



705 NORTH ZEEB ROAD 2ND FLOOR
 ANN ARBOR, MICHIGAN 48103-1560
 PHONE: (734) 994-3127 FAX: (734) 994-3129
 WEBSITE: WWW.MIWATS.ORG
 E-MAIL: WATS@MIWATS.ORG

NOTICE OF MEETING

WATS POLICY COMMITTEE

DATE: Wednesday, October 19, 2011

TIME: 9:30 a.m.

PLACE: **WATS meeting space – 705 N Zeeb, 2nd Floor – Access through WATS**

AGENDA:

1. Call to Order / Introductions
2. Changes/Approval of Agenda
3. Public Participation
4. Approval of Minutes – August 17, 2011 WATS Policy Committee (attached) – Action
5. Communications and Announcements
6. Approval of Bills over \$500
7. Old Business
 - A. MPO Exploration Committee Update – Information
8. New Business
 - A. FY 2011-2014 Transportation Improvement Plan Amendments (attached) Eric Bombery– Action
 - B. FY 2012 Unified Work Program Amendment (attached) Terri Blackmore and Chris White – Action
 - C. 2010 Crash Report (copies to be distributed) Eric Bombery – Action
 - D. Complete Streets Policies (attached) Ryan Buck – Action
 - E. FY 2011-2014 Transportation Improvement Plan Modifications (attached) Eric Bombery – Information
 - F. FY 2011 Year End and FY 2012 First Quarter Financials (attached) Terri Blackmore

POLICY COMMITTEE MEMBERS

- CITY OF ANN ARBOR • ANN ARBOR DDA • ANN ARBOR TRANSPORTATION AUTHORITY • ANN ARBOR TOWNSHIP •
- CITY OF CHELSEA • VILLAGE OF DEXTER • DEXTER TOWNSHIP • EASTERN MICHIGAN UNIVERSITY •
- MICHIGAN DEPARTMENT OF TRANSPORTATION • CITY OF MILAN • NORTHFIELD TOWNSHIP • PITTSFIELD TOWNSHIP • CITY OF SALINE •
- SCIO TOWNSHIP • SOUTHWEST WASHTENAW COUNCIL OF GOVERNMENTS • SUPERIOR TOWNSHIP • UNIVERSITY OF MICHIGAN •
- WASHTENAW COUNTY BOARD OF COMMISSIONERS • WASHTENAW COUNTY ROAD COMMISSION • CITY OF YPSILANTI •
- YPSILANTI TOWNSHIP • EX OFFICIO: FEDERAL HIGHWAY ADMINISTRATION • SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS •

9. Agency Reports

City of Ann Arbor
Ann Arbor DDA
AATA
Ann Arbor Twp
City of Chelsea
Village of Dexter
Dexter Township
EMU

FHWA
City of Milan
MDOT Planning
MDOTTSC/Region
Pittsfield Township
Northfield Township
City of Saline
SEMCOG

SWWCOG
Scio Township
Superior Township
U of M
WCBC
WCRC
City of Ypsilanti
Ypsilanti Township

10. Adjournment



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MINUTES OF MEETING

POLICY COMMITTEE

DATE: August 17, 2011

TIME: 9:30 a.m.

PLACE: WATS Meeting Space, 705 N. Zeeb Road, Ann Arbor, MI 48103

Members Present: Village of Dexter – Jim Carson, Chair
Dexter Township– Pat Kelly, Vice-Chair
WCRC – Doug Fuller
WCBOC – Yousef Rabhi
Ann Arbor Township – Mike Moran
City of Ann Arbor DDA – John Mouat
AATA – Jesse Bernstein
Pittsfield Township – Mandy Grewal
Superior Township – Bill McFarlane
University of Michigan – Hank Baier
City of Ypsilanti – Peter Murdock
City of Chelsea – Ann Feeney (for Jason Lindauer)
MDOT Statewide Planning – Kari Martin (for Pam Boyd)
City of Saline – Gretchen Driskell
Scio Township – Nancy Hedberg
EMU – Leigh Greden

Members Absent: City of Milan – Mike Armitage, Secretary-Treasurer
SWWCOG – Ron Mann
City of Ann Arbor – Tony Derezinski
Northfield Township – Deb Mozurkewich
Ypsilanti Township – Brenda Stumbo

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Others Present: WATS – Terri Blackmore, Ryan Buck, Eric Bombery, Nick Sapkiewicz,
Mark Ferrall
AATA – Michael Benham
VPSI – Michelle Romano Rockwood
WCRC – Steve Puuri
SEMCOG – Carmine Palombo

1. Call to Order

Chair Carson called the meeting to order at 9:33 a.m. He asked those present to introduce themselves.

2. Approval of the Agenda

Mr. Greden made a motion to approve the agenda. Ms. Kelly supported and the Committee approved the agenda.

3. Public Participation

Chair Carson asked if any members of the public wished to address the Committee. No one wished to address the Committee so Chair Carson closed public participation time.

4. Approval of the June 15, 2011 Policy Committee Minutes and June 17, 2011 Special Legislative Policy Committee Minutes

Ms. Driskell made a motion to approve the June 15, 2011 Policy Committee Minutes and June 17, 2011 Special Legislative Policy Committee Minutes. Ms. Hedberg supported and the Committee approved the minutes.

5. Communications and Announcements

Ms. Blackmore reported WATS submitted a letter of support for S. 1056 or H.R. 1780 introduced by Senator Harkin and Representatives Matsui and LaTourette for Safe and Complete Streets Act of 2011.

