1. Roll Call: Micah Bartelme, Steve Brummer, Alexandra Dieck, Milton Dohoney, Tyler Kinley, Jessica A. S. Letaw, Jonathan Massey, Darren McKinnon, Mike Michelon, Thressa Nichols, Danielle Vaughn

2. Approval of the Board Meeting Agenda

3. Public Comment (4 people maximum, 4 minutes each)
   1.
   2.
   3.
   4.

4. Reports from City Boards and Commissions

5. Executive Director Report

6. DDA Members Communications

7. Approval of April Minutes (Pages 2-10)

8. Subcommittee Reports
   A. Finance Committee – M. Bartelme
      · Resolution to Put Forward an Amendment to the Fiscal Year 2023 Budget (Pages 11-13)
      · Resolution to Approve Interagency Agreement for Collaborative Technology and Services (Pages 14-20)
      · Financial Overview Presentation Discussion
      · Next Committee meeting: Thursday, May 25 at 9 am
   B. Operations Committee – D. McKinnon
      · Resolution to Provide a Grant to Fund the Go!Pass and the GetDowntown Program for FY 2024  (Pages 21-22)
      · Resolution to Approve a Parking Accounts Receivable Collection Policy (Pages 23-25)
      · Quarterly Revenue Report (Pages 28-32)
      · Parking System Updates
      · Next Committee meeting: Wednesday, June 28 at 11 am
   C. Capital Improvements Committee – A. Dieck
      · Resolution to Approve an Agreement with Wade Trim Associates, Inc. for Engineering and As-needed Services (Pages 26-27)
      · Project Updates
      · Next meeting: Wednesday, May 17 at 11 am
   D. Affordable Housing/Economic Development Committee – T. Kinley
      · Next meeting: Wednesday, May 10 at 9 am (with Partners)
   E. Executive Committee –T. Kinley
      · Next Committee meeting: Wednesday, June 7 at 11:30 am

9. New Business

10. Public Comment (4 minutes each)

11. Adjournment
ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
Wednesday, April 5, 2023

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104
Time: 12:05 pm

ROLL CALL

Present: Micah Bartelme, Alex Dieck, Milton Dohoney, Tyler Kinley, Jessica A.S. Letaw, Jonathan Massey, Darren McKinnon, Mike Michelon

Absent: Steven Brummer, Thressa Nichols, Danielle Vaughn

Staff: Maura Thomson, Interim Executive Director / Communications Manager
      Sara McCallum, Deputy Director/Accounting Director
      Jada Hahlbrock, Parking Services Manager
      Amber Miller, Capital and Private Projects Manager
      Kelley Graves, Management Assistant/Board Secretary
      Hayett Chater, Accounts Payable and Procurement Specialist

Others: Mike McKiness/PCI, Peter Honey/DACAC

Public: Other members of the public were in attendance

APPROVAL OF BOARD MEETING AGENDA

Mr. Bartelme moved and Ms. Letaw seconded the motion to approve the agenda.

A vote on the motion showed:
Ayes: Bartelme, Dieck, Dohoney, Kinley, Letaw, Massey, McKinnon, Michelon
Nays: None
Absent: Brummer, Nichols, Vaughn
The motion was approved.

PUBLIC COMMENT

None.

REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Honeyman said Ann Arbor builders and developers Ron Mucha, Jim Chaconas, Bill Kinley, and Bill Milliken spoke with the group about residential and commercial development in Ann Arbor. The discussion included workforce housing, economic diversity, high development costs, and impact of short- and medium-term transience on downtown residential community. Per Mr. Honeyman, the DACAC “...invites the DDA and City Council to study creative financing options to help address the challenges of building affordable workforce and market-rate housing in Ann Arbor.”

EXECUTIVE DIRECTOR REPORT

Ms. Thomson shared an example of the new mental health crisis contact information signs posted in all of the parking structures. There are posters, postcards, and magnets. Businesses have reached out for materials to display as well. The DDA’s FY24 budget presentation is available to watch on the City’s website. Ms. Thomson announced that the DDA received an award from the Michigan Chapter of the American Council of Engineering Companies for the First and Ashley project. She commended Amber
Miller for her leadership of the project. Ms. Thomson said DDA staff participated in the City’s DEIAJ+ Acronym training with Laura Orta, the City’s new Director of Organizational Equity, and plans to continue with monthly DEIAJ+ training sessions.

**DDA MEMBER COMMUNICATIONS**

Mr. Dohoney said a national search is underway for the open Chief of Police position. He will be presenting the FY24 budget to Council on April 17th. It will be voted on May 15. The City is working on the 12-month long celebration of the City’s 200th birthday in 2024.

**APPROVAL OF MINUTES**

Ms. Dieck moved and Mr. Michelon seconded a motion to approve the March minutes.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Dohoney, Kinley, Letaw, Massey, McKinnon, Michelon

Nays: None

Absent: Brummer, Nichols, Vaughn

The motion was approved.

**SUBCOMMITTEE REPORTS-OPERATIONS COMMITTEE**

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

**RESOLUTION TO APPROVE A CONTRACT FOR FENCING AND BARRIER CABLE INSTALLATION AT PARKING STRUCTURES**

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

Whereas, In October 2017 the DDA Board approved a project budget of $400,000.00 to be used for suicide deterrence efforts in the parking structures and with those dollars chain-link fencing was installed on the roof tops of six parking structures, as well as some levels below the roof-tops;

Whereas, Additional work in 2018, 2019, 2020, and 2021 added fencing or cable barriers at many below roof-top levels across the system;

Whereas, Remaining work includes continuing to add fencing or cable barriers at below roof-top levels and this work will be overseen by DDA engineers;

Whereas, A Request for Proposal for this work was distributed to qualified companies and posted publicly, and one company submitted a proposal;

Whereas, DDA staff determined that the proposal from Future Fence was responsive, with a cost of $722,770.29;

Whereas, DDA engineers followed up with Future Fence to review the response and after discussion arrived at a cost of $713,511.93;

Whereas, There is budget capacity in fiscal years 2023 and 2024 for this work;

Whereas, the Operations Committee recommends DDA Board approval;
RESOLVED, The DDA Board approves the selection of Future Fence as contractor for parking structure lower level fencing and cable barrier work with a contract amount of $713,511.93;

RESOLVED, That a contract contingency amount of $71,351.00 be established within the project budget and that the Parking Manager be authorized to approve additional change orders to the construction contract with Future Fence not to exceed $784,862.93 to be paid from the Parking CIP Fund;

RESOLVED, That the DDA Executive Director is authorized to sign the contract with Future Fence.

