1. Roll Call
   Sava Lelcaj Farah, Bob Guenzel, Marie Klopf, Howard Lazarus, Joan Lowenstein, Darren McKinnon, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss

2. Audience Participation (4 people maximum, 4 minutes each)
   1. Karen Farmer, KDA
   2. Alan Haber
   3. Maura Thomson, MSAA
   4. Eric Lipson

3. Reports from City Boards and Commissions
   · Ray Detter, Downtown Area Citizens Advisory Council

4. DDA Members Communications

5. Executive Director Communications

6. Approval of Minutes: February meetings

7. Subcommittee Reports
   a. Operations Committee – J. Splitt, K. Orr
      · Resolution Regarding Parking Arrangements for Core Spaces
      · Resolution Regarding An Additional Grant for the Farmers Market Building
      · Resolution to Approve Parking Agreement Amendment One
      · Resolution to Approve a Contract with Universal Sign Company for Ann Ashley Signage
      · Resolution to Approve a Long Term Parking Contract Policy
      · Resolution to Approve Contribution In Lieu (CIL) Arrangements for Collegian North and Collegian East
      · Resolution to Recommend Changes to the City for its Contribution In Lieu (CIL) Parking Arrangements
      · Monthly parking & transportation report
      · RFP process for parking operator contract - status
      · 4th & William Improvements Project – status
      · Epark installations – status
      · Next Committee meeting: Wednesday, March 22 at 11am

   b. Finance Committee – M. Klopf
      · Resolution to Put Forward the DDA FY2018 and FY 2019 Budgets
      · Next Committee meeting: Tuesday, March 21 at 1pm
c. Capital Improvements Committee – J. Mouat
   · Next meeting: Wednesday, March 15 at 11am

d. Partnerships/Economic Development Committee – J. Lowenstein & A. McWilliams
   · Next Committee meeting: Wednesday, March 8 at 9am

e. Executive Committee – R. Narayan, A. McWilliams, M. Klopf, P. Weiss
   · Next Committee meeting: Wednesday, April 5 at 11am

8. New Business

9. Other Audience Participation (4 minutes each)

10. Adjournment
Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, February 1, 2017

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: Mr. Narayan called the meeting to order at 12:00 p.m.

1. ROLL CALL

Present: Bob Guenzel, Marie Klopf, Howard Lazarus, Joan Lowenstein, Darren McKinnon, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss

Absent: Sava Lelcaj-Farah

Staff: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Amber Miller, Capital & Private Projects Manager
Jada Hahlbrock, Manager of Parking Services
Patti Wheeler, Management Assistant
Liz Rolla, Project Manager

Audience: Ray Detter, Downtown Citizens Advisory Council
Maura Thomson, MSAA
Joe O’Neal, Allen Creek Greenway Conservancy
Ralph Santarpia, Volunteer
Edward Vielmetti, Damn Arbor
David Orfield, Republic Parking Services
Kathy Griswold
Jeff Ridigen, Palio
Kevin Gudejke, Main Street Ventures
Karen Farmer, KDA/Kerrytown Shops
Caroline Kaganow, Conor O’Neills
Kathy Stroud
Grace Singleton, Zingerman’s/KDA
Kelly Schwartz, Get Downtown
Ed Shaffran, MSA BIZ

2. AUDIENCE PARTICIPATION

Ms Thomson stated that she wanted to see data showing longer hours of enforcement at on-street meters helps with customer turn-over.

Mr. O’Neal stated that the Allen Creek Greenway is coming. And the Conservancy Board would like to suggest moving cars out of the 415 W. Washington and 1st & William lots.
Mr. Santarpia stated that he felt parking fees are a tax and he feels it is unfair to residents. He also stated he will volunteer less downtown if hours of enforcement are lengthened.

Mr. Vielmetti stated he feels the community sidewalk maintenance is best in the DDA, specifically in the BIZ area, but that there are still a lot of puddles as snow and ice melts.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Detter reported the Downtown Area Citizens Advisory Council’s meeting focus included a discussion of downtown parking, transportation and pedestrian issues. He said they support continuing the dialog about raising parking rates, shifting parking enforcement responsibility to the DDA, and extending parking enforcement to 8pm. The CAC unanimously agreed to support the DDA “Resolution to Adopt the Goals of the Downtown Street Design Manual Which Designs Streets for People” and “Resolution to Adopt Vision Zero”. Mr. Detter said that a Citizens Participation Meeting will be held on February 8 at the Holiday Inn, 3600 Plymouth Road, for a mixed use development on the blighted 6.4-acre site at Broadway and Maiden Lane in Lower Town. All are welcome.

4. DDA MEMBERS COMMUNICATIONS

None.

5. EXECUTIVE DIRECTOR COMMUNICATIONS

None.

6. APPROVAL OF MINUTES

Mr. Weiss moved and Ms. Lowenstein supported approval of the January 2017 DDA meeting minutes.

A vote on the motion showed:

**AYES:** Guenzel, Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

**NAYS:** None

**ABSENT:** Lelcaj-Farah

The motion carried.

7. A. SUBCOMMITTEE REPORTS - OPERATIONS Committee

Mr. Splitt moved and Ms. Lowenstein supported the following resolution.

**RESOLUTION TO AUTHORIZE A TWO-YEAR INCREASE IN PARKING REVENUE PERCENTAGE RECEIVED BY THE CITY AND REQUEST A CITY CHANGE IN ENFORCEMENT HOURS**
Whereas, In 1992 the DDA entered into an agreement with the City to operate and maintain the public parking system for the benefit of the public, and this agreement was renewed in 2002, amended in 2005, and a new Parking Agreement approved in 2011;

Whereas, The City and DDA share many goals, including preserving the quality of life in the city, increasing downtown vibrancy, and ensuring the financial sustainability of both organizations;

Whereas, The City and DDA have begun discussion of possible adjustments to the Parking Agreement, but acknowledge that more time is needed to develop the details behind these changes to ensure their successful implementation;

Whereas, The Operations Committee recommends that the DDA approve a two-year increase in the percentage of parking revenues received by the City in FY2018 and FY 2019 from 17% to 20%;

Whereas, The Parking Agreement sets forward that the DDA and City will coordinate the hours of enforcement at the on-street parking meters and at the DDA’s request, the City will alter or extend the hours of enforcement, and the Operations Committee recommends that the DDA request that the City extend or shift the hours of enforcement until 8pm to align with peak demand in the evening, while at the same time the DDA will coordinate by eliminating time limits at the parking meters after 5pm to enable patrons to enjoy their time downtown without having to add more time at the meters;

Whereas, The Operations Committee further recommends that the City Administrator and DDA Executive Director create a Memorandum of Understanding (MOU) for approval by City Council and the DDA Board that sets forward the process and timeline by which the following changes may be made to the Parking Agreement, including:

- The City percentage of gross parking revenues will increase from 17% to 20% after following the process laid out in the Parking Agreement.
- The DDA will take responsibility for enforcing parking meters. At this time it is anticipated this may take effect July 1, 2018. City and DDA staff will meet regularly preceding and following this date to facilitate an effective and smooth transition.
- The DDA will take on the cost of managing parking enforcement less the cost of the parking referees, which will be retained by the City.
- The City will retain the current amount of revenues from parking enforcement.
- The City will retain responsibility for managing and enforcing parking in the residential permit areas.
- The DDA and City will commit to actively pursuing the future creation of additional parking and/or transportation infrastructure.

RESOLVED, The DDA approves a two-year increase in the percentage of parking revenues received by the City in FY2018 and FY 2019 from 17% to 20%;
RESOLVED, The DDA requests that the City extend or shift the hours of parking enforcement until 8pm to align with peak demand in the evening, while at the same time the DDA will coordinate by eliminating time limits at the parking meters after 5pm to enable patrons to enjoy their time downtown without having to add more time at the meters;

RESOLVED, The DDA requests that the City and DDA create a Memorandum of Understanding for approval by City Council and the DDA that sets forward the process and timeline for proposed changes to the Parking Agreement as recommended by its Operations Committee.

Mr. Splitt moved and Mr. Mouat supported an amendment to change the word “will” to “may” in the following statement:

Whereas, The Operations Committee further recommends that the City Administrator and DDA Executive Director create a Memorandum of Understanding (MOU) for approval by City Council and the DDA Board that sets forward the process and timeline by which the following changes may be made to the Parking Agreement

A vote on the amendment showed:
AYES: Guenzel Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss
NAYS: none
ABSENT: Lelcaj-Farah
The amendment passed.

Mr. Mouat moved and Mr. Splitt supported an amendment to add the clause “if any” to the end of the following statement:

Whereas, The City and DDA have begun discussion of possible adjustments to the Parking Agreement, but acknowledge that more time is needed to develop the details behind these changes to ensure their successful implementation;

A vote on the amendment showed:
AYES: Guenzel Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss
NAYS: none
ABSENT: Lelcaj-Farah
The amendment passed.

