1. Roll Call
   Bob Guenzel, Roger Hewitt, Marie Klopf, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith, John Splitt, Phil Weiss

2. Audience Participation (4 people maximum, 4 minutes each)
   · Russ Collins, Michigan Theater Foundation
   · Alan Haber

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: July and August 2015 meetings  pages 3-24

7. Subcommittee Reports
   a. Operations Committee – J. Splitt, K. Orr
      · Resolution to Approve a Parking Contract with 101 N. Main  pages 25-28
      · Resolution to Approve a Parking Contract with Zipcar  pages 29-33
      · July and August Parking Report  pages 34-39
      · Quarterly parking numbers and Art Fair numbers  pages 40-44
      · Parking/TDM study - status
      · Construction at 4th & William – status
      · Structure repairs - status
      · Next Committee meeting: Wednesday, September 16 at 11am  (note earlier date)

   b. Finance Committee – M. Klopf
      · FY year-end financial statements (unaudited)  pages 45-56
      · FY 2015 and FY 2016 Year End Funds Committed Reports  pages 57-58
      · Procedure reviews - Accounting and Parking Revenue Internal Control memos  pages 59-64
      · Annual audit – status
      · Next Committee meeting: Tuesday, September 22 at 1pm

   c. Capital Improvements Committee – J. Mouat
      · Goals and vision for upcoming projects
      · Refined project timing and methods for public input
      · RFQ and selection process for design consultants
· Sidewalk repairs and tree replacement – status
· Next Committee meeting: Wednesday, September 23 at 11am

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

e. Executive Committee – J. Mouat, R. Hewitt, R. Narayan, M. Klopf, S. Smith
   · Resolution Approving a Compensation Change for the DDA Executive Director for FY2016
   · Next Committee meeting: Wednesday, October 7 at 11am

8. New Business

9. Other Audience Participation (4 minutes each)

10. Adjournment
ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
Wednesday, July 1, 2015

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: Mr. Mouat called the meeting to order at 12:01 p.m.

1. ROLL CALL

Present: Bob Guenzel, Roger Hewitt, Marie Klopf, Joan Lowenstein, John Mouat, Rishi Narayan, Keith Orr, Sandi Smith, John Splitt, Phil Weiss
Absent: Al McWilliams, Steve Powers

Staff Present: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Amber Miller, Planning & Research Specialist
Jada Hahlbrock, Management Assistant

Audience: Nancy Shore, getDowntown
Ray Detter, CAC
Richard Broder, Broder and Sachse

2. AUDIENCE PARTICIPATION

Nancy Shore shared details of the AAATA service expansion in August. Components important to downtown include extended service hours on Saturdays and Sundays, as well as additional service in Ypsilanti.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Detter said the CAC July meeting will take place on July 7 and was postponed in order to allow more time to review recommended amendments to Downtown D1 zoning. The CAC feels that proposed zoning law changes are not perfect, but represent a significant improvement.

4. COMMUNICATIONS FROM DDA MEMBERS

Mr. Mouat welcomed Mr. Weiss to the board. Mr. Weiss introduced himself.

Mr. Hewitt reported that the Connector Study Steering Committee met. Public meetings are on hold while the University reviews the plan and considers its role in the project.

5. EXECUTIVE DIRECTOR REPORT

Ms. Pollay said there was a pre-Art Fair abandoned bicycle pick up the week before, and approximately 40 abandoned bikes were removed.
Ms. Pollay said that the next DDA & AAATA board forum will be held on July 29th at the DDA office. She asked Board members to share topics that they would like to see on the agenda.

Ms. Pollay said that she and Ms. Lowenstein attended the IDA Midwest Forum in Detroit, and both found it to be very informative. Ms. Pollay said that an important message from the conference was that our ability to improve prosperity in the region will be affected by how well we connect Detroit with the larger region including Ann Arbor.

### 6. APPROVAL OF MINUTES

Mr. Guenzel moved and Mr. Hewitt supported approval of the June 2015 DDA meeting minutes.

A vote on the motion showed:
- **AYES:** Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Splitt, Weiss
- **NAYS:** none
- **ABSENT:** McWilliams, Powers
- **ABSTAIN:** none

The motion carried.

### 7. A. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE

**Resolution for Structure Repairs.** Mr. Splitt moved and Mr. Narayan supported the following resolution.

**RESOLUTION TO APPROVE A CONTRACT FOR PARKING STRUCTURE REPAIRS WITH RAM CONSTRUCTION AND ESTABLISH A PROJECT BUDGET ($880,000)**

Whereas, Carl Walker Inc. has provided the DDA with a list of parking structure repairs for the 2015 construction season;

Whereas, The list of needed repairs was bid out to four qualified companies, and three companies submitted bids;

Whereas, RAM Construction submitted the lowest responsible bid in the amount of $733,208; and the next lowest bidder came in $145,500 higher;

Whereas, RAM Construction has successfully performed similar work in the parking structures for many years;

Whereas, a contingency equal to 20% of the estimated work will be set aside, thus creating a project budget of $880,000

RESOLVED, The DDA authorizes the Board Chair and the Executive Director to sign a contract
with RAM for the completion of the repair work scheduled for the 2015 construction season.

Mr. Splitt reported that three competing bids were received; RAM Construction was the lowest bidder at $733,208. The resolution recommends selecting RAM and setting aside a 20% contingency for a total project budget of $880,000.

A vote on the resolution showed:
AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Splitt, Weiss
NAYS: none
ABSENT: McWilliams, Powers
ABSTAIN: none
The resolution carried.

Resolution for a TDM Study Project Budget and the Selection of Nelson/Nygaard. Mr. Orr moved and Mr. Splitt supported the following resolution.

RESOLUTION AUTHORIZING A TRANSPORTATION AND DEMAND MANAGEMENT STUDY BUDGET AND THE SELECTION OF NELSON/NYGAARD AS PROJECT CONSULTANT

Whereas, In the 2003 Development Plan the DDA renewed its commitment to supporting a menu of transportation options in downtown Ann Arbor;

Whereas, In 2006 and 2007, respectively, the DDA undertook a Parking Study and provided a grant for the A2D2 Parking Strategy Project, resulting in comprehensive downtown parking and transportation demand management (TDM) recommendations;

Whereas, Since that time, the DDA pursued the recommendations within its control, while at the same time, downtown residential and employee populations have grown substantially and parking and go!pass use have continued to rise;

Whereas, The Operations Committee determined it is time to reexamine downtown parking demand and supply, and its TDM strategies, and issued an RFQ for a TDM analysis;

Whereas, Nelson Nygaard was the only qualified respondent and was invited to provide a formal proposal;

RESOLVED, The DDA approves the selection of Nelson/Nygaard as project consultant;

RESOLVED, The DDA shall establish a budget of $100,000 for the TDM analysis;

RESOLVED, The DDA Operations Committee Chairs and Executive Director are authorized to sign a contract within the approved project budget;
RESOLVED, The Operations Committee shall oversee the project and provide regular updates to
the DDA board on the progress of this project until its completion.

Mr. Orr said that the study will examine downtown parking and transportation demand and
strategies to meet this demand. A similar project was undertaken in 2007.

A vote on the resolution showed:
AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Splitt, Weiss
NAYS: none
ABSENT: McWilliams, Powers
ABSTAIN: none
The resolution carried.

2016-21 capital improvements. Mr. Mouat said that after the board had agreed on a list of
prioritized projects at its retreats, staff developed scheduling scenarios which had all been
deemed feasible by the Finance Committee. Reviewing the various alternatives, the Operations
Committee selected scenario #1 as the preferred choice. An alternative, scenario #4, was
included in the meeting packet to encourage discussion about how the recommendation came
to be formulated.

Mr. Mouat outlined the constraints that were assumed in all of the scenarios. This included
financial limitations, as well as the important concern that DDA staff and board wouldn’t do a
good job engaging with the public and designing excellent projects if more than two projects
were undertaken in a given year. Mr. Mouat then outlined the various benefits to pursuing
scenario #1, including the close coordination with City projects, greater cost efficiency, and
lessening the negative impact on adjacent businesses.

Mr. Hewitt suggested that the board temporarily set aside a decision to allow more discussion
within committee. Ms. Smith disagreed, saying that the board had come to consensus about
pursuing scenario #1 at its spring retreat, and this position was later reaffirmed in committee by
a majority of those present. She said that she felt the board should honor the process by
confirming the recommended timeline for when projects would be undertaken and the scope
of the projects. Mr. Hewitt suggested that the assumptions could be tested and the schedule
rearranged.

After much discussion Ms. Lowenstein moved and Mr. Orr supported a resolution as follows;

Whereas, The DDA at its January & April 2015 board retreats identified priority projects;
Whereas, The DDA Operations Committee recommends Scenario 1;
Whereas, There is a process in place to amend Scenario 1 as needed;
Resolved, The DDA will move forward with implementing Scenario 1;

Resolved, Project scope and timing may be reexamined by the appropriate committee as needed and any changes brought back to the full Board for approval.

A vote on the resolution showed:
AYES: Guenzel, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Splitt, Weiss
NAYS: Hewitt
ABSENT: McWilliams, Powers
ABSTAIN: none
The resolution carried.

Recommendation regarding Ann Ashley parking agreement. Mr. Mouat shared information on a request from Broder & Sachse to extend the parking agreement they have for parking permits at the Ann Ashley structure. Mr. Mouat said the original agreement dated back to the early 1980’s when TIF generated from the development at 101 N. Main was used to pay for the construction of the Ann Ashley structure, one of the DDA’s first projects. He noted that the current agreement expired June 30, 2015, thus an extension is not possible. He also noted that the request was for permits for 10 years.

Mr. Mouat noted that demand for parking in that area continues to grow and that the Operations Committee discussed the request and the impact it would have to the area. The Committee recommended not approving a parking contract, but resolved to bring the matter to the full board for input.

Mr. Broder, Broder & Sachse, was in attendance, and was asked about the request. He said that his group had purchased the building approximately 5 years ago and some current tenants of the 101 N Main building have guaranteed parking written into their leases. He asked that the agreement be provided for those permits in particular, with the possibility of other permits being relinquished.

Mr. Hewitt suggested that the DDA allow for negotiation with Mr. Broder for a new parking agreement. Mr. Splitt said that he didn’t support inaugurating a new parking agreement, but at minimum, asked that a surcharge be added to the cost of the permits.

Ms. Lowenstein moved and Mr. Narayan supported a motion to authorize Ms. Pollay to negotiate terms for a new parking agreement with the owner of the 101 N. Main Building that set a term limited to the date of the lease expiration for the tenants with parking guarantees, as well as a cap on the number of permits and including the cost of a surcharge.

A vote on the recommendation showed:
AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Weiss
NAYS:  Splitt  
ABSENT:  McWilliams, Powers  
ABSTAIN: none  
The recommendation carried.

Parking Report.  Mr. Mouat pointed to the June parking report included in the board packet.

4th & William Construction.  Mr. Splitt said that the next key element in the construction would be erecting the stair, which should be completed by Art Fair.

Ann Ashley Bike House.  Mr. Orr reported that glass is being fabricated and bike hoops will be delivered soon.

The next Operations Committee meeting will be on July 29th at 11:00 am.

7. B. SUBCOMMITTEE REPORTS- FINANCE COMMITTEE

Resolution to Approve a DDA Reimbursement Policy.  Mr. Narayan moved and Mr. Splitt supported the following resolution.

RESOLUTION TO APPROVE A DDA REIMBURSEMENT POLICY

Whereas, DDA Staff brought forward the following Reimbursement Policy to follow when making reimbursement payments to DDA staff and board members;

Whereas, The DDA Finance Committee has reviewed and approved the following DDA Reimbursement Policy;

RESOLVED, The DDA approves the attached Reimbursement Policy.

Mr. Narayan said that the Finance Committee decided to create an expense reimbursement policy, and developed one over the course of multiple meetings.

A vote on the resolution showed:
AYES:  Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Splitt, Weiss  
NAYS:  none  
ABSENT:  McWilliams, Powers  
ABSTAIN:  none  
The resolution carried.

The next Finance meeting will be July 28th at 1:00 p.m.

7. C. SUBCOMMITTEE REPORTS- PARTNERSHIPS/ECONOMIC DEVELOPMENT COMMITTEE
Resolution to Approve a Grant Application for “Power Art”. Ms. Lowenstein moved and Mr. Splitt supported the following resolution.

RESOLUTION TO APPROVE A GRANT APPLICATION FOR THE NEXT PHASES OF A “POWER ART” TRAFFIC SIGNAL BOX ARTS PROJECT

Whereas, The DDA’s Development Plan includes strategies to encourage walkability and to support downtown identity by working to bring art into the public realm;

Whereas, At its October 2013 meeting the DDA approved a $20,500 grant to install vinyl art wraps on downtown traffic signal boxes, and these art wraps, now entitled “Power Art!” were recently installed to great acclaim;

Whereas, The project partners are now planning installations on the remaining 34 downtown signal boxes, and to accomplish this additional funding is needed;

Whereas, The filing deadline for an arts grant from the Michigan Council for Arts and Cultural Affairs program was June 1 and a $30,000 grant request was submitted for these future Power Art installations;

Whereas, The DDA board must approve this grant submittal to the State;

Resolved, The DDA approves the grant request submitted to the Michigan Council for Arts and Cultural Affairs program for future Power Art installations on downtown signal boxes.

Ms. Lowenstein said that installations on eight downtown traffic signal boxes were very well received by the community. She said that a grant request was submitted to the State seeking funding for future installations and this application requires a vote by the board. The Partnerships Committee recommends approval of this resolution.

A vote on the resolution showed:
AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Splitt, Weiss
NAYS: none
ABSENT: McWilliams, Powers
ABSTAIN: none
The resolution carried.

Ms. Lowenstein said the committee also heard updates from partners.

The next Partnerships/ Economic Development Committee meeting will be July 8th at 11 am.

7. D. SUBCOMMITTEE REPORTS - COMMUNICATION COMMITTEE
No report

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Resolution Approving Compensation Change for the DDA Executive Director for FY 2015. Mr. Hewitt moved and Mr. Orr supported the following resolution.

