1. Roll Call
   Micah Bartelme, Tom Crawford, Alexandra Dieck, Bob Guenzel, Ji Hye Kim, Tyler Kinley,
   Marie Klopf, Jessica A. S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, Phil
   Weiss

2. Approval of the Board Meeting Agenda

3. Audience Participation (4 people maximum, 4 minutes each)
   1.
   2.
   3.
   4.

4. Reports from City Boards and Commissions

5. DDA Members Communications

6. Executive Director Report
   · Welcome Ji Hye Kim

7. Approval of July and August 2020 Minutes (Pages 3-30)

8. Subcommittee Reports
   A. Affordable Housing/Economic Development Committee – M. Bartelme, T. Kinley
      · Resolution To Approve A Grant For The Acquisition & Renovation Of Lurie
        Terrace By AAAHC (Pages 31-32)
      · Affordable Housing Planning and Millage Update
      · Next meeting: Wednesday, September 9 at 9 am (with Partners)
   B. Capital Improvements Committee – A. Dieck, M. McFarland
      · Resolution To Adopt Project Values For People-Friendly Streets 2 (Pages 33-35)
        https://drive.google.com/file/d/1-FesD07x7ZyYY_twbmgegLWCCufsn_M/view?usp=sharing
      · Resolution To Support The DDA Capital Projects For Inclusion In The City CIP For
        FY 2022 (Pages 36-40)
      · Pandemic Response Update
      · Construction Projects Update
C. Operations Committee – P. Weiss, D. McKinnon
   · CIP Recommendations
   · Restoration Update
   · Parking & Transportation-Capital, Operations, Transportation Updates (Pages 42-43)
   · Next Committee meeting: Wednesday, September 30 at 11 am

D. Finance Committee – B. Guenzel, M. Klopf
   · Next meeting: Thursday, October 1 9:00 am

E. Executive Committee – J. Letaw
   · Resolution Authorizing The DDA Executive Committee To Oversee The Search For The Next DDA Executive Director (Page 41)
   · Next Committee meeting: Wednesday, October 7 at 11 am

9. New Business

10. Other Audience Participation (4 minutes each)

11. Adjournment
1. **ROLL CALL**

Place: Virtual Meeting—Zoom link: https://us02web.zoom.us/j/82957499576
Phone: 877-853-5257. Meeting ID: 829 574 9576 Password: 197165

Present: Micah Bartelme, Tom Crawford, Alexandra Dieck, Bob Guenzel, Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, Keith Orr, Phil Weiss

Absent: None.

Staff: Susan Pollay, Executive Director
Sara McCallum, Deputy Director
Jada Hahlbrock, Parking Services Manager
Maura Thomson, Communications Manager
Amber Miller, Capital Projects Manager
Kelley Graves, Management Assistant
Liz Rolla, Project Manager

Others: Chris Taylor/Republic Parking System

Public: Members of the public were on the Zoom meeting but did not identify themselves.

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2. **APPROVAL OF BOARD MEETING AGENDA**

Mr. Guenzel moved, and Mr. Weiss seconded the motion approve the meeting agenda.

A consent vote on the motion to approve the agenda showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The motion was approved.

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3. **AUDIENCE PARTICIPATION**

Mr. Steve Hall stated his question and concern, asking who is responsible for enforcement of social distancing and mask wearing in the City.

Mr. Dave Diephuis suggested the DDA provide information on the function of the board officer positions at the beginning of the DDA’s Annual Meeting.

---

4. **REPORTS FROM CITY BOARDS AND COMMISSIONS**
Downtown Area Citizens Advisory Council: A meeting was held last night. No report.

5. DDA MEMBER COMMUNICATIONS
Ms. Letaw said she plans to resume her Downtown Halls and Walk & Talks in September.

6. EXECUTIVE DIRECTOR REPORT
Ms. Pollay read aloud a resolution thanking Keith Orr for his service on the DDA Board.

RESOLUTION THANKING KEITH ORR

Whereas, Keith Orr has served with distinction on the Ann Arbor Downtown Development Authority board since 2008;

Whereas, Keith Orr brought great intelligence and careful deliberation to the discussion of important DDA projects and policies, as well as a solid commitment to the values, purpose and mission of the DDA;

Whereas, Keith Orr’s concern for the unique needs of small independent businesses and their importance to the special quality and attractiveness of the downtown has been an important factor in the goals and achievements of the DDA over the past twelve years;

Whereas, Keith Orr has championed transformative street projects and transportation initiatives aimed at making downtown safer and more enjoyable for pedestrians both at the DDA and at the Washtenaw Area Transportation Study, where he served as DDA representative;

Whereas, Keith Orr skillfully took on leadership roles throughout his time on the DDA, including Co-Chairing the Operations Committee, serving on the Executive Committee, and serving as DDA Chair this year;

Whereas, Keith Orr’s remarkable commitment to the DDA and its mission will be sorely missed, and his devotion to the downtown and community is an inspiration to all who have had the good fortune to work beside him;

RESOLVED, The Ann Arbor Downtown Development Authority, on behalf of the downtown and the community, thanks Keith Orr for his great service and abundant contributions to the downtown, and indeed to the community as a whole, through his work on the Ann Arbor Downtown Development Authority.

A consent vote on the motion showed:
Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss
Nays: None
Absent: None
The motion was approved. All applauded.

Ms. Pollay noted that at the January board meeting she had stated her desire to retire from the DDA in 2020; after consultations with staff she resolved to make her last days in the office around Thanksgiving time. She said that it has been a privilege to work with all of the extraordinary members of the Board, past and present, and to have had the chance to work in support of downtown. She expressed her deep appreciation for her DDA colleagues. She recommended that the Executive Committee work with DDA staff to shape a recommended timeline and process for filling the position. She also recommended that the board take its time with the search and allow space between her departure and the new Director coming onboard.

7. APPROVAL OF MINUTES

Ms. Letaw moved, and Mr. Bartelme seconded the motion to approve the June minutes.

A consent vote on the motion to approve the minutes showed:
Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss
Nays: None
Absent: None
The motion passed.

8A. SUBCOMMITTEE REPORTS –OPERATIONS COMMITTEE

Mr. Weiss moved, and Mr. McKinnon seconded the following resolution:

RESOLUTION TO APPROVE A CONTRACT WITH RAM CONSTRUCTION SERVICES FOR FY21 PARKING STRUCTURE REPAIRS AND ESTABLISH A PROJECT BUDGET

Whereas, The DDA has managed the public parking system since 1992 in support of its mission;

Whereas, Annually the DDA undertakes necessary repairs to keep its eight parking structures in good condition;

Whereas, Annually this repair work is adopted in the CIP;

Whereas, The DDA’s engineer, WGI Inc., has provided the DDA with a list of recommended parking structure repairs for the 2020 construction season based on the 20-year plan of work;

Whereas, DDA staff worked with WGI engineers to defer all non-urgent work and has focused this year’s scope of work on essential repairs;

Whereas, The work was bid out, and four companies submitted a bid;
Whereas, RAM Construction Services submitted the lowest responsible bid in the amount of $1,143,238.01;

Whereas, Given the age of many garages and the issues that may arise during repairs, a contingency equal to 20% of the estimated work will be set aside, thus creating a project budget of $1,371,885.62;

RESOLVED, The DDA Board establishes a project budget of $1,371,885.62 for Parking Structure Repairs to be paid from its Parking Capital Improvement Fund;

RESOLVED, The DDA Board accepts the bid for $1,143,238.01 from Ram Construction Services for Parking Structure Repairs and authorizes the Board Chair and Executive Director to execute contract documents and change orders as necessary up to $1,371,885.62.

A consent vote on the resolution showed:
Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss
Nays: None
Absent: None
The resolution passed.

