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TO: Mayor and Council

FROM: Howard S. Lazarus, City Administrator

CC: Tom Crawford, CFO  
Derek Delacourt, Community Services Area Administrator  
Raymond Hess, Transportation Manager  
Craig Hupy, Public Services Area Administrator  
Josh Landefeld, Parks & Recreation Deputy Manager  
Mike Nearing, Engineer  
Marti Praschan, Chief of Staff, Public Services  
Sharie Sell, Human Resources Services Partner  
Missy Stults, Sustainability & Innovations Manager

SUBJECT: Council Agenda Responses

DATE: April 1, 2019

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**AC – 2 – Memorandum from City Administrator – Response to Resolution R-18-291 – Resolution to Support Once Community Initiative and Ongoing Equity – FY19Q3 Report – March 29, 2019**

**Question:** Report mentions selection of an outside consultant – what is the anticipated cost for this, what is the scope of work and where is the money coming from? (Councilmember Hayner)

**Response:** The anticipated cost for the outside consultant is \$156,000, with \$59,000 in FY20 and the balance divided between FY21 and FY22. The scope of work is as follows:

## **YEAR ONE – PHASE 1 - ASSESSMENT**

- Consultant Site Visit to City of Ann Arbor
- Conduct one-on-one Stakeholder Interviews (number TBD)
- Review of employee data, demographics, and documents
- Administer Assessments (Culture Audit, Leadership, Cultural Competence)
- Analyze data from all Assessments and Create Reports
- Administer online Inclusion & Engagement Survey to all staff
- Analyze data from Inclusion & Engagement Survey and Create Report
- Conduct Focus Groups
- Analyze Results/Create Report of Findings from Focus Groups
- Present all Findings, Trends, Deficiencies, and Recommendations to the City

At the conclusion of Phase 1, the City will determine whether or not to move forward with the following work:

## **YEAR TWO/THREE – PHASE 2 – CONSULTATION, DEVELOPMENT, AND IMPLEMENTATION**

- Consult with the City of Ann Arbor on the development of a long-term *Equity, Diversity & Inclusion Strategic Plan and Implementation*—based on all findings and recommendations—facilitate (3 Strategic Planning sessions with key stakeholders sharing best practices and trends)
- Consult on the establishment of the Diversity & Inclusion City Staff Committee
- Develop a public statement of principle regarding equity, diversity and inclusion for the City of Ann Arbor
- Develop and execute a training and education strategy that will increase the awareness, knowledge, and skills for 700+ staff, City Council, and City boards and commissions as it pertains to diversity, equity, and inclusion
- Develop competencies that reflect the City of Ann Arbor's diversity, equity and inclusion public statement and goals tied in with City Strategic Plan
- Final report on recommended next steps for implementation (briefing session)

The funding would be provided from the City's General Fund.

**Question:** Was this mandated by the County and are there any restrictions on where the money comes from? Can Millage “rebate” money be used to fund this project? (Councilmember Hayner)

**Response:** This was not mandated by the County. It is a response to Resolution # R-18-291 passed by City Council to Support One Community Initiative and Ongoing Equity Work. Funding for this project needs to come from unrestricted money. Both the General Fund and the County Millage are unrestricted as funding sources.

**AC – 3 – Memorandum from City Administrator: Water Rate Alternatives – Revenue Requirements – March 29, 2019**

**Question:** Has either consultant determined per-capita water use? (Councilmember Hayner)

**Response:** The Residential End Uses of Water, Version 2, published in April of 2016 by the Water Research Foundation, states 36.7 gallons per capita per day for typical indoor domestic use and was utilized by Stantec in their final Cost-of-Service report

**Question:** Can per-capital water use across all residential and multi-family users be determined in the absence of sub-metering? Can it be estimated? (Councilmember Hayner)

**Response:** No, we have no means to estimate per-capita water use across residential and multi-family classes.

**CA - 4 - Resolution to Extend the Contract with CLI Concrete Leveling Inc. (“CLI”) (Bid No. 4523) for the 2019 Sidewalk Repair Program (\$74,450.00**

**CA – 5 – Resolution to Extend the Contract with Doan Construction Company for the 2019 Sidewalk Repair Program (\$658,511.54)**

**CA – 6 - Resolution to Award a Construction Contract to Precision Concrete, Inc. for the 2019 Sidewalk Repair Program (\$147,001.00)**

**Question:** Regarding CA-4 through CA-6 (Sidewalk repair program contracts), the sum of these three contracts is about \$900K. Now that we are in the 2<sup>nd</sup> 5-year repair cycle, is this roughly what you expect for the annual costs going forward? (Councilmember Lumm)

**Response:** The total cost of the Sidewalk Program includes repairs, but also concrete work for other projects that utilize different funding sources. Other funding sources include ACT 51 monies for major and local ramp requests, the County Millage for RRFB work, a HSIP grant, AAATA support, MDOT force account work, and City Millage money set aside for School Safety projects. These requests for additional work, most probably,

will vary in future years as well as the needed amount of funding from any particular funding source. The City Millage set aside for sidewalk repairs alone is \$750K and includes inspection and testing costs. Consequently, about \$568K of the \$900k represented by the three contracts will be used to maintain our existing sidewalk system. This amount is carried forward in future years of the CIP for this project as well. Once we expend the currently budgeted monies, any remaining sidewalk repairs needed in the 2019 areas will be moved to the 2020 construction season, and the budget for future years will be re-evaluated, if needed.

**CA-5 – Resolution to Extend the Contract with Doan Construction Company for the 2019 Sidewalk Repair Program (\$658,511.54)**

**Question:** Where does this year's spending compare to past years? (Councilmember Ramlawi)

**Response:** Doan's contract amount for 2019 (\$658,511.54) is about 60% of the 2018 contract (\$1,057,320.54.)

**Question:** What % does this amount comprise of the total amount collected from the dedicated millage? (Councilmember Ramlawi)

**Response:** Approximately 60% (\$750K of \$1.249M) of the total budget for the 2019 Sidewalk Program comes from millage that is dedicated for sidewalks, the total budget includes contracts for performing cutting of sidewalk slabs to eliminate trip hazards and lifting settled sidewalk slabs to restore vertical continuity along the sidewalks, as well as funds for the removal and replacement of sidewalk slabs that cannot be repaired utilizing the aforementioned repair strategies. It is also necessary to include monies for the inspection/testing/administration of all three contracts. Other funding sources include ACT 51 for major and local ramp requests, the County Millage for RRFB work, a HSIP grant, AAATA support, MDOT force account work, and City Millage money set aside for School Safety projects.

**Question:** What is the prognosis on our 5 year cycle plan? On target? ahead? Or behind? (Councilmember Ramlawi)

**Response:** All areas in the 2018 plans were completed, but we went over budget by 13.7% in order to perform all needed work. In 2019, we will work on areas 2019-04, 2019-03, 2019-02 and 2019-01 in that order until the budget is met. This may mean leaving some sidewalk repairs until 2020. Once we reach our approved budget, any remaining sidewalk repairs needed in the 2019 areas will be moved to the 2020 construction season, and the budget for future years will be re-evaluated as needed.

**Question:** How much impact could the city potentially have if we renewed the Sidewalk maintenance Millage but used the proceeds to fill in sidewalk gaps throughout the city? (Councilmember Ramlawi)

**Response:** In order to use the City's Street, Bridge, and Sidewalk Millage to fill sidewalk gaps throughout the city, City Code which requires property owners pay for the first installation of new sidewalks, curb and gutter, asphalt paving, and other similar improvements would have to be revised. It would also be necessary to revise the specific language of the ballot proposal to specifically authorize these expenditure as well. Engineering currently has created planning level cost estimates of approximately \$200-\$300 per linear foot to fill sidewalk gaps. The estimated cost of completing sidewalk gaps can vary considerably between sites depending site topography, utility issues, constructability concerns, and other similar issues. It is currently estimated that there are approximately 789,000 feet of sidewalk gaps currently within the City. Engineering estimates that to complete all sidewalk gaps with cost between \$157M to \$236M. As a result, of the \$750K dedicated to sidewalk repair in 2019 from the City Street, Bridge, and Sidewalk Millage, this would complete about 2,200 feet (2.7% of total gaps) after inspection/testing costs are included. Additionally, if all funds were diverted to completing sidewalk gaps, no sidewalk repairs would be completed in any given year unless additional monies were set aside for this work.

**Question:** Are there current comparisons to spending on sidewalk maintenance and the impact that spending would have if used on sidewalk gaps instead? (Councilmember Ramlawi)

**Response:** As stated above, new sidewalks would cost about \$200-\$300 per linear foot, or \$1000-\$1500 for a 5' x 5' slab. The current prices from the Sidewalk Program are \$232.50/slab to replace 4 inch sidewalks, \$53/slab to lift/leveling sidewalk, and \$49/slab to cut vertical displacements "steps" between sidewalk slabs.

**Question:** Does the sidewalk maintenance "tool- box" fix or address issues residents report of depressions in the sidewalk paths which collect water and later freeze in winter time that significant injury when ice patches then get covered by a thin coat of snow? (Councilmember Ramlawi)

**Response:** Yes, all repairs needed to our existing sidewalk system in a given year would be treated with trusted repairs methods involving replacing, lifting/leveling, or cutting sidewalk. Depending on the degree of depression in any given scenario, the slab(s) could be lifted to promote drainage to the lawn extension. If the sidewalk is NOT the problem, but the ground adjacent to the sidewalk is too high, the resident would be notified that they would have to correct the drainage problem for the safety of the travelling public.

### **CA – 6 – Resolution to Award a Construction Contract to Precision Concrete, Inc. for the 2019 Sidewalk Repair Program (\$147,001.00)**

**Question:** Also on CA-6, the cover memo indicates that the "prices for this work went up from previous years." How much did the prices go up, and since Precision Concrete was

the only responsible bidder on the RFP, how did staff determine the price is fair/reasonable? (Councilmember Lumm)

**Response:** The price/slab rose from \$35.90 to \$49.00. Although is an increase, the previous price was from the 2016 contract that was extended twice. Staff feels the current price is still fair/reasonable, especially as we asked for a 5 year cost guarantee. Note, the trimming of protruding sidewalk edges is still much cheaper than replacing a slab in its entirety (currently \$232.50/slab). If in future years staff feels that the price is not fair/reasonable, then we have the option of not extending the contract into future years and this aspect of the work could be re-bid. However, Engineering believes at this time that \$49/slab represents good value to the city.

**CA – 8 – Resolution to Approve a Professional Services Agreement with TTL Associates Incorporated for Material Testing Services for the Longshore, Indianola, Ottawa, Argo, Amherst Water Main Replacement Project (\$78,870.00)**

**Question:** Regarding CA-8, I recognize that TTL Associates was considered one of the five qualified firms in last year's RFP, but how does their fee structure compare with the others? (Councilmember Lumm)

**Response:** The fee schedules for the five qualified firm are attached. It can be seen that TTL's hourly cost, which is the majority of the cost in the construction and material testing PSAs from all consultants, matches two other consultants and is only \$1.60/hour higher than the average hourly rate of all other qualified consultants. This difference in cost reflects about \$1,500 to this PSA, or 1.89% of the PSA's total price and compares favorably with the remaining testing firms.

