

Proposed Minutes
December 19, 2007
Ann Arbor Transportation Authority
Board of Directors Meeting
ATA Headquarters, 2700 South Industrial Highway, 7:30 p.m.

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

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

LAC Representative: Rebecca Burke

Recording Secretary: Karen Wheeler

Mr. Nacht declared that a quorum was present and called the meeting to order at 7:30 p.m.

1.0 Public Hearing

There was no public hearing.

2.0 Communications and Announcements

Mr. Griffith announced that the President signed the Federal Energy Bill. The bill calls for an increase in fuel economy for passenger vehicles, and a five fold increase in the use of bio fuels.

3.0 Public Time

Thomas Partridge appeared before the Board. Mr. Partridge expressed concern about the preservation of A-Ride service to his apartment development, Lake Stone Apartments in Scio Township. Mr. Partridge noted that the current extension granted by the Board is scheduled to expire on February 29. Mr. Partridge commented on discussions between a representative from the Federal Transit Administration and AATA staff regarding the interpretation of the A-Ride service area. Mr. Partridge indicated that the interpretation of the service area of AATA staff is discriminatory, and poses impossible barriers causing people to walk along a street without sidewalks, streetlamps or phones to access rides under the A-Ride program as the service is currently being provided. Mr. Partridge requested that the Board consider continuing the provision of A-Ride service to Lake Stone Apartments beyond the current 90 day extension, with the same level of service that is currently being provided.

Michael Harrer appeared before the Board. Mr. Harrer requested that AATA reconsider the proposal to discontinue service on route #13. Mr. Harrer indicated that his wife uses the

service to get to and from a position she has held for the past nine years. AATA is the only source of transportation for Mrs. Harrer.

Ann Harrer appeared before the Board. Mrs. Harrer expressed concern about the possible elimination of route #13 as she uses the bus to get to and from work daily.

Mr. Nacht requested that staff notify Mr. and Mrs. Harrer of public input meetings related to the proposed service changes. Mr. Nacht thanked Mr. and Mrs. Harrer for speaking to the Board.

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

4.0 Review and Approval of Minutes

4.1 Review and Approval of Minutes of November 14, 2007

Mr. Annis moved approval of the minutes as written with support from Ms. McCormick. The motion carried with six affirmative votes: Annis, Cooper, Nacht, Ajegba, McCormick, and Robben. Griffith abstained.

5.0 Board and Staff Reports

5.1 Treasurer's Report

Mr. Annis reviewed the Treasurer's Report contained in the Board packet.

Mr. Nacht noted that the report contained a request for information addressed to the Ad Hoc Committee. Staff is compiling the information.

5.1.1 Report of Operations for Two Months Ended November 30, 2007

Mr. Nacht asked Mr. Webb to report. Mr. Webb reported on minor variations in the report. Mr. Annis announced that a thorough review of the Report of Operations will take place at the quarter's end.

5.2 Finance and Audit Committee Report

Mr. Annis distributed and reviewed a written Finance and Audit Committee report. The report is attached hereto and included as part of the minutes.

Mr. Nacht noted that the committee directed staff to refrain from engaging in negotiation or discussion with the University of Michigan (U of M) and townships until a computation of the total hourly cost for fixed-route service is complete and discussed by the committee and Board.

Mr. Nacht posed the question to what extent do committees have the authority to direct staff, if the Board has not voted on the directive. Members of the Board engaged in discussion with input from staff. The discussion was centered on the

specific directive that staff not engage in discussions with U of M or the townships prior to receiving approval from the Finance and Audit Committee. At Mr. Nacht's request, Mr. White outlined the process that is normally followed in administering the contract between AATA and U of M. Mr. White noted that new circumstances have arisen this year that need to be discussed with U of M at some point. In response to a question from Ms. McCormick, Mr. White confirmed that he had no intention of discussing future contracts with U of M at this time.

In response to a question from Mr. Nacht regarding purchase of service agreements, Mr. White indicated that the hourly cost included in the purchase of service agreements has not included overhead or capital costs. Mr. Annis restated the request for staff to provide data related to the U of M agreement and the purchase of service agreements, and discuss it in committee; and then the full Board can engage in a discussion.