Resolution Approving a Compensation Change for the DDA Executive Director of the Ann Arbor Downtown Development Authority for FY 2016

Whereas, Susan Pollay has served as the DDA Executive Director since 1996;

Whereas, A number of important DDA projects were undertaken in FY 2015 under Ms. Pollay’s leadership, including:
- Completions of the Street Framework project, resulting in technical design standards that will be incorporated into the City’s “orange book”, and compilation of best practice findings for several important downtown issues.
- The planning, bidding, and selection of a contractor to construct the new stair/elevators at the Fourth & William parking structure. Construction is underway.
- DDA developed an ambitious multi-year transformative capital improvements work plan including projects on Huron Street, State Street, South University, Fifth/Detroit Streets, and Ashley/First Streets.
- DDA approved important grants in support of its mission, including Partnerships Grants to 116-120 W. Huron and 318 W. Liberty.
- DDA renewal of its funding for the DDA go!Pass and other downtown transportation initiatives. Use of these transportation options continues to grow.
- DDA received a clean audit once again.
- DDA has planted many dozens of replacement trees, and repaired many hundreds of feet of downtown sidewalk in support of the DDA’s goal of walkability.
- Management of the public parking system continues to see increased use and revenue, and good customer service scores.

Whereas, DDA board members reviewed Ms. Pollay’s efforts in FY 2015, and noted that she effectively works with the DDA members to support board member involvement, that DDA programs and projects are well managed, and that Ms. Pollay serves as a vital resource for downtown stakeholders, and the community at large;

Whereas, As is the case with comparable high-level city area administrators, Susan is often called upon to address City Council and does so with great expertise.

Whereas, The DDA Executive Committee recommends that Ms. Pollay be provided with a salary adjustment beginning July 1, 2015 to increase her salary from $112,000 to $114,800.
RESOLVED, The DDA board recognizes Ms. Pollay’s performance and accomplishments, and approves a salary adjustment as recommended by its Executive Committee.

Mr. Mouat reported that Board members submitted evaluations for Ms. Pollay, and there was great support for Ms. Pollay’s work. Mr. Mouat said that the FY 2016 pay increase for City employees was just announced as 2.75%.

Mr. Orr proposed an amendment to change the amount using this 2.75% increase. This proposed amendment was seen as friendly.

The amended resolution is as follows;

**Resolution Approving a Compensation Change for the DDA Executive Director of the Ann Arbor Downtown Development Authority for FY 2016**

Whereas, Susan Pollay has served as the DDA Executive Director since 1996;

Whereas, A number of important DDA projects were undertaken in FY 2015 under Ms. Pollay’s leadership, including;

- Completions of the Street Framework project, resulting in technical design standards that will be incorporated into the City’s “orange book”, and compilation of best practice findings for several important downtown issues.
- The planning, bidding, and selection of a contractor to construct the new stair/elevators at the Fourth & William parking structure. Construction is underway.
- DDA developed an ambitious multi-year transformative capital improvements work plan including projects on Huron Street, State Street, South University, Fifth/Detroit Streets, and Ashley/First Streets.
- DDA approved important grants in support of its mission, including Partnerships Grants to 116-120 W. Huron and 318 W. Liberty.
- DDA renewal of its funding for the DDA go!Pass and other downtown transportation initiatives. Use of these transportation options continues to grow.
- DDA received a clean audit once again.
- DDA has planted many dozens of replacement trees, and repaired many hundreds of feet of downtown sidewalk in support of the DDA’s goal of walkability.
- Management of the public parking system continues to see increased use and revenue, and good customer service scores.

Whereas, DDA board members reviewed Ms. Pollay’s efforts in FY 2015, and noted that she effectively works with the DDA members to support board member involvement, that DDA programs and projects are well managed, and that Ms. Pollay serves as a vital resource for downtown stakeholders, and the community at large;
Whereas, As is the case with comparable high-level city area administrators, Susan is often called upon to address City Council and does so with great expertise.

Whereas, The DDA Executive Committee recommends that Ms. Pollay be provided with a salary adjustment beginning July 1, 2015 to increase her salary from $112,000 to $115080.

RESOLVED, The DDA board recognizes Ms. Pollay’s performance and accomplishments, and approves a salary adjustment as recommended by its Executive Committee.

A vote on the amended resolution showed:
AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Splitt, Weiss
NAYS: none
ABSENT: McWilliams, Powers
ABSTAIN: none
The amended resolution carried.

The next Executive Committee meeting will be September 2nd at 11 am. There will not be a meeting in August.

8. NEW BUSINESS
Mr. Mouat reminded everyone that there will not be a Board meeting in August.

9. OTHER AUDIENCE PARTICIPATION
None

10. ADJOURNMENT
There being no other business, Mr. Hewitt moved and Ms. Lowenstein supported a motion to adjourn. Mr. Mouat declared the meeting adjourned at 1:40 pm.

Respectfully submitted,
Susan Pollay, Executive Director
ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, July 1, 2015

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: John Mouat, Roger Hewitt, Rishi Narayan, Keith Orr, Susan Pollay (ex officio), Sandi Smith (ex officio)
Absent: None
Others: None

Committee actions and discussions

Agenda Review. The group reviewed the July DDA monthly meeting agenda. Ms. Pollay said that a representative owner of the 101 N. Main Street building had taken one of the speaking slots at the beginning of the meeting to talk about their expired parking contract. Ms. Pollay said that newest DDA Board member Phil Weiss had been sworn in and would be attending.

DDA Reimbursement Policy. Mr. Narayan conveyed information about the development of the policy. He said that the policy was not created in response to any problems, but rather the committee felt it was a proactive approach to managing DDA activities. The question of whether it would or would not be beneficial to have a DDA credit card was discussed.

Staff compensation changes. Mr. Mouat noted that the Executive Committee had been told that the City would be providing raises for nonunion staff for FY 2016 within a range of 2% to 3%, thus the committee had recommended a 2.5% raise for the DDA Executive Director. Subsequently, it was learned that the City had changed its mind and would instead provide a 2.75% increase for nonunion staff. This information would be provided to the board as a possible amendment to the proposed resolution. Ms. Pollay said that she would be authorizing merit increases in addition to the 2.75% authorized by the City for two of the DDA staff as part of their compensation adjustment. Reasons included the levels of responsibility they had as project managers, their advanced education, their technical proficiency, and their experience.

Annual Meeting review. There was a discussion about the pending committee changes, notably the creation of a Capital Improvements Committee. The work plan of this committee versus the Operations Committee was delineated as being focused on improvements to the right of way versus improvements to parking facilities. It was suggested that the Capital Improvements Committee meet immediately after Operations Committee meetings since there was interest on the part of some to attend both meetings.

There being no other business, the meeting adjourned at 11:50 a.m.
Susan Pollay, Executive Director
Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: DDA Chair Mr. Mouat called the meeting to order at 1:40 p.m.

1. ROLL CALL

Present: Bob Guenzel, Roger Hewitt, Marie Klopf, Joan Lowenstein, John Mouat, Rishi Narayan, Keith Orr, Sandi Smith, John Splitt, Phil Weiss

Absent: Al McWilliams, Steve Powers

Staff: Susan Pollay, Executive Director
Present: Joseph Morehouse, Deputy Director
Amber Miller, Planning & Research Specialist
Jada Hahlbrock, Management Assistant

Audience: Ray Detter, Downtown Area Citizens Advisory Council
Nancy Shore, getDowntown

2. NEW BUSINESS

A. Election of Officers

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

A vote on the motion to approve the nomination showed:
AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss
NAYS: none
ABSENT: McWilliams, Powers
ABSTAIN: none
The motion carried.

Secretary: Mr. Mouat asked for nominations for the position of Secretary. Ms. Smith was nominated by Mr. Splitt and seconded by Mr. Narayan. There were no other nominations.

A vote on the motion to approve the nomination showed:
AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss
NAYS: none
ABSENT: McWilliams, Powers
ABSTAIN: none
The motion carried.
Vice-Chair: Mr. Mouat asked for nominations for the position of Vice-Chair. Mr. Narayan was nominated by Mr. Hewitt and seconded by Mr. Splitt. There were no other nominations.

A vote on the motion to approve the nomination showed:
AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss
NAYS: none
ABSENT: McWilliams, Powers
ABSTAIN: none
The motion carried.

Chair: Mr. Mouat asked for nominations for the position of Chair. Mr. Hewitt was nominated by Mr. Narayan and seconded by Mr. Guenzel. There were no other nominations.

A vote on the motion to approve the nomination showed:
AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss
NAYS: none
ABSENT: McWilliams, Powers
ABSTAIN: none
The motion carried.

B. DDA Committees for FY 2016
Board members evaluated committee structure and decided to dissolve existing committees and create new committees as follows.

Ms. Smith moved and Mr. Hewitt supported the following resolution.

RESOLUTION TO DISSOLVE THE DDA COMMUNICATION COMMITTEE.

A vote on the motion to dissolve the committee showed:
AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss
NAYS: none
ABSENT: McWilliams, Powers
ABSTAIN: none
The motion carried.

Ms. Smith moved and Mr. Hewitt supported the following resolution.

RESOLUTION TO DISSOLVE THE DDA OPERATIONS COMMITTEE

A vote on the motion to dissolve the committee showed:
AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss
NAYS: none
ABSENT: McWilliams, Powers
ABSTAIN: none
The motion carried.
Mr. Guenzel moved and Mr. Hewitt supported the following resolution.

**RESOLUTION TO CREATE A DDA CAPITAL IMPROVEMENTS COMMITTEE**

A vote on the motion to establish the committee showed:
AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss
NAYS: none
ABSENT: McWilliams, Powers
ABSTAIN: none
The motion carried.
Capital Improvements Committee Chair(s): John Mouat

Mr. Hewitt moved and Mr. Guenzel supported the following resolution.

**RESOLUTION TO CREATE A DDA OPERATIONS COMMITTEE**

A vote on the motion to establish the committee showed:
AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss
NAYS: none
ABSENT: McWilliams, Powers
ABSTAIN: none
The motion carried.
Operations Committee Chair(s): Keith Orr & John Splitt

Mr. Hewitt moved and Mr. Splitt supported the following resolution.

**RESOLUTION TO REAPPOINT THE DDA PARTNERSHIPS COMMITTEE**

A vote on the motion to reappoint the committee showed:
AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss
NAYS: none
ABSENT: McWilliams, Powers
ABSTAIN: none
The motion carried.
Partnerships Committee Chair(s): Joan Lowenstein & Al McWilliams

Mr. Hewitt moved and Mr. Guenzel supported the following resolution.

**RESOLUTION TO REAPPOINT THE DDA FINANCE COMMITTEE**

A vote on the motion to reappoint the committees showed:
AYES: Guenzel, Hewitt, Klopf, Lowenstein, Mouat, Narayan, Orr, Smith, Split, Weiss
NAYS: none
ABSENT: McWilliams, Powers
ABSTAIN: none
The motion carried.
Finance Committee Chair(s): Marie Klopf
Executive Committee
The Executive Committee will consist of all officers of the Board and the past previous DDA Chair. The previous Chair shall be a non-voting member and the Executive Director shall be a non-voting ex officio member of this committee.

3. **STAFF THANK YOU TO THE BOARD AND OUTGOING DDA CHAIR**
Ms. Pollay thanked the DDA board members for their hard work this year in support of the DDA’s mission. Ms. Pollay thanked Mr. Mouat for his excellent leadership of the DDA. She noted his wisdom and passion for downtown as key to many of the projects undertaken and completed this year.

4. **ADJOURNMENT**
There being no other business, Mr. Splitt moved and Mr. Guenzel seconded the motion to adjourn. Ms. Smith declared the meeting adjourned at 1:55 p.m.

Respectfully submitted,
Susan Pollay, Executive Director
ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, JULY 8, 2015

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Joan Lowenstein, Al McWilliams, John Mouat, Keith Orr, Sandi Smith, John Splitt, Phil Weiss
Absent: Bob Guenzel, Roger Hewitt, Marie Klopf, Rishi Narayan, Steve Powers
Others: Jane Lumm /City; Jeremy Peters/ CPC
Staff: Susan Pollay, Amber Miller, Jada Hahlbrock
Public: Ray Detter/CAC; Sabra Briere/City Council and CPC

1. Partner Updates
Planning Commission. Mr. Peters said the CPC approved its FY 2016 work plan and schedule. Several documents were made Commission resource documents, including the Reimagine Washtenaw Report, the County Housing Needs Assessment Report, among others.

City Council- Ms. Lumm said Council recently discussed possible election reforms. She said a work session will focus on deer management, and the search for a new police chief is underway.

DDA- Ms. Pollay shared updates on the DDA capital project planning efforts, and its newly commissioned parking and transportation demand (TDM) study.

2. Discussion Items
Formulating DDA Grant Goals, Priorities and Procedures- Continuing the discussion from the previous meeting, the group offered ideas for criteria, timing, and grant reviews. DDA staff were asked to create a mission statement that can be refined by the Committee at the next meeting.

IDA Annual Conference- Continuing the discussion from the previous meeting, many noted that the conference was an excellent opportunity to learn the most current best practices. Of special interest is best practice as it relates to City planning and zoning efforts within downtown. Six DDA board members had signed up. The group recommended that a member of the Planning Commission, and possibly a City Council representative, be sponsored by the DDA to attend the conference as well.

3. Public Comment-
None.

Next Meetings: The Committee decided not to meet in August. It was also decided that future committee meetings will take place at 9am on the second Wednesday of the month.

The next committee meeting will take place Wednesday, September 9th at 9:00 am.

The meeting adjourned at 12:30 pm.
Respectfully submitted, Susan Pollay, Executive Director
Downtown Transportation & Parking Analysis & Recommendations (Nelson/Nygaard Study)- Ms. Miller gave a presentation on the Nelson/Nygaard study which will analyze parking and transportation supply and demand and set forth TDM-based recommendations. Parking and transportation data is being gathered, along with information contained on the City’s GIS system. The project is expected to conclude in December and will provide a toolbox of options for the DDA and AAATA to consider.

August 2015 / May 2016 Service- Ms. Stasiak shared information on the expanded and new services that will begin in August and as well as next May. Mr. McWilliams said that expanded hours is a game changer for many people who work downtown. Ms. Stasiak said that additional service in Ypsilanti and a new route in Pittsfield Township will help people get around those communities, and connect with downtown Ann Arbor. Ms. Stasiak said the Scio Township board had voted unanimously to place a transit millage on their November ballot.

Greyhound Update- Mr. DeGroot said that AAATA is working to create a memorandum of understanding with Greyhound, and would set forward operational and financial expectations.

4th & William Elevator Project Update- Ms. Pollay said that the project had been delayed due to problems galvanizing the stairs. Steel components for the stair tower are now being coated; once completed, steel erection should take approximately 2 weeks.

Public Comment- None

Next Meeting- The next meeting will be held in the fall. It was suggested that an update on the Nelson/Nygaard study could be included on the meeting agenda.

The meeting adjourned at 11:01 am.