**CA – 10 – Resolution to Approve a Five-Year Collaboration Agreement with Community Action Network for Operation of Bryant and Northside Community Centers (\$150,000.00 in FY2020 with 3% Annual Increases Thereafter)**

**Question:** Why is Park Tree maintenance not done by our own forestry department? (Councilmember Hayner)

**Response:** With Park Operations returning to Parks, the funding for Parks Forestry came with, but not staff or equipment as they are primarily focused on ROW trees and funded from Storm. Parks staff can still call on City Forestry staff for work – they will just charge their time to Parks.

**Question:** What is the source of funds used to pay for this project? (Councilmember Hayner)

**Response:** Over the last five years Park Forestry expenses averaged about \$500,000 so the contract amount of \$450,000 fits within that and available funding. Park and natural areas maintenance funds come from the general fund and the parks millage.

**CA-11 - Resolution to Approve a Five-Year Collaboration Agreement with Community Action Network for Operation of Bryant and Northside Community Centers (\$150,000.00 in FY2020 with 3% Annual Increases Thereafter)**

**Question:** Regarding CA-11, I appreciate the detailed explanation in the cover memo on why it was decided to not conduct an RFP for these services and support the recommendation to renew the agreement with CAN, but can you please provide a bit more information on the \$20K (15%) increase in fee (the cover memo indicates there was not any increases in the prior agreement – how many years was that)? (Councilmember Lumm)

**Response:** The previous agreement with CAN was for five years. As mentioned, there was not an annual increase included in that agreement. During those five years, CAN has increased programs and services provided to the community. Additionally, CAN's fixed expenses have continued to increase during that time.

Staff are recommending a 15% increase to the start of the contract, equivalent to a 3% per year increase in the previous contract. The annual increase in the new contract addresses CAN's rising costs and reduces the potential for increases in future agreements.

**CA – 12 – Resolution to Approve Revised Bylaws of the Park Advisory Commission and an Amended Agreement between Friends of the Ann Arbor Skatepark and the City of Ann Arbor**

**Question:** The PAC bylaws change in Section 5.4 might have a typo – shouldn't it say "a PAC (member)..."? (Councilmember Hayner)

**Response:** Yes, this is a typo that will be corrected in the final version.

**CA – 13 - Resolution to Approve and Ratify an Agreement with the Ann Arbor Area Transportation Authority for the 2019 Bikeshare Program (\$50,000.00)**

**Question:** What has been the total cost to Date that the City of Ann Arbor has spent on bike sharing programs, including the DDA? (Councilmember Ramlawi)

**Response:** To-date, the City has expended \$147,000 on the bike sharing program.

**Question:** What years has the program been operational? Have there been any years that lapsed? If so, what years and why? (Councilmember Ramlawi)

**Response:** The systems was operational, partially or fully from 2014 to 2017. Service lapsed last year and the AAATA is working to restore the program. The program lapsed due to the decision of replacing the operator, the time necessary to understand program obligations of the Federal funding agencies, and procurement of a new contract operator.

**Question:** Are there any metrics in place to measure carbon offsets with the program? (Councilmember Ramlawi)

**Response:** Yes, the Carbon offset for the Bikeshare program from 2014 through 2017 operating seasons was 129,6420 lbs.

**Question:** Are there discussions with scooter companies which may look @ combining docking stations? (Councilmember Ramlawi)

**Response:** The contract with Shift allows for them to introduce innovation, such as e-scooters, e-bikes and dockless, elements into their program. At this time the emphasis has been on relaunching the docked bicycle system and moving forward from there.

**Question:** What have been the “take a ways” from past problems? (Councilmember Ramlawi)

**Response:** Bikeshare in Ann Arbor can serve local trips. The level of utilization in the limited “University/near Downtown” geography cannot sustain the program absent significant sponsorship. The current contractor with an experienced operator to both operate and market the system provides the opportunity to minimize the need for future public subsidy.

**Question:** What fund does the 50k come from? (Councilmember Ramlawi)

**Response:** The General Fund Operating Budget.

**Question:** When the Sustainability budget amendment was proposed in October 2018, it included funding for the bike share program and that proposal required 8 votes. Why doesn't this expenditure require 8 votes? (Councilmember Eaton)

**Response:** This item does not request a budget amendment; therefore, does not require 8 votes.

**Question:** What fiscal year 2019 budget item will these funds be drawn from? (Councilmember Eaton)

**Response:** The funding will be drawn from the City Administrator's contingency funds.



**Question:** Will the program be changed in any significant way compared to the operation that failed? (Councilmember Eaton)

**Response:** The program is intended to be reintroduced at the same locations with the same equipment. The major change is the operator and the experience of the new operator. The initial system was the first of its kind in Michigan and was operated by the Clean Energy Coalition, a local non-profit. They had interest in clean transportation and were willing to operate the system. Their day to day operations were adequate, however, the CEC was challenged in securing marketing and sponsorship for the system. The bikeshare program partners, Ann Arbor area Transportation Authority (AAATA), Ann Arbor Downtown development Authority (AADD), University of Michigan (U- M) and the City opted to seek another operator in an attempt to reduce the need for public subsidy for this program.

**Question:** Regarding CA-13, can you please provide data (if available) on usage volume for the Bikeshare Program? Also, the cover memo indicates that the DDA selected a new operator (Shift Transit) for the program. Does Shift Transit operate/manage other Bikeshare programs elsewhere, and can you please provide information on their track record and how successful their programs have been? (Councilmember Lumm)

**Response:** See attached information.

**Question:** Also on CA-13, can you please remind me the rationale behind the respective program funding shares (City, DDA, UM)? (Councilmember Lumm)

**Response:** This was an agreed upon partnership with the U-M and local governments each responsible for 50% of the public support. The locations of the stations represent that community university partnership.

**Question:** How many bikes are being deployed by this program this next operating season? (Councilmember Hayner)

**Response:** 13 Station 125 bicycles

**Question:** Who is responsible for collecting usage data? (Councilmember Hayner)

**Response:** The new operator, Shift, will provide ongoing metrics, including carbon offset data, going forward.

**Question:** Can we view last season's usage data if it was collected and available? (Councilmember Hayner)

**Response:** Please see attached information.

**Question:** Section (4.3) has a possible typo – “the Provide”? (Councilmember Hayner)

**Response:** This will be corrected to “provider” as a Scrivener’s error.

**Question:** What is the average revenue per ride? Will this program ever be self-sufficient? (Councilmember Hayner)

**Response:** The revenue per ride is estimated at about \$3.00 per ride. The likelihood of the program being fully self-sufficient is pretty low, as every bikeshare system (including dockless) involves some sort of subsidy whether through public channels or venture capital. But we can and do expect that there is more opportunity to bring sponsorship revenue to the system.

**Question:** Did this program fail in the past, and if so, why did it fail and why/how is it back now? Have there been any changes to the program since it may have failed? Are bikes safer than bird scooters, and if so, how could this be communicated to the public? (Councilmember Bannister)

**Response:** The program has been partially successful. Creation of a new mode of transportation has occurred. Several years of bike share system operation has occurred. The shortcoming in the operational model was the inability of the operator to both operate the system and generate public and private sponsorship support to offset costs. Retaining an experienced operator with a proven track record can allow for the system to achieve its financial goals.

**Question:** Are bikes safer than Bird scooters, and if so, how could this be communicated to the public? (Councilmember Bannister)

**Response:** Data are not readily available to respond with side-by-side comparisons. One issue is that private bikeshare and e-scooter companies don’t necessarily release accident data. Additionally, these new forms of micro-mobility may not be reported accurately/consistently by law enforcement agencies. It also may be the case that an accident involving a scooter may not have been caused by the scooter, so it makes determining the cause very difficult. From industry reports, there have been 2 deaths of people riding a bikeshare vehicle nationwide going back to 2007. Media reports have shown 2-3 deaths of people riding electric scooters since scooter sharing was launched in the US. Evidence suggests that both modes of travel have incredibly small mortality rates and pose little risk to the safe enjoyment of the right of way.

### **CA-14 - Resolution No. 3 Establishing a Public Hearing on May 6, 2019 for the Northside STEAM Safe Routes to School Sidewalk Gap Special Assessment Project**

**Question:** Has staff received a written statement from the MDOT confirming that this project requires sidewalks on both sides of Traver Road? (Councilmember Eaton)

**Response:** Yes. This issue was verified by Colleen Synk, the MDOT Safe Routes to Schools Grant Coordinator for this area, in a July 9, 2018 email, and shared with residents and City Council at that time. Ms. Synk's e-mail states, in part, "The SRTS grant funding for Michigan follows a complete streets policy. Applying for sidewalk on one side of the street would make the application less competitive for funding."

Applications that do propose sidewalk on only one side of the street are carefully reviewed throughout our process for the context specific reasons for a scope of work which is outside what we generally consider eligible. To my knowledge, the proposals where we awarded funding to put in sidewalk on one side were zoned as either industrial or agricultural. Further, putting sidewalk in on both sides of these projects did not increase connectivity or was not feasible give topographic constraints. None of these situations would apply to the residential context of the A2STEAM project, thereby making sidewalks on both sides of a street a requirement to remain competitive for funding."

A resident reached out to the Michigan Fitness Foundation and spoke to Colleen's colleague Max Fulkerson, and claimed he said something contrary to that in a phone conversation in October 2018. However, when he was questioned about his response, he had the following to say in an October 22, 2018 email: "Hi, Colleen. The statements attributed to me are not exactly what I said or how I said it. It seems like the resident selected statements I made and then took them out of context, left off caveats, and twisted my words to fit her agenda."

I agree with all your statements, Colleen. My message was consistent with yours. I cited some unusual examples when sidewalks on both sides of the street would not be required, based on geography or land use, but the resident drew the wrong conclusions."

**Question:** Regarding CA-14, can you please confirm the assessment amounts have been developed using the standard methodology used in other sidewalk gap projects? (Councilmember Lumm)

**Response:** Yes, the assessment amount utilized the methodologies outlined by current City Code and past sidewalk gap projects. To compute the proposed special assessment amounts, the cost of construction (e.g. cost of contractor mobilization, sidewalk grading, concrete, the base sand or aggregate, restoration, and other similar items) is estimated based on the proposed work. To that value we then subtract the value of any outside funding (SRTS Grant or STP funds), and add the estimated costs of inspection/testing/administration for a total assessable cost. The assessable cost is then divided by the total length of sidewalk being installed to obtain the cost per lineal foot of sidewalk installed. Un-assessable amounts of project costs, if any, are then determined and labelled on the assessment role as City Share Non-recoverable. Corner parcels are assessed 100% for their frontage length and 50% of the side length.

**Question:** Why was this being on the April 1 agenda not mentioned/discussed by Mr. Lazarus and Mr. Hupy when we met on March 27? Please keep everyone (residents and Councilmembers) better informed about "What's Happening?", not only with the MI Fitness Foundation/MDOT process, but also with the City Council process in the face of a nearly unanimous objection to the project as written. Please confirm the process for the residents to file an objection with the City Clerk, and whether a super majority of 8 votes on Council will then be required at May 6th. What will or will not happen if the April 1 and May 6 vote fails? I believe I've asked for this information many times, but as a reminder, please voluntarily share any and all information you think Councilmembers and residents would like or need to know about this project, given the strong objection to it by the impacted residents. (Councilmember Bannister)

**Response:** The inclusion of this resolution (Resolution No. 3 of 4) on the Council agenda is a procedural item and is needed in order to set the public hearing to allow the public to formally comment of the proposed special assessment roll and to allow Council to take action to confirm or annul the roll on May 6 (Resolution No. 4 of 4). Objections to a special assessment roll are set forth under City Code Section 1:290, which provides:

“Any person aggrieved by the special assessment roll or the necessity of the improvement may file objections to the roll in writing with the Clerk prior to the close of the hearing. The written objections shall specify in what respect the person believes him or herself aggrieved. No original assessment roll shall be confirmed except by the affirmative vote of 8 members of the Council if prior to the confirmation written objections to the proposed improvement have been filed by the owners of property which will be required to bear over 50% of the amount of the special assessment.”