A vote on the resolution showed:
Ayes: Bartelme, Dieck, Dohoney, Kinley, Letaw, Massey, McKinnon, Michelon
Nays: None
Absent: Brummer, Nichols, Vaughn
The resolution was approved.

Curb Management Study: Mr. Massey said Walker Consultants provided an update to the Committee on the work done to-date for the study. A curb pilot is underway on S. Forest. The next steps include a pilot analysis, curb typologies, pricing analysis, the curbside toolkit, and the final plan to be delivered to DDA staff and then shared with the Operations Committee and Board.

Parking System Rate Study: Initial steps for the parking system study are underway.

The next Operations Committee meeting is scheduled for Wednesday, April 26 at 11:00 am.

SUBCOMMITTEE REPORTS-CAPITAL IMPROVEMENTS COMMITTEE

Project Update - State Street: Ms. Dieck said that between North University and Liberty, the contractor is grading and preparing for concrete work next week. The underground work is shifting to watermain installation between Liberty and Washington. Overall, the contractor has been meeting their schedule. More information is expected next week to understand if this week’s weather has affected the schedule.

COVID-19 Impact and Recovery Report: Ms. Miller presented a report completed by 4Ward Planning for the DDA related to downtown benchmark data with insights ranging from the pandemic impacts through recovery and beyond. The report shows a snapshot in time of trends, the need for more public funding for affordable housing and for more downtown residents to keep the community vibrant and growing. Questions were asked and answered.

The next Capital Improvements Committee meeting is scheduled for Wednesday, April 19 at 11:00 am.

SUBCOMMITTEE REPORTS-FINANCE COMMITTEE

Mr. Bartelme expressed the importance of the Board spending focused time discussing the DDA’s financial status and planning for the future. Staff will prepare information for discussion at the Finance Committee.

The next Finance Committee meeting is scheduled for Thursday, April 27 at 9:00 am.
SUBCOMMITTEE REPORTS–AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE

Mr. Kinley provided a summary of the Partner reports from the last Committee meeting. The Library had Epic MRA conduct a survey of its community base. The survey results show support for renovating the current main library versus replacing/building new. There is support for partnering with a developer for mixed-use development with the Library on the main levels and a mix of housing on the upper levels. The 121 Catherine project went to the Planning Commission about three weeks ago. The 350 S. Fifth Avenue project is in the schematic design phase. CM Cornell provided an overview of the Economic Development Corporation, of which she is a member. Ms. Thomson provided DDA updates.

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, April 12 at 9:00 am.

SUBCOMMITTEE REPORTS–EXECUTIVE COMMITTEE

Mr. Kinley said the Committee discussed the Executive Director search, creating a debrief document of the previous search, and reviewing statute for the purpose of informing process. Ms. McCallum and Ms. Thomson noted that staff is available to assist with those steps as well as the larger process. Mr. Kinley brought forward staff’s suggestion of scheduling a DEI training session for the Board. There was a consensus to work on scheduling a session.

The next Executive Committee meeting is scheduled for Wednesday, May 3 at 11:30 am.

NEW BUSINESS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Mr. Bartelme moved and Mr. McKinnon seconded the motion to adjourn.

A vote on the motion showed:
Ayes: Bartelme, Dieck, Dohoney, Kinley, Letaw, Massey, McKinnon, Michelon
Nays: None
Absent: Brummer, Nichols, Vaughn
The motion was approved.

The meeting adjourned at 12:48 pm

Respectfully submitted, Kelley A. Graves, Board Secretary
Executive Committee Meeting
Wednesday, April 5, 2023

Place: DDA Office, 150, S. Fifth Ave., Suite 301, Ann Arbor, MI 48104

Time: 11:30 am

Present: Micah Bartelme, Kelley Graves, Tyler Kinley, Jessica A.S. Letaw, Maura Thomson

Staff: Sara McCallum

Public: Peter Honeyman/Resident

Executive Director Search: The Committee discussed the Executive Director search, creating a debrief document of the previous search, and reviewing statute for the purpose of informing process. McCallum and Ms. Thomson noted that staff is available to assist with those steps as well as the larger process.

DEIAJ+ Training: Ms. Thomson provided a summary of the City’s DEIAJ+ Acronym training session the staff participated in with the Director of Organizational Equity. She suggested scheduling a DEI training session for the Board.

DDA Financial Status and Planning: Mr. Bartelme expressed the importance of the Board spending focused time discussing the DDA’s financial status and planning for the future. Ms. Thomson said she thinks this process is linked to discussing the DDA renewal. Staff will prepare information for discussion at Finance Committee.

Public Comment: Mr. Honeyman said he would like to see the DACAC have an opportunity to weigh-in on the Executive Director search.

Adjournment: There being no other business, the meeting adjourned at 11:50 am.

Respectfully submitted,
Kelley A. Graves, Board Secretary
# ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
## CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
### Wednesday, April 19, 2023

**Place:** DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI  48104  
**Time:** 11:00 am  
**Committee Present:** Alex Dieck, Tyler Kinley, Jessica A.S. Letaw  
**Committee Absent:** Darren McKinnon  
**Staff:** Amber Miller, Maura Thomson, Kelley Graves, Sara McCallum, Shelby Mistor, Hayett Chater, Jada Hahlbrock  
**Guests:** Bob Doyle, Lindsay Fercho/SmithGroup, Felipe Uribe, Carmelle Tremblay/Wade Trim  
**Public:** None  

### Fourth Avenue Design Update
This is a cost-share project with the City and the AAATA. Staff and the consultants from SmithGroup provided an overview of the project, the concept plan next steps, and the proposed schedule. Key elements include widening the sidewalks from 12’ to 16’, improving the comfort of transit customers, installing larger bus shelters, the infrastructure in support of the future affordable housing development at 350 S. Fifth Avenue, improved lighting, and the addition of crosswalks. Infrastructure work will include upsizing the watermain to the north and installation of expanded storm water infiltration. The final layout and project elements will be determined through the remainder of the design process. The team conducted a public engagement session at the BTC, distributing surveys, providing information about the project to transit customers, and getting their feedback.

### State Street Construction Update
Staff and the consultants from Wade Trim provided updates. Watermain work between North University and Liberty is anticipated to be completed this week. Next steps include streetlight electrical work and brick installation. The watermain work between North University and Huron is expected to be done in the next few weeks, followed by the storm sewer work. As of now, the project is on schedule.