Respectfully submitted, Susan Pollay, Executive Director
Parking Report - Committee members reviewed the July report. Time was spent reviewing this year’s Art Fair, including Art Fair parking operations.

Parking Revenue/Patron Comparison - Committee members reviewed the 4th Quarter and fiscal year comparisons.

Parking System Repairs - Mr. Morehouse shared information on this year’s repairs.

101 N Main Parking Agreement - Ms. Pollay said that she and Mr. Broder had met and the key elements requested by One North Main LLC were: 1) 7 year term, 2) 113 monthly permits, 3) the cost would be the standard monthly rate plus a 20% surcharge. Mr. Broder answered questions. Ms. Pollay was directed to draft a proposed agreement to be reviewed/edited by the Operations Committee and brought to the DDA at its September meeting. The committee supported reducing the number of permits throughout the seven year term; Mr. Broder was asked to provide details that supported this.

Proposed Zip Car Agreement - Committee members reviewed a proposed Zip Car contract which outlined the DDA/Zip Car relationship including Zipcar payment for parking spaces. The Committee supported bringing the contract to the full DDA Board in September.

City Council Presentation - Committee members discussed what information should be included in the DDA presentation to City Council at the annual DDA/Council work session this fall.

Parking Revenue Internal Controls - DDA Staff presented a detailed report outlining how parking revenue is collected, processed, deposited and audited. Questions were asked and answered.

Art Fair Move to Sunday - Republic Parking and DDA staff shared data collected on the Sunday following Art Fair. City, Republic Parking and DDA staff will meet soon to develop a logistics plan to accommodate church patrons on Sunday during Art Fair that utilizes this and other information.

Nelson/Nygaard TDM Study - Ms. Miller said that information is being complied and the first phase of work has begun. As findings become available they will be shared with the committee.
4th & William- Work has been delayed due to problems with the galvanizing of the stairs. The stairs will have an architectural coating applied, making them even more durable. Once this work is completed, stair erection can begin.

Ann Ashley Bike House- There will be a soft opening the week of August 3. Some final work is being completed but the bike house is now ready for users.

Tree Installation & Sidewalk Repairs- Staff provided updates. It was noted that this report will now be overseen by the Capital Improvements Committee.

Mural Work- Ms. Pollay said the Neutral Zone has been approved to paint a mural on the Ashley Street side of a sheer wall at the Ann Ashley structure, and that there has also been a request to install a “word wall” mural at the 4th & William structure.

Public Comment – none.

Next Meeting August 26 at 11:00 am

The meeting adjourned at 1:25 pm.
Susan Pollay, Executive Director
ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES  
Wednesday, August 19, 2015

Place:   DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time:    11:00 a.m.
Present:     Bob Guenzel, Roger Hewitt, Joan Lowenstein, John Mouat, John Splitt
Absent:    Marie Klopf, Al McWilliams, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith, Phil Weiss
Staff:   Susan Pollay, Amber Miller, Jada Hahlbrock
Public:   Emily Boring, Ray Detter

Design and Great Downtowns- Committee members talked about memorable downtowns and what makes them great. Some themes that surfaced included walkability, people, scale, delineation of uses, and attention to detail.

Major Projects- Committee members reviewed a revised, more detailed project timeline. Questions were asked and answered. Staff provided information about all the ways the public would be engaged to provide input at each phase of design. Committee members reviewed an RFQ that would be used to hire a design team for the Fifth/Detroit and S.U. projects. It was agreed that the DDA and City would jointly select a single design team that would work under the DDA’s direction, as this would enable the Fifth/Detroit Street street reconstruction and pedestrian improvements project to be undertaken in a more seamless way. And it was also agreed that a single contractor should undertake the construction, and strongly recommended by the Committee that it be the City that hired the contractor. The project and project budget will be clearly specified, with the DDA taking responsibility for the improvements portion of this project, and the City taking responsibility for the street reconstruction portion of the project.

Other Projects- DDA staff gave brief updates on DDA sidewalk repairs, and noted that DDA tree replacements were completed this spring. Committee members talked about other projects that could be undertaken by the committee in addition to the large multi-year capital projects. Ideas included a vault repair program and repairs to crosswalks.

Public Comment – none.

Next Meeting September 23 at 11:00 am

The meeting adjourned at 1:15 pm.  
Susan Pollay, Executive Director
ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Tuesday, August 25, 2015

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 1:00 p.m.
Present: Bob Guenzel, Roger Hewitt, Joan Lowenstein, Marie Klopf, John Split, Phil Weiss
Absent: John Mouat, Al McWilliams, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith
Other Participants: Tom Crawford, City of Ann Arbor
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock
Public: None

1. Financial Statements - The following were reviewed, and questions asked and answered.
   - July 2015 Expense Listing
   - FY 2015 Year End Financial Statements (Unaudited)
   - FY 2015 Year End Funds Committed Report
   - FY 2016 Funds Committed Report
   - 10-Year Plan Update for FY 2015 Year End Amounts (Unaudited)

2. New Business
   a. Committee members reviewed the DDA Accounting and Procedures Manual which outlines
      DDA internal accounting controls. Committee members also reviewed the Parking Revenue
      Internal Control Memo which outlines the parking revenue controls and procedures followed
      by Republic Parking, DDA staff, and Bank of Ann Arbor. Questions were asked and answered.
   b. It was discussed whether to raise the per diem amount allowed under the DDA travel policy in
      light of the IDA conference in San Francisco; it was decided to leave it unchanged.
   c. Mr. Morehouse reported that audit materials were ready on August 18th as requested by
      the auditor.

3. Old Business - none

4. Next Meeting - Upcoming Committee meeting dates were changed as follows: September 22,
   October 27, November 17 and December 22.

5. Public Commentary - none

The meeting adjourned at 2:35 pm
Susan Pollay, Executive Director
Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Bob Guenzel, Roger Hewitt, Marie Klopf, Joan Lowenstein, John Mouat, John Splitt, Phil Weiss  
Absent: Al McWilliams, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith  
Staff: Susan Pollay, Joseph Morehouse, Amber Miller, Jada Hahlbrock  
Others: Brian Kern /RPS, Nancy Shore/getDowntown  
Public: Ray Detter, Ed Vielmetti  

Parking - Committee members reviewed the August parking report. DDA staff reported that structure repairs are progressing on schedule. Mr. Kern answered questions about staff changes at the Ann Arbor Republic Parking system.

101 N Main Parking Agreement - Ms. Pollay shared requested contract terms from the property owner. After discussion the Committee decided to present a resolution at the September DDA meeting. The proposed draft agreement will be clarified before that discussion.

Nelson/Nygaard TDM Study - Ms. Miller said the existing conditions portion of the study is nearly complete. A site visit is planned for late September. Mr. Hewitt asked that data be used to back up any recommendations to ensure that they are feasible and practical.

4th & William - Issues with the alignment of the existing columns have impacted the installation of the new stairs. Work has been delayed while the subcontractor works to find a solution.

Ann Ashley Bike House - The project is complete and there will be a ribbon cutting ceremony on August 27 at 9:30 am. All are welcome to attend.

Arbor Bike Update - Staff shared data on usage by location. The Committee asked for additional information including locations where bikes are returned, and the length of time they are in use.

Public Comment  
Mr. Vielmetti shared a concern that Republic Parking staff had inappropriately using DDA resources while working for another parking system.

Mr. Detter asked that the city’s zoning consultant speak with Nelson/Nygaard representatives.

Next Meeting September 16 at 11:00 am  
The meeting adjourned at 12:35 pm.

Susan Pollay, Executive Director
RESOLUTION APPROVING A PARKING AGREEMENT WITH ONE NORTH MAIN

Whereas, In November 5, 1984 the City of Ann Arbor approved a parking agreement with the owner of the 101 N. Main Street building providing 25% of the parking spaces in the Ann Ashley parking structure for twenty five years;

Whereas, The DDA has operated the public parking system since 1992 with the purpose of meeting its mission;

Whereas, In 2000 the owners of the building asked for and received from the DDA an extension of the 1984 Parking Agreement through 2012, and another extension to 2015, and this agreement expired in June 2015;

Whereas, In July 2015 the DDA Operations Committee met with a representative of One North Main, LLC to discuss the request to either extend the former parking agreement or approve a new parking agreement;

Whereas, The Operations Committee puts forward a proposed new parking contract with One North Main, LLC that includes the following elements:

· The number of parking permits under contract:
  September 2, 2015 to September 1, 2017  113 permits
  September 2, 2017 to September 1, 2019  80 permits
  September 2, 2019 to March 31, 2023  60 permits

· Permits under contract would be charged at the standard monthly-to-month permit cost plus a 20% surcharge.

RESOLVED, The DDA approves a parking agreement with One North Main, LLC.

RESOLVED, The DDA authorizes its Board Chair, Operations Committee Co-Chairs, and Executive Director to sign a parking agreement with One North Main, LLC on behalf of the DDA.

Res 101 N Main parking 090215.doc
September 15, 2015
PARKING AGREEMENT WITH ONE NORTH MAIN CONCERNING 
THE ANN-ASHLEY PARKING STRUCTURE

The Downtown Development Authority of the City of Ann Arbor, 150 S. Fifth Avenue, Ann Arbor, Michigan 48104 (hereinafter “DDA”) and One North Main, LLC, a Michigan limited liability company, c/o Broder and Sachse Real Estate Services, Inc., 260 E. Brown Street, Birmingham, Michigan, 48009 (hereinafter “One North Main, LLC”), in consideration of the mutual promises contained herein, agree this ___________ day of __________ 2015, as follows:

1. **Factual background:**

   A. By agreement of November 5, 1984 the City of Ann Arbor and Main Huron Associates, a Michigan Limited Partnership, predecessor of One North Main, LLC as owners of 101 N. Main St., Ann Arbor, MI (the “Building”) provided that the owner of the Building for a period of 25 years, would be permitted to rent 25% of the parking spaces at the Ann Ashley Parking Structure, not to exceed 150 spaces for a period of twenty five years.

   B. By agreement of July 1, 2011 the City of Ann Arbor authorized the DDA to manage the downtown parking structures, including the Ann Ashley parking structure, and this authorization has been extended until June 30, 2033.

   C. In 2000, the owners of the Building asked for and received from the DDA an extension of the 1984 Parking Agreement through 2012 (hereinafter referred to as the “First Parking Agreement Extension”).

   D. In November 2010, One North Main, LLC requested that the agreement made as part of the First Parking Agreement Extension be extended again from its expiration in 2012 until June 30, 2015. The DDA Operations Committee agreed to said extension until June 30, 2015 (hereinafter referred to as the “Second Parking Agreement Extension”).

   E. In June 2015, One North Main, LLC requested that the Second Parking Agreement Extension be extended again for a period of 10 years.

   F. As of June 30, 2015, One North Main, LLC held 189 parking permits for the Ann Ashley parking structure. Following a meeting with the DDA, One North Main, LLC agreed to return 16 of those permits, and as of the date of this agreement, One North Main, LLC holds 173 parking permits for the Ann Ashley parking structure.

   G. The Second Parking Agreement Extension lapsed before the DDA could take action on One North Main, LLC’s request to extend the Second Parking Agreement Extension.
H. In July 2015 DDA Operations Committee met with a representative of One North Main, LLC to discuss the request for a parking agreement in the Ann Ashley parking structure for its tenants in the Building.

2. Agreement

The DDA agrees to allow One North Main, LLC to continue to rent, on a month to month basis the 173 permits it currently holds for the Ann Ashley parking structure so long as all monthly permit requirements are met, including monthly payments are made on time and in the correct amount.

One North Main, LLC shall pay the standard amount for said spaces in the Ann Ashley parking structure, on the standard system payment schedule, as such amount and schedule may be modified by the DDA during the term of this agreement.

Of this total number of permits, a subportion will be contracted for a period of up to seven years. For this subtotal of permits, One North Main, LLC shall, along with each periodic payment, pay an additional contract surcharge of 20% based on the number of permits in Schedule A below.

Schedule A
September 2, 2015 to September 1, 2017 113 permits
September 2, 2017 to September 1, 2019 80 permits
September 2, 2019 to March 31, 2023 60 permits

One North Main, LLC agrees that the monthly parking permits shall only be used by employees of the tenants located in the Building, and may not be used by those who do not own or lease space in the Building.

Effective March 31, 2023, One North Main, LLC shall no longer pay the additional contract surcharge of 20% on top of the standard amount for the permits outlined in Schedule A above.

3. Successors and assigns

This extension is intended to be binding upon the successors and assigns of the parties.

THE ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY

By: ________________________________
Its: ________________________________

ONE NORTH MAIN, LLC
RESOLUTION TO APPROVE A CONTRACT WITH ZIPCAR FOR DOWNTOWN CAR SHARING

Whereas, Zipcar is a growing company that provides hourly car rental services to universities and downtowns throughout the nation;

Whereas, The DDA has been a committed supporter and funder of many transportation programs for many years in support of its mission;

Whereas, One of these transportation programs has been a DDA support for a downtown Zipcar program, which began in 2008 with the DDA guaranteeing cost coverage for four vehicles and has grown to ten cars in 2015 which require no DDA subsidy beyond the provision of parking spaces;

Whereas, The Operations Committee reviewed and recommends a proposed three-year DDA/Zipcar contract that would expand the Zipcar fleet to at least thirteen vehicles and would set forward Zipcar payment for parking spaces;

Whereas, This proposed contract has been reviewed by the DDA Attorney;

RESOLVED, The DDA approves the proposed contract with Zipcar.
PARKING AGREEMENT

Effective Date: October 1, 2015

This Agreement consists of this signature page and the following schedules, which are incorporated by reference and made a part of this Agreement:

Schedule A: Parking Terms and Conditions
Schedule B: General Terms and Conditions

Notices: All notices, requests and demands, and other communications required or permitted under this Agreement will be in writing and sent to the addresses set forth below. A notice will be deemed effective: (a) upon delivery, if delivered personally to a party; (b) 1 business day after deposit, if delivered to a nationally recognized courier service offering guaranteed overnight delivery; or (c) 3 business days after having been deposited in the United States mail, certified mail, postage prepaid, return receipt requested.

This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original and which together will constitute one and the same instrument. The signature of any of the parties may be evidenced by a facsimile copy of this Agreement bearing such signature and such signature will be valid and binding as if an original executed copy of the Agreement has been delivered.

A duly authorized representative of each party has executed this Agreement as of the Effective Date.

