1. Roll Call
   Micah Bartelme, Alexandra Dieck, Bob Guenzel, Tyler Kinley, Marie Klopf, Howard Lazarus,
   Jessica A. S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, Keith Orr, 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
   · Ray Detter/Steve Kaplan, Downtown Area Citizens Advisory Council

5. DDA Members Communications

6. Executive Director Communications
   · DDA Board Retreat-April 9th 9 am-Noon

7. Approval of Minutes: February meeting minutes

8. Subcommittee Reports

   A. Finance Committee – B. Guenzel
      · Resolution to Put Forward the DDA FY21 Budget to Council
      · Next meeting: Thursday, March 25 at 9:30 am (note: new time)

   B. Capital Improvements Committee – J.A.S. Letaw, M. McFarland
      · Resolution to Modify the Design Contract-First, Ashley, William Street Projects
      · Resolution to Modify the Huron Street Construction Contract with Fonson Co. Inc.
      · Resolution to Approve Agreement with Testing Engineers & Consultants, Inc.
      · Resolution to Approve Agreement with Wade Trim Associates, Inc.
      · Resolution to Approve Amendment to Agreement with Stantec Consulting
      · Resolution to Approve a Design Team for the People-Friendly Streets Phase 2 Project
      · Next meeting: Wednesday, March 18 at 11 am
C. Partnerships Committee – T. Kinley
   - Resolution Approving A Grant To The City to Support the Construction of Affordable Housing on Downtown City-owned property
   - 2030 District Coalition-update
   - Next meeting: Wednesday, March 11 at 9 am (with Partners)

D. Operations Committee – P. Weiss
   - Resolution to Approve FY21 Funding for Go!Pass and getDowntown
   - Monthly Parking & Transportation Report
   - Next Committee meeting: Wednesday, March 25 at 11 am

E. Executive Committee – K. Orr
   - Next Committee meeting: Wednesday, April 1 at 11 am

9. New Business

10. Other Audience Participation (4 minutes each)

11. Adjournment
## ROLL CALL

**Present:** Micah Bartelme, Alexandra Dieck, Bob Guenzel, Tyler Kinley, Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Rishi Narayan, Keith Orr, Phil Weiss

**Absent:** Molly McFarland, Darren McKinnon

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

**Audience:** Mike McKiness, Republic Parking System  
Chris Simmons/getDowntown  
Ray Detter, CAC  
Steve Kaplan, CAC  
David Diephuis, Resident  
Frances Todoro, SSAA

## APPROVAL OF THE BOARD MEETING AGENDA

Ms. Letaw moved and Ms. Klopf seconded the motion to approve the meeting agenda.

A vote on the motion showed:

**Ayes:** Bartelme, Dieck, Guenzel, Kinley, Klopf, Lazarus, Letaw, Narayan, Orr, Weiss  
**Nays:** None  
**Absent:** McFarland, McKinnon

The motion was approved.

## AUDIENCE PARTICIPATION

None.

## REPORTS FROM CITY BOARDS AND COMMISSIONS

**Downtown Area Citizens Advisory Council:** Steve Kaplan reported that many CAC members support the Garnett project. The group continued its discussion about a proposed Historic Sound District ordinance, including a deafening boombox demonstration of what 85 decibels sounds like. CAC believes that sound from entertainment venues should not be allowed to impact neighbors. The City should benchmark current sound levels and use technology to combat sound pollution similar to how light pollution is being addressed. The group also discussed the potential to
construct affordable housing on city parking lots, and there was consensus that parking issues can be worked out and not be an obstacle to creating a great number of affordable housing units.

5. **DDA MEMBER COMMUNICATIONS**

Mr. Orr reported that the DDA’s retreat was held yesterday and focused on governance; a follow-up session to discuss committees will be held. Ms. Letaw said her Downtown Halls and Walk/Talks are now taking place quarterly; the next ones will be held in March. All are welcome.

6. **EXECUTIVE DIRECTOR COMMUNICATIONS**

On behalf of the DDA staff, Ms. Pollay thanked the Board members for making time to participate in the retreat yesterday and for their ongoing service to the DDA and the Ann Arbor community.

7. **APPROVAL OF MINUTES**

Mr. Narayan moved and Mr. Weiss seconded the motion to approve the January minutes.

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

8A. **SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS**

Ms. Letaw moved and Ms. Klopf seconded the following:

**RESOLUTION TO APPROVE THE SELECTION OF FONSON COMPANY, INC. AS CONTRACTOR FOR THE FIRST AND ASHLEY STREET IMPROVEMENT PROJECT**

Whereas, The DDA’s Development Plan highlights identity, infrastructure, transportation, and sustainability as overarching Principles;

Whereas, In November 2017 the DDA began work on the First and Ashley Street Improvement Project and in July, 2019 increased the total project budget to $10M;

Whereas, In July 2018 and July 2019, the DDA approved transportation elements and final design, respectively including restoration of two-way traffic and a two-way protected Bikeway on William Street from First Street to State Street;

Whereas, The DDA and City of Ann Arbor partnered to include street resurfacing, stormwater improvements, and watermain consolidation as part of the construction bid package;

Whereas, Competitive bids were received on January 21st 2020 and Fonson Company, Inc. was the lowest bidder at $7,848,826.75;
Whereas, Approximately $1,795,680 of the contract costs are attributable to the City scope and will be reimbursed to the DDA by the City;

RESOLVED, The DDA approves the selection of Fonson Company, Inc. as contractor for the First and Ashley Street Improvement Project with a contract amount of $7,848,826.75;

RESOLVED, That a contract contingency amount of $941,859 be established within the project budget and that the Executive Director be authorized to approve additional change orders to the construction contract with Fonson Company, Inc. not to exceed $8,790,686.75 to be paid from the Capital Construction fund (494).

RESOLVED, That the City watermain, street resurfacing, stormwater, IT, and signal portion is contingent upon City of Ann Arbor approval and execution of the cost-share agreement;

RESOLVED, That the Executive Director and Board Chair are authorized to sign an agreement with the City of Ann Arbor for the reimbursement of the City’s portion; and

RESOLVED, That the Ann Arbor DDA Board Chair and Executive Director are authorized to sign the contract with Fonson Company, Inc.;

RESOLVED, That the Executive Director be authorized to take the necessary administrative actions to implement this resolution to allow the work of the project to proceed without delay.

A vote on the motion to approve the resolution showed:
Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Lazarus, Letaw, Narayan, Orr, Weiss
Nays: None
Absent: McFarland, McKinnon
The resolution was approved.

People-Friendly Streets 2: The RFQ has been released and includes the City’s State Street components. Recommendations will be brought to the next meeting.

The next Capital Improvements Committee meeting will be held Wednesday, February 19 at 11am.

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<th>8B.</th>
<th>SUBCOMMITTEE REPORTS – FINANCE COMMITTEE</th>
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<tr>
<td>Investments: Mr. Guenzel said that Bank of Ann Arbor representatives provided a status report on the DDA’s investment portfolio. Ms. McCallum was complimented on her help consolidating the DDA’s four investment accounts for better management.</td>
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Financial Statements: Quarterly financial statements were reviewed. Ms. McCallum provided an overview of report format changes due to new accounting software and aligning with the State’s chart of accounts.
FY21 Budget: Ms. McCallum reported the competed budget will be reviewed by the Committee at its next meeting and then brought to the board in March, and then provided to the City to incorporate into the City budget. There will be a DDA budget work session on March 23rd, City Council will vote on its budget on May 18 and the DDA will adopt its budget on June 3rd.

The next Finance Committee meeting is scheduled for Thursday, February 27 at 1 pm.

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<tr>
<th>8C. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE</th>
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<tr>
<td>Mr. Weiss moved and Ms. Letaw seconded the following:</td>
</tr>
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RESOLUTION AUTHORIZING A CONTRACT WITH WGI FOR ENGINEERING SERVICES AND PROJECT OVERSIGHT

Whereas, The DDA has managed public parking in pursuit of its mission since 1992;

Whereas, Annually the DDA undertakes necessary repairs to keep the facilities in good condition;

Whereas, Development and oversight of annual maintenance and restoration work requires the work of engineers with expertise in parking structures;

Whereas, WGI holds the construction plans and documents necessary to complete this work as well as requested work related to electric vehicle charging stations and mechanical systems;

Whereas, WGI’s proposal to develop and oversee the FY21 maintenance and restoration work, and to complete the additionally requested items, is $122,570.00;

Whereas, The Operations Committee recommends the DDA approval of this proposal;

RESOLVED, The DDA authorizes a contract with WGI for $122,570.00 to develop and oversee FY21 maintenance and restoration work and additional study components as outlined in their proposal.

RESOLVED, Upon review by the DDA Attorney, the DDA directs the DDA Executive Director to sign a contract with WGI to complete the work.