### TIF Project Schedule Updates
Ms. Thomson and Ms. Miller met virtually with representatives from the Grand Rapids and Traverse City DDA’s. Ms. Miller shared a comparison between the two cities and Ann Arbor in terms of size, responsibilities, and funding sources. There is similarities in the message and values, and the use of TIF revenue. There are also common challenges in the misconception about the role of the DDA and TIF use. Questions were asked and answered.

### Engineering As-Needed Services Resolution
Staff recommended bringing to the Board a resolution to approve an agreement with Wade Trim Associates for engineering and as-needed services. There was consensus among the Committee members to bring it to the Board.

### Public Comment
None.

The meeting adjourned at 12:05 pm.

Respectfully submitted,  
Kelley A. Graves, Board Secretary
Parking System Financials: The third-quarter parking system financials were shared with the Committee. Ending FY23 revenues are anticipated to be higher than budgeted. A resolution seeking a budget amendment is coming to the Finance Committee tomorrow.

Parking System Rate Study: Staff meets regularly with the Fishbeck team providing information, goals, and assumptions for the study. Ms. Hahlbrock said a modeling tool is being developed and will be shared with the Committee when ready.

Go!Pass Funding Request: Ms. Webb and Ms. Reed presented an overview of the go!pass program and the funding request for FY2024. Questions were asked and answered. There was consensus to bring the resolution to fund the go!pass program for FY2024 to the Board.

AirRide/Michigan Flyer Discounted Parking at 4th & William: Ms. Hahlbrock presented an overview of the DDA’s discounted parking program at 4th & William for AirRide/Michigan Flyer patrons. The Committee discussed whether to continue the program. There was consensus for Staff to work with the appropriate parties to work towards discontinuing this program.

Parking System Restoration: The construction and bid documents are being prepared by Fishbeck. The bid will be released in May. The focus this year will be on previously deferred concrete work at 4th & William, and repairs and sealants at Library Lane. The remaining restoration funds for this year will be used to make needed repairs to the Liberty Square stairwells. Questions were asked and answered.

Parking System Accounts Receivable Collection Policy: Staff recommends formalizing the parking operator accounts receivable process with a collection policy. Questions were asked and answered. There was consensus to bring the resolution to approve an accounts receivable collection policy to the Board.

New Business: None.
Public Comment: None

The meeting adjourned at 12:20 pm.

Respectfully submitted by:
Kelley A. Graves, Board Secretary
Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104

Time: 9:00 am

Committee Present: Micah Bartelme, Mike Michelon

Others Present: Tyler Kinley

Staff: Sara McCallum, Jada Hahlbrock, Kelley Graves, Maura Thomson, Hayett Chater

Public: None

Expense Registers: The Committee reviewed and approved the May 2022 through March 2023 expense registers.

Third-Quarter Financial Statements: Ms. McCallum presented the DDA’s third quarter financial statements. Questions were asked and answered.

Budget Amendment Resolution: Ms. McCallum reported the FY23 actual parking revenues are at 84% of budget as of 3rd quarter, which increased the directly-correlated expenditures (20% to City and credit card fees). A budget amendment is required by State guidelines for the DDA to meet its obligations to the City and others. The Committee agreed to bring the Resolution to Put Forward to City Council an Amendment to the DDA FY23 Budget to the board.

IT Services Agreement Resolution: The DDA has been working with City IT regarding transitioning its IT services to the City. Ms. McCallum and Ms. Thomson noted the cost variance between the DDA’s current IT service and the City is minimal and far outweighed by the numerous benefits, including access to needed software, enhanced security protocols, and dollars remaining in Ann Arbor. The Committee agreed to bring the Resolution to Approve Interagency Agreement for Collaborative Technology and Services to the board.

Financial Overview Presentation Discussion: Ms. McCallum presented an overview of the DDA’s post pandemic financial status, including a recovery framework. Ms. Hahlbrock provided an overview of the Parking System and TIF system planning and the project timelines. The presentation provided an overview of staff’s current efforts and next steps. Questions were asked and answered.

Public Comment: None.

Next Meeting: The next Finance Committee meeting is scheduled for Thursday, May 25, 2023 at 9am.

The meeting adjourned at 10:15 am.

Respectfully submitted by: Kelley A. Graves, Board Secretary
TO: Members of the Ann Arbor DDA Finance Committee
FROM: Sara McCallum, Deputy Director
ITEM: FY23 Budget Amendment – to put forward to City Council
MEETING DATE: April 27, 2023 at 9:00 AM

Presented for your consideration is an FY23 budget amendment for the Parking Fund.

You may recall that when the FY22 and FY23 budgets were developed in February of 2021, we discussed that due to the uncertainty of the post pandemic effects on parking activities, a conservative approach to estimating revenues was implemented.

While revenues can exceed the budget without triggering the need for an amendment, expenditures cannot. The Michigan Uniform Budget Manual requires that legislative bodies amend their budgets as soon as they become aware that their actual expenditures will exceed budgeted limits.

The parking system has two expenditure items that are directly affected by revenue levels – the City 20% payment, and credit card fees. When the original budgets were considered, we discussed that these line items may need to be amended if revenues came in high. The FY22 budget for these items was amended last year, and an analysis of these items for FY23 indicates that an amendment is needed for this year as well.

An analysis and amendment calculation is attached for your review. The amendment affects the parking fund only. The net effect is an increase to fund balance of approximately $2.8 million.

A resolution to put forward this resolution to City Council is also included for your review. Budget amendments follow the same 3-step approval process as the adoption of the original budget – 1) the DDA Board puts the amendment forward to City Council, 2) City Council approves it, and 3) it returns for adoption by the DDA Board.

