

**Ann Arbor Downtown Development Authority Meeting Agenda**  
**Wednesday, November 7, 2018 12:00noon**  
**DDA Offices, 150 S. Fifth Avenue, Ann Arbor, MI 48104**

1. Roll Call  
Bob Guenzel, Tyler Kinley, Marie Klopf, Howard Lazarus, Jessica A. S. Letaw, Joan Lowenstein, Molly McFarland, Darren McKinnon, John Mouat, 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, Downtown Area Citizens Advisory Council
6. DDA Members Communications
7. Executive Director Communications
8. Approval of Minutes: October meeting minutes
9. Subcommittee Reports
  - A. Finance Committee – B. Guenzel
    - Resolution to Approve the FY18 Audit
    - Status of the First/Ashley/Huron/William bond
    - First quarter financial statements
    - Next Committee meeting: Thursday, November 29 at 1pm (December committee meeting has been moved to December 20 at 12:30pm)
  - B. Partnerships/Economic Development Committee – J. Lowenstein & J. A. S. Letaw
    - Resolution to Commit \$745,000 to Realize the Goal of Constructing Affordable and Workforce Housing Units from the Redevelopment of the 350 S. 5<sup>th</sup> Ave Property
    - Next Committee meeting: Wednesday, November 14 at 9am
  - C. Operations Committee –K. Orr & P. Weiss
    - Monthly Parking & Transportation Report for October 2018
    - Maynard parking operator office
    - Ann Ashley expansion – project status

- Next Committee meeting: Wednesday, November 28 at 11am (December committee meeting has been moved to December 20 at 11am)

D. Capital Improvements Committee – J. Mouat

- Fifth/Detroit – status
- First/Ashley/William – status
- Huron – status
- Next meeting: Wednesday, November 21 at 11am

E. Executive Committee –M. Klopff

- Resolution Designating the DDA FOIA Coordinator
- Next Committee meeting: Wednesday, December 5 at 11am

10. New Business

11. Other Audience Participation (4 minutes each)

12. Adjournment

**Ann Arbor Downtown Development Authority Meeting Minutes**

Wednesday, October 3, 2018

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

Time: Ms. Klopf called the meeting to order at 12:00 p.m.

**1. ROLL CALL**

Present: Bob Guenzel, Tyler Kinley, Marie Klopf, Howard Lazarus, Joan Lowenstein, Jessica A. S. Letaw, Molly McFarland, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, Phil Weiss

Absent: None

Staff: Susan Pollay, Executive Director  
Joseph Morehouse, Deputy Director  
Maura Thomson, Communications Manager  
Amber Miller, Capital & Private Projects Manager  
Jada Hahlbrock, Manager of Parking Services  
Liz Rolla, DDA Project Manager  
Kelley Graves, Management Assistant

Audience: Ray Detter, Downtown Citizens Advisory Council  
Mike McKiness, Republic Parking System  
Chris Simmons, get!Downtown  
Peter Allen, UM  
Jim Mogensen  
Peter Honeyman  
Sandra Andrade, MSA

**2. PUBLIC HEARING ON A PARKING RATE INCREASE**

Ms. Klopf opened the public hearing, and asked for public comments.

Mr. Mogensen stated he understands the necessity for the rate increase and noted that in his experience, it will not necessarily change parking habits, as individuals will pay to park to get where they want/need to go. He also asked the DDA and the City to be mindful of the ongoing need for affordable housing as the Core Spaces development on Library Lot and future development on the old Y lot move forward.

There being no further comment, Ms. Klopf declared the public hearing closed.

**3. APPROVAL OF THE BOARD MEETING AGENDA**

**Mr. McKinnon moved and Mr. Weiss seconded the motion to approve the agenda.**

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

**Ayes:** Guenzel, Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr, Weiss

**Nays:** None

**Absent:** None

**The motion was approved.**

**4. AUDIENCE PARTICIPATION**

Mr. Allen provided an overview of his students' course project shaping a plan that addresses workforce-affordable housing, City center development, and new tax revenues that could be used to fund the Treeline. He offered to schedule a follow-up meeting with DDA board members interested to know more.

**5. REPORTS FROM CITY BOARDS AND COMMISSIONS**

Downtown Area Citizens Advisory Council: Mr. Detter said the focus of their meeting was the many projects currently under discussion, including the DTE development, and the upcoming design process for the DDA's First & Ashley and William Street projects. Mr. Detter encouraged everyone to attend the groundbreaking ceremony on October 10 at 11am for the new development at Broadway/Maiden Lane, noting that this is the largest private development since Briarwood. CAC members were also urged to attend the City/ DDA work session on October 8. Mr. Detter said that there was a lot going on, and that at the meeting a presumption had been suggested that some meetings were being held in secret simply because people hadn't been aware they were going on.

**6. DDA MEMBER COMMUNICATIONS**

Ms. Klopf welcomed new DDA Board member, Tyler Kinley.

Ms. Letaw said she will hold her next "Downtown Hall" at Argus Farm Stop on October 10 from 5:30-7 p.m. and her next "Walk and Talk" on October 13 beginning at 10am at the Blake Transit Center and will focus on upcoming People-Friendly-Streets projects.

Mr. Lazarus reported that City Council approved the Core Spaces Parking Agreement and Affordability Convenent, approved an ordinance change to make construction of ADUs easier, and approved building demolitions at 415 W. Washington.

**6. EXECUTIVE DIRECTOR COMMUNICATIONS**

Ms. Pollay said that in addition to parking, the annual DDA/City Joint Work Session on October 8<sup>th</sup> would include discussions about mobility, affordability and sustainability. All were invited.

She said the FY18 State of the Downtown report was nearly complete, and she thanked DDA intern Xuewei Chen for her excellent work compiling data and designing the layout. She encouraged DDA members to view the National Citizens Survey results. Mr. Lazarus noted that there is much data in this survey, and notable were the high marks from residents to protect pedestrians and cyclists even if that meant slowing traffic. Ms. Klopf shared appreciation for the new DDA newsletter.

**7. APPROVAL OF MINUTES**

Mr. Orr moved and Ms. Lowenstein seconded the motion to approve the September minutes.

**A vote on the motion to approve the minutes showed:**

**Ayes: Guenzel, Kinley, Klopff, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr, Weiss**

**Nays: None**

**Absent: None**

**The motion was approved.**

**8A. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE**

Parking and Transportation Report: Mr. Weiss noted parking highlights from the September report, including the continuing installation of new epark machines and space markers, and the installation of metered spaces on Mosley. He said Destination Ann Arbor (CVB) had pursued installing a mural on the Liberty Square garage, but the other condo owner wasn't supportive. He said that it was hoped the Ann Ashley site plan can be reviewed by the Planning Commission soon.

Mr. Orr reported that go!pass renewals are in progress. A new ArborBike operator was selected, and plans are underway to relaunch the system, perhaps as early as this fall, at least on campus. A request was made by Cahoots for a car share pilot at 4<sup>th</sup> & Washington using an electric car. Mr. Orr said that the Committee supported a short-term pilot to see if it can encourage alternative transportation modes. The Committee also supported adding EVs to the garage, including one for this pilot. He noted that the Committee had heard that Bird would be asked to sign a licensing agreement and that another scooter company may soon operate in Ann Arbor.

The next Operations Committee meeting will be on Wednesday, October 31 at 11 am.

**8B. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE**

**Mr. Guenzel moved and Mr. McKinnon seconded the following resolution:**

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY RESOLUTION APPROVING DDA FINANCING CONTRACT FOR CITY OF ANN ARBOR CAPITAL IMPROVEMENT BONDS**

At a [regular] meeting of the Ann Arbor Downtown Development Authority (the "Authority"), County of Washtenaw, State of Michigan, held 150 S. Fifth Avenue, Ann Arbor, MI on [Wednesday,] [October] \_\_, 2018, at \_\_\_\_\_, a.m./p.m. Michigan time, there were

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

WHEREAS, the City of Ann Arbor (the "City") created the Authority pursuant to Act 197, Public Acts of Michigan, 1975, as amended (the "Act");

WHEREAS, pursuant to the Act, the Authority prepared its Development Plan and Tax Increment Financing Plan for the Authority's Development Area, which was adopted by the City Council by Ordinance No. 55-82, and subsequently amended by the Authority and adopted, as amended, by the City Council by Ordinance No. 26-03 (the "Plan");

WHEREAS, the Authority has determined that it is necessary and appropriate at this time to finance certain capital project costs pursuant to and consistent with the goals of the Plan, consisting of various street, bikeway, sidewalk, utility and infrastructure improvements, more particularly described in Exhibit A together with their estimated costs (collectively, the "Project"); and,

WHEREAS, the Authority has determined that the most advantageous and economical method of financing a substantial portion of the costs of the Project is through the issuance and sale by the City of its capital improvement bonds, in a principal amount not to exceed \$15,500,000 (the "Bonds"), pursuant to Section 517 of the Revised Municipal Finance Act, Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), maturing over a ten of years within the remaining duration of the Plan, primarily secured by the City's limited tax general obligation pledge, and to be primarily payable in full from the Authority's tax increment revenues received pursuant to the Act and derived from taxes levied on real and personal property in the Development Area by the City, Washtenaw County, the Ann Arbor Transportation Authority, Washtenaw Community College and the Ann Arbor District Library (the "Taxing Jurisdictions" ), and to the extent necessary from certain revenues of the City's parking system as managed by the Authority (collectively, the "Revenues" ); and

WHEREAS, the Authority has been presented with a Financing Contract (City of Ann Arbor Series 2019 LTGO Capital Improvement Bonds) in the form attached hereto as Exhibit B (the "Financing Contract"), pursuant to which the Authority will remit the Revenues to the City as the primary source of payment of the Bonds in sufficient amounts to provide for timely payment of all principal of and interest on the Bonds as such become due throughout the term of the bonds.