A vote on the motion to approve the resolution showed:
Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Lazarus, Letaw, Narayan, Orr, Weiss
Nays: None
Absent: McFarland, McKinnon
The resolution was approved.

Wait List: Mr. Weiss said that in response to a request the DDA will post the permit wait list on its website. There was discussion about patrons paying a fee to be on the wait list and it was agreed that a fee tied to the expense of creating and maintaining the online interface made sense.
Rate Change: In response to a Committee request Ms. Hahlbrock brought a recommendation that would create a cost equivalency between paying by permit and paying by the hour by 2023 when permit rates will be $220/month. Discussion will continue at the next meeting.

Maynard Customer Service Space: A leasing opportunity was brought to the DDA’s attention. There was committee consensus to pursue the lease.

Parking and Transportation Report: The report is included in the packet. There were no questions.

The next Operations Committee meeting is scheduled for Wednesday, February 26 at 11 am

8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE
Mr. Kinley said that Housing Commission Director, Jennifer Hall will present the feasibility analysis of City-owned properties as sites for affordable housing at the next committee meeting. All are encouraged to attend. Jan Culbertson of the 2030 District Coalition will also provide an update.

The next Partnerships Committee meeting will be on Wednesday, February 12 at 11:00 am (note different time than usual).

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE
Mr. Orr said the Executive Committee reviewed today’s meeting agenda, and briefly discussed yesterday’s Board retreat.

The next Executive Committee meeting is scheduled for Wednesday, March 4 at 11 am.

9. NEW BUSINESS
None.

10. OTHER AUDIENCE PARTICIPATION
None.

11. ADJOURNMENT
There being no other business Mr. Lazarus moved and Mr. Narayan seconded the motion to adjourn. Mr. Orr declared the meeting adjourned at 12:45 pm.

Respectfully submitted,
Susan Pollay, Executive Director
Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Micah Bartelme, Alexandra Dieck, Tyler Kinley, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Phil Weiss  
Absent: Bob Guenzel, Marie Klopf, Darren McKinnon, Keith Orr, Rishi Narayan  
Staff: Susan Pollay, Amber Miller, Maura Thomson, Liz Rolla, Jada Hahlbrock, Sara McCallum, Kelley Graves  
Public: Frances Todoro, Clarissa/State Street District  

Capital Improvements Bond Projects: Ms. Miller reviewed the status of expenditures thus far for the first of the four street projects being paid for by the DDA’s construction bond (William, Huron, First, Ashley). William is essentially complete and only a few blocks of work remain for Huron, and it appears that there may be funds available that could be applied to the Ashley St project to pay for elements that were considered to be important but lower priority on the 100 and 200 blocks. Bond proceeds must be spent by early 2022. With two years of construction remaining and MDOT reviews still outstanding, final construction costs may vary considerably. But staff stated their recommendation to proceed with design and feasibility for the 100 and 200 Ashley Street block improvements so the DDA could respond quickly if project bond funds remained available. Questions were asked and answered. Mr. Bartelme moved and Ms. Dieck supported bringing a resolution to the board to approve a design contract extension with Smith group for this work. Mr. Bartelme asked that the resolution reflect that the fees were not only for design, but also for bidding and construction oversight. Ms. Dieck concurred.  

Ms. Miller said that it appeared the Huron Street project will be completed within budget; however, the contract with Fonson Company must be expanded by $260,000 to cover additional costs. Numerous unforeseen challenges came up during this project, including the need to relocate private communications lines, unexpected private building vaults in the right-of-way, and restoration of larger-than-expected sections of roadway. The Committee expressed support to bring a resolution to the board to increase the Fonson Company contract for the Huron St project.  

Staff recommended and the committee agreed to bring forward resolutions associated with the First and Ashley projects, including an agreement with Testing Engineers & Consultants for material testing services; Wade Trim Associates for construction engineering, inspection and staking; and an amendment to the agreement with Stantect for construction administration and engineering. All three vendors had been selected by the City after competitive bidding.
People-Friendly Streets 2: Ms. Miller said that in collaboration with City staff, DDA staff issued an RFQ in early January for design services, and four vendors submitted responses which were reviewed by a team of 8 City and DDA staff. Upon review, staff recommends Smith Group, teamed with Wade Trim and Toole Design to oversee the design and public engagement processes for the People Friendly Streets Phase II projects. The design contract for $1,337,124 includes the City’s portion of the State Street Design (watermain consolidation and road resurfacing). The design process outcomes will include State Street design through construction documents by Winter 2020 and recommended infrastructure and mobility improvements on four other downtown streets to inform the next round of People-Friendly Street projects, the City CIP by August 2020, construction schedule, project scope, conceptual design and budget for each of the four streets. Mr. Weiss asked if there are funds available for the DDA to provide additional sidewalk vault grants; Ms. Miller said the committee will need to discuss the whether to continue this program beyond FY20. Additional questions were asked and answered. There was support to put forward a resolution to the board to approve a contract with Smith Group for People Friendly Streets Phase 2 design.

Public Art Commission: Ms. Miller shared the Ann Arbor Public Art Commission’s recommendations for artwork to be incorporated into FY2019-FY2026 CIP projects, including many DDA projects. She said that it would be helpful for the DDA to develop policies regarding public art for its projects. She noted that staff do not have the capacity to oversee the process of commissioning art. Questions were asked and answered. Staff were asked to research best practices and return to the committee with recommendations. In the meantime, of the list of art projects recommended by the Arts Commission, there was agreement to exclude the Commission’s request (#20) related to enhancing the deterrent fencing installed on the parking structures out of respect for victims and their families.

Public Comment: None.

The next Capital Improvements Committee meeting is scheduled for Wednesday March 18 at 11 am.

The meeting adjourned at 12:55 pm.

Respectfully submitted by
Susan Pollay, Executive Director
Go!Pass and getDowntown: Ms. Hahlbrock highlighted the DDA’s role in the formation of the getDowntown program and go!Pass, and the importance of the getDowntown program to meeting DDA goals. She explained that the DDA sees transportation and parking as intertwined, and DDA funding for downtown transportation programs comes from parking revenues. Mr. Simmons gave an overview of the getDowntown program including its history, the Co2Commuter Connect program, SEMCOG data, and the purpose and stats for events. He said that surveys have shown that approximately 1,100 downtown employees/day are now being diverted to using other transportation modes to get to work rather than driving alone/parking. He shared that the program will expand the metrics it will use to measure impact beginning in July. The FY21 funding request was presented. Questions were asked and answered. The committee agreed to bring a resolution to the board next week.

FY21 Parking Budget: Ms. Hahlbrock highlighted parking elements that will be included in the FY21 DDA budget. She noted that expenditures align with DDA’s goals, and many support the City’s A2Zero carbon neutrality goal, including increasing the number of EVs and installing more energy-efficient lighting. Studies are underway for these projects.

Other budget items include garage maintenance and restoration which will begin July 1st and will include work at Maynard, Forest, Ann Ashley and the 4th & William stairwell. The 4th & Washington stair tower and elevator needs extensive work as well. Deterrent fencing installation will continue at the structures above the third level. Ms. Hahlbrock shared photos of the fencing mock-up for the 4th & Washington structure; there was support for this concept. There was a general discussion about fencing in the structures. Installation of the new parking revenue equipment will begin in April and will largely take place in FY21. A comprehensive mechanical system study is also underway which will enable the DDA to be proactive about equipment replacement and upgrade needs.
Ms. Hahlbrock discussed the increase in the FY21 budget for credit card fees. Current stats show on-street parking is paid 15% cash and 85% with credit card, with 56% of the credit card charges coming from use of epark mobile app. Questions were asked and answered.

Public Art: The Public Art Commission’s (PAC) requests for 2020-2021 were shared. Ms. Hahlbrock reported that CIC also discussed the request and it was agreed that CIC and Ops staff will draft a policy and procedures related to public art for review by both committees.

Maynard office/customer service space: Staff met with a broker on the potential lease of 336 Maynard. More information will be provided next month.

Parking and Transportation Monthly Report: The report is included in the packet. No questions were asked.

Parking Permit Wait List: The PDF version of the wait list is posted on the website.

Permit Rate Changes: Staff will bring information on the proposed accelerated rate increases to advance TDM goals to the next committee meeting.

RPS Updates: Mr. McKiness reported on a recent vandalism incident at Liberty Square where an individual used an epoxy to disable the pay stations and graffitied elevator cabs. RPS staff responded quickly to repair the equipment and assist customers. Equipment was up and running by Noon. Republic Parking worked with the Ann Arbor Police Department to identify the individual.

Public Comment: None.

The next Operations Committee meeting will be on Wednesday, March 25 at 11:00 am.

The meeting adjourned at 12:40 pm.