Mr. Lazarus moved and Mr. McWilliams supported an amendment to remove “City Council” from the following statement:
RESOLVED, The DDA requests that the City and DDA create a Memorandum of Understanding for approval by City Council and the DDA that sets forward the process and timeline for proposed changes to the Parking Agreement as recommended by its Operations Committee.

A vote on the amendment showed:
AYES: none
NAYS: Guenzel Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss
ABSENT: Lelcaj-Farah
The amendment failed.

Mr. Lazarus moved and Mr. McWilliams supported a friendly amendment to add the following language to the resolution:

“With frequent communication from the City Administrator and DDA Executive Director.”

Mr. Lazarus withdrew his proposed amendment.

Mr. McWilliams moved and Ms. Klopf supported an amendment to remove the second resolved clause in its entirety.

A vote on the amendment showed:
AYES: Guenzel Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Weiss
NAYS: Splitt
ABSENT: Lelcaj-Farah
The amendment passed.

The Board voted on the following amended resolution:

RESOLUTION TO AUTHORIZE A TWO-YEAR INCREASE IN THE PARKING REVENUE PERCENTAGE RECEIVED BY THE CITY AND A REQUEST THAT THE CITY CHANGE ENFORCEMENT HOURS

Whereas, In 1992 the DDA entered into an agreement with the City to operate and maintain the public parking system for the benefit of the public, and this agreement was renewed in 2002, amended in 2005, and a new Parking Agreement approved in 2011;

Whereas, The City and DDA share many goals, including preserving the quality of life in the city, increasing downtown vibrancy, and ensuring the financial sustainability of both organizations;
Whereas, The City and DDA have begun discussion of possible adjustments to the Parking Agreement, but acknowledge that more time is needed to develop the details behind these changes to ensure their successful implementation, if any;

Whereas, The Operations Committee recommends that the DDA approve a two-year increase in the percentage of parking revenues received by the City in FY2018 and FY 2019 from 17% to 20%;

Whereas, The Parking Agreement sets forward that the DDA and City will coordinate the hours of enforcement at the on-street parking meters and at the DDA’s request, the City will alter or extend the hours of enforcement, and the Operations Committee recommends that the DDA request that the City extend or shift the hours of enforcement until 8pm to align with peak demand in the evening, while at the same time the DDA will coordinate by eliminating time limits at the parking meters after 5pm to enable patrons to enjoy their time downtown without having to add more time at the meters;

Whereas, The Operations Committee further recommends that the City Administrator and DDA Executive Director create a Memorandum of Understanding (MOU) for approval by City Council and the DDA Board that sets forward the process and timeline by which the following changes may be made to the Parking Agreement, including:

- The City percentage of gross parking revenues will increase from 17% to 20% after following the process laid out in the Parking Agreement.
- The DDA will take responsibility for enforcing parking meters. At this time it is anticipated this may take effect July 1, 2018. City and DDA staff will meet regularly preceding and following this date to facilitate an effective and smooth transition.
- The DDA will take on the cost of managing parking enforcement less the cost of the parking referees, which will be retained by the City.
- The City will retain the current amount of revenues from parking enforcement.
- The City will retain responsibility for managing and enforcing parking in the residential permit areas.
- The DDA and City will commit to actively pursuing the future creation of additional parking and/or transportation infrastructure.

RESOLVED, The DDA approves a two-year increase in the percentage of parking revenues received by the City in FY2018 and FY 2019 from 17% to 20%;

RESOLVED, The DDA requests that the City and DDA create a Memorandum of Understanding for approval by City Council and the DDA that sets forward the process and timeline for proposed changes to the Parking Agreement as recommended by its Operations Committee.

A vote on the amended resolution showed:
AYES: Guenzel, Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss
NAYS: none
ABSENT: Lelcaj-Farah
The amended resolution passed.

Mr. Splitt moved and Mr. Mouat supported the following resolution:

RESOLUTION TO ENTER INTO A SOFTWARE AND SERVICE AGREEMENT WITH PASSPORTPARKING INC. ($20,400/YEAR)

Whereas, The Nelson Nygaard parking report recommends that the DDA upgrade its pay-by-phone provider for on-street parking to make it easier for patrons to use;

Whereas, DDA staff spoke with a variety of vendors about their product, including their proposed cost;

Whereas, DDA staff also talked to other communities in the state about their pay-by-phone providers and had Passport recommended many times;

Whereas, DDA staff recommend that the DDA select Passport as its new pay-by-phone provider;

Whereas, An important benefit of Passport is the creation of a unique website/app for the Ann Arbor on-street system that would eliminate the need to input a location code as required by the current pay-by-phone provider, and which is confusing to many patrons;

Whereas, The maintenance cost of this website/app is $20,400/year with no fee for its creation and setup;

Whereas, The new website/app is estimated to be operational within 90 days;

Whereas, DDA staff also recommend that the DDA absorb the $.20 transaction fee for each payment made using the website/app to encourage more electronic payments in the system;

Whereas, The DDA Operations Committee has reviewed DDA staff recommendations and Passport contract and support these recommendations;

RESOLVED, The DDA selects Passport as its new pay-by-phone provider and authorizes the Executive Director to enter into a Software and Service Agreement with PassportParking Inc. for the creation of a website/app for electronic payments for on-street parking.
A vote on the resolution showed:

AYES: Guenzel, Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: Lelcaj-Farah

The resolution passed.

Mr. Orr moved and Mr. Splitt supported the following resolution:

RESOLUTION AUTHORIZING A CIRCULATOR FEASIBILITY STUDY BUDGET AND THE SELECTION OF NELSON/NYGAARD AS PROJECT CONSULTANT

Whereas, The DDA Plan encourages the DDA to support alternative transportation initiatives with the goal to make downtown more viable;

Whereas, AAATA received a Congestion Mitigation Air Quality (CMAQ) grant to help fund the LINK as a downtown circulator in 2003;

Whereas, The DDA provided funding for the LINK from 2005 to 2009;

Whereas, In its November 2009 vote to cease funding the LINK, the DDA resolution conveyed the DDA’s interest in continuing to examine the concept of a downtown circulator;

Whereas, In November 2016, the DDA issued a request for qualifications (RFQ) for a downtown circulator feasibility study to help determine how and if a circulator would be beneficial to downtown, including:

- Benchmarking against comparable cities
- Potential route options, evaluations, and ridership
- Implementation costs and measures of success
- An Optimal route and potential benefits to downtown

Whereas, The DDA Operations Committee received four statements of qualifications and selected the two most qualified responders for interviews in January 2017;

Whereas, Based on those interviews, the DDA Operations Committee recommends hiring Nelson/Nygaard and establishing a project budget of $40,000;

Resolved, The DDA approves the selection of Nelson/Nygaard as the DDA’s consultant on its downtown circulator feasibility study;
Resolved, The DDA establishes a not to exceed project budget of $40,000, which includes a contingency amount;

RESOLVED, The DDA Operations Committee Chairs and Executive Director are authorized to negotiate a scope of services and sign a contract with Nelson/Nygaard.

A vote on the resolution showed:
AYES: Guenzel, Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss
NAYS: none
ABSENT: Lelcaj-Farah
The resolution passed.

Creating a New DDA Contribution In Lieu Parking Policy. Mr. Splitt said the committee has begun work creating a new policy to respond to developers utilizing the city’s Contribution in Lieu policy, which enables developers to seek a contract for permits in the public system to meet their parking requirement under zoning.

Collegian North and Collegian East parking contract requests. Mr. Splitt said a representative made a request to the DDA for a total of 70 spaces (50 + 20 parking spaces) anywhere in the parking system to meet their zoning requirements. The Committee opted to hold off making a recommendation about this request until after the new In Lieu policy is completed, but the Committee is sensitive to the developer’s request for swiftness so the projects can move forward to Planning Commission and City Council.

Parking & Transportation Report. Mr. Splitt asked for questions.

Parking Operator RFP. Mr. Splitt said an RFP was distributed and potential respondents participated in a walkthrough of the parking facilities last month.

Connector Study. Mr. Splitt stated staff reported bids for the Phase III environmental study came in higher than expected; so the study will not be undertaken.

4th & William Project Status. Mr. Splitt said that the second elevator installation has had delays due to the elevator subcontractor, but work proceeds.

The next Operations Committee meeting will be February 22 at 11:00 am.