Ms. Blackmore indicated the House and Senate leadership announced members of the new Joint Special Committee. They include: Senator Patty Murray, Senator Max Baucus, Senator John Kerry, Senator Jon Kyl, Senator Pat Toomey, Senator Rob Portman, Rep. Jeb Hensarling, Rep. David Camp, Rep. Fred Upton, Rep. Chris Van Hollen, Rep. Jim Clyburn, Rep. Xavier Becerra.

6. Approval of Bills over \$500

Payment of Bills over \$500

1. \$18,061.00 – Dunning Toyota – Purchase vehicle
2. \$1,947.25 – Dell Marketing LP – Desktop computer and computer backpack
3. \$2,328.08 – Dell Marketing LP – Laptop computer

4. \$1,147.77 – Terri Blackmore - 1 month travel, video camera, GPS, accessories
5. \$1,182.00 – MMRMA – Owned Auto Insurance

Ms. Feeny made a motion to approve the bills over \$500. Mr. Mouat supported and the motion passed.

7. Old Business

A. Countywide Transit Master Plan – Presentation - Action

Mr. Benham, Mr. Bernstein, and Ms. Blackmore presented information on the AATA Countywide Transit Master Plan and the proposed governance structure for a countywide board.

Mr. Moran asked for clarification on what the Committee was being asked to support. Ms. Blackmore clarified that a vote would be only to endorse the vision of the Countywide Transit Master Plan.

Ms. Grewal stated that there is not a pre-determined outcome to countywide funding and that today was just a vote to support the vision.

Ms. Grewal made a motion to support the vision of the AATA's Countywide Transit Master Plan. Ms. Kelly supported and the motion passed.

B. Toyota Crash Data Collection Process – Information

Mr. Ferrall presented information on the Toyota crash data collection process. Mr. Ferrall presented sample video footage from inside the new Toyota Corolla. Mr. Ferrall presented an updated list of data WATS will be collecting as well as an anticipated workflow process and schedule.

Mr. Ferrall stated that if requested by a local community, it would be possible to collect additional data in the field.

Ms. Grewal asked Mr. Ferrall to provide sample information WATS will collect.

8. New Business

A. 2035 Long Range Transportation Plan Amendments- Action

Mr. Bombery reported the Ann Arbor Transportation Authority, City of Saline, Washtenaw County Road Commission, and City of Ypsilanti each submitted amendments as part of the first FY 2011 call for amendments. Of the eight amendments, seven were new projects and one was a project change.

Mr. Bombery indicated that staff evaluated the amendments for their Environmental Justice impacts as well as possible environmental impacts.

Mr. Bombery reported the 2035 Long Range Plan remains fiscally constrained following the eight amendments.

Ms. Driskell made a motion to approve the 2035 Long Range Plan amendments. Mr. Rabhi supported and the motion passed.

B. FY 2013 Safety Applications - Action

Mr. Sapkiewicz reported WATS received one FY 2013 Safety application from the City of Ann Arbor for rectangular rapid flashing beacons on Geddes, Fuller, and S. University. Mr. Sapkiewicz reported the \$35,000 project has a benefit cost ratio of 8:1.

Mr. Palombo indicated that, for the first time, MDOT requested Safety applications be sent to them directly from the applicant. Mr. Palombo stated that SEMCOG is in discussions with MDOT because it is important that the Region prioritize the projects.

Mr. Rabhi made a motion to approve the FY 2013 Safety application and forward to SEMCOG for inclusion in the Region's Safety application submission. Mr. Mouat supported and the motion passed.

9. Agency Reports

A. City of Ann Arbor

A representative was not present.

B. City of Ann Arbor DDA

Mr. Mouat had nothing to report.

C. AATA

Mr. Bernstein had nothing to report.

D. Ann Arbor Township

Mr. Moran reported that complaints are down as the result of adding fog seal to select road commission chip seal improvements.

E. City of Chelsea

Ms. Feeney thanked the road commission for repaving a portion of Old US-12.

F. Dexter Village

Mr. Carson had nothing to report.

G. Dexter Township

Ms. Kelly reported that the last part of the N. Territorial pavement improvement in Dexter Township is complete. She added that the CAPT/DART group is nearing completion of an Access Plan.

H. Eastern Michigan University

Mr. Greden reported that the CMAQ project at Oakwood and Washtenaw is complete.

I. FHWA

A representative was not present.

J. City of Milan

Mr. Armitage was not present.

K. Northfield Township

Mr. Mozurkewich was not present.

L. Pittsfield Township

Ms. Grewal reported that the Township approved the 2010 Master Plan. She thanked the Road Commission for using the fog seal treatment on select chip seal improvements in Pittsfield Township. She added the Lohr-Textile Greenway project has commenced and there will be a meeting with consultants on September 14th to discuss the State St. Environmental Assessment.

M. MDOT Planning

Ms. Martin reported that as part of a number of organization changes and staff changes, Mark Geib will be leaving the Brighton TSC. Mr. Martin reported the HAWK signal on US-12 would be functional next week, the I-94 project in Jackson County will be completed in approximately one month, ITS infrastructure is going up in multiple locations in and around Washtenaw County, work on M-52 continues.

N. MDOT Region/TSC

A representative was not present.

O. City of Saline

Ms. Driskell had nothing to report.

P. SWWCOG

Mr. Mann reported that Manchester Township is examining using SAD's for subdivision road improvements.