ACTION REQUESTED:

Review the budget analysis and recommend the Resolution to Put Forward an Amendment to the FY23 Budget to the DDA Board at the May 3 meeting.
### Ann Arbor DDA

#### Budget Analysis and Amendment Calculation

#### FY23 Parking Fund

<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
<th>FY23 Budget</th>
<th>3/31 Actual</th>
<th>YTD %</th>
<th>Balance Remaining</th>
<th>4th Qtr Projection</th>
<th>Calculated Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td>Parking Revenues</td>
<td>17,784,100</td>
<td>14,862,500</td>
<td>84%</td>
<td>2,921,600</td>
<td>6,500,000</td>
<td>3,578,400</td>
</tr>
<tr>
<td></td>
<td><strong>Budget Amendment - Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,578,400</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td>City 20% Payment</td>
<td>3,580,000</td>
<td>2,960,900</td>
<td>83%</td>
<td>619,100</td>
<td>1,300,000</td>
<td>680,900</td>
</tr>
<tr>
<td></td>
<td>Credit Card Charges</td>
<td>895,000</td>
<td>695,200</td>
<td>78%</td>
<td>199,800</td>
<td>325,000</td>
<td>125,200</td>
</tr>
<tr>
<td></td>
<td><strong>Budget Amendment - Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>806,100</td>
</tr>
<tr>
<td></td>
<td><strong>Net Amendment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,772,300</td>
</tr>
</tbody>
</table>

**Note:**

The City 20% Payment and Credit Card Fees are expenditures that are directly related to revenue levels. Parking revenues at 3/31/23 are 84%, compared to the anticipated 75% at this point in the year. 4th Quarter revenues are anticipated to be as much as $6.5M (high end estimate). Related expenditures are anticipated to be 25% of revenues. A budget amendment is needed to allow the DDA to meet it’s expenditure obligations to the City and others.
RESOLUTION TO PUT FORWARD AN AMENDMENT TO
THE FISCAL YEAR 2023 BUDGET

Whereas, PA 57 of 2018 requires that the Director of the Authority prepare and submit for the approval of the DDA Board a budget for the operation of the Authority for the ensuing fiscal year;

Whereas, Before the budget may be adopted by the board, the statute requires that it be approved by the governing body of the municipality before final adoption by the DDA Board;

Whereas, The DDA did completed the budget creation process for FY23 and did adopt the FY23 budget in June of 2022 for its five funds, including the Parking Fund;

Whereas, The DDA does monitor its activities compared to budget on an on-going basis and at March 31 it became apparent that a deviation at June 30 could be anticipated in the Parking Fund due to an increase in parking activity/revenues and a resulting increase in certain expenditures which are directly related to revenue streams;

Whereas, The Michigan Uniform Budget Manual requires that a legislative body amend the budget as soon as a deviation is apparent and prior to the close of the budget year;

Whereas, The DDA’s Finance Committee has reviewed the budget analysis and proposed budget amendment and recommends that the DDA Board approve putting forward this FY23 amendment to City Council;

Whereas, Once City Council has approved the amendment, the amendment will be bought back to the DDA Board for final appropriation into the FY23 Budget in the same manner as the process for the adoption of the original budget;

RESOLVED, The DDA Board accepts the recommendation of its Finance Committee and authorizes DDA staff to put forward the following amendment for the FY23 Budget to the Ann Arbor City Council for their approval:

<table>
<thead>
<tr>
<th>Ann Arbor DDA FY23 Budget Amendment</th>
<th>231 Parking Fund</th>
<th>Original Budget</th>
<th>Proposed Amendment</th>
<th>Amended Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>17,994,100</td>
<td>3,578,400</td>
<td>21,572,500</td>
<td></td>
</tr>
<tr>
<td>Expenditure</td>
<td>19,944,567</td>
<td>806,100</td>
<td>20,750,667</td>
<td></td>
</tr>
<tr>
<td>Net Rev (Exp)</td>
<td>(1,950,467)</td>
<td>2,772,300</td>
<td>821,833</td>
<td></td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>10,378,325</td>
<td></td>
<td></td>
<td>10,378,325</td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>8,427,858</td>
<td></td>
<td></td>
<td>11,200,158</td>
</tr>
</tbody>
</table>
TO: Members of the Ann Arbor DDA Finance Committee

FROM: Sara McCallum, Deputy Director

ITEM #: IT Services Resolution

MEETING DATE: April 27, 2023 9:00 AM

DDA staff have been working with City staff to determine whether the City might be able to provide third party information technology services for the DDA.

Included in the Finance Committee packet for your review today:

- Resolution to Approve Interagency Agreement for Collaborative Technology and Services
- Interagency Agreement for Collaborative Technology and Services
- Cost/Benefit Analysis (below)

<table>
<thead>
<tr>
<th>Consideration</th>
<th>City Service</th>
<th>Current Service</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost</strong></td>
<td>One-time</td>
<td>28,400</td>
<td>28,400</td>
</tr>
<tr>
<td></td>
<td>Annual</td>
<td>86,500</td>
<td>71,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Access to software</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Data share w/City</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enhanced security protocols</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff training</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24/7 customer service</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Government focused service</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reduced DDA staff time</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fiber optic network access</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Loss coverage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dollars remain in A2</td>
<td></td>
</tr>
</tbody>
</table>

**ACTION REQUESTED:**

Review the Agreement, Cost/Benefit Analysis, and Resolution and consider recommending adoption of the resolution to the DDA Board at their May 3, 2023 meeting.
This Schedule shall be treated as if it was issued under the terms and conditions of InterAgency Agreement for Collaborative Technology and Services as amended (“IACTS Agreement”), which is incorporated as if fully set forth herein, regardless of whether Subscriber is a valid Participant under the IACTS Agreement. This Schedule #□ shall be effective __________, 2023. If any term of this Schedule conflicts with any term in the IACTS Agreement, the term of this Schedule shall prevail.

Delivery of Services under this Schedule shall be performed in accordance with the general terms and conditions of the above referenced InterAgency Agreement and more particularly as described below:

1. **Service Title:** Network Migration/City IT Support and Maintenance

2. **Provider:**

   City of Ann Arbor (City)

3. **Subscriber:**

   Downtown Development Authority (DDA)

4. **Service Description:**

   The City will migrate the existing DDA computer network to the City of Ann Arbor’s computer network and provide ongoing support and maintenance.

5. **Provider Responsibilities:**

   - Provider will actively administer, monitor, and maintain network services for DDA.
   - Provider will use commercially reasonable efforts to ensure service remains available, 24 hours/day, 7 days a week, 365 days a year, excluding published scheduled maintenance times.
   - Provider will make available the City’s computer network to allow the DDA access to needed software and hardware resources. Services include but are not limited to the following:
     - Desktop and server computing devices;
     - Hardware and software technical support;
     - Network access;
     - Data storage;
     - Data backup services;
     - Internet services;
     - Software access and licensing administration;
     - IT Help Desk Services.
• Provider will invoice the DDA for services rendered based on the current IT chargeback model established by the City’s Finance department. IT chargeback is based on the quantity of computers and software utilized by the DDA.
• Provider will provide the DDA with an annual report indicating what hardware, software, and services are being utilized and will adjust charges accordingly, annually.
• Cyber Liability insurance proving coverage with limits not less than $2 million per occurrence and aggregate. Coverage shall include, but not limited to, claims involving infringement of intellectual property, invasion of privacy, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. If this policy is claims made form, then the City shall be required to keep the policy in force, or purchase “tail” coverage, for a minimum of 3 years after the termination of this contract.
• Technology Errors & Omissions insurance with limits not less than $2 million per occurrence and aggregate. Coverage shall include, but not be limited to, claims that lead to a data breach caused by the City’s products or services, software incompatibility, business interruption, damage to or destruction of electronic information, alteration of electronic information, and network security. If this policy is claims made form, then the City shall be required to keep the policy in force, or purchase “tail” coverage, for a minimum of 3 years after the termination of this contract.