7. B. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE

Mr. Mouat moved and Mr. McKinnon supported the following resolution:
RESOLUTION TO APPROVE THE SELECTION OF FONSON COMPANY, INC. AS CONTRACTORS FOR
THE SOUTH UNIVERSITY STREETSCAPE IMPROVEMENTS PROJECT

Whereas, The DDA’s Development Plan highlighted identity, infrastructure, and transportation as key strategies, and included references to maintaining previous DDA improvement projects, and enhancing pedestrian connectivity and safety;

Whereas, The DDA undertook improvements on South University, between East University and Washtenaw in 1989 and many of these elements now need to be addressed;

Whereas, On October 7th, 2015, The DDA Board approved a total project budget for a South University project of $1.5M so that maintenance issues such as broken planters, ponding water, and heaving pavers could be comprehensively addressed;

Whereas, On March 2nd, 2016 the DDA Board approved increasing the budget to $2.1M;

Whereas, The DDA and City of Ann Arbor partnered to include City removal of a redundant water main as part of the construction bid package;

Whereas, Competitive bids were received on January 13, 2017 and Fonson Company Inc. of Brighton, MI, was the lowest responsible bidder at $1,998,895.33 including City of Ann Arbor water main work; and

Whereas, Approximately $320K of the construction costs are attributable to the City’s water main work and will be reimbursed to the DDA by the City;

RESOLVED, The DDA approves the selection of Fonson Company, Inc as contractors for the South University Streetscape Improvements Project with a contract amount of $1,998,895.33 which includes City of Ann Arbor costs for water main work;

RESOLVED, That award of this contract is contingent upon change orders approved by the Executive Director, including an estimated $100,000 contingency, to keep the DDA streetscape construction costs remain within the available budget, including the attached cost savings breakdown;

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 water main work; and

RESOLVED, That the Capital Improvements Committee Chair and Executive Director are authorized to sign the contract with Fonson Company, Inc., and to take the necessary administrative actions to implement this resolution.
A vote on the resolution showed:
AYES: Guenzel, Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss
NAYS: none
ABSENT: Lelcaj-Farah
The resolution passed.

Mr. Mouat moved and Mr. McWilliams supported the following resolution:

RESOLUTION TO ADOPT VISION ZERO

Whereas, the DDA’s Development Plan recognizes that the downtown’s physical form, particularly sidewalks, communicate a great deal about a community’s goals, values, and identity;

Whereas, the DDA’s Development Plan also recognizes that DDA projects should promote pedestrian and bicycle safety measures in its projects;

Whereas, On October 10th, 2015 City Council embraced the goal of Vision Zero by 2025 - a commitment to zero serious injuries or fatalities, reaffirmed with all street engineering, education, and enforcement decisions;

Whereas, the at the November 2016 Board Retreat, the DDA Board discussed the importance of Vision Zero, including the principles stated in the City Pedestrian Safety and Access Task Force Report:

Vision Zero is based on four principles:
• Ethics: Human life and health are paramount and take priority over mobility and other objectives of the road traffic system
• Responsibility: providers and regulators of the road traffic system share responsibility with users;
• Safety: road traffic systems should take account of human fallibility and minimize both the opportunities for errors and the harm done when they occur.
• Mechanisms for change: providers and regulators must do their utmost to guarantee the safety of all citizens; they must cooperate with road users; and all three must be ready to change to achieve safety.

Other principles were added to Vision Zero in order to fully communicate the movement's purpose-
• Traffic deaths and injuries are preventable; therefore, none are acceptable.
• People will make mistakes; the transportation system should be designed so those mistakes aren’t fatal.
• Safety is the primary consideration in transportation decision-making.
• Traffic safety solutions must be addressed holistically.
• Mechanisms for change: providers and regulators must do their utmost to guarantee the safety of all citizens; they must cooperate with road users; and all three must be ready to change to achieve safety.

Resolved, The DDA Board affirms upholding these principles and embracing Vision Zero in all street projects.

A vote on the resolution showed:
AYES: Guenzel, Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss
NAYS: none
ABSENT: Lelcaj-Farah
The resolution passed.

Mr. Mouat moved and Ms. Klopf supported the following resolution:

RESOLUTION TO ADOPT THE GOALS OF THE DOWNTOWN STREET DESIGN MANUAL WHICH DESIGNS STREETS FOR PEOPLE

Whereas, The DDA’s Development Plan recognizes that an enjoyable pedestrian experience is one of downtown’s principal attractions and necessary to its social and economic life;

Whereas, the DDA’s Development Plan also recognizes that the downtowns physical form, particularly sidewalks, communicate a great deal about our community’s values and identity, and are essential to supporting a multimodal array of transportation options;

Whereas, Cities across North America are making a shift in how they measure the success of their public right-of-ways, moving from a narrow focus on the free flow movement of cars, toward a broader more holistic assessment that measures how well streets are designed to serve community goals and the needs of people;

Whereas, In 2015 The DDA completed an important collaborative effort with the City to create a Downtown Street Design Manual, which outlines goals and corresponding metrics to enable street design that is:
  · Accessible and safe for all modes
  · Supportive of authenticity, place and context
  · Economically and socially vital
Whereas, The Manual also sets forward elements to be measured, including traffic speed, reduction of pedestrian risk, number of events and sidewalk cafes, enhancement of access for bicyclists, and management of storm water runoff;

Whereas, The Downtown Street Design Manual details have been incorporated into the City’s Orange Book, but the DDA has not yet been asked to adopt the goals of the Manual;

Whereas, The Capital Improvements Committee recommends that the DDA formally adopt the goals of the Downtown Street Design Manual which describes how downtown streets should be designed to serve our community and prioritize the needs of people;

RESOLVED, The DDA Board affirms its commitment to incorporating the goals and corresponding metrics in the Downtown Street Design Manual.

A vote on the resolution showed:
AYES: Guenzel, Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss
NAYS: none
ABSENT: Lelcaj-Farah
The resolution passed.

Fifth/Detroit project – status. Mr. Mouat said JJR showed how a one-lane or two-lane configuration had been examined on 5th Avenue, and after refinement these conceptual configurations were nearly identical in terms of meeting project goals, so there was consensus to maintain a two-lane configuration with a median. The next step will be to meet with the public to elicit their feedback into design elements, including a series of focus group sessions.

The next Capital Improvement Committee meeting will take place February 15 at 11:00 am

7. C. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE

Partner Updates. Mr. McWilliams said the Committee heard updates from partners including City Council, City Planning, and Washtenaw County.

The next Partnerships Committee meeting will take place on February 8 at 9:00 am.

7. D. SUBCOMMITTEE REPORTS- FINANCE COMMITTEE

Monthly Expenses. Ms. Klopf said the Committee reviewed the monthly expense register.
FY 2018 and FY 2019 Budgets. Ms. Klopf said the Committee continues its work developing the DDA’s proposed budgets, and anticipate presenting them at the March DDA meeting.

The next Finance Committee meeting will be Tuesday, February 21 at 1:00 p.m.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Mr. Narayan said the committee reviewed the board agenda, and discussed how Robert’s Rules is applied.

The next Executive Committee meeting will be March 1 at 11:00 a.m.

8. NEW BUSINESS

None.

9. OTHER AUDIENCE PARTICIPATION

Ms. Strauss thanked the DDA for postponing their request to the City to extend parking enforcement hours.

Ms. Kaganow thanked the Board for the amendment, saying that extending parking enforcement hours has come up before, and she knows that it is only a question of time before this change is made. She said that she hopes that when it comes it will be communicated clearly so it doesn’t add to negative perceptions of parking.

Ms. Griswold stated pedestrian safety should be a priority.

Mr. Ridigen thanked the Board for the amendment regarding enforcement. He too noted that he believed that this change in enforcement hours will come at some point, and he hoped it would be managed carefully.

10. ADJOURNMENT

There being no other business, Mr. Orr moved and Mr. Splitt supported a motion to adjourn. Mr. Narayan declared the meeting adjourned at 1:52 pm.

Respectfully submitted,
Susan Pollay, Executive Director
ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
Executive Committee Meeting  
Wednesday, February 1, 2017

Place:   DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time:    11:05 a.m.  
Present: Marie Klopf, Al McWilliams, Rishi Narayan, Susan Pollay (ex officio), Phil Weiss  
Absent: none  
Others: John Mouat, Ed Vielmetti

Committee actions and discussions

Agenda Review.
The group reviewed the February DDA monthly meeting agenda. Ms. Pollay noted that three of the four speaking slots at the beginning of the meeting had been filled; Mr. Vielmetti asked to take the fourth speaking slot. It was noted that there were six resolutions on the agenda, as well as several reports. The Committee spent time in particular talking about the resolution to provide a two-year increase in parking revenues to the city, as it also included a request to the city to extend parking enforcement hours. Questions were asked and answered about the procedures under Roberts Rules for facilitating amendments, as it was anticipated that this resolution might attract suggested changes. Questions were also asked and answered about the Operations Committee objectives, and discussion surrounding the resolution.

There being no other business, the meeting adjourned at 11:40 a.m.  
Susan Pollay, Executive Director
Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104

Time: 1:00 p.m.