Mr. Weiss moved, and Mr. Guenzel seconded the following resolution:

RESOLUTION TO APPROVE A PROJECT BUDGET FOR ANN ASHLEY PARKING STRUCTURE ELEVATOR REPAIRS

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, and it manages the public parking system as a means to help it accomplish its mission;

Whereas, Annually parking system repairs, including elevator repairs, are adopted in the CIP plan;

Whereas, The DDA’s elevator contractor, Schindler Elevator Corporation, recommends replacement of the canopies, ceilings, flooring, and door operating hardware on both Ann Ashley parking structure elevators due to deterioration and recurrent maintenance problems;

Whereas, The total cost for this work will be $220,245.00;

Whereas, A contingency equal to 15% of the estimated work will be set aside, thus creating a project budget of $253,281.00;
Whereas, The DDA Operations Committee recommends the DDA approve this project budget so the work can proceed;

RESOLVED, The DDA Board establishes a project budget of $253,281.00 for elevator repairs at the Ann Ashley Parking Structure, to be paid from its Parking CIP Fund;

RESOLVED, The DDA Board accepts the proposal from Schindler Elevator Corporation for $220,245.00 and authorizes the Executive Director to execute documents and change orders as necessary up to $253,281.00.

Mr. Weiss noted that the Committee had asked staff to hire an elevator consultant to frame an elevator repair/maintenance plan, and to be on hand to oversee future elevator repairs.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The resolution passed.

Mr. Weiss moved, and Mr. McKinnon seconded the following resolution:

RESOLUTION DIRECTING REPUBLIC PARKING TO REINSTATE STANDARD PROCESSES FOR UNPAID OR LATE MONTHLY PARKING PERMIT ACCOUNTS

Whereas, The DDA has managed the Ann Arbor Public Parking System in support of its mission since 1992;

Whereas, In response to COVID-19 pandemic impacts in downtown, at its April 2020 meeting the DDA board voted to direct its parking operator Republic Parking to temporarily waive standard processes for unpaid or late monthly parking permit accounts until further notice;

Whereas, This has included suspension of permit deactivation, penalties, and forwarding past due accounts to collection agencies;

Whereas, Recently government restrictions have been lifted and the downtown economy has started to revive;

Whereas, Reinstating standard processes for unpaid or late monthly parking permit accounts is critical to collecting parking revenues needed for the operation and maintenance of the public parking system in addition to revenues needed by the City to fund services;
Whereas, Staff and the Operations Committee recommend the DDA restore standard processes for unpaid or late monthly parking permit accounts beginning July 1, 2020;

RESOLVED, The DDA authorizes restoration of standard processes for unpaid or late monthly parking permit accounts beginning July 1, 2020;

A consent vote on the resolution showed:  
Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss  
Nays: None  
Absent: None  
The resolution passed.

Parking and Transportation Update: Ms. Hahlbrock reported that Republic Parking operations are going well, and that staff are adapting to the new sanitizing and social distancing processes. The AAATA will provide updated information next month on its recovery plan.

Virtual Meetings Vs. In Person Meetings. Mr. Weiss said that he would like very much for the Committee to begin meeting again in person, albeit following all social distancing guidelines. Mr. McKinnon indicated his agreement. Ms. Pollay said that staff will work to accommodate this request as possible.

The next Operations Committee meeting will be on Wednesday, August 26 at 11:00 am.

<table>
<thead>
<tr>
<th>8B.</th>
<th>SUBCOMMITTEE REPORTS – FINANCE COMMITTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Guenzel moved and Mr. Weiss seconded the following resolution:</td>
<td></td>
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<tr>
<td>Signatories resolution #1 at end of the minutes.</td>
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<tr>
<td>A consent vote on the resolution showed:</td>
<td></td>
</tr>
<tr>
<td>Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss</td>
<td></td>
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<tr>
<td>Nays: None</td>
<td></td>
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<tr>
<td>Absent: None</td>
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<tr>
<td>The motion passed.</td>
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</tbody>
</table>

Mr. Guenzel moved and Ms. Letaw seconded the following resolution:  
Signatories resolution #2 at end of minutes.  
A consent vote on the resolution showed:  
Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss  
Nays: None  
Absent: None  
The motion passed.
Committee Business. Mr. Guenzel reported that the May expense registers were reviewed. The committee also reviewed its calendar and determined that it will meet seven times per year to coincide with key points in the DDA’s financial cycle. The meeting start times will also shift earlier to 9:00 a.m. to accommodate committee members’ schedules.

The next Finance Committee meeting is scheduled for Thursday, August 27 at 9:00 am.

<table>
<thead>
<tr>
<th>8C.</th>
<th>SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Street:</strong> This week the contractor will continue to place concrete curb and sidewalk and install conduit and light pole bases between William and Washington. The road base is being prepared between Huron and Washington. Next week we expect to begin removals on the west side, south of Huron.</td>
<td></td>
</tr>
<tr>
<td><strong>William:</strong> William is substantially complete, including permanent pavement markings. Since William Street is our first protected bike lane, staff are monitoring as discussed during the planning process and will provide updates regarding maintenance, delineators, and minor design changes at a subsequent meeting.</td>
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<tr>
<td><strong>Huron:</strong> Miscellaneous punch list repairs will take place in the coming weeks.</td>
<td></td>
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<tr>
<td><strong>Pandemic Response-DDA Support &amp; Pilot Projects:</strong> Parking space closures and the DDA grant for street closures have been well received by businesses operating within those expanded outdoor spaces.</td>
<td></td>
</tr>
<tr>
<td><strong>Pilot projects:</strong> On June 15th, City Council postponed DDA and City-funded pilot projects until Monday, July 6th. These were the projects intended to support physical distancing and downtown access, while also informing future DDA projects.</td>
<td></td>
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<tr>
<td>Ms. Letaw thanked staff for all of their hard work on these efforts.</td>
<td></td>
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<tr>
<td><strong>People-friendly Streets:</strong> Staff are working closely with the Housing Commission, Office of Sustainability, and Transportation Department to shape project values and initial project recommendations for committee discussion.</td>
<td></td>
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</tbody>
</table>

The next Capital Improvements Committee meeting is scheduled for Wednesday, July 15 at 11 am.

<table>
<thead>
<tr>
<th>8D.</th>
<th>SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE</th>
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<tbody>
<tr>
<td>Mr. Kinley reported that at its last meeting, the Committee discussed its history and purpose ahead of the upcoming Annual meeting. The Committee decided it wanted to emphasize its focus on affordable housing, including oversight of the DDA’s Housing Fund. It also wants to</td>
<td></td>
</tr>
</tbody>
</table>
retain its connection with the taxing authority partners. To better emphasize the Committee’s purpose, it will recommend at the Annual meeting to change the name to Housing and Economic Development Committee and revise the description.

The next Partnerships Committee meeting is scheduled for Wednesday, July 15 at 9:00 am. This will be a meeting with Partners.

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE

Mr. Orr reported the Executive Committee meet today to review the Board and Annual meetings agendas. The DDA received the letter of engagement from Yeo & Yeo auditing firm for the DDA’s FY20 audit. There will not be an Executive Committee meeting in August.

The next Executive Committee is scheduled for Wednesday, September 2 at 11:00 am.

9. NEW BUSINESS

Ms. Letaw thanked the Operations Committee for the thoughtful leadership at its last meeting discussing how help the people and businesses in the community during this time. She noted that some board members want to return to in-person meetings but cautioned that it would be important to ensure that requirements for public accessibility were met as well as requirements for health safety.

10. OTHER AUDIENCE PARTICIPATION

None.

11. ADJOURNMENT

There being no other business, Mr. Orr declared the meeting adjourned at 12:50 pm, and said that the DDA’s Annual Meeting would begin immediately after this adjournment.
Ann Arbor Downtown Development Authority
RESOLUTION TO ESTABLISH SIGNATORIES

I hereby certify that the following Resolution was duly approved and adopted by the Board of Trustees (herein after referred to as the Board) of Ann Arbor Downtown Development Authority at a meeting held on July 1, 2020 at which a quorum was present and acting throughout.