NOW, THEREFORE, IT IS RESOLVED THAT:

1. Financing Plan. The Authority hereby determines that the issuance of the Bonds by the City for purposes of financing the Project is in the best interests of the Authority and the City, and requests that the City issue the Bonds in an aggregate principal amount not to exceed \$15,500,000, pursuant to Section 517 of Act 34, to finance a substantial portion of the costs of the Project, and to pledge its full faith and credit on a limited tax basis as security for payment of the Bonds. The Bonds shall mature over a period not longer than the remaining duration of the Plan (i.e., through August 2033). Payment of principal of and interest on the Bonds shall be primarily payable from the Authority's Revenues pursuant to the Financing Contract.
2. Financing Contract. The Financing Contract between the City and the Authority is hereby approved in substantially the form presented to the Authority and attached hereto as Exhibit B.
3. Execution and Delivery of Required Documents. The ( ) and the ( ) (the "Authorized Officers") are, and each acting alone is, hereby authorized and directed on behalf of the

Authority to execute and deliver the Financing Contract on behalf of the Authority , with such revisions thereto as they deem necessary, appropriate and not inconsistent with the terms of this Resolution, and to enter into such other agreements with the City, and to execute such instruments, certificates, documents and other papers, and to take such actions as may be necessary and appropriate in connection with the issuance and sale of the Bonds by the City or as otherwise may be required to implement the terms and intent of this Resolution. The Authorized Officers are further authorized and directed to approve information relative to the Authority contained in a preliminary and a final official statement relating to the Bonds, if applicable, and to deem such portions of the preliminary official statement "final" for purposes of Rule 15c2-1 2 of the Securities and Exchange Commission.

4. Conflicting Resolutions. All resolutions and parts of resolutions in conflict with the foregoing are hereby rescinded.

A roll call vote on the foregoing resolution was taken, the result of which is as follows:

YES:

NO:

ABSTAIN:

THE RESOLUTION WAS THEREUPON DECLARED ADOPTED.

#### CERTIFICATION

I, the undersigned, the duly qualified and acting Secretary of the Ann Arbor Downtown Development Authority, Washtenaw County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Authority at a regular meeting held on [October] \_\_, 2018, the original of which is on file in my office, and that such meeting was conducted and public notice thereof was given pursuant to and in compliance with Act No. 267, Michigan Public Acts of 1976, as amended, and that minutes of such meeting were kept and are available as required by such Act.

Secretary

Dated: [October] \_\_, 2018

Project goals include improving pedestrian and bicyclist safety and comfort and addressing infrastructure needs. The projects will include installation of new street and sidewalk improvements on Huron Street (between Chapin/Third and Division), First and Ashley Streets (between Madison and Kingsley), and William Street (between Third and State Streets). Project elements will include protected on-street bikeways, new sidewalks, streetlights, utilities, landscaping and other pedestrian amenities.

Estimated project costs	
1 <sup>st</sup> /Ashley/William	\$11.4 M
Huron	\$ 5.6M
Total	\$17.0M
Estimated bond amount	\$15.5M

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

**Ayes:** Guenzel, Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr, Weiss

**Nays:** None

**Absent:** None

**The motion was approved.**

Financial Statements: Mr. Guenzel said that the August expenses were reviewed. The FY18 audit is done and the Finance Committee will meet with the auditors at the next Committee meeting to go over this year's audit in detail.

The next Finance Committee meeting will be on Thursday, November 1 at 1:00 pm.

**8C. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE**

Fifth/Detroit: Underground utilities are substantially complete, and the contractor is now focusing on sidewalk work on the east side of 5<sup>th</sup> Avenue and the northern leg of Detroit Street.

First/Ashley/William: The committee provided prioritization for streetscape improvements as being the 1<sup>st</sup> & Ashley core commercial blocks. Mr. Mouat acknowledged Ms. Miller and the design team for their excellent work. At the committee's request, the project team will explore moving forward the William Street Bikeway project to 2019 if possible.

Huron: The City Administrator sent a letter to MDOT stating the City's support for recommended transportation changes.

State St. The State Street District Executive Director said that businesses support the DDA taking on improvements in their area, but that only a few support the planned DDA project to widen the 300 block State St sidewalk. Given this feedback, the DDA will meet with area stakeholders to determine the issues of greatest need in this area.

CIP: Future DDA projects were discussed, including more bikeways and alley improvements, and there was support to have these ideas included in the CIP and brought back for more dialogue at future Capital Improvements Committee meetings.

The next Capital Improvements Committee meeting will be on Wednesday, October 17 at 11 am.

**8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE**

Signs: Ms. Lowenstein said an update on proposed sign ordinance changes was received; there will be a public open house and information is available to the public on the City website.

Partners Updates: Ms. Letaw reported on AAATA, City Council, and Planning Commission updates. She said that DDA shared project updates and a snapshot of the State of the Downtown Report.



The next Partnerships Committee meeting (DDA only) will be on Wednesday, October 10 at 9 am.

**8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE**

Ms. Klopff reported that the committee reviewed the board meeting agenda.

The next Executive Committee will be on Wednesday, November 7 at 11 am.

**9. NEW BUSINESS**

None.

**10. OTHER AUDIENCE PARTICIPATION**

Mr. Mogensen suggested that someone from the WATS technical committee should be invited to participate in discussions on safety and transportation, particularly as regards the Bird scooters, and the need to take those with varying abilities into consideration. He also queried whether City/public land has been considered for affordable housing use.

**11. ADJOURNMENT**

There being no other business, Mr. Orr moved and Ms. Letaw seconded the motion to adjourn. Ms. Klopff declared the meeting adjourned at 12:45 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

DRAFT

**PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES**  
**Wednesday, October 10, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 9:00 a.m.  
Present: Jessica A.S. Letaw, Joan Lowenstein, Molly McFarland, Keith Orr, Phil Weiss  
Absent: Marie Klopf, Howard Lazarus, Darren McKinnon, Rishi Narayan, John Mouat, Bob Guenzel, Tyler Kinley,  
Staff: Susan Pollay, Amber Miller, Maura Thomson  
Public: Ray Detter, CAC

**Committee Discussions**

618 S. Main. Ms. Miller reminded the group of the DDA grant which included funds for the project to install improvements along S. Main from Mosley to Packard. The segment at 600 S. Main, valued at \$75,000, had been deferred, as requested by the 600 and 618 S. Main projects, to avoid damaging the streetscape. The 600 S. Main project wasn't constructed. Now a new developer for 600 S. Main has requested the DDA funds to complete these improvements as part of his project. After much discussion, the Committee agreed there is a public benefit to complete this remaining segment, and it likely was less expensive to have this developer do it, as he will already be fully mobilized.

Annual City/DDA Work Session. Committee members debriefed sharing comments heard about a variety of topics including mobility, housing affordability, and downtown services.

YMCA lot. Ms. Pollay presented the City staff report outlining 3 strategies to accomplish the goal of new affordable housing using this site. There was much discussion. Comments included the need for clarity about which option City Council will commit to pursuing, and debate about the idea presented at the work session that the DDA act as the developer. The DDA's grants to construct and safeguard affordable housing was noted, as was the DDA's previous contributions to this site included \$1.5M to demo the former YMCA building and move utilities off the site. It was suggested that a comprehensive affordable housing plan be developed to guide decisions. Ms. Pollay said she would invite Teresa Gillotti, the Interim Director of the County's Office of Community & Economic Development, to a future committee meeting to talk about this idea.

There was Committee consensus to bring a resolution to the DDA that would commit DDA Housing Funds to the goal of new affordable/workforce affordable housing units through the redevelopment of the 350 S. Fifth Avenue site. There is currently about \$750,000.00 in the Fund.