Ms. Gabay requested that the Board clarify their position on the directive given by the Finance and Audit Committee to avoid any misunderstanding on how staff should proceed. Mr. Nacht supported Ms. Gabay's request and suggested that the Board take a vote.

Mr. Annis moved that this matter be moved to next meeting of the Finance and Audit Committee where it will be discussed in depth, and brought to the January 16 Board meeting. Mr. White will not engage in discussions regarding purchase of service agreements or the U of M contract until then. Ms. McCormick supported the motion.

The motion failed: Annis – yes, McCormick – yes; Griffith – no, Cooper – no, Nacht – no, Ajegba – no, Robben – no.

Members of the Board continued to discuss the matter.

Mr. Robben moved that staff not talk to U of M about renewal of the contract, but administer the current contract as they have in the past; nor should staff discuss renewal of purchase of service agreements. Mr. Ajegba supported the motion. The motion passed unanimously.

5.3 Policy and Operations Committee Report

Mr. Cooper distributed a written committee report. The report is attached hereto and included as part of the minutes. Mr. Cooper reported that at the request of the committee, staff prepared an overview of the major issues involved with the potential service changes. A copy of the overview is attached to the committee report.

Mr. Cooper indicated that substantial policy issues could be coming clear, if the proposed adjustments to service made by an outside consultant are implemented. At the request of Mr. Cooper, Mr. White reviewed the major issues involved with the potential service changes.

In response to a question from Mr. Nacht regarding whether the proposed changes are in the best interest of the agency, Mr. White indicated that absent definition of overarching goals for the organization from the Board, it is difficult to gauge. Mr. White added that once the Board votes to move forward with a public input process, staff will talk with riders about the proposed changes, particularly those customers that would be harmed by the changes, and look for ways to ameliorate some of that.

Mr. Cooper reviewed the remaining topics included in the committee report.

5.3.1 Ann Arbor Discovering Downtown (A2D2) Summary Update

Mr. Cooper reported on the highlighted points contained in the A2D2 project summary. Partners in the project include the City of Ann Arbor, the Downtown Development Authority, AATA, and the Ann Arbor Chamber of Commerce. Mr. Cooper indicated that another update would be made in January.

5.4 Personnel Committee Report

Mr. Ajegba referred to the committee report contained in the packet. Mr. Ajegba distributed a document entitled "Policy Regarding Misconduct of Executive Director". The policy was reviewed by counsel, and the committee recommended its adoption.

Mr. Ajegba moved adoption of the "Policy Regarding Misconduct of the Executive Director". Mr. Nacht supported the motion.

Mr. Annis requested replacing the word "condemnation" with "censure" under the heading Censure by the Board.

The motion, including the amended wording, passed unanimously.

A copy of the adopted policy is attached hereto and included as part of the minutes.

Mr. Ajegba continued reviewing the committee report. Members of the Board discussed the proposed process for hiring an Executive Director outlined in the report. In response to a suggestion from Ms. McCormick that the full Board participate in the process of defining a desired profile for prospective candidates, Mr. Ajegba indicated that the committee will proceed based on direction agreed upon by a majority of the Board.

Ms. Gabay noted that she received an opinion from counsel regarding the interviewing process. If less than a quorum of Board members is present, interviews may be conducted in private. If a quorum is present, interviews must be conducted in open session in accordance with the Michigan Open Meetings Act.

Mr. Nacht suggested that the Board may want to undertake the process of hiring a permanent director after they have had an opportunity to work with a facilitator to

define a strategic direction for the organization. A request for proposals was sent to the facilitators recommended by Board and staff. The responses are due in late January. Some objection was made to holding off on a search. Noting the dissention among Board members, but stating that both views of holding off and moving forward are valid, Mr. Nacht requested that the issue be taken to vote.

Mr. Nacht moved that the Board thank the Personnel Committee for their work to date, but table any discussion of criteria concerning an Executive Director until a later time. Mr. Ajegba supported the motion.

The motion carried: Annis – yes, Nacht – yes, Ajegba – yes, McCormick – yes, Robben – yes; Griffith – no, Cooper – no.