WHEREAS, the Board has opened an account with the Bank of Ann Arbor for banking and/or investment management purposes and those accounts are:

- Ann Arbor DDA Investment Account #19-1022, opened March 2, 2004

NOW THEREFORE, BE IT RESOLVED, that the Board hereby ratifies the establishment of these account(s) with the Bank of Ann Arbor, dated July 1, 2020, and currently known as the Investment Account;

FURTHER, BE IT RESOLVED, that the Board hereby designates the following individuals as duly authorized and gives these individuals the authority to direct Bank of Ann Arbor via emails, telephone conversations, in writing, and/or any other form necessary regarding deposits, transfers, and withdrawals from any accounts held at the Bank of Ann Arbor (retail or trust), and to conduct any other business as deemed necessary and, further, grants Bank of Ann Arbor, Agent, the authority to follow without question the direction of the following named individuals:

<table>
<thead>
<tr>
<th>Names(s)</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Pollay</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Sara McCallum</td>
<td>Accounting Director/Deputy Director</td>
</tr>
<tr>
<td>Marie Klopf</td>
<td>Treasurer</td>
</tr>
</tbody>
</table>

FURTHER, BE IT RESOLVED, that the Board hereby designates the following individual as duly authorized and gives this individual the authority to direct Bank of Ann Arbor via emails, telephone conversations, in writing, and/or any other form necessary regarding inter DDA fund transfers and access to any information from any accounts held at the Bank of Ann Arbor (retail or trust).

<table>
<thead>
<tr>
<th>Names(s)</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara McCallum</td>
<td>Accounting Director/Deputy Director</td>
</tr>
</tbody>
</table>

By: 

Darren McKinnon
Its: Secretary
Corporate Authorization Resolution

BANK OF ANN ARBOR

125 S. FIFTH AVENUE
ANN ARBOR, MI 48104

By: ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY

150 S 5TH STREET #301
ANN ARBOR, MI 48104

Referred to in this document as "Financial Institution" Referred to in this document as "Corporation"

I, Darren McKinnon , certify that I am Secretary (clerk) of the above named corporation organized under the laws of The State of Michigan, Federal Employer I.D. Number 61-1460602, engaged in business under the trade name of ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on JULY 1, 2020 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

<table>
<thead>
<tr>
<th>Name and Title or Position</th>
<th>Signature</th>
<th>Facsimile Signature (if used)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. SUSAN POLLAY</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>B. SARA MCCALLUM</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>C. MARIE KLOPF</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>D. ______________________</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>E. ______________________</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>F. ______________________</td>
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<td>x</td>
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</tbody>
</table>

Sara McCallum

July 1, 2020

Corporation Authorization

© Bankers SystemsTM
Wolters Kluwer Financial Services® © 2016
Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

<table>
<thead>
<tr>
<th>Indicate A, B, C, D, E, and/or F</th>
<th>Description of Power</th>
<th>Indicate number of signatures required</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>(1) Exercise all of the powers listed in this resolution.</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>(2) Open any deposit or share account(s) in the name of the Corporation.</td>
<td></td>
</tr>
<tr>
<td>A,B,C</td>
<td>(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.</td>
<td>2</td>
</tr>
<tr>
<td>N/A</td>
<td>(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>(7) Other:</td>
<td></td>
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</tbody>
</table>

Limitations on Powers. The following are the Corporation's express limitations on the powers granted under this resolution.

Resolutions

The Corporation named on this resolution resolves that,

(1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.

(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.

(3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.

(4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrows by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
(5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.

(6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.

(7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated JUNE 30, 2020 AND PRIOR. If not completed, all resolutions remain in effect.

Certification of Authority
I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Corporation is a non-profit corporation.
In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on (date).

Secretary DARREN MCKINNON Attest by One Other Officer JESSICA LETAW, CHAIR

A consent vote on the resolution showed:
Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss
Nays: None
Absent: None
The resolution passed.
July 1, 2020

For Financial Institution Use Only
Acknowledged and received on (date) by _________ (initials)
☐ This resolution is superseded by resolution dated .

Comments:
1. Roll Call

Present: Micah Bartelme, Tom Crawford, Alexandra Dieck, Bob Guenzel, Tyler Kinley, Marie Klopf, Jessica A. S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, Keith Orr, Phil Weiss

Absent: None

Staff: Susan Pollay, Executive Director
Sara McCallum, Accounting Director, Deputy Director
Maura Thomson, Communications Manager
Amber Miller, Capital & Projects Manager
Jada Hahlbrock, Parking Services Manager
Kelley Graves, Management Assistant

Public: Members of the public were on the Zoom meeting but did not identify themselves.

2. New Business

A. Election of DDA Board Officers for FY21

Treasurer: Mr. Orr asked for nominations for the position of Treasurer. Ms. Klopf was nominated by Ms. Letaw and seconded by Mr. Guenzel. There were no other nominations.

A consent vote on the motion to approve the nomination showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss
Nays: None
Absent: None
The motion carried.

Secretary: Mr. Orr asked for nominations for the position of Secretary. Mr. McKinnon was nominated by Mr. Weiss and seconded by Ms. Klopf. There were no other nominations.

A consent vote on the motion to approve the nomination showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss
Nays: None
Absent: None
The motion carried.

Vice Chair: Mr. Orr asked for nominations for the position of Vice Chair. Mr. Kinley was nominated by Mr. McKinnon and seconded by Mr. Guenzel. There were no other nominations.
A consent vote on the motion to approve the nomination showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The motion carried.

Chair: Mr. Orr asked for nominations for the position of Chair. Ms. Letaw was nominated by Ms. Klopf and seconded by Mr. Weiss. There were no other nominations.

A consent vote on the motion to approve the nomination showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The motion carried.

A. **DDA Committees for FY 2021**

Ms. Letaw moved and Mr. Bartelme seconded the following resolution:

**RESOLUTION TO REAPPOINT THE DDA CAPITAL IMPROVEMENTS COMMITTEE**

A consent vote on the motion to approve the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The motion carried.

Capital Improvements Committee Chair(s): Molly McFarland & Alex Dieck

Other members: Micah Bartelme, Tyler Kinley, Jessica A.S. Letaw, Darren McKinnon

Mr. Weiss moved and Mr. Crawford seconded the following resolution:

**RESOLUTION TO REAPPOINT THE DDA OPERATIONS (PARKING & TRANSPORTATION) COMMITTEE**

A consent vote on the motion to approve the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The motion carried.

Operations (Parking/Transportation) Committee Chair(s): Phil Weiss & Darren McKinnon

Other members: Tyler Kinley, Bob Guenzel

Mr. Kinley moved and Mr. Bartelme seconded the following resolution:
RESOLUTION TO DISSOLVE THE DDA PARTNERSHIPS COMMITTEE AND CREATE THE AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE

A consent vote on the motion to approve the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The motion carried.

Affordable Housing/Economic Development Committee Chair(s): Tyler Kinley & Micah Bartelme
Other committee members: Bob Guenzel, Darren McKinnon

Mr. Bartelme moved and Ms. Letaw seconded the following resolution:

RESOLUTION TO REAPPOINT THE DDA FINANCE COMMITTEE

A consent vote on the motion to approve the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, McFarland, McKinnon, Narayan, Orr, Weiss

Nays: None

Absent: None

The motion carried.

Finance Committee: Chair(s): Bob Guenzel & Marie Klopf
Other committee members: Rishi Narayan, Phil Weiss

THE DDA EXECUTIVE COMMITTEE

DDA Board officers (Chair, Vice Chair, Treasurer, Secretary) in addition to the last former Chair (a non-voting member) and the Executive Director (a non-voting ex officio member).

B. Staff Thank You to the Outgoing DDA Board Chair

Ms. Pollay thanked Mr. Orr on behalf of the DDA staff for his leadership and years of service.

C. Public Comment

None.

D. Adjournment

There being no other business, Mr. Weiss moved and Mr. McKinnon seconded the motion to adjourn. Mr. Orr declared the meeting adjourned at 1:15 pm.

Respectfully submitted,
Susan Pollay, Executive Director
AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, July 15, 2020

Place: Virtual Meeting-Zoom link: https://us02web.zoom.us/j/87090832881
by phone 1-877-853-5257 (Meeting ID: 870 9083 2881 Password: 650730)

Time: 9:00 a.m.

Committee Present: Micah Bartelme, Bob Guenzel, Tyler Kinley
Committee Absent: Darren McKinnon

Others: Matt Carpenter/AAATA, Ali Ramlawi/City Council, Jane Lumm/City Council, Josie Parker/AADL, Brandon Tucker/WCC, Shannon Gibbs Randall/Planning Commission
Other DDA Present: None
Staff: Susan Pollay, Maura Thomson, Jada Hahlbrock, Sara McCallum, Kelley Graves

Public: Members of the public were on the Zoom meeting but did not identify themselves.