Respectfully submitted,
Susan Pollay, Executive Director
2030 District Coalition: Ms. Culbertson provided an overview of their origin, mission and initiatives. It is a volunteer organization, and they have support from ECO and DTE to fund programs and free energy audits. The Coalition’s uses best practices and benchmarking to enable building owners, stakeholders and community organizations to reduce their energy and water usage. Members joining the Coalition can receive a free energy audit ($2,000 value) for buildings up to 14,000 sf that are within the City limits.

Affordable Housing/Downtown City Properties: Ms. Hall said the need for affordable housing has grown dramatically. The Housing Commission was tasked with undertaking a feasibility analysis of developing City-owned properties, including many downtown parking lots. Ms. Hall emphasized the importance of finding solutions that involve both affordable housing and parking. SmithGroup was hired by the City as its consultant to conduct community engagement sessions and compile the analysis. Much input was received in recent meetings about 415 W. Washington and the Old Y-Lot. The 415 W. Washington site could have affordable housing but it would need to come as part of a mixed income private development. The 350 S. Fifth Avenue (old Y-Lot) site has no negative site issues and is eligible for LIHTC which may cover 60% of its construction costs. The site is big, so a quantity of market rate housing and ground floor retail may also be included.

Next steps for these sites is a community meeting on Tuesday, February 25th from 6-8 pm at the DDA office to get further feedback from the community about proposed development schemes, doing more due diligence on both sites, obtaining feedback from development community about the strategies under consideration, and then presenting designs to Council for pre-entitlement approval. For the remaining downtown properties, SmithGroup would repeat its efforts to engage with the community. And because many of the sites under consideration are parking lots Smith Group would conduct a downtown parking study to understand potential impacts.

Ms. Pollay asked Ms. Hall’s thoughts about the DDA serving as an affordable housing developer; Ms. Hall said there are complicated processes and requirements to follow which takes specialized
expertise and experience. She recommended instead that DDA would be most impactful installing infrastructure in support of these projects and providing funding support.

Mr. McKinnon recommended that these projects be developed without using federal dollars. Ms. Hall stated she shared his interest in not relying on federal dollars as it would make things less complicated, but it may require the City pursuing other strategies such as an affordable housing millage.

A draft resolution was shared with the committee, outlining the Housing Commission’s request for DDA funding. Questions were asked and answered, and the revised resolution will be presented to the DDA board at its March meeting.

Public Comment: Mr. Diephuis asked how the affordable housing projects fit in with carbon neutrality goals. Ms. Hall responded it is a balance between scoring higher for federal funding by incorporating energy efficiency elements versus getting scored lower for increasing the project’s development costs.

Mr. Fields asked about other entity’s involvement in the affordable housing initiatives. Ms. Hall responded that Washtenaw County and UM are interested in being involved and will be looking for a successful outcome on the Housing Commission’s current efforts to make their move into the affordable housing development arena.

The next Partnerships meeting is scheduled for Wednesday, March 11 at 9:00 am with the partners.

The meeting adjourned at 12:55 pm

Respectfully submitted,
Susan Pollay, Executive Director
Expense Register: The January expense register was reviewed. It was noted that wire transfers and credit card expenses were omitted – an oversight that will be corrected prior to publication.

FY21 Budget: Ms. McCallum presented the DDA’s FY21 budget. Discussion ensued regarding parking maintenance and capital expenditures, capitalization criteria, and fund balance policy. Mr. Crawford questioned the removal of the Ann Ashley expansion and expressed concern over the detrimental impact on affordable housing initiatives. He recommended adding the Ann Ashley project into the budget. Ms. Pollay stated that the DDA still thinks the Ann Ashley expansion is the right project and fits its mission but, based on the Council’s decision against the expansion last Fall, it was decided to let the process that Jennifer Hall has underway with the affordable housing move forward and let the data from that process inform the timing for proceeding with Ann Ashley. The FY21 budget retains certain improvements to the existing structure, as well as more EV charging stations and updated lighting in structures, and dollars in support of the City’s Carbon Neutral 2030 plan. Support for affordable housing within the budget was discussed, some of which is contingent Council eliminating the ordinance constraint that it be for 50% or below AMI.

Ms. Klopf asked about the expected life-span of the new parking system equipment and the depreciation schedule. Ms. Hahlbrock reported that the industry average is seven years and we have achieved 12-13 years out of some of the equipment. Ms. McCallum stated that the City records the depreciation as the assets are owned by them. Ms. Klopf requested that where expenses are listed as “Other”, a breakout of what that includes be added to future reports and charts.

Request to Carry Grants Forward: Ms. McCallum sought feedback from the committee on a proposed clause for the City’s budget resolution that would allow unspent grants to be rolled forward to the next budget cycle.
Public Comment: None.

The next Finance Committee meeting will be on Thursday, March 26 at 9:30 am (new time).

The meeting adjourned at 2:15 pm.

Respectfully submitted by
Susan Pollay, Executive Director
Committee actions and discussions

**DDA Retreat.** The group debriefed about the retreat the previous day. All agreed that more discussion was needed regarding DDA committees. Between now and the DDA’s Annual Meeting in July the committee chairs will be asked to help formulate possible changes to the committees and their areas of focus. Meanwhile, Mr. Orr said he and Ms. Pollay will distribute a questionnaire to board members asking them to select their first and second choices for committees they will commit to attending. There was also an interest to have the board take more time for talking about the future needs in downtown and visioning the future role of the DDA.

**Agenda Review.** The Committee reviewed the February meeting agenda. It was suggested that DDA staff be asked to the podium to talk about the First and Ashley project, including a reminder of project goals and providing details such as when construction was likely to begin.

**Public Comment.** Mr. Diephuis said that he read through the DDA minutes from 1996 to learn about their Executive Director selection process. He urged the group to begin work as the process would take many months.

There being no other business, the meeting adjourned at 11:45 a.m.
Susan Pollay, Executive Director
Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104

Time: Chair Orr called the meeting to order at 12:00 p.m.


Absent: None

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

Audience: David Diephuis, Resident

Facilitator: Megan Olds of Parallel Solutions

**Strategy Session Purpose.** The purpose of the meeting was to discuss best practices for board governance, clarify decision-making and approval processes for projects and programs, plant the seeds for a future vision for the downtown, and identify and prioritize the DDA’s strategic goals and action steps for the next three to five years.

**Governance and Decision-Making Processes.** Ms. Olds shared a presentation regarding best practices for board governance. Following the presentation, board members and staff reflected on instances when decision-making processes worked well, and instances when these processes didn’t work as well.

**Committee Structure and Roles.** Board members also evaluated the current structure and function of board committees. They focused their discussion primarily on the Operations and Partnerships committees. There was a discussion about whether there was a clear purpose to the committee and goals to committee meetings, what the optimal decision-making model should be, and how success should be measured. It was agreed that board members would be asked to assign themselves to a committee, rather than welcoming all board members to all committees. There was also agreement that a follow-up retreat should be scheduled to
complete the discussion about committees with the goal that a new committee structure will be in place by the July Annual DDA Board Meeting.

**Planting Seeds for the Future.** There was a short amount of time spent thinking about the future of downtown. Using images to help tell their story and perspective, each board and staff member shared their response to the question: “What problems will you be solving in the future?” A variety of perspectives were shared. There was alignment that high impact/high urgency priorities for the DDA to address over the next three to five years were housing, energy/environment, and safe/just/equitable access for all.

There being no other business the meeting adjourned at 4:00 pm.

Respectfully submitted,
Susan Pollay, Executive Director
### ANNE HARBOR DDA

#### FY21 BUDGET REQUEST

#### REVENUES

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<td>SERVICE</td>
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<td>TAX REVENUES</td>
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<td><strong>TOTAL REVENUES</strong></td>
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**REVENUES BY FUND**

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<td>DDA PARKING FUND</td>
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<td>DDA HOUSING FUND</td>
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<td>DDA GENERAL (TIF) FUND</td>
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<td>7,170,108</td>
<td>7,100,794</td>
<td>7,189,100</td>
<td>7,392,000</td>
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<td>401</td>
<td>DDA PARKING CIP FUND</td>
<td>3,664,564</td>
<td>1,907,679</td>
<td>3,575,000</td>
<td>3,620,000</td>
<td>10,672,000</td>
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<tr>
<td>494</td>
<td>DDA (TIF) CONSTRUCTION FUND</td>
<td>3,979,170</td>
<td>11,520,800</td>
<td>11,520,800</td>
<td>11,520,800</td>
<td>2,144,200</td>
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<td></td>
<td>32,784,369</td>
<td>36,622,663</td>
<td>45,604,371</td>
<td>47,514,100</td>
<td>46,021,900</td>
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</table>
## ANN ARBOR DDA