If objections were submitted, staff would need to review them for compliance with the Code and add up the assessment value on all objecting owners' properties to determine whether it totaled over 50% of the whole assessment, thus triggering the 8-vote requirement at the May 6 meeting.

City Code section 1:289 requires Council to set a hearing on the proposed roll. If the April 1 vote fails, Council will need to select another date for a public hearing. If the May 6 vote (Resolution 4) to confirm the assessment fails, then the project would be underfunded by the amount of the special assessment. In addition, the City would not execute the City/State agreement to receive the grant funds nor award the project under the June 7 state bid letting for grant-funded projects. Note, if the City elects to not utilize the state/federal grant funds for this project, it will most probably have an adverse effect on the City receiving TAP grant funding for the next two fiscal years.

**B – 1 – An Ordinance to Amend Title VI (Food and Health) of the Code of the City of Ann Arbor by Adding a New Chapter 73 (Two-Cycle Power Equipment) (ORD-19-08)**

**Question:** Regarding B-1, in response to my question at first reading, it was indicated that the ordinance had been provided to the DDA. Does the DDA (or downtown businesses) have any comments/suggestions on the ordinance? (Councilmember Lumm)

**Response:** The DDA shared the draft ordinance with the four downtown area associations so they could share it with their members, as well as with a variety of large downtown property owners, and included a mention in its monthly newsletter. DDA also reached out directly to a contractor who provides maintenance services for several downtown clients, and he indicated that he will acquire electric leaf blowers by the deadline. A single business owner contacted the DDA to express his concern that 2-stroke gas engine leaf blowers are the most effective way to clean debris like cigarette butts and wrappers, and by outlawing them there may be an added accumulation of debris on downtown sidewalks.

**Question:** Also on B-1, it was suggested during the discussion at first reading that the City may be exempted from the ordinance. Please explain what the rationale would be for treating the City differently than downtown property owners (businesses and residents)? Could you please provide the language that would exempt residential neighborhoods? (Councilmember Lumm)

**Response:** The current proposed ordinance has no exemption for the City. If an exemption for the City in some manner is proposed by amendment, then the rationale would need to be provided by the sponsor. Staff could then analyze any given rationale. Adding an exemption would require the ordinance to return to first reading. The DDA boundaries do not include what might commonly be considered whole “residential neighborhoods” that could easily be exempted or distinguished, such as by zoning district. Residential uses are permitted in all zoning districts in the DDA (except maybe in some PUDs), but there are very few parcels that are limited to residential zoning only.

**Question:** At the March 28 Environmental Commission meeting, Jennifer Lawson gave an excellent presentation and this issue came up in the Q & A. She mentioned that she may have data on the sludge that's collected downtown from the storm drains, such as dirt and cigarette butts, etc. Is it possible to know the magnitude of the contaminants that are going into the storm drains downtown? (Councilmember Bannister)

**Response:** Currently, the City's street sweeping debris and catch basin debris is collected and gathered in a central location before hauling to the landfill. The material is not separated by area collected nor have we sampled the material collected downtown. If desired, a sieve analysis could be completed on the debris collected to classify the amount and type of debris from the streets and catch basins. This analysis

would take several months turnaround time, to collect the samples and have them processed at a laboratory.

## **DC – 2 – Resolution Establishing Center of the City Task Force**

**Question:** The application and selection process for potential task force members is not spelled out, nor is it given dates and deadlines for completion. Will the charged members (PAC representatives CM Grand And CM Hayner) define this process, or is there a standard process in place? (Councilmember Hayner)

**Response:** Applications would be collected through the City's normal application process, available online at the City Clerk's Boards and Commissions page. The second resolved clause provides for certain qualifications of members, but beyond that the selection of candidates, including the timing, is left to the discretion of the PAC Council liaisons and, ultimately, the City Council as a whole.

**Question:** What are the potential budget impacts of this task force formation, and are any costs considered "inside" costs, that is, is there any need for outside hiring to complete the assignments? (Councilmember Hayner)

**Response:** An estimate of \$175,000 has been provided. The majority of the funding provides for staff time, with a small allowance for outside services if needed to supplement staff effort. The estimate may need to be revised once the Task Force meets and establishes its scope of work.

## **DC-3 - Resolution Directing the City Administrator to Provide Additional Funding in the FY20/21 Budget and Financial Plan to Address Affordable Housing, Climate Action, and Pedestrian Safety and Provide SMART Performance Outcomes**

**Question:** If this is unrelated to the millage rebate, unconnected from the millage rebate, does this resolution give any direction as to the spending of the millage rebate or is it assumed to revert to the 40/40/20 split from the 2017 resolution? (Councilmember Nelson)

**Response:** This resolution does not restrict where the source of funds should come from to pay for the identified priorities.

**Question:** John Mirsky, the Administrator's sustainability advisor, informed some Councilmembers that the Fiscal Year 2019 sustainability office cost is about \$810,000. Is that correct? (Councilmember Eaton)

**Response:** The FY2019 amended budget includes \$805k in recurring expenditures across multiple funds and \$250k in General Fund non-recurring expenditures.

**Question:** Please provide information regarding what efforts the sustainability office has made in reducing carbon emissions, so far in this fiscal year. How much carbon emission reduction has been accomplished? (Councilmember Eaton)

**Response:** Funding was provided this current year to support the AAHC on the renovation of the Broadway Apartments using a “net-zero” energy approach. This year the Office has been actively planning and laying the foundation for the new programs we hope to roll-out in FY20. Some notable actions taken to-date are highlighted in the enclosed quarterly report, which we plan to provide to Council on a quarterly basis moving forward. In terms of greenhouse gas reductions, because the Office has historically not been funded, the vast majority of the work this year has had to focus on planning, coalition building, and laying the foundation for new programmatic efforts.

**Question:** Please provide information regarding what efforts the sustainability office plans to make in reducing carbon emissions, in the remainder of this fiscal year. How much carbon emission reduction will be accomplished? (Councilmember Eaton)

**Response:** The Office will continue to evaluate all new City fleet purchases; update the Environmentally Preferable Purchasing Policy; create an energy strategy and engage DTE in implementing that strategy; continue working on a time of marketing and EV readiness ordinance; convene landlords and tenants to serve on our green rental housing working committee; undertake extensive public outreach, especially around solar and resilience hubs; advertise and grant awards through the Sustaining Ann Arbor Together grant program; continue partnering with AAHC to identify energy efficiency, electrification, and renewable energy options at the Platt Road development and all future affordable housing sites; continue working with the University of Michigan to identify collaboration opportunities; and continue laying the foundation needed to successfully launch the programs identified for support in the FY20 and FY21 budget request.

**Question: Q1.** The first resolved clause directs that funding for FY20 for the three items be at specified amounts over “a FY18 baseline (increased by an appropriate indicator for inflation) (“Baseline Funding”)”. Please provide the FY18 “Baseline Funding” amounts for the three categories (affordable housing, climate action, and pedestrian safety) and what the inflation increases are to determine the FY20 “Directed Funding Amount”. Also, what inflation factor will be applied in increasing the amounts for the FY21 Plan? (Councilmember Lumm)

**Response:** FY2018 budget includes \$160k for Affordable Housing and \$177k for Climate Action. Pedestrian Safety Improvements are typically project related expenditures and are a subset of a project’s total expenditures. Consequently, a historical amount is not available. When Council recently requested these figures for FY2019 and forward, staff manually pulled projects to estimate a portion that could be tied to pedestrian safety. The City Administrator’s FY2020 recommended budget has not been finalized, so an inflation factor is not yet known.

**Question: Q2.** DC-3 does not specify a funding source, just that the funding amounts be included in the FY20 budget (and FY21 financial plan). What funding source will be used - General Fund (fund code 0010); County Mental Health Millage (fund code 0100); or some other fund(s) – and in what amounts for each of the three categories? (Councilmember Lumm)

**Response:** The City Administrator’s FY2020 recommended budget has not been finalized.

**Question: Q3.** In staff’s March 8<sup>th</sup> response to my budget questions, it was indicated that there is \$4,638,182 included in the FY20 budget plan (and \$3,115,700 in FY21) for pedestrian safety-related items. Will the \$440,000 identified in DC-3 for FY20 and FY21 be incremental funding beyond the \$4,638,000 and \$3,115,700? (Councilmember Lumm)

**Response:** The \$440k is included in the above amounts as a recurring expenditure.

**Question: Q4.** In staff’s February 26 response to my Audit Committee questions, it was indicated that the DDA has formally committed to providing \$745,000 in funding to support affordable housing at 350 S. Fifth Avenue. Is that \$745,000 only available for 350 S. Fifth Avenue or could it be used to support other affordable housing? Also, please confirm that the \$880,000 identified in DC-3 is in addition to the DDA spending on affordable housing? (Councilmember Lumm)

**Response:** At its November 7, 2018 meeting the DDA unanimously voted to approve a resolution committing \$745,000 from its DDA Housing Fund “to realize the goal of a substantial number of affordable/workforce housing units created by the redevelopment of the 350 S. Fifth Avenue lot.”

**Question: Q5.** On November 19, 2018, Council approved \$250,000 in spending for sustainability/climate action items. How does that (if at all) impact the FY20 spending amount for climate action-related initiatives under DC-3? (Councilmember Lumm)

**Response:** The \$250k in FY2019 was one-time funds so does not impact FY2020.

**Question: Q6.** The final resolved clause of DC-3 states that “City Council further directs the City Administrator to submit with the FY20/21 Financial Plan appropriate SMART objectives”. The term “Financial Plan” (rather than budget) is typically used for the 2<sup>nd</sup> year of the budgeting cycle, but I’m assuming the objectives are to be provided along with this FY20 budget proposal – is that correct? (Councilmember Lumm)

**Response:** Correct.

**Question: Q7.** Similarly, the language in the 2<sup>nd</sup> resolved clause isn’t perfectly clear. It states that for FY21, the Directed Funding will be included in the “FY2021 budget plan.” Does that mean the FY21 Plan as part of the current deliberations or does it mean include



the Directed Funding when the Administrator submits his budget proposal a year from now for FY21? (Councilmember Lumm)

**Response:** Staff anticipates the City Administrator's recommended budget to include funding for both FY2020 and FY2021.