Virtual Meeting Guidelines: Mr. Kinley outlined the guidelines given to public bodies to hold electronic meetings as outlined in Governor Whitmer’s Executive Order #2020-129.

Committee Name Change: Mr. Bartelme said that the DDA had changed the name of the Committee slightly from the Partnerships/Economic Development Committee to Affordable Housing/Economic Development Committee. He said that this change was made to underscore the DDA’s commitment to tangibly making progress to create more affordable housing units in and near downtown. It also underscores the DDA’s interest in working with its taxing authority partners to find ways to strengthen the community’s economic base building on the synergy created by having the Library, City, WCC, DDA, AAATA and County meeting together regularly at the same table. Questions were asked and answered.

Partner Updates:

AAATA: Mr. Carpenter said information will soon go out about TheRide’s August service change, which will increase service from 20% of normal capacity to as much as 60%, pending UM’s plans. The BTC will reopen on August 2nd. Installation of plexiglass protection for drivers is underway. AAATA anticipates an extended period of reduced revenues and probable state budget cuts. Questions were asked and answered about specific routes.

AADL: Ms. Parker said the Library is open for contactless lobby and locker pick-up and patrons have access to library staff 12-8pm Mon-Sun via a lobby kiosk. WIFI capacity has been increased because on-site computing services are not able to be resumed. She said AADL remains fiscally conservative in its planning due to anticipated property tax reductions. Questions were asked and answered.

City Council: CM Ramlawi reported Council approved moving forward to pre-entitle the 415 W. Washington site. Ms. Gibbs-Randall said there are considerable utility issues near this site which should
be considered as the pre-entitlement plan is assembled; Mr. Ramlawi said he would let Mr. Delacourt know. CM Lumm reported the City approved its FY21 budget, but a pandemic response plan has been put into effect. For instance, senior staff have taken pay cuts and any new hires are on-hold. CM Ramlawi shared that businesses are thankful for the DDA’s support through the curbside pick-up and the pilot curbside dining extended sidewalk/patio program.

**DDA:** Ms. Thomson reported on the DDA’s COVID-19 efforts. DDA continues to respond to requests for additional curbside pick-up locations. The DDA, City and merchant associations continue to collaborate on the pilot street closure and extended sidewalk/patio program. Ms. Thomson worked with the City Communications staff to create 500 posters and 100 yard signs promoting social distancing and mask wearing. The DDA and City’s Healthy Streets projects were approved by City Council on 7/6 and City and DDA staff are working to get this implemented by early August. The parking system is open and the DDA continues to monitor revenues. The First/Ashley project is moving forward; currently there is work underway on both the east and west sides of First Street.

**Planning Commission:** Ms. Gibbs-Randall reported that the Commission is currently reviewing a hotel project on Jackson Road. The new EV charging station ordinance will come to Council soon. The revised sign ordinance will be coming to Council soon as well.

**Washtenaw Community College:** Mr. Tucker reported WCC plans to open on August 31st with 80% online and 20% on-ground courses (e.g., labs). The incoming 35-37 police academy recruits will be attending on-ground with all appropriate health guidelines in place. WCC will remain fiscally cautious, anticipating enrollment to remain down for at least FY21. Enrollment reduction forecast is 5-6%.

**Public Comment:** None.

The next Affordable Housing/Economic Development Committee meeting (DDA only) is scheduled for August 12 at 9 am.

The meeting adjourned at 10:45 am.

Respectfully submitted,
Susan Pollay, Executive Director
## ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
### CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
### Wednesday, July 15, 2020 11:00 am

<table>
<thead>
<tr>
<th>Place:</th>
<th>Virtual Meeting: <a href="https://us02web.zoom.us/j/85764191319">https://us02web.zoom.us/j/85764191319</a> or by Phone: 1-877-853-5257 Meeting ID: 857 6419 1319 Password: 516979</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>11:00 a.m.</td>
</tr>
<tr>
<td>Committee Present:</td>
<td>Tyler Kinley, Jessica A.S. Letaw, Molly McFarland, Alex Dieck</td>
</tr>
<tr>
<td>Committee Absent:</td>
<td>Micah Bartelme, Darren McKinnon</td>
</tr>
<tr>
<td>Other DDA Present:</td>
<td>None</td>
</tr>
<tr>
<td>Staff:</td>
<td>Susan Pollay, Amber Miller, Maura Thomson, Liz Rolla, Jada Hahlbrock, Sara McCallum, Kelley Graves</td>
</tr>
<tr>
<td>Others Present:</td>
<td>Bob Doyle, Oliver Kiley/SmithGroup</td>
</tr>
<tr>
<td>Public:</td>
<td>None.</td>
</tr>
</tbody>
</table>

**Virtual Meeting Guidelines:** Ms. McFarland outlined the guidelines for electronic meetings as provided for in Governor Whitmer’s Executive Order #2020-129.

**Introduction and Check-in:** None.

**People Friendly Streets Phase 2:** Mr. Kiley and Ms. Miller went through a presentation which set forward values that would be used to select and guide future CIC projects: 1) Safe, comfortable downtown streets, 2) Equitable, just access for all, 3) Affordable and inclusive community, 4) Resilient, energy responsible downtown, 5) Vibrant and thriving local economy, 6) Responsible design and implementation, 7) Connected community with streets as civic space. Ms. Miller said this list had been assembled by a technical leadership team consisting of DDA, Housing Commission and Transportation, SmithGroup and Toole Design staff. Ms. McFarland asked if there was committee support as these will be the metrics by which future decisions will be made. Questions were asked and answered. After discussion there was committee support to take a resolution adopting these values to the board for approval. Ms. Letaw expressed appreciation for the immense effort that went into this presentation. She also asked that the committee be given a narrative on the key elements so she and other DDA members can serve as knowledgeable ambassadors in the community.

Ms. Miller stated that while COVID-19 has had impacts, the team plans to move forward with alternative ways of conducting public engagement for the next round of projects. The focus of the next CIC meeting will be on project types and opportunities related to infrastructure.
projects which support DDA goals of affordable housing, equitable access and mobility systems, and placemaking/business supportive/ flexible streets.

**Pandemic Response:** Ms. Miller reported the DDA has been working to create programs such as dining in parking spaces and street closures. After a delay, earlier this month City Council voted to approve the DDA and City pilot projects; the team is now working to implement these projects by early August. A report is due back to Council in October. Ms. Pollay gave kudos to Ms. Thomson for her work to create and distribute 500 posters and 100 exterior yard signs to encourage mask wearing and social distancing downtown.

**Projects Updates:** Ms. Rolla reported there are few punch lists items to complete on Huron. The First/Ashely project is underway with concrete sidewalk work on the east side of the street, electric conduit and installation of light pole bases on the west side of the street. Washington Street will be closed for one-day next week for conduit work. The watermain work north of Huron will begin in mid-August.

**Public Comment:** None.

The next Capital Improvements Committee meeting will take place Wednesday, August 19 at 11 am.

The meeting adjourned at 12:45 pm.

Respectfully submitted,
Susan Pollay, Executive Director
Executive Committee Meeting
Wednesday, July 1, 2020

Place: Virtual Meeting-Zoom link: https://us02web.zoom.us/j/86317983353 or by phone 1-877-853-5257 (US Toll-free) Meeting ID: 863 1798 3353 Password: 508900

Time: 11:00 a.m.

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon, Keith Orr, Susan Pollay

Absent: None

Others: Bob Guenzel, Phil Weiss

Other Staff: Kelley Graves, Sara McCallum

Public: Members of the public were on the Zoom meeting but did not identify themselves

Agenda Review. The Committee reviewed the July Board and Annual meeting agendas. Questions were asked and answered.

Engagement of DDA Auditors. Ms. Pollay noted that Yeo & Yeo had sent their annual engagement letter for the upcoming FY20 DDA audit.

New Business. Ms. Pollay said that she would announce to the board that she had decided her last days in the office before retirement would be around Thanksgiving. She recommended that DDA staff work with the Executive Committee to formulate the search process.

Public Comment. None.

Adjournment. There being no other business, the meeting adjourned at 11:30 am.