Q. SEMCOG

Mr. Palombo reported the rail cars for Ann Arbor-Detroit service have passed FRA inspections. Mr. Palombo stated that road and transit funds are likely to be cut.

R. Scio Township

Ms. Hedberg reported that a project on Maple road is on hold because of some issues with a multi-township agreement.

S. Superior Township

Mr. McFarlane had nothing to report.

T. University of Michigan

Mr. Baier reported that work has begun on relocating a sewer near the site of the future Fuller Road Station. He indicated that work on the transit center would occur after the sewer work.

U. County Board of Commissioners

Mr. Rabhi reported that the BOC continues countywide transit plan discussions.

V. WCRC

Mr. Fuller provided a written report at each place.

Mr. Puuri reported that work on Huron River Drive in Ypsilanti Township has not started. He added that local bridge projects are scheduled to begin soon. Mr. Puuri reported that as part of the annual preventive maintenance program, the WCRC was using a fog seal on some of the roads to reduce the amount of loose stones.

Mr. Puuri indicated that the road commission is considering using a law from 1909 that allows the County Highway Engineer to present a plan to the County Board of Commissioners each year with a list of proposed improvements.

W. Ypsilanti Township

Ms. Stumbo was not present.

X. City of Ypsilanti

Mr. Murdock reported that the City tabled a vote on a Complete Streets ordinance.

10. Adjournment

Chair Carson adjourned the meeting at 11:20 A.M.



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MEMORANDUM

To: Policy Committee
 From: Eric Bombery, Transportation Planner
 Date: October 7, 2011
 Re: FY 2011-2014 Transportation Improvement Program FY 2012 1st Amendment

Background

WATS issued the first call for FY 2012 amendments to the FY 2011-2014 Transportation Improvement Program (TIP) program on August 23, 2011. The Ann Arbor Transportation Authority, City of Ypsilanti, Western-Washtenaw Area Value Express, and the Washtenaw County Road Commission submitted projects for amendment. Of the fourteen project amendments, ten projects are additions, one is a deletion, and three are changes.

The ten new projects for amendment to the FY 2011-2014 TIP cost \$5,038,000. The federal portion is approximately 73% or \$3,662,000, the state portion is approximately 20% or \$983,000, and the local portion is approximately 7% or \$368,000. The new projects using rural surface transportation funding will remain fiscally constrained by spending unused funds. The remaining projects use federal transit funds and WATS does not fiscally constrain them.

Environmental Justice Review evaluates whether the transportation dollars being spent equally benefit EJ and Non-EJ areas. In addition, The EJ review evaluates each project for adverse social, economic, and environmental effects. WATS provided examples of the adverse effects identified by FHWA in the following list:

- Bodily impairment, infirmity, illness, or death

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 REPRESENTING WASHTENAW COUNTY**

- Air, noise, and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion or a community's economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Vibration
- Adverse employment effects
- Displacement of persons, businesses, farms, or nonprofit organizations
- Increased traffic congestion, isolation, exclusion, or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of, benefits of DOT programs, policies, or activities

One of the new projects is an intersection improvement, which is not located in or adjacent to the Environmental Justice (EJ) area. WATS will provide a map at the Technical Committee meeting of this project. The AATA transit projects will benefit the EJ area. The addition of the new projects will keep the TIP EJ benefits balanced. WATS does not view any of the projects planned within the EJ area to have an adverse effect.

**2011-2014 TIP Environmental
Justice Evaluation**

	Projects	Total Cost (in thousands)
EJ	97	\$142,614
Non-EJ	103	\$81,204

The attached amendments were posted for public review on the WATS website and available for review in the Western Washtenaw Service Center beginning September 19, 2011 for the thirty-day review period.

Action

The Technical Committee members present, at a meeting without quorum, recommended the Policy Committee approve the attached amendments to the FY 2011-2014 Transportation Improvement Program (TIP) pending positive outcome of the public comment period ending October 19, 2011.