5.5 Washtenaw Area Transportation Study Report

Mr. White reported that he arranged for Gordon MacKay from Indian Trails to appear before the WATS Policy Committee. Mr. MacKay described the Michigan Flyer service to the airport, and in particular the ways the airport has made operating that service as difficult as possible. In response to a question from Mr. Nacht regarding Michigan Flyer filing suit against the airport, Mr. White indicated that counsel from the American Bus Association notified the airport of the Federal Aviation Association requirement to provide access to intercity carriers. Mr. Nacht indicated that if Michigan Flyer chooses to pursue litigation with the airport, AATA could file an amicus brief on their behalf.

5.6 Local Advisory Council Report

Rebecca Burke, LAC Chair, appeared before the Board. Ms. Burke reported that the LAC would appreciate having a Board liaison attend LAC meetings. Ms. Burke indicated that a Board member would be an asset to bring forth concerns within the population.

Ms. McCormick volunteered to serve as the LAC liaison, and Mr. Cooper agreed to serve as the alternate.

Mr. Annis noted the concerns voiced during the LAC meeting regarding difficulty seeing out of bus windows that are tinted and wrapped with advertisements. Ms. Burke confirmed that this is a challenge for people with vision problems.

5.7 Interim Executive Director's Report

5.7.1 Report on November Performance Indicators

Ms. Gabay referred to the November Performance Indicators contained in the packet.

5.7.2 Report on Paratransit Service in Scio Township

Ms. Gabay announced that a full report, including new data and some information previously given to the Board, was included in the Board packet. Ms. Gabay reported that David Knight from the Federal Transit Administration's (FTA) Office of Civil Rights received a complaint from Thomas Partridge regarding the A-Ride service area.

AATA staff measured the service area using three different mapping systems and forwarded the information to Mr. Knight. Mr. Knight reviewed the information and agreed with AATA staff that the Lake Stone apartment complex does not fall within the service area. AATA staff identified alternate areas where trips can be made and notified customers. Mr. Knight informed Ms. Gabay that a letter from FTA will be sent to Senator Carl Levin, Mr. Partridge, and AATA. Ms. Gabay reported that the current extension of service is due to expire on February 29, 2008, and the FTA opinion will stand, unless the Board takes alternate action.

Mr. Nacht commented on the data provided by staff regarding the number of A-Ride trips provided in Scio Township. Members of the Board discussed the data. Ms. Gabay indicated that she would provide data on the number of trips requested outside the times People's Express provides service.

Mr. Cooper indicated that the Policy and Operations Committee is considering changes to service that would impact many customers, and requested that the Board consider a broader policy issue when making decisions related to paratransit service in Scio Township.

Ms. McCormick requested that the Board and staff continue the discussion regarding the provision of A-Ride service in Scio Township amongst themselves and with other community partners to identify additional funds for the service while maximizing AATA's resources and providing the highest value of service possible.

In response to a request for dialogue with Scio Township from Ms. Gabay, Mr. Nacht indicated that the Scio Township Board decided not to pay for transit service. However, representatives from the township are actively engaged in discussions with representatives from People's Express to determine whether Scio Township can, at a much lower cost than AATA charges, provide some paratransit opportunities.

Ms. Gabay reported that a meeting was scheduled with representatives from Washtenaw County to discuss transportation issues.

Ms. Gabay reported that she scheduled a meeting with Ed Koryzno, Ypsilanti City Manager, as a follow-up to Ypsilanti City budget meetings to discuss the meeting outcomes, and begin preliminary discussions regarding the purchase of service agreement for FY 2009. Ms. Gabay requested and received clarification that the discussion would be permissible.

6.0 Question Time

There were no questions from the Board.

7.0 Old Business

There was no Old Business.

8.0 New Business

There was no New Business.

9.0 Public Time

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

Mr. Nacht announced that the Executive Session was being held in accordance with Michigan's Open Meetings Act, Public Act Number 267 of 1976, as amended, the section entitled "Closed Meetings":

10.0 Executive Session – Labor Negotiations


Mr. Annis moved to adjourn the meeting to Executive Session for the purpose of discussing labor negotiations. Mr. Griffith supported the motion. On a roll call vote, the motion passed unanimously: (Annis – yes; Griffith – yes; Cooper – yes; Nacht – yes; Ajegba – yes; McCormick – yes; Robben – yes). The Executive Session commenced at 9:35 p.m.