**Question: Q8.** The sixth whereas clause of DC-3 states that, "This resolution does not ratify, modify, or have any bearing whatsoever on Council Resolution R-17-356." Does that mean the Administrator continues to consider that 40/40/20 resolution from 2017 to be the Council Policy on the matter? (Councilmember Lumm)

**Response:** This is a resolution from Council. The sponsor can clarify the intent of the language.

**DC-3 - Resolution Directing the City Administrator to Provide Additional Funding in the FY20/21 Budget and Financial Plan to Address Affordable Housing, Climate Action, and Pedestrian Safety and Provide SMART Performance Outcomes**

and

**DC-4 - Resolution Providing FY20 Budget Policy Direction Consistent with the Results of the Community Survey on the Recommended Allocation of the 2017 Washtenaw County Mental Health and Public Safety Millage Proceeds of \$2.2M Annually**

**Question: Q9.** In a March 18 memo to city council, the City Administrator indicated that the revenue forecasts for FY20 and FY21 were both being increased by \$600,000 and the Administrator stated further that "my recommended budget will most likely set aside the majority of this new funding toward capital construction needs we anticipate occurring in FY21 and beyond. These projects will include, but are not limited to, repair of our hydropower facilities and dams, upgrades and repairs to parks bridges, and fire station improvements. We also want to be prepared in the event an economic downturn adversely impacts the status of our long term unfunded obligations (primarily pensions and OPEB)." Please reconcile that statement with the indications to council members that "we can do it all"? (Councilmember Lumm)

**Response:** The City Administrator indicated that Council's priorities as expressed in the allocation of the County Millage rebate and the March 25, 2019 Survey Results can be accommodated in the FY20 and FY21 budgets. The recommended budget will seek to address, at some level, all of the items mentioned above.

**Question: Q10.** Also related to other spending requirements, it was indicated at the February 25<sup>th</sup> Work Session that the FY20 budget would essentially represent a "business as usual" approach to Solid Waste and that – at that point – the ongoing funding requirements weren't known. Do we have any better sense now of what the incremental

expenditure requirements will be in FY20 and FY21 for solid waste, recycling and composting? (Councilmember Lumm)

**Response:** No. Staff is now waiting for the completion of the Solid Waste Resource Management Plan update.

**Question: Q11.** In terms of the General Fund for FY21, the Work Session presentation on February 11<sup>th</sup> (slide 11) projected a general fund deficit in FY21 of \$277,000. What is the projected surplus/deficit for FY21 if both DC-3 and DC-4 were passed and funded? (Councilmember Lumm)

**Response:** The City Administrator's FY2020 recommended budget has not been finalized. This question will be included as a budget question after the final recommended budget is presented on April 15<sup>th</sup>.

**Question: Q12.** At the Council retreat in December, slide 7 showed General Fund scenarios going forward and projected General Fund deficits ranging from about \$5M to in excess of \$10M were indicated. How much have the recently identified improvements in revenue reduced those deficit projections? (Councilmember Lumm)

**Response:** The City Administrator's FY2020 recommended budget has not been finalized. This question will be included as a budget question after the final recommended budget is presented on April 15<sup>th</sup>.

**Question: Q13.** If both DC-3 and DC-4 should pass, one interpretation would be that the 40/40/20 categories would be funded consistent with DC-3 and the other priorities funded at the amounts consistent with DC-4. That would result in total spending of \$3.7M (or \$1.5M over the \$2.2M in county millage proceeds). Can you please confirm my math is correct, and is that how staff would interpret passage of both DC-3 and DC-4? If not, how would staff interpret passage of both and what would be the expenditure amounts for all 8 of the priorities? (Councilmember Lumm)

**Response:** Yes the math is correct as is your interpretation of Administrator's understanding of Council's priorities. However, the City Administrator's FY2020 recommended budget has not yet been finalized and is reliant upon Council reconciling these resolutions.

**Question: Q14.** If both DC-3 and DC-4 should pass, what would be the funding source(s) and amounts in each source in FY20 for each of the items -- General Fund (fund code 0010); County Mental Health Millage (fund code 0100); or some other fund(s)? (Councilmember Lumm)

**Response:** If both resolutions pass, the FY20 budget would appear as follows:

Safe Drinking Water/Water - \$574,000  
Community Mental Health - \$349,800

Street Resurfacing and Repair - \$345,500  
Affordable Housing - \$880,000  
Additional Police Funding - \$444,839  
Climate Action - \$880,000  
Pedestrian Safety Projects - \$540,000  
Other - \$33,000

These are projections of incremental funding. However, the City Administrator's FY2020 recommended budget has not been finalized and changes may occur. Additional detail on the application of these funds will be provided with the budget submittal.

**Question: Q15.** If both DC-3 and DC-4 pass, and one-time revenue sources are used to fund the expenditures in FY20 (such as the one-time Risk/Insurance fund rebates), what will the funding sources be in FY21 and are they one-time or recurring? (Councilmember Lumm)

**Response:** The Financial Plan for FY20 and FY21 employs both recurring, non-recurring sources of funds to meet the objectives. However, as previously stated, the City Administrator's FY2020 recommended budget has not been finalized.

**Question: Q16.** At the budget work session February 11<sup>th</sup>, slide 10 indicated that FY20 expenditures in the General Fund would be increasing by 4.1% over FY19. What is the year-to-year increase in GF expenditures (1) if just DC-3 passes (2) just DC-4 passes and (3) if both DC-3 and DC-4 pass - and how do those year-to-year expenditure increases compare with anticipated inflation for FY20? (Councilmember Lumm)

**Response:** The City Administrator's FY2020 recommended budget has not been finalized. This question will be included as a budget question after the final recommended budget is presented on April 15<sup>th</sup>.

**Question:** Why are these commitments being considered outside of the budget process? Is this typical of the budget process to make early commitments of general fund dollars? (Councilmember Hayner)

**Response:** Typically the City Administrator recommends a budget and Council amends the recommended budget at their 2<sup>nd</sup> meeting in May. The information is provided in response to pending Council resolutions and is intended to assist Council in finalizing its policy guidance.

**Question:** Budget Issues -- Jennifer Lawson gave an excellent presentation to the Environmental Commission on March 28 and mentioned that Leaf Pick Up could have a significant impact on Green House Gas Emissions. Please provide details on why we don't have leaf pick-up, what would need to happen to have it back, which budget it would come from, etc. please just share everything Council and residents might want to know

about this issue. For Resolution DC-4 please describe which funds are Enterprise, millage and/or General Funds, etc. (Councilmember Bannister)

**Response:** A direct correlation to Greenhouse Gas Emissions from Leaf Pick Up has not been stated by City staff. However, City staff have made a direct correlation from a Leaf Pick Up Program to the impact of water quality. Leaf debris that enters the storm drains by runoff causes water quality issues in the receiving waters of the state (i.e. Huron River). Because the City's entire storm drains outlet to the Huron River, they are a direct conduit for leaf debris and any materials that are in the debris materials. The decomposition process of leaf debris depletes the oxygen from within the river, causing a detriment to the aquatic population and habitat.

The City switched from two seasonal street leaf collections to weekly bagged leaf pick up in 2010. Benefits of the switch included cost savings (calculated in 2014 to be \$285,000/year), improved Stormwater quality, cleaner streets, reduced impact to bicyclists, reduced street flooding, more frequent and consistent collection, and the ability to collect a variety of yard waste items, such as small branches, pumpkins and food waste. Yard waste collection, including leaf collection, is part of the solid waste budget.

In 2014 the City evaluated the cost to implement a twice-per-fall street leaf collection. At that time budget impacts were estimated at \$406,000 for purchase of equipment and \$293,000 in recurring annual costs.

Regarding the source of funds, this question should be directed to the Council sponsor should respond.

**DC-4 - Resolution Providing FY20 Budget Policy Direction Consistent with the Results of the Community Survey on the Recommended Allocation of the 2017 Washtenaw County Mental Health and Public Safety Millage Proceeds of \$2.2M Annually**

**Question:** Are there unfunded budget line items that need money in the categories of safe drinking water initiatives or water and sewer infrastructure improvements? If rebate money was allocated to those two areas, what would be the benefit? (Councilmember Nelson)

**Response:** Rates are established to provide for the needs of the systems: Water, Sewer, and Stormwater. However, additional infrastructure needs exist at the Barton Dam, which serves dual purposes in providing our water supply and generating hydroelectric power. If funding were allocated, this would be a high priority area in need of funding and it would benefit every customer of the system.

## **DC – 5 – Resolution Directing the City Administrator to Collaborate with the Ann Arbor Housing Commission to Provide Coordinated Analysis on the Feasibility of City-Owned Properties as Potential Locations for Affordable Housing**

**Question:** Regarding DC-5, if this resolution passes, what impacts (if any) does that have on the resolutions related to city-owned properties/affordable housing council adopted at the last council meeting? (Councilmember Lumm)

**Response:** Our understanding is that these resolutions would be incorporated into the direction provided in DC-5.

**Question:** Also on DC-5, can you please remind me how much space (approx. sq. ft.) does the AAHC need and how much of that is office-related, storage etc? (Councilmember Lumm)

**Response:** The AAHC needs approximately 6000SF office space and file storage, 2000 SF of Public space which includes the Lobby/meeting rooms/public restrooms 4000 SF Maintenance work space and supplies storage and 2000SF for maintenance vehicles and equipment storage.

**Question:** The Whereas clause listing the possible properties for discussion omits the Library Lot and Liberty Plaza, which Prop A would seem to have brought into play for a discussion of the uses of all city owned property on that block. Can these 2 properties be added for consideration under the current city charter? (Councilmember Hayner)

**Response:** The Library Lot and Liberty Plaza can be added for consideration, but any use of these properties for affordable housing will need to be consistent with “an urban central park and civic center commons” as required by Section 1.4 of the Charter, and possibly the restriction on the sale of City parks or property acquired for a park without voter approval as required by Section 14.3(b) of the Charter.

**Question:** Has the city ever considered creating many small opportunities for affordable, city-owned housing by carving our spaces on the edges of other city-owned properties like parks and nature areas? Would the city charter allow for this? (Councilmember Hayner)

**Response:** We do not believe that the City Council has ever formally considered this, although the idea has been discussed over the years. The City Charter does not address the use of land for affordable housing specifically, but the potential use of a park and nature area would need to be reviewed for consistency with Section 14.3(b) of the Charter which restricts the sale of City parks or property acquired for a park without voter approval. The City would also want to evaluate each property for any other use restrictions such as a deed restriction.

**Question:** A review of Jennifer Hall's spreadsheet list of 10 city owned properties shows in Column J ("Relevant Plans") that 2000 and 2050 South Industrial are "Not Recommended for Residential" and 721 N. Main does NOT show that the Treeline Trail is also working in this parcel. Can the spreadsheet be updated to elaborate on these discrepancies? How do these discrepancies harmonize with the resolutions passed by Council at the March 18 meeting about affordable housing on these parcels? Column V ("Railroad Noise Hazard"), shows a YES all the way down; how is Stadium Drive Fire Department in the railroad noise hazard? Please elaborate on what Council and residents might need to know about "railroad noise hazard," including whether it impacts the ability to get shared funding from other sources. Is railroad noise similar to flood plains and flood ways, when it comes to shared funding? (Councilmember Bannister)

**Response:** The spreadsheet was created to do a quick initial analysis of each site to see what needed further analysis. Several different staff people added information and it is in very draft form and has not been vetted in any way. A full staff analysis will include more detailed information for each site. The previous Council Resolutions are compatible with this resolution because this resolution just adds more sites to the staff analysis. The column that states "not recommended for Residential" is not a staff recommendation, it is part of the existing master plan and can be rezoned. Staff are aware that the Main street and Washington sites are also being discussed for the Treeline Trail. A part of the analysis that is not completed yet is to look at all the various city plans to see what sites have been identified in other plans.