6. Subscriber Responsibilities:

• Subscriber is responsible for providing an individual as a point of contact for all communications with Provider.
• Subscriber must acknowledge and comply with all City of Ann Arbor Information Technology Policies, Procedures, and Guidelines located at: https://a2gov.sharepoint.com/resources/Pages/Policies%20and%20Procedures.aspx
• Subscriber shall comply with all terms and conditions of use for those software programs provided by Provider.
• Subscriber must supply the City with access to its facilities and systems needed to migrate the existing computer network and to support the future network.
• Subscriber’s FOIA Coordinator will notify the City of FOIA requests as deemed appropriate and the City will provide access to Subscriber’s data for Subscriber’s review and determination regarding its responsiveness to the FOIA, and all decision regarding its release.

7. Performance Expectations:

• Any major planned service outages will be discussed with Subscriber at a minimum 10 business days prior to planned service outages and a mutually agreed upon schedule will be implemented.
• Provider and Subscriber will communicate all relevant changes to the other party.
• Both the Provider and Subscriber will work equally and collaboratively to support networking equipment.

8. Maintenance Operations (Scheduled & Critical):
- **Scheduled Maintenance:**
  Routine maintenance and repair shall be performed by or under the direction of Provider or its contractor, at Provider’s reasonable discretion and in accordance with industry standards.

- **Unscheduled Maintenance:**
  Provider’s maintenance personnel shall be available for dispatch twenty-four (24) hours a day, seven (7) days a week. Provider shall respond on a reasonable effort basis and strive to respond to an outage within four (4) hours, but shall not guarantee response (physical or virtual) within four (4) hours after the time Provider becomes aware of an event requiring emergency unscheduled maintenance, unless delayed by force majeure events.

9. **Communications Protocol:**

- Scheduling of planned service outages will be communicated and confirmed through email addressed to Subscriber’s designated point of contact no later than ten (10) business days prior to planned service outages.

10. **Term:**

- This agreement shall commence on ____________ and be effective for five (5) years. This agreement shall renew automatically every year thereafter, for an additional one-year term, unless either party gives ninety (90) days’ notice to the other party of its intent to not renew. Either party may terminate the agreement at any time without cause with ninety (90) days advance written notice.

11. **Fees and Payment Schedule:**

- Subscriber shall pay a one-time migration fee for hardware, software, and labor costs associated with the migration. The fees below are an estimate and subject to change. Additional unanticipated equipment or services costs needed to perform the migration will be the responsibility of the Subscriber upon the Subscriber’s written approval:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One-Time Cost</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Networking - Interior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UPS</td>
<td>1</td>
<td>$629.00</td>
</tr>
<tr>
<td>Network Switches</td>
<td>1</td>
<td>$5,137.12</td>
</tr>
<tr>
<td>LAN/Wireless Hardware/Support for</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access Point - Wireless</td>
<td>2</td>
<td>$1,157.46</td>
</tr>
<tr>
<td>Firewall</td>
<td>2</td>
<td>$9,675.14</td>
</tr>
<tr>
<td>Mounting bracket</td>
<td></td>
<td>$125.06</td>
</tr>
</tbody>
</table>
• Subscriber shall pay an annual IT charge back rate established by Provider’s Finance Department each year as follows:
  
  o FY24 charge = $86,425
  o FY25 charge = $90,574.
  o The annual fee is subject to an annual recalculation.
  o Charges for the current fiscal year shall be invoiced upon execution of this Agreement.
  o Subscriber will be invoiced July 1 for the current fiscal year, and on July 1 of each subsequent year of the Agreement for the upcoming fiscal year.
  o Payment is due thirty (30) days from the date of invoice.
  o All fees pursuant to this Agreement are separate from fees paid by Subscriber pursuant to other agreements between the DDA and the City for the data center and parking structures, which are not covered by Provider’s IT rates.

12. Additional Services and Costs:

• If Provider is legally obligated for any reason, e.g., subpoena, court order, or Freedom of Information Request, to search for, identify, produce, or testify regarding Subscriber’s data or information that is electronically stored by Provider, then Subscriber shall reimburse Provider for all reasonable costs Provider incurs in searching for, identifying, producing, or testifying regarding such data or information. Provider may waive this requirement in its sole discretion.

***Signatures appear on the following page.***
Provider:  City of Ann Arbor

Subscriber:  Downtown Development Authority (DDA)

By: __________________________
   Milton Dohoney Jr.     (Date)
   City Administrator

By: __________________________
   Maura Thompson         (Date)
   Interim Executive Director

APPROVED AS TO SUBSTANCE:

__________________________
Marti Praschan, CFO/Finance and Admin. Services Administrator

APPROVED AS TO FORM:

__________________________
Atleen Kaur, City Attorney

__________________________
Jerold Lax, DDA Attorney
RESOLUTION TO APPROVE INTERAGENCY AGREEMENT
FOR COLLABORATIVE TECHNOLOGY AND SERVICES

Whereas, The DDA finds it expedient and cost effective to contract out its information technology services;

Whereas, City of Ann Arbor does provide IT services by contract for various agencies and uses a standard chargeback system for fairly allocating the cost of service amongst its various internal service centers as well as the agencies it contracts with;

Whereas, DDA staff and City staff have worked together to determine the DDA’s specific needs for IT services, hardware, and software;

Whereas, The City has presented an agreement which our legal team has reviewed and found adequate to the purpose;

Whereas, the Agreement shall commence on July 1, 2023 and be effective for five years, and includes a provision for automatic renewals from year to year going forward;

Whereas, The Agreement provides for an estimated one-time migration fee of $28,328.78;

Whereas, The agreement provides for annual invoicing at an estimated cost of $86,425 for FY24, and $90,574 for FY25, subject to an annual recalculation for future years as well as adjustments for changes in service;

Whereas, The FY24 and FY25 budget were drafted to include capacity for these costs allocated equally between the General TIF and Parking Funds;

