrence of Ypsilanti City Council; and the Charter Township of Ypsilanti Supervisor, with the concurrence of the Charter Township of Ypsilanti Board of Trustees, pursuant to the Articles.

Section 2.

The term of office of a Board member shall be five years other than for members of the Ann Arbor Area Transportation Authority Board as of June 15, 2013, who shall serve for the remainder of their terms, as provided by the Articles.

Section 3.

Members of the Board may be removed only by majority vote of that representative's jurisdiction's governing body. In the case of Ann Arbor

representatives this would be the Ann Arbor City Council; in the case of an Ypsilanti representative, this would be Ypsilanti City Council; and in the case of a Charter Township of Ypsilanti representative, this would be the Charter Township of Ypsilanti Board of Trustees.

Section 4.

The Board may appoint ex-officio members of the Board for specified terms, as it may deem appropriate. Ex-officio members may be removed or replaced at any time by six affirmative votes of the Board.

ARTICLE II

Board Officers

Section 2.

Nominations shall be made from the floor, with one office to be filled at a time by secret ballot. Officers shall be elected in September to take office October 1 for a one-year term.

Section 3.

If an office becomes vacant, the Board shall fill said office by election from its membership.

Section 4.

Any officer may be removed from office by a vote of six Board members, provided that notice of such removal proceedings be given to the Board members not less than four days prior to the meeting at which removal is to be considered.

ARTICLE III

Board Officers

Section 2.

In the absence of any officer, or for any other reason the Board may deem sufficient, the Board may delegate, for a specified time, any or all powers or duties of an officer to any other Board member.

ARTICLE IV

Board Meetings

Section 1.

The Board shall meet in public session generally once each month. The Board shall set the time of Board meetings at such time as the budget is passed for the fiscal year.

Section 2.

All meetings of the Board shall be public, provided, however, that the Board may determine by a majority vote of the Board (or a higher number, if provided by law) to consider in executive session those matters allowed under the applicable laws of the State of Michigan.

Section 4.

Notice of a special meeting stating the time, place, and agenda shall be provided to all Board members at least eighteen hours prior to such meeting. Notice is the duty of the officer calling the meeting.

Section 5.

Six members of the Board, or a majority of the Board duly appointed and confirmed, constitute a quorum.

Section 6.

Resolutions of the Board to adopt or amend the annual budget and service plan, hire or terminate the Chief Executive Officer, adopt a labor contract, approve a financial transaction in excess of five percent of the annual budget, amend the Bylaws or challenge a member's right to vote under Section 12, shall require at least six affirmative votes for passage. All other resolutions may be adopted by a majority vote of board members present, provided a quorum is present.

Section 7.

A specific agenda, prepared by the Chair, shall be furnished to Board members, at least four days prior to regular meetings, and shall be posted at Ann Arbor Area Transportation Authority offices, the Ann Arbor Downtown Facility, Ann Arbor City Hall, the Washtenaw County Building, Ypsilanti City Hall, Ypsilanti Township offices and elsewhere, as required by law, no less than eighteen hours prior to

regular meetings. Any member of the Board may put an item on the agenda by contacting the Chair. This shall not prohibit the addition of items to the agenda at the time of the meeting by the affirmative vote of a majority of the members present. Failure to comply with the requirements of this Section shall not invalidate action of the Board.

Section 8.

The order of business at each regular meeting of the Board shall be:

1. *Public Hearings,*
2. *Communications and Announcements,*
3. *Public Time – comment on agenda items,*
4. *Review and Approval of Minutes,*
5. *Board and Staff Reports,*
6. *Question Time,*
7. *Old Business,*
8. *New Business,*
9. *Public Time,*
10. *Adjournment.*

The Chair, in the absence of dissent, or a majority of Board members present, may alter the order of business at a particular meeting.

Section 9.

By resolution of the Board, a member of the audience shall be permitted to address the Board at a time other than during Public Time or Public Hearing; provided, however, that unless otherwise approved by resolution of a majority of the Board members present, no member of the audience may address the Board more than once during each Public Time and once during any public hearing, nor address the Board for longer than three minutes (the time can be extended by the Chair) during any presentation.

ARTICLE V

Committees

Section 1. Governance Committee. *There shall be a Governance Committee of the Board of Directors which shall be responsible for coordinating the work of the Board and of any governing committees that the Board establishes; for developing the Board in terms of its composition and its members' governing skills; for maintaining the Board- Chief Executive Officer partnership; and for*

carrying out other duties as prescribed for it in the Bylaws and by Board resolution.

The Governance Committee shall consist of the Board Chair (who shall chair the Governance Committee), the chairs of the other Board governing committees, and the Chief Executive Officer.

Section 2. Board Governing Committees. The Board of Directors may establish governing committees that are not otherwise enumerated in these Bylaws as it deems necessary to assist in carrying out its governing responsibilities. Such governing committees shall be recommended by the Board's Governance Committee and shall be established by passage of a resolution by a simple majority of the Board of Directors. Board governing committees shall consist only of Board members, and the Board Chair shall appoint governing committee chairs and assign Board members to the governing committees. A Board governing committee may not exercise the powers of the Board with respect to management of the affairs of AAATA, and can take action on behalf of the full Board only as explicitly authorized by the Board of Directors by formal resolution in advance.

ARTICLE VII

Amendment of Bylaws

Section 1.

These Bylaws may be amended by resolution, provided that notice of proposed changes and a written copy thereof shall be given to the Board no less than one week in advance, those requirements of notice and provision of written copy may be waived by affirmative vote of seven Board members for immediate adoption of specific Bylaw amendment.

IT IS RESOLVED, that the Board of Directors of the Ann Arbor Area Transportation Authority hereby adopts the above amendments to the Bylaws effective February 20, 2014.