**Public Comment:** Mr. Detter said that connectivity is important, and that the DDA should consider how downtown will be impacted by the development on Broadway, as well as the

future development along S. Main Street. He urged them to explore ideas presented in Peter Allen's plan.

**Next Meeting:**

The next meeting of the Partnerships Committee will be November 14 at 9am (will include DDA Partners).

The Partnerships Committee meeting adjourned at 10:45 a.m.

Respectfully submitted,  
Susan Pollay, DDA Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, October 31, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Tyler Kinley, Joan Lowenstein, Darren McKinnon, John Mouat, Phil Weiss  
Absent: Robert Guenzel, Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Rishi Narayan, Keith Orr  
Staff: Susan Pollay, Joe Morehouse, Jada Hahlbrock, Maura Thomson, Kelley Graves  
Others: Chris Simmons/getDowntown, Mike McKiness/RPS, Ray Detter/CAC  
Public: David Diephuis

City/DDA Work Session: Committee members debriefed about the session. Ms. Pollay said that per Council member Eaton's request, the DDA has been invited to meet with the Energy Commission on December 11<sup>th</sup> at 6pm.

Ann Ashley Expansion: Additional comments had been received from City staff, and Ms. Pollay said that she hoped the site plan might be resubmitted soon.

Maynard Parking Operator Office: Ms. Hahlbrock recapped why an office renovation/expansion was being pursued. This included expanding the area for the public to receive service from RPS and for RPS's Administrative staff to do their work, the need for a second toilet, a secured private office for their Human Resources manager, and improving their meeting spaces which are also used for trainings, for cashiers to do their reports, and for employees to take a break. It was also noted that there is the need to create a back door, as there is currently only a single means of egress. Mr. McKinnon questioned if all of RPS's staff should be centralized in a single location or if staff crowding could be addressed by reducing RPS staffing levels, as the project cost to modify the existing office would be very large. Mr. McKinnon requested metrics on staff efficiencies (e.g., man-hours vs. revenues or cars parked); Ms. Hahlbrock said that she would work to find comparable estimates to share with the committee. Mr. Simmons reported that AAATA was modifying their front office with security glass given recent horrible events in the news; Committee members emphasized that the Maynard project should include these elements, as well. It was noted that much of the estimated \$450,000 cost for this renovation was associated with required mechanical updates.

Parking Revenue Reports. Mr. Morehouse reviewed the FY19 1Q Parking Comparison Report, noting that revenues were essentially flat, which included revenues lost when the two lots were removed last year. Mr. Morehouse also shared an Excel pivot table showing a one year look at E-Park revenues and total transient counts by the half hour.

Monthly Parking & Transportation Report: Ms. Hahlbrock reviewed the October reports. She

noted all the maintenance work taken on by the Meter department, the replacement of the pay machines at the 415 W. Washington lot, and the addition of Easy Pay equipment at 4<sup>th</sup> & William, bringing the total to four locations that offer this pre-paid 'debit' card option. She said that DDA and RPS staff completed their annual maintenance walk-throughs at the lots and structures, noting items to be addressed. Now that the two new elevators were installed at the south end, the 4<sup>th</sup> & William alley elevator equipment upgrade can take place. It had been planned for this year, showing up as a line item in the FY19 budget, but the exact schedule hasn't yet been set. It is anticipated it will take approximately three months to complete and an extensive communication plan will be created to notify patrons of the elevator closure.

Mr. Simmons reported that while a smaller number of companies are participating with go!passes and the number of go!Pass rides are down, the number of total passes distributed at this time of year is up. GetDowntown is collecting data to analyze why ridership is down, but assumptions include the impact from greater congestion making buses run late. The 4<sup>th</sup> & Washington bike lockers are being removed to make way for a new DDA bike house. The summary report on the recent GetDowntown survey will be released soon, and the report author will attend the next Operations Committee meeting to answer questions. TheRide is increasing its Sunday Route 4 service from once an hour to every 30-minutes. The new bikeshare vendor, Shift Transit, will present to the city's Transportation Commission on 11/14. There was discussion regarding EV chargers. Ms. Hahlbrock said she is getting estimates for EV chargers at 4<sup>th</sup> & Washington, and DDA is still considering its options when it installs on-street chargers on N. 5<sup>th</sup> Avenue next year. Mr. Mouat urged the DDA to consider that the automotive and mobility future will likely be electric, so much thought should be given to installation of the electrical infrastructure to support this.

December Operations Meeting Date Change: There was consensus to move the December Operations Committee meeting from 12/26 to 12/20.

Policy Agenda: DDA members has been asked by the City to provide ideas for that should be included with the City's policy needs for assistance at the State and Federal level. Mr. Mouat suggested mobility electrification should be a legislative high priority.

Public Comment: Mr. Detter shared that Mr. John Splitt has been appointed to the Downtown Area Citizens Advisory Council. He noted the many projects that have been proposed that will be discussed at the next CAC meeting on Tue 6<sup>th</sup> at 7pm at City Hall.

Next Meeting: The next meeting is scheduled for Wednesday, November 28 at 11 a.m.

The meeting adjourned at 1:03 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING MINUTES  
Thursday, November 1, 2018**

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

Time: 1:00 p.m.

Present: Bob Guenzel, Marie Klopf

Absent: Tyler Kinley, Howard Lazarus, Jessica A.S. Letaw, Joan Lowenstein, Molly McFarland, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, Phil Weiss

City: Tom Crawford, City CFO

Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock, Maura Thomson, Kelley Graves

Public: None

FY 2018 Audit: Yeo & Yeo auditors, Dave Youngstrom and Dan Beard went through the report; questions were asked and answered. The DDA received a clean audit and there were no recommendations for changes. Mr. Morehouse's commendable work assembling materials and responding to requests for information from the auditors was noted and appreciated.

FY First Quarter Financials: Mr. Morehouse reviewed financial statements, the Funds Committed report, and September expense registers. Ms. Pollay reported that the Partnerships Committee will bring forward a resolution to commit the funds currently available in the DDA's Housing Fund to the goal of new affordable housing at the former Y lot. The benefits and concerns with committing these funds when there is no specific project in place were noted.

Policy Agenda: DDA members has been asked by the City to provide ideas for ways elected officials in Lansing and D.C. could help the City. The goal of affordable housing was mentioned.

Bond: Mr. Crawford reported that the bond procurement for the First, Ashley, William and Huron bond is underway and he anticipates the City will go to market in January. Ms. Pollay mentioned that the Ann Ashley site plan is still being reviewed by City staff, and when that is completed she asked Mr. Crawford's help to begin work on that project bond.

December Finance Meeting Date Change: There was consensus to move the December Finance Committee meeting from 12/27 to 12/20 with a start time of 12:30 pm, following the rescheduled Operations Committee meeting.

Public Comment: None.

Next meeting is scheduled for Thursday, November 29, 2018 at 1 pm.

The meeting adjourned at 1:55 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, October 3, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:11 a.m.  
Present: Marie Klopf, Keith Orr, Joan Lowenstein, Darren McKinnon, Phil Weiss (ex officio), Susan Pollay (ex officio)  
Absent: None  
Others: Jessica A.S. Letaw

Committee actions and discussions

Agenda Review. The Committee members reviewed the October DDA monthly meeting agenda. Ms. Pollay noted that an individual had signed up to speak. Ms. Pollay reminded the group about the annual City/DDA work session the following week.

There being no other business, the meeting adjourned at 11:35 a.m.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES FOR CITY/DDA JOINT WORKING SESSION**

Monday, October 8, 2018

Place: CTN Studio, 2805 S Industrial Hwy. #200, Ann Arbor, 48104

Time: The meeting was called to order by the Mayor at 7:07 p.m.

DDA Present: Bob Guenzel, Tyler Kinley, Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Joan Lowenstein, Molly McFarland, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr

DDA Absent : Phil Weiss

DDA Staff: Susan Pollay, Executive Director  
Joseph Morehouse, Deputy Director  
Amber Miller, Capital Projects Manager  
Maura Thomson, Communications Director  
Jada Hahlbrock, Manager of Parking Services

**City Council**

Present: Anne Bannister, Jack Eaton, Julie Grand, Sumi Kailasapathy, Chip Smith, Mayor Christopher Taylor, Chuck Warpehoski

City Staff: Anissa Bowden, John Fournier

Public: Kai Petainen, Ali Ramlawi, Kathy Griswold, Ray Detter, Joseph Arcure, Carolyn Arcure, Greg Holcombe

**Meeting Summary**

Ms. Pollay reviewed parking system information, including FY18 revenues, system changes such as lot closures and the Ann Ashley addition, and parking rate changes. Questions were asked and answered, including about the go!Pass and solar panels atop the Ann Ashley structure.