Respectfully submitted,
Susan Pollay, Executive Director
Affordable Housing: Ms. Hall said a feasibility analysis of 12 City properties is on the AAHC website. [https://www.a2gov.org/departments/Housing/Pages/Analysis-of-City-Owned-Properties-as-Affordable-Housing.aspx](https://www.a2gov.org/departments/Housing/Pages/Analysis-of-City-Owned-Properties-as-Affordable-Housing.aspx) Smith Group has led several meetings with the public to get input into how City-owned sites might be developed to include affordable housing. Of the sites, the most progress has been made with the former Y-Lot. City Council voted to authorize the creation of an entitlement plan for the site. The conceptual design is being refined and functional details are being worked out. Questions were asked and answered. Ms. Hall noted that discussions have included if/how to integrate the AAATA/TheRide bus staging on the first floor. Ms. Hall said optimally the project site plan may be ready for consideration by City Council in February 2021.

Planning for 415 W. Washington is also progressing. The location has multiple challenges including the Treeline, preserving the Chimney Swift habitat, Washington St traffic issues, and the floodway & floodplain. Brownfield financing with a private developer would be the most likely funding sources for this site, and it may or may not be financially feasible to include affordable housing units. Questions were asked and answered. Council authorized creating a pre-entitlement plan for this site, but it isn’t clear where the funding for planning would come from. Ms. Hall noted that this site would not qualify for millage funds if approved, as the ballot language excludes sites in flood ways/floodplains.

The next batch of City-owned sites to undergo community engagement will be 353 S. Main (Palio lot), Ashley & William (Kline lot) with 1st & William, 4th & Catherine, and 721 N. Main. 4th & Catherine would be an ideal location for affordable housing, but there is stakeholder opposition to losing this surface parking lot. The 353 S. Main St location would also be ideal for affordable housing; an early estimate is 25-40 units could be built on this site. There was discussion about whether or not first floor commercial should be included in a future project. In addition to downtown locations, two other sites being looked at are Fire Station #2 on Stadium and the AAHC site on S. Industrial.

Affordable Housing Millage: Ms. Hall reported Council unanimously approved placing an affordable housing millage on the November ballot; it would be 1 mill for 20 years. Approval of the millage would have a positive financial impact on the planning for City-owned sites.
**Lurie Terrace:** Ms. Hall said AAHC and the City are working to purchase Lurie Terrace. The property would be operated by the AAAHC, a non-profit 501C organization under the AAHC. The property has 136 apartments which provides much-needed below market-rate rental housing for households aged 62 years or older. Ms. Hall said 40% of the units would be reserved for households up to 60% of the Area Median Income, and 60% reserved for households up to 80% AMI, and all existing over-income tenants will be grandfathered in. Questions were asked and answered. The purchase price is $4,050,000, total project costs including the purchase are $5,336,400. AAAHC will apply for a HUD-insured 223(f) loan for the maximum amount supported by the current rents, which is estimated to be $4,017,400. The FY21 City budget includes $319,000 for the purchase, and $31,950 was provided by the A2 Area Community Foundation for pre-development due diligence. DDA is being asked for a grant for up to $1M to cover the balance of funding, with the actual DDA grant amount dependent on the interest rate that gets locked in at the time that HUD approves the loan. Several questions were asked and answered.

Ms. Pollay noted that in November 2018 the DDA approved a commitment of $745,000 from its Housing Fund to realize the goal of a substantial number of affordable housing units created by the redevelopment of the 350 S. Fifth Avenue property. Ms. McCallum said that to approve the AAAHC grant request, the DDA will need to temporarily utilize these funds with the understanding that the DDA will have the opportunity to replace these funds when it creates its FY22 budget. Mr. McKinnon said that it was important that the DDA retain its commitment of funds to the Ylot to ensure that the maximum number of affordable housing units will be built at this site; Ms. Letaw said she strongly agreed. Mr. Bartelme asked that the resolution include language stating the DDA’s resolve to safeguard its commitment of funds for the Ylot. Ms. Pollay said that she would work to include this language and would distribute a draft resolution to the Committee to ensure this is stated clearly. Comments indicated there was unanimous Committee support to put this forward to the Board and encourage DDA approval of this grant request.

**Public Comment:** None.

The next Affordable Housing/Economic Development Committee meeting (with Partners) is scheduled for September 9 at 9 am.

The meeting adjourned at 11:00 am.

Respectfully submitted,
Susan Pollay, Executive Director
ANNN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, August 19, 2020 11:00 am

Place: Virtual Meeting: https://us02web.zoom.us/j/89234768307 or by Phone:
1-877-853-5257 Meeting ID: 89234768307 Passcode: 905114

Time: 11:00 a.m.

Committee Present: Alex Dieck, Tyler Kinley, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon

Committee Absent: Micah Bartelme

Other DDA Present: None

Staff: Susan Pollay, Amber Miller, Maura Thomson, Liz Rolla, Jada Hahlbrock, Sara McCallum, Kelley Graves

Others Present: Bob Doyle, Oliver Kiley/SmithGroup, Addie Weber, Taylor Dennerlein/Toole Design

Public: Members of the public were on the Zoom meeting but did not identify themselves.

Virtual Meeting Guidelines: Ms. Dieck outlined the guidelines for electronic meetings as provided for in Governor Whitmer’s Executive Order #2020-154.

People Friendly Streets Phase 2: In their presentation Ms. Miller and Mr. Kiley reminded the group of the foundational values that had been agreed to by the Committee at the July meeting that would be used to guide DDA projects. They also reminded the group of the City’s key initiatives will help the DDA prioritize its efforts: the plan to build affordable housing on city properties, the recently approved A2 Zero Carbon Action Plan and the City’s Transportation Master Plan including its focus on Vision Zero goals. They then presented a set of DDA District maps showing where there were opportunities for the DDA to make an impact, including locations where watermains could be upsize or where there were bicycle route gaps. This helped underscore the location and benefit from the next round of People Friendly Streets projects.

CIP: Staff presented their recommendation that the DDA shift their project timelines one year. This will allow for better coordination with AAHC projects and it will enable more and better public engagement which right now isn’t possible during the pandemic. The downtown alley improvements and State Street improvements would shift to FY22 and the rest of People Friendly Streets Phase II will move to FY23. Questions were asked and answered. There was agreement to take this recommendation about the CIP timing to the Board for approval.
**Pandemic Response:** Staff reported that the City engaged a vendor, Cadillac, to install the street elements for the pilot projects which are aimed at providing social distancing space as well as using this time to examine how best to shape future projects. Because approvals were delayed Cadillac is now midway through a busy construction season so they are busy with other projects, but it is anticipated the installations will begin next week.

Ms. Thomson provided an overview of the Healthy Streets communications campaign focused on awareness, education and engagement. Information was included in both the DDA’s July and August newsletters and a Healthy Streets project page has been added to the PFS website. It includes a survey to gather feedback from the community. The City sent out a press release in early August. Ms. Thomson had door hangers and yard signs printed and delivered them to the pilot project areas to make everyone aware of the projects and explain where trash receptables should be placed during this time. An email was sent to all area associations and stakeholders in the pilot corridor. All communications include a QR code that links to the Healthy Streets’ page where people can provide feedback. Large educational signs like those created for the William Street Bikeway are being created. Staff is collaborating with the Bike Alliance of Washtenaw County and Common Cycle on pilot related events.

Ms. Thomson reported the City has extended the sidewalk extended patio pilot from August 23 to September 21st and the Sunday street closure end time from 10 pm to 12 midnight. The DDA has provided a total of $35,000 to-date to pay for 100 sidewalk occupancy permits to support downtown businesses. Thus far twenty-six businesses have applied for/been approved for extended patio space.

**Projects Updates:** Ms. Rolla reported the watermain is being installed at 1st and Huron; testing will be done next week. Installation of conduit and road paving south of Huron has been delayed because approval of the agreements with the railroad are still awaiting approval by the City Attorney’s office. Landscape maintenance on Huron is ongoing, including upcoming tree replacements. There are a few punch lists items to complete on William.

**Public Comment:** None.

The meeting adjourned at 12:25 pm.

Respectfully submitted,
Susan Pollay, Executive Director
Virtual meeting—Zoom link: https://us02web.zoom.us/j/81812203303 or Phone: 1-877-853-5227 (Mtg ID: 818 1220 3303  Password: 479338)

Time: 11 am

Committee Present: Robert Guenzel, Tyler Kinley, Darren McKinnon
Committee Absent: Phil Weiss
Other Board Mbrs: Jessica A.S. Letaw
Staff: Susan Pollay, Sara McCallum, Jada Hahlbrock, Maura Thomson, Amber Miller, Kelley Graves
Other Attendees: Mike McKiness/RPS, Chris Simmons/GetDowntown
Public: Members of the public were on the Zoom meeting but did not identify themselves.