Charles Griffith, Chair

Anya Dale, Secretary

February 20, 2014

February 20, 2014

Issue Analysis: Transit Improvement Funding Request

The Questions:

Should the Ann Arbor Area Transportation Authority advance implementation of the January 16, 2014, adopted Five Year Transit Improvement Program (5YTIP)? Recognizing Act 55 limits the Authority's funding options to property tax millages, should the TheRide place a millage referendum on the ballot to enable the voters to decide to fund the services described in 5YTIP. What should be the amount of such millage and when should the question be placed before the voters?

Summary and Staff Recommendation:

After extensive information-gathering and public discussion, TheRide staff recommends that TheRide Board move towards fully implementing the 5YTIP at this time. The 5YTIP includes a level of service that can be sustained with a 0.7 mil property tax levy. The first opportunity for seeking this funding is the May 6, 2014 ballot. The 5YTIP planning process includes transit improvements defined as needed by the region's citizens. A 0.7 millage enables TheRide to implement the services requested by the community. The millage, if enacted, would result in \$4.3 M annual revenue, which, in combination with additional funds secured through Purchase-of-Service Agreements, will equal the \$5.4 M annual local* cost of implementing the 5YTIP.

*NOTE: Local dollars are typically matched by State and Federal dollars at an approximate 2:1 ratio

Background:

The 5YTIP was developed in response to the many requests from the greater Ann Arbor community for improved transit services. During the several years leading up to the 5YTIP, TheRide staff and Board heard literally thousands of requests to respond to unmet transit needs in the community.

During the Countywide Transit planning process (2010, 2011), the AATA developed, and gained a broad consensus on, a 30-year Transit Master Plan for Washtenaw County. This plan has since been adopted by the new Regional Transportation Authority as a component of the Southeast Michigan transit plan, and forms the basis for transit planning in Washtenaw County.

In November 2012, the Ann Arbor City Council urged TheRide to focus its planning efforts on the 'urban core' of Washtenaw County, that is, those communities where population density is highest and transit needs are the greatest. An Urban Core Working Group (UCWG) was formed in response to the Ann Arbor City Council's recommendation. It was composed of local elected officials from the involved jurisdictions along with other interested community leaders from Pittsfield Township, the Village of

Dexter, Ann Arbor Township, Superior Township and Scio Township. The list of the group members is included as an appendix. The group met three times during 2013 to help develop the Service Plan, Governance Structure and Funding Proposal. TheRide staff provided briefing documents describing options for the Working Group to consider (listed under “List of Supporting Documents” at the end of this report). A facilitator ensured that all participants had a chance to be heard at each meeting. The facilitator also helped guide the discussion to a closure, with each meeting ending with a consensus on the topic being discussed.

The 5YTIP (“**Service Program**”) approved by the TheRide Board represents one of the key products enabled by the UCWG. The draft service program considered by the Working Group was subsequently shared with hundreds of people in one-on-one and small group meetings, undergoing refinements with each step. The program was also posted on TheRide website where it was available for review and comment. Hundreds of responses were received, most of which were very positive. A number of specific suggestions were provided by the public, which were evaluated and incorporated into the program as appropriate. Most recently, the service program was the topic of 13 public outreach meetings held throughout the Urban Core area during October and November 2013.

Consistent with the general consensus of the Working Group, the **governance structure** of the Authority has developed over the course of the past year, with the following specific developments:

- City of Ypsilanti Joins Authority – approved August 15, 2013
- Ypsilanti Township Joins the Authority – approved December 17, 2013

Additions to the Authority were approved unanimously by the joining jurisdictions and the Cities of Ann Arbor and Ypsilanti, and TheRide, and it is noteworthy that these actions represent the first geographic expansion of the Authority in the 40 years of its existence. The new organization is formally the Ann Arbor Area Transportation Authority, now known as “TheRide”, and will have 10 members, including one new member each from the City of Ypsilanti, the City of Ann Arbor and Ypsilanti Township.

Changes to TheRide governance also include the development of a new model for Purchase-of-Service Agreements (POSA’s) and potentially new POSA partnerships with other communities in the Urban Core area.

The last issue tackled by the Working Group was identification of a **funding source** to pay for the new services proposed for implementation by TheRide. None of the proposed services can be implemented without additional funding. Act 55 permits the Authority itself to levy a millage on property within the Authority area, and no other funding mechanisms are currently available for an Act 55 Authority. These findings were shared with the Working Group, and a general consensus was reached that a 0.7 millage is what would be needed to fund the transit services proposed in the service program. Appendix 1 contains the budget associated with the 5YTIP, including documentation of the 0.7 millage level. Similar to the service program, these findings were shared and subjected to public review and comment, as outlined above. Although there was some reluctance to ask voters for revenues, it was agreed that the additional funding was necessary and that the 0.7 mil levy would be the most feasible way to pay for the

majority of services in the program. It is worth noting that 80% of the Michigan Public Transportation Association Membership, including all of the major urban systems except Detroit, currently enact a special millage similar to what we are proposing.

TheRide has not levied an Authority millage before, and this is an important milestone that is the subject of this Issues Paper. TheRide Board decision on this matter will have to take into account not only the technical questions related to adding these resources to TheRide's funding mix, but also the political question of whether there is sufficient support for such a funding package and the services it represents.

As stated earlier the Board's decision needs to address not only if a millage is appropriate, but how much it should be and when it should be placed before the voters. The following discussion examines issues related to timing and amount of the millage.

Rate Options and Issues:

- Full cost of program: To fund the approved 5YTIP services, a 0.7 mil levy is needed.
- Partial program: Assuming a lower millage, less than 0.7 mils, were to be pursued as the funding level, the service program would have to be scaled back proportionally. During public review and local officials' discussions of the service program, there was very little sentiment for reducing the level of services proposed. As this level of support is not consistent with the 5YTIP, is not reflective of the public input received through the planning process it would result in a need for a new review and comment cycle to assure a consensus exists regarding the priority improvements. Further, community surveys suggest that the amount of the millage, if less than 1.0, is not a factor in whether it succeeds at the ballot box.
- Uniformity: By law any Authority millage must be the same rate throughout the Authority jurisdiction. The proposal for a 0.7 mil levy envisions a uniform rate across the Urban Core as required by law. The Authority millage would supplement, not replace, any millages already in place to support transit.