Following the parking discussion DDA Board and City Council members discussed a series of topics affecting downtown. This included mobility, pedestrian safety, housing affordability, sustainability, and services important to downtown.

**Public Comment**

Kai Petainen shared questions and thoughts about Bird Scooters.

Ali Ramlawi spoke to a future role for the DDA, and areas of concern for the community.

Kathy Griswold shared information about autonomous vehicles, the importance of visibility and thanked the DDA for the new pedestrian signs in Kerrytown.



**Adjournment**

The meeting adjourned at 9:01 p.m.

Respectfully submitted,  
Susan Pollay, Executive Director

## **RESOLUTION TO ACCEPT THE DDA FISCAL YEAR 2018 FINANCIAL AUDIT**

Whereas, The auditing firm of Yeo & Yeo was contracted by the DDA to audit the DDA's financial records for the fiscal year ending June 30, 2018;

Whereas, The Finance Committee went through the document in detail with the DDA auditor and recommends acceptance of the audit by the DDA;

RESOLVED, The DDA accepts the Fiscal Year ending June 30, 2018 financial audit prepared by Yeo & Yeo.

**RESOLUTION TO COMMIT \$745,000 IN DDA FUNDS TO REALIZE THE GOAL OF  
CONSTRUCTING A SUBSTANTIAL NUMBER OF NEW AFFORDABLE AND WORKFORCE  
HOUSING UNITS FROM THE REDEVELOPMENT OF THE 350 S. FIFTH AVENUE PROPERTY**

Whereas, In recognition of its mission and Development Plan, the DDA has provided millions of dollars in grants to construct and safeguard housing for individuals and families with incomes lower than area median;

Whereas, In May 2018 City Council reacquired 350 S. Fifth Avenue property (known as the YMCA lot) with several goals for a future development, including a project with a mix of unit types and rents that maximizes the number of affordable and workforce housing units;

Whereas, In July 2018 The DDA provided a \$25,000 grant to the City to help fund an analysis of strategies to accomplish this goal;

Whereas, Previous to this, the DDA's contributions to this site included \$1,500,000 to demolish the former YMCA building leaving behind a temporary permeable pavement lot, as a way to encourage a successful future development;

Whereas, A Housing Affordability and Economic Equity Analysis, commissioned by Washtenaw County in 2015, provided important metrics about the need for new affordable and workforce affordable units in Ann Arbor;

Whereas, Since 2015 this need for housing affordable to a wide variety of Ann Arborites has continued to grow, including housing for individuals working full time in health care, retail, restaurants, and education;

Whereas, In recognition of the opportunity to build a substantial number of new affordable/workforce affordable housing units through the redevelopment of the 350 S. Fifth Avenue site, the DDA Partnerships Committee recommends that the DDA commit its DDA Housing funds currently available, which is approximately \$745,000, as funding toward this goal;

RESOLVED, The DDA commits \$745,000 from its DDA Housing Fund to realize the goal of a substantial number of affordable housing units created by the redevelopment of the 350 S. Fifth Avenue lot.

## **RESOLUTION DESIGNATING THE DDA'S FOIA COORDINATOR**

Whereas, The DDA's Freedom of Information Act (FOIA) Coordinator is responsible for accepting and processing request for the DDA's public records under FOIA;

Whereas, The DDA Executive Director has determined that she wishes to designate Jada Hahlbrock to serve as the DDA's FOIA Coordinator;

RESOLVED, The DDA supports the appointment of Jada Hahlbrock as the DDA's FOIA Coordinator.

RES FOIA Coordinator 110718.doc  
November 7, 2018

**Ann Arbor DOWNTOWN Development Authority**  
**Financial Report Summary**  
**As of September 30, 2018**  
**1st Quarter**

<u>TIF</u>	1st Qtr Actuals	Budget 1st Qtr	Estimated at Year End	Budget Year End	Year End		%	Reasons
					Over budget (Under budget)	Amount		
Income	\$6,168,429	\$6,028,116	\$6,756,432	\$6,756,432	Even	\$0	0.00%	
Operating Expenses	\$594,210	\$595,978	\$7,651,204	\$7,367,428	Over budget	\$283,776	3.85%	
Capital Expenses	\$255,852	\$649,750	\$2,599,000	\$2,599,000	Even	\$0	0.00%	
Net Expenses	\$850,062	\$1,245,728	\$10,250,204	\$9,966,428	Over budget	\$283,776	2.85%	
Net Excess of Revenue Over Expenditures	\$5,318,367	\$4,782,388	(\$3,493,772)	(\$3,209,996)		(\$283,776)		

<u>Housing</u>	1st Qtr Actuals	Budget 1st Qtr	Anticipated at Year End	Budgeted Year End	Year End		%	Reasons
					Over budget (Under budget)	Difference		
Income	\$82,919	\$80,171	\$324,368	\$322,868	Over budget	\$1,500	0.46%	
Operating Expenses	\$554	\$687	\$27,216	\$775,723	Under budget	(\$748,507)	(96.49%)	Study of Old Y Lot \$25K
Net Excess of Revenue Over Expenditures	\$82,365	\$79,484	\$297,152	(\$452,855)		\$750,007		

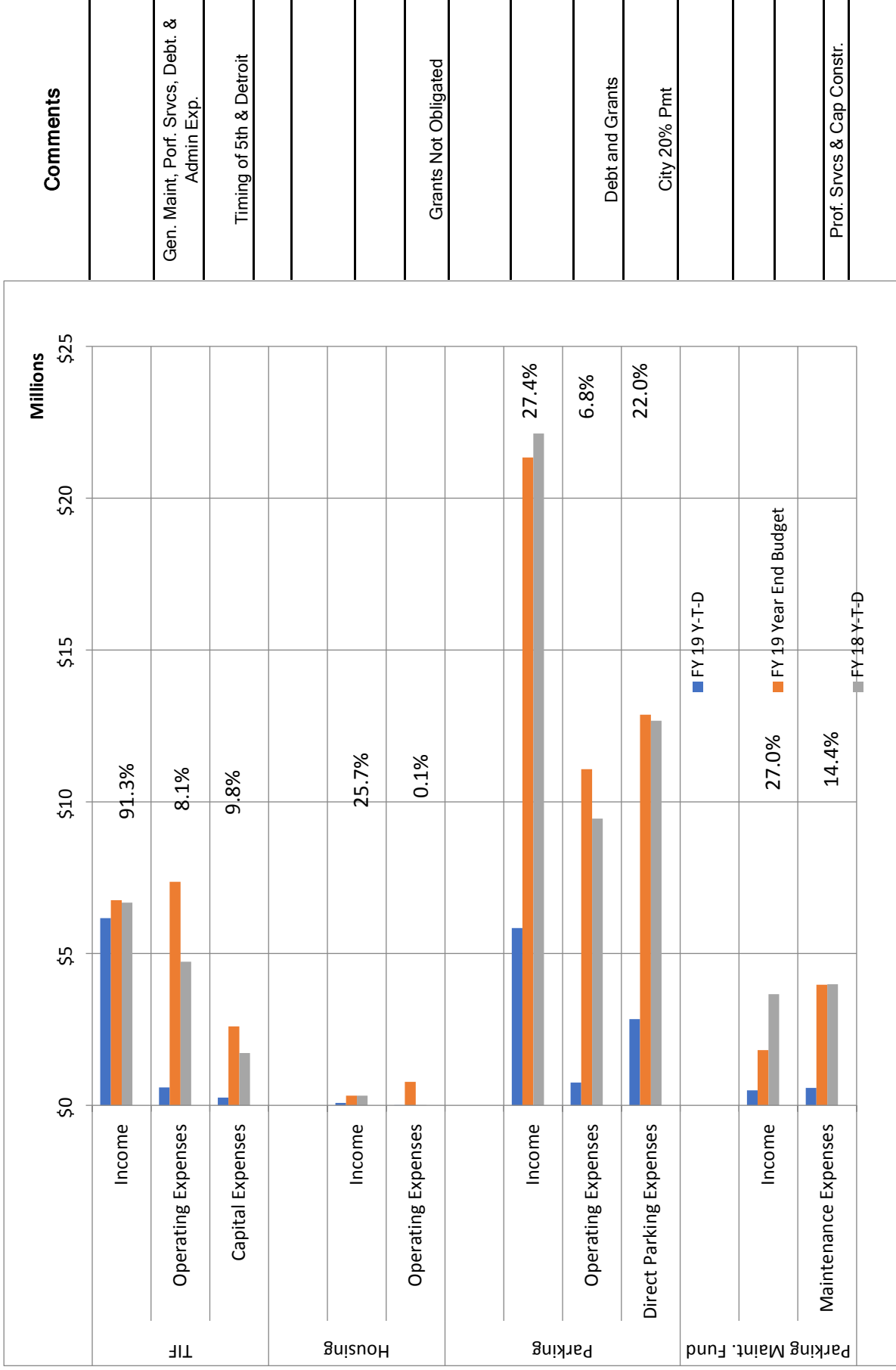
<u>Interfund Transfers</u>	1st Qtr Actuals	Budget 1st Qtr	Anticipated at Year End	Budgeted Year End	Year End		%	Reasons
					Over budget (Under budget)	Difference		
Income	(\$80,342)	(\$80,342)	(\$321,368)	(\$321,368)		\$0		
Operating Expenses	(\$80,342)	(\$80,342)	(\$321,368)	(\$321,368)		\$0		
Net Interfund Transfers	\$0	\$0	\$0	\$0		\$0		