The Railroad Noise Hazard is related to the noise assessment that must be completed if federal funds are used. Federal regulations require an Environmental Assessment to be conducted if federal funds are used for a new construction or acquisition and/or rehabilitation for an affordable housing project. Federal regulations do not prohibit a project from being built next to a railroad but the noise from the railcars must be factored into a noise assessment. The noise assessment must include an analysis of the noise from a railroad within 3,000 feet of the site, major roads within 1,000 feet of a site and airports within 15 miles of the site. The analysis will determine whether the noise exposure is at an acceptable level and whether mitigation can bring the noise levels to an acceptable level. If it is at an unacceptable level and cannot be mitigated to an acceptable level, the project will not get funded with federal funds. The Stadium Drive property is just under 3,000 feet from the railroad that crosses State street near Stimson and therefore the noise from that railroad must be included in the noise assessment. The noise assessment does take into account the distance from the railroad.

Likewise, an analysis of a development's location related to wetlands, floodplains and floodways on the property, must be included in the federal environmental assessment. Therefore, it is important to conduct an Environmental Assessment very early in the project planning phase. Attached is a copy of the federal Environmental Assessment which shows all the factors that have to be analyzed as well as a noise assessment worksheet.

**DC-6 - Resolution Regarding Community Engagement and Approval Processes for City Related Improvement Projects**

**Question:** Question from a constituent: to make this equal-opportunity public engagement, could the Community Engagement Toolkit be applied to lane additions as well? In recent history, has the city added a lane on any streets in Ann Arbor? (Councilmember Nelson)

**Response:** Yes, the Community Engagement Toolkit will be used to develop the engagement strategy for lane addition projects. To staff's recollection, there has not been a road widening project in the past 5 years.



44265 Plymouth Oaks Blvd.  
Plymouth, MI 48170  
T 734-455-8600  
F 734-455-8608  
www.ttlassoc.com

January 19, 2018

City of Ann Arbor  
c/o Customer Service Desk  
301 East Huron Street  
Ann Arbor, Michigan 48107

**Fee Proposal for Construction Materials Testing Services  
2018 & 2019 Construction Projects (RFP #18-02)  
Ann Arbor, Michigan**

To Whom It May Concern:

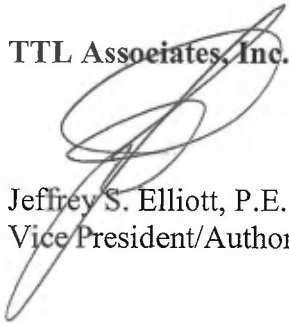
TTL Associates, Inc. (TTL) is submitting our fees for Material Testing Services for the 2018 and 2019 Construction Materials Testing Services program under this separate cover.

Enclosed are the Cost Proposals as requested in the Request for Proposal for Construction Materials Testing Services for the City of Ann Arbor 2018 and 2019 Construction Projects.

We appreciate the opportunity to submit on this contract, and look forward to working with you. If you have any questions or require further information, please feel free to contact us.

Sincerely,

**TTL Associates, Inc.**



Jeffrey S. Elliott, P.E.  
Vice President/Authorized Negotiator



## ATTACHMENT A 2018 and 2019 Construction Seasons Proposed Fee Schedule

Description of Service Item	Unit	Unit Price	2018 and 2019 Construction Seasons												Total Quantity	Price Extension (\$)
			Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity		
Technician Including Nuclear Densometer – Straight Time <sup>(1)</sup>	Hour	\$ 45.00	500	384	288	336	320	640	384	224	128	320	480	1,480	5,484	\$ 66,600.00
Technician Including Nuclear Densometer – Overtime <sup>(1)(2)</sup>	Hour	\$ 57.00	280	96	72	84	80	160	96	56	32	80	120	370	1,526	\$ 21,090.00
Technician Daily Mobilization (Includes travel time to and from the project site)	Day	\$ 35.00	70	48	36	42	40	80	48	28	16	40	60	185	693	\$ 6,475.00
Additional Professional Engineering Services, as Requested by the City <sup>(3)</sup>	Hour	\$ 83.00	70	45	34	40	38	75	60	26	15	38	56	308	805	\$ 25,564.00
Concrete Cylinder Mold, Cure, Pickup, and Compressive Strength Test <sup>(4)</sup>	Each	\$ 15.00	120	80	80	60	60	200	96	0	32	120	80	360	1,288	\$ 5,400.00
Sieve Analysis	Each	\$ 74.00	12	6	6	6	8	8	6	4	2	3	6	8	75	\$ 592.00
Modified Proctor Test	Each	\$ 208.00	8	4	4	4	6	6	4	3	2	3	6	8	58	\$ 1,664.00
HMA Volumetric Test <sup>(3)</sup>	Each	\$ 138.00	70	10	6	9	4	12	8	8	8	0	10	90	235	\$ 12,420.00
PG Binder Verification Test	Each	\$ 125.00	3	2	2	2	2	2	2	2	2	0	2	4	25	500.00
Review Concrete or Asphalt Mix Design	Each	\$ 0.00	4	4	4	4	4	6	4	4	4	2	4	8	52	\$ 0.00
<b>Total Price</b>															<b>\$ 140,305.00</b>	

**Notes:**

<sup>(1)</sup> Unit prices for all technician service items shall include all vehicle costs, equipment costs, project management, and office support, including engineering review and secretarial services. No minimum hour charge will be paid, unless work for the day is cancelled by the City without advance notice. Minimum "cancellation charges" will be limited to four hours. This item shall also be used for all cylinder and sample pick-ups.

<sup>(2)</sup> Overtime rates shall be applied only to hours worked beyond an eight (8) hour workday (Monday through Friday) or to any hours worked on Saturdays. Double-time rates (2 times the straight time rate) shall be applied to hours worked on Sundays and City holidays.

<sup>(3)</sup> Includes sieve analysis, VMA, VFA, Gmm, Gmb, air voids, percentage of crushed material, fines to binder ratio, and percent of asphalt. Results to be submitted to the City within 5 business days of placement.

<sup>(4)</sup> The City will require 4 cylinders be molded per sample location, unless otherwise specified.

<sup>(5)</sup> This item shall also include Project Manager and/or Project Engineer time for attending pre-construction meetings, construction progress meetings, and any other meetings as requested by the City.



## Testing Engineers & Consultants, Inc.

3985 Varsity Drive • Ann Arbor, Michigan 48108  
(734) 971-0030 or (313) T-E-S-T-I-N-G  
Fax (734) 971-3721

TEC Proposal: 010-17-0403  
Date Issued: January 19, 2018

City of Ann Arbor  
c/o Customer Service  
301 East Huron Street  
Ann Arbor, MI 48107

**Re: Cost Proposal in response to RFP No. 18-02  
The City of Ann Arbor  
2018 and 2019 Construction Materials Testing Services**

To Whom It May Concern:

Testing Engineers & Consultants, Inc. (TEC) an Ann Arbor based, Certified Woman Business Enterprise, is pleased to submit the enclosed Cost Proposals for the various upcoming projects in the City of Ann Arbor. The proposals will remain in effect for a minimum of one hundred and twenty (120) days.

TEC has successfully completed multiple projects for the City of Ann Arbor and other local public agencies such as City of Saline, YCUA and Washtenaw County Road Commission. We are excited about the opportunity to continue working on the upcoming 2018 and 2019 Construction Projects. The enclosed cost proposals are estimates based on the schedule and scope of the work described in the RFP. All fees were arrived at independently and have not been disclosed prior to the submission.

As a long time Ann Arbor business, we appreciate the opportunity to assist the City in which we live and work. Thank you for your consideration.

Sincerely,  
**TESTING ENGINEERS & CONSULTANTS, INC.**

William J. West, PE  
Manager, Construction Services

Ruben E. Ramos, PE  
Vice President and Principal  
Engineering and Construction Services

RER/WJW/jb  
Enclosure

**ATTACHMENT A  
2018 and 2019 Construction Seasons Proposed Fee Schedule**

Description of Service Item	Unit	Unit Price	2018 and 2019 Construction Seasons												Total Quantity	Price Extension (\$)		
			Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity				
Technician Including Nuclear Densometer - Straight Time <sup>(1)</sup>	Hour	\$ 42.00	600	320	240	320	200	200	400	240	200	200	200	160	240	320	3440	\$ 144,480.00
Technician Including Nuclear Densometer - Overtime <sup>(1)(2)</sup>	Hour	\$ 49.00	100	80	60	80	50	50	80	60	50	50	50	16	60	80	766	\$ 37,534.00
Technician Daily Mobilization (includes travel time to and from the project site)	Day	\$ 10.00	75	40	30	40	25	25	50	30	25	25	20	20	30	40	430	\$ 4,300.00
Additional Professional Engineering Services, as Requested by the City <sup>(3)</sup>	Hour	\$ 85.00	25	12	12	10	8	8	20	12	8	8	6	6	12	12	145	\$ 12,325.00
Concrete Cylinder Mold, Cure, Pickup, and Compressive Strength Test <sup>(4)</sup>	Each	\$ 12.00	80	40	30	40	20	20	48	30	20	20	20	20	30	40	418	\$ 5,016.00
Sieve Analysis	Each	\$ 65.00	8	3	3	3	3	3	3	3	3	3	3	3	3	3	41	\$ 2,665.00
Modified Proctor Test	Each	\$ 130.00	8	3	3	3	3	3	3	3	3	3	3	3	3	3	41	\$ 5,330.00
HMA Volumetric Test <sup>(3)</sup>	Each	\$ 450.00	12	2	2	2	0	0	2	2	0	0	0	0	6	4	32	\$ 14,400.00
PG Binder Verification Test	Each	\$ 800.00	12	2	2	2	0	0	2	2	0	0	0	0	6	4	32	\$ 25,600.00
Review Concrete or Asphalt Mix Design	Each	\$ 0.00	8	2	2	2	2	2	2	2	2	2	2	0	2	4	30	\$ -
<b>Total Price</b>																	<b>\$ 251,650.00</b>	

Notes:

<sup>(1)</sup> Unit prices for all technician service items shall include all vehicle costs, equipment costs, project management, and office support, including engineering review and secretarial services. No minimum hour charge will be paid, unless work for the day is cancelled by the City without advance notice. Minimum "cancellation charges" will be limited to four hours. This item shall also be used for all cylinder and sample pick-ups.

<sup>(2)</sup> Overtime rates shall be applied only to hours worked beyond an eight (8) hour workday (Monday through Friday) or to any hours worked on Saturdays. Double-time rates (2 times the straight time rate) shall be applied to hours worked on Sundays and City holidays.

<sup>(3)</sup> Includes sieve analysis, VMA, VFA, Gmm, Gmb, air voids, percentage of crushed material, fines to binder ratio, and percent of asphalt. Results to be submitted to the City within 5 business days of placement.

<sup>(4)</sup> The City will require 4 cylinders be molded per sample location, unless otherwise specified.

<sup>(5)</sup> This item shall also include Project Manager and/or Project Engineer time for attending preconstruction meetings, construction progress meetings, and any other meetings as requested by the City.



37483 Interchange Drive  
Farmington Hills, Michigan 48335  
Phone: 248.957.9911  
intertek.com/building  
psiusa.com

January 19, 2018

Mr. Colin Spencer  
City of Ann Arbor

c/o Customer Service  
301 East Huron Street  
P.O. Box 8647  
Ann Arbor, Michigan 48107

RE: City of Ann Arbor  
RFP No. 18-02 2018 & 2019 Construction Materials Testing Services  
PSI Proposal No. PO-0379-232320

Mr. Spencer:

Enclosed please find two (2) copies of the cost proposal submitted by Intertek-PSI (Professional Service Industries, Inc.) to provide materials testing services to the City of Ann Arbor for the proposed 2018 & 2019 City of Ann Arbor Construction Projects. We have received **Addendum No.1** in its' entirety, which has been incorporated in our response. This proposal will remain valid for up to a period of 90 days from the date of submittal.