Timing Options and Issues:

- The most important factor driving the timing of an election is that significant transit needs will go unmet each day we delay implementation of the proposed 5YTIP. A successful vote in May permits TheRide to implement the first wave of improvements in August, 2014, at the very beginning of our annual cycle of service changes and the beginning of a new school year. An election in August would require waiting until mid-winter to begin changes. The following testimonials suggest sooner is better than later:
 - *"Please continue to consider the transportation needs of seniors, & those with disabilities. Later weekday & weekend service, as well as library, grocery store, Arborland & Briarwood malls, would also be appreciated". (Wayne, senior citizen)*
 - *"I recently turned down a job offer because the bus does not run late enough for my trip home. I can get there but I can't get back" (attendee at public outreach meeting)*
 - *"I'm an over-65 year old student at WCC. I have met people on the #3 bus line who live in Ypsilanti and cannot take evening classes because of no bus service. This is totally*

unacceptable. The very people WCC caters to are those whose financial resources are presently less and who are trying to take college level courses to get a better job, or to become employed. In Ypsilanti, it is a stretch to believe a student who has no access to the college during evening hours will be able to take full advantage of their schooling. Monday through Thursday, the computers at the WCC library are open to the public until 9 or 10 pm. This is closed to bus riders from Ypsilanti. There are many classes taught during evenings Monday-Thursday evenings. These are closed to students from Ypsilanti who are bus riders. Please consider the needs of our young people who are not wealthy but are trying to make better opportunities for themselves and are relying on what could be a fabulous service: AATA.” (Washtenaw Community college Student Judy)

- *“I would like to ... recommend some changes for the bus routes and schedules. U of M students are constantly commuting between their residencies and North and Central campus. My bus stop is Green and Nixon, so I take the number 1 or the number 2 bus. I study, work and have meetings on both North and Central, not just on weekdays but on the weekends, and often have to stay late. It would be great if there was Number 1 bus service on Sundays at Green and Nixon (Pamela, UM student)”*
- *“Bus service is an extremely important selling point for our complex.” – Ypsilanti Township Property Manager*
- *“I’m particularly interested in Sunday service to the (Meijer) store from Ypsilanti area. I support evening and weekend service increases. There are many employers who have trouble scheduling employees on Sunday because the bus doesn’t run to the Carpenter Road area that day.” (Lynn)*
- *“I have had employees turn down overtime because they need to catch the last bus home. This costs them income, and makes me short-handed.” (restaurant owner on South University, Ann Arbor)*
- A millage referendum can be placed on the ballot for any regular election. Elections within 2014 take place in February, May, August, and November. Ballot language is due to the Secretary of State 70 days in advance of the election – February 25, 2014 would be the due date for the May election, which is the next possible election date for TheRide to use. The due date for the February election has passed.
- The greater number of issues and candidates in the August Primaries and November General Election would make it much more difficult and expensive to inform voters. In this case, it is important for voters to know that the proposed millage will pay for specific transit service improvements.
- Depending on the date of the election, the Authority may have to pay the costs of holding the election. The costs of an election in which TheRide was the only participant would be about \$80K to \$100K, according to the Elections Division of the Washtenaw County Clerk/Register's Office. If there are other participants in the election, the costs are split among the participants. It is unknown at this time whether there are going to be additional participants in the May election.

- Another factor that should be considered when contemplating a millage campaign is whether there is a support infrastructure in place that can raise funds, develop an organization, and run a campaign. The transit advocacy coalition, Partners for Transit, is led by organizations whose leadership has collectively managed dozens of electoral campaigns, including a number of millage proposals. In the last three months, Partners for Transit has expanded its membership to include more than 30 organizations and businesses, representing a cross-section of the community. It has built a volunteer base and email list, and has begun developing plans for a campaign. If a millage moves forward, it is planning to further expand its membership, recruit individual endorsers, raise funds, and advocate on behalf of the ballot proposal.

The following discussion considers these factors when weighing the advantages and disadvantages of adding an Authority levy to TheRide's set of funding sources.

Arguments in favor of TheRide placing a property tax levy on the ballot:

- The need for improved transit service is immediate as evidenced by the many requests for service that TheRide has received during the planning period and on a day-to-day basis, and TheRide has worked with the community to propose a specific program of services that responds to that need.
- Millage funding will allow TheRide to leverage State and Federal dollars that would not otherwise come to the region. It is estimated that each new local millage dollar will attract 2 additional dollars of State and Federal money.
- TheRide's funding sources have been relatively fixed for many years, while demand for service in all areas has increased. TheRide provided a record setting 6.6 million trips in 2013 for example. The unmet need for transit services will only be satisfied by additional service, which must be paid for with new funding sources.
- In the particular case of Ypsilanti City, their general revenue millage has reached its cap and an Authority millage is the only way to pay for additional transit services.
- As TheRide system becomes increasingly regional – with many routes crossing jurisdictional boundaries – it makes sense to begin the transition to a more regionally funded system.
- Community surveys conducted in 2011 and 2013 indicate that support for transit is extremely high, that TheRide is regarded as a very well-run organization, and that there is significant willingness on the part of voters to support a millage for transit.
- TheRide's reputation as a very well-run organization is reinforced by comparisons to other transit agencies, as evidenced by the findings of our recent Peer Comparison.
- The recent Annual Audit and the findings of the Financial Task Force also reinforce TheRide's reputation as financially sound and well-managed.