**FY21 BUDGET REQUEST**

### EXPENDITURES

<table>
<thead>
<tr>
<th></th>
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<tr>
<td><strong>EXPENDITURES BY CATEGORY</strong></td>
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<td>PERSSV</td>
<td>PERSONNEL SERVICES</td>
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<td>669,932</td>
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<td>PERSONNEL SERVICES OTHER</td>
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<td>PRFRNG</td>
<td>PAYROLL FRINGES</td>
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<td>331,956</td>
<td>489,842</td>
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<td>SUPPLY</td>
<td>MATERIALS &amp; SUPPLIES</td>
<td>21,260</td>
<td>30,311</td>
<td>118,500</td>
<td>82,000</td>
<td>105,000</td>
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<td>OSERV</td>
<td>OTHER SERVICES</td>
<td>8,886,779</td>
<td>9,582,542</td>
<td>10,988,234</td>
<td>10,600,900</td>
<td>10,737,600</td>
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<td>OCHGS</td>
<td>OTHER CHARGES</td>
<td>11,539,983</td>
<td>11,653,427</td>
<td>13,296,992</td>
<td>12,913,800</td>
<td>14,614,000</td>
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<td>GRANT/LOAN RECIPIENTS</td>
<td>1,728,356</td>
<td>1,757,583</td>
<td>2,214,638</td>
<td>1,975,400</td>
<td>2,801,000</td>
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<td>CAPOUT</td>
<td>CAPITAL OUTLAY</td>
<td>5,660,540</td>
<td>4,374,690</td>
<td>16,922,997</td>
<td>14,514,500</td>
<td>16,404,200</td>
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<td>PASS</td>
<td>PASS THROUGHS</td>
<td>3,949,078</td>
<td>3,871,368</td>
<td>4,889,526</td>
<td>4,888,900</td>
<td>11,128,100</td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td></td>
<td>32,559,366</td>
<td>32,153,709</td>
<td>49,690,661</td>
<td>46,094,700</td>
<td>57,087,500</td>
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</table>

### EXPENDITURES BY FUND

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>231</td>
<td>DDA PARKING FUND</td>
<td>22,108,996</td>
<td>20,692,808</td>
<td>23,387,772</td>
<td>23,317,400</td>
<td>31,118,400</td>
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<td>246</td>
<td>DDA HOUSING FUND</td>
<td>1,689</td>
<td>264,076</td>
<td>720,880</td>
<td>488,200</td>
<td>1,301,500</td>
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<td>248</td>
<td>DDA GENERAL (TIF) FUND</td>
<td>5,835,236</td>
<td>7,090,487</td>
<td>8,836,573</td>
<td>8,177,900</td>
<td>9,915,400</td>
</tr>
<tr>
<td>401</td>
<td>DDA PARKING CIP FUND</td>
<td>3,991,031</td>
<td>2,083,799</td>
<td>3,267,536</td>
<td>3,214,900</td>
<td>10,693,000</td>
</tr>
<tr>
<td>494</td>
<td>DDA (TIF) CONSTRUCTION FUND</td>
<td>622,414</td>
<td>2,022,539</td>
<td>13,477,900</td>
<td>10,896,300</td>
<td>4,059,200</td>
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<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td></td>
<td>32,559,366</td>
<td>32,153,709</td>
<td>49,690,661</td>
<td>46,094,700</td>
<td>57,087,500</td>
</tr>
</tbody>
</table>
RESOLUTION TO PUT FORWARD THE DDA BUDGETS FOR FISCAL YEAR 2021

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

Whereas, The statute also requires that the budget be prepared in the manner and contain the information required of municipal departments;

Whereas, The DDA has submitted its FY21-FY26 capital improvement items for inclusion in the City of Ann Arbor’s Capital Improvement Plan and that Plan has been approved by the Planning Commission for inclusion in the FY21 Budget;

Whereas, The DDA’s Finance Committee has reviewed the DDA’s updated Ten-Year Plan which includes long range capital improvements, debt service, parking operations, and details the financial assumptions that have gone into that Plan;

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

Whereas, The Finance Committee upon completing this review recommends approval of the FY21 Budget by the DDA;

RESOLVED, The DDA Board accepts the recommendation of its Finance Committee and puts these budgets forward to the Ann Arbor City Council for their approval.
**Memo**
To: DDA Capital Improvements Committee  
From: Amber Miller, Capital Projects Manager, AICP  
Date: February 13th, 2020  
Re: Bonded project costs to date and next steps for Ashley Street improvements

**Overview:** On February 5th, 2020, the DDA Board approved a construction contract with Fonson Company Inc. for the First and Ashley Street Improvements. The construction contract reflects the DDA Board’s project goals and priorities, which includes extensive First Street improvements and Ashley Street streetscape between Washington and Liberty. Working within a set project budget and estimated construction costs, the DDA Board determined several Ashley Street improvements were important, but a lower priority.

Remaining opportunity areas not included in the approved Fonson Company contract:

<table>
<thead>
<tr>
<th>Recommendations for remaining dollars, if available</th>
<th>Estimated costs*</th>
<th>DDA Principles - opportunities for alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ashley Street</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Streetscape (lighting, trees, crossing improvements)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. SW corner of Liberty/Ashley</td>
<td>$110,000.00</td>
<td>Identity, Infrastructure, Transportation, Business Encouragement, Sustainability</td>
</tr>
<tr>
<td>2. East side of Ashley block, Washington to Huron</td>
<td>$70,000.00</td>
<td>Identity, Infrastructure, Transportation, Business Encouragement, Sustainability</td>
</tr>
<tr>
<td>3. West side of Ashley block, Washington to Huron</td>
<td>$140,000.00</td>
<td>Identity, Infrastructure, Transportation, Business Encouragement, Sustainability</td>
</tr>
<tr>
<td><strong>Watermain &amp; resurfacing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Ashley, Washington to Huron</td>
<td>$300,000.00</td>
<td>Infrastructure, Development partnerships</td>
</tr>
<tr>
<td><strong>Design</strong></td>
<td>$170,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$790,000.00</td>
<td></td>
</tr>
</tbody>
</table>

*More accurate cost estimates can be provided once designed

**Estimated Costs and Bond Requirements:**
After reviewing current and estimated construction costs for the Huron, William, and First and Ashley Street Improvements, DDA staff are estimating that there may be as much as $700,000 - $1M remaining (see attached estimates).

Bonded proceeds must be spent by January 2022. The bond language allows for “downtown development capital improvements within the City.” Despite this, DDA staff recommend spending within the general project areas to follow through on the bond purpose discussed with the community.
With two years of construction remaining, final construction costs may vary considerably from current projections. The outstanding MDOT reviews provide an additional variable. As a result, staff recommend proceeding with design and feasibility of the above items and revisiting final cost estimates and additional priorities at the end of the 2020 construction season. This will prepare the DDA to respond quickly if bonded project funds remain, without overcommitting dollars.

**Action Recommended:** DDA staff recommend:
1) Approve a design contract extension with SmithGroup for the remaining opportunity areas on Ashley Street.
2) Continue monitoring bonded project costs and discuss if/how to proceed with increasing the First and Ashley Street construction contract at the end of the 2020 construction season.
## Bonded Street Project Budget (Huron, First, Ashley, William)

### 2/11/2020

<table>
<thead>
<tr>
<th>Total Project Budget</th>
<th>$ 17,600,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Huron Estimated Cost</td>
<td>$ 5,238,351.48</td>
</tr>
<tr>
<td>William Estimated Cost</td>
<td>$ 1,642,911.81</td>
</tr>
<tr>
<td>First &amp; Ashley Estimated Cost</td>
<td>$ 9,631,959.90</td>
</tr>
<tr>
<td>Total</td>
<td>$ 16,513,223.19</td>
</tr>
</tbody>
</table>

Estimated Maximum Remaining $ 1,086,776.81

### Recommendations for remaining dollars, if available:

<table>
<thead>
<tr>
<th>Streetscape (lighting, trees, crossing improvements)</th>
<th>Estimated costs*</th>
<th>DDA Principles - opportunities for alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. SW corner of Liberty/Ashley</td>
<td>$ 110,000.00</td>
<td>Identity, Infrastructure, Transportation, Business Encouragement, Sustainability</td>
</tr>
<tr>
<td>2. East side of Ashley block, Washington to Huron</td>
<td>$ 70,000.00</td>
<td>Identity, Infrastructure, Transportation, Business Encouragement, Sustainability</td>
</tr>
<tr>
<td>3. West side of Ashley block, Washington to Huron</td>
<td>$ 140,000.00</td>
<td>Identity, Infrastructure, Transportation, Business Encouragement, Sustainability</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Watermain &amp; resurfacing</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Ashley, Washington to Huron</td>
<td>$ 300,000.00</td>
<td>Infrastructure, Development partnerships</td>
</tr>
</tbody>
</table>