Mr. Robben moved to close the Executive Session with support from Mr. Annis. The motion passed unanimously. The Executive Session closed at 10:30 p.m.

11.0 Adjournment

Mr. Robben moved to adjourn the meeting with support from Ms. McCormick. The motion passed unanimously. Mr. Nacht adjourned the meeting at 10:31 p.m.

Respectfully submitted,



for

Eli Cooper, Secretary

Date: 19 December 2007
 To: AATA Board
 From: Finance and Audit Committee
 Subject: Minutes of the Finance and Audit Committee Meeting of 13 December 2007

Attendees:

Ted Annis (Committee Chair)
 Rich Robben (Committee Member)
 Sue McCormick (Committee Member)
 Ed Robinson
 Phil Webb
 Dawn Gabay
 Chris white

Rich Robben had to depart after the first hour of this two-hour meeting.

The agenda was as follows:

1. Discuss the YMCA property
2. Capital Budget including Federal Grant Summary
3. Update of HDC actual expenses
4. Travel budget/actuals for FYE 2007
5. Five-year Projection of the effect of the proposed labor agreement
6. Status of MRide Agreement

Discuss YMCA property

Annis placed this matter on the agenda for discussion. He explained that he recalled that some or all of the Federal and State funds organized by the AATA for the new terminal on the old YMCA property had a "use it or lose it" timing associated with them. Now that the YMCA project is defunct, his thinking was that the funds should be utilized and not abandoned. This matter was discussed. Chris White was directed to query both the Federal and State granting organizations as to the end dates and prepare a summary for the committee.

Capital Budget including Federal Grant Summary

Chris White presented the 2008 Capital Budget. The committee requested certain changes. Chris is to make the changes for the next committee meeting. The committee will vote on the changes and, if approved, bring them to the Board for approval.

Update of actual expenses incurred by the AATA for the now-defunct HDC (Old YMCA) project

Phil Webb informed the committee that the expenses are essentially the same as reported at the last committee meeting (\$380,961). Dawn reported that she gave attorney Steve Diaz his two-month notice of termination at the end of November.

Travel budget/actuals for FYE 2007

The actual expenditures for the entire organization were approximately \$33,000, excluding \$9,000 spent by the previous ED, Greg Cook.

Five-year projection of the effect of the proposed labor agreement

The projection was presented by Phil Web. Various aspects of the projection were discussed. Phil was directed to update the projection based upon the suggestions of the committee and provide the updated projection to the committee. The operating margins for the AATA over this five-year period are "thin."

Status of MRide Agreement

The status of the MRide agreement was presented by Chris White.

The AATA computes an hourly cost for its fixed-route bus services and applies it pro rata to the service hours consumed by MRide (and by the City of Ypsilanti, Ypsilanti Township, Pittsfield Township, and Superior Township in their Purchase of Service Agreements with the AATA).

The committee learned that the (hourly) cost figure used in these agreements is not the total and true cost to the AATA. This cost figure is only the Variable cost of delivering the fixed-route services. Two costs are missing, the Administrative cost and the Capital cost, both of which are allocated fixed costs.

Phil Webb was directed by the committee to compute the three components of the total hourly cost for the fixed-route service in the following format:

- Variable cost
- Administrative cost
- Capital cost (depreciation)

The committee directed Chris White not to engage in negotiation or discussion with the UoM and the townships until this matter is discussed by the committee and with the Board.

Respectfully,

Ted Annis
Chair of the Finance and Audit Committee

Date: December 19, 2007
To: AATA Board
From: AATA Policy and Operations Committee
Subject: Policy and Operations Committee Report for December 14, 2007

Service Adjustments

The Committee and Staff reviewed a series of specific route adjustments focusing on the impacts on riders and identifying several key policy issues that may arise during the process of implementing the service adjustments. Staff presented specific boarding and alighting information about the routes where service adjustments are being considered. The materials responded to the questions that arose at the previous meeting. The questions about the impact of the reductions on customers were explored in greater detail. See attached memo from staff. Areas for service changes and additions were also presented.