Risks / Issues related to placing a property tax levy on the ballot:

- The most obvious risk is that a majority of the people will not vote for the millage and it will not be approved. However, if this was the outcome, TheRide would continue to provide service, making minor improvements within existing budget constraints, as it has for many years. Existing service would continue and unmet needs for transportation would remain unmet.
- Passage of an Authority millage will create a new level of accountability for TheRide, requiring the Authority to ‘prove’ the value of its services every five years (and this might be considered an advantage by some). TheRide’s Continuous Improvement Program will need to expand to track new services and make any needed adjustments.
- The emergence of a 4-county Regional Transportation Authority has raised a concern that a separate millage might be sought by that organization. The State Law that created the RTA provides for additional regional taxing mechanisms that might be more closely aligned with and acceptable for funding regional transportation services than local property tax millages. There is no Regional funding request planned currently. It could be years before the RTA identifies its preferred funding level and approach. Most importantly, the RTA is primarily concerned with regional (4-county) transit issues while TheRide’s program is focused strictly on meeting local transportation needs with local services.
- Many of the proposed services in the program are during off-peak travel times like evenings and weekends when fewer people are travelling. Ridership can take years to build to expected levels. TheRide will have to carefully manage expectations so that evolving services are given a chance to develop.
- TheRide’s funding model is not well understood by some, which has led to questions as to whether the funding model is ‘fair’. The5YTIP has been designed to ensure that each community pays for the service they get, either via a millage or through a Purchase of Service Agreement.
 - Ann Arbor will pay more for service because Ann Arbor will receive more service.
 - The other communities pay less for service because they get less service.
 - POSA communities pay for their services based on fully allocated costs.

A particular concern voiced by several individuals is that the transit millage should be ‘flat’, that is, levied at the same rate throughout TheRide’s jurisdiction. The recommendation for funding is a flat 0.7 mil levy across the entire jurisdiction of the Authority.

- A question has been raised about the role of passenger fares in paying for the services proposed in the 5YTIP. Passenger fares currently account for about 20% of operating costs, which is typical for a transit organization of TheRide’s size. The funding proposal for proposed new services is expected to maintain that ratio over the long run. TheRide’s last fare increase was implemented in two phases, with an increase from \$1 to 1.25 in May of 2009 and an increase from \$1.25 to \$1.50 in May 2010. There were corresponding increases in reduced fares for special users at the same time. Fares for advanced reservations on A-Ride (services for seniors and individuals with a disability) also increased during the same time period from \$2.00 to \$2.50

to \$3.00. TheRide's fares are in line with those seen in the industry as a whole. It is believed that another fare increase so soon after the 50% increase during 2009- 2010 would be excessive and detrimental to ridership. Staff recommends consideration of a fare increase during the implementation period of the 5YTIP, but not to include it as a foregone conclusion.

Referendum Process and Proposed Ballot Language

In the event TheRide Board decides to place the millage question before the voters, TheRide will have to submit ballot language to the Elections Division of the Washtenaw County Clerk/Register's Office. Michigan property tax law (MCL 211.24f) and election law (MCL 168.646a and 168.643a) set forth the following minimum requirements related to a ballot issue

- The ballot shall fully disclose each local unit of government to which the revenue will be disbursed.
- The millage rate to be authorized
- The estimated amount to be collected in the first year
- The duration of the millage in years
- A 'clear statement of the purpose' of the millage
- Statement as to whether the millage is a renewal or new
- Question shall be worded so that a 'yes' vote is in favor of the measure
- Language may not be biased for or against the issue

The following language meets the minimum requirements above and also reflects questions and comments by the Board, which were reviewed by staff in consultation with TheRide counsel. Counsel for TheRide, in turn, sought comments from the attorneys for our member jurisdictions (Ann Arbor, Ypsilanti, Ypsilanti Township), resulting in further changes.

PUBLIC TRANSPORTATION IMPROVEMENT MILLAGE

For the purpose of making improvements to public transportation, using buses, van pools and paratransit services, for the elderly, the disabled, and the general population of the City of Ann Arbor, the City of Ypsilanti, and the Charter Township of Ypsilanti, including increasing service hours, routes, and destinations, shall the Ann Arbor Area Transportation Authority impose a new annual tax of 0.7 mills (\$0.70 per \$1000 of taxable value) on all taxable property within those municipalities for the years 2014-2018 inclusive, with the revenue to be disbursed to the Ann Arbor Area Transportation Authority? The estimate of revenue if this millage is approved is \$4,368,847.00 for 2014.

Staff Finding / Recommendation:

Having weighed the many arguments above both internally and in discussions with the community, staff recommends that the Board place a 0.7 mil property tax levy on the May 6, 2014 ballot, in order to fund transit improvements needed by the region's citizens as soon as possible. It is further recommended that the term of the millage be the maximum allowed by law, which is five years.

Such a millage will raise approximately \$4.3M annually, which, in combination with additional funds raised by Purchase-of-Service Agreements, will equal the estimated \$5.4 M annual cost of implementing the 5YTIP. Staff recommends the full 0.7 mils based on a finding that this level is likely to be acceptable to voters in the Authority area, and that any lesser amount will require a reduction in the services listed in a program that has undergone extensive review by the community.

Staff recommends bringing the millage issue to the ballot in May of 2014. We have been aware of a whole host of unmet transit needs since (and even before) we began the Transit Master Plan process in 2010. These needs have only gotten more urgent. People continue to walk down Washtenaw Avenue to get home from a late night's work. Many seniors remain in their homes on the weekends, with no service to get them to the grocery store or place of worship. People continue to drive and add to traffic because bus service is not sufficient for them. Young people remain dependent on others to get them to social, sports or entertainment activities. With an economy on the rebound, and a public that is clearly in favor of more transit, we believe the time for taking transit in our community to the next level is now.

What if we decide to not pursue a millage, or a millage does not pass?

Without new funding many of our citizen's transportation needs will not be met. This includes getting more people to more job and educational opportunities, connecting seniors and people with disabilities to lifeline destinations, making it possible for more people to support local businesses and keeping our community safer by reducing the number of people driving under the influence and by having more eyes and ears in our neighborhoods.

Without funding for improved services, TheRide will continue to provide the service for which we have been recognized throughout Michigan and the country, just not at the levels to provide for all of the many needs that exist today.