Present: Marie Klopf, Rishi Narayan, John Splitt

Absent: Bob Guenzel, Howard Lazarus, Sava Lelcaj-Farah, Joan Lowenstein, Darren McKinnon, Al McWilliams, John Mouat, Keith Orr, Phil Weiss

Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock, Patricia Wheeler

Other: Tom Crawford/City of Ann Arbor

Public: Maura Thomson/MSAA

Financial Statements. The Committee reviewed the January expense registers. Questions were asked and answered.

Proposed FY 2018 & 2019 Budgets. The committee reviewed in detail the revised draft budgets that showed the changes recommended at previous meetings as well as the increased parking revenue amount to be provided to the City. After discussion, the group indicated its support to put the budgets forward to the DDA at its March meeting, and then provided to the City to be incorporated with the City budgets.

Other Business. A question was asked about how the DDA would resolve whether or not to construct additional public parking. This question was discussed for several minutes. It was decided that staff would develop a framework for discussion for the next Committee meeting, including what financial resources would be needed, opportunities in each section of downtown, and the seasonal and daytime variations in parking demand throughout the District.

Public Comment. None

Next Meeting. The next meeting will take place on Tuesday, March 21 at 1:00 pm (on the Tuesday two weeks prior to Board meeting, as opposed to one week prior as usual)

The meeting adjourned at 2:30 pm
Susan Pollay, Executive Director
CORE Spaces Parking. Ms. Pollay gave a review of the City process that resulted in the selection of CORE Spaces as the potential developer of the Library Lane property. Mr. Harrington gave an overview of the CORE Spaces proposal, as well as the parking that would be required. Questions were asked and answered. The Committee recommendation was that a resolution be drafted that communicated the DDA could implement the request if the city resolves to approve the project. As part of this modifications would be recommended for city consideration, including clarifying what the parking district consists of, that the section allowing Core to exchanges spaces at Library Lane with 4th & William be clarified, that Core Spaces be asked to include in its leases language that prohibits subletting permits outside the project, that Core Spaces be allowed to permanently reduce the number of total spaces up to the number required to meet zoning, and that the term and renewals be reduced from 60 years to 50 years to better match an existing parking contract.

Parking Contractor RFP. Ms. Hahlbrock gave an overview of the RFP process to date, and said that there had been four responses. Upon lengthy review by staff and Walker, it was recommended that Republic Parking Systems and SP Plus be interviewed. Mr. Schragal and Mr. Corbett stated their concurrence with this. Questions were asked and answered. Staff will oversee these interviews and will return to the next committee meeting with information.

Farmer’s Market Building Project Parking Lot. Mr. Delacourt and Ms. DeWitt said the project was let, and all bids came in significantly over budget. Staff worked to reduce costs, but additional funding will be needed. They presented a request for a second DDA grant ($200,000) to cover project costs associated with parking lot renovations and storm water improvements. Questions were asked and answered. The Committee conveyed support to bring a resolution, noting that improving storm water management is part of the DDA’s sustainability goals, and regardless of this project the DDA anticipates funding some repairs and improvements to the lot in the near future.
**Ann & Ashley Signage.** Mr. Morehouse explained that a portion of the 2016 parking structure repair project budget included replacing signage inside Ann & Ashley. The sign package was bid, and Universal Sign Company was the low bidder. It was agreed to bring a resolution to the board.

**Parking Agreement Amendment.** Ms. Pollay said the City put forward and has approved Parking Agreement Amendment Number One which is associated with the DDA’s resolution to increase the parking revenue percentage received by the City. Questions were asked and answered. A resolution will be brought to the board for this amendment.

**Proposed DDA In-Lieu Parking Policy.** Ms. Miller and Ms. Pollay presented a draft DDA parking policy that incorporated the comments received at the last committee meeting. Questions were asked and answered. It was recommended to change the title to include all long term parking contracts, not just those associated with In-Lieu requests. It was also recommended to separate out the recommendations for changes to be made by the city in its zoning and policies as a second document. Both documents will be presented with resolutions to the DDA for approval.

**Collegian North and Collegian East Parking Contract Requests.** Mr. Havera said he needed resolution on his parking request, including the potential of going to the Zoning Board, as they want to begin project construction in September. Questions were asked and answered. After discussion, a recommendation will be made to the DDA that Mr. Havera’s request be granted through 1 car share space, a couple standard permits, and the majority being the overnight/off peak monthly permits. Planning staff will be consulted to ensure this will meet city requirements.

**Parking.** The February Parking & Transportation report was reviewed.

**Circulator.** Ms Pollay said that a meeting with the consultant has been scheduled to confirm the project scope of services.

**4th & William Project.** Ms. Pollay said that work on the second high speed elevator continues.

**E-Park.** Ms. Pollay said installation has begun and is going smoothly.

**Public Comment.** None

Next Committee Meeting: The next meeting will take place on March 22 at 11:00 am.

The meeting adjourned at 1:34pm.
Susan Pollay, Executive Director
RESOLUTION TO SUPPORT CITY APPROVAL OF PARKING REQUIREMENTS FOR CORE SPACES ON
LIBRARY LANE

Whereas, The DDA Plan directs the DDA to construct parking facilities in support of its mission, and in 2008 City Council authorized the DDA to construct the underground Library Lane garage so that it would support the construction of a future building on this site;

Whereas, The Library Lane project included a garage designed with maximal bearing capacity, a new midblock street (Library Lane) to divide this over-large block with a pedestrian-friendly design, and a new midblock alley;

Whereas, The City hired CBRE to represent the property so that it could be sold, and an Offering Memorandum/RFP was released in early 2015 which produced nine responses;

Whereas, On January 19, 2016 City Council voted to approve CORE as the selected developer of the property, and authorized the City Administrator and City Attorney to begin negotiation process for the sale of the property;

Whereas, As part of this approval, City Council requested staff negotiate additional community benefits that had not been included in the RFP, including the goal to set aside 10% of the residences as workforce housing, a higher level of LEED certifiable design, and improved pedestrian connectivity;

Whereas, A Core Spaces representative met with the Operations Committee at its February 2017 meeting to review the parking required for this project, noting that the request was based on a study commissioned from a national parking consultant; this request is as follows:

- 196 - 24-hour equivalent parking permits will be leased in the City-owned Library Lane Structure located beneath the proposed development. The 196 permits are calculated as 196 permits for 24 hours per day for each year. Therefore, if Core Spaces elects to designate the use of off-peak permits (currently 15 hours), the remaining 9 hours will be available for additional permits.
- 85 – 24-hour equivalent parking permits will be leased at the City-owned Fourth and William Structure. (All parking permits in the Fourth and William Structure may be replaced by the City with permits in another structure in the same parking district if the Fourth and William Parking Structure is not in use.)
- 80 off-peak parking permits will be leased at the City-owned Fourth and William Structure.
- Core Spaces will lease the required parking permits in accordance with the Downtown Development Authority’s current standard monthly permit rate, and in addition will pay any surcharge related to multi-space contracts.
- Annual increases in the monthly rate shall be consistent with the Downtown Development Authority established standard monthly permit rates, and in no event shall rates increase
more in any given year than the average increase in all garages located in the same parking
district.

- Core Spaces shall notify the City and the Downtown Development Authority of its specific
parking requirements no less than 60 days prior to the start date of the parking lease.
Thereafter, Core Spaces shall notify the City and the Downtown Development Authority of
its parking requirements for the following calendar year no less than 60 days prior to the
end of each calendar year. The number of leased permits may be decreased in any given
year. However, the number of parking permits available in the following year shall not
increase to more than the number of permits leased in the prior year with the only
exception being during the first three years when the total leased permits can fluctuate
upward and downward by a maximum number of 50 permits. The total number of leased
parking permits will never exceed the totals above.

- Core Spaces may elect, at its sole discretion, to release a portion of the 196 parking permits
at the Library Lane Structure so these permits may be used to accommodate other needs
unrelated to the development. In that event, the number of parking permits released shall
still be provided in the Fourth and William Structure.

- Core Spaces shall be permitted to sublease parking permits to its residential tenants, hotel
operator (including guest parking) and other entities that operate within the property
including, but not limited to, office tenants and retail tenants, including employees of
above, as well as for visitor and customer use. Core Spaces will have complete and sole
discretion as to the rate it charges its sub-lessee (rental rate charged to sublessee can be
more than or less than the rate that Core Spaces pays to the Downtown Development
Authority).

- The agreement will be for a 20-year term with two 20-year renewal terms.

Whereas, The Operations Committee recommends that the DDA approve a resolution
communicating that the DDA can implement this request if City Council resolves to approve
the project;

Whereas, The Operations also recommends that the DDA put forward to the City slight
modifications for its consideration as follows:

- That the proposed parking district be clarified to be Library Lane, Fourth & William, and
Fourth & Washington

- That the section allowing Core Spaces at its sole discretion to exchange a portion of parking
permits from the Library Lane to the Fourth & William garage be clarified to lessen the
impact of this potential change. This may include noting that this is subject to availability,
limiting the number of potential permits that can be moved and required notification.