Virtual Meeting Guidelines: Mr. McKinnon read the virtual meeting guidelines outlining the authority given to municipalities to hold electronic meetings for a period of time during the COVID-19 pandemic to conduct necessary business of public bodies as outlined in Governor Whitmer’s Executive Order #2020-154.

Parking System CIP Review: In her presentation, Ms. Hahlbrock reminded the group that the DDA’s goals and renewal plan principles and City goals inform which projects go into the Capital Improvements Plan (CIP). The Capital Improvements Committee approved its CIP recommendations at last week’s committee meeting. The CIP is not a commitment to spend funds. The budget and project approval process will still take place as normal. Ms. Hahlbrock shared the spreadsheet for FY2020-FY2025. Questions were asked and answered regarding whether to err more on the side of caution and keep the amounts unchanged due to the uncertainty of financial impacts on the DDA due to COVID-19. Ms. Miller noted and Ms. Hahlbrock agreed that next year’s CIP will reflect the budget impacts more closely. It was agreed to remove a proposed $5,200 increase for FY22. Staff were directed to bring forward a joint CIC and Operations Committee resolution to the Board for DDA projects to include in the CIP.

Structure Fencing-Forest: The installation of deterrent fencing on parking structures was deemed critical and $450,000 was included in the adjusted spending plan presented to the Board in May. The Forest structure is the next location in the queue to obtain fencing on the higher levels below the roof level. This structure is co-owned by the City (68%) and UofM (32%) and maintenance costs are shared proportionately. The agreement between the City/DDA and
the University points to the Parking Association manual as determining which projects to address and how, and deterrent fencing isn’t mentioned in this manual. Given that UofM has declined to share the cost of installing additional deterrent fencing at the Forest structure staff recommended moving forward with the deterrent fencing at Forest, even if the DDA were responsible for the entire cost. Questions were asked and answered. The design of the garage guard railing was shared as they make fencing installation more difficult; there was a suggest to explore removing this railing permanently. A preliminary rough estimate for the project is $300,00-400,000 based on available data and depending on whether cable or black vinyl is selected as the material. There was agreement to move forward, including further conversations with UofM regarding cost-sharing.

**Parking Equipment Installation:** Installation at the South Ann Ashley lot though slowed due to an issue with underground conduit was completed in early August. COVID-related supply chain delays have impacted delivery of equipment for the remaining installations which are being scheduled as the equipment arrives. The full system installation is still expected to be completed by the end of the calendar year.

**Annual Restoration Work:** Restoration work at Maynard, Ann Ashley, Library Lane, 4th & William and Forest deemed necessary is underway. The demo and replacement of the southeast stair tower at the 4th & Washington structure is scheduled to begin in September. Staff is working with the Building Department on a phasing and staging plan. Once the plan is completed, construction impacts and schedules will be communicated to the public through the DDA newsletter and outreach to the area associations, property owners, parking permit holders and validation accounts. Signage directing parkers to other parking locations will be placed at the structure.

**Parking Revenue Collections Process:** The Republic Parking team reached out in July to all permit accounts notifying them of revenue collection process and payment plan options. The deadline to contact RPS was August 7th, with 25% of the outstanding account balance due to set-up a payment plan. Sixty-three accounts with outstanding balances in July have now paid in full and six accounts have set-up payment plans. For those who did not respond, their permits were deactivated. If there is no contact with RSP by October, those accounts will be sent to collections. There is currently $264,000 in the 60-90 days past due category. Ms. Hahlbrock will provide an update at the September Operations Committee meeting. Mr. McKiness reported July occupancy was at 42%. While lower than the normal average occupancy rate it is an improvement from 31% average occupancy at peak periods in June. Staff will continue to monitor occupancy rates and revenue. Ms. McCallum will have FY20 year-end financials and a first look at FY21 revenues in September.

**Parking Operations:** MAVEN car share ceased operations at the end of June and removed their vehicles from DDA facilities. Zipcar has reduced its car share vehicles to two.
Parking Study: SmithGroup is working with the DDA and the AAHC to determine the impact on parking with the development of affordable housing on downtown city-owned sites. They are updating the 2015 parking study using historical data provided by RPS and will collect real-time data when the time is right to do so.

Transportation: Mr. Simmons reported transit fare collection was reinstated on August 2nd. Ridership and revenue information won’t be available until at least September. He shared the temporary service routes developed to meet customer needs and comply with health and safety guidelines. Public outreach would occur before these service changes would be made permanent. FlexRide will expand, replacing NightRide and HolidayRide. Ms. Pollay asked when the regular direct Route 4 service to downtown first will be reinstated; Mr. Simmons said that will be considered as data is collected on ridership and revenue and meanwhile riders are being directed to Route 3, 5 or 6 as alternates. The goPass! Renewals will begin on August 31st with distribution of passes in September. Communications will direct account designees to pick up their passes at the ticket counter at the BTC to comply with health and safety guidelines.

Public Comment: None.

The next Operations Committee meeting is scheduled for Wednesday, September 30 at 11 am.

The meeting adjourned at 12:25 pm.

Respectfully submitted by
Susan Pollay, Executive Director
Virtual Meeting Guidelines: Ms. Letaw read the virtual meeting guidelines outlining the authority given to municipalities to hold electronic meetings during the COVID-19 pandemic to conduct necessary business of public bodies as outlined in Gov. Whitmer’s Executive Order #2020-154.

Executive Director Transition Process: Ms. Letaw shared a draft resolution to be presented to the board which would authorize the Executive Committee to manage the executive director search process. Ms. Letaw also presented a draft document aimed at clarifying the board and Executive Committee roles during the search. For instance, all board members would participate in candidate interviews and would approve the selection of the preferred candidate, and the Executive Committee would facilitate bringing resolutions to the board. It was suggested that perhaps a workgroup consisting of 2 board members and 2 staff members could assist the process; after a robust discussion in which it was clear there wasn’t consensus on how many members and who should serve on this workgroup, Ms. Pollay suggested not creating a workgroup, but instead enabling the Executive Committee to oversee the process with staff assisting the search firm as needed. There was support for this recommendation. The committee agreed to bring the draft resolution to the Board, removing any reference to a workgroup.

Public Comment: Mr. Diephuis said he agreed with the committee’s decision not to establish a workgroup. He suggested the DDA reach out to City staff for input and support on the process. Ms. Letaw thanked Mr. Diephuis for his comments and stated that staff has been in contact with the City about this search.

Adjournment. There being no other business, the meeting adjourned at 11:52 am.

Respectfully submitted,
Susan Pollay, Executive Director
RESOLUTION TO APPROVE A GRANT FOR THE ACQUISITION & RENOVATION OF LURIE TERRACE
BY THE ANN ARBOR AFFORDABLE HOUSING CORPORATION

Whereas, In support of its mission the Ann Arbor DDA provides grants from its Housing Fund as part of its effort to support affordable housing both within and near downtown;

Whereas, Lurie Terrace includes two-buildings with 136 apartments located at 600 W Huron, which is within a quarter mile of the DDA District which provides much-needed below market-rate rental housing for households aged 62 years or older;

Whereas, The Ann Arbor Housing Commission (AAHC) has created a new non-profit entity called the Ann Arbor Affordable Housing Corporation (AAAHC) to acquire, renovate, and continue to manage the property as below-market rate rental housing for seniors aged 62 and older;

Whereas, AAHC has determined that 40% of the units will be reserved for households up to 60% of the Area Median Income, and 60% will be reserved for households up to 80% AMI, and all existing over-income tenants will be grandfathered in (approximately 10% of current residents);

Whereas, The purchase price is estimated to be $4,050,000; The development costs, which include soft costs such as legal, environmental testing, and approximately $60,000 in renovations, as well as the establishment of a reserve, are estimated to be $1,286,400 for a total of $5,336,400;

Whereas, AAAHC is applying for a HUD-insured 223(f) loan for the maximum amount supported by the current rent revenues, which is estimated to be $4,017,400;