WATS FY 2011 - 2014 TIP Projects - 1st Call Amendments

9/16/11

Required Fields

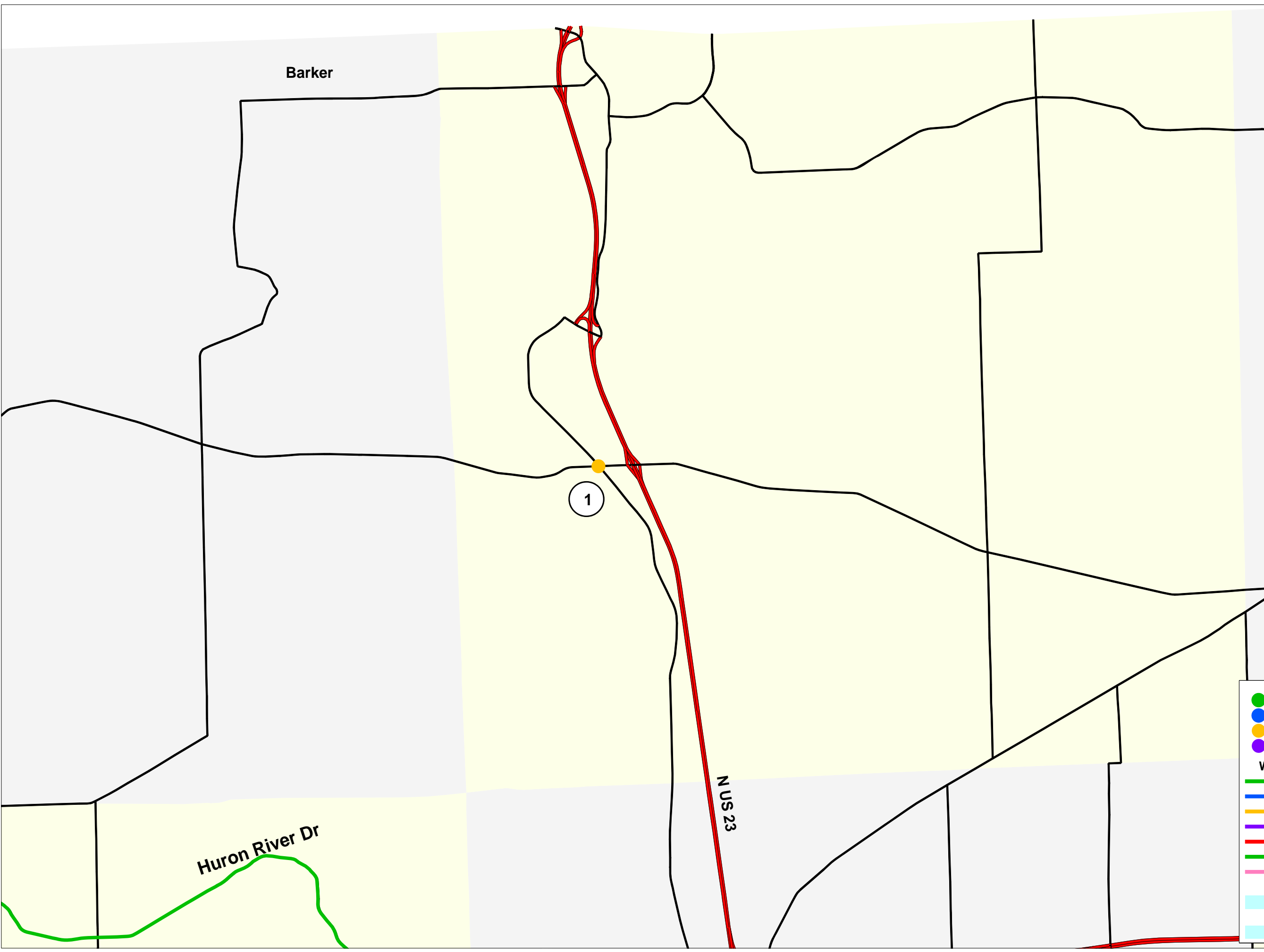
Fiscal Year	County	Responsible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	Phase	Advance Construct	Federal Cost (\$1000s)	Federal Fund Source	State Cost (\$1000s)	State Fund Source	Local Cost (\$1000s)	Local Fund Source	Total Cost (\$1000s)	MDOT Job No.	Local ID No.	MPO/Rural Approval Date	Amendment Type	Air Quality	Comments
2012	Washtenaw	AATA	11 Large Replacement Buses	AATA Service Area	NA	Transit vehicle replacement	Purchase bus(es)	T-Cap		3,696	5307	1,386	CTF	1,848	OLF	6,930		2001540		Cost	Exempt	
2012	Washtenaw	AATA	Transit Facilities	AATA Service Area	NA	Transit facility	Expand AATA vehicle storage facility (phase 2)	T-Cap		1,120	5307	280	CTF			1,400		2011170		Add	Exempt	
2012	Washtenaw	AATA	Transit Facilities	AATA Service Area	NA	Transit facility	Reconstruct transit center in downtown Ann Arbor (phase 3)	T-Cap		1,048	5307	262	CTF			1,310		2011171		Add	Exempt	
2012	Washtenaw	AATA	Transit Facilities	AATA Service Area	NA	Transit facility	Renovate Maintenance Facility (phase 3)	T-Cap		520	5307	130	CTF			650		2011172		Add	Exempt	
2012	Washtenaw	Washtenaw CRC	N. Territorial Rd	at Whitmore Lake Rd	0.25	Traffic operations	Construct turn lanes, upgrade traffic signal	CON		100	STL			25	CNTY	125		2011173		Add	Exempt	1/11: Add project.
2012	Washtenaw	Ypsilanti	Cross Street W	Wallace to Washtenaw	0.30	Reconstruct	Rehabilitate Roadway	CON		225	STU			425	CITY	650		2010677		Year	Exempt	Change year to 2012, replace project 2010590
2012	Washtenaw	Ypsilanti	Preventive-Maintenance	City of Ypsilanti	NA	Restore & rehabilitate	Rehabilitate Roadway	CON		225	STU			56	CITY	281		2010590		Delete	Exempt	RTP-4333
2013	Washtenaw	AATA	2 Large Replacement Buses	AATA Service Area	NA	Transit vehicle replacement	Purchase bus(es)	T-Cap		672	5307	260	CTF	368	OLF	1,300		2011174		Add	Exempt	
2013	Washtenaw	WWAVE	Mobility Management	Primarily Washtenaw County with regional influence	NA	Miscellaneous	Mobility Management	T-Cap		48	5316	12	CTF			60		2011175		Add		
2013	Washtenaw	WWAVE	Office Equipment Expansion	WAVE Service Area	NA	Miscellaneous	Purchase of office equipment	T-Cap		2	5310	1	CTF			3		2011176		Add		
2013	Washtenaw	WWAVE	Office Furniture Expansion	WAVE Service Area	NA	Transit maintenance equipment and parts	Purchase of office furniture	T-Cap		8	5310	2	CTF			10		2011177		Add		
2013	Washtenaw	WWAVE	Replacement Bus	WAVE Service Area	NA	Transit Vehicle Replacement	Purchase of light duty bus - cut-a-way	T-Cap		104	5310	26	CTF			130		2011178		Add		
2013	Washtenaw	WWAVE	Weekend Service	WAVE Service Area	NA	Transit operations	Community Connector - Weekend Services	T-Ops		40	5316	10	CTF			50		2011179		Add		
2014	Washtenaw	AATA	Subcontracted Service	AATA Service Area	NA	Transit operations equipment	Capital Cost of Contracting	T-Cap		280	5307	70	CTF			350		2010626		Cost	Exempt	