Design $ 170,000.00

Total $ 790,000.00

### Opportunities to investigate further

<table>
<thead>
<tr>
<th>Ashley Street lighting, Catherine to Kingsley</th>
<th>Identity, infrastructure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberty Street Lighting, Main to First Street</td>
<td>Identity, infrastructure</td>
</tr>
<tr>
<td>Washington Street Lighting, Main to First Street</td>
<td>Identity, infrastructure</td>
</tr>
</tbody>
</table>

*More accurate cost estimates can be provided once designed*
Ann Arbor DDA  
Huron Estimated Construction Expenses  
1/17/2020

<table>
<thead>
<tr>
<th>Total Project Budget</th>
<th>$ 5,600,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
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<tr>
<td>Design Fees set aside</td>
<td>$650,000.00</td>
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</table>

**DDA COSTS ONLY:**

<table>
<thead>
<tr>
<th>Original Estimate</th>
<th>Expected Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
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</tr>
<tr>
<td>Construction Contract + Contingency + IT</td>
<td>$3,338,419.93</td>
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<tr>
<td>City IT Conduit Costs</td>
<td>$94,000.00</td>
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<tr>
<td>Fonson thru December 2019</td>
<td>-</td>
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<tr>
<td>Fonson remaining (estimated)</td>
<td>-</td>
</tr>
<tr>
<td>Inspection</td>
<td>$250,000.00</td>
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<tr>
<td>Stantec thru December 2019</td>
<td>$232,204.00</td>
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<tr>
<td>Stantec expected</td>
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</tr>
<tr>
<td>Testing and Materials Analysis</td>
<td>$41,000.00</td>
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<tr>
<td>MTC thru December 2019</td>
<td>$38,507.00</td>
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<tr>
<td>MTC expected</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$291,000.00</td>
</tr>
</tbody>
</table>

**Other Costs**

| DDA purchase Street Light Poles & Fixtures | $385,000.00 | $385,000.00 |
| DTE Costs (service, lighting, pole removal) | $20,000.00 | $33,000.00 |
| DDA purchase Street Trees | $80,000.00 | $80,000.00 |
| Signs + Signal Changes* | $590,000.00 | $30,000.00 |
| Parking Meters & Signs | $55,000.00 | - |
| Public Art | $96,580.07 | $33,384.20 |
| Trash Receptacles | $18,063.45 | $18,063.45 |
| TCO + Post-Const Traffic Study | - | - |
| Legal + Project Management | $19,736.25 | - |

| Other Costs | $1,244,643.52 | $599,183.90 |
| Total Costs | $5,238,351.48 | $6,148,528.52 |

*Estimated need for additional authorization of $260,000 above approved contract and contingency. DDA original estimate was based on the understanding the City was paying for IT conduit. Original DDA cost estimate anticipated IT conduit costs to be paid by City. Added to DDA costs per Board approval on March 6, 2019. Public Art Commission requested 1% of construction costs. Any remaining study dollars will need to come from budgeted dollars for studies, not bond proceeds.*

*Only City signs and signals work has proceeded so far. MDOT communicated that they will pay for 5th Avenue signal change (approx $175,000). MDOT denied pedestrian signal changes (approx $125K). Leaving about $250K - $300K in possible remaining costs.*
## Estimated Construction Expenses

**2/5/2020**

<table>
<thead>
<tr>
<th>Description</th>
<th>Original Estimate</th>
<th>Expected Final</th>
</tr>
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<td><strong>DDA COSTS ONLY:</strong></td>
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<tr>
<td>Construction Contract + Contingency</td>
<td>$1,399,445.30</td>
<td>$1,225,021.19</td>
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<tr>
<td>Fonson DDA costs thru January 2020</td>
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<tr>
<td>Fonson remaining (estimated)</td>
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<tr>
<td>Inspection</td>
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<td>$65,908.51</td>
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<tr>
<td>Stantec thru December 2019</td>
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<tr>
<td>Stantec remaining (estimated)</td>
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<tr>
<td>Testing and Materials Analysis</td>
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<td>$35,539.00</td>
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<tr>
<td>MTC thru December 2019</td>
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<tr>
<td>MTC expected</td>
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<tr>
<td><strong>Total</strong></td>
<td>$1,525,445.30</td>
<td>$1,326,468.70</td>
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<td><strong>Other Costs</strong></td>
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<tr>
<td>City Signs and Signals Work</td>
<td>$-</td>
<td>$30,000.00</td>
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<td>Planters</td>
<td>$-</td>
<td>$17,895.32</td>
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<tr>
<td>Trash Receptacles</td>
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<td>$28,901.52</td>
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<tr>
<td>Legal + Project Management</td>
<td>$17,448.75</td>
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<tr>
<td>TCO + Post-Const Traffic Study</td>
<td>$-</td>
<td>$11,688.00</td>
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<td><strong>Other Costs</strong></td>
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<tr>
<td><strong>Total Costs</strong></td>
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<td>$1,642,911.81</td>
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<tr>
<td><strong>Estimated Remaining</strong></td>
<td>$357,088.19</td>
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</table>

Other considerations:
- MDOT rail has requested that the DDA make additional changes to the rail signal at First and William.
### Total Project Budget

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Total Project Budget</td>
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</table>

### Design

<table>
<thead>
<tr>
<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Design Fees set aside</td>
<td>$1,198,192.48</td>
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</table>

### DDA COSTS ONLY:

#### Original Estimate

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Contract + Contingency</td>
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<tr>
<td>Inspection</td>
<td>$726,377.66</td>
</tr>
<tr>
<td>Testing and Materials Analysis</td>
<td>$181,594.41</td>
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<tr>
<td>Construction Admin &amp; Engineering</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7,869,091.28</strong></td>
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</table>

#### Other Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Railroad ROW Improvements &amp; Permit</td>
<td>$250,000.00</td>
</tr>
<tr>
<td>City fees for electrical/signal/sign support</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>Trash Receptacles</td>
<td>$21,676.14</td>
</tr>
<tr>
<td>DTE Costs (service, lighting, pole removal)</td>
<td>$63,000.00</td>
</tr>
<tr>
<td>Banner Poles (Liberty Street)</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Project Management, admin &amp; TCO work</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>Post-Construction Traffic Study</td>
<td>-</td>
</tr>
<tr>
<td><strong>Other Costs</strong></td>
<td><strong>$564,676.14</strong></td>
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</table>

#### Total Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Costs</strong></td>
<td><strong>$9,631,959.90</strong></td>
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</tbody>
</table>

### Remaining

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Budget</td>
<td>$10,000,000.00</td>
</tr>
<tr>
<td>Remaining</td>
<td>$368,040.10</td>
</tr>
</tbody>
</table>

### Other considerations

Public Art Commission requested we set aside 1% of the streetscape portion of the budget on public art.
First & Ashley Street – Design Overview

- Streetscape Improvements (lighting, trees, sidewalk)
- Minor streetscape (sidewalk repairs)
- Vault Locations
- Existing Downtown Street Lighting
- Bumpouts
- Floodplain Zones
- Watermain Upsizing
- Watermain Consolidation
- Mill & Resurface
- Other Resurface Treatment
- Cape Seal (by city)

Intersection Improved as part of William Project

All-Way Stop

Downtown / Treeline Gateway

NORTH
RESOLUTION TO MODIFY THE SMITHGROUP CONTRACT FOR THE FIRST, ASHLEY, AND WILLIAM STREET PROJECTS

Whereas, The DDA's Development Plan highlights identity, infrastructure, transportation, and sustainability as overarching Principles;

Whereas, On November 1\textsuperscript{st}, 2017 the DDA Board approved a $1,258,702 contract with Smithgroup for the First, Ashley, and William Street Projects and on July 10, 2019 increased the contract by $150,000 for a total of $1,408,702;

Whereas, Current Huron, William, First and Ashley cost projections indicate that there may be additional dollars remaining in the bond fund, allowing the DDA to address Ashley Street improvements initially removed from the project scope;

Whereas, Preparing construction documents and undertaking additional analysis for these areas will allow the DDA to respond quickly if bonded project funds remain at the end of the 2020 construction season;

Whereas, This work, plus additional construction support, would increase the SmithGroup contract by about $170,000 for a total of $1,579,000;

Resolved, The DDA Board authorizes the DDA Director to increase the SmithGroup contract to $1,579,000 to be paid from the Capital Construction fund (494);
RESOLUTION TO MODIFY THE HURON STREET CONSTRUCTION CONTRACT WITH FONSON COMPANY, INC

Whereas, The DDA's Development Plan highlights identity, infrastructure, transportation, and sustainability as overarching Principles;

Whereas, On February 6th, 2019 the DDA approved a contract with Fonson Company, Inc. not to exceed amount of $3,432,419.93;

Whereas, The construction process encountered numerous unforeseen challenges in the 2019 construction season, including relocation of private communication lines, filling private building vaults, and restoring large segments of roadway;