<u>Total of TIF and Housing</u>	1st Qtr Actuals	Budget 1st Qtr	Estimated at Year End	Budget Year End	Year End		%	Reasons
					Over budget (Under budget)	Amount		
Income	\$6,171,006	\$6,027,945	\$6,759,432	\$6,757,932	Over budget	\$1,500	0.02%	
Operating Expenses	\$514,422	\$516,323	\$7,357,052	\$7,821,783	Under budget	(\$464,731)	(5.94%)	
Capital Expenses	\$255,852	\$649,750	\$2,599,000	\$2,599,000	Even	\$0	0.00%	
Net Expenses	\$770,274	\$1,166,073	\$9,956,052	\$10,420,783	Under budget	(\$464,731)	(4.46%)	
Net Excess of Revenue Over Expenditures	\$5,400,732	\$4,861,872	(\$3,196,620)	(\$3,662,851)		\$466,231		

**Ann Arbor Downtown Development Authority  
Financial Report Summary  
As of September 30, 2018  
1st Quarter**

	1st Qtr Actuals	Budget 1st Qtr	Estimated at Year End	Budget Year End	Year End Over budget (Under budget)	Amount	%	Reasons
<b><u>Parking</u></b>								
Income	\$5,838,892	\$5,335,201	\$22,462,522	\$21,340,806	Over budget	\$1,121,716	5.26%	
Operating Expenses	\$752,887	\$828,132	\$10,696,595	\$11,074,179	Under budget	(\$377,584)	(3.41%)	Timing of Debt, Grants and Utilities
Direct Parking Expenses	\$2,084,844	\$2,155,307	\$12,554,537	\$12,870,920	Under budget	(\$316,383)	(2.46%)	
Net Expenses	\$2,837,731	\$2,983,439	\$23,251,132	\$23,945,099	Under budget	(\$693,967)	(2.90%)	
Net Excess of Revenue Over Expenditures	\$3,001,161	\$2,351,762	(\$788,610)	(\$2,604,293)		\$1,815,683		
<b><u>Parking Maint. Fund</u></b>								
Income	\$491,494	\$455,000	\$1,820,000	\$1,820,000	Even	\$0	0.00%	
Maintenance Expenses	\$571,043	\$993,559	\$3,800,000	\$3,974,235	Under budget	(\$174,235)	(4.38%)	Timing of Capital Expenditures
Net Excess of Revenue Over Expenditures	(\$79,549)	(\$538,559)	(\$1,980,000)	(\$2,154,235)		\$174,235		
<b><u>Interfund Transfers</u></b>								
Income	(\$450,000)	(\$450,000)	(\$1,800,000)	(\$1,800,000)				
Operating Expenses								
Net Interfund Transfers	\$0	\$0	\$0	\$0				
<b><u>Parking &amp; Parking Maint.</u></b>								
Income	\$5,880,386	\$5,340,201	\$22,482,522	\$21,360,806	Over budget	\$1,121,716	5.25%	
Operating Expenses	\$302,887	\$378,132	\$8,896,595	\$9,274,179	Under budget	(\$377,584)	(4.07%)	
Direct Parking Expenses	\$2,655,887	\$3,148,866	\$16,354,537	\$16,845,155	Under budget	(\$490,618)	(2.91%)	
Net Expenses	\$2,958,774	\$3,526,998	\$25,251,132	\$26,119,334	Under budget	(\$868,202)	(3.32%)	
Net Excess of Revenue Over Expenditures	\$2,921,612	\$1,813,203	(\$2,768,610)	(\$4,758,528)		\$1,989,918		

**Ann Arbor DDA Graph of Actuals To Y/E Budget and Prior Year Actuals  
End of 1st Qtr. FY 2019**



# Ann Arbor Downtown Development Authority

## Housing Fund Balance Sheet

As of September 30, 2018 (Unaudited)

	<u>Actual</u>
Assets	
Investments	\$943,506
Total Assets	<u>\$943,506</u>
Liabilities and Equity	
Liabilities	
Interfund Payables	\$22
Total Liabilities	<u>\$22</u>
Equity	
Current Years Fund Balance	\$82,364
Prior Years Fund Balance	\$861,120
Total Equity	<u>\$943,484</u>
Total Liabilities and Equity	<u>\$943,506</u>



# Ann Arbor Downtown Development Authority

## Housing Fund Income Statement

For the Period Ending September 30, 2018 (Unaudited)

	Y-T-D Act.	Y-T-D Bud.	Diff.	%	FY 19 Encum.	FY 19 Encum. & Act.	Total Budget
<b>REVENUES</b>							
Interest Income	\$2,577	\$375	\$2,202	587.10%	\$0	\$2,577	\$1,500
Transfers from Other Funds	\$80,342	\$80,342	\$0	0.00%	\$0	\$80,342	\$321,368
Total Revenues	\$82,919	\$80,717	\$2,202	2.73%	\$0	\$82,919	\$322,868
<b>EXPENSES</b>							
Administrative Expenses	\$554	\$687	\$133	(19.37%)	\$0	\$554	\$2,750
Grants	\$0	\$0	\$0	0.00%	\$0	\$0	\$772,973
Total	\$554	\$687	\$133	(19.37%)	\$0	\$554	\$775,723
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$82,364</b>	<b>\$80,030</b>	<b>\$2,335</b>	<b>2.92%</b>	<b>\$0</b>	<b>\$82,364</b>	<b>(\$452,855)</b>

# Ann Arbor Downtown Development Authority

## TIF Fund Balance Sheet

As of September 30, 2018 (Unaudited)

	<u>Actual</u>
Assets	
Cash	\$781
Investments	\$12,491,409
Accounts Receivable	\$34,136
Total Assets	<u><u>\$12,526,325</u></u>
Liabilities and Equity	
Liabilities	
Accounts Payable	\$274,771
Interfund Payables	\$1,546,408
Total	<u><u>\$1,821,179</u></u>
Equity	
Current Years Fund Balance	\$5,318,367
Prior Years Fund Balance	\$5,386,779
Total	<u><u>\$10,705,146</u></u>
Total Liabilities and Equity	<u><u>\$12,526,325</u></u>

# Ann Arbor Downtown Development Authority

## TIF Fund Income Statement

For the Period Ending September 30, 2018 (Unaudited)

	Y-T-D Act.	Y-T-D Bud.	Diff.	%	FY 19 Encum.	FY 19 Encum. & Act.	Total Budget
<b>REVENUES</b>							
Tax Revenue	\$6,050,725	\$6,023,116	\$27,608	0.46%	\$0	\$6,050,725	\$6,736,432
Interest Income	\$117,704	\$5,000	\$112,704	2254.09%	\$0	\$117,704	\$20,000
Miscellaneous Income	\$0	\$0	\$0	0.00%	\$0	\$0	\$0
Total Revenues	<u>\$6,168,429</u>	<u>\$6,028,116</u>	<u>\$140,312</u>	<u>2.33%</u>	<u>\$0</u>	<u>\$6,168,429</u>	<u>\$6,756,432</u>
<b>EXPENSES</b>							
Permanent Salaries	\$56,479	\$67,275	\$10,796	(16.05%)	\$0	\$56,479	\$269,100
Temporary Salaries	\$4,150	\$11,250	\$7,100	(63.12%)	\$0	\$4,150	\$45,000
Employee Fringe Benefits	\$40,167	\$51,354	\$11,187	(21.78%)	\$0	\$40,167	\$205,418
Administrative Expenses	\$39,479	\$57,504	\$18,026	(31.35%)	\$0	\$39,479	\$230,018
Professional Services	\$195,222	\$100,250	(\$94,972)	94.74%	\$98,894	\$294,116	\$401,000
Insurance	\$2,370	\$6,750	\$4,380	(64.89%)	\$0	\$2,370	\$27,000
General Maintenance Expenses	\$110,249	\$145,000	\$34,751	(23.97%)	\$354,953	\$465,202	\$520,000
Transfers to Other Funds	\$80,342	\$80,342	\$0	0.00%	\$0	\$80,342	\$321,368
Grants	\$65,752	\$76,252	\$10,500	(13.77%)	\$758,408	\$824,160	\$824,160
Capital Costs	\$255,852	\$649,750	\$393,898	(60.62%)	\$2,343,676	\$2,599,528	\$2,599,000
Bond Payments	\$0	\$0	\$0	0.00%	\$0	\$0	\$2,774,364
Transfers to Bond Funds	\$0	\$0	\$0	0.00%	\$0	\$0	\$1,750,000
Total	<u>\$850,062</u>	<u>\$1,245,728</u>	<u>\$395,666</u>	<u>(31.76%)</u>	<u>\$3,555,931</u>	<u>\$4,405,993</u>	<u>\$9,966,428</u>
<b>NET SURPLUS/(DEFICIT)</b>	<u><b>\$5,318,367</b></u>	<u><b>\$4,782,389</b></u>	<u><b>\$535,979</b></u>	<u><b>11.21%</b></u>	<u><b>\$0</b></u>	<u><b>\$1,762,436</b></u>	<u><b>(\$3,209,996)</b></u>