Zipcar, Inc. (“Zipcar”) Ann Arbor Downtown Development Authority (“Company”)

By: _________________________ By: _________________________
Name: Candice Perdan Name: _________________________
Title: Market Fleet Supervisor Title: _________________________
Address: 1528 Woodward Avenue Address: _________________________
Floor 4
Detroit, MI 48226
Schedule A
Parking Terms and Conditions

1. **Number of Parking Spaces; Monthly Fee.** Company will make available to Zipcar the following number of parking spaces at Company’s parking facility indicated below. On or about the first day of each calendar month, Zipcar will pay Company a monthly fee for each parking space to be used by Zipcar in that month. If Zipcar is not entitled to use the space for the entire month (or was notified Company of a reduction in parking spaces pursuant to Section 3 below), the monthly fee will be prorated for the number of days that Zipcar will not have use of the space. The monthly fee per parking space is as set forth in the table below.

<table>
<thead>
<tr>
<th>Number of Parking Spaces</th>
<th>Facility Name and Address</th>
<th>Monthly Fee Per Parking Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>325 1st street, Ann Arbor, MI 48104</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>415 West Washington St, Ann Arbor, MI 48103</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>109 Catherine Street, Ann Arbor, MI 48104</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>650 S Forest Ave, Ann Arbor, MI 48104</td>
<td>$60/spot October 2015 - December 2015</td>
</tr>
<tr>
<td>3</td>
<td>319 S 5th St, Ann Arbor, MI 48104</td>
<td>$90/spot 2016</td>
</tr>
<tr>
<td>2</td>
<td>Cars to be placed either at new location near City Hall or at locations noted above</td>
<td>$120/spot 2017</td>
</tr>
</tbody>
</table>

2. **Parking Space Availability and Use.** The location of the parking spaces assigned to Zipcar shall be mutually agreed by the parties. The parking spaces made available to Zipcar will be used by Zipcar for the purpose of providing car sharing services to Zipcar members, and Zipcar and its members shall have right to use the parking spaces, including without limitation the right to park, operate, clean, and otherwise use the Zipcar vehicles. Company shall do what is in its power to provide Zipcar, its members, and its third party personnel with 24x7x365 unrestricted access to the parking spaces and shall otherwise provide the same amenities and services it affords to other parking tenants. Zipcar shall have the right to permanently decrease the number of parking spaces at any time and for any reason, including without limitation for seasonal fleet management purposes, without penalty by providing thirty (30) days prior notice to Company, after which Zipcar shall not be required to pay the Monthly Fee Per Parking Space for such spaces. Zipcar acknowledges that any changes in the number of spaces shall be at Zipcar’s expense (ie. alteration/ removal of signage).

3. **Signage.** Zipcar shall have the right to place Zipcar signage advertising the Zipcar services in such locations at the Company’s parking facilities as Zipcar and Company may mutually agree from time to time at Zipcar’s expense. At a minimum, Company agrees that Zipcar may (i) install a drop box at the entrance to each facility, in high traffic areas, and at each parking space, and (ii) mark off reserved parking spaces assigned to Zipcar by displaying one 12” by 18” “Tow Zone” sign, and one 2’by 2’ “Zipcars Live Here” sign at each space at Zipcar’s expense.
1. Obligations of the Parties; Relationship of the Parties. Subject to the terms and conditions of this Agreement, each party will perform the obligations set forth in Schedule A. The relationship of the parties to this Agreement is solely that of independent contractors. Neither party will have any authority to contract with third parties on behalf of the other party or to expressly or impliedly represent that it has any such authority, to any person.

2. Term; Termination. The initial term of this Agreement will commence on the Effective Date and, unless terminated earlier in accordance herewith, will continue for a period of one (1) year. This Agreement will automatically renew for successive one (1) year periods unless either party gives the other written notice of termination at least thirty (30) days prior to the end of the then current term. If either party breaches this Agreement and fails to cure such breach within thirty (30) days after receipt of notice of such breach and the other party then the other party, then the other party may terminate this Agreement effective as of the end of such thirty (30) day period. Either party may terminate this Agreement immediately if the other party (i) ceases to do business in the ordinary course or (ii) commits an act of bankruptcy (such as a giving a general assignment for the benefit of creditors) or files a bankruptcy petition which is not vacated within thirty (30) days of filing. No termination for cause will be deemed a waiver of any claim for damages by the terminating party. Sections 5, 7, and 8 of this Agreement shall survive any termination or expiration of this Agreement.

3. Representations and Warranties. Each party represents and warrants to the other that (i) it has the authority to enter into this Agreement and is not under any obligation to any third party that would conflict with this Agreement and (ii) it will comply with all applicable federal, state and local laws. Zipcar agrees to maintain and provide evidence to Company of the following liability coverage: (a) Commercial General Liability in the amount of $1,000,000 each occurrence and $2,000,000 aggregate; and (b) Automobile Liability evidenced as $1,000,000, (c) Worker’s Compensation that meets the jurisdictional requirements up to $1,000,000 and (d) Commercial Excess Insurance in an amount of $4,000,000 each occurrence. In addition, Company will supply Zipcar with a certificate of insurance evidencing at least $1,000,000 of general liability coverage. Company represents, warrants and covenants that (i) there is no other tenant or occupant that has or will have any right to use or occupy the parking spaces assigned to Zipcar on a permanent basis hereunder, once said spaces are mutually agreed to; provided, however, that if the vehicles are valet parked, this warranty shall be deemed to have been met provided Company has at least the agreed upon number of spaces available for Zipcar vehicles; (ii) it shall deliver the parking spaces in broom clean condition maintain the parking spaces in good condition; and (iii) it shall keep and maintain the portion of the facilities in which the parking spaces are located in good condition and repair and remove all snow, ice and other debris therefrom.

4. Publicity. Neither party will use the other party’s name, logos, trademarks or service marks in any manner without the other party’s prior written approval. Company hereby gives Zipcar the right to use Company’s name, logos, trademarks and service marks to notify members of the availability of Zipcar vehicles at Company’s facilities.

5. Disclaimer of Warranties/Limitation of Liability. Zipcar makes no warranties with respect to the Services or the subject matter of this agreement and hereby disclaims all other warranties, express, implied, or statutory, including warranties of merchantability, fitness for a particular purpose, title and non-infringement. Except for their respective indemnification obligations, neither party will be liable to the other party for any indirect, incidental, special or consequential damages, including lost profits, even if such party has been advised of the possibility of such loss. Except for their respective indemnification obligations, neither party’s liability hereunder will exceed the fees paid for the services that are the subject of the claim except in the event a Zipcar is damaged on Company’s location and such damage is not due to any action on the part of Company. Each party acknowledges that the provisions of this Section represent a reasonable allocation of risk that is reflected in the fees payable by Zipcar hereunder. The foregoing limitation of liability is not intended to limit either party’s liability for gross negligence or willful misconduct.

6. Indemnification. Each party (the “Indemnifying Party”) shall defend, indemnify and hold harmless the other party (the “Indemnified Party”) its successors, subsidiaries, affiliates, employees, officers, trustees, agents and assigns from and against any and all third party claims brought against the Indemnified Party by any person or entity for personal injury or property damage to the proportionate extent that such claim arises out of the Indemnifying Party’s negligence or willful misconduct with respect to this agreement. The Indemnifying Party will pay its proportionate share of all damages agreed to in settlement or awarded by a court of competent jurisdiction; provided, however, that no settlement shall be effective without consent of the Indemnified Party. This indemnification obligation shall be effective only if the Indemnified Party has given prompt written notice of the claim to the Indemnifying Party, permitted the Indemnifying Party an opportunity to defend, and reasonably cooperated in the defense of the claim at the Indemnifying Party’s expense. Nothing contained herein shall constitute a waiver by DDA of the defense of governmental immunity or any other defense provided by law.

7. Entire Agreement. This Agreement is the entire agreement between the parties with respect to the subject matter hereof and supersedes all other prior and contemporaneous agreements and understandings, oral and written, between the parties with respect to the subject matter hereof. Additional or different terms in any purchase order or similar document will not modify or add to the terms of this Agreement. This Agreement may be amended only by a written agreement between the parties.

8. Waiver. If one party fails to enforce any provision of this Agreement, such party will not be precluded from enforcing the same provision at another time.

9. Assignment Prohibited. This Agreement and the rights granted under it may not be assigned or transferred by either party without the written consent of the other party; provided, however, either party will have the right to assign this Agreement to its successor in the event of a merger, acquisition or other consolidation, including without limitation the sale of all or substantially all of its assets or stock or business to which this Agreement relates.

10. Severability. In the event that any provision of this Agreement is held by a court or other tribunal of competent jurisdiction to be unenforceable, such provision will be deemed modified to the minimum extent necessary to render the provision enforceable in a manner that most closely represents the original intent of the parties and the remaining terms and conditions of this Agreement will remain in full force and effect.

11. Choice of Law. This Agreement shall be governed by and construed in accordance with law of the the State of Michigan without regard to conflicts of laws provisions thereof. The parties agree that the sole jurisdiction and venue for actions related to the
subject matter hereof shall be the state and federal courts located in Washtenaw County, and consent to the exclusive jurisdiction of such courts. In the event of any adjudication of any dispute under this Agreement, the prevailing party in such action will be entitled to reimbursement of its attorneys’ fees and related costs by the other party.

12. Force Majeure. Neither party will be responsible for delays or failures in performance resulting from acts beyond its control. Such acts include but are not limited to acts of God, labor conflicts, acts of war or civil disruption, governmental regulations imposed after the fact, public utility out failures, industry wide shortages of labor or material, or natural disasters.
1. Parking Operations

Special Events In July
- Summer Festival through 7/8
- Ann Arbor Jaycees 4th of July Parade 7/4
- Firecracker 5K 7/4
- Sonic Lunch 7/9, 7/23 & 7/30
- Rolling Sculpture Car Show 7/10
- Townie Party & Dart for Art Run 7/13
- Art Fair 7/14-18
- NJATC Block Party 7/29
- Arbor Brewing 20th Anniversary Celebration 7/31

Meter Bag Fee Waivers in July
- Summer Festival through 7/8  $2640
- Ann Arbor Jaycees 4th of July Parade 7/4  $320
- Firecracker 5K 7/4  $320
- Sonic Lunch 7/9, 7/23 & 7/30  $480
- Rolling Sculpture Car Show 7/10  $3220
- Townie Party & Dart for Art Run 7/13  $4,920
- Art Fair 7/14-18  $68,840
- NJATC Block Party 7/29  $600

Art Fair 2015
Wednesday & Thursday were both very busy days for the parking system. With excellent weather Wednesday and Thursday all facilities filled by 10:30 am and remained so until late afternoon. With inclement weather Friday and Saturday we did not fill all facilities. Please see attached report.

Additional on street bike parking was added in the State Street Fair area as requested by the Fair organizers. Racks being displaced from State and N University were used on Thompson.

In preparation for the 2016 change in Art Fair days Republic Parking staff worked on Sunday to count vehicles and monitor facility usage. Please see the attached report.

Personnel Changes
Republic Parking is continuing its search for a new General Manager for Ann Arbor. The search for a new IT Manager is being held so that a new General Manager can participate in their hiring. Brian Kern, the Republic Parking Regional Manager is overseeing the Ann Arbor parking system until the General Manager position is filled.

Meters
July is a very busy month for meter bags. There were a dozen or so special events and many construction projects that required meter bags.

City/DDA Parking Enforcement Committee
In early July RPS and City staff worked to remove 40 abandoned bikes from downtown. Committee will be meeting on July 30th and will discuss logistics for the 2016 Art Fair day change. Work is continuing on the
loading zone signage changes being done by the City’s Signs and Signals department. Some of the signage has been changed.

2. Parking System Maintenance

Summer parking structure repairs and maintenance

Tentative Schedule-
Maynard- Work will begin on August 3rd. Focus will be on concrete repairs and coatings in the Maynard Street stairwell. Work is expected to take 2 weeks.

Forest- Work is underway and will continue through August. Waterproofing on the façade will happen as interior work focuses on caulking and sealing on the roof level, and applying sealers and coatings on levels 2-6.

4th & Washington- Work will begin after Labor Day. Work will include applying coating and sealants from the roof level down.

Ann Ashley- Work is scheduled to begin mid-September and will include making repairs to concrete throughout the facility.

3. Parking Equipment

New equipment
The pilot program at the 4th & Washington has entered the next phase. The program called “Quick Pay” is now being advertised at the structure. Interested parkers can purchase and preload money to the card at the Maynard office. The card can be used to pay for hourly parking at 4th & Washington. The parking equipment shows balances at entry and exit, and it is possible to reload the card at equipment in the lobby. We are currently advertising their availability and marketing them to the regular customers in the 4th & Washington customers.

Elevators
There were 7 elevator service calls during the last month. They were distributed as follows:

5 – Fourth and William
1 – Maynard
1 – 4th and Washington

4. Construction

Bike House
The bike house is open. Over 20 permits have been presold.

Fourth & William Stair/Elevator Improvement Project
Steel erection work began in early July. The job site was shut down for the week of Art Fair. Steel for the new stair tower is now up. The project has been delayed for an estimated 4 weeks due to the quality of the steel galvanizing of the stair itself.
Republic staff is working with the parking equipment contractor, Traffic and Safety to open the William Street exit lane as soon as possible.

5. Other
Neutral Zone teens will be painting a mural at the Ann & Ashley garage in the premium parking area. No impact on parking patrons is expected during this project. The project should be complete by the end of August.
PARKING REPORT:  AUGUST 2015

1. Parking Operations

   Special Events In August
   • Sonic Lunch 8/6, 13, 20
   • Sonic Lunch w/ street closure 8/27
   • UA Block Party & Plumbers 5K 8/10
   • Nash Bash 8/21

   Meter Bag Fee Waivers in August
   • Sonic Lunch 8/6, 13, 20 $480
   • Sonic Lunch w/ street closure 8/27 $360
   • UA Block Party 8/10 $720
   • Plumbers 5K 8/10 $3580
   • Nash Bash 8/21 $300

   Personnel Changes
   Republic Parking has two interviews planned this week for the General Manager position. The Operations Manager, Andrea Miller resigned effective September 1st and the Kohei Akio, and IT Technician resigned effective September 11th. Both resignations were for personal reasons. Republic will begin the recruiting effort immediately. During this time of transition, customer service and operational standards have been maintained. Many senior staff remain in place, and RPS Regional Manager Brian Kern (and other senior Republic Parking management staff) have been managing remotely, as well as making frequent visits.

   Meters
   Republic Parking worked with UM to coordinate meter bags for three move in dates at the new Munger building. RPS is ready for the larger UM move in and street closures that will take place in early September.

   General Operations
   August can be a slow month downtown and in the parking system. Despite fewer special events, August parking usage this year seems to be even with last year.