Service Adjustments Communications Program

Staff presented the committee a comprehensive communications outline for the anticipated major service adjustments. Areas of information included media outlets, mailings, public meetings, bus and shelter notices, as well as a potential Board presence at public meetings.

Park and Ride

Staff outlined the ongoing effort with MDOT and the City. The report is that the project is moving forward and is awaiting further written approvals from the MDOT. Staff reported on a productive field visit.

Farebox Replacement

Staff reported making progress on this topic and continuing to seek opportunities to create a one pass system that also works for parking in the City.

Evening Link Information

Staff provided the Committee with an overview of evening Link performance. Staff indicated that ridership was at the same level of last year but there were changes in the types of trips with more trips going further into the Kerrytown district.

Proposed Employer Commuter Choice Program

Staff handed out a proposal for Ridechoices, an expanded employer services program. Staff will present this paper in more detail and solicit feedback from the Committee at our next meeting.

Complaint Process

Staff provided the Committee with the current policy regarding complaints. The committee will review the policy and bring it up at our next meeting.

Bus Wraps

Staff continues to pursue information about other transit operators to determine whether Bus Wraps are being seen as an issue, and if other operators have eliminated or adjusted the use of this advertising media.

Respectfully submitted,

Eli Cooper, Chairman
Policy and Operations Committee

MEMORANDUM

To: Board of Directors

From: Chris White
Manager of Service Development

Re: Potential Service Changes for FY 2008

Date: December 17, 2007



As an outcome of the Policy and Operations Committee meeting on December 13, 2007, I was asked to prepare this overview of the major issues involved with the potential service changes. Attached is the most recent list, including revisions from the original list from November. As you know, the list includes reducing or eliminating service on some routes, and increasing service on other routes.

The service reductions (page 1) come both from the transit service evaluation conducted by an outside consultant, and a staff evaluation of service with relatively low productivity. The first two, labeled R1 and R2, eliminate service on entire routes (#13 and #14). On each of these routes, many of the existing riders have alternative service available, although it may not be as direct or convenient. But some riders will not have any service available if these reductions are implemented, and parts of Ann Arbor will have no fixed-route service.

Service reductions R4 and R6 eliminate service on routes #1U and 12UL. Each of these is a route that only operates during peak hours, and was added to provide direct service to the UM campus and medical center without going to the BTC. Each has achieved moderate ridership, but ridership has not been growing. Riders in the areas served by these routes will still have alternative service available, although it is not as direct or convenient.

The service increases (page 2) also come from both the transit service evaluation and staff analysis. Two of them (A2 & A3), increase weekday service on the #4 Washtenaw Route. This has always been the route with the highest number of daily riders. For many years, we have recognized the desirability of increased frequency or express / skip-stop service, but we have not implemented it because the eastern portion of the route is in Ypsilanti and they have not been able to pay the additional cost.

Other major additions (A4, A5) increase service to park and ride lots. Currently, the Miller Road park and ride lot has service every 30 minutes during peak hours on route #12UM and no midday service which limits the willingness of commuters to use the lot. These changes would increase the frequency and speed of peak-hour service, and add midday service. Evening service to the lot would be added without additional service hours (C3 on page 3). This is an important test of the value of expanded service in

attracting additional commuters. These changes to the #12UM route will also provide for service to the new Skyline High School. While service for high school students is an important function for AATA, only freshmen will be at the school initially and the new school is in a relatively isolated location, so we do not expect very many riders.

Overall, the service additions increase the level and attractiveness of existing service. Initially this will benefit existing riders of these routes. Large numbers of new riders will not show up the first day or the first month. It will take some time – probably one to two years – before we see the full impact of these service additions.

On the other hand, the impact of the service reductions will be much more immediate. Many of these existing riders will be lost the first day or even before the actual change goes into effect.