- That Core Spaces be asked to include in all of its leases associated with this project language
that clearly notes that unauthorized subletting of parking permits to individuals or
businesses not located on this site will not be allowed, and will make these permits subject
to cancellation.
· The contract should allow Core Spaces to permanently reduce at any time the overall number of parking permits up to the amount required for zoning.

· That the agreement will be for a 20-year term with two 15-year renewal terms, for a total of 50 years, which would make this similar to the term offered in another city parking contract.

Resolved, The DDA can and will work to enact the parking portion of the City Council decision about this project.

Res Core Spaces 030117.doc
March 1, 2017
RESOLUTION TO APPROVE A GRANT FOR THE FARMERS MARKET PARKING LOT

Whereas, The DDA Development Plan sets forward that the DDA will work to meet its mission by supporting other organizations working in the downtown area through grants;

Whereas, The Public Market Advisory Commission, a Parks & Recreation Service Unit at the City, is pursuing the construction of a new market structure which is intended to expand vendor stall capacity, improve the experience for all users, and increase the amount of activity in the Market and nearby Kerrytown commercial area, particularly in the cold weather months;

Whereas, The DDA provided a $175,000 grant to this project in February 2016 because it met the DDA’s mission and values to strengthen downtown, spark increased economic activity within the Kerrytown neighborhood, cultivate a memorable sense of place, and enhance walkability along N. Fourth Avenue.

Whereas, In addition to the DDA’s grant, the project is supported by multiple funding sources including developer contributions, the Farmers Market Fund balance, and the Parks and Recreation Maintenance and Capital Improvements Millage;

Whereas, In 2016 the project was bid, and all bids came in significantly over budget;

Whereas, City staff worked to reduce project costs, but additional funding will be needed to advance the project;

Whereas, The DDA was asked to consider providing a second grant ($200,000) to cover project costs associated with parking lot renovations and storm water management improvements;

Whereas, The Operations Committee reviewed this request, and recommends DDA approval of this second grant for the project because improving storm water management is a component of the DDA’s sustainability goals, Farmers Market parking lot renovations may help commercial vehicle loading/unloading, and regardless of this project the DDA anticipates funding some repairs and improvements to the lot;

RESOLVED, The DDA approves a second grant to the Farmers Market Building project in the amount of $200,000 from its Parking Maintenance funds to cover project costs associated with parking lot renovations and storm water management.
Farmers Market Parking Lot

The Market Infrastructure Project would construct a new market structure to expand vendor space at the Ann Arbor Farmers Market and increase winter attendance, bringing more vendors and shoppers to the Kerrytown neighborhood during traditionally quieter times.

The DDA provided a $175,000 grant from its TIF funds to this project in February 2016 because it met the DDA’s mission and values to strengthen downtown, spark increased economic activity within the Kerrytown neighborhood, cultivate a memorable sense of place, and enhance walkability along N. Fourth Avenue.

In addition to the DDA’s grant, the project is supported by multiple funding sources including developer contributions, the Farmers Market Fund balance, and the Parks and Recreation Maintenance and Capital Improvements Millage.

In 2016 the project was bid, and all bids came in significantly over budget. Staff worked to reduce project costs, but additional funding will be needed to advance the project.

The DDA is being asked to consider providing a second grant ($200,000 – from its Parking Maintenance Funds) to cover project costs associated with parking lot renovations and stormwater management/infiltration improvements. These improvements will redirect water away from the storm drains to porous pavers where it will infiltrate, helping to cleanse the stormwater as it enters the Allen Creek Watershed.

Reasons the DDA may consider supporting this second grant:
- Storm water management would help the DDA meet its sustainability goals
- Farmers Market parking lot renovations will help the DDA with its 5th/Detroit project, as this will help make it possible to move commercial vehicle loading/unloading where it will be less impactful to pedestrians
- Without this project, in the next couple years the DDA anticipates spending approx $60K to repair the lot and make improvements.
## Farmers Market Parking Lot Renovations

22-Feb-17

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Demolition asphalt</td>
<td>$16,125.00</td>
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<tr>
<td>Other misc removals</td>
<td>$10,500.00</td>
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<tr>
<td>Erosion control</td>
<td>$2,100.00</td>
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<tr>
<td>Grading</td>
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<tr>
<td>Furnish and install limestone and asphalt</td>
<td>$75,500.00</td>
</tr>
<tr>
<td>Brick permeable pavers</td>
<td>$32,500.00</td>
</tr>
<tr>
<td>Stormwater utilities under parking lot</td>
<td>$16,260.00</td>
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<tr>
<td>Raceway for future gates at entry</td>
<td>$12,500.00</td>
</tr>
</tbody>
</table>

**SUBTOTAL**                                       | **$181,985.00** |

10% Contingency                                   | **$18,015.00** |

**TOTAL**                                         | **$200,000.00** |
RESOLUTION TO APPROVE PARKING AGREEMENT AMENDMENT ONE

Whereas, In 1992 the DDA entered into an agreement with the City to operate and maintain the public parking system for the benefit of the public, and this agreement was renewed in 2002, amended in 2005, and a new Parking Agreement approved in 2011;

Whereas, The City and DDA have begun discussion of possible adjustments to the Parking Agreement, but acknowledge that more time is needed to develop the details behind these changes to ensure their successful implementation;

Whereas, At its February 1, 2017 meeting, the DDA board approved a two-year increase in the percentage of parking revenues received by the City in FY2018 and FY 2019 from 17% to 20%;

Whereas, The City Attorney determined that a parking contract amendment is necessary for the DDA to provide the City with a two-year increase in the percentage of parking revenues received by the City;

Whereas, The Operations Committee has reviewed the proposed parking contract amendment and recommends approval by the DDA;

Resolved, The DDA approves Parking Agreement Amendment One;

Resolved, The DDA Executive Director is authorized to negotiate and execute this parking contract amendment on behalf of the DDA following consultation with the DDA Attorney.
The City of Ann Arbor, a Michigan municipal corporation, with offices at 301 E. Huron St. Ann Arbor, Michigan 48107-8647 (“City”) and the Downtown Development Authority of the City of Ann Arbor, a public corporation organized and existing pursuant to the authority of Act 197, Public Acts of Michigan, 1975 (MCL 125.1651 et seq.), with offices at 150 S. Fifth Avenue, Suite 301, Ann Arbor, Michigan 48104 (“DDA”) agree to amend the Parking Agreement executed by the parties effective July 1, 2017, as follows:

1) Article 4, Financial Obligations of the DDA, is amended in subsection (a) to read as follows with the remainder of the Article unaltered and restated in its entity below:

   a. The DDA will pay the City within thirty-one (31) days of the end of each calendar quarter twenty percent (20%) of Gross Parking Revenue received by the DDA during the prior quarter for the fiscal years FY2018 and FY2019. Thereafter for the remainder of the term of the Agreement, the DDA will pay the City within thirty-one (31) days of the end of each calendar quarter seventeen percent (17%) of Gross Parking Revenue received by the DDA during the prior quarter.

   b. Through Fiscal Year 2015-16, should the DDA’s combined fund balance (excluding the Housing Fund) (“DDA Fund Balance”) fall below ONE MILLION DOLLARS ($1,000,000), as shown by the DDA’s annual audited reports, then DDA may reduce amounts payable to the City under Section 4(a) by amounts equal to the difference between the DDA Fund Balance and ONE MILLION DOLLARS ($1,000,000) (“Withheld Payments”), provided, however, that Withheld Payments shall not exceed (i) ONE MILLION DOLLARS ($1,000,000) in any given fiscal year; or (ii) TWO MILLION DOLLARS ($2,000,000) in the aggregate. The DDA agrees that prior to June 30, 2016, its discretionary grants and projects will not exceed the cost proposed in the DDA Ten Year Plan presented to the DDA Board at its meeting of May 20, 2011, unless otherwise approved by City Council. If at any time during the Term of this Agreement, the DDA Fund Balance exceeds FOUR MILLION DOLLARS ($4,000,000), as shown by the DDA’s annual audited reports, the DDA shall pay to the City an amount equal to the aggregate Withheld Payments, provided, however, that DDA may delay any portion of such payments that would reduce the DDA Fund Balance below FOUR MILLION DOLLARS ($4,000,000) until such time as the making of such payment would not
reduce the DDA Fund Balance below FOUR MILLION DOLLARS ($4,000,000).

c. The DDA shall not be charged parking operations-related taxes, fees or any other amount by the City except as specifically provided in this Agreement. Subject to Section 2(g), the City further agrees that during the term of this Agreement that it will not assess any parking operations-related fees or surcharges on users of the Facilities that are in addition to the parking rates as provided for in this Agreement.

d. The DDA shall not use tax increment financing revenue collected from taxing authorities to make any payments to the City described herein. The DDA agrees that all such payments shall be made exclusively from parking revenues in the DDA parking fund.

e. The DDA shall take no action that it reasonably believes will have a material detrimental effect upon parking enforcement revenue collected by the City. In the event that the DDA wishes to take such an action, then DDA and the City will negotiate in good faith in an effort to accommodate DDA’s contemplated action, while reducing to as close to zero as is practical, the overall detrimental revenue effect on the City.

f. Each payment pursuant to Section 4(a) shall be accompanied by an accounting of Gross Parking Revenue and documentation reasonably requested by the City, which documentation shall be sufficient to justify the calculation of amounts paid. The DDA shall provide the City with written financial reports relating its operation of the Municipal Parking System on a monthly basis as part of its monthly meeting minutes, and a certified annual audit report.

g. Notwithstanding anything in this Agreement to the contrary, in the event the City fails to provide DDA with reports required under this Agreement, and if the City fails to provide such reports to DDA within thirty (30) days after written notice thereof by the DDA, then DDA shall be authorized to withhold five percent (5%) of amounts owed hereunder until such reports are delivered.