Whereas, Cost projections indicate that an additional $260,000 may be needed to complete the project, increasing the contract to $3.7M;

Whereas, Approving these additional dollars will enable staff to oversee completion of the project without exceeding the total project budget of $5.6M;

Resolved, The DDA Board authorizes the DDA Director to increase the Fonson Company Inc contract to $3.7M, to be paid from the Capital Construction fund (494);
RESOLUTION TO APPROVE AN AGREEMENT
WITH TESTING ENGINEERS & CONSULTANTS, INC.
FOR MATERIAL TESTING SERVICES

Whereas, On February 5, 2020, the DDA Board approved a construction contract for the First and Ashley Improvements Project;

Whereas, Material testing is required to ensure materials used meet specifications;

Whereas, Testing Engineers & Consultants, Inc. was one of five firms selected by the City of Ann Arbor through a competitive RFP process (RFP 20-06) to provide ongoing material testing services;

Whereas, To ensure consistency with the City and within City streets, DDA staff regularly use the City procurement process to select material testing services for DDA projects within the public right of way;

Whereas, Of the five firms selected by the City, DDA staff recommends Testing Engineers & Consultants, Inc. to provide testing services;

Whereas, Per the cost share agreement with the City of Ann Arbor, the City will fund 23% (approximately $34,500) of the costs for material testing services and the DDA will fund 77% (approximately $115,500); and

Whereas, The required funds for the DDA’s portion of material testing are included in the approved DDA project budget;

Resolved, The DDA Board approves a Professional Services Agreement with Testing Engineers & Consultants, Inc. in the amount of $150,000 for Material Testing Services for the First & Ashley Improvements Project; and

Resolved, The DDA Board authorizes the DDA Board Chair and DDA Director to execute the Agreement with a not to exceed amount of $150,000 to be paid from the Capital Construction fund (494).
RESOLUTION TO APPROVE AN AGREEMENT
WITH WADE TRIM ASSOCIATES, INC.
FOR CONSTRUCTION ENGINEERING, INSPECTION, AND STAKING SERVICES

Whereas, On February 5, 2020, the DDA Board approved a construction contract for the First and Ashley Improvements Project;

Whereas, Construction engineering, inspection, and staking are required to oversee contractor activities, enforce construction specifications, provide construction layout, document pay item quantities, and engineer construction field changes;

Whereas, Wade Trim Associates, Inc. was selected by the City of Ann Arbor through a competitive RFP process (RFP-17-19) to provide ongoing civil engineering services, including engineering, inspection, and staking;

Whereas, Wade Trim Associates, Inc. was involved in the design of the First and Ashley Improvements Project and their familiarity with the project plans will result in efficiency of completing construction-related services;

Whereas, DDA staff recommends Wade Trim Associates, Inc. to provide construction engineering, inspection, and staking services;

Whereas, Per the cost share agreement with the City of Ann Arbor, the City will fund 23% (approximately $215,481) of the costs for Construction Engineering, Inspection, and Staking Services and the DDA will fund 77% (approximately $726,378); and

Whereas, The required funds for the DDA’s portion of construction engineering, inspection, and staking are available in the approved budget;

Resolved, The DDA Board approves a Professional Services Agreement with Wade Trim Associates, Inc. in the amount of $941,859 for Construction Engineering, Inspection, and Staking for the First and Ashley Improvements Project; and

Resolved, The DDA Board authorizes the DDA Board Chair and DDA Director to execute the Agreement with a not to exceed amount of $941,859 to be paid from the Capital Construction fund (494).
Whereas, On February 5, 2020, the DDA Board approved a construction contract for the First and Ashley Improvements Project;

Whereas, Construction administration and engineering are required to manage construction activities;

Whereas, Stantec Consulting Michigan, Inc. was selected by the City of Ann Arbor through a competitive RFP process (RFP-19-27) to provide ongoing civil engineering services;

Whereas, The DDA has an existing Professional Services Agreement with Stantec and DDA staff recommends Stantec Consulting Michigan, Inc. to provide construction administration and engineering services for the First and Ashley Street construction project;

Whereas, Per the cost share agreement with the City of Ann Arbor, the City will fund 23% (approximately $53,871) of the costs for Construction Administration & Engineering Services and the DDA will fund 77% (approximately $181,594); and

Whereas, The required funds for the DDA’s portion of construction administration and engineering are available in the approved budget;

Resolved, The DDA Board approve the Amendment to the Professional Services Agreement with Stantec Consulting Michigan, Inc. in the amount of $235,465 for Construction Administration & Engineering Services for the First and Ashley Improvements Project; and

Resolved, The DDA Board authorizes the DDA Board Chair and DDA Director to execute the Amendment with a not to exceed amount of $235,465 to be paid from the Capital Construction fund (494);
Memo
To: DDA Capital Improvements Committee
From: Amber Miller, Capital Projects Manager, AICP
Date: February 13th, 2020
Re: Design Contract for People-Friendly Streets Phase 2

Overview: On December 4th, 2019, the DDA Board established People-Friendly Streets Phase 2, with a total project budget of $10M. In collaboration with City staff, DDA staff issued a request for qualifications (RFQ) on January 8th, 2020 and held a pre-submittal meeting on January 17th to make RFQ expectations and evaluations clear.

RFQ Selection: On February 3rd four responses were received. A team of DDA staff and City engineering, transportation, and community engagement staff reviewed the submittals for qualifications in engineering, transportation analysis, streetscape design, bikeway design, public engagement, and similar project experience. Based on the evaluation, staff recommend SmithGroup, teamed with Wade Trim and Toole Design.

Proposed Contract Amount: $1.337M total, which includes $360,684 for the City’s portion of the State Street design.

Design Process Goals:
- Goal-driven evaluation and prioritization for street projects
- High level of public engagement
- Build community trust

Design Process Outcomes and Deliverables:
State Street:
- State Street design and construction documents by Winter 2020

Key Streets:
- Recommended infrastructure and mobility improvements on four other downtown streets to inform the next round of People-Friendly Street Projects and the City CIP by August 2020
- Recommended construction schedule, project scope, conceptual design and budget for each of the four streets

For each focus area above, the DDA is working within timelines of larger, coordinated efforts - the City of Ann Arbor State Street construction project and the Capital Improvement Plan process.

Initial Project Priorities (to be refined):
- Support affordable housing development through infrastructure improvements
- Responsible energy use and environmental resiliency, supporting the City’s target of Carbon Neutrality by 2030
• Safe, just, and equitable access for all, supporting the City’s target of Vision Zero by 2025

**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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Infrastructure</td>
<td></td>
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<tr>
<td>Transportation</td>
<td>*</td>
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<td></td>
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<tr>
<td>Business Encouragement</td>
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<tr>
<td>Housing</td>
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<tr>
<td>Development Partnerships</td>
<td></td>
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<td></td>
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<tr>
<td>Community Services</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Sustainability</td>
<td></td>
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<td>*</td>
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</tbody>
</table>

*Denotes that an adopted City of Ann Arbor/DDA priority is being addresses. The First & Ashley project notably advances the City and DDA’s commitment to Vision Zero and Carbon Neutrality.

Meeting DDA Development Plan goals and current DDA priorities is critical. If the contract is approved at the March DDA Board Meeting, the March and April CIC Meetings will focus on refining goals and priorities for the projects. These will then be used to frame the community discussion and evaluate project options for both the State Street and Key Street Projects.

To ensure well-informed, goal-based evaluations, the process will include analysis of:
- Infrastructure needs to support affordable housing on City-owned sites
- Level of traffic stress to understand barriers and obstacles to all-ages and abilities access to the downtown
- Transportation demand and how street improvements can support transportation choice and mode shift
- Origin-destination data to look at movement patterns and highlight gaps in access