Whereas, The Finance Committee has reviewed the draft Agreement and recommends that the DDA Board adopt the Resolution to Approve Interagency Agreement for Collaborative Technology and Services;

RESOLVED, The DDA Board approves the Interagency Agreement for Collaborative Technology and Services between the DDA and the City of Ann Arbor and authorizes the Executive Director to finalize details regarding insurance provisions and execute the Agreement;

RESOLVED, The DDA Board authorizes the Executive Director to administratively evaluate the efficacy of this arrangement on an annual basis and approve the associated expenditures as long as the Agreement is in place and continues to meet the needs of the organization;
About the getDowntown Program

In 1999, a partnership was created between the Ann Arbor Downtown Development Authority, the (then) Ann Arbor Transportation Authority, the City of Ann Arbor, and the (then) Ann Arbor Area Chamber of Commerce called the getDowntown Program. This independent entity, housed in the Chamber offices, was formed to plan and implement a new bus pass program in order to provide an alternative for commuters who would no longer have a place to park in the downtown garages due to a renovation and reconstruction campaign.

The pilot program provided 11,300 passes to over four hundred downtown businesses over two years. Participants in the pilot program reported that a third of the participating employees increased their use of TheRide and one in ten reduced their drive-alone commute. The program was selected to continue permanently in 2001, eventually adding on additional support for walking, biking, telecommuting, ridesharing (carpools and vanpools), alternative work hours, skiing, running, kayaking, and any other method of commuting that involves not driving alone to work.

The program has evolved over time, moved homes, and found new ways to support downtown businesses and their employees. We started a Curb Your Car Month in May, which turned into the popular Commuter Challenge. We introduced the swipe pass in 2011, speeding the boarding process and making access to the bus system smoother. 2011 was also the first year that the business “co-pay” was introduced to the program, in order to create some equity for businesses to participate in supporting the commutes of their employees.

With the renovation to the Blake Transit Center, the program was permanently moved to the office space on the second floor in 2014, affording the community an easily accessible and central location that connected right into the most popular offering of getDowntown, the go!pass. And finally in 2015, we took the Commuter Challenge online, creating a platform for participants to log their commutes and compete with each other.

Prior to 2020, the program distributed more than 5,000 passes every year to around 400 businesses. Over 600,000 trips were taken with TheRide in 2018-2019, roughly saving over 1,200 parking spots in the downtown parking system per day.

We continue to help commuters find their way towards improving their commutes, whether it is working with the employer on their options, helping employees plan their trips, or in working with our partners to support improvements to downtown that help encourage coming to work in ways that aren’t just driving alone.
RESOLUTION TO PROVIDE A GRANT TO FUND THE GO!PASS AND THE GETDOWNTOWN PROGRAM FOR FY 2024

Whereas, The getDowntown program was co-created by the DDA in 1999 and remains a partnership between the DDA, AAATA and the City of Ann Arbor to provide transportation assistance to downtown employers, including the distribution of the DDA’s go!Pass;

Whereas, In support of its mission and mobility initiatives the DDA has provided funding for go!Passes and the getDowntown Program since 2001;

Whereas, The DDA Operations Committee recommends approval of the funding request for FY24 for the getDowntown program, go!Pass, and other transportation programs as follows:

<table>
<thead>
<tr>
<th>Program or Service</th>
<th>FY24 Request</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>getDowntown Promotion and Marketing</td>
<td>$75,000</td>
<td>Transportation demand management (TDM) marketing including media campaigns and outreach support for the 2 annual commuter challenges and golpass renewal.</td>
</tr>
<tr>
<td>(not to exceed amt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed-Route Fares (go!pass)</td>
<td>$498,914</td>
<td>Transit incentive for employees that increases bus use and frees up parking for other users.</td>
</tr>
<tr>
<td>(not to exceed amt)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Fixed Route Discounts</td>
<td>$32,000</td>
<td>Includes discounts for NightRide discount and other flexroute services.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$605,914</td>
<td></td>
</tr>
</tbody>
</table>

Whereas, The DDA is charged only for actual usage of the go!Pass and getDowntown Program, and the amounts shown above are not-to-exceed amounts for these services, while the DDA grant for non-fixed route discounts is a flat amount;

RESOLVED, The DDA Board approves a grant to fund transportation services and programs provided by AAATA, not to exceed $605,914.00, with funds coming from the DDA’s Fiscal Year 2024 Parking Operations Fund.
RESOLUTION APPROVING A PARKING ACCOUNTS RECEIVABLE COLLECTION POLICY

Whereas, The DDA is responsible for establishing policies regarding the parking system;

Whereas, The DDA wishes to formalize the process under which the parking operator bills and collects parking revenue and handles past due accounts;

Whereas, DDA staff drafted a policy that outlines process as well as roles and responsibilities, and this policy aligns with parking industry best practice;

Whereas, Authorization to manage the Parking Accounts Receivable Collection Policy is granted to the Parking Manager who shall act in accordance with this policy and other applicable written procedures and internal controls as needed;

Whereas, The Operations Committee has reviewed this policy and recommends approval;

RESOLVED, The DDA Board approves the Parking Accounts Receivable Collection Policy.
Ann Arbor Downtown Development Authority
Parking Accounts Receivable Collection Policy

Prepared by: Jada Hahlbrock, DDA Parking Manager
Adopted by:
Review/Update: Periodically

Objective
To establish a process under which the parking operator bills and collects parking permit revenue, and handles past due accounts. This policy shall also apply to other revenues collected by the parking operator, including validation and meter bags fees. The policy objective is to focus collection efforts efficiently, minimize delinquent balances, and effectively maximize revenue streams.

Outcomes/Measures
Delinquency is measured in days past due. Efficiency is measured in the number of times an employee takes action on an account. Effectiveness is measured in the percentage of revenues collected versus billed.

Identify Problem
NA

General Process
In order to have a simple and transparent process for both parking operator and system users the following process and considerations have been developed.