# Ann Arbor Downtown Development Authority

## Parking Fund Balance Sheet

As of September 30, 2018 (Unaudited)

	<u>Actual</u>
Assets	
Cash	\$290,342
Investments	\$7,217,551
Accounts Receivable	\$221,398
Interfund Receivables	\$1,350,034
Total Assets	<u>\$9,079,325</u>
Liabilities and Equity	
Liabilities	
Accounts Payable	<u>\$487,887</u>
Total Liabilities	<u>\$487,887</u>
Equity	
Current Years Fund Balance	\$3,001,161
Prior Years Fund Balance	\$3,083,509
Prior Years Fund Balance Committed	<u>\$2,506,769</u>
Total Equity	<u>\$8,591,438</u>
Total Liabilities and Equity	<u>\$9,079,325</u>

# Ann Arbor Downtown Development Authority

## Parking Fund Income Statement

For the Period Ending September 30, 2018 (Unaudited)

	Y-T-D Act.	Y-T-D Bud.	Diff.	%	FY 19 Encum.	FY 19 Encum. & Act.	Total Budget
<b>REVENUES</b>							
1st & Washington Parking Revenue	\$194,807	\$193,586	\$1,221	0.63%	\$0	\$194,807	\$774,344
Maynard Parking Revenue	\$710,854	\$682,478	\$28,377	4.16%	\$0	\$710,854	\$2,729,911
4th & Washington Parking Revenue	\$274,088	\$248,349	\$25,739	10.36%	\$0	\$274,088	\$993,397
Forest Avenue Parking Revenue	\$503,847	\$483,414	\$20,433	4.23%	\$0	\$503,847	\$1,933,657
4th & William Parking Revenue	\$746,793	\$735,873	\$10,920	1.48%	\$0	\$746,793	\$2,943,494
Liberty Square Parking Revenue	\$530,332	\$477,487	\$52,845	11.07%	\$0	\$530,332	\$1,909,947
Ann Ashley Parking Revenue	\$581,235	\$578,922	\$2,312	0.40%	\$0	\$581,235	\$2,315,690
Library Lot Parking Revenue	\$528,655	\$483,573	\$45,082	9.32%	\$0	\$528,655	\$1,934,292
S. Ashley (Kline Lot) Parking Revenue	\$173,898	\$181,257	(\$7,358)	(4.06%)	\$0	\$173,898	\$725,027
1st & Huron Parking Revenue	\$0	\$0	\$0	0.00%	\$0	\$0	\$0
5th & Huron Parking Revenue	\$0	\$0	\$0	0.00%	\$0	\$0	\$0
1st & William Parking Revenue	\$48,450	\$48,602	(\$152)	(0.31%)	\$0	\$48,450	\$194,407
415 W. Washington	\$52,129	\$56,414	(\$4,285)	(7.60%)	\$0	\$52,129	\$225,658
Fifth & William	\$16,084	\$0	\$16,084	0.00%	\$0	\$16,084	\$0
Parking Meter Revenue	\$1,225,495	\$991,555	\$233,940	23.59%	\$0	\$1,225,495	\$3,966,219
Meter Bag Revenue	\$140,243	\$131,191	\$9,052	6.90%	\$0	\$140,243	\$524,763
Interest Earned	\$111,048	\$2,500	\$108,548	4341.93%	\$0	\$111,048	\$10,000
Miscellaneous Revenue	\$934	\$40,000	(\$39,066)	(97.67%)	\$0	\$934	\$160,000
<b>Total Revenues</b>	<b>\$5,838,892</b>	<b>\$5,335,201</b>	<b>\$503,691</b>	<b>9.44%</b>	<b>\$0</b>	<b>\$5,838,892</b>	<b>\$21,340,806</b>
<b>EXPENSES</b>							
Permanent Salaries	\$56,479	\$67,275	\$10,796	(16.05%)	\$0	\$56,479	\$269,100
Temporary Salaries	\$4,150	\$11,250	\$7,101	(63.12%)	\$0	\$4,150	\$45,000
Employee Fringe Benefits	\$40,167	\$51,354	\$11,187	(21.78%)	\$0	\$40,167	\$205,418
Administrative Expenses	\$19,043	\$47,836	\$28,794	(60.19%)	\$0	\$19,043	\$191,345
Professional Services	\$10,228	\$108,250	\$98,021	(90.55%)	\$0	\$10,228	\$433,000
Insurance	\$77,053	\$80,000	\$2,947	(3.68%)	\$0	\$77,053	\$80,000
Direct Parking Expenses	\$2,016,844	\$2,022,363	\$5,519	(0.27%)	\$0	\$2,016,844	\$8,089,451
City 20% Payments	\$0	\$0	\$0	0.00%	\$0	\$0	\$4,215,161
Utilities	\$68,000	\$132,944	\$64,944	(48.85%)	\$0	\$68,000	\$566,308
Transfer to Other Funds	\$450,000	\$450,000	\$0	0.00%	\$0	\$450,000	\$1,800,000
Grants	\$31,724	\$12,167	(\$19,557)	160.74%	\$797,814	\$829,538	\$811,735
Bond and Installment Sale Payments	\$64,044	\$0	(\$64,044)	0.00%	\$0	\$64,044	\$7,238,581
<b>Total</b>	<b>\$2,837,731</b>	<b>\$2,983,439</b>	<b>\$145,708</b>	<b>(4.88%)</b>	<b>\$797,814</b>	<b>\$3,635,545</b>	<b>\$23,945,099</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$3,001,161</b>	<b>\$2,351,762</b>	<b>\$649,399</b>	<b>27.61%</b>	<b>\$0</b>	<b>\$2,203,347</b>	<b>(\$2,604,293)</b>

# Ann Arbor Downtown Development Authority

## Parking Maintenance Fund Balance Sheet

As of September 30, 2018 (Unaudited)

	<u>Actual</u>
Assets	
Investments	\$3,656,900
Interfund Receivables	\$196,396
Total Assets	<u>\$3,853,296</u>
Total	<u><u>\$3,853,296</u></u>
Liabilities and Equity	
Liabilities	
Accounts Payable	\$40,124
Total	<u>\$40,124</u>
Equity	
Current Years Fund Balance	(\$79,549)
Prior Years Fund Balance	\$3,892,721
Total	<u>\$3,813,172</u>
Total	<u><u>\$3,853,296</u></u>

# Ann Arbor Downtown Development Authority

## Parking Maintenance Fund Income Statement

For the Period Ending September 30, 2018 (Unaudited)

	Y-T-D Act.	Y-T-D Bud.	Diff.	%	FY 19 Encum.	FY 19 Encum. & Act.	Total Budget
<b>REVENUES</b>							
Interest Income	\$41,494	\$5,000	\$36,494	729.88%	\$0	\$41,494	\$20,000
Transfers from Other Funds	\$450,000	\$450,000	\$0	0.00%	\$0	\$450,000	\$1,800,000
Total Revenues	\$491,494	\$455,000	\$36,494	8.02%	\$0	\$491,494	\$1,820,000
<b>EXPENSES</b>							
Professional Services	\$125,662	\$85,000	(\$40,662)	47.84%	\$0	\$125,662	\$340,000
General Maintenance Expenses	\$113,602	\$98,290	(\$15,312)	15.58%	\$0	\$113,602	\$393,160
Capital Costs	\$331,779	\$810,269	\$478,490	(59.05%)	\$2,156,679	\$2,488,458	\$3,241,075
Total	\$571,043	\$993,559	\$422,516	(42.53%)	\$2,156,679	\$2,727,722	\$3,974,235
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$79,549)</b>	<b>(\$538,559)</b>	<b>\$459,010</b>	<b>(85.23%)</b>	<b>\$0</b>	<b>(\$2,236,228)</b>	<b>(\$2,154,235)</b>