**Action Recommended:** DDA staff recommend:

Approving the SmithGroup design contract for $1,337,124 to begin the People-Friendly Streets 2 process and a cost-share agreement with City of Ann Arbor.
<table>
<thead>
<tr>
<th>Contract Component</th>
<th>DDA Share</th>
<th>DDA Cost</th>
<th>City Share</th>
<th>City Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>State</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordination &amp; Engagement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Coordination</td>
<td>50%</td>
<td>$22,045</td>
<td>50%</td>
<td>$22,045</td>
</tr>
<tr>
<td>Engagement &amp; Outreach</td>
<td>75%</td>
<td>$43,795</td>
<td>25%</td>
<td>$14,598</td>
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<tr>
<td><strong>Design</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobility &amp; Traffic Analysis</td>
<td>80%</td>
<td>$55,377</td>
<td>20%</td>
<td>$13,844</td>
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<tr>
<td>Site Survey</td>
<td>30%</td>
<td>$17,518</td>
<td>70%</td>
<td>$40,875</td>
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<tr>
<td>Preliminary Design</td>
<td>50%</td>
<td>$39,406</td>
<td>50%</td>
<td>$39,406</td>
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<tr>
<td><strong>Engineering</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Site Prep / Management</td>
<td>30%</td>
<td>$3,411</td>
<td>70%</td>
<td>$7,959</td>
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<tr>
<td>Traffic Controls</td>
<td>30%</td>
<td>$12,335</td>
<td>70%</td>
<td>$28,781</td>
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<tr>
<td>Watermain Engineering</td>
<td>0%</td>
<td>$0</td>
<td>100%</td>
<td>$75,275</td>
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<td>Stormwater Engineering</td>
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<td>$0</td>
<td>100%</td>
<td>$23,951</td>
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<tr>
<td>Roadway Engineering</td>
<td>0%</td>
<td>$0</td>
<td>100%</td>
<td>$55,482</td>
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<tr>
<td>Bike Facility Engineering</td>
<td>100%</td>
<td>$40,025</td>
<td>0%</td>
<td>$0</td>
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<tr>
<td>Streetscape &amp; Lighting</td>
<td>100%</td>
<td>$51,504</td>
<td>0%</td>
<td>$0</td>
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<tr>
<td>Signal Design/Engineering</td>
<td>50%</td>
<td>$17,946</td>
<td>50%</td>
<td>$17,946</td>
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<tr>
<td><strong>Construction Prep</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spec &amp; Bidding Support</td>
<td>50%</td>
<td>$20,522</td>
<td>50%</td>
<td>$20,522</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>$323,883</td>
<td>$360,684</td>
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<tr>
<td><strong>PFS 2</strong></td>
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<tr>
<td>4 other streets (engagement, analysis,</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>conceptual design)</td>
<td></td>
<td>$652,557</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td>$976,440</td>
<td>$360,684</td>
<td></td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
<td>97,644</td>
<td>36,068</td>
<td></td>
</tr>
</tbody>
</table>

Total Contract Amount + Contingency       $1,470,837
RESOLUTION TO APPROVE A DESIGN TEAM FOR THE PEOPLE-FRIENDLY STREETS PHASE 2 PROJECT

Whereas, The DDA’s Development Plan highlights identity, infrastructure, transportation, and sustainability as overarching Principles;

Whereas, On December 4th, 2019, the DDA Board established People-Friendly Streets Phase 2, with a total project budget of $10M;

Whereas, DDA and City of Ann Arbor staff partnered to write a Request for Qualifications, including City-planned improvements on State Street and North University in the design scope;

Whereas, The DDA issued the Request for Qualifications (RFQ) for Streetscape Design and Engineering Services on January 8th, 2020 and received four responses on February 3rd, 2020;

Whereas, A selection committee of City and DDA staff determined that SmithGroup is the best qualified team to provide the design and engineering services for the People-Friendly Streets 2 Project and that SmithGroup’s proposed fee of $1,337,124 is reasonable to perform this work; and

Whereas, Approximately $360,684 of the contract costs are attributable to the City scope and will be reimbursed to the DDA by the City;

RESOLVED, The DDA Board approves the SmithGroup team for People-Friendly Streets Phase 2 with a contract amount of $1,337,124;

RESOLVED, That a contract contingency amount of $133,712 be established within the project budget and that the Executive Director be authorized to approve additional change orders to the design contract with SmithGroup not to exceed $1,470,837 to be paid from the General Fund (248);

RESOLVED, That the City portion of the design scope is contingent upon City of Ann Arbor approval and execution of the cost-share agreement;

RESOLVED, That the Executive Director and Board Chair are authorized to sign an agreement with the City of Ann Arbor for the reimbursement of the City’s portion;

RESOLVED, That the Ann Arbor DDA Board Chair and Executive Director are authorized to sign the contract with SmithGroup Company, Inc.;

RESOLVED, That the Executive Director be authorized to take the necessary administrative actions to implement this resolution to allow the work of the project to proceed without delay; and

RESOLVED, The DDA Capital Improvements Committee will bring the DDA subsequent resolutions to proceed with construction.
RESOLUTION APPROVING A GRANT TO THE CITY TO SUPPORT THE CONSTRUCTION OF
AFFORDABLE HOUSING ON DOWNTOWN CITY-OWNED PROPERTY

Whereas, The DDA is a catalyst for strengthening economic vibrancy and quality of life in the
downtown area, and to meet its mission, DDA has supported a variety of downtown affordable
housing projects using its Housing Fund, with total grants now surpassing $5M;

Whereas, The lack of affordable housing in Ann Arbor has become urgent;

Whereas, The City has commissioned a feasibility analysis of the development of affordable
housing on underutilized city-owned properties, including eight downtown sites;

Whereas, It is significantly more advantageous to examine multiple sites at once, rather than
focus on a single site, because it provides greater context thus more can be accomplished;

Whereas, The DDA has committed to pursue ROW infrastructure projects to support the
construction of new affordable housing;

Whereas, The DDA had previously provided grants to the City totaling $100,000 to sponsor public
engagement and analyses of the 350 S. Fifth Ave lot and the 415 W. Washington site by
SmithGroup;

Whereas, Additional analysis and plan development are needed for these sites and similar
engagement and analysis are needed to commence for the remaining downtown city-owned
sites, and the DDA has been asked to provide the City with grant funds for the following:

FY20 Grant Request to the DDA
Community engagement and analysis (SmithGroup) $125,000
(353 S Main, 721 N Main, S Ashley lot, Catherine/4th lot)
Downtown Parking Study $  55,000
Downtown Housing Market Analysis $  20,000
$200,000

Whereas, DDA staff recommends approval of this request and asks the DDA Partnerships
Committee to put this resolution forward to the DDA Board for approval, with funds to come
from the DDA Housing Fund;

Whereas, An obstacle to DDA's financial participation in these projects is a restriction added to
the City’s DDA Ordinance (Title 1, Chapter 7, 1:156) in 2016, limiting use of the DDA Housing Fund
use to “housing affordable to residents with very low income (below 50% AMI)” while the
projects listed above are recommended to provide housing aimed at an average 60%AMI;
Whereas, The Partnerships Committee recommends DDA Board approval of the grant requests listed above and make its grants contingent upon changes to the City DDA Ordinance so that DDA funding is not out of compliance with policy enacted by City Council;

RESOLVED, The DDA approves grants to the City for $200,000 in FY20 in support of the construction of affordable housing on downtown sites as listed above;

RESOLVED, The DDA’s grants to the City are contingent upon changes to the City DDA Ordinance (Title 1, Chapter 7, 1:156) removing the restriction that DDA Housing Funds be used for “housing affordable to residents with very low income (below 50% AMI)”.

RES Grant to the City for Affordable Housing Efforts 030420.doc
March 4, 2020
RESOLUTION TO PROVIDE A GRANT TO FUND THE GO!PASS AND THE GETDOWNTOWN PROGRAM FOR FY 2021

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 FY21 for the getDowntown program, go!Pass, and other transportation programs as follows:

<table>
<thead>
<tr>
<th>Program or Service</th>
<th>FY2021 Request</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion and Marketing</td>
<td>$65,000</td>
<td>TDM Marketing including media campaigns and outreach support for the 2 annual commuter challenges and go!Pass renewal. This amount for this year includes additional outreach/media to promote carpool, vanpool, and possibly D2A2 services.</td>
</tr>
<tr>
<td>Fixed-Route Fares (gp!pass)</td>
<td>$613,100</td>
<td>Transit incentive for employees that increases bus use and frees up parking for other users. No change from FY19 or FY20. This amount is for projected usage less the projected $80,000 received from employers for participation in the program.</td>
</tr>
<tr>
<td>Non-Fixed Route Discounts</td>
<td>$92,500</td>
<td>Includes ExpressRide discount, NightRide discount, and new possible programs for D2A2 commuter bookings, late-night options, and/or downtown vanpools</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$770,600</td>
<td>.5% reduction from FY20 request</td>
</tr>
</tbody>
</table>

Whereas, The DDA is charged only for actual usage of the go!Pass and getDowntown, 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 $770,600.00, with funds coming from the DDA’s Fiscal Year 2021 Parking Fund.
Partnering for Downtown’s Success

getDowntown Program Update

February 26, 2020
DDA Operations Committee
DDA support of getDowntown

• Co-founder of the program in 1998-1999

• Program intentionally supports the full mission of the DDA
  • Supports the economic vitality of downtown
  • Provides capacity for continued economic growth of all types in downtown
  • Contributes to a high quality of life for downtown
  • Helps to retain small business and support workforce pipeline
  • Contributes to meeting community sustainability goals
• Started in 1999 as a co-creation of DDA, TheRide, the City, and the Chamber to implement a bus pass program for garage renovations

• Program added mode shift challenges and other awareness efforts as it added support for all commutes that aren’t driving alone