Potential Service Changes for FY 2008

DRAFT

Page 1 Service Reduction

Prepared by: Chris White

12/19/2007

PB = Included as a recommendation in the service evaluation performed by Parsons Brinckerhoff

WEEKDAY

I.D.	Route #	Proposal	Change in Daily Service Hours	Change in Annual Service Hours	Current Riders per service hour	No. of riders affected per day	Daily riders with no service within 1/4 mi.	Comments
R1	14	Eliminate route	-18	-4,590	19	349	78	PB Productivity higher than 60% of system average. Included as recommendation from PB report Route operates weekdays only
R2	13	Eliminate route	-9	-2,295	18	162	98	Route operates weekdays only. Currently 50 min. round trip. PB recommended only eliminating a portion of the route with very low productivity Shortened route requires ~ 20 min Must be combined with another service change (Route #16)
R3	16	Eliminate service on Eisenhower/Northbrook & eliminate service beyond Meijer	-7	-1,785	6	69	14	PB Currently 60 min. round trip. Shortened route requires ~ 40 min Must be combined with another service change
R4	1U	Eliminate route	-4	-1,079	15	67	0	PB Route operates during weekday peak hours only to provide direct service to UM campus and medical center
R5	2	Eliminate service south of Green Rd. Park and Ride lot	0	0				This change cannot be done because the vehicle blocking does not work (i.e. the bus would just have to sit idle for the 15-minute service reduction, resulting in no saving in service hours)
R6	12UL	Eliminate route	-9	-2,234	14	122	0	Route operates during weekday peak hours only to provide direct service to UM campus and medical center.
R7	3	Eliminate evening service	-2.2	-561	187	16		Evening service currently operates only between BTC and Huron High School
R8	5	Eliminate last trip from Ypsilanti (10:00 p.m.)	-0.8	-204	41	6		
R9	7	End last trip from BTC (10:18 p.m.) at Pioneer P&R	-0.4	-102	15	3		Trip currently continues to Arborland
R10	15	Eliminate evening service	-2	-510	34	24		Most of the riders have alternative evening service available 30 minutes earlier or later
R11	16	Eliminate evening service (after 8:03 p.m.)	-2.7	-689	43	27		
		TOTAL	-55.1	-14,049	15	845	190	

Weekend

I.D.	Route Number	Proposal	Change in Daily Service Hours	Change in Annual Service Hours	Productivity in pass./svc.hr.	No. of riders affected per day	Productivity in pass./svc.hr.	Comments
R12	16	Shorten route and reduce operating time on Saturday and Sunday	-10	-520	65	29		To make route consistent with weekdays Daily service hours are for Saturday and Sunday combined Sunday has 17 passengers per hour It could be a candidate for elimination.
R13	15	Eliminate Sunday service	-5	-260	17	76		
R14	2	Eliminate service south of Green Rd. P&R lot Saturday and Sunday	0	0				Only proposed for consistency with weekday route #2 change (R5, above)
		TOTAL	-15	-780		105		

Total Annual Service Hours	-14,829
Percent of Total Service Hours	-8.1%

Potential Service Changes for FY 2008

Page 2 Service Additions

DRAFT

Prepared by: Chris White

12/19/2007

PB = Included as a recommendation in the service evaluation performed by Parsons Brinckerhoff

WEEKDAY

I.D.	Route #	Proposal	Change in Daily Service Hours	Change in Annual Service Hours	Estimated Daily New Riders (First year)	Estimated Productivity (pass./ svc.hr.)	Comments
A1	7	Add last trip from BTC to Pioneer P&R at 10:45 p.m.	0.12	31	5	42	
A2	4	Washtenaw corridor: Midday service every 15 minutes with limited stops on every other trip	18	4,590	270	15	PB Will also help on-time performance midday. Adds about 1,430 service hours outside Ann Arbor including Ypsilanti
A3	4	Washtenaw corridor: Increase peak-hour frequency to every 10 minutes. Increase round-trip travel time to 100 minutes to improve on-time performance. Operate every other trip with limited stops	15	3,825	285	19	Will also help on-time performance. Adds about 1190 service hours outside Ann Arbor including Ypsilanti
A4	12UM	Peak-hour service. Increase service to/from Miller Rd. P&R to every 20 minutes. Add service to Skyline High School. Trips in peak direction to operate with limited stops	7	1,785	70	10	PB
A5	12UM	Midday service every 30 minutes between Miller P&R / Skyline High and BTC	5	1,275	30	6	
A6	2x	Plymouth corridor: Peak-hour service every 12 minutes between new park and ride lot at Plymouth / US23 and downtown, central campus and medical center. Limited stops	14	3,570	350	25	Incorporates existing 2x service. May be implemented later if park and ride lot is not ready by August 2008.
		TOTAL	59.12	15,076	1,010	17	