   Republic Parking’s choice to include vegetables as part of their landscaping this year has proven very popular. Feedback on social media has been regularly seen and comments are very positive.

   This month Republic Parking has had to respond to a few very dramatic rainfalls. One of the rainfalls created a small sinkhole in the landscaped area on the south side of the Library Lane structure. The area was inspected by Carl Walker Inc. staff. Hardman and Christman worked to inject pea stone into the hole to smooth the area out.
City/DDA Parking Enforcement Committee
The committee met on August 20th. The main topic of conversation was problems at Division at Washington where delivery drivers were choosing not to use the loading zone on Washington but instead were electing to stop in a lane of traffic on Division to unload their wares. City and DDA staff will explore if there are options to resolve this.

The Art Fair 2016 date change logistics discussion is anticipated to take place at the September meeting of this committee. Art Fair representatives have been invited to attend.

2. Parking System Maintenance

Summer/Fall parking structure repairs and maintenance
Work in August included concrete repairs in the Maynard St stairwell and sealer application work in the Forest structure. Work at Maynard, and interior work at Forest, will be complete by the end of August. Exterior work at Forest will continue into September, but will have little to no impact on available parking.

Work is progressing on schedule. As always every effort is being made to lessen the impact on parkers, and there have been no issues or complaints so far. Work at 4th & Washington and Ann Ashley will begin in September. Communication with facility users and neighbors will happen ahead of the work. The goal is have all work complete by mid-November.

3. Parking Equipment

New equipment
DDA and Republic staff have been aware of the difficulty in adequately cleaning some of the structure stair towers in locations where businesses are located below the structure and water could infiltrate their space, or neighbors are located immediately adjacent to the structure. Republic Parking has purchased a new piece of equipment to clean stair towers that cannot be power washed. We expect delivery of the equipment very soon.

Elevators
There were 3 elevator service calls during the last month. They were distributed as follows:
- 3 Maynard Main Elevator
- 1 Maynard Back Elevator

4. Construction

Bike House
The bike house is complete. Grand opening celebration on August 27th.

Fourth & William Stair/Elevator Improvement Project
Steel erection for new stair tower is nearly complete. Next steps include curtain wall installation and masonry work. This work is expected to last through
September. Lane closures during this work are expected to be minimal. Work to install heaters, a/c and condensing units continues, as does work to install new electrical service panels. Finish work in the new stair tower will take place in October. The goal is to have Phase I of the project complete by mid-fall. Phase I has included demolition work, many large deliveries and the reconfiguration of the both the Palio lot and alley, and the parking facility. Despite this, there have been very few issues or complaints. Spence & Republic Parking have worked diligently to communicate project information to users and neighbors, and to resolve issues quickly.

The delay in steel for the stairs pushed some of the project costs from FY 15 to FY 16. Staff will continue to monitor the project budget closely.
### Revenues:

<table>
<thead>
<tr>
<th>Location</th>
<th>FY 2015 Revenues</th>
<th>FY 2014 Revenues</th>
<th>Increase Revenues</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington/First</td>
<td>$179,105</td>
<td>9,488</td>
<td>$8,187</td>
<td>4.79%</td>
</tr>
<tr>
<td>Maynard</td>
<td>$771,611</td>
<td>147,305</td>
<td>$692,444</td>
<td>11.43%</td>
</tr>
<tr>
<td>Washington/Fourth</td>
<td>$261,077</td>
<td>67,510</td>
<td>$19,845</td>
<td>3.73%</td>
</tr>
<tr>
<td>Forest</td>
<td>$416,246</td>
<td>65,626</td>
<td>$55,286</td>
<td>12.06%</td>
</tr>
<tr>
<td>Fourth/William</td>
<td>$696,279</td>
<td>68,951</td>
<td>$54,452</td>
<td>8.48%</td>
</tr>
<tr>
<td>Liberty Square</td>
<td>$476,692</td>
<td>35,032</td>
<td>$39,005</td>
<td>4.38%</td>
</tr>
<tr>
<td>Ann/Ashley</td>
<td>$551,242</td>
<td>42,867</td>
<td>$59,328</td>
<td>10.24%</td>
</tr>
<tr>
<td>Library Lane</td>
<td>$442,367</td>
<td>44,209</td>
<td>$58,112</td>
<td>13.24%</td>
</tr>
<tr>
<td>Kline Lot</td>
<td>$178,494</td>
<td>47,822</td>
<td>$120,672</td>
<td>9.34%</td>
</tr>
<tr>
<td>Huron/Ashley/First</td>
<td>$240,094</td>
<td>65,982</td>
<td>$120,672</td>
<td>9.34%</td>
</tr>
<tr>
<td>Fifth &amp; Huron</td>
<td>$33,825</td>
<td>42,867</td>
<td>$58,112</td>
<td>13.24%</td>
</tr>
<tr>
<td>First &amp; Williams</td>
<td>$41,239</td>
<td>29,700</td>
<td>$11,913</td>
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</tr>
<tr>
<td>415 W. Washington</td>
<td>$52,746</td>
<td>30,340</td>
<td>$22,406</td>
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</tr>
<tr>
<td>Palio Lot</td>
<td>$7,626</td>
<td>$13,966</td>
<td>($6,340)</td>
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<tr>
<td>Broadway Bridge</td>
<td>$718</td>
<td>$788</td>
<td>($71)</td>
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</tr>
<tr>
<td>Main &amp; Ann</td>
<td>$24,022</td>
<td>$18,805</td>
<td>$5,218</td>
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<tr>
<td>Farmers Market</td>
<td>$7,710</td>
<td>$6,533</td>
<td>$1,177</td>
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<tr>
<td>City Hall</td>
<td>$1,510</td>
<td>$1,711</td>
<td>($201)</td>
<td>(11.73%)</td>
</tr>
<tr>
<td>Fourth &amp; Catherine</td>
<td>$26,671</td>
<td>$22,949</td>
<td>$3,722</td>
<td>16.22%</td>
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<tr>
<td>Meters</td>
<td>$907,589</td>
<td>$859,226</td>
<td>$48,363</td>
<td>5.63%</td>
</tr>
<tr>
<td>Meter Bags</td>
<td>$202,405</td>
<td>$313,745</td>
<td>($111,340)</td>
<td>(35.49%)</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$5,519,268</strong></td>
<td><strong>$601,402</strong></td>
<td><strong>$516,192</strong></td>
<td>8.92%</td>
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</table>

### 1. Weather -

<table>
<thead>
<tr>
<th>Number of Business Days</th>
<th>2015</th>
<th>2014</th>
<th>Difference</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
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<td>77</td>
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<td>0</td>
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</table>

<table>
<thead>
<tr>
<th>Number of Weekend Days (F &amp; S)</th>
<th>2015</th>
<th>2014</th>
<th>Difference</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>26</td>
<td>26</td>
<td>0</td>
<td>0</td>
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</table>

### 2. Variance Explanations by Location -

- **Fourth & William, Liberty Square, and Ann A & Ashley**: Increase in validation accounts which are accounted for when they are paid.
- **Library Lane**: More customer familiarization with the structure.
- **Palio Lot**: Half of the lot is closed for Stair/Elevator tower project.
- **Meter Bags**: South Quad, Munger, Wall Street, West Quad and Forest Ave were in 2014.
<table>
<thead>
<tr>
<th>Location</th>
<th>FY 2015 Revenues</th>
<th>FY 2014 Revenues</th>
<th>Increase</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Washington/First</td>
<td>$717,661</td>
<td>$401,397</td>
<td>$316,264</td>
<td>100.00%</td>
</tr>
<tr>
<td>Maynard</td>
<td>$2,911,516</td>
<td>$2,533,344</td>
<td>$378,172</td>
<td>14.93%</td>
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<tr>
<td>Washington/Fourth</td>
<td>$1,006,500</td>
<td>$947,582</td>
<td>$58,918</td>
<td>6.22%</td>
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<tr>
<td>Forest</td>
<td>$1,603,399</td>
<td>$1,421,201</td>
<td>$182,198</td>
<td>12.82%</td>
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<tr>
<td>Fourth/William</td>
<td>$2,716,167</td>
<td>$2,563,257</td>
<td>$152,909</td>
<td>5.97%</td>
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<tr>
<td>Liberty Square</td>
<td>$1,862,355</td>
<td>$1,799,222</td>
<td>$63,133</td>
<td>3.51%</td>
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<tr>
<td>Ann/Ashley</td>
<td>$2,088,020</td>
<td>$1,988,202</td>
<td>$99,818</td>
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<tr>
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<td>$1,615,625</td>
<td>$1,444,034</td>
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<td>Kline Lot</td>
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<td>4.52%</td>
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<td>Huron/Ashley/First</td>
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<td>$805,333</td>
<td>$5,819</td>
<td>0.64%</td>
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<tr>
<td>Fifth &amp; Huron</td>
<td>$127,250</td>
<td>$118,122</td>
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<td>7.73%</td>
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<tr>
<td>First &amp; Williams</td>
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<td>15.95%</td>
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<tr>
<td>415 W. Washington</td>
<td>$157,776</td>
<td>$143,047</td>
<td>$14,729</td>
<td>10.17%</td>
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<tr>
<td>Fifth &amp; William</td>
<td>$51,378</td>
<td>$46,222</td>
<td>$5,156</td>
<td>11.16%</td>
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<tr>
<td>Palio Lot</td>
<td>$47,654</td>
<td>$43,477</td>
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<td>9.63%</td>
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<tr>
<td>Broadway Bridge</td>
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<td>$24,594</td>
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<td>11.57%</td>
</tr>
<tr>
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<td>$6,311</td>
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<td>(0.18%)</td>
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<tr>
<td>Fourth &amp; Catherine</td>
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<tr>
<td>Meters</td>
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<tr>
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<td>(8.47%)</td>
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<td><strong>Total Revenues</strong></td>
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<table>
<thead>
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<th>Number of Business Days</th>
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### Permits by Facility by Month

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</tr>
</thead>
<tbody>
<tr>
<td>4th &amp; Washington</td>
<td>18</td>
<td>18</td>
<td>19</td>
<td>20</td>
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<td>24</td>
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<tr>
<td>1st &amp; Washington</td>
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<td>344</td>
<td>342</td>
<td>340</td>
<td>342</td>
<td>343</td>
<td>345</td>
<td>339</td>
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<tr>
<td>Maynard</td>
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<td>128</td>
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</tr>
<tr>
<td>Forest</td>
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<td>147</td>
<td>146</td>
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<td>146</td>
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<tr>
<td>4th &amp; William</td>
<td>1022</td>
<td>1035</td>
<td>1040</td>
<td>1037</td>
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<td>1050</td>
<td>1030</td>
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<tr>
<td>Liberty Square</td>
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<td>691</td>
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<td>Ann Ashley</td>
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<td>1232</td>
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<td>1225</td>
<td>1227</td>
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<tr>
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<td>653</td>
<td>652</td>
<td>650</td>
<td>663</td>
<td>662</td>
<td>661</td>
</tr>
<tr>
<td>5th &amp; Huron</td>
<td>56</td>
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<td>56</td>
<td>56</td>
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</tr>
<tr>
<td>1st &amp; William</td>
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<td>104</td>
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<td>415 W Washington</td>
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<td>129</td>
<td>129</td>
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<tr>
<td><strong>Total Permits</strong></td>
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<td><strong>4505</strong></td>
<td><strong>4513</strong></td>
<td><strong>4519</strong></td>
<td><strong>4475</strong></td>
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<td><strong>4563</strong></td>
<td><strong>4559</strong></td>
<td><strong>4568</strong></td>
<td><strong>4603</strong></td>
<td><strong>4591</strong></td>
</tr>
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</table>
## Art Fair 2015 Revenue Summary

### 2014 vs. 2015 Comparison

<table>
<thead>
<tr>
<th>Location</th>
<th>2014 Revenue</th>
<th>2015 Revenue</th>
<th>% Change</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>$43,800.00</td>
<td>$46,000.00</td>
<td>+5.72%</td>
<td>+5.7%</td>
</tr>
<tr>
<td>Evening</td>
<td>$6,400.00</td>
<td>$7,600.00</td>
<td>+19.04%</td>
<td>+19.6%</td>
</tr>
<tr>
<td>Total</td>
<td>$50,200.00</td>
<td>$53,600.00</td>
<td>+6.8%</td>
<td>+6.3%</td>
</tr>
</tbody>
</table>

### Variance 2015 vs. 2014

- **Cash vs. Credit - 2015**
  - **56%** vs. **44%** (12%)
  - **100%**

- **Cash vs. Credit - 2014**
  - **59%** vs. **41%** (18%)
  - **100%**

- **Cash vs. Credit - 2013**
  - **61%** vs. **39%** (22%)
  - **100%**

- **Cash vs. Credit - 2012**
  - **69%** vs. **31%** (38%)
  - **100%**

### Comments Section -

- The table above represents the revenue breakdown for Art Fair 2015, indicating parking locations and their respective revenue figures. The variance shown is the percentage change from 2014 to 2015.

### Revenue Breakdown

<table>
<thead>
<tr>
<th>Location</th>
<th>2014 Revenue</th>
<th>2015 Revenue</th>
<th>% Change</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>$43,800.00</td>
<td>$46,000.00</td>
<td>+5.72%</td>
<td>+5.7%</td>
</tr>
<tr>
<td>Evening</td>
<td>$6,400.00</td>
<td>$7,600.00</td>
<td>+19.04%</td>
<td>+19.6%</td>
</tr>
<tr>
<td>Total</td>
<td>$50,200.00</td>
<td>$53,600.00</td>
<td>+6.8%</td>
<td>+6.3%</td>
</tr>
</tbody>
</table>

### Legend -

- Indicates parking locations that either are not used for Art Fair or are no longer active parking operations.