• Today, as a partnership of the DDA, the City, and TheRide, the program continues to provide transportation assistance to downtown employers, with the aim of reducing the number of single-occupant vehicle trips into downtown
getDowntown

• getDowntown is a program designed to encourage the use of all parts of the transportation system with the goal of downtown vibrancy
  • Walking
  • Biking
  • Telecommuting (avoided trips)
  • Shared rides (carpool and vanpool)
  • Busing

• While officially part of the AAATA since 2012, program design is to remain multimodal and downtown employee-focused
236 Commuters registered to commute to Ann Arbor worksites (16% of regional total)

Many to campus locations, but not exclusively
Proportion of inbound regional trips growing

- SEMCOG visualization using 2016 Census
- Number of workers in Ann Arbor up ~10% from 2010
- 35.7% Live and Work in Ann Arbor
  - Down 2% from 2010
- As expected, large numbers from Pittsfield, Ypsilanti, and Ypsilanti Township
- Larger Workshed
  - As many commuters from outside of SEMCOG region as from Pittsfield
  - As many commuters from out of state as from Superior Township
Campaign Efforts

- Commuter Challenge (May ‘19)
  - 2,200 employees participated
  - 275 organizations
  - 39,900 commutes logged
  - CO₂ savings of 638,500 lbs

- Conquer the Cold (January ‘20)
  - 326 employees participated
  - 7,666 commutes logged
  - CO₂ savings of 55,000
  - Campaign down ~33% across the board

Commuter Challenges are intended to encourage commuters to make a permanent shift away from the SOV and towards more sustainable modes
go!pass usage

![Diagram showing go!pass usage with bars for each fiscal year from FY 08 to FY 20. The bars represent total usage, and the line graph indicates the difference from the average.](image-url)
go!pass usage

FY 18-20 to Avg Year

Approximately 9% of total system ridership

Still have roughly ~1100 people per working day diverted from parking in downtown system
How do we judge program success?

• Each partner (TheRide, City, DDA) has own needs for program
• City has a need to support downtown density and business development while reducing roadway impacts
• TheRide includes in its goals making public transportation an attractive option for those with access to a vehicle
• DDA comes back to its parking principles
  • A vibrant and prosperous downtown
  • A menu of options gives people choices
  • Using a Demand Management approach extends usage
  • Parking is part of a transportation system
getDowntown Dashboard – Focus on Impact

Direct
• Go!pass trips
• Walking trips to downtown
• Biking trips to downtown
• Return on program investment
• Website audience
• Social media engagement
• Employer program satisfaction
• New businesses contacted
• Commuter awareness of program
• Carbon reduction from challenges

Indirect
• Available capacity on downtown bus routes
• Number of downtown workers
• % of right of way allocation to non-auto uses
• Bike parking usage
• On-street parking usage
• Micromobility utilization
• Carbon footprint per commuter
## getDowntown Proposed Funding Request FY 2020-21

<table>
<thead>
<tr>
<th>Program or Service</th>
<th>FY 2020-21</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion and Marketing</td>
<td>$65,000</td>
<td>TDM Marketing including media campaigns and outreach support for the 2 annual commuter challenges and go!pass renewal. This amount for this year includes additional outreach/media to promote carpool, vanpool, and possibly D2A2 services.</td>
</tr>
<tr>
<td>Fixed-Route Fares (go!pass)</td>
<td>$613,100</td>
<td>Transit incentive for employees that increases bus use and frees up parking spaces for other users. This is no change from FY 19 or FY 20. This amount is for projected usage less the projected $80,000 received from employers for participation in the program.</td>
</tr>
<tr>
<td>Non-fixed Route Discounts</td>
<td>$92,500</td>
<td>Includes ExpressRide discount, NightRide discount, and new possible programs for D2A2 commuter bookings, late-night options, and/or downtown vanpools</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$770,600</strong></td>
<td></td>
</tr>
<tr>
<td>FY 2020 request</td>
<td>$774,089</td>
<td>.5% reduction from FY 20 request</td>
</tr>
</tbody>
</table>
### getDowntown Proposed Funding Request FY 2019-20

<table>
<thead>
<tr>
<th>Program or Service</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>getDowntown</td>
<td>$55,000</td>
<td>$56,100</td>
<td>TDM Marketing to provide outreach to employees to shift modes, including media campaigns, media and support for the 2 annual campaigns, construction project communications, and outreach for go!pass renewal. This amount for this year includes the cost to renew the challenge website.</td>
</tr>
<tr>
<td>Go!Pass</td>
<td>$613,100</td>
<td>$613,100</td>
<td>Transit incentive for employees that increases bus use and frees up parking spaces for other users. This is no change from FY 19. This amount is for projected usage less the projected $80,000 received from employers for participation in the program.</td>
</tr>
<tr>
<td>Routes 4 &amp; 5 Flat amount</td>
<td>$78,132</td>
<td>$81,289</td>
<td>Routes with highest ridership of downtown employees. Allows for offset of expenses for additional service from east of US 23.</td>
</tr>
<tr>
<td>NightRide go!pass discount</td>
<td>$12,060</td>
<td>$12,181</td>
<td>Extremely important service for evening workers who depend on transit to get to work, allowing them to return home after service ends.</td>
</tr>
<tr>
<td>ExpressRide go!pass discount</td>
<td>$11,306</td>
<td>$11,419</td>
<td>Encourages downtown workers to use transit rather than driving alone. Limited to the routes from Chelsea and Canton.</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$769,598</strong></td>
<td><strong>$774,089</strong></td>
<td>.58% increase from FY 19 request</td>
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Parking & Transportation Report February 2020

**Parking**

Special Events in February
February 1 Ann Arbor Folk Festival
February 21-22 MSAA Ice Carving

Special Event Meter Bag Fee Waivers/ Free Parking in February
January 31 & February 1 Folk Festival $1,240.00
February 21-22 MSAA Ice Carving $300

Meters
Completed battery replacement project in 118 epark machines. Dealt with snow and ice on epark solar panels and around eparks.

Parking System Maintenance & Operations
RPS staff worked throughout the month to clear snow and ice. RPS staff worked with contractors to address damaged storm water pipes at Maynard.

Parking Equipment
DDA and RPS staff had multiple internal meetings and meetings with the selected dealer to continue planning for installation of new TIBA parking equipment. RPS staff is working on signage and communication materials. Frontline staff is being trained on TIBA equipment. Installation is expected to begin in April.

City/DDA Parking Enforcement and Operations Group
The February meeting included a review of upcoming events and a discussion about the Division Street protected bike lane.

Tally Hall Condominium Meeting
Meeting was held in late January. Budget and proposed repair plan for CY2020 was reviewed.

First & Washington Condominium Meeting
The next meeting has yet to be scheduled. The structure opened in late 2013 and a condominium board has yet to be formally established.

**Transportation**

Bike Parking
Current rentals-February 2020:
- Bike Locker Rentals: 6 rentals of 10 available lockers (60%)
- Maynard Bike House Rentals: 14 of 28 spaces (50%)
- Ann Ashley Bike House Rentals: 38 of 27 spaces (140%)

The 2020-2021 bike house and bike locker renewal notices will be sent to customers on March 2, 2020.

Go!pass Summary – January
Total # of companies in program = 393
Total # of active passes (# distributed less deactivations) = 5,033
New go!pass companies
Engagement

Social Media:
- **Facebook**
  - 1607 Page Likes (-1)
  - .63% Page Engagement (benchmark .5-1.0%)
  - Average Daily Reach
    - 142 Organic Reach
- **Twitter**
  - .70% Tweet Engagement (benchmark .5-1.0%)
  - 109 Profile Visits (+80)
  - 12,500 tweet impressions (-200)

Quarterly go!pass Ridership - Ridership will next be reported in April 2020.

Other Activities
- Conquer the Cold is now complete with winners announced. See the presentation for this meeting for further details.
- Work is already approximately 75% complete on the platform for the May Commuter Challenge. The badges and team competitions that are of such interest to the community are being maintained, while allowing for a mobile app to allow for trip logging and fitness app integration. We are extremely excited about this opportunity and are looking forward to showing the Committee and the community the options that this new platform will afford the program.
- The RTA’s proposed Detroit to Ann Arbor service is awaiting Board approval on 2/20. The proposal has been adjusted in response to public input, specifically around fares. Of particular interest to this committee is that the advanced booking fare has been lowered to $6 per trip, and the book of 10 trips has been lowered to $50. Service details are available at [https://rtamichigan.org/introducing-d2a2/](https://rtamichigan.org/introducing-d2a2/).
- getDowntown is always looking for additional business testimonials on how the program or how go!pass contributes to their success. Board members are encouraged to contact the office and provide their success stories or provide staff with information on stories they’ve heard for follow-up.