**Ann Arbor DDA  
Fiscal Year 2019 Funds Committed Report  
September 30, 2018**

Description	Original Amount of Funds Committed	Balance of Funds Unspent	G/L Account Expenditure	G/L Account Budget	Funds Unspent (Uncommitted)	Account description
<b><u>Housing Fund</u></b>						
Old YMCA Lot Study	\$25,000	\$25,000	\$0	\$772,973	\$747,973	Other Grants
<b><u>TIF Fund</u></b>						
Sidewalk/Tree Repairs	\$400,000	\$354,953	\$45,047	\$400,000	\$0	General Repairs
Fifth & Detroit Design Services (Smith Group/JJR)	\$38,803	\$28,894				Arch & Eng.
Huron St. Design Services (Smith Group/JJR)	\$0	\$0				Arch & Eng.
Discretionary	\$70,000	\$70,000				Arch & Eng.
Balance of Funds Committed		\$98,894	\$29,278	\$190,000	\$61,828	
Court Police Facility Grant	\$508,608	\$508,608				Other Grants
Spring Cleanup	\$7,800	\$7,800				Other Grants
Miscellaneous Discretionary Grants	\$42,000	\$42,000				Other Grants
Balance of Funds Committed		\$558,408	\$0	\$558,408	\$0	
618 S Main Brownfield Grant (4-yr grant)	\$200,000	\$200,000				Brownfield Grants
116-120 W Huron St Grant (3-yr grant \$310,752)	\$65,752	\$0				Partnership Grants
Balance of Funds Committed		\$200,000	\$65,752	\$265,752	\$0	
S. University Construction (Fonson)	\$70,000	\$70,000				Capital Construction
5th & Detroit	\$2,500,000	\$2,273,676				Capital Construction
City Sidewalk Millage	\$29,000	\$0				Capital Construction
		\$2,343,676	\$255,853	\$2,599,000	(\$529)	
The Annual Payment of the Brownfield Grants is Calculated using an estimate of TIF Revenue Generated from the Project						
<b><u>Parking Fund</u></b>						
	\$0	\$0	\$0	\$100,000	\$100,000	Studies
GO! Pass	\$613,100	\$591,376				Other Grants
Night Ride	\$12,000	\$12,000				Other Grants
Route 4 & 5 Enhanced Service	\$78,132	\$78,132				Other Grants
Express Ride	\$11,306	\$11,306				Other Grants
Get Downtown Services	\$55,000	\$55,000				Other Grants
Art Fair Trolley	\$12,167	\$0				Other Grants
Bike Share	\$50,000	\$50,000				Other Grants
Balance of Funds Committed		\$797,814	\$31,724	\$811,735	(\$17,803)	
<b>Total For Parking Fund</b>		<b>\$797,814</b>	<b>\$31,724</b>	<b>\$911,735</b>	<b>\$82,197</b>	
<b><u>Parking Maintenance Fund</u></b>						
	\$0	\$0	\$65,701	\$100,000	\$34,299	Capital Equipment
CY 2018 Parking System Repairs (Meridian)	\$645,000	\$491,679				Capital Construction
4th & Washington Elevator Rebuild	\$285,000	\$285,000				Capital Construction
RPS Office Buildout	\$400,000	\$400,000				Capital Construction
Roofing Fencing	\$500,000	\$500,000				Capital Construction
Ann & Ashley Expansion (Bond Contribution)	\$480,000	\$480,000				Capital Construction
Balance of Funds Committed		\$2,156,679	\$266,078	\$3,141,075	\$718,318	
<b>Total For Parking Maintenance Fund</b>		<b>\$2,156,679</b>	<b>\$331,779</b>	<b>\$3,241,075</b>	<b>\$752,617</b>	



Ann Arbor Downtown Development Authority  
 Gross Revenues/Hourly Patrons  
 1st Quarter, FY 2019 & 1st Quarter, FY 2018

Revenues:	1st Quarter FY 2019		1st Quarter FY 2018		Increase (Decrease)		% Increase (Decrease)		FY 2018		2019		FY 2018		Ave. Tkt	
	Hourly		Hourly		Hourly		Hourly		Spaces		Spaces		Ave. Tkt		Ave. Tkt	
	Revenues	Patrons	Revenues	Patrons	Revenues	Patrons	Revenues	Patrons	Revenues	Patrons	Spaces	Spaces	2019	2018	Spaces	2019
Washington/First	\$194,806	9,293	\$193,520	10,174	\$1,286	(881)	0.66%	(8.66%)	243	243	243	\$5.55	\$5.01	243	\$5.55	\$5.01
Maynard	\$710,854	128,709	\$703,822	127,269	\$7,032	1,440	1.00%	1.13%	808	808	808	\$4.67	\$4.38	808	\$4.67	\$4.38
Washington/Fourth	\$274,088	52,631	\$255,175	56,309	\$18,913	(3,678)	7.41%	(6.53%)	281	281	281	\$4.50	\$3.98	281	\$4.50	\$3.98
Forest	\$503,847	52,963	\$467,775	57,589	\$36,072	(4,626)	7.71%	(6.03%)	578	578	578	\$6.27	\$5.31	578	\$6.27	\$5.31
Fourth/William	\$746,793	55,132	\$697,930	59,776	\$48,863	(4,644)	7.00%	(7.77%)	984	984	984	\$5.13	\$3.80	984	\$5.13	\$3.80
Liberty Square	\$530,332	24,815	\$541,281	26,494	(\$10,949)	(1,679)	(2.02%)	(6.34%)	581	581	581	\$4.28	\$4.61	581	\$4.28	\$4.61
Ann/Ashley	\$581,235	34,585	\$569,600	36,917	\$11,635	(2,332)	2.04%	(6.32%)	827	827	827	\$4.78	\$3.81	827	\$4.78	\$3.81
Library Lane	\$528,655	38,508	\$474,637	38,935	\$54,018	(427)	11.38%	(1.10%)	748	748	748	\$4.94	\$3.87	748	\$4.94	\$3.87
S. Ashley/Kline Lot	\$173,898	34,883	\$161,335	35,831	\$12,563	(948)	7.79%	(2.65%)	144	144	144	\$4.82	\$4.35	144	\$4.82	\$4.35
Huron/Ashley/First			\$224,378	51,812	(\$224,378)	(51,812)	(100.00%)	(100.00%)	0	0	0	\$0.00	\$4.27	0	\$0.00	\$4.27
Fifth & Huron	\$48,450		\$33,825		(\$33,825)											
First & Williams	\$16,084		\$45,809		\$2,641		5.77%		112	112	112			112		
Fifth & Williams	\$52,129	5,198	\$47,796	5,350	\$16,084	(152)	100.00%		84	84	84			0		
415 W. Washington	\$14,365		\$12,795		\$4,333		9.07%	(2.84%)	149	149	149	\$4.21		149	\$4.21	
Patio Lot	\$770		\$685		\$85		12.27%		22	22	22			22		
Broadway Bridge	\$37,466		\$34,469		\$2,997		12.37%		16	16	16			16		
Main & Ann	\$12,402		\$5,439		\$6,963		8.69%		45	45	45			45		
Farmers Market	\$2,169		\$1,959		\$210		128.01%		75	75	75			75		
City Hall	\$45,301		\$39,183		\$6,118		10.75%		16	16	16			16		
Fourth & Catherine	\$1,113,022		\$1,051,122		\$61,901		15.61%		47	47	47			47		
Meters	\$140,243		\$152,795		(\$12,553)		5.89%		1,895	1,895	1,895			1,895		
Meter Bags																
Total Revenues	\$5,726,909	436,717	\$5,715,330	506,456	\$11,579	(69,739)	0.20%	(13.77%)	7,655	7,655	7,655			7,793		

		Av. High Temp.	Av. Low Temp.	Act. Qtr Precip.
Number of Business Days	FY 2019	82	59	9.03
	FY 2018	80	56	7.61
	<b>Variance Average</b>	<b>2</b>	<b>3</b>	<b>1.42</b>
Number of Weekend Days (F & S)	FY 2019	U of M Football		
	FY 2018	No. of Games		
		3		
		2		
		1		

The 1st & Huron and 5th & Huron Leases ended 11/30/17  
 Meter Bags have been affected by decreased construction activity.