### Art Fair 2015 Revenue Summary

#### Location

- **Galaxie Parking Lot**
- **Eldridge Parking Lot**
- **Reagan Parking Lot**
- **Shelby Parking Lot**
- **South Ashley Parking Lot**
- **Liberty Square Parking Lot**
- **Maynard Parking Lot**
- **Ann Ashley Parking Lot**
- **Grand Total**
Art Fair Total Tickets Sold 2012 - 2015

Number of tickets

- 2012: 18,442 (7,975 Week, 8,354 Day, 2,113 Evening)
- 2013: 17,133 (7,834 Week, 8,199 Day, 1,100 Evening)
- 2014: 19,580 (8,610 Week, 10,715 Day, 1,255 Evening)
- 2015: 16,678 (7,834 Week, 8,724 Day, 6,430 Evening)
Ann Arbor Downtown Development Authority
Financial Report Summary
As of June 30, 2015 End of the Fiscal Year

<table>
<thead>
<tr>
<th>TIF</th>
<th>Y-T-D</th>
<th>Budget</th>
<th>Estimated at Year End</th>
<th>Budget Year End</th>
<th>Y/E Anticipated Over budget</th>
<th>Amount</th>
<th>% Difference</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>$5,050,792</td>
<td>$4,803,009</td>
<td>$5,050,792</td>
<td>$4,803,009</td>
<td>Over budget</td>
<td>$247,783</td>
<td>5.16%</td>
<td>City Estimate</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>$3,286,567</td>
<td>$3,808,550</td>
<td>$3,286,567</td>
<td>$3,808,550</td>
<td>Under budget</td>
<td>($521,983)</td>
<td>(13.71%)</td>
<td>Prof. Services, Bond Payments</td>
</tr>
<tr>
<td>Capital Expenses</td>
<td>$451,402</td>
<td>$780,000</td>
<td>$451,402</td>
<td>$780,000</td>
<td>Under budget</td>
<td>($328,598)</td>
<td>(42.13%)</td>
<td>W. Washington Lighting Imp. Main St. Lights Sidewalk Repairs</td>
</tr>
<tr>
<td>Net Expenses</td>
<td>$3,737,969</td>
<td>$4,588,550</td>
<td>$3,737,969</td>
<td>$4,588,550</td>
<td>Under budget</td>
<td>($850,581)</td>
<td>(18.54%)</td>
<td></td>
</tr>
<tr>
<td>Net Excess of Revenue Over Expenditures</td>
<td>$1,312,823</td>
<td>$214,459</td>
<td>$1,312,823</td>
<td>$214,459</td>
<td></td>
<td></td>
<td></td>
<td>$1,098,364</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Housing</th>
<th>Y-T-D</th>
<th>Budget</th>
<th>Anticipated at Year End</th>
<th>Budgeted Year End</th>
<th>Y/E Anticipated Over budget</th>
<th>Difference</th>
<th>% Difference</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>$208,227</td>
<td>$202,742</td>
<td>$208,227</td>
<td>$202,742</td>
<td>Over budget</td>
<td>$5,485</td>
<td>2.71%</td>
<td></td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>$265,452</td>
<td>$377,000</td>
<td>$265,452</td>
<td>$377,000</td>
<td>Under budget</td>
<td>($111,548)</td>
<td>(29.59%)</td>
<td>Discretionary funds not used</td>
</tr>
<tr>
<td>Net Excess of Revenue Over Expenditures</td>
<td>($57,225)</td>
<td>($174,258)</td>
<td>($57,225)</td>
<td>($174,258)</td>
<td></td>
<td></td>
<td></td>
<td>$117,033</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interfund Transfers</th>
<th>Y-T-D</th>
<th>Budget</th>
<th>Anticipated at Year End</th>
<th>Budgeted Year End</th>
<th>Y/E Anticipated Over budget</th>
<th>Difference</th>
<th>% Difference</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>($200,000)</td>
<td>($200,000)</td>
<td>($200,000)</td>
<td>($200,000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>($200,000)</td>
<td>($200,000)</td>
<td>($200,000)</td>
<td>($200,000)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Interfund Transfers</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total of TIF and Housing</th>
<th>Y-T-D</th>
<th>Budget</th>
<th>Estimated at Year End</th>
<th>Budget Year End</th>
<th>Y/E Anticipated Over budget</th>
<th>Amount</th>
<th>% Difference</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>$5,059,019</td>
<td>$4,805,751</td>
<td>$5,059,019</td>
<td>$4,805,751</td>
<td>Over budget</td>
<td>$253,268</td>
<td>5.27%</td>
<td></td>
</tr>
<tr>
<td>Capital Expenses</td>
<td>$451,402</td>
<td>$780,000</td>
<td>$451,402</td>
<td>$780,000</td>
<td>Under budget</td>
<td>($328,598)</td>
<td>(42.13%)</td>
<td></td>
</tr>
<tr>
<td>Net Excess of Revenue</td>
<td>$1,255,598</td>
<td>$40,201</td>
<td>$1,255,598</td>
<td>$40,201</td>
<td></td>
<td>$1,215,397</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Parking

<table>
<thead>
<tr>
<th></th>
<th>Y-T-D</th>
<th>Budget</th>
<th>Estimated at Year End</th>
<th>Budget Year End</th>
<th>Y/E Anticipated Over budget (Under budget)</th>
<th>Amount</th>
<th>% Difference</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td>$21,478,126</td>
<td>$21,478,126</td>
<td>$21,478,126</td>
<td>$19,414,920</td>
<td>$2,063,206</td>
<td>10.63%</td>
<td>Rate Increase 1/1/15</td>
<td></td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>$8,829,780</td>
<td>$10,114,460</td>
<td>$8,829,780</td>
<td>$10,114,460</td>
<td>($1,284,680)</td>
<td>(12.70%)</td>
<td>Professional Services, Grants, Capital Costs</td>
<td></td>
</tr>
<tr>
<td>Direct Parking Expenses</td>
<td>$10,467,234</td>
<td>$10,797,910</td>
<td>$10,467,234</td>
<td>$10,797,910</td>
<td>($330,676)</td>
<td>(3.06%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Expenses</td>
<td>$19,297,014</td>
<td>$20,912,370</td>
<td>$19,297,014</td>
<td>$20,912,370</td>
<td>($1,615,356)</td>
<td>(7.72%)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Net Excess of Revenue Over Expenditures**

<table>
<thead>
<tr>
<th></th>
<th>Y-T-D</th>
<th>Budget</th>
<th>Estimated at Year End</th>
<th>Budget Year End</th>
<th>Y/E Anticipated Over budget (Under budget)</th>
<th>Amount</th>
<th>% Difference</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Maint. Fund</td>
<td>$2,181,112</td>
<td>($1,497,450)</td>
<td>$2,181,112</td>
<td>($1,497,450)</td>
<td>$3,678,562</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Parking Maint. Fund

<table>
<thead>
<tr>
<th></th>
<th>Y-T-D</th>
<th>Budget</th>
<th>Estimated at Year End</th>
<th>Budget Year End</th>
<th>Y/E Anticipated Over budget (Under budget)</th>
<th>Amount</th>
<th>% Difference</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td>$2,151,793</td>
<td>$2,134,540</td>
<td>$2,151,793</td>
<td>$2,134,540</td>
<td>$17,253</td>
<td>0.81%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Expenses</td>
<td>$2,882,270</td>
<td>$3,072,079</td>
<td>$2,882,270</td>
<td>$3,072,079</td>
<td>($189,809)</td>
<td>(6.18%)</td>
<td>Capital Costs</td>
<td></td>
</tr>
</tbody>
</table>

**Net Excess of Revenue Over Expenditures**

<table>
<thead>
<tr>
<th></th>
<th>Y-T-D</th>
<th>Budget</th>
<th>Estimated at Year End</th>
<th>Budget Year End</th>
<th>Y/E Anticipated Over budget (Under budget)</th>
<th>Amount</th>
<th>% Difference</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interfund Transfers</td>
<td>($730,477)</td>
<td>($937,539)</td>
<td>($730,477)</td>
<td>($937,539)</td>
<td>$207,062</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Interfund Transfers

<table>
<thead>
<tr>
<th></th>
<th>Y-T-D</th>
<th>Budget</th>
<th>Estimated at Year End</th>
<th>Budget Year End</th>
<th>Y/E Anticipated Over budget (Under budget)</th>
<th>Amount</th>
<th>% Difference</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td>($2,118,026)</td>
<td>($2,118,026)</td>
<td>($2,118,026)</td>
<td>($2,118,026)</td>
<td>$0</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Net Interfund Transfers**

<table>
<thead>
<tr>
<th></th>
<th>Y-T-D</th>
<th>Budget</th>
<th>Estimated at Year End</th>
<th>Budget Year End</th>
<th>Y/E Anticipated Over budget (Under budget)</th>
<th>Amount</th>
<th>% Difference</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking &amp; Parking Maint.</td>
<td>$20,061,258</td>
<td>$21,866,423</td>
<td>$20,061,258</td>
<td>$21,866,423</td>
<td>($1,805,165)</td>
<td>(8.26%)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Net Excess of Revenue Over Expenditures**

<table>
<thead>
<tr>
<th></th>
<th>Y-T-D</th>
<th>Budget</th>
<th>Estimated at Year End</th>
<th>Budget Year End</th>
<th>Y/E Anticipated Over budget (Under budget)</th>
<th>Amount</th>
<th>% Difference</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking &amp; Parking Maint.</td>
<td>$1,450,635</td>
<td>($2,434,989)</td>
<td>$1,450,635</td>
<td>($2,434,989)</td>
<td>$3,885,624</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Millions</td>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>Percentage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>----------</td>
<td>-----------</td>
<td>--------</td>
<td>--------</td>
<td>------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TIF</strong></td>
<td></td>
<td>Income</td>
<td>$0</td>
<td>$4454379</td>
<td>105.2%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operating Expenses</td>
<td>$5</td>
<td>$4730297</td>
<td>86.3%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Capital Expenses</td>
<td>$0</td>
<td>$1888546</td>
<td>57.9%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Housing</strong></td>
<td></td>
<td>Income</td>
<td>$0</td>
<td>$1052796</td>
<td>102.7%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operating Expenses</td>
<td>$0</td>
<td>$764900</td>
<td>70.4%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parking</strong></td>
<td></td>
<td>Income</td>
<td>$0</td>
<td>$1105775</td>
<td>110.6%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operating Expenses</td>
<td>$5</td>
<td>$943094</td>
<td>87.3%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Direct Parking Expenses</td>
<td>$0</td>
<td>$1026438</td>
<td>96.9%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parking Maint. Fund</strong></td>
<td></td>
<td>Income</td>
<td>$0</td>
<td>$479513</td>
<td>100.8%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintenance Expenses</td>
<td>$0</td>
<td>$472393</td>
<td>93.8%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Ann Arbor Downtown Development Authority

### TIF Fund Balance Sheet

**As of June 30, 2015**

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$36,712</td>
</tr>
<tr>
<td>Investments</td>
<td>$6,055,425</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$27,627</td>
</tr>
<tr>
<td>Interfund Receivables</td>
<td>$1,296,322</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$7,416,086</td>
</tr>
<tr>
<td><strong>Liabilities and Equity</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>$5,161,034</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>$5,161,034</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
</tr>
<tr>
<td>Current Years Fund Balance</td>
<td>$1,312,823</td>
</tr>
<tr>
<td>Prior Years Fund Balance</td>
<td>$942,229</td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
<td>$2,255,052</td>
</tr>
<tr>
<td><strong>Total Liabilities and Equity</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$7,416,086</td>
</tr>
</tbody>
</table>
Ann Arbor Downtown Development Authority

TIF Fund Income Statement

For the Year Ended June 30, 2015 (Unaudited)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Revenue</td>
<td>$5,043,584</td>
<td>$4,800,000</td>
<td>$243,584</td>
<td>5.07%</td>
<td>$4,800,000</td>
</tr>
<tr>
<td>Interest Income</td>
<td>$7,208</td>
<td>$3,009</td>
<td>$4,199</td>
<td>139.55%</td>
<td>$3,009</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$5,050,792</td>
<td>$4,803,009</td>
<td>$247,783</td>
<td>5.16%</td>
<td>$4,803,009</td>
</tr>
</tbody>
</table>

|                  |             |             |           |          |              |
| **EXPENSES**     |             |             |           |          |              |
| Permanent Salaries | $164,805   | $159,689    | ($5,116)  | 3.20%    | $159,689     |
| Temporary Salaries | $4,679     | $18,000     | $13,321   | (74.00%) | $18,000      |
| Employee Fringe Benefits | $111,050  | $122,947    | $11,897   | (9.68%)  | $122,947     |
| Administrative Expenses | $109,072  | $178,002    | $68,930   | (38.72%) | $178,002     |
| Professional Services | $171,832  | $376,523    | $204,691  | (54.36%) | $376,523     |
| Insurance        | $9,525      | $21,840     | $12,315   | (56.39%) | $21,840      |
| General Maintenance Expenses | $144,805  | $104,000    | ($40,805) | 39.24%   | $104,000     |
| Grants and Transfers | $728,054   | $823,008    | $94,954   | (11.54%) | $823,008     |
| Capital Costs    | $451,402    | $780,000    | $328,598  | (42.13%) | $780,000     |
| Bond Payments    | $1,842,746  | $2,004,541  | $161,795  | (8.07%)  | $2,004,541   |
| **Total Expenses** | $3,737,969  | $4,588,550  | $850,581  | (18.54%) | $4,588,550   |

|                  |             |             |           |          |              |
| **NET SURPLUS/(DEFICIT)** | $1,312,823 | $214,459    | $1,098,364 | 512.16%   | $214,459     |
### Housing Fund Balance Sheet

**As of June 30, 2015**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td>$181,853</td>
</tr>
<tr>
<td>Total Assets</td>
<td>$181,853</td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Interfund Payables</td>
<td>$37,755</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>$37,755</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
</tr>
<tr>
<td>Current Years Fund Balance</td>
<td>($57,225)</td>
</tr>
<tr>
<td>Prior Years Fund Balance</td>
<td>$201,323</td>
</tr>
<tr>
<td>Total Equity</td>
<td>$144,098</td>
</tr>
<tr>
<td><strong>Total Liabilities and Equity</strong></td>
<td>$181,853</td>
</tr>
</tbody>
</table>
## Ann Arbor Downtown Development Authority
### Housing Fund Income Statement
For the Year Ending June 30, 2015 (Unaudited)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>$8,227</td>
<td>$2,742</td>
<td>$5,485</td>
<td>200.02%</td>
<td>$2,742</td>
</tr>
<tr>
<td>Transfers from Other Funds</td>
<td>$200,000</td>
<td>$200,000</td>
<td>$0</td>
<td>0.00%</td>
<td>$200,000</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$208,227</td>
<td>$202,742</td>
<td>$5,485</td>
<td>2.71%</td>
<td>$202,742</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Expenses</td>
<td>$952</td>
<td>$2,000</td>
<td>$1,048</td>
<td>(52.42%)</td>
<td>$2,000</td>
</tr>
<tr>
<td>Grants</td>
<td>$264,500</td>
<td>$375,000</td>
<td>$110,500</td>
<td>(29.47%)</td>
<td>$375,000</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$265,452</td>
<td>$377,000</td>
<td>$111,548</td>
<td>(29.59%)</td>
<td>$377,000</td>
</tr>
<tr>
<td><strong>NET SURPLUS/(DEFICIT)</strong></td>
<td>($57,225)</td>
<td>($174,258)</td>
<td>$117,033</td>
<td>(67.16%)</td>
<td>($174,258)</td>
</tr>
</tbody>
</table>
### Ann Arbor Downtown Development Authority