1st TIP Amendment FY 2012

①
North Territorial at Whitmore Lake



- 2011-2014 TIP Projects**
- Bridge
 - Signal
 - Intersection Improvement
 - Transit Enhancement
- WATS Framework 2010 selection sets**
- Non-Motorized Amenities
 - Study
 - Reconstruct
 - Rehabilitate
 - Resurface
 - Widen
 - Traffic Ops/ Safety
- Minority Population**
- Above County Average (21.6%)
- Poverty Population**
- Above County Average (11.9%)



Barker

Huron River Dr

N US 23

1



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MEMORANDUM

To: Policy Committee
 From: Terri Blackmore
 Date: October 7, 2011
 Re: FY 2012 Unified Planning Work Program Amendment

Background

WATS received a request from the Ann Arbor Transportation Authority to amend the FY 2012 Unified Planning Work Program. AATA would like to add a new work task 2.6 Ann Arbor Connector Alternatives Analysis for \$393,400. This is the first year of two-year funding. The second years funding is \$1,179,000 and the total two-year cost is \$1,572,400. The funding sources for this project are FTA 5303, AATA, and University of Michigan. The work task will complete all of the data collection and analysis necessary to select a locally preferred alternative.

This task will move forward once the FTA has made an award of the 5303 funds and MDOT, FHWA, and FTA approve the work program amendment. A copy of the AATA budget and work task are attached.

Action

The Technical Committee members present without a quorum recommend Policy Committee approval of the attached amendment to the FY 2012 Unified Planning Work Program.

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 REPRESENTING WASHTENAW COUNTY**

MEMORANDUM

To: Terri Blackmore
From: Chris White
Re: Work Program Amendment
Date: September 19, 2011



The AATA, in association with the University of Michigan and the City of Ann Arbor, is requesting an amendment to the planning work program to add the alternatives analysis phase for the Ann Arbor Connector. The following is the revised amount for FY 2012:

<u>Plan Elements</u>	<u>Approved Amount</u>	<u>Revised Amount</u>	<u>Change</u>
AATA Plan Monitoring	\$ 81,700	\$ 81,700	0
AATA Plan Development	\$ 274,200	\$ 667,600	\$ 393,400
AATA Plan Implementation	\$ 70,600	\$ 70,600	0
AATA Program Administration	\$ <u>35,300</u>	\$ <u>35,300</u>	<u>0</u>
TOTAL	\$ 461,800	\$855,200	\$ 393,400

The project is to conduct the alternatives analysis phase of the design of high capacity transit service in a corridor from downtown to the northeast and south. These corridors connect the downtown, UM Central Campus, UM Medical Center, UM North Campus, North Campus Research Center, UM stadium and other athletic facilities and Briarwood Mall.

As you know, we recently completed a feasibility study for the Ann Arbor Connector. We could not include the alternatives analysis, the next phase of this project, until the completion of the feasibility study, which occurred after the approval of the FY 2012 planning work program. A detailed scope of work for the alternatives analysis is attached.

Because of the size and scope of this project, we are proposing to add it as a separate element within AATA Plan Development and Detailing.

2.6
PLAN DEVELOPMENT AND DETAILING
ANN ARBOR CONNECTOR ALTERNATIVES ANALYSIS

OBJECTIVE:

To conduct an analysis of alternatives for high-capacity transit in Ann Arbor in order to develop more detailed information regarding benefits, costs and impacts which can be used by the community to select a locally preferred alternative (LPA). This is a joint project for the Ann Arbor Transportation Authority, University of Michigan, City of Ann Arbor, and Ann Arbor Downtown Development Authority.

METHOD:

Build upon the recently completed Ann Arbor Connector Feasibility Study, which concluded that

- There is a need for some type of high-capacity transit system in Ann Arbor.
- A high-capacity transit system is technologically feasible.
- A high-capacity transit system could take the form of bus rapid transit, light rail transit, or elevated automated guideway transit
- The next step to be completed to move the project toward implementation is an alternatives analysis.

Identify specific route alignment alternatives and alternative station locations to best serve the community and optimize the system design. Develop more detailed information regarding benefits, costs and impacts of alternative actions. Refine travel demand analysis to assist in the evaluation of alternative route and station locations. Evaluate potential station locations and designs, right-of-way availability, Huron River crossing, topography, railroad crossings, and maintenance facility location. Coordinate with the Federal Transit Administration to position the project for potential federal funding. Conduct public involvement/outreach activities to inform and include the public in the decision-making process.

This project will continue into FY 2013. The total cost of the project is \$1,572,400. Of this total, \$393,400 is included in FY 2012, and the remaining \$1,179,000 will be included in the FY 2013 program.

OVERALL IMPACT/INTENT:

Select a preferred transit mode and route alignment and to carry forward into the NEPA process.