All terms, conditions, and provisions of the original agreement between the parties unless specifically amended above, are to apply to this amendment and are made a part of this amendment as though expressly rewritten, incorporated, and included herein. This amendment to the agreement between the parties shall be binding on the heirs, successors and assigns of the parties.

For Downtown Development Authority of the City of Ann Arbor  For City of Ann Arbor
By ____________________________

Its:

By ____________________________

Christopher Taylor, Mayor

[signatures continued on next page]

Jacqueline Beaudry, City Clerk

Approved as to form and content

Stephen K. Postema, City Attorney

Approved as to substance

Howard S. Lazarus, City Administrator
RESOLUTION TO APPROVE A CONTRACT WITH THE UNIVERSAL SIGN COMPANY FOR NEW SIGNAGE AT ANN & ASHLEY ($84,209)

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

Whereas, The DDA’s engineer’s, Carl Walker Inc., has provided the DDA with a complete plan for the replacement of the internal signage at the Ann & Ashley Parking Structure;

Whereas, The bid package for the manufacture and installation of the signage needed was given to 6 sign companies with 3 submitting bids;

Whereas, This project was included in the FY 2016/17 parking facility repair resolution with a total project budget of $850,000;

Whereas, Carl Walker, Inc. has reviewed the bids and recommends acceptance of Universal Sign Inc. as the low bidder with a not to exceed contract of $84,209;

Whereas, The Operations Committee recommends DDA approval of the Universal Sign Incorporated bid;

RESOLVED, The DDA selects Universal Sign Inc. for the Ann & Ashley sign replacement project and authorizes the Executive Director after DDA attorney review to sign a contract with Universal Sign, Inc. in the amount of $84,209.

RES AA Signage
March 1, 2017
## Ann Arbor DDA

### Ann Ashley Sign Project Bid Results

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valley City Sign Company</td>
<td>$102,137.15</td>
</tr>
<tr>
<td>Fairmont Sign Company</td>
<td>$110,682.00</td>
</tr>
<tr>
<td>Universal Sign Incorporated</td>
<td>$84,209.00</td>
</tr>
</tbody>
</table>
RESOLUTION TO APPROVE A DDA LONG-TERM PARKING PERMIT POLICY

Whereas, The DDA mission is to strengthen the downtown and encourage new private investment;

Whereas, Thoughtful management of the parking system is an important tool to meet this mission;

Whereas, The DDA has traditionally resisted requests for parking contracts except in rare instances where providing contracted parking spaces supports the construction of a new downtown development or enables the sale of City-owned property;

Whereas, To guide how to respond to requests for long-term parking contracts in alignment with our mission, the DDA Operations Committee has developed a recommended Policy for DDA approval;

RESOLVED, The DDA approves the attached DDA Long Term Parking Permit Policy.
DDA PURPOSE IN OPERATING THE PUBLIC PARKING SYSTEM
In 1992, the DDA took over operation of the City of Ann Arbor’s public parking system as a means to meet its mission. The DDA is a development authority – not a parking authority – thus, its goals for parking are directed toward the larger purpose of the DDA, which is to attract new private investments and strengthen the downtown area.

DDA PARKING OPERATIONS
The DDA’s parking system is currently comprised of eight parking structures, ten parking lots, and approximately eighteen hundred on-street meters, which together provide approximately 8,200 public parking spaces.

The DDA has traditionally resisted requests for parking contracts except in rare instances where the provision of contracted parking spaces supports the City sale of property or it supports the construction of a new downtown development. Resisting contracts in other circumstances allows parking permits to regularly cycle through and become available to different users.

There are six current parking contracts approved by the DDA and City associated with private downtown developments, of which two were also associated with a city land sale (Syndeco/Ashley Mews and Village Green/1st & Washington).

CURRENT PARKING DEMAND
In 2015 the DDA commissioned a parking study to understand current usage and how to best manage parking to benefit downtown, including modifying parking rates to help address the demand for the limited supply of public parking. Study findings can be found on the DDA’s website: http://www.a2dda.org/current-projects/tdm-analysis/.

CONTRIBUTIONS IN LIEU PARKING ARRANGEMENTS PROVIDED BY THE CITY TO DOWNTOWN DEVELOPERS
Ann Arbor City Council and the Ann Arbor DDA share a goal to promote a full range of development choices and flexibility in the downtown. This flexibility includes parking alternatives when it is infeasible or undesirable to contract parking spaces on a downtown site. Section 5:169, Special Parking Districts, of Chapter 59 (Off-Street Parking), provide a “contribution in lieu” (CIL) arrangement within zoning as follows:

“The required bicycle or motor vehicle parking shall be provided on-site, off-site as described in this Chapter, through the execution of a contract for parking permits within the City’s public parking system or payment of a contribution in lieu of the required parking consistent with the requirements adopted by City Council, or any combination thereof, consistent with the requirements of this section.”
City CIL Arrangements

For each required parking space proposed to be provided through a CIL arrangement, the petitioner may request one of the following options:

- A monthly parking permit in the City of Ann Arbor parking system. The cost of the monthly parking permit(s) shall be the standard rate in addition to a contribution equal to 20% of the monthly permit cost. The petitioner shall sign a contract with the City and/or DDA for fifteen years.

- A contribution in lieu of parking for each parking space shall be set at $55,000/space to be paid prior to a request for a Certificate of Occupancy.

DDA Parking In Lieu Policy

When the DDA receives parking requests from developers under the City of Ann Arbor Special Parking Districts Policy for Contributions in Lieu of Required Parking, the DDA will consider its mission and the benefits received from the proposed development. Generally, the DDA will default to seeking a payment-in-lieu over issuance of monthly permits through a parking contract as these dollars support the construction of additional parking and transportation infrastructure. As part of the formal request to the DDA, the developer must submit project details that convey the hardship/need for parking permits and if the project meets any of the criteria below.

The DDA may make exceptions to this in order to fulfill its mission of encouraging private investment and a stronger downtown, including any of the following:

1. Encouraging development to proceed without curb cuts in locations where this is most desirable, notably Destination Commercial and Commercial streets, as defined in the Downtown Street Design Manual.

2. Encouraging a development to proceed in a location where curb cuts or on-site parking is not physically feasible and the current parking requirements prove overly restrictive for on-site parking.

3. Encouraging development that provides substantial community benefit in alignment with the DDA Partnerships Grant criteria. These criteria are as follows:
   - Addresses a documented gap in the marketplace or underserved markets of commerce within this sector of downtown
   - Demonstrates that the project will act as a catalyst for additional revitalization of the area in which it is located, which will trigger the creation of additional new DDA TIF tax revenue
   - Is “connected” to the adjacent sidewalk with uses on the first floor that are showcased using large transparent windows and doorways to give pedestrians a point of interest to look at as they walk by the project
   - Creates a large office floor plate.
- Will facilitate the creation of a large number of new permanent jobs
- Is a mixed use development, that will encourage activity in the daytime, evening, and weekend, such as a development with a mix of commercial and residential
- Adds to downtown’s residential density
- Reuses vacant buildings, reuses historical buildings, and/or redevelops blighted property
- Creates affordable housing units on site or funded by the project elsewhere in the community, which are beyond what is required by the City
- Incorporates environmental design at or above a Gold LEED certification, or an equivalent environmental assessment
- Contributes an architecturally significant building or project design to the streetscape
- Strengthens Ann Arbor’s national visibility
- Provides a legally-binding commitment to robust ongoing maintenance of public streetscape elements.
- Project substantially responds to requested changes put forward by the City’s Design Review Board

4. Will facilitate the sale of City-owned property in the downtown.

The DDA reserves the right to accept, deny, or modify any parking contract requests it receives from a developer utilizing the City’s CIL.