Ann Arbor Downtown Development Authority  
Gross Revenues/ Hourly Patrons  
1st Quarter, FY 2019 & 1st Quarter, FY 2018

	1st Quarter FY 2019		1st Quarter FY 2018		Increase (Decrease)		% Increase (Decrease)		2019 Spaces	FY 2018 Spaces	Ave. Tkt 2019	Ave. Tkt 2018
	Revenues	Hourly Patrons	Revenues	Hourly Patrons	Revenues	Hourly Patrons	Revenues	Hourly Patrons				
Revenues:												
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First & William	\$48,450		\$33,825		(\$33,825)		(100.00%)		0	56		
Fifth & Williams	\$16,084		\$45,809		\$2,641		5.77%		112	112		
415 W. Washington	\$52,129	5,198	\$16,084		\$16,084		100.00%		84	0		
Palio Lot	\$14,365		\$47,796	5,350	\$4,333	(152)	9.07%	(2.84%)	149	149	\$4.21	\$4.15
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Farmers Market	\$12,402		\$34,469		\$2,997		8.69%		45	45		
City Hall	\$2,169		\$5,439		\$6,963		128.01%		75	75		
Fourth & Catherine	\$45,301		\$1,959		\$210		10.75%		16	16		
Meters	\$1,113,022		\$39,183		\$6,118		15.61%		47	47		
Meter Bags	\$140,243		\$1,051,122		\$61,901		5.89%		1,895	1,895		
Total Revenues	\$5,726,909	436,717	\$5,715,330	506,456	\$11,579	(69,739)	0.20%	(13.77%)	7,655	7,793		

			Av. High Temp.	Av. Low Temp.	Act. Qtr Precip.	
Number of Business Days	FY 2019	76	Qtrly. Av. 2019	82	59	9.03
	FY 2018	77	Qtrly. Av. 2018	80	56	7.61
			<b>Variance Average</b>	<b>2</b>	<b>3</b>	<b>1.42</b>
Number of Weekend Days (F & S)	FY 2019	26	U of M Football	No. of Games		
	FY 2018	27	1st Quarter FY 2019	3		
			1st Quarter FY 2018	2		
			<b>Variance</b>	<b>1</b>		

The 1st & Huron and 5th & Huron Leases ended 11/30/17  
Meter Bags have been affected by decreased construction activity.

## Parking & Transportation Report October 2018

### Parking Operations

#### Large Special Events in October

10/6/2018	UM Football- Homecoming
10/13/2018	UM Football
10/14/2018	A2SO at MI Theater 2 shows
10/22/2018	A2SO at MI Theater
10/23/2018	Literature vs. Traffic
10/24/2018	Concert at MI Theater
10/31/2018	MSAA Halloween Treat Parade

#### Special Event Meter Bag Fee Waivers/ Free Parking in October

10/14/2018	AADL Bus Parking \$150
10/19/2018	AA Farmer's Market- Glass Pumpkin Academy \$50

#### Meters

This month's preventative maintenance work included replacing decals, replacing and removing damaged meter posts, and addressing needs identified during the fall walkthrough of all meter lots.

#### General Operations

Parking kiosks at the 415 W Washington lot have been replaced.

Staff has been working to prepare for the implementation of the Easy Pay option at the 4<sup>th</sup> & William structure. Posters and brochures have been updated. Easy Pay is pre-paid debit card that can be used to pay for hourly parking at some parking structures. While it does not guarantee a space, it does provide for faster & easier entry/exits, and fewer credit card transactions. The Easy Pay card be used at Liberty Square, Library Lane, 4<sup>th</sup> & Washington and 4<sup>th</sup> & William.

#### Parking System Maintenance

This year's annual restoration and maintenance work will be finished by mid-November. Work this year has included the following:

Ann Ashley- joint & cove sealant, floor drain repair, t-slab and t-stem repairs

First & Washington- joint & cove sealant, deck coating, mortar joint repairs, drain repairs, painting in NE stair tower

Maynard- exterior concrete repairs, capstone replacement on west façade

4<sup>th</sup> & William- concrete repairs, deck coating, sealant, painting and staining

In advance of shorter winter days and colder temperatures Republic Parking staff checked all surface lot lights and structure exterior lighting. Work is underway to winterize plumbing and fire suppressions systems. Staff was trained on snow plowing and winter maintenance protocols.

DDA and Republic Parking staff had their annual maintenance walkthrough. This included walking throughout all structures and surface lots. This walkthrough provides an opportunity to make note of cosmetic & customer service issues that need to be addressed. RPS staff has begun to plan for needed repairs. Many of the smaller items have already been taken care of.

Work will take place to upgrade the mechanical system in the 4<sup>th</sup> & William alley elevator. Once the work has been scheduled staff will communicate the closure to users in the following ways: email to monthly permit parkers, signage ahead of and during closure, communication to MSAA.

#### City/DDA Parking Enforcement and Operations Group

The group met on October 18<sup>th</sup>. Discussion included equipment communication issues and software updates, enforcement staffing, and updates from Republic Parking regarding system changes and upcoming events.

#### Tally Hall Condominium Meeting

The next meeting is scheduled for January.

#### First & Washington Condominium Meeting

No meeting was held this month. The structure opened in late 2013 and a condominium board has yet to be formally established. A meeting is scheduled for November 2<sup>nd</sup>.

#### Parking Construction

##### Ann Ashley

DDA staff and the project team continue to work through the site plan review process. Responses to City staff comments are being drafted and the site plan will be re-submitted in the next week or so.

#### Transportation

##### Go!pass Summary

###### Go!pass Outreach

- 2016-2017 - Renewal orders received to date: 405 companies
- 2016-2017 - New orders received to date: 49 companies
- 2017-2018 - Renewal orders received to date: 390 companies
- 2017-2018 - New orders received to date: 47 companies
- 2018-2019 - Renewal orders received to date: 377 companies
- 2018-2019 - New orders received to date: 6 companies

###### New go!pass companies for October 2018

- Wagner Design Associates

###### New go!pass companies for 2018-2019 season

- Friends of the Ann Arbor District Library
- Savitude, Inc.
- The Green Door
- Wesley Foundation at the University of Michigan

2016-2017 - Go!pass sales: 6,074 passes ordered by 454 organizations (10/2016-10/2017)

2017-2018 - Go!pass sales: 5,937 passes ordered by 437 organizations (10/2017-10/2018)

2018-2019 – Go!pass sales: 5,202 passes ordered by 377 organizations (Thru 10/23/18)

##### Quarterly ridership

	<i>July 2018</i>	<i>August 2018</i>	<i>September 2018</i>
Go!Pass Usage	49,641	53,788	49,409
NightRide Usage	1,792	1,971	1,655
ExpressRide Flexpass	450	380	448

The first quarter numbers are forecasting this to be a very average year (~585,000 trips). There are some ongoing usage questions with the overall system that are being examined by the planning staff (more below). There are several routes that are running late in the afternoon given traffic conditions, which may be discouraging some ridership. Additionally, the start of the school year saw a typical spike in ridership from students that may have discouraged some commuters from using their passes as there was early overcrowding on some routes.

##### Bike Parking

###### Current rentals good till 3/31/19

- Bike Locker Rentals as of 10/24/18: 8 rentals of 12 available lockers (67%)
- Maynard Bike House Rentals as of 10/24/18: 11 rentals of 28 spaces (39%)
- Ann Ashley Bike House Rentals as of 10/24/18: 39 rentals of 27 spaces (144%)

## Other Activities

- go!Pass renewal season is completing the delivery phase. Our initial delivery numbers are reported above. We are looking to report on renewal numbers following the end of deliveries.
- The dual Decisionmaker and Employee survey draft reports for the getDowntown program have been received and are under review. We anticipate providing a brief presentation at the November meeting on this information.
- TheRide has just closed a public request for feedback on service changes to go into effect in January 2019. Routes affected are the 4, 60, 63, 64, 65, and Canton ExpressRide (92). These proposed route changes are to deal with on-time performance issues and overcrowding.
- Staff is working with the selected ArborBike operator, Shift Transit, to relaunch operations. This is including meetings with the University of Michigan staff to re-launch campus operations as soon as possible and City of Ann Arbor staff to look at permit renewals. Shift Transit's leadership team will be presenting to the City's Transportation Commission on 11/14 with relaunch plans.
- Due to timing, staff met with go!pass coordinators as they received their passes to go over program details and solicit feedback. Of note was feedback regarding late-night service, which is being passed along to TheRide's planning staff.
- getDowntown, in concert with AAATA Business Services, is working with Destination Ann Arbor and Ann Arbor SPARK on the launch of a Business Resource Network for Washtenaw County. Information on these networks is available at <http://www.mwse.org/business-resource-networks/>. TheRide is sponsoring the Destination Hospitality event, hosted by Destination Ann Arbor and Amy Cell Talent, to provide transportation resources for employers (such as sponsor Main Street Ventures) and prospective employees to help overcome transportation barriers that may exist for people interested in hospitality careers.