PRODUCTS:

1. Alternative Route Analysis Report with accompanying plan sets.
2. Basis of Design Report
3. Station Design Summary Report
4. Capital cost memorandum
5. Environmental screening analysis

2.6 Plan Development and Detailing - AATA Transportation Program Development and Coordination (continued)

	<u>FY 2011-2012</u>
<u>PERSON/WEEKS:</u>	0
<u>BUDGET:</u>	
Personnel	0
Fringes	0
Contractual	\$393,400
Travel	0
Data Processing	0
Supplies	<u>0</u>
Total	\$393,400
<u>AGENCY DISTRIBUTION:</u>	
Federal	
5303	\$314,720
SEC. 5307	0
UM	39,340
AATA	<u>39,340</u>
Total	\$393,400



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Memorandum

To: Policy Committee
 From: Eric Bombery
 Date: October 7, 2011
 Re: 2010 Traffic Crash Report

Background

The Traffic Crash Program Report reviews and analyzes the crashes in Washtenaw County including the entire City of Milan. In September, staff requested Technical Committee review the 2010 Traffic Crash Report and comments were addressed.

WATS will distribute copies for Policy Committee members at the October 19, 2011 meeting. The 2010 Traffic Crash Report is also available on the WATS website at:

http://www.miwats.org/WATS/leftside/transdata/crashes/2010/WATS_2010_Year_End_Crash_Report.pdf

Action Requested

The Technical Committee members present, at a meeting without quorum, recommended the Policy Committee approve the 2010 Traffic Crash Report.

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705 NORTH ZEEB ROAD 2ND FLOOR
ANN ARBOR, MICHIGAN 48103-1560
PHONE: (734) 994-3127 FAX: (734) 994-3129
WEBSITE: WWW.MIWATS.ORG
E-MAIL: WATS@MIWATS.ORG

MEMORANDUM

To: Policy Committee
From: Ryan Buck
Date: October 7, 2011
Re: Complete Streets Policies

Background

In January 2011, WATS initiated development of the Complete Streets Plan for Washtenaw County. Among other accomplishments, the steering committee has created four complete streets policies. The Policy Committee will consider the following Complete Street policies for approval on October 19.

General Complete Streets Policy

Transportation agencies shall consider the needs of pedestrians, bicyclists, public transportation vehicles and riders, motorists, freight vehicles, and people of all ages and abilities during planning, programming, policy development, design, construction, reconstruction, retrofit, operations, and maintenance activities and during product selection. Communities, transportation agencies, and partners should recognize all modes as integral elements of the transportation system and view all transportation improvements as opportunities to improve safety, access, and mobility for all travelers in the region.

Policy on Federal Funds

The Washtenaw Area Transportation Study will confirm that Complete Streets needs are considered for any improvement seeking federal transportation funds.

Policy on Supporting the Vision of the Community

The Washtenaw Area Transportation Study seeks to promote Washtenaw County communities' livability and sustainability goals through planning and implementing Complete Streets initiatives and improvements.

POLICY COMMITTEE MEMBERS

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AN INTERMUNICIPALITY COMMITTEE ORGANIZED UNDER ACT 200 OF PUBLIC ACTS OF MICHIGAN (1957)
REPRESENTING WASHTENAW COUNTY

Policy on Public Health

The Washtenaw Area Transportation Study supports improving public health by encouraging, facilitating, and accommodating physical activity through the design and connectivity of transportation infrastructure, including ordinances, which promote public rights-of-way as safe places for transportation, social, and recreational functions.

Action Requested

The Technical Committee recommends the Policy Committee adopt the Complete Streets Policies.



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 WEBSITE: WWW.MIWATS.ORG
 E-MAIL: WATS@MIWATS.ORG

MEMORANDUM

To: Policy Committee
 From: Eric Bombery, Transportation Planner
 Date: October 7, 2011
 Re: 2011 - 2014 Transportation Improvement Program Administrative Modifications

Background

WATS completes administrative modifications as needed for the 2011-2014 Transportation Improvement Program (TIP) and provides them to the Committees and the public for their information along with full amendments. Administrative modifications are minor changes staff makes on TIP projects without requiring Committee approval. WATS may modify items such as cost decreases, slight cost increases, small changes in limits or implementing agency change without Committee approval. WATS and SEMCOG use administrative modifications to expedite the processing of small changes without delaying a project.

WATS provides the five administrative modifications completed during the first call for informational purposes.

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 REPRESENTING WASHTENAW COUNTY**

WATS FY 2011 - 2014 TIP Projects - Administrative Modifications

9/16/11

Required Fields

Fiscal Year	County	Responsible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	Phase	Advance Construct	Federal Cost (\$1000s)	Federal Fund Source	State Cost (\$1000s)	State Fund Source	Local Cost (\$1000s)	Local Fund Source	Total Cost (\$1000s)	MDOT Job No.	Local ID No.	MPO/Rural Approval Date	Amendment Type	Air Quality	Comments
2012	Washtenaw	AATA	Subcontracted Service	AATA Service Area	NA	Transit operations equipment	Capital Cost of Contracting	T-Cap		240	5307	60	CTF			300		2010559		Cost	Exempt	Increase cost from \$250K to \$300K
2012	Washtenaw	Ann Arbor	Thurston Elementary SRTS	Area bounded by Green, Nixon and Plymouth	NA	Intermodal/multimodal	Ped crossing islands, 4 to 3 conversion on Green from Gettysburg to Burbank, Sign and Pavmt marking improvements	CON		158	SRSI			30	CITY	188		2011032		Year		Changed year from 2011 to 2012 construction
2012	Washtenaw	Thurston Elementary	Thurston Elementary SRTS Education	Thurston Elementary	NA	Planning and research	Walk to school days, bicycle to school, ped safety	CON		3	SRSN					3		2011033		Year	Exempt	Changed year from 2011 to 2012 construction
2013	Washtenaw	AATA	Subcontracted Service	AATA Service Area	NA	Transit operations equipment	Capital Cost of Contracting	T-Cap		240	5307	60	CTF			300		2010602		Cost	Exempt	Increase cost from \$250K to \$300K
2013	Washtenaw	Ann Arbor	Stone School Road	Ellsworth to I-94	0.50	Reconstruct	Reconstruct roadway; stormwater & non-motorized improvements	CON						2,250	CITY	2,250		2010581		Year	Exempt	changed year from 2014 to 2013