Additional DDA Policies Regarding CIL Parking Requests
The DDA’s decision to provide parking under this policy is based strictly on its mission and the criteria above and is not dependent on the financing needs of the developer/applicant.

If the DDA resolves to accept a request for a parking contract utilizing the City’s CIL policy, the DDA will generally

- Limit the maximum length of a parking contract to 15 years, which is the length of time required under zoning (at which time the DDA may revisit the potential for renewal).
- Limit the number of parking permits provided in this contract only to the amount required by zoning.
- Retain all rights to determine the parking facility of its choosing where parking permits will be provided. This may or may not be a parking facility nearest to the development depending on the demands for parking.
- Require that some of the parking spaces required for this development be provided in the parking facility of the DDA’s choosing under a car share arrangement, such as with Zipcar or Maven.
City of Ann Arbor Authority to Approve CIL Arrangements
Per the City of Ann Arbor Special Parking Districts Policy, City Council has the ability to supersede the DDA’s CIL decisions. City Council shall consider the DDA’s recommended CIL arrangement when it takes action on the development agreement.

Future Additions to Downtown Parking and Transportation Infrastructure
The DDA deposits collected contributions from CIL payments into the DDA’s Parking and Transportation Fund. These funds will be used to enhance multi-modal transportation services and facilities that serve the downtown, including parking maintenance, new parking construction, bicycle and pedestrian facilities and transit enhancements.
January 12, 2017

City of Ann Arbor Downtown Development Authority
Attn: DDA Board of Directors
150 S. 5th Avenue
Suite 301
Ann Arbor, MI 48104

Re: The Collegian North Parking Permit Request

Dear DDA Board of Directors,

On behalf of South University – North, LLC (“SUN”), this letter shall serve as our request, pursuant to the City of Ann Arbor’s Contribution in Lieu (“CIL”) requirement, for 50 monthly parking permits in the City of Ann Arbor Parking System at the standard system rate, plus a contribution equal to 20% of the monthly parking permit for The Collegian North project to be effective upon receipt of an unconditional certificate of occupancy from the City of Ann Arbor for The Collegian North.

We would request, if possible, that these spaces to be located in the Forest St. parking structure. Should spaces not be available in this structure, we would request that they be provided in the structures with the closest proximity to our project.

We understand that per the CIL requirements, the initial term of the agreement is 15 years. However, we would request an option to cancel this agreement before the expiration of its term, should an entity controlled by Ann Arbor Realty Ventures/Hughes Properties provide the required 50 parking spaces in one or more of our future developments on South University. We would additionally request renewal provisions should we be required, or desire to, extend beyond the initial 15-year term.

Please contact me should you require any additional information and we look forward to your response.

Sincerely,

Sean T. Havera
VP of Construction
South University – North, LLC
RESOLUTION TO APPROVE A PARKING CONTRACT WITH THE COLLEGIAN NORTH DEVELOPMENT

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, which includes managing the public parking system to accomplish this mission;

Whereas, Ann Arbor City zoning requires that downtown projects seeking premiums include parking and in 2012 City Council set forward a Contribution in Lieu Parking Policy that defines how projects can meet this requirement through a long-term parking contract;

Whereas, The developers of The Collegian North Project met with the Operations Committee to discuss their project’s zoning requirement for 50 parking spaces, and their request to the DDA that these spaces be accommodated using the City’s Contribution in Lieu framework;

Whereas, The Operations Committee discussed the request and determined that the project accomplishes the criteria set forward in the DDA’s Long Term Parking Permit Policy, particularly encouraging development to proceed without curb cuts on a Destination Commercial Street;

Whereas, the Committee also discussed the availability of spaces within the public parking system and received feedback from the Collegian North team that the project was not dependent on daytime parking permits, but would benefit from car share access and off-peak parking;

Whereas, The Operations Committee recommends approval of a 15-year agreement with The Collegian North Project that includes the following permit mix in the Forest Avenue Parking Structure:

<table>
<thead>
<tr>
<th>Monthly Permit Type</th>
<th>Permits Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Parking Permits</td>
<td>5</td>
</tr>
<tr>
<td>Car Share Parking Permits</td>
<td>3* (counts as 12 spaces, per City zoning)</td>
</tr>
<tr>
<td>Limited Overnight Parking Permits</td>
<td>33</td>
</tr>
</tbody>
</table>

*The developer will need to discuss details with a car share company as the building gets closer to a Certificate of Occupancy. If car share cannot be accommodated, 12 additional limited overnight permits will be issued.

Resolved, the DDA approves the permit mix as recommended by its Operations Committee to enable The Collegian North to move forward with the site plan process;

Resolved, DDA Staff are encouraged to connect the Collegian North Development Team with Zipcar or Maven to address car share arrangements;

Resolved, the DDA Operations Committee Chairs and Executive Director are authorized to work with the DDA Attorney and City to execute a parking contract consistent with the provisions of this resolution and the City Contribution in Lieu Policy.
RESOLUTION TO COMMUNICATE PARKING POLICY RECOMMENDATIONS TO CITY COUNCIL AND CITY PLANNING COMMISSION

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, and it operates the public parking system as a way to accomplish this mission;

Whereas, Ann Arbor City zoning requires that downtown projects seeking premiums include parking and in 2012 City Council set forward a Contribution in Lieu Parking Policy that defines how projects can meet this requirement through a long-term parking contract or payment-in-lieu;

Whereas, At its February 2017 meeting, the Operations Committee discussed the current City parking requirements under zoning and its Contribution in Lieu Policy, noting that parking policies have a direct impact on how the community achieves its goals for sustainability, walkability, and affordability, for instance the impact that those requirements have on the prevalence of curb cuts, disruption of ground floor active uses, and higher unit rents to offset the cost of building parking;

Whereas, The Operations Committee recommends that the DDA put forward the attached recommendations to City Planning Commission and City Council for their consideration which are aimed at aligning with current best practices, including short-term changes to the Contribution in Lieu Policy and longer-term discussion of zoning updates:

RESOLVED, The DDA recommends City Council and City Planning Commission consider the attached changes to better align policy with best practices and community goals.

Res Recommended Changes to City Parking Policy 030117.doc
March 1, 2017
NEAR TERM CONSIDERATIONS: DDA RECOMMENDED CHANGES TO THE CITY’S SPECIAL PARKING DISTRICTS POLICY FOR CONTRIBUTIONS IN LIEU OF REQUIRED PARKING

DDA Purpose In Operating the Public Parking System
In 1992, the DDA took over operation of the City of Ann Arbor’s public parking system as a means to meet its mission. The DDA is a development authority – not a parking authority – thus, its goals for parking are directed toward the larger purpose of the DDA, which is to attract new private investments and strengthen the downtown area.

DDA Public Parking Operations
The DDA’s parking system is currently comprised of eight parking structures, ten parking lots, and approximately eighteen hundred on-street meters, which together provide approximately 8,200 public parking spaces.

DDA Recommended Changes to the City’s CIL Arrangements
For projects submitted after 3.2. 2017, The DDA urges the Planning Commission and Ann Arbor City Council to make changes to the City of Ann Arbor Special Parking District Policy for Contributions in Lieu of Required Parking as follows:

a. Increase the surcharge assigned to parking permits provided under CIL contracts to 40%. This will ensure that downtown developers utilizing the provisions offered under CIL are sharing in the long term cost of infrastructure, including not only operation and maintenance, but also repair, and the future construction of additional transportation and parking infrastructure.

b. Modify the In Lieu fee to calculate the cost utilizing the standard 75 year useful life designed into DDA constructed parking structures. Thus a 15 year term would be calculated to be $11,000, as this is 15 years of the structure’s 75 year useful life.

c. Allow the negotiation of Payments in Lieu so that payments can be made over time if the developer agrees to applying the payment as an assessment tied to the payment of city taxes.

LONGER TERM CONSIDERATIONS: the DDA further urges the Planning Commission and City Council to work with the DDA to discuss downtown zoning modifications:

a. The current City calculation allows one car-sharing service space to count as 4 required motor vehicle parking spaces. Recent studies conducted by Innovative Mobility at UC Berkeley and the Transportation Research Board indicate that each car share vehicle takes 13 to 15 personal vehicles off the road. Based on this updated data, review increasing the exchange calculation used for car share parking spaces provided as part of a new development.

b. Current City zoning requires that all projects utilizing floor area premiums within D1 and D2 zoning provide a minimum amount of parking on-site or in-lieu. Review shifting these requirements from parking minimums to parking maximums; other best practice communities have found that this shift better reflects community goals for affordability, sustainability, and walkability.
Parking & Transportation Report February 2017

Parking Operations

Special Events In February
February 3-5 Main Street Ice Carving Extravaganza

Special Event Meter Bag Fee Waivers in February
February 3-5 Main Street Ice Carving Extravaganza $120.00

Meters
The first shipment of 75 double head meter space markers arrived in early February. This will allow Republic Parking to begin installing the E-Park system in the Kerrytown area over the next two weeks.