Billing Process-
- Invoices are generated and distributed by the parking operator on or around the 15th of the month for the next month’s parking (June 15 billing for July parking). Payments are due no later than the last business day of the month (June 30).
- If payment has not been received by the 7th of the month (July 7) parking operator will send a notice to the account contact on file that if balance is not paid in full by the 15th of the month (July 15th) access card(s) will be deactivated.
- All unpaid balances must be paid in full prior to access card reactivation.
- Accounts that are more than 30 days past due are subject to immediate cancellation.
- Any account not paid in full 90 days after invoice date may be turned over to a collection agency.
Additional considerations-

- Parking operator has discretion to work with parkers on payment plans, but at no point shall balances extend past 60 days from the date of the invoice without written approval from DDA Executive Director.
- Following permanent cancellation of an account the parker will not be permitted to establish a new account.
- No allowance will be made for time not used.
- Parking operator shall notify DDA on a quarterly basis of cancelled accounts.
- Parking operator shall report to the DDA uncollectable accounts as of June 30, and record those in the June financial report for that month as a reduction to Accounts Receivable and a reduction to Total Revenues.
- The Parking Manager is authorized to approve the write off uncollectable accounts up to $75,000 per year. Should uncollectable accounts exceed that amount the DDA Board must authorize the write off those accounts.
- Appropriate policy information shall be included as part of the Monthly Parker Permit Agreement that parkers sign when an account is established, and this policy shall be posted on the parking operators’ website.

Resources
No additional resources are required. Parking operator and DDA have staff and systems in place to be able to implement this policy.

Governing Authority and Delegation of Authority
The Parking Accounts Receivable Collection Policy shall be operated in conformance with governing legislation, the Parking Agreement, the Management Agreement, and other legal requirements. Authorization to manage the Parking Accounts Receivable Collection Policy is granted to the Parking Manager who shall act in accordance with this policy and other applicable written procedures and internal controls as needed.

Timing
This policy shall become effective immediately following adoption by the DDA Board.
MEMORANDUM

TO: DDA Capital Improvements Committee
FROM: Amber Miller, DDA Capital Projects Manager
DATE: 4.14.2023
REGARDING: Wade Trim Engineering and As-Needed Services Contract

Background:
The DDA operates with a small staff, which requires consulting for necessary services, including engineering support, traffic control orders, and other related work. Wade Trim was selected by the City of Ann Arbor through a competitive RFP process to provide these services from 2023-2028. To ensure consistency with City Engineering and within the City ROW, the DDA regularly utilizes the City procurement process for standard DDA services.

In February 2022, the DDA Board approved an Engineering and as-needed Services contract with Wade Trim for a not to exceed amount of $725,000. This included $150,000 for annual as-needed services, $295,000 for State Street construction engineering, and $280,000 for Miller/Catherine construction engineering. This year, staff are recommending renewal of the $150,000 as-needed services. No additional construction engineering services are needed currently.

Contract Overview:
Contract scope: Civil engineering and as-needed support services

Total contract amount: $150,000

Contract Start: May 2023
RESOLUTION TO APPROVE AN AGREEMENT WITH WADE TRIM ASSOCIATES, INC. FOR ENGINEERING AND AS-NEEDED SERVICES

Whereas, Implementing DDA initiatives requires professional services, including civil engineering, transportation engineering, and as-needed support;

Whereas, Wade Trim was selected by the City of Ann Arbor through a competitive RFP process (RFP 22-17) to provide general engineering services;

Whereas, Wade Trim Associates familiarity with the DDA and City projects and processes will provide efficiency and consistency for the DDA’s engineering-related services;

Whereas, DDA staff recommends Wade Trim Associates, Inc. to provide engineering and as-needed services beginning in May 2023;

Whereas, The required funds for the services are available in the approved budget and this is supported by the Capital Improvements Committee;

Resolved, The DDA Board approves a Professional Services Agreement with Wade Trim Associates, Inc. in the amount of $150,000 for Engineering and As-needed Services; and

Resolved, The DDA Board authorizes the DDA Executive Director to execute the Agreement with a not-to-exceed amount of $150,000 to be paid from the General/TIF Fund (248).
FY19 thru FY23 Parking Revenues at Q3

- FY19 Actual $22.8M
- FY20 Actual $19.5M
- FY21 Actual $12.2M
- FY22 Actual $17.7M
- FY23 Budget $17.8M
- FY23 YTD $14.8M (83%)
FY19 thru FY23 Parking Revenues at Q3
# FY23 Budget to Actual at Q3

## Revenues

<table>
<thead>
<tr>
<th></th>
<th>FY22 Actual</th>
<th>FY23 Budget</th>
<th>FY23 YTD 3/31/23</th>
<th>Variance</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meters</td>
<td>4,893,429</td>
<td>5,279,700</td>
<td>4,315,988</td>
<td>963,712</td>
<td>82%</td>
</tr>
<tr>
<td>Hourly</td>
<td>6,286,945</td>
<td>6,105,700</td>
<td>4,931,604</td>
<td>1,174,096</td>
<td>81%</td>
</tr>
<tr>
<td>Permits</td>
<td>6,588,801</td>
<td>6,398,700</td>
<td>5,614,949</td>
<td>783,751</td>
<td>88%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>104,602</td>
<td>220,000</td>
<td>282,241</td>
<td>(62,241)</td>
<td>128%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>17,873,777</td>
<td>18,004,100</td>
<td>15,144,782</td>
<td>2,859,318</td>
<td>84%</td>
</tr>
</tbody>
</table>

## Expenditures

<table>
<thead>
<tr>
<th></th>
<th>FY22 Actual</th>
<th>FY23 Budget</th>
<th>FY23 YTD 3/31/23</th>
<th>Variance</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>541,393</td>
<td>1,282,466</td>
<td>562,972</td>
<td>719,494</td>
<td>44%</td>
</tr>
<tr>
<td>Grants</td>
<td>190,032</td>
<td>575,700</td>
<td>68,160</td>
<td>507,540</td>
<td>12%</td>
</tr>
<tr>
<td>Operations</td>
<td>5,709,766</td>
<td>8,869,000</td>
<td>5,212,764</td>
<td>3,656,236</td>
<td>59%</td>
</tr>
<tr>
<td>Credit Card Charges</td>
<td>979,807</td>
<td>895,000</td>
<td>694,234</td>
<td>200,766</td>
<td>78%</td>
</tr>
<tr>
<td>City 20% Payment</td>
<td>3,534,326</td>
<td>3,580,000</td>
<td>2,960,859</td>
<td>619,141</td>
<td>83%</td>
</tr>
<tr>
<td>Debt Service</td>
<td>2,741,400</td>
<td>2,505,400</td>
<td>2,505,683</td>
<td>(283)</td>
<td>100%</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>1,550,817</td>
<td>3,580,000</td>
<td>857,426</td>
<td>2,722,574</td>
<td>24%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>15,247,541</td>
<td>21,287,566</td>
<td>12,862,098</td>
<td>8,425,468</td>
<td>60%</td>
</tr>
</tbody>
</table>