PSI has provided the requested services to the City on various projects in the past, and our staff has valuable experience in interacting with and understanding the needs and expectations of the City of Ann Arbor. In addition to the City of Ann Arbor, PSI has provided similar services to numerous municipal clients in metro Detroit, providing the testing services in accordance with their requirements and submitting the required documentation of our findings.

PSI appreciates the opportunity to provide our services and we look forward to continue working with the City of Ann Arbor. Please feel free to contact us should you require any additional information.

Respectfully submitted,  
**PROFESSIONAL SERVICE INDUSTRIES, INC.**

Dor'Mario Brown, RSO  
CS Department Manager

Mahmoud E. El-Gamal, Ph.D., P.E., D.GE  
Chief Engineer/Vice President

Enclosures: Cost Proposal (2 copies)

**ATTACHMENT A  
2018 and 2019 Construction Seasons Proposed Fee Schedule**

Description of Service Item	Unit	Unit Price	2018 and 2019 Construction Season												Total Quantity	Price Extension (\$)	
			Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity			
Technician Including Nuclear Densometer – Straight Time <sup>(1)</sup>	Hour	\$ 40.00	1120	360	420	480	400	800	320	160	120	160	640	640	640	5620	\$ 224,800.00
Technician Including Nuclear Densometer – Overtime <sup>(1)(2)</sup>	Hour	\$ 49.00	140	45	60	60	50	100	40	20	15	20	80	80	80	710	\$ 34,790.00
Technician Daily Mobilization (includes travel time to and from the project site)	Day	\$ 23.00	100	40	60	60	50	100	40	20	15	20	80	80	80	665	\$ 15,295.00
Additional Professional Engineering Services, as Requested by the City <sup>(3)</sup>	Hour	\$ 50.00	8	4	6	6	5	8	4	3	2	4	4	4	6	60	\$ 3000.00
Concrete Cylinder Mold, Cure, Pickup, and Compressive Strength Test <sup>(4)</sup>	Each	\$ 12.00	200	40	80	80	40	200	40	20	12	20	160	160	160	1052	\$ 12,624.00
Sieve Analysis	Each	\$ 70.00	6	2	3	3	2	6	2	2	2	2	4	4	6	40	\$ 2,800.00
Modified Proctor Test	Each	\$ 150.00	6	2	3	3	2	6	2	2	2	2	4	4	6	40	\$ 6,000.00
HMA Volumetric Test <sup>(5)</sup>	Each	\$ 175.00	20	4	2	2	6	4	4	2	2	0	8	8	8	62	\$ 10,850.00
PG Binder Verification Test	Each	\$ 100.00	2	1	1	1	1	1	1	1	0	0	1	1	1	12	\$ 1,200.00
Review Concrete or Asphalt Mix Design	Each	\$ 0.00	4	4	4	4	4	4	4	4	4	4	4	4	4	48	\$ 0.00
<b>Total Price</b>																<b>\$ 311,359.00</b>	

**Notes:**

<sup>(1)</sup> Unit prices for all technician service items shall include all vehicle costs, equipment costs, project management, and office support, including engineering review and secretarial services. No minimum hour charge will be paid, unless work for the day is cancelled by the City without advance notice. Minimum "cancellation charges" will be limited to four hours. This item shall also be used for all cylinder and sample pick-ups

<sup>(2)</sup> Overtime rates shall be applied only to hours worked beyond an eight (8) hour workday (Monday through Friday) or to any hours worked on Saturdays. Double-time rates (2 times the straight time rate) shall be applied to hours worked on Sundays and City holidays

<sup>(3)</sup> Includes sieve analysis, VMA, VFA, Gmm, Gmb, air voids, percentage of crushed material, fines to binder ratio, and percent of asphalt. Results to be submitted to the City within 5 business days of placement

<sup>(4)</sup> The City will require 4 cylinders be molded per sample location, unless otherwise specified.

<sup>(5)</sup> This item shall also include Project Manager and/or Project Engineer time for attending preconstruction meetings, construction progress meetings, and any other meetings as requested by the City.

**MTC**

**ATTACHMENT A  
2018 and 2019 Construction Seasons Proposed Fee Schedule**

Description of Service Item	Unit	Unit Price	2018 and 2019 Construction Season												Total Quantity	Price Extension (\$)
			Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity		
Technician Including Nuclear Densometer - Straight Time <sup>(1)</sup>	Hour	\$ 45	1120	480	400	480	320	1280	560	400	160	160	180	320	5860	\$ 263,700
Technician Including Nuclear Densometer - Overtime <sup>(1)(2)</sup>	Hour	\$ 55	280	100	80	50	80	250	110	80	30	20	40	60	1180	\$ 64,900
Technician Daily Mobilization (includes travel time to and from the project site)	Day	\$ 30	170	60	50	60	40	160	70	55	20	40	25	60	810	\$ 24,300
Additional Professional Engineering Services, as Requested by the City <sup>(3)</sup>	Hour	\$ 85	60	30	20	30	20	100	30	30	10	10	30	30	400	\$ 34,000
Concrete Cylinder/Mold, Cure, Pickup, and Compressive Strength Test <sup>(4)</sup>	Each	\$ 12	250	20	40	60	80	160	60	0	20	60	30	120	900	\$ 10,800
Sieve Analysis	Each	\$ 65	10	4	3	9	4	4	3	3	2	1	2	2	47	\$ 3,055
Modified Proctor Test	Each	\$ 130	10	4	2	9	4	3	3	2	2	1	2	2	44	\$ 5,720
HMA Volumetric Test <sup>(3)</sup>	Each	\$ 550*	40	4	4	6	4	4	4	4	2	0	4	4	80	\$ 44,000
PG Binder Verification Test	Each	\$ 100	3	1	1	1	1	3	1	1	1	0	1	1	15	\$ 1,500
Review Concrete or Asphalt Mix Design	Each	\$ 0	4	6	6	8	8	6	6	2	3	2	4	6	61	\$ 0
<b>Total Price</b>																<b>\$ 451,975</b>

\*Listed unit price includes all testing as required per note 3 below. If extraction and gradation testing only are required (sieve analysis, percent of crushed material, and percent asphalt) the unit price would be \$225.

- Notes:
- <sup>(1)</sup> Unit prices for all technician service items shall include all vehicle costs, equipment costs, project management, and office support, including engineering review and secretarial services. No minimum hour charge will be paid, unless work for the day is cancelled by the City without advance notice. Minimum "cancellation charges" will be limited to four hours. This item shall also be used for all cylinder and sample pick-ups.
  - <sup>(2)</sup> Overtime rates shall be applied only to hours worked beyond an eight (8) hour workday (Monday through Friday) or to any hours worked on Saturdays. Double-time rates (2 times the straight time rate) shall be applied to hours worked on Sundays and City holidays.
  - <sup>(3)</sup> Includes sieve analysis, VMA, VFA, Gmm, Gmb, air voids, percentage of crushed material, fines to binder ratio, and percent of asphalt. Results to be submitted to the City within 5 business days of placement.
  - <sup>(4)</sup> The City will require 4 cylinders be molded per sample location, unless otherwise specified.
  - <sup>(5)</sup> This item shall also include Project Manager and/or Project Engineer time for attending preconstruction meetings, construction progress meetings, and any other meetings as requested by the City.

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**BID RESPONSE – RFP #18-02  
2018 AND 2019 CONSTRUCTION MATERIALS TESTING SERVICES  
FEE PROPOSAL**

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*Submitted To:  
City of Ann Arbor  
Public Services Area/Engineering*



City of Ann Arbor  
c/o Customer Service  
301 East Huron Street  
Ann Arbor, MI 48107

*Submitted By:*



**CTI and Associates, Inc. (CTI)**  
28001 Cabot Drive, Suite 250  
Novi, MI 48377  
**Phone: 248-560-0731 ♦ Facsimile: 248-486-5050**

*Due Date:*  
2:00 PM (EST) on 19<sup>th</sup> January 2018





**ATTACHMENT A**  
**2018 and 2019 Construction Seasons Proposed Fee Schedule**

Description of Service Item	Unit	Unit Price	2018 and 2019 Construction Seasons										Total Quantity	Price Extension (\$)		
			Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity	Estimated Quantity				
Technician Including Nuclear Densometer - Straight Time <sup>(1)</sup>	Hour	\$ 45.00	1640	600	480	640	120	1480	600	680	400	680	320	420	8060	\$ 362,700.00
Technician Including Nuclear Densometer - Overtime <sup>(1)(2)</sup>	Hour	\$ 60.00	172	90	50	72	24	184	60	60	40	60	30	50	892	\$ 53,520.00
Technician Daily Mobilization (Includes travel time to and from the project site)	Day	\$ 55.00	236	78	60	75	12	185	75	85	58	85	50	110	1109	\$ 60,995.00
Additional Professional Engineering Services <sup>(5)</sup>	Hour	\$ 90.00	84	24	10	25	10	64	24	28	8	28	10	8	323	\$ 29,070.00
Concrete Cylinder Mold, Cure, Pickup, and Compressive Strength Test <sup>(4)</sup>	Each	\$ 12.00	472	96	96	90	24	304	120	0	120	96	160	80	1658	\$ 19,896.00
Sieve Analysis	Each	\$ 80.00	9	4	1	3	2	5	3	3	3	3	3	4	43	\$ 3,440.00
Modified Proctor Test	Each	\$ 180.00	9	4	1	3	2	5	3	3	3	3	3	4	43	\$ 7,740.00
HMA Volumetric Test <sup>(3)</sup>	Each	\$ 250.00	80	15	9	12	0	9	12	3	3	0	3	60	206	\$ 51,500.00
PG Binder Verification Test	Each	\$ 275.00	0	3	3	0	0	0	3	0	0	0	0	0	9	\$ 2,475.00
Review Concrete or Asphalt Mix Design	Each	\$ 90.00	10	7	5	6	5	7	7	7	7	5	5	5	76	\$ 6,840.00
<b>Total Price</b>											<b>\$</b>	<b>598,176.00</b>				

**Notes:**

<sup>(1)</sup> Unit prices for all technician service items shall include all vehicle costs, equipment costs, project management, and office support, including engineering review and secretarial services. No minimum hour charge will be paid, unless work for the day is cancelled by the City without advance notice. Minimum "cancellation charges" will be limited to four hours. This item shall be used for all cylinder and sample pickups.

<sup>(2)</sup> Overtime rates shall be applied only to hours worked beyond an eight (8) hour workday (Monday through Friday) or to any hours worked on Saturdays. Double-time rates (2 times the straight time rate) shall be applied to hours worked on Sundays and City holidays.

<sup>(3)</sup> Includes sieve analysis, VMA, VFA, G<sub>mm</sub>, G<sub>200</sub>, air voids, percentage of crushed material, fines to binder ratio, and percent of asphalt. Results to be submitted to the City within 5 business days of placement.

<sup>(4)</sup> The City will require 4 cylinders be molded per sample location, unless otherwise specified.

<sup>(5)</sup> This item shall also include Project Manager and/or Project Engineer time for attending preconstruction meetings, construction progress meetings, and any other meetings as requested by the City.