Whereas, The FY21 City Council budget includes $940,000 to AAHC from the mental health millage, from which $319,000 was budgeted to acquire Lurie Terrace and $31,950 was provided from the Ann Arbor Area Community Foundation for pre-development due diligence;

Whereas, The AAHC is requesting up to $1 million from the Ann Arbor DDA to cover the balance of funding needed for this project, with the actual DDA grant amount dependent on the interest rate that gets locked in at the time that HUD approves the loan;

Whereas, In November 2018 the DDA approved a commitment of $745,000 from its Housing Fund to realize the goal of a substantial number of affordable housing units created by the redevelopment of the 350 S. Fifth Avenue lot, and subsequently provided a $25,000 grant to support the lot redevelopment process, thus the balance of the DDA’s commitment to this site is $720,000 and these funds are contained within the current Housing Fund fund balance;

Whereas, To approve the AAAHC grant request to purchase and renovate Lurie Terrace, the DDA will need to temporarily utilize these funds with the understanding that the DDA will have the opportunity to replenish $720,000 in TIF transfers to its Housing Fund as part its FY22 budget;

Whereas, The DDA’s Affordable Housing and Economic Development Committee has reviewed this grant request and recommends DDA approval;
RESOLVED, The DDA approves a grant of up to $1 million from its Housing Fund to the Ann Arbor Affordable Housing Corporation for the acquisition and renovation of Lurie Terrace; and

RESOLVED, The DDA reaffirms its commitment to realize the goal of a substantial number of affordable housing units created by the redevelopment of the 350 S. Fifth Avenue lot, including the intention to budget $720,000 in future TIF Fund transfers into its Housing Fund to realize this goal.
MEMO

TO: DDA Capital Improvements Committee
FROM: Amber Miller, DDA Capital Projects Manager
DATE: 7.15.2020
REGARDING: Adopting guiding values for People-Friendly Streets part 2

In December 2019, the DDA Board approved a $10M project budget for People-Friendly Streets Round 2 and initiated a planning process to help guide a second round of strategic infrastructure investments. Since this time, the pandemic has necessarily shifted focus to response and resiliency. Through these discussions, the compounding crises of climate change, housing, equity, and safe access have become more pronounced, as has the need for continued action. Infrastructure investments are a critical tool to continue addressing these elements of the DDA renewal plan. To further shape DDA Board priorities for the next round of street and infrastructure projects staff recommend adopting the following guiding values:

- Safe, comfortable downtown streets
- Equitable, just access for all people
- Affordable and inclusive community
- Resilient, energy responsible downtown
- Vibrant and thriving local economy
- Responsible design and implementation
- Connected community with streets as civic space

DDA staff worked with our partners in the Housing Commission, City Office of Sustainability and Innovations, and City Transportation Department to discuss challenges and opportunities to advancing key initiatives. These discussions and the corresponding community planning efforts shaped our draft values and recommendations.

**Action Recommended:** DDA staff recommend approving the below resolution to establish guiding values and provide staff clear direction on project priorities and areas of emphasis.

- Resolution to Adopt Project Values for People-Friendly Streets 2
**DDA Goals:** The project meets the following DDA Renewal Plan Principles.

<table>
<thead>
<tr>
<th>DDA Plan Principles/Goals</th>
<th>Advances Fully</th>
<th>Helps Support</th>
<th>Counter To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identity</td>
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<td>Infrastructure</td>
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<td>Business Encouragement</td>
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<td>Housing</td>
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<td>Development Partnerships</td>
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<td>Community Services</td>
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<td>Sustainability</td>
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</tbody>
</table>
RESOLUTION TO ADOPT PROJECT VALUES FOR PEOPLE-FRIENDLY STREETS 2

Whereas, The DDA’s Development Plan highlighted identity, infrastructure, transportation, sustainability, and housing as key strategy areas, and included transformative and strategic street projects as important tools to achieve DDA goals;

Whereas, In December 2019 the DDA Board approved a $10M project budget for People-Friendly Streets Round 2 and initiated a planning process to help guide a second round of strategic infrastructure investments;

Whereas, To establish project priorities, provide clear direction to staff, and guide decision making, the DDA Capital Improvements Committee recommends adopting the following project values:

- Safe, comfortable downtown streets
- Equitable, just access for all people
- Affordable and inclusive community
- Resilient, energy responsible downtown
- Vibrant and thriving local economy
- Responsible design and implementation
- Connected community with streets as civic space

RESOLVED, The DDA Board approves the above values to guide People-Friendly Streets Part 2;

RESOLVED, That staff use these values to shape recommended CIP projects and bring recommendations back to the DDA Board for approval.
MEMO
TO: DDA Board
FROM: Amber Miller, DDA Capital Projects Manager and Jada Hahlbrock, Parking Services Manager
DATE: 8.26.2020
REGARDING: DDA Capital Projects & City CIP 2022-2026

The City of Ann Arbor Capital Improvements Plan (CIP) is used as a tool to implement the City Master Plan and assist in the City’s financial planning. The CIP outlines a schedule of public expenditures for a six-year period. It does not address all of the capital expenditures for the City, but provides for large, physical improvements that are permanent in nature and that are needed for the functioning of the community, including transportation, parks, utilities, and municipal facilities improvements. The CIP provides a list of high value capital budget items or projects for inclusion in the proposed Capital Budget or the proposed Operations and Maintenance (O & M) Budget of the City’s Annual Budget Document. The CIP is updated annually.

In 2013, City ordinance was modified to require the DDA to include its capital projects and budgets in the City CIP. As DDA staff prepare recommended capital projects, they work to ensure alignment with the DDA Development Plan and a high level of coordination with partner agencies. The CIP process occurs every fall, bringing together staff across City units and agencies. Board support allows staff to ensure that near-term capital projects are reflected in the City CIP and that collaborative discussions inform long-term project scheduling and planning. Staff discussions occur September – December, followed by Planning Commission approval in December/January, and City Council approval in May.

**Action Recommended:** DDA staff recommend approval of the attached resolution and capital projects for inclusion in the City CIP.

**DDA Goals:** The project meets the following DDA Renewal Plan Principles.

<table>
<thead>
<tr>
<th>DDA Plan Principles/Goals</th>
<th>Advances Fully</th>
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<td>Development Partnerships</td>
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<td>Construction FY Start</td>
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<tr>
<td>Street Construction</td>
<td>First &amp; Ashley &amp; William (F+A Kingsley to Madison Two Way Restoration)</td>
<td>New Construction &amp; Replacement</td>
<td>2019 &amp; 2020</td>
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<td></td>
<td>Downtown Alley Improvements</td>
<td>Other</td>
<td>2021</td>
</tr>
<tr>
<td></td>
<td>People-Friendly Streets 2</td>
<td>New Construction &amp; Replacement</td>
<td>2022</td>
</tr>
<tr>
<td></td>
<td>State St (Washington to William) Streetscape and Sidewalk Expansion</td>
<td>New Construction &amp; Replacement</td>
<td>2022</td>
</tr>
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<td><strong>Total Street Construction</strong></td>
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<tr>
<td>Other Transportation</td>
<td>Annual DDA General Capital Improvements and Maintenance</td>
<td>Capital Maintenance</td>
<td>Annual</td>
</tr>
<tr>
<td></td>
<td>Huron</td>
<td>New Construction &amp; Replacement</td>
<td>2019</td>
</tr>
<tr>
<td><strong>Total Other Transportation</strong></td>
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</table>
### Ann Arbor DDA
**FY2022-2027 TIF -Funded Projects**

<table>
<thead>
<tr>
<th>Category</th>
<th>Project</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
<th>FY24</th>
<th>FY25</th>
<th>FY26</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Con: First &amp; Ashley &amp; William (F+A Kingsley to Madison Two Way Restoration)</td>
<td>$4,922,337</td>
<td>$554,702</td>
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<td></td>
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<td>$5,477,039</td>
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<td></td>
<td>Downtown Alley Improvements</td>
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<td>$700,000</td>
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<td>People-Friendly Streets 2</td>
<td>$451,274</td>
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<td>$5,851,274</td>
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<td>State St (Washington to William) Streetscape and Sidewalk Expansion</td>
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<td>$1,620,000</td>
<td>$1,080,000</td>
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<td>$3,021,734</td>
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<td><strong>Total Street Construction</strong></td>
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<td>$6,395,345</td>
<td>$3,574,702</td>
<td>$2,080,000</td>
<td>$1,000,000</td>
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<td>$15,050,047</td>
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<tr>
<td>Other Tran</td>
<td>Annual DDA General Capital Improvements and Maintenance</td>
<td>550,000</td>
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<td>3,300,000</td>
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<td>Huron</td>
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<tr>
<td><strong>Total Other Transportation</strong></td>
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<td>650,000</td>
<td>550,000</td>
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<td>550,000</td>
<td>550,000</td>
<td>3,400,000</td>
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</tbody>
</table>