Potential Service Changes for FY 2008

Page 3 Route Changes with no change in service hours

DRAFT

Prepared by: Chris White

12/19/2007

PB = Included as a recommendation in the service evaluation performed by Parsons Brinckerhoff

WEEKDAY

I.D.	Route #	Proposal	Change in Daily Service Hours	Change in Annual Service Hours	No. of riders affected per day	Comments
C1	3	Change route to use Earhart Rd. and Glazier Way	0	0		No longer necessary. Proposed to reduce effect of proposed change on #2 route, which is no longer under consideration
C2	12	Switch either the 12A or 12B to arrive and depart BTC on the hour and half hour weekdays	0	0		PB Provides for service every 15 minutes weekdays for people near the middle of the route. People near the ends of the route that is switched lose coordinated transfers with some routes at BTC. The schedule for this revised service is inconsistent with the proposed service addition on route #12UM (i.d. A5)
C3	12	Serve Miller Rd. P&R lot on evening trips of route #12A	0	0		
C4	9U	Re-orient route away from Maple Village (where park and ride lot may not continue to be available) to new park and ride location (either Miller Rd. or casual lot)	0	0	30	
		TOTAL	0	0	30	

Percent of Weekday Service: 0.0%

POLICY REGARDING MISCONDUCT OF EXECUTIVE DIRECTOR

Introduction.

It is the intent of the Board to consider promptly and effectively any conduct of the Executive Director which may be illegal, inconsistent with Board policy, violative of his or her employment agreement, or which may in any other way impact adversely on the operation or reputation of the Authority. Any such behavior of the Executive Director constitutes misconduct for which corrective action or other discipline may be imposed. Without precluding any other method by which such alleged misconduct may be brought to the Board's attention, this policy summarizes a procedure for dealing with alleged Executive Director misconduct.

Complaint and Preliminary Investigation.

Any 3 members of the Board may cause a preliminary investigation of possible misconduct by the Executive Director by notifying the Board's general counsel in writing of their concerns. The Board shall promptly be informed that such notification has been given. The general counsel, upon receipt of such notification, shall promptly investigate the allegations by conducting such interviews and examining such other evidence as he/she deems appropriate. Upon completion of this investigation, the general counsel shall submit his/her findings in writing to the Board, as an attorney-client communication, and the Board shall consider these findings in executive session. If the Board determines that further investigation by the general counsel is required, it may direct the general counsel to conduct such investigation. In the event the Board determines that immediate corrective or disciplinary action is warranted by said findings, it may take such action as it deems appropriate, consistent with any requirements of the Open Meetings Act. If it determines that a hearing by the Board is appropriate, it shall proceed to conduct such a hearing.

Hearing by Full Board.

Upon a determination that a Board hearing is appropriate the Board shall promptly conduct such a hearing, which shall be conducted in executive session if requested by the Executive Director pursuant to the Open Meetings Act. Upon conclusion of said hearing, the Board shall determine whether any corrective or disciplinary action is required, and if so, what said action shall be.

Corrective and Disciplinary Actions.

Corrective and disciplinary actions may include, but not be limited to, the following, and any relevant employment contract provisions shall be followed:

- **Censure by the Board.** The formal censure and public reprimand of the Executive Director.
- **Restitution or Compensation (if possible and appropriate).** Restitution involves the offending party giving back to the injured party any personal gains

he or she may have realized due to the inappropriate action. Compensation involves compensating, or paying back, the injured party for any loss that may have been suffered as a result of the inappropriate action.

- **Request of Resignation.** The Board may formally request the Executive Director to resign from his/her employment with the Board. This action generally expresses the lack of confidence the Board has in the Executive Director to carry out the duties of his or her office, and allows the Executive Director the opportunity to voluntarily end their relationship.
- **Termination of Employment for Cause.** This corrective action entails the Board giving the Executive Director a formal written notice that his/her employment will be terminated as of a future date, or in severe cases, terminating the Executive Director's employment immediately.

Unanimously adopted by the Ann Arbor Transportation Authority Board of Directors 12/19/07