## ASSUMPTIONS

CTI would like to make one notation on the prices provided in Attachment A. Regarding the Annual Sewer Lining Project, the project scope referenced Acceptance Testing for flexural strength testing (ASTM D790) and delamination testing (ASTM D903) of the cured-in-place resin sewer piping system. No information was provided as to the quantity of testing in the RFP. CTI cannot do this testing in-house; however, we ship samples to our subcontractor to perform the testing. The description and cost breakdown for each test is as follows:

- **ASTM D903 - Peel (180°) or Stripping Strength of Adhesive Bonds** for \$450 per material.

We prefer the contractor prepares the samples, they would have to be laid out on a rigid surface, a minimum of (10) specimens are required. If we prepare the samples, you would have to provide the substrate, and the material size would be 20" x 12". Additional specimen preparation costs TBD. **Safety Data Sheets (SDS) are required for the materials to be tested.**

- **ASTM D790 - Flexural Properties** for \$270 per material at ambient temperatures, \$570 for elevated temperatures, \$710 for low temperatures. Five (5) Specimens are tested, we request at that the contractor provide at least six (6). The ASTM D790 standard specifies a support span-to depth ratio of 16:1 (Span=16 times depth of specimen). If specimens are greater than 0.125", the specimen width shall not exceed one fourth the support span. Specimens must be long enough to allow for an overhang of 10% of the larger of support span on each end or 0.25" on each end. Estimated test temperature range is -65°C to 275°C. **Safety Data Sheets (SDS) are required for the materials to be tested.**

# Member Trip Activity Summary

ArborBike  
2014-01-01 - 2017-12-31

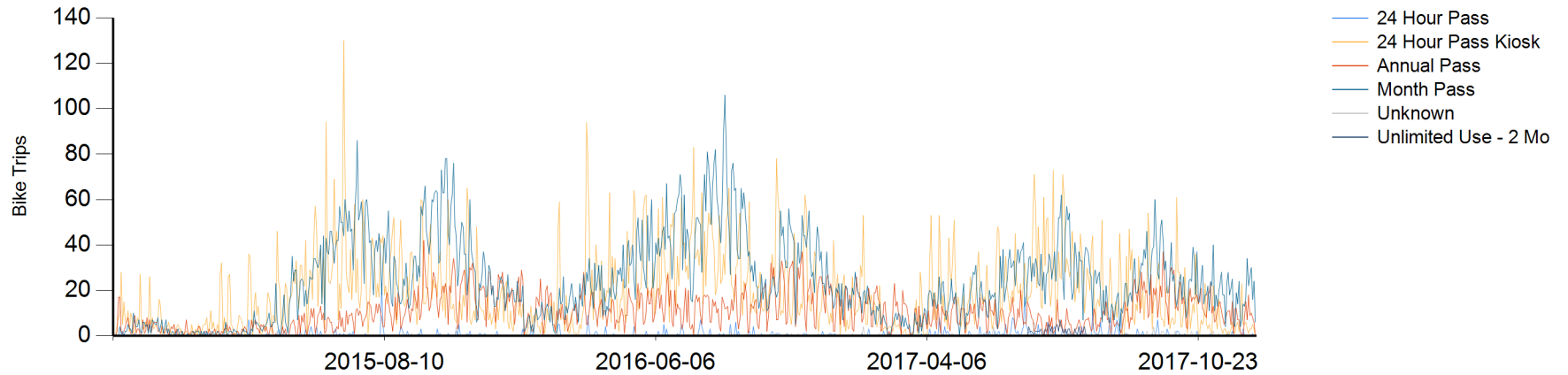
Has RFID	Membership Type	Checkout Date	Bike Trips	User Count	Bikes Used
No	24 Hour Pass		479	264	95
	24 Hour Pass Kiosk		16,171	7,522	99
	Month Pass		20,167	973	98
	Unknown		74	1	49
			36,891	8,746	99
Yes	Annual Pass		8,840	193	98
	Unlimited Use - 2 Mo		93	2	40
			8,933	195	98
<b>Total</b>			45,824	8,915	99

Has RFID	Membership Type	GPSData	Checkout Date	Bike Trips	Total Duration	Avg Duration	Distance (miles)	Est Carbon Offset	Est Calories Burned
No	Unknown			74	1,684	23	191	180	7,566
				74	1,684	23	191	180	7,566
No	24 Hour Pass			479	24,466	51	2,500	2,369	99,607
	24 Hour Pass Kiosk			16,171	992,076	61	79,684	75,496	3,174,751
	Month Pass			20,167	414,613	21	39,339	37,089	1,556,802
				36,817	1,431,155	39	121,524	114,953	4,831,160
Yes	Annual Pass			8,840	152,365	17	14,830	13,961	585,775
	Unlimited Use - 2 Mo			93	19,012	204	577	548	23,038
				8,933	171,377	19	15,407	14,509	608,813
<b>Total</b>				45,824	1,604,216	35	137,121	129,642	5,447,539