Appendices

1. 5YTIP Budget
2. List of Urban Core Working Group members
3. Board Resolution Placing a Millage on the Ballot
4. Report of the Financial Task Force

APPENDIX 1: 5YTIP Budget (from "5-Year Transit Improvement Program" as approved by TheRide board on 1/16/14)

Cost of Services and Revenues	Scenarios - 2019		
	2012 Existing Service	Increment Implementation Plan	Implementation Plan
	A	E-A	E
Annual Expenditures			
Operating Costs			
Urban Bus Fixed Route Network	\$ 22,396,820	\$ 11,521,904	\$ 33,918,724
Expanded A-Ride			
ADA Service	\$ 4,134,051	\$ 1,013,635	\$ 5,147,686
Non-ADA Service	\$ 880,551	\$ 256,936	\$ 1,137,487
Expanded Night ride	\$ 213,660	\$ 277,265	\$ 490,925
Express Services			
AirRide	\$ 710,793	\$ (435,793)	\$ 275,000
Saline Express		\$ 319,000	\$ 319,000
'New Partnership' services:			
Chelsea / Canton Express	\$ 323,737	\$ (42,541)	\$ 281,196
Ypsilanti Express		\$ 329,000	\$ 329,000
3 Month Reserve Requirement		\$ 800,000	\$ 800,000
Operating Costs, Average Annual	\$ 28,659,611	\$ 14,039,407	\$ 42,699,018
Annual Capital Investment Included			
Vehicles			
Full size transit coaches (19 buses over 5 years)		\$ 1,710,000	\$ 1,710,000
A-Ride Vehicles (5 demand response vehicles over 5 years)		\$ 80,000	\$ 80,000
Park and Ride facilities - *predominantly included in the CCG		\$ 20,000	\$ 20,000
Bus stops, hubs and shelters - *predominantly included in the CCG		\$ 20,000	\$ 20,000
System Support (Real time info, CAD/AVL, Ticketing, Bus Priority) - *predominantly included in the CCG		\$ 20,000	\$ 20,000
Capital Costs, Annualized	0	\$ 1,850,000	\$ 1,850,000
Total Expense = Capital Cost plus Operating Costs	\$ 28,659,611	\$ 15,889,407	\$ 44,549,018
Revenues, Annual			
"Ongoing" revenues, as follows:			
Federal formula	\$ 4,143,839	\$ 363,651	\$ 4,507,490
State formula	\$ 8,470,315	\$ 4,440,570	\$ 12,910,884
Passenger Fares	\$ 5,852,775	\$ 2,948,425	\$ 8,801,200
Third Party contributions (Expressride Local Support)		\$ 1,204,196	\$ 1,204,196
Advertising	\$ 120,000	\$ 255,000	\$ 375,000
2.056 AA millage	\$ 9,019,447	\$ 1,960,812	\$ 10,980,259
.9789 Ypsi millage	\$ 292,978	\$ 20,820	\$ 313,798
Total Revenues, Annual	\$ 28,681,965	\$ 10,410,863	\$ 39,092,828
Estimated Funding Gap			
Amount (dollars)	\$ 22,353	\$ (5,478,544)	\$ (5,456,191)
Estimated millage rate to close gap (All Communities)	0.000		0.700
Ann Arbor City Millage - 0.70			\$ 3,387,910
Ypsilanti City Millage - 0.70			\$ 202,730
Ypsilanti Township Millage - 0.70			\$ 778,207
POSA (based on increased service hours in Pittsfield, Saline, and Superior)			\$ 1,087,344
Total Local Revenue			\$ 5,456,191

APPENDIX 2: List of Urban Core Working Group members

Urban Core Working Group

City of Ann Arbor: John Hieftje, Mayor, Council Members: Sabra Briere - Ward 1, Stephen Kunselman - Ward 3, Chuck Warpehoski - Ward 5, Sally Hart Petersen - Ward 2

City of Ypsilanti: Paul Schreiber, Mayor, Peter Murddock, Councilman, Ralph Lange, City Manager

City of Saline: Brian Marl, Mayor, Linda TerHaar, Mayor Pro Tem

Ypsilanti Township: Brenda Stumbo, Supervisor, Karen Lovejoy Roe, Clerk

Pittsfield Township: Mandy Grewal, Supervisor, Alan Israel, Clerk, Gerald Krone, Trustee

Village of Dexter: Shawn Keough, Village President, Jim Carson, Trustee

Superior Township: David Phillips, Clerk

Scio Township: Spaulding Clark, Supervisor

Ann Arbor Township: Michael Moran, Supervisor

Washtenaw County Board of Commissioners: Yousef Rabhi, Chair

APPENDIX 3: Proposed Board Resolution Placing a Millage on the Ballot

DRAFT Resolution 13/2014

Millage to Support the 5-Year Transit Improvement Program

WHEREAS, the Ann Arbor Area Transportation Authority (AAATA) has approved a 5-Year Transit Improvement Program (5YTIP) for the Urban Core of Washtenaw County for implementation when local funding is secured, and

WHEREAS, it has been determined that a property tax levied at a rate of 0.7 mills for five years will pay the costs of the 5YTIP not otherwise paid for by other revenue sources, and

WHEREAS, there have been widespread expressions of public support for implementing the services contained in the 5YTIP, and

WHEREAS, the Board of the Ann Arbor Area Transportation Authority has determined that it is appropriate under Act 55 of 1963 to submit to the electors of the City of Ann Arbor, the City of Ypsilanti, and the Charter Township of Ypsilanti a proposal at the general election on May 6, 2014 concerning the imposition of a tax within those municipalities for public transportation purposes,

NOW, THEREFORE, BE IT RESOLVED that the following proposition be certified to the Washtenaw County Clerk for inclusion on the ballot for that election:

PUBLIC TRANSPORTATION IMPROVEMENT MILLAGE

Language to be determined

Charles Griffith, Chair

February 20, 2014

Anya Dale, Secretary

February 20, 2014

APPENDIX 4: Report of the Financial Task Force

Robert E. Guenzel
1703 Morton
Ann Arbor, MI 48104

February 5, 2014

Michael Ford
Chief Executive Officer
Ann Arbor Area Transportation Authority
2700 South Industrial
Ann Arbor, MI 48104

Dear Mr. Ford:

As Co-Chair of the Transit Master Plan Financial Task Force, I am writing to recognize the important accomplishments and recommendations of the group.