## Fund Balance

<table>
<thead>
<tr>
<th></th>
<th>FY22 Actual</th>
<th>FY23 Budget</th>
<th>FY23 YTD 3/31/23</th>
<th>Variance</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beninning Fund Balance</td>
<td>11,140,822</td>
<td>13,767,058</td>
<td>13,767,058</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Net of Rev/Exp</td>
<td>2,626,236</td>
<td>(3,283,466)</td>
<td>2,282,684</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>13,767,058</td>
<td>10,483,592</td>
<td>16,049,742</td>
<td>5,566,150</td>
<td>53%</td>
</tr>
</tbody>
</table>
Questions?
Agenda

• Program Background
• Program Recap & go!pass Use
• Program Look Ahead
• Funding Request
getDowntown Program

• Benefits not linked to go!pass
  • Free commute consulting
  • Challenge participation

• Benefits linked to go!pass
  • Unlimited ride pass on TheRide and FlexRide
  • Discount on Holiday and Late Night Service
  • Emergency Ride Home reimbursement
  • Discounts at local businesses
  • Workplace must be within DDA boundary to be eligible
getDowntown Program Funding

- TheRide: program operation + marketing & promotion
- Ann Arbor DDA: go!pass program fares + marketing & promotion
- Employers: annual participation fee + per pass fee for go!pass program
- City of Ann Arbor: marketing & promotion (challenges)
getDowntown Program Timing

- DDA/City of Ann Arbor FY23
- AAATA FY23
- go!pass valid Nov. 1, 2022 – Oct. 31, 2023
- DDA/City of Ann Arbor FY24
- AAATA FY24
- 23-24 go!pass
Program Recap & go!pass Use
2022 Recap – Community Happenings

• Return to campus for UM students, faculty, and staff
• TheRide finalizes 2045 Long Range Plan
• Communities approve millages for:
  • Increased service frequency, longer hours of service, expanded overnight service to go into effect 2024
  • Walking and biking infrastructure via Community Climate Action funds available July 2023
2022 Recap – getDowntown Program

• Program director transition
• Reestablish contacts and reliability of programs
• go!pass requests exceed prior season
• Promotion began for Conquer the Cold
go!pass Employer Participation

As of April 11, 2023. Additional orders anticipated in remaining 6 months of 22/23 go!pass season
go!passes Issued

As of April 11, 2023. Additional orders anticipated in remaining 6 months of 22/23 go!pass season
People with go!passes Increasingly Use Them

![Graph showing the increase in unique go!passes used from June to May. The graph illustrates a consistent increase in usage from June to November, followed by a slight dip in December before showing a steady increase throughout January to May.](image-url)
Fixed-route Rides Using go!passes

Quarters are calendar year, not fiscal years (Q1= Jan./Feb./March, Q2 = April/May/June, Q3=July/Aug./Sept, Q4=Oct./Nov./Dec.)
go!passes expire October 31st of each year
There was reduced fixed route bus service in 2021.
FlexRides Using go!passes

Quarters are calendar year, not fiscal years (Q1= Jan./Feb./March, Q2 = April/May/June, Q3=July/Aug./Sept, Q4=Oct./Nov./Dec.)
go!passes expire October 31st of each year
FlexRide had extended hours during 2021 due to reduced fixed route bus service.
2023/2024 Outlook
Looking Ahead – Community Happenings

- Local construction on Main Street and State Street summer 2023
- Ann Arbor-Ypsilanti Express Route Service pilot anticipated 2024
- Other millage improvements anticipated for fall 2024

• Longer Hours of Service
  Earlier Saturday service and consistently longer hours of operation on both weekday and weekend evenings.

• Ann Arbor-Ypsilanti Express
  Express route with fewer stops along Washtenaw Ave. decreasing travel time by 30%.

• Increased Frequency of Service
  More buses on the weekends, increasing all 60-minute service to every 30-minutes.

• Customer Service Agents (YTC)
  In-person agents and office improvements at Ypsilanti Transit Center allowing ticket sales and in-person customer service.

• Expand Overnight Service
  Add overnight and holiday service and expand NightRide to all of City of Ypsilanti, all of Ypsilanti Twp north of Textile Road.

• Major Capital Projects
  Capital fund for future projects such as terminals, BRT, zero-emission buses, garage, etc.
Looking Ahead – getDowntown Program

Continued
• Conquer the Cold winter challenge
• Commuter Challenge May 2023
• go!pass renewal and growth
• Downtown commuter survey
Looking Ahead – getDowntown Program

New Opportunities & Pilots

• Collaboration with TheRide’s expanded services

• Informed by commuter survey, trends and requests

• New staff leadership across partner organizations
Program Funding
Past getDowntown Funding Request to DDA

Source: DDA meeting packet March 2022.
Fixed-route go!pass use already exceeds DDA FY2022
Projected go!pass use on fixed-route Q4

- FY 2022:
  - DDA Q1: 34,716
  - DDA Q2: 56,330
  - DDA Q3: 48,605
  - DDA Q4: 35,647
  - Total: 175,298

- FY 2023:
  - DDA Q1: 65,477
  - DDA Q2: 66,093
  - DDA Q3: 72,743
  - DDA Q4: 78,562
  - Total: 282,875
Fixed-Route Ridership Growth Ongoing

- DDA FY 2022 – 175,298 rides
- ¾ of DDA FY 2023 – 204,313 rides
- Budget request assumes continued growth rate
- Will monitor actual use throughout year
FlexRides Fares Paid by DDA for go!passes

- go!passes expire October 31st of each year
- FlexRide had extended hours during 2021 due to reduced fixed route bus service.
# getDowntown Funding Request FY24

<table>
<thead>
<tr>
<th>Program or Service</th>
<th>FY 2023-24</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion and Marketing</td>
<td>$75,000</td>
<td>Increased costs for services and supplies coincide with need to refresh awareness of getDowntown Programs to employers and employees following periods of worker mobility.</td>
</tr>
<tr>
<td>Fixed-Route Fares (go!pass)</td>
<td>$498,914*</td>
<td>Transit incentive for employees that increases bus use and frees up parking spaces for other users.</td>
</tr>
<tr>
<td>Non-fixed Route Discounts</td>
<td>$32,000</td>
<td>Reduced to reflect recent ridership on FlexRide while still allowing budget to pilot new programs to encourage ridership on nontraditional routes. Includes discounts for NightRide, HolidayRide and FlexRide East and West.</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$605,914</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Due to continued growth in fixed-route ridership, there is possibility of higher fixed-route ridership than estimated here.*
Questions?

Lilliane Webb
Business Services Program Manager
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