#### Parking Fund Balance Sheet

**As of June 30, 2015**

<table>
<thead>
<tr>
<th>Actual</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$308,379</td>
</tr>
<tr>
<td>Investments</td>
<td>$6,319,525</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$2,368</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>$6,630,272</strong></td>
</tr>
<tr>
<td><strong>Liabilities and Equity</strong></td>
<td></td>
</tr>
<tr>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>$699,908</td>
</tr>
<tr>
<td>Interfund Payables</td>
<td>$206,687</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td><strong>$906,595</strong></td>
</tr>
<tr>
<td>Equity</td>
<td></td>
</tr>
<tr>
<td>Current Years Fund Balance</td>
<td>$2,181,111</td>
</tr>
<tr>
<td>Prior Years Fund Balance</td>
<td>$3,407,566</td>
</tr>
<tr>
<td>Prior Years Fund Balance Reserved</td>
<td>$135,000</td>
</tr>
<tr>
<td><strong>Total Equity</strong></td>
<td><strong>$5,723,677</strong></td>
</tr>
<tr>
<td><strong>Total Liabilities and Equity</strong></td>
<td><strong>$6,630,272</strong></td>
</tr>
</tbody>
</table>
# Ann Arbor Downtown Development Authority

## Parking Fund Income Statement

For the Year Ending June 30, 2015 (Unaudited)

<table>
<thead>
<tr>
<th>Revenue Description</th>
<th>Y-T-D Act.</th>
<th>Y-T-D Bud.</th>
<th>Diff.</th>
<th>%</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st &amp; Washington Parking Revenue</td>
<td>$717,661</td>
<td>$260,932</td>
<td>$456,729</td>
<td>175.04%</td>
<td>$260,932</td>
</tr>
<tr>
<td>Maynard Parking Revenue</td>
<td>$2,911,516</td>
<td>$2,758,989</td>
<td>$152,527</td>
<td>5.53%</td>
<td>$2,758,989</td>
</tr>
<tr>
<td>4th &amp; Washington Parking Revenue</td>
<td>$1,006,400</td>
<td>$992,134</td>
<td>$14,266</td>
<td>1.44%</td>
<td>$992,134</td>
</tr>
<tr>
<td>Forest Avenue Parking Revenue</td>
<td>$1,603,399</td>
<td>$1,570,118</td>
<td>$33,281</td>
<td>2.12%</td>
<td>$1,570,118</td>
</tr>
<tr>
<td>4th &amp; William Parking Revenue</td>
<td>$2,716,167</td>
<td>$2,691,159</td>
<td>$25,008</td>
<td>0.93%</td>
<td>$2,691,159</td>
</tr>
<tr>
<td>Liberty Square Parking Revenue</td>
<td>$1,862,355</td>
<td>$1,765,082</td>
<td>$97,273</td>
<td>5.51%</td>
<td>$1,765,082</td>
</tr>
<tr>
<td>Ann Ashley Parking Revenue</td>
<td>$2,088,008</td>
<td>$1,867,712</td>
<td>$220,296</td>
<td>11.80%</td>
<td>$1,867,712</td>
</tr>
<tr>
<td>Library Lot Parking Revenue</td>
<td>$1,615,637</td>
<td>$1,385,495</td>
<td>$230,142</td>
<td>16.61%</td>
<td>$1,385,495</td>
</tr>
<tr>
<td>S. Ashley (Kline Lot) Parking Revenue</td>
<td>$660,743</td>
<td>$590,384</td>
<td>$70,359</td>
<td>11.92%</td>
<td>$590,384</td>
</tr>
<tr>
<td>1st &amp; Huron Parking Revenue</td>
<td>$911,152</td>
<td>$786,078</td>
<td>$125,074</td>
<td>15.91%</td>
<td>$786,078</td>
</tr>
<tr>
<td>5th &amp; Huron Parking Revenue</td>
<td>$127,250</td>
<td>$114,887</td>
<td>$12,363</td>
<td>10.76%</td>
<td>$114,887</td>
</tr>
<tr>
<td>1st &amp; William Parking Revenue</td>
<td>$159,935</td>
<td>$128,876</td>
<td>$31,059</td>
<td>24.10%</td>
<td>$128,876</td>
</tr>
<tr>
<td>415 W. Washington</td>
<td>$209,154</td>
<td>$253,097</td>
<td>($43,943)</td>
<td>(17.36%)</td>
<td>$253,097</td>
</tr>
<tr>
<td>Parking Meter Revenue</td>
<td>$3,708,674</td>
<td>$3,570,666</td>
<td>$138,008</td>
<td>3.87%</td>
<td>$3,570,666</td>
</tr>
<tr>
<td>Meter Bag Revenue</td>
<td>$876,464</td>
<td>$562,610</td>
<td>$313,854</td>
<td>55.79%</td>
<td>$562,610</td>
</tr>
<tr>
<td>Interest Earned</td>
<td>$43,343</td>
<td>$6,701</td>
<td>$36,642</td>
<td>546.82%</td>
<td>$6,701</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>$170,268</td>
<td>$110,000</td>
<td>$60,268</td>
<td>54.79%</td>
<td>$110,000</td>
</tr>
<tr>
<td>Meter Removal Fee - Capital Replacement</td>
<td>$90,000</td>
<td>$0</td>
<td>$90,000</td>
<td>0.00%</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$21,478,126</td>
<td>$19,414,920</td>
<td>$2,063,206</td>
<td>10.63%</td>
<td>$19,414,920</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Y-T-D Act.</th>
<th>Y-T-D Bud.</th>
<th>Diff.</th>
<th>%</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Salaries</td>
<td>$164,805</td>
<td>$157,655</td>
<td>($7,150)</td>
<td>4.54%</td>
<td>$157,655</td>
</tr>
<tr>
<td>Temporary Salaries</td>
<td>$4,679</td>
<td>$18,000</td>
<td>($13,321)</td>
<td>74.00%</td>
<td>$18,000</td>
</tr>
<tr>
<td>Employee Fringe Benefits</td>
<td>$111,050</td>
<td>$122,947</td>
<td>($11,897)</td>
<td>9.68%</td>
<td>$122,947</td>
</tr>
<tr>
<td>Administrative Expenses</td>
<td>$88,716</td>
<td>$101,184</td>
<td>($12,468)</td>
<td>12.32%</td>
<td>$101,184</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$66,516</td>
<td>$405,835</td>
<td>($339,319)</td>
<td>83.61%</td>
<td>$405,835</td>
</tr>
<tr>
<td>Insurance</td>
<td>$57,587</td>
<td>$65,000</td>
<td>($7,413)</td>
<td>11.40%</td>
<td>$65,000</td>
</tr>
<tr>
<td>Direct Parking Expenses</td>
<td>$10,467,234</td>
<td>$10,797,910</td>
<td>($330,676)</td>
<td>3.06%</td>
<td>$10,797,910</td>
</tr>
<tr>
<td>Utilities</td>
<td>$510,943</td>
<td>$481,935</td>
<td>($29,008)</td>
<td>6.02%</td>
<td>$481,935</td>
</tr>
<tr>
<td>Grants &amp; Transfers</td>
<td>$2,756,488</td>
<td>$3,094,025</td>
<td>($337,537)</td>
<td>10.91%</td>
<td>$3,094,025</td>
</tr>
<tr>
<td>Capital Costs</td>
<td>$35,466</td>
<td>$449,500</td>
<td>($414,035)</td>
<td>92.11%</td>
<td>$449,500</td>
</tr>
<tr>
<td>Bond and Installment Sale Payments</td>
<td>$5,033,531</td>
<td>$5,218,379</td>
<td>($184,848)</td>
<td>3.54%</td>
<td>$5,218,379</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$19,297,014</td>
<td>$20,912,370</td>
<td>$1,615,356</td>
<td>7.72%</td>
<td>$20,912,370</td>
</tr>
</tbody>
</table>

| Net Surplus/(Deficit)        | $2,181,111  | ($1,497,450) | $3,678,561 | (245.66%) | ($1,497,450) |
### Ann Arbor Downtown Development Authority

#### Parking Maintenance Fund Balance Sheet

**As of June 30, 2015**

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Investments</td>
<td>$3,899,198</td>
</tr>
<tr>
<td>Total Assets</td>
<td>$3,899,198</td>
</tr>
<tr>
<td><strong>Liabilities and Equity</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>$183,923</td>
</tr>
<tr>
<td>Interfund Payables</td>
<td>$1,051,880</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>$1,235,803</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
</tr>
<tr>
<td>Current Years Fund Balance</td>
<td>($730,477)</td>
</tr>
<tr>
<td>Prior Years Fund Balance</td>
<td>$3,393,872</td>
</tr>
<tr>
<td>Total Equity</td>
<td>$2,663,395</td>
</tr>
<tr>
<td><strong>Total Liabilities and Equity</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$3,899,198</td>
</tr>
</tbody>
</table>
### Ann Arbor Downtown Development Authority

**Parking Maintenance Fund Income Statement**

*For the Year Ending June 30, 2015 (Unaudited)*

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>$33,768</td>
<td>$16,515</td>
<td>$17,253</td>
<td>104.47%</td>
<td>$16,515</td>
</tr>
<tr>
<td>Transfers from Other Funds</td>
<td>$2,118,025</td>
<td>$2,118,025</td>
<td>$0</td>
<td>0.00%</td>
<td>$2,118,025</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$2,151,793</td>
<td>$2,134,540</td>
<td>$17,253</td>
<td>0.81%</td>
<td>$2,134,540</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td>$465,300</td>
<td>$172,937</td>
<td>($292,363)</td>
<td>169.06%</td>
<td>$172,937</td>
</tr>
<tr>
<td>General Maintenance Expenses</td>
<td>$118,638</td>
<td>$258,000</td>
<td>$139,362</td>
<td>(54.02%)</td>
<td>$258,000</td>
</tr>
<tr>
<td>Capital Costs</td>
<td>$2,298,332</td>
<td>$2,641,142</td>
<td>$342,810</td>
<td>(12.98%)</td>
<td>$2,641,142</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$2,882,270</td>
<td>$3,072,079</td>
<td>$189,809</td>
<td>(6.18%)</td>
<td>$3,072,079</td>
</tr>
<tr>
<td><strong>NET SURPLUS/(DEFICIT)</strong></td>
<td>($730,477)</td>
<td>($937,539)</td>
<td>$207,062</td>
<td>(22.09%)</td>
<td>($937,539)</td>
</tr>
</tbody>
</table>
Ann Arbor Downtown Development Authority

Fourth & William Stair/Elevator Project  Income Statement

For the Year Ending June 30, 2015 (Unaudited)

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Expenses</td>
<td>$864</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$366,417</td>
</tr>
<tr>
<td>Capital Costs</td>
<td>$855,479</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$1,222,760</strong></td>
</tr>
</tbody>
</table>

Y-T-D Act.
### Ann Arbor DDA

**Fiscal Year 2015 Funds Committed Report**

**June 30, 2015**

<table>
<thead>
<tr>
<th>Grant Description</th>
<th>Original Amount of Funds Committed</th>
<th>Current Balance of Funds Committed</th>
<th>G/L Account Expenditure</th>
<th>G/L Account Budget</th>
<th>Funds Unspent (Overspent)</th>
<th>Anticipated Payment Date</th>
<th>Account description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Housing Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baker Common &amp; Miller Manor Redevelopment</td>
<td>$200,000.00</td>
<td>$0.00</td>
<td>Closed</td>
<td>Other Grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3-year grant of $200K/yr. for FY 2014-2016)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affordable Housing Needs/Target Report</td>
<td>$37,500.00</td>
<td>$0.00</td>
<td>Closed</td>
<td>Other Grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cameras for Delonis Center</td>
<td>$27,000.00</td>
<td>$0.00</td>
<td>Closed</td>
<td>Other Grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Balance of Funds Committed</strong></td>
<td>$0.00</td>
<td>$264,500.00</td>
<td>$375,000.00</td>
<td>$110,500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TIF Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Services for the Downtown Street Framework Plan</td>
<td>$133,367.00</td>
<td>$0.00</td>
<td>Closed</td>
<td>Consultant Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JJR Budgeting</td>
<td>$7,950.00</td>
<td>$0.00</td>
<td>Closed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Balance of Funds Committed</strong></td>
<td>$0.00</td>
<td>$152,409.00</td>
<td>$250,000.00</td>
<td>$97,591.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sidewalk Repairs</td>
<td>$50,000.00</td>
<td>$0.00</td>
<td>Closed</td>
<td>General Repairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tree Maintenance</td>
<td>$50,000.00</td>
<td>$0.00</td>
<td>Closed</td>
<td>General Repairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Balance of Funds Committed</strong></td>
<td>$0.00</td>
<td>$72,614.74</td>
<td>$0.00 (72,614.74)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant for South University Biz (Original Grant $59,200)</td>
<td>$39,467.00</td>
<td>$39,467.00</td>
<td></td>
<td></td>
<td></td>
<td>6/30/17 Other Grants</td>
<td></td>
</tr>
<tr>
<td>Traffic Signal Box Arts Project (Original Grant $20,500)</td>
<td>$11,400.00</td>
<td>$0.00</td>
<td>Closed</td>
<td>Other Grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coleman Jewett Memorial</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Court Police Facility Grant</td>
<td>$508,608.00</td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Balance of Funds Committed</strong></td>
<td>$54,467.00</td>
<td>$528,053.55</td>
<td>$623,008.00</td>
<td>$94,954.45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lights for Main Street Light Project (FY 2014 &amp; 2015) ($580K)</td>
<td>$184,820.38</td>
<td>$55,970.67</td>
<td>Closed</td>
<td>Capital Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Improvements to County Annex Building (Orig. Grant $300K)</td>
<td>$300,000.00</td>
<td>$0.00</td>
<td>Closed</td>
<td>Capital Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sidewalk Replacement at the AADL (Original Grant $125K)</td>
<td>$125,000.00</td>
<td>$125,000.00</td>
<td></td>
<td></td>
<td></td>
<td>6/30/16 Capital Construction</td>
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</tr>
<tr>
<td><strong>Balance of Funds Committed</strong></td>
<td>$125,000.00</td>
<td>$451,401.86</td>
<td>$620,524.00</td>
<td>$169,122.14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total For TIF Fund</strong></td>
<td>$179,467.00</td>
<td>$1,204,479.15</td>
<td>$1,493,532.00</td>
<td>$289,052.85</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parking Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternative Transportation</td>
<td>$634,264.00</td>
<td>$50,740.10</td>
<td>Closed</td>
<td>Other Grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Get Downtown Services</td>
<td>$40,000.00</td>
<td>$0.00</td>
<td>Closed</td>
<td>Other Grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Balance of Funds Committed</strong></td>
<td>$50,740.10</td>
<td>$638,463.10</td>
<td>$976,000.00</td>
<td>$337,536.90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parking Maintenance Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAATA Pedestrian Walkway ($250K grant for FY 2015 &amp; 2016)</td>
<td>$125,000.00</td>
<td>$125,000.00</td>
<td></td>
<td></td>
<td></td>
<td>6/30/16 Capital Construction</td>
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</tr>
<tr>
<td>Parking Structure Repairs Summer/Fall 2014</td>
<td>$813,750.42</td>
<td>$0.00</td>
<td></td>
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<tr>
<td><strong>Balance of Funds Committed</strong></td>
<td>$125,000.00</td>
<td>$1,925,213.47</td>
<td>$2,641,142.00</td>
<td>$715,928.53</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
### Housing Fund