First, let me say that I am proud to facilitate the work of some of the most astute financial and public policy experts in the region. The Task Force – consisting of local business and not-for-profit leaders – has done a great job of delving into the very important and complex issue of public transit finance. With the support of these community leaders, we concur that the AAATA has generated a funding strategy for transit that will meet with the high level services our citizens have asked for through the development of the Five Year Transit Improvement Program.

The Service Review Sub-group of the Financial Task Force has worked diligently with AAATA staff to examine the assumptions, and the program of proposed services incorporated in the Proposed Five (5) Year Transit Improvement Program. The goal of Urban Core transit is increasingly realistic, which would provide an enhanced mobility for our citizens, a stronger regional economy, and a healthier environment. Based on the assumptions and projections, the Proposed Five Year Transit Program could reasonable be funded out of an affordable .7 mil tax levy.

In addition, I recommend to the AAATA and the many Urban Core transit stakeholders that you continue to forge ahead with your plans for bringing transit services to the citizens of the greater Ann Arbor and Ypsilanti Areas.

I appreciate the opportunity to serve on this important effort!

Sincerely,



Robert E. Guenzel

Findings and Recommendations of the Financial Task Force Review of the Five Year Transit Implementation Plan

Introduction

In the fall of 2011, a Financial Task Force (FTF) was formed to assist the evolving countywide transit master plan effort in identifying and recommending sources of funding. After initial deliberations, the FTF formed a smaller group, “Sub-Group,” to evaluate and prioritize services in the plan and report back to the FTF as to which services merit funding consideration and under what conditions. The Service Review Sub-Group undertook this review and issued its report in late January of 2012.

In November 2012, the Ann Arbor City Council voted to opt out of the countywide authority and urge the Ann Arbor Transportation Authority (Authority) to focus its planning efforts on the “Urban Core” of Washtenaw County. The Urban Core was defined in the resolution as including the cities of Ann Arbor and Ypsilanti, and the townships of Ann Arbor, Pittsfield, Ypsilanti and Scio. However, other communities have been involved including Superior Township as an existing purchase-of-service-agreement (POSA) partner and the City of Saline and Dexter Village as future POSA partners. Throughout 2013, the Authority developed an Urban Core transit improvement program that included three main topics, the service plan, governance, and funding.

The Authority finalized the program with input from community partners including government officials, community leaders, and the general public. The program that was developed is an improvement program for the next five years within the communities of the City of Ann Arbor, City of Ypsilanti, City of Saline, the Township of Pittsfield, and the Township of Ypsilanti. The program is referred to as the “Five Year Transit Improvement Program for the Urban Core Communities of Washtenaw County”, (Five Year Transit Improvement Program).

In December 2013 the expanded Authority asked the FTF Co-Chairs if they would reconvene the task force with the request of examining the funding analysis and the methodology and soundness of the funding calculations in terms of the ability to pay for the proposed program services. The Co-chairs reconvened the Service Review Sub-Group for this purpose.

The Service Review Sub-Group met once in December, January and February resulting in a consensus finding that the Authority’s methods and assumption, related to the Five Year Transit Improvement Program, are reasonable. This report represents their findings and recommendations.

Findings and Recommendations

The FTF recognizes the accomplishments of the Service Review Sub-Group, as follows:

- The Service Review Sub-Group was charged with examining a Five Year Transit Improvement Program budget containing a list of proposed services for the Urban Core communities of Washtenaw County. As the result of the deliberations, analysis, and effort, the Service Review Sub-Group determined that the funding analysis (Appendix 1) is reasonable.

- The Service Review Sub-Group reviewed the development of the service program that includes later night service on weekdays, more hours of service on weekends, new service for both the east and west sides of the service areas, and more service for seniors and people with disabilities. The Service Review Sub-Group found no material issues with the method used in calculating the service hours and the proposed schedules. (Appendix 2)
- The Service Review Sub-Group discussed the assumptions made for the ridership level estimates identified in the program. Staff shared the estimates of Steer Davies Gleave (SDG) estimates and increases seen on Route 4 serving Washtenaw Avenue combined with the general system growth over the past ten years, as data supporting assumptions regarding ridership growth. SDG estimates were interpolated by Authority to arrive at annual growth rate assumptions. (Appendix 3)
- The Service Review Sub-Group further discussed revenue vulnerabilities related to ridership forecasts and 2012 legislation repealing the personal property tax beginning in 2014. The Service Review Sub-Group requested a ‘what-if’ analysis of two questions:
 - What is the financial risk of a 25% shortfall in projected ridership growth, and therefore passenger revenues?, and
 - What is the financial risk of an uncompensated shortfall in the personal property tax revenues? (The 2012 legislation will exempt personal property from taxation by local jurisdictions by 2023, but a referendum scheduled for August 2014, if successful could make up at least some fraction of the revenue shortfall.)

The findings of the Service Review Sub-Group were that the annual dollar amount of the ridership vulnerability was about \$210,000. However, the risk of ridership revenue being less than forecast was reduced due to the very conservative nature of the program’s ridership forecasts. Annual average ridership growth over the past 30 year period has been over 4%, whereas the proposed program assumes a modest 1.8% annual growth rate. Also, the average productivity of existing services is equal to 31.5 passengers per service hour, whereas the forecast productivity of proposed new service is assumed to be about 14.5 passengers per service hour. The ridership estimates are conservative when compared to the actual recent growth from the introduction of Route 4 and Route 5, in which TheRide realized a 20% ridership increase over a one-year period.