Capital planning, design, and construction typically extend beyond a single fiscal year. As a result, the DDA capital project schedule reflects estimated expenditures per year and is approved without regard to fiscal year.
### Ann Arbor DDA

#### Parking System Projects

**FY2022-2026**

<table>
<thead>
<tr>
<th>Project</th>
<th>FY21</th>
<th>FY22</th>
<th>FY23</th>
<th>FY24</th>
<th>FY25</th>
<th>FY26</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Equipment</td>
<td>3,500,000</td>
<td>200,000</td>
<td>546,000</td>
<td>563,000</td>
<td>580,000</td>
<td>500,000</td>
<td>5,889,000</td>
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<tr>
<td>Electric Vehicle Charging Stations</td>
<td>60,000</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
<td>2,060,000</td>
<td></td>
</tr>
<tr>
<td>4th and Washington Parking Structure</td>
<td>1,409,000</td>
<td>570,000</td>
<td>500,000</td>
<td>716,000</td>
<td>719,800</td>
<td>3,414,800</td>
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<tr>
<td>4th and William Parking Structure</td>
<td>67,700</td>
<td>574,000</td>
<td>500,000</td>
<td>641,700</td>
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<td></td>
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<tr>
<td>Ann Ashley Parking Structure</td>
<td>300,000</td>
<td>773,000</td>
<td>934,000</td>
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<td></td>
<td>2,007,000</td>
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<td>ePark Pay stations</td>
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<td>1,832,000</td>
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<td>First and Washington Parking Structure</td>
<td>424,000</td>
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<td>80,900</td>
<td>1,774,900</td>
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<tr>
<td>Forest Parking Structure</td>
<td>658,000</td>
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<td>2,090,000</td>
<td>498,200</td>
<td>3,246,200</td>
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<tr>
<td>Liberty Square Parking Structure</td>
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<td>649,000</td>
<td>591,000</td>
<td>621,000</td>
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<td>Library Lane Parking Structure</td>
<td>243,000</td>
<td>409,000</td>
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<td>1,628,000</td>
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<td>2,280,000</td>
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<td>Maynard Parking Structure</td>
<td>579,000</td>
<td>695,000</td>
<td>822,000</td>
<td></td>
<td>690,000</td>
<td></td>
<td>2,786,000</td>
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<td>Curb Management Study</td>
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<td>Parking Facilities General</td>
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<td>67,000</td>
<td>69,000</td>
<td>71,000</td>
<td>73,000</td>
<td>743,000</td>
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<tr>
<td>Parking Structures Elevators</td>
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<td>162,000</td>
<td>169,000</td>
<td>175,000</td>
<td>182,000</td>
<td>180,000</td>
<td>1,024,000</td>
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<tr>
<td>Parking Structures Fencing</td>
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<td>350,000</td>
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<td></td>
<td></td>
<td>800,000</td>
</tr>
<tr>
<td><strong>Total Parking Projects</strong></td>
<td>7,848,700.00</td>
<td>4,390,000.00</td>
<td>4,590,000.00</td>
<td>6,238,000.00</td>
<td>4,730,000.00</td>
<td>3,362,900.00</td>
<td>31,159,600.00</td>
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</tbody>
</table>

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RESOLUTION TO SUPPORT THE DDA CAPITAL PROJECTS FOR INCLUSION IN THE CITY CIP FOR FY 2022

Whereas, Ann Arbor code Chapter 7, Ord. No. 13-28, § 3 requires that the DDA submit their capital projects for inclusion in the City’s Capital Improvement Plan (CIP);

Whereas, Upon adoption by the City Planning Commission, the CIP becomes a supporting document for the City’s master plan; and the CIP is also used as the source document for the DDA’s capital budget planning as well as City’s capital budget planning;

Whereas, The DDA’s capital projects reflect the DDA Renewal Plan values; and inclusion in the City CIP process ensures coordination with the City;

Whereas, The DDA’s Capital Improvement and Operations Committees have reviewed the DDA’s updated capital projects and recommend inclusion in the City’s CIP;

RESOLVED, The DDA Board accepts the recommendation of its Capital Improvement and Operations Committees and supports the inclusion of these projects in the City’s CIP.
RESOLUTION AUTHORIZING THE DDA EXECUTIVE COMMITTEE TO OVERSEE THE SEARCH FOR THE NEXT DDA EXECUTIVE DIRECTOR

Whereas, The DDA Bylaws set forward that the DDA Executive Committee may make recommendations to the Board and shall perform such other duties as specified by the Board;

Whereas, This year the DDA must pursue a search for its next Executive Director;

RESOLVED, The DDA Board authorizes its Executive Committee, with such board and staff input as may be useful, to carry out tasks relating to this selection process, including but not necessarily limited to such matters as creation of a job description and a timeline and providing continuing advice to the Board regarding the process.
Parking & Transportation Report August 2020

Parking

Annual Restoration & Maintenance
The annual structure restoration and maintenance work got underway in July. As a reminder, recognizing the potential COVID-19 impacts to parking revenues, the scope and cost for this year’s work was reduced. What is underway are those repairs that were determined to be necessary; other scheduled work was deferred to future years. Roof level joint and sealant work is currently underway at the Maynard & Ann Ashley structures. Upcoming work will include small quantities of concrete repairs at Library Lane and 4th & William, and coating repairs at the 4th & William SW stairwell.

This fall work will take place in the SE stair tower at 4th & Washington to repair deterioration and replace the stair treads, risers and landing areas. The team is working with City building officials to develop a phasing and staging plan. This is complicated given that the structure has only 1 elevator. Stair and elevator closures will mean much-reduced parking availability during most of the project as recommended by the Building Official. Once the details have been finalized, construction impacts and schedule will be communicated to the neighborhood and users.

Parking Equipment
Installation of the new TIBA parking equipment began in August at the South Ashley lot. Complications arose during the underground conduit installation which caused delays, but the equipment is in and working well. COVID-related supply chain impacts have delayed delivery of some of the new equipment components. As complete orders are received, installation will continue in other locations. It is still our hope that installations at all locations will be completed this calendar year.

Car Share
The General Motors car share program MAVEN ceased operations this spring and MAVEN cars were removed from DDA garages at the end of May. Since the beginning of the year Zipcar reduced the number of its vehicles in the DDA parking system from 8 vehicles to 2 vehicles. Remaining Zipcars are located at Library Lane and First & William.

Parking Study Update
Smith Group is underway with efforts to shape plans for how affordable housing might be constructed on the various downtown City-owned parking lots. A related element of their work is an update to a 2015 parking study to help assess what the impact might be if some or all of the parking spaces are removed when individual lots are redeveloped. DDA and RPS staff have been coordinating with the consultants working on the parking study update. Although the current parking situation does not lend itself to useful data collection and analysis, RPS staff has been able to provide the requested historical data.
Meters
Meter staff has been busy coordinating meter bags for the various downtown Healthy Streets social distancing initiatives which include weekly street closures, pick-up/delivery spaces, sidewalk patio extensions, and the pilot projects. Normal routine maintenance across the epark system is back on schedule following earlier COVID-related interruptions.

Parking System Maintenance & Operations
Parking system staff is adapting well to the new workplace guidelines and expectations. RPS maintenance and operations supervisors are monitoring levels of service and maintenance standards following staffing reductions.

Transportation

Bike Parking
Current rentals-August 2020:
- Bike Locker Rentals: 5 rentals of 10 available lockers (50%)
- Maynard Bike House Rentals: 9 of 28 spaces (32%)
- Ann Ashley Bike House Rentals: 39 of 27 spaces (144%)