**Baker Common & Miller Manor Redevelopment**
- Original Amount of Funds Committed: $200,000
- Current Balance of Funds Committed: $0
- G/L Account Expenditure: 7/31/15
- G/L Account Budget: Other Grants
- Funds Unspent (Overspent): $100,000
- Anticipated Payment Date: 7/31/15

### TIF Fund

**Sidewalk Repairs**
- Original Amount of Funds Committed: $0
- Current Balance of Funds Committed: $0
- G/L Account Expenditure: 6/30/17
- G/L Account Budget: General Repairs
- Funds Unspent (Overspent): $188,000
- Anticipated Payment Date: 6/30/17

**Tree Maintenance**
- Original Amount of Funds Committed: $12,000
- Current Balance of Funds Committed: $12,000
- G/L Account Expenditure: 7/31/15
- G/L Account Budget: General Repairs
- Funds Unspent (Overspent): $12,000
- Anticipated Payment Date: 7/31/15

### Parking Fund

**TDM Study**
- Original Amount of Funds Committed: $100,000
- Current Balance of Funds Committed: $100,000
- G/L Account Expenditure: 6/30/16
- G/L Account Budget: Studies
- Funds Unspent (Overspent): $50,000
- Anticipated Payment Date: 6/30/16

**GO! Pass**
- Original Amount of Funds Committed: $610,600
- Current Balance of Funds Committed: $610,600
- G/L Account Expenditure: 6/30/16
- G/L Account Budget: Other Grants
- Funds Unspent (Overspent): $610,600
- Anticipated Payment Date: 6/30/16

### Parking Maintenance Fund

**4th & William Stair Elevator Replacement**
- Original Amount of Funds Committed: $3,777,240
- Current Balance of Funds Committed: $3,777,240
- G/L Account Expenditure: 6/30/16
- G/L Account Budget: Capital Construction
- Funds Unspent (Overspent): $322,010
- Anticipated Payment Date: 6/30/16

**Parking Structure Repairs Summer/Fall 2015**
- Original Amount of Funds Committed: $880,000
- Current Balance of Funds Committed: $880,000
- G/L Account Expenditure: 6/30/16
- G/L Account Budget: Capital Construction
- Funds Unspent (Overspent): $322,010
- Anticipated Payment Date: 6/30/16

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**Summary**

- **Total For TIF Fund**: $840,241, $125,000, $1,380,455, $415,214
- **Total For Parking Fund**: $1,251,334, $0, $1,070,816, $67,148
The purpose of the manual is to set forth the proper way to document accounting policies and procedures for the Ann Arbor Downtown Development Authority.

The major accounting areas to be covered are:

- Cash Receipts
- Cash Disbursements
- Petty Cash
- Bank Account Reconciliations
- Investment
- General Journal Entries
- Financial Reporting
- Capital Asset Reporting
- Auditing

**Cash Receipts:**

The DDA has limited cash receipts since our major sources of revenues (TIF and Parking) are collected by outside entities and deposited into DDA bank accounts automatically. This leaves very minor deposits coming to the DDA office for depositing.

Our procedure to handle and account for this is:

- All checks received in the DDA office are logged in a bound book by the Administrative Assistant.
- The Management Assistant deposits the money in the DDA checking account at Bank of Ann Arbor.
- Copies of the checks are given to the Deputy Director and Accounting Clerk for input into the bank account ledger and the Accounting Clerk for use during the bank reconciliation process.

**Cash Disbursements:**

The DDA maintains one checking account for the payment of all DDA obligations. The procedures for this process are as follows:

- All invoices received by the DDA will be reviewed, stamped by the Management Assistant and submitted to the Accounts Payable Clerk.
- All invoices received will be reviewed to make sure that they are legitimate, and not previously paid by the Accounts Payable Clerk.
- The Accounting Clerk will then code the invoices to the proper, fund, organization and general ledger account and distribute to the appropriate person for approval.
- The Deputy Director will then review the invoices.
• The reviewed invoices will be entered into the accounts payable system on a weekly basis by the Accounting Clerk.
• A list of invoices due to be paid will be printed from the computer software and reviewed by the Deputy Director for cash flow availability.
• After the checks have been printed by the Accounting Clerk, they will be matched with the appropriate backup material and presented to the Executive Director or authorized board member for signature.
• The Executive Director or authorized board member will review all checks to ensure appropriate approvals, numerical sequencing and that they match the computer list of accounts payable due. They will sign those payments that meet those criteria.
• All payments above $25,000 will require a second signature from a second authorized board member.
• Appropriately signed checks will be mailed or distributed by the Management Assistant. A check copy and appropriate backup will be filed alphabetically at the DDA office by the Accounting Clerk.
• The Accounts Payable data generated by the computers system will be reviewed and posted by the Deputy Director on a monthly basis.
• A list of all DDA expenditures made in a calendar month will be given to the Operations Committee and be available for upon request.

Petty Cash Fund

The DDA maintains a $200 office petty cash fund for those irregular office expenses that require payment sooner than it would be feasible to process a check. The procedures for maintaining this fund are:

• The Management Assistant has custody of the fund and is responsible for its security, payments, replenishment and accuracy.
• At the Management Assistant’s discretion all receipts will be compiled and submitted for reimbursement to the Accounting Clerk.
• The Accounting Clerk will process the reimbursement request following regular accounts payable policy.
• The Management Assistant will receive the reimbursement check and cash it at a bank to bring the fund up to its $200 balance.

Bank Account Reconciliations

The DDA maintains three bank accounts. To insure their safekeeping we follow the following procedures:

• The Deputy Director will keep bank account ledger for the DDA checking account that shows all known deposits and expenditures.
• All bank statements will be received by the Deputy Director, reviewed and forwarded to the Accounting Clerk.
• The Accounting Clerk will reconcile the bank statements to the DDA ledger and other third party documents to insure the statements accuracy and that all transactions are accounted for.
• Any discrepancies will be investigated and solved prior to the issuing of monthly financial reports. If a discrepancy is not solved it will be brought to the attention of the Deputy Director.
• The finished bank reconciliations will be reviewed by the Deputy Director prior to their use in writing journal entries.

Investments

The DDA deposits its excess cash flow with the Bank of Ann Arbor Trust Department in four accounts that correspond to its four funds. The procedure to ensure the security of those funds is:

• All DDA investments will be maintain following Michigan Public Act 20 of 1943, as amended.
• The Deputy Director will ensure that all available funds are deposited in such a way as to maximize the interest earned by the DDA.
• All investment account statements will be reviewed monthly following the Bank Account Reconciliation Procedures to ensure the accuracy of their custodian.
• Interfund receivables and payables will be settled on a quarterly basis by the Deputy Director by notifying the bank of what amounts need to be transferred between the four accounts.

General Journal Entries

The DDA maintains its own accounting system and therefore must enter its accounting records, besides its Accounts Payable data, on a monthly basis. The procedure to ensure the accuracy of these entries is:

• All third party documents that impact the DDA financial position will be reviewed and verified as to their impact to the DDA accounting system.
• The Deputy Director will use these documents to write general ledger entries and enter them into the DDA’s software system.
• The Accounting Clerk will review the journal entries and their backup material prior to the printing of quarterly financial statements.
• After posting the Deputy Director will produce a trial balance and verify the accuracy of the DDA’s major accounts with their third party documentation.

Financial Reporting

The Deputy Director will provide financial reports to the Operations Committee for review on a quarterly basis. The final report will be given to the DDA’s auditors for the annual audit. The procedures to ensure the accuracy of these reports are:
• The DDA’s financial software system will be the basis of all financial reports.
• The reports will be produced only after all financial transactions affecting the reported month have been recorded and verified.

Capital Assets

Since the DDA does not own any capital assets, a year to year system is not necessary. However since its major projects become the City’s capital assets a report will be issued after each fiscal year end that will list the total amounts spent on each project that became a capital asset under the City’s ownership.

Audit

As a municipal corporation the DDA is required by the State of Michigan to have its financial records audited on an annual basis and will be contracted. As a component unit of the City of Ann Arbor the use of the auditors engaged by the City of Ann Arbor is recommended.
MEMO

DATE: July 28, 2015

TO: Susan Pollay

FROM: Joe Morehouse

RE: Internal Controls for Collection of Parking Revenue

The DDA contracts with Republic Parking Systems, Inc. (RPS) for the operation of the nearly 8,000 space Ann Arbor parking system. Part of the DDA’s oversight of RPS is to ensure that all revenues generated by the parking system are accounted for and turned over to the DDA. To ensure this to the highest degree possible the DDA has instituted the following policies and controls.

- RPS deposits all revenues into DDA bank accounts including credit card receipts
- DDA reconciles its bank accounts to RPS revenue statements on a monthly basis
- RPS provides detailed revenue reports that include revenue per ticket time category per facility for each month. This detailed RPS report is reconciled to the beginning and ending tickets issued for that month
- RPS provides permit revenue per facility by permit holder
- RPS auditors verify all cashier shift reports to the lane count reports and the parking equipment register tape. They are then reconciled to their cash deposit. Any shortages must be repaid by the cashier
- All cashier booths have cameras to record any activity in the booth
- Two RPS employees are required for all automated equipment collections. All equipment produces a register tape at the time of collection that is compared to the cash received/deposited
- Two RPS employees are required to give a permit access to any garage
- RPS compares all permits with access to parking garages to the permit billings on a bi-monthly basis
- The DDA audits the permit billing to access reports on an annual basis
- All attended parking facilities have parking equipment that records all gate openings and records all vehicles that pass through the entrance and exit lanes at all times
- Two RPS employees collect all meter revenue using sealed canisters that can only be opened by bank personnel. This prevents employees from touching the coins themselves
- Bank of Ann Arbor staff perform all coin counting in a video monitored room at the bank
- All on-street meters record and download their revenues monthly for comparison to the actual deposits made by RPS managers
- The DDA compares and analyzes the parking revenue to the prior year quarterly.

In addition to the above procedures the DDA and Republic Parking do the following:

- Change the closing schedules of parking facilities to stop parking patrons from taking advantage of closed lots
- Move managers to different areas and shifts to discourage complacency
- Investigate all irregularities
- Follow up on customer reports of suspicious interactions
# Parking Revenue Collection Internal Controls

<table>
<thead>
<tr>
<th>Cash/Credit Card Transactions</th>
<th>Permit Revenues</th>
<th>Meter Revenues</th>
<th>Automated Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Customer pays for parking</strong></td>
<td><strong>Two RPS employees needed to activate permit card</strong></td>
<td><strong>Customer pays for parking</strong></td>
<td><strong>Customer pays for parking</strong></td>
</tr>
<tr>
<td><strong>All transactions on camera</strong></td>
<td><strong>Customer pays for permit</strong></td>
<td><strong>Sealed canisters used to collect all meters, bank employees have the key</strong></td>
<td><strong>Two RPS employees used to collect</strong></td>
</tr>
<tr>
<td><strong>Cash/Credit Card deposits to DDA Bank Accounts</strong></td>
<td><strong>All cash and electronic transfers deposited to DDA bank accounts</strong></td>
<td><strong>All funds deposited to DDA bank account</strong></td>
<td><strong>All funds deposited to DDA bank account</strong></td>
</tr>
<tr>
<td><strong>RPS Auditors compares Bank deposit slip to:</strong> Parking equipment register tape Gate openings for exit lane</td>
<td><strong>RPS audits active to billed permit cards bi-monthly</strong></td>
<td><strong>Two RPS employees used for collections</strong></td>
<td><strong>All equipment records transactions and produces register tape for use in auditing by RPS</strong></td>
</tr>
<tr>
<td><strong>All cash shortages are repaid by cashier</strong></td>
<td><strong>DDA audits active to billed permit cards annually</strong></td>
<td><strong>Coin is counted in a video monitored room at bank by bank employees</strong></td>
<td><strong>Locks to equipment record the time and which keys were used to open them</strong></td>
</tr>
<tr>
<td><strong>RPS produces monthly report showing all transactions by facility and time category</strong></td>
<td><strong>RPS monthly report showing all permits at all facilities</strong></td>
<td><strong>All revenues deposited to DDA bank accounts</strong></td>
<td><strong>All meters record revenue which RPS compares to bank deposits on a monthly basis</strong></td>
</tr>
</tbody>
</table>

- DDA bank accounts reconciled on a monthly basis by DDA staff against RPS reports
- Comparison of revenues\transactions to prior year done quarterly by DDA staff and reviewed by Finance and Operations committees
- All irregularities are investigated
- DDA accounting records are audited annually by auditor chosen by the City
## 2015-16 DDA Meeting Calendar for Review

<table>
<thead>
<tr>
<th>Board/Exec</th>
<th>Partnerships</th>
<th>Capital Imp</th>
<th>Finance</th>
<th>Operations</th>
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<tr>
<td>9/2/15</td>
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<td>11/4/15</td>
<td><strong>11/11/15</strong></td>
<td>11/18/15</td>
<td>11/17/15</td>
<td>11/18/15 at 9:00am</td>
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<td>12/16/15</td>
<td>12/22/15</td>
<td>12/16/15 at 9:00am</td>
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<td>12/28/16</td>
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**First Wed**  **Second Wed**  **Third Wed**  **Tues prior to Brd**  **Wed prior to Brd**

at 9:00 am  at 11:00 am  at 1:00 pm  at 11:00 am

November 11th is Veterans Day- need to reschedule