As for the potential personal property tax exemption vulnerability, the amount would approximate \$300,000 annually. The personal property tax was repealed by the Michigan Legislature in December 2012. This repeal is contingent upon voter approval of a statewide referendum in August 2014 authorizing a statutory appropriation of 2¢ of the current 6¢ State Use Tax to a newly created local government reimbursement fund. Key provisions of the previously enacted 2012 Act phases out the industrial portion of the personal property tax over a nine year period beginning in 2016. Also, beginning with the 2014 tax year, personal property taxpayers with a taxable value of less than \$40,000 would no longer pay the tax. Lastly, if the statewide referendum in August 2014 fails, then the 2012 personal property tax exemption will

be immediately repealed and the personal property tax will be fully reinstated beginning with the 2015 tax year.

As for the impact to local communities, in short, those local units of government whose total tax base is made up of personal property taxable value greater than 2.3% of the total tax base, they will be eligible an 80% reimbursement of the personal property tax revenue loss. For the Authority the potential fully realized loss would be 5.4% by the end of the ninth year. It is difficult to predict the exact amount of relief that will be available as a result. The main reason for the uncertainty is that 2012 Act is not yet fully implemented both in statute and rule, and legal challenges are expected that will impact revenue. Therefore, it is the FTF's recommendation that the proposed program retain some flexibility to accommodate possible shortfalls in later years of the program.

The FTF also recognizes noteworthy findings of the Service Review Sub-Group, as follows:

- That the following categories of improved services included in the Five Year Transit Improvement Program:
 - Additional 85,000+/- service hour improvements to the Urban Bus Fixed Route Network
 - Expanded A-Ride
 - Expanded Night-Ride
 - Additional 5,300+/- service hours for Express Bus Services within the urban area
- That several capital-intensive projects - (i.e., the AA Connector, Washtenaw Avenue high capacity service, and two commuter rail projects) are not part of the service program and that the funding analysis does not include funding for these projects.

In light of the foregoing, the Financial Task Force considers:

- 1) the findings and recommendations of the Service Review Sub-Group as a guide for further development of the Five Year Transit Improvement Program.
- 2) the funding methodology is complete in terms of the funding levels needed to pay for the proposed services and is reasonable; and,
- 3) Recommends that the FTF continue to reconvene periodically to consider on-going refinements to the Program as requested by the Authority.
- 4) Recommends TheRide consider adding to the millage ballot language a statement prohibiting the capture of newly created Urban Core tax revenue from Tax Increment Finance (TIF) districts and Local Development Finance Authorities.

The Transit Master Plan Financial Task Force

Co-Chair

Bob Guenzel, *former Washtenaw County Administrator (retired)*

Sub Group Members

Mary Jo Callan, *Director, Office of Community Development, Washtenaw County*

Mark Perry, *President, Perry & Co.*

Norman Herbert, *Retired Treasurer, University of Michigan*

Paul Krutko, *President, SPARK*

Appendices:

Appendix 1: Cost of Services and Revenues

Appendix 2:

- a. Change in Start Times, End Times and Frequency, Proposed Program versus Current, by Route and Time Period
- b. Change in Service Hours, Proposed Program versus Current, by Route and Time Period

Appendix 3: Summary of Ridership Estimates (Annual Additional Trips)

List of Supporting Documents (not attached – please see <http://movingyouforward.org>)

- Documents Prepared for the Urban Core Working Group
 - “Materials for Discussion Among the Local Elected Officials of the Washtenaw County Urban Core”; March 28, 2013
 - “Options for Governance and Finance”; April 25, 2013
 - “Proposed Financial Model and Implementation”; June 27, 2013
- “Five-Year Transit Improvement Program for the Urban core of Washtenaw County”, as adopted January 16, 2014
- Community Survey Results
- Peer Analysis Summary
- Service Plan and Equity Analysis
- Appendices to “Findings and Recommendations of the Financial Task Force - Review of the Five Year Transit Implementation Plan”
 - Appendix 1: Cost of Services and Revenues
 - Appendix 2:
 - Change in Start Times, End Times and Frequency, Proposed Program versus Current, by Route and Time Period
 - Change in Service Hours, Proposed Program versus Current, by Route and Time Period
 - Appendix 3: Summary of Ridership Estimates (Annual Additional Trips)

Strategic Issue Analysis – Consultant for AVL System

Background:

Ann Arbor Area Transportation Authority "TheRide" is planning to change its process used for scheduling, booking and vehicle tracking Paratransit service. Strategically, TheRide will begin managing, scheduling, and booking of Paratransit Rides on May 1, 2015. Though TheRide will contract for the dispatching and operation of vehicles, TheRide would prefer to track the vehicles using a system integrated with the scheduling and booking system.

On November 26, 2013, Request for Proposal (RFP) # 2014-15 was issued for consultation and advice, including purchasing and implementation plans, for hardware, software, and processes to meet the needs of TheRide for an upgraded CAD/AVL system. A CAD/AVL System is an Intelligent Vehicle System used to provide enhanced trip scheduling for people with disabilities and seniors, better real-time information, more reliable operation and vehicle control.

An Intelligent Vehicle System:

- Allows dispatchers to locate, track and manage fixed route bus operations,
- Provides realtime adherence to the bus schedule (on time, early, late)
- Reports bus driver information (name, ID, etc.) driving the bus
- Monitors and reports status of engine components and on-board systems such as wheelchair ramp, air conditioning, etc.
- Provides realtime information which is used for customer information website applications
- Provides realtime information for Information Specialists who answer the customer information phone line

Currently TheRide has an Intelligent Vehicle System that is used for fixed route tracking. An external provider schedules, books and dispatches Paratransit rides and tracks Paratransit vehicles using their own Intelligent Vehicle System.

The Consultant will:

- Lead TheRide through a rigorous System Engineering process to determine the functional characteristics of an Intelligent Vehicle System that will support the strategic needs of TheRide,
- Work with stakeholders to prepare the Scope of Work of the Intelligent Vehicle System to be included in a Request for Proposal (RFP), and
- Provide consultation and advice throughout the purchasing and implementation of the System including hardware, software, and processes needed for the operation of Demand Response and Fixed Route Service and its future growth in an efficient and cost effective manner and
- Assist TheRide in the selection and implementation and use of the chosen technologies and processes to best position the organization to fulfill its Mission and accomplish its Vision.