The DDA has signed a contract with Passport Parking to create a new pay by phone system for Ann Arbor’s E-Park system. This process should take 90 days to complete. Staff are beginning work on a plan to communicate the new system to customers.

City/DDA Parking Enforcement Committee
The committee met on February 16th. Parking enforcement staff shared an update on new hand held equipment they are expecting. Republic Parking staff shared an E-Park installation schedule for the Kerrytown area and planned to coordinate with Enforcement staff during installation.

The next meeting will take place on March 16th, 2017.

Tally Hall Condominium Meeting
The Tally Hall Condominium Board met on February 9th. Most of the discussion was about by-law changes which involved the City and McKinley. The DDA did ask that the parking spaces in the west alley be offered to the public as premium parking spaces. The board approved of the proposal and Republic Parking was selected as the contractor to administer the spaces and enforce them with the use of “booting”. The DDA has requested a plan from Republic Parking that will include; design of appropriate signage, a marketing and communications plan, and a plan for administering and enforcing the spaces.

First & Washington Condominium Meeting
The City Attorney’s office has been unable to convene a meeting with City Club Apartments, owners of the apartments above the parking structure, to move forward with forming a condominium association.

Parking System Maintenance
Republic has bid out the purchase and installation of 100 replacement emergency phones in the parking structures. The cost of the phones and installation will be approximately $36,000.

Republic has also been preparing a new handicapped parking space at the First and Washington parking structure. The placement of the space in its current location was not allowed because the location did not meet ADA requirements. The work was transferred from Ann Arbor City Apartments to the DDA for a reduction in the escrow paid to Ann Arbor City Apartments when the final purchase was settled. Carl Walker Engineering Inc. prepared the plans and a contractor was hired to make the changes needed. Due to the cold weather the final stripping has been on hold.
During the warm period in late January and early February Republic Parking was able to wash down some of the stair towers and clean many windows.

**Parking Equipment**

**Elevators**
There were 4 elevator service calls during the last month. They were distributed as follows:
- 2 – Maynard main
- 1 – Fourth and Washington
- 1 – 4th & William alley

**Parking Construction**

**Fourth & William Stair/Elevator Improvement Project**
Masonry and electrical work is continuing. Elevator inspection has been delayed again and will happen in mid-March.

**Transportation**

**getDowntown Overall Outreach**
- Sending out Commuter Connection E-News to 3,705 subscribers on 2/15/16 & go!pass Coordinator Bulletin to 461 subscribers on 2/16/16.

**Conquer the Cold Challenge – Jan. 1 – Jan. 31, 2017**
- **Final participation stats**

<table>
<thead>
<tr>
<th></th>
<th>Total Registered Users</th>
<th>Total Users Logged</th>
<th>UM Users</th>
<th>Non-UM Users</th>
<th>Downtown Users</th>
<th>Number of Downtown Businesses</th>
<th>Total Trips</th>
<th>Year</th>
<th>Percent Change</th>
<th>2017 Users</th>
<th>2016 Users</th>
<th>Percent Change</th>
<th>2017 Trips</th>
<th>2016 Trips</th>
<th>Percent Change</th>
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<tbody>
<tr>
<td>2017</td>
<td>747</td>
<td>605</td>
<td>301</td>
<td>96</td>
<td>208</td>
<td>52</td>
<td>12,785</td>
<td>Challenge runs from 1/1/17-1/31/17</td>
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<tr>
<td>2016</td>
<td>410</td>
<td>157</td>
<td>68</td>
<td>185</td>
<td>59</td>
<td>18,688</td>
<td>11/1/15-1/31/16</td>
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<tr>
<td><strong>Increase</strong></td>
<td><strong>33%</strong></td>
<td><strong>92%</strong></td>
<td><strong>41%</strong></td>
<td><strong>12%</strong></td>
<td></td>
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<td></td>
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<td>7%</td>
<td>13%</td>
<td></td>
<td>9%</td>
<td>12%</td>
<td></td>
</tr>
</tbody>
</table>

**Go!pass Outreach**
- Renewal orders received to date: 402
- New orders for 2016-2017 received to date: 36
- Add on orders received to date: 72
- Reached out to these companies about go!pass program:
  - LlamaSoft
  - Hopcat

**New go!pass companies for February**
- Abby Rose Photo
- Greenstone Society
- Groundspeed
- Healing River Therapy
- Hopcat
- Kerrytown Concert House
- Native Kichwa Arts
- TwoScoreTwo

2015-2016 - Go!pass sales as of February 14, 2016: 6,075 passes distributed to 441 organizations (Google = 500 passes)
2016-2017 – Go!pass sales as of February 14, 2017: 5,814 passes ordered by 440 organizations

Bike Parking
- Bike Locker Rentals as of 2/14: 15 rentals of 19 available lockers (79%)
- Maynard Bike House Rentals as of 2/14: 12 rentals of 28 spaces (43%)
  Ann Ashley Bike House Rentals as of 2/14: 35 rentals of 27 spaces (126%)

Staffing
- Business Services Program Manager position posted on 1/6/17
- Interviews started 2/13/17
- Expected decision by 3/3/17
RESOLUTION TO PUT FORWARD THE DDA BUDGET FOR
FISCAL YEARS 2018 & 2019

Whereas, The DDA has developed a Ten-Year Financial Plan, including projected income and expenses for debt service, capital improvements projects and parking operations;

Whereas, The DDA Finance Committee has developed a budget for the 2018 & 2019 fiscal years for the DDA based on the DDA’s most recent Ten-Year Plan;

Whereas, The Finance Committee recommends approval of this DDA budget by the DDA;

RESOLVED, The DDA accepts the recommendation of its Finance Committee and puts these budgets forward to the City for approval.

Resbudget approval .doc
March 1, 2017
### Revenues By Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual FY 2015</th>
<th>Actual FY 2016</th>
<th>Budget FY 2017</th>
<th>Forecasted FY 2017</th>
<th>Request FY 2018</th>
<th>Projected FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHARGES FOR SERVICES</td>
<td>21,174,515</td>
<td>21,442,292</td>
<td>21,825,179</td>
<td>21,825,179</td>
<td>$21,097,850</td>
<td>21,730,785</td>
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<td>INVESTMENT INCOME</td>
<td>92,546</td>
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<td>41,000</td>
<td>41,000</td>
<td>$135,600</td>
<td>148,100</td>
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<td>MISCELLANEOUS REVENUE</td>
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<td>110,000</td>
<td>$125,000</td>
<td>130,000</td>
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<td>6,704,494</td>
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<td><strong>Total</strong></td>
<td>28,888,938</td>
<td>31,192,879</td>
<td>34,862,938</td>
<td>34,862,938</td>
<td>35,545,581</td>
<td>34,139,977</td>
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### Revenues By Fund

<table>
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<tbody>
<tr>
<td>DDA HOUSING FUND (0001)</td>
<td>208,227</td>
<td>300,238</td>
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<td>402,163</td>
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<td>5,417,126</td>
<td>6,438,767</td>
<td>6,438,767</td>
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<td>DDA PARKING MAINTENANCE (0033)</td>
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<td>$4,154,661</td>
<td>3,691,078</td>
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<tr>
<td>DDA PARKING FUND (0063)</td>
<td>21,478,126</td>
<td>21,804,569</td>
<td>23,478,048</td>
<td>23,478,048</td>
<td>$23,210,313</td>
<td>23,387,805</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>28,888,938</td>
<td>31,192,879</td>
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### Expenses By Category

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<tbody>
<tr>
<td>PERSONNEL SERVICES</td>
<td>329,610</td>
<td>347,168</td>
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<td>436,200</td>
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<td>PAYROLL FRINGES</td>
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<td>258,670</td>
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<td>PASS THROUGHGS</td>
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<td>11,624,108</td>
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<tr>
<td><strong>Total</strong></td>
<td>26,172,711</td>
<td>28,497,043</td>
<td>34,083,795</td>
<td>34,083,795</td>
<td>35,545,581</td>
<td>32,536,560</td>
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</thead>
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<tr>
<td>DDA HOUSING FUND (0001)</td>
<td>265,452</td>
<td>200,512</td>
<td>402,163</td>
<td>402,163</td>
<td>$402,500</td>
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<td>6,438,767</td>
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<td>3,764,817</td>
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<tr>
<td>DDA PARKING FUND (0063)</td>
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<td>23,478,048</td>
<td>$23,210,313</td>
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<tr>
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### FTE Count

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<th>Request FY 2018</th>
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<td>DOWNTOWN DEVELOPMENT AUTHORITY</td>
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<td><strong>Total</strong></td>
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