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WEBSITE: WWW.MIWATS.ORG
E-MAIL: WATS@MIWATS.ORG

MEMORANDUM

To: Policy Committee
From: Terri Blackmore
Date: October 7, 2011
Re: FY 2011 4th Quarter and FY 2012 1st Quarter Financial Statements

Background

FY 2011 Fourth Quarter Financial Statement

The FY 2011 WATS fiscal year began July 1, 2010. Amended budgeted revenues were \$608,504 with an anticipated transfer of \$13,733 from reserves. Total amended budgeted expenses were \$608,504 including \$7,704 for the biennial audit that is a 100% local expense.

The Fourth Quarter revenues totaled \$129,077 or 77.05 percent of budget. Dues revenues exceeded the budget by 2 percent. Interest revenues also exceeded the budget by 95 percent.

The Fourth Quarter expenses totaled \$125,853 at 72 percent of budget. The only expense category to exceed the budget was training at 22 percent over the budget. This was due to significantly higher costs of the annual Transportation Planning Conference.

The unaudited Agency revenues exceeded expenses by \$29,440 due to collecting more dues than budgeted, more interest than expected and obtaining federal SPR funds matched by the State and grant funding administered by Washtenaw County Public Health for the Complete Streets work.

FY 2012 First Quarter Financial Statement

The FY 2012 WATS fiscal year began July 1, 2011. The Policy Committee approved the total amended budgeted revenues at \$682,129 including \$130,348 from Toyota. The Policy

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Committee amended budgeted expenditures were \$682,129. MDOT and FHWA approved the amended budget on July 15, 2011.

The First Quarter revenues totaled \$177,867 or 26 percent of budget. Both the Membership Dues and Interest Income exceeded expected revenues with Dues at 91 percent and Interest at 46 percent of budget.

The First Quarter expenditures totaled 123,468 or 18 percent of budget. This does not include the total cost of the vehicle purchased for the Toyota project because WATS must depreciate it over five years. Only Supplies and Equipment expenses exceed the expected budget at 59 percent of budget due to the other supplies and equipment for the Toyota project expensed in the first quarter.

The only financial concern is the \$204,797 in accounts receivable (PL 112, SPR, 5303, and State funds) that flow through SEMCOG. This includes accounts receivable from as early as April 2011 to date. SEMCOG notified WATS on September 27, 2011 that they (SEMCOG) had billed the April, May, and June invoices to MDOT. This delay will require WATS to take funds out of investments to pay expenses beginning in November.

Action Requested

Staff provides the FY 2011 Fourth Quarter and FY 2012 First Quarter Financial Statements for the Policy Committee's review and acceptance.

Washtenaw Area Transportation Study

Balance Sheet

June 30, 2011

Unaudited

ASSETS

Current Assets

Checking	\$	3,746.06
Cash Fund Savings		113,329.14
Certificate of Deposit		330,951.03
Grants Receivable - Federal PL 112		107,527.65
Grants Receivable - Federal SPR		9,375.00
Grants Receivable - Federal Tech Studies		2,136.00
Grants Receivable - State		11,421.49
Accounts Receivable - Ann Arbor		345.50
Prepaid Insurance		<u>6,068.08</u>

Total Current Assets \$584,899.95

Other Assets

Equipment Receivable		<u>2,453.28</u>
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Total Other Assets \$2,453.28

Total Assets

\$587,353.23

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable - Misc	\$	15278.82
Accounts Payable - WCRC		2005.32
Accounts Payable - SEMCOG		20,732.19
RHS Deduction Payable		1.44