The RFP for the Consultant firm was advertised in Washtenaw County Legal news, was emailed to 3 vendors and placed on the MITN (Michigan Inter-governmental Trade Network) website. Through MITN 279 vendors were sent notices and 26 vendors viewed the bid. On December 23, 2013, two responses were received from the following vendors:

- Exelos, Greensburg, PA
- TranSystems, Boston, MA

Submittals were evaluated based on technical experience, credentials of proposed consultant, project approach and price.

Data:

- Service for Paratransit is to start May 1, 2015
- An experienced Transit ITS Consultant is needed to assist us prepare a quality Scope of Services in the required timeframe.
- An experienced Transit ITS Consultant can help us avoid known pitfalls with a procurement of this complexity
- TheRide has the software (PASS) for Scheduling and Booking and many AVL systems interface with PASS so an experienced Transit ITS Consultant would be very familiar with this type of deployment.
- The system interfaces for Paratransit would be less complex than for fixed route
- Doing the Paratransit portion of the project would allow us to experience the tracking before deciding to move forward with fixed route.

Risks	Benefits
<ul style="list-style-type: none"> • Using a Consultant would add cost to the overall project (however, this <u>may</u> also save us money in the long run) 	<ul style="list-style-type: none"> • More likely to complete the Project on time with assistance by an Experienced Transit ITS Consultant • An experienced Transit Consultant would have lessons learned about our specific needs since all other software is industry standard • Timely input to Bus Procurement

Staff Recommendations:

After careful consideration, staff is requesting that the Board approve award of contract to TransSystems of Boston, MA. TransSystems has a great deal of experience and AAATA's evaluators rated their proposal very highly.

Resolution 15/2014

**APPROVAL OF CONTRACT AWARD FOR CONSULTING SERVICES
FOR COMPUTER AIDED DISPATCH
AND AUTOMATED VEHICLE LOCATION (CAD/AVL) NEEDS**

WHEREAS, the Ann Arbor Area Transportation Authority (AAATA) issued Request for Proposal (RFP) # 2014-15 for the purpose of identifying firms to provide Consulting Services, and

WHEREAS, the consultant will lead TheRide through a rigorous system engineering process to determine the functional characteristics of an Intelligent Vehicle System that will support the strategic needs of TheRide; work with stakeholders to prepare the scope of work of the Intelligent Vehicle System to be included in an RFP; provide consultation and advice throughout the purchasing and implementation of the system including hardware, software, and processes needed for the operation of Demand Response and Fixed Route Service and its future growth in an efficient and cost effective manner and assist TheRide in the selection and implementation and use of the chosen technologies and processes to best position the organization to fulfill its Mission and accomplish its Vision, and

WHEREAS, an Intelligent Vehicle system allows dispatchers to locate, track and manage fixed route bus operations; provides realtime adherence to the bus schedule (on time, early, late); reports bus driver information (name, ID, etc.) driving the bus; monitors and reports status of engine components and on-board systems such as wheelchair ramp, air conditioning, etc.; provides realtime information which is used for customer information website applications and provides realtime information for Information Specialists who answer the customer information phone line, and

WHEREAS, two (2) companies submitted proposals, and

WHEREAS, AAATA staff evaluated the bids and determined that the submittal from TransSystems of Boston, MA who is highly qualified was found to be the most responsive and responsible, and

WHEREAS, the cost of consulting services is expected to exceed \$100,000, and Board policy requires advance authorization to incur products or services over \$100,000, therefore,

IT IS RESOLVED, that the Ann Arbor Area Transportation Authority Board of Directors authorizes the Chief Executive Officer to execute a contract for Consulting Services for CAD/AVL needs with TransSystems of Boston, MA in an amount not to exceed \$168,000.

Charles Griffith, Chair

Anya Dale, Secretary

February 20, 2014

February 20, 2014



To: Planning and Development Committee

From: Chris White
Manager of Service Development

Re: FY 2015 State Funding Application

Date: February 7, 2014

We have prepared the FY 2015 application for state funding for submission to MDOT. A Board resolution is required to authorize submission of the application and MDOT has a required format for the resolution. A draft resolution is attached in the required format.

One element of the application is for capital funding. This portion of the application will consist of the FY 2015 element of AATA's Capital and Categorical Grant Program.

The second element is an operating budget for FY 2015. The budget is required to be submitted at this time, but it is an estimate which is subject to change before the beginning of the fiscal year. For AAATA this year, there is the prospect of a service increase in FY2015 to implement the first year of the 5-Year Transit Improvement Program (5YTIP). Because the funding to implement the 5YTIP has not been secured, MDOT has instructed us to submit a budget that does not include the service expansion.

The state operating assistance AAATA will receive will be based on our actual expenses next year, not the expenses in the application. The total budget is \$33.3 million, about 1.9% lower than the adopted FY 2014 budget.

Resolution 16/2014

**RESOLUTION OF INTENT TO APPLY TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR
2015 UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED**

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Ann Arbor Area Transportation Authority (AAATA) established under Act 55 of 1955 to provide a local transportation program for the state fiscal year of 2015 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the AAATA Board of Directors, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators for this agency have been reviewed and approved by the AAATA Board of Directors; and

WHEREAS, the AAATA, has reviewed and approved the proposed balanced budget and funding sources of estimated federal funds \$5,348,338, estimated state funds \$9,905,017, estimated local funds \$11,241,134, estimated fare box \$6,184,503, estimated other funds \$647,288, with total estimated expenses of \$33,326,000.

NOW THEREFORE, be it resolved that the AAATA hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints Michael G. Ford, CEO, as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2015.

Charles Griffith, Chair

Anya Dale, Secretary

February 20, 2014

February 20, 2014