Total Current Liabilities \$38,016.33

Long-Term Liabilities

Accrued Sick and Vacation 46,319.64

Total Liabilities \$84,335.97

Capital

Surplus		473,574.84
Net Income		<u>29,440.98</u>

Total Capital \$503,015.82

Total Liabilities & Capital

\$587,351.79

Washtenaw Area Transportation Study

Income Statement

For the Quarter ending June 30, 2011

Unaudited

	Budget	4th Quarter	Year to Date	
			Actual	% of Total Budget
Revenues				
Dues	\$92,500	\$0.00	\$94,500.00	102.16%
Section 112	\$455,581	\$106,046.97	\$327,419.44	71.87%
Section 8	\$12,815	\$3,204.00	\$12,816.00	100.01%
SPR/State match	\$9,375	\$9,375.00	\$9,375.00	0.00%
State Asset Management	\$21,000	\$2,813.38	\$14,010.23	66.72%
Interest	\$3,500	\$3,738.57	\$6,832.61	195.22%
Other (misc/Reserves transfer)	\$13,733	\$3,898.80	\$3,898.80	28.39%
Total Revenues	\$608,504	\$129,076.72	\$468,852.08	77.05%
Expenses				
Plan Monitoring Expense	\$59,900	\$6,606.39	\$46,942.79	78.37%
Plan Development Expense	\$172,775	\$45,012.12	\$115,708.00	66.97%
Planning Services Expense	\$61,000	\$10,222.67	\$35,519.38	58.23%
Plan Implementation Expense	\$144,875	\$24,885.41	\$99,626.14	68.77%
Administrative Staff Expense	\$40,625	\$9,277.58	\$40,686.82	100.15%
Bookkeeping	\$3,800	\$1,075.00	\$3,750.00	98.68%
Web Hosting	\$500	\$115.50	\$462.00	92.40%
Rent	\$35,000	\$8,730.75	\$34,923.00	99.78%
Printing	\$4,500	\$1,402.33	\$4,115.93	91.47%
Supplies & Equipment	\$11,700	\$6,090.22	\$10,755.02	91.92%
Licenses and Subscriptions	\$3,000	\$385.00	\$1,545.00	51.50%
Telephone	\$1,800	\$421.78	\$1,666.37	92.58%
Travel	\$8,000	\$1,969.06	\$6,294.50	78.68%
Postage	\$1,200	\$396.00	\$1,171.84	97.65%
Insurance	\$35,625	\$8,118.57	\$29,632.70	83.18%
Training	\$2,000	\$1,145.00	\$2,436.61	121.83%
Audit	\$7,704	\$0.00	\$4,175.00	54.19%
Unemployment expense	\$14,500	\$0.00	\$0.00	0.00%
Total Expenses	\$608,504	\$125,853.38	\$439,411.10	72.21%
Net Income	\$0.00	\$3,223.34	\$29,440.98	

Washtenaw Area Transportation Study

Balance Sheet

September 30, 2011

Unaudited

ASSETS

Current Assets

Checking	\$	8,418.64
Cash Fund Savings		58,606.13
Certificate of Deposit		318,249.24
Grants Receivable - Federal PL 112		182,818.21
Grants Receivable - Federal SPR		9,375.00
Grants Receivable - Federal 5303		3,204.00
Grants Receivable - State		9,400.02
Accounts Receivable - Ann Arbor		345.50
Accounts Receivable - Toyota		12,448.37
Prepaid Insurance		<u>5,738.87</u>

Total Current Assets \$608,603.98

Other Assets

Equipment Receivable		<u>18,270.73</u>
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Total Other Assets \$18,270.73

Total Assets **\$626,874.71**

LIABILITIES AND CAPITAL

Current Liabilities

Accounts Payable - Misc	\$	10
Accounts Payable - WCRC		2005.32
Accounts Payable - SEMCOG		20,732.19
HSA Payable		394.00

Total Current Liabilities \$23,141.51

Long-Term Liabilities

Accrued Sick and Vacation		<u>46,319.64</u>
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Total Liabilities \$69,461.15

Capital

Surplus		473,574.84
Net Income		<u>83,838.72</u>

Total Capital \$557,413.56

Total Liabilities & Capital **\$626,874.71**

Washtenaw Area Transportation Study

Income Statement

For the Quarter ending September 30, 2011

Unaudited

	Budget	1st Quarter	Year to Date	
			Actual	% of Total Budget
Revenues				
Dues	\$94,500	\$86,000.00	\$86,000.00	91.01%
Section 112	\$431,788	\$75,290.56	\$75,290.56	17.44%
Section 5303	\$12,816	\$3,204.00	\$3,204.00	25.00%
SPR/State match	\$7,500	\$0.00	\$0.00	0.00%
State Asset Management	\$1,875	\$0.00	\$0.00	0.00%
Toyota	\$130,348	\$12,448.37	\$12,448.37	9.55%
Interest	\$2,000	\$923.67	\$923.67	46.18%
Miscellaneous	\$1,302	\$0.00	\$0.00	0.00%
Total Revenues	\$682,129	\$177,866.60	\$177,866.60	26.08%
Expenses				
Plan Monitoring Expense	\$143,779	\$18,425.97	\$18,425.97	12.82%
Plan Development Expense	\$168,900	\$29,192.70	\$29,192.70	17.28%
Planning Services Expense	\$63,800	\$8,421.11	\$8,421.11	13.20%
Plan Implementation Expense	\$146,450	\$28,050.92	\$28,050.92	19.15%
Administrative Staff Expense	\$40,600	\$8,186.33	\$8,186.33	20.16%
Bookkeeping	\$4,000	\$900.00	\$900.00	22.50%
Web Hosting	\$500	\$115.50	\$115.50	23.10%
Rent	\$35,000	\$8,730.75	\$8,730.75	24.95%
Printing	\$6,000	\$595.79	\$595.79	9.93%
Supplies & Equipment	\$15,500	\$9,218.01	\$9,218.01	59.47%
Licenses and Subscriptions	\$2,500	\$0.00	\$0.00	0.00%
Telephone	\$1,800	\$412.57	\$412.57	22.92%
Travel	\$8,000	\$1,837.87	\$1,837.87	22.97%
Postage	\$1,300	\$220.00	\$220.00	16.92%
Insurance	\$40,000	\$8,480.49	\$8,480.49	21.20%
Training	\$4,000	\$404.39	\$404.39	10.11%
Audit	\$0	\$0.00	\$0.00	0.00%
Bank Fees	\$0	\$275.46	\$275.46	0.00%
Total Expenses	\$682,129	\$123,467.86	\$123,467.86	18.10%
Net Income	\$0.00	\$54,398.74	\$54,398.74	