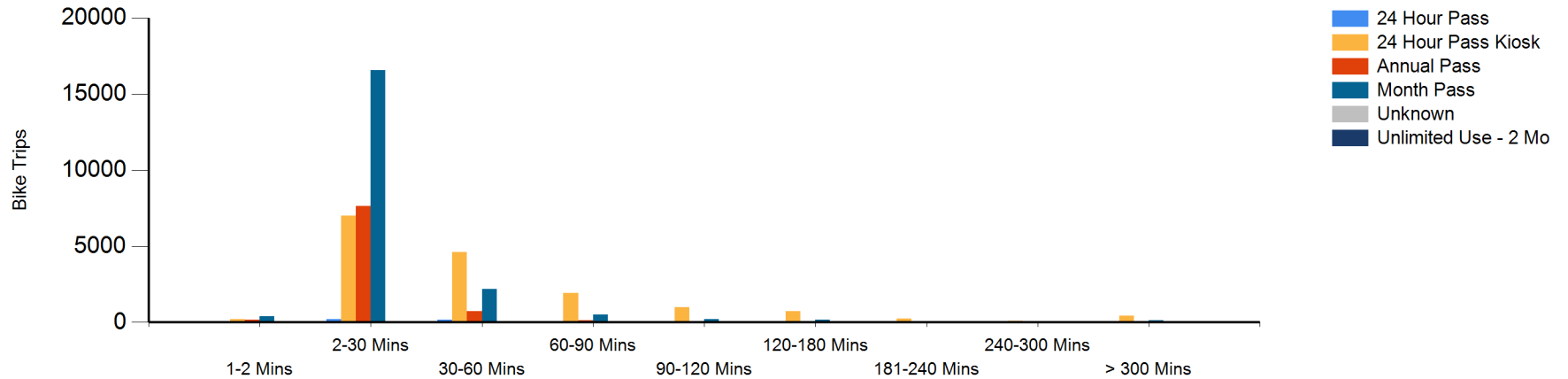
# Member Trip Activity Summary

ArborBike  
2014-01-01 - 2017-12-31

### Trip Volume by Membership Type

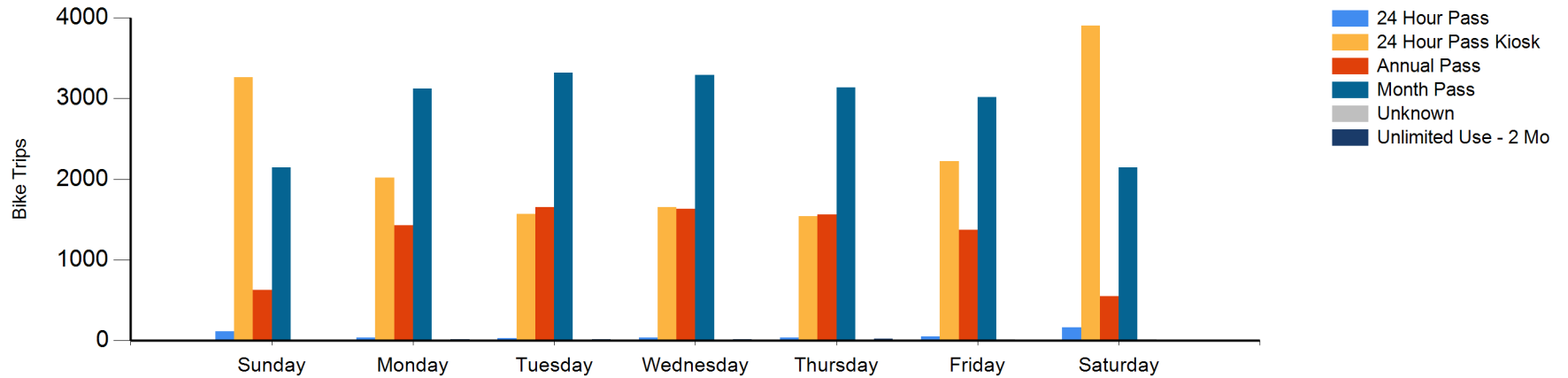


### Trip Volume by Duration

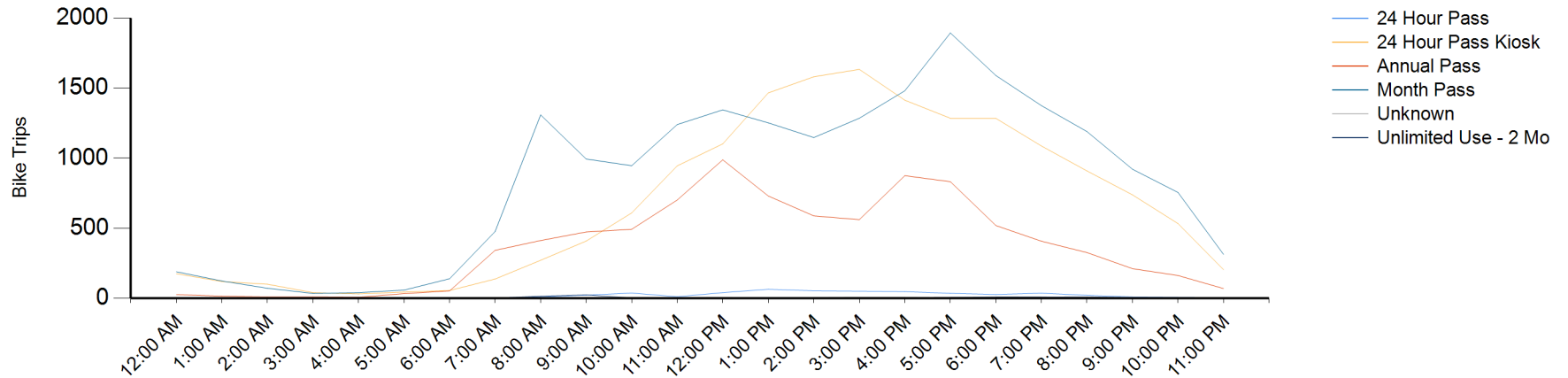


# Member Trip Activity Summary

### Trip Volume by Day of Week



### Trip Volume by Hour of Day



# Member Trip Activity Summary

ArborBike  
2017-01-01 - 2017-12-31

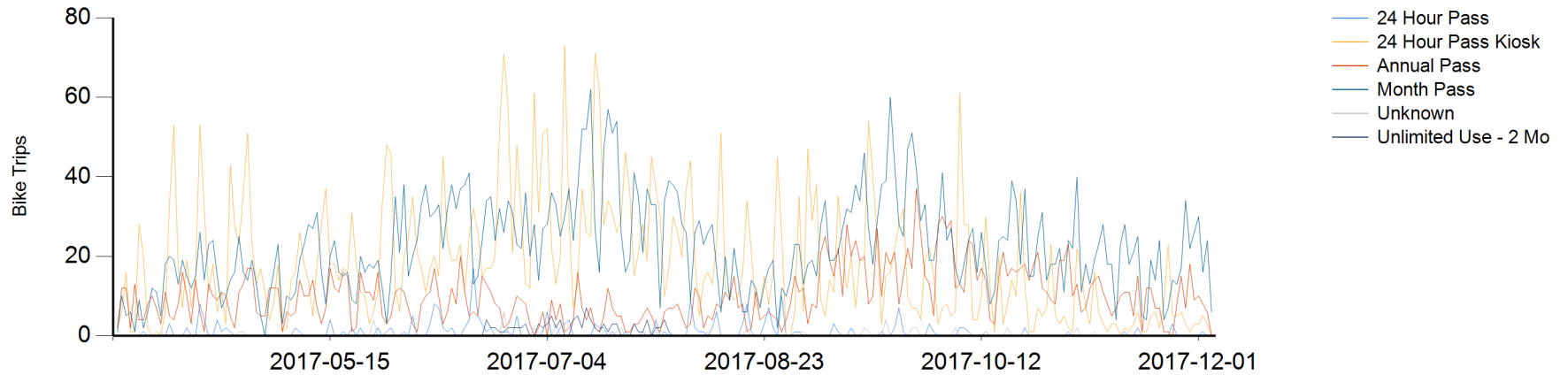
Has RFID	Membership Type	Checkout Date	Bike Trips	User Count	Bikes Used
No	24 Hour Pass		238	127	85
	24 Hour Pass Kiosk		4,692	2,256	96
	Month Pass		5,680	303	97
	Unknown		49	1	36
			10,659	2,680	97
Yes	Annual Pass		2,508	74	96
	Unlimited Use - 2 Mo		93	2	40
			2,601	76	96
<b>Total</b>			<b>13,260</b>	<b>2,749</b>	<b>97</b>

Has RFID	Membership Type	GPSData	Checkout Date	Bike Trips	Total Duration	Avg Duration	Distance (miles)	Est Carbon Offset	Est Calories Burned
No	Unknown			49	1,302	27	138	131	5,492
				49	1,302	27	138	131	5,492
No	24 Hour Pass			238	12,640	53	1,300	1,232	51,814
	24 Hour Pass Kiosk			4,692	287,308	61	24,700	23,400	984,288
	Month Pass			5,680	122,234	22	11,499	10,839	455,125
				10,610	422,182	40	37,499	35,471	1,491,227
Yes	Annual Pass			2,508	45,711	18	4,529	4,267	179,050
	Unlimited Use - 2 Mo			93	19,012	204	577	548	23,038
				2,601	64,723	25	5,106	4,815	202,088
<b>Total</b>				<b>13,260</b>	<b>488,207</b>	<b>37</b>	<b>42,743</b>	<b>40,416</b>	<b>1,698,807</b>

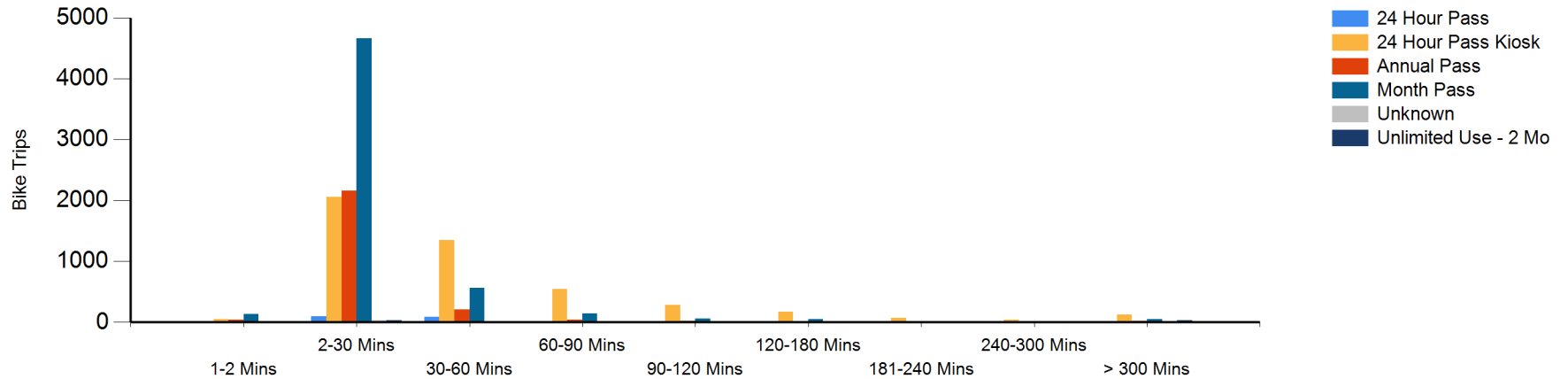
# Member Trip Activity Summary

ArborBike  
2017-01-01 - 2017-12-31

### Trip Volume by Membership Type

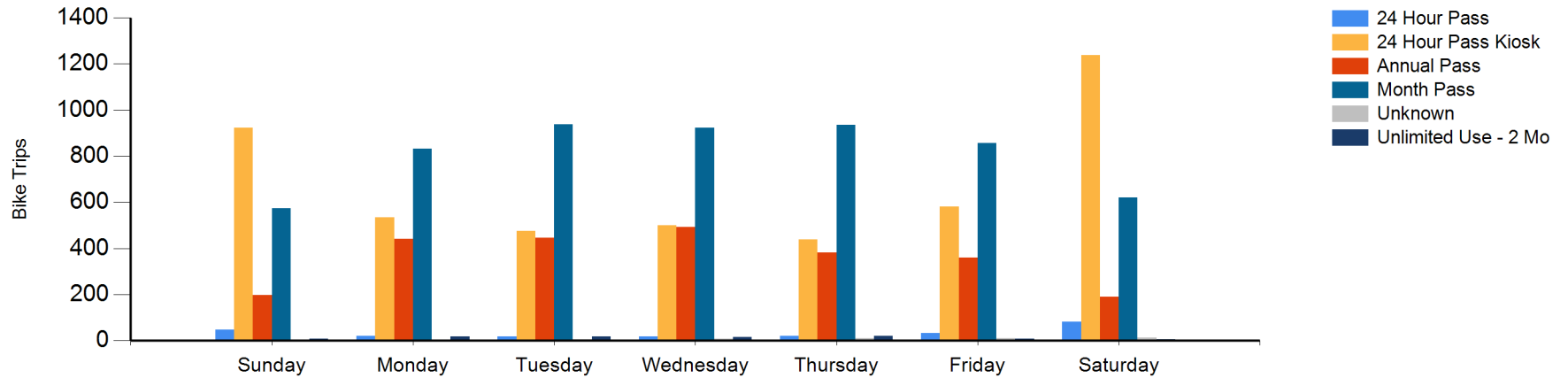


### Trip Volume by Duration

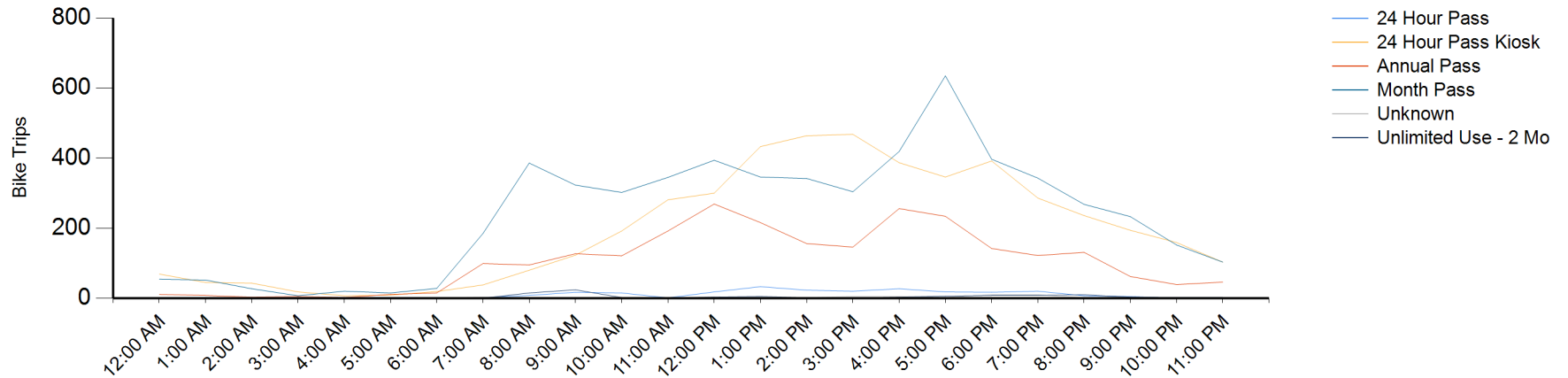


# Member Trip Activity Summary

### Trip Volume by Day of Week



### Trip Volume by Hour of Day



# Member Trip Activity Summary

ArborBike  
2016-01-01 - 2016-12-31

Has RFID	Membership Type	Checkout Date	Bike Trips	User Count	Bikes Used
No	24 Hour Pass		120	74	55
	24 Hour Pass Kiosk		6,129	2,780	97
	Month Pass		7,940	346	97
	Unknown		16	1	12
			14,205	3,196	97
Yes	Annual Pass		3,486	92	97
			3,486	92	97
<b>Total</b>			<b>17,691</b>	<b>3,282</b>	<b>97</b>

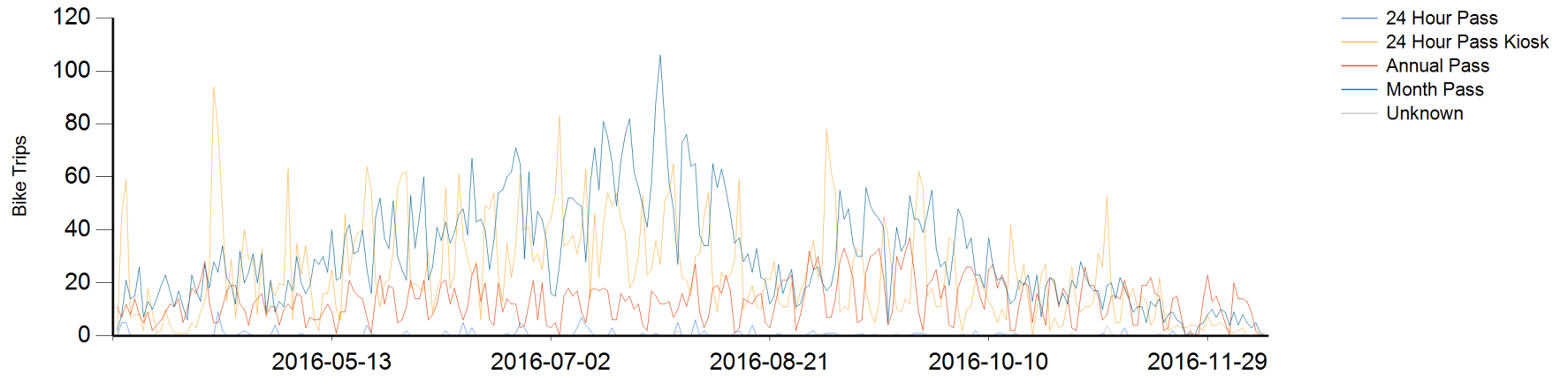
Has RFID	Membership Type	GPSData	Checkout Date	Bike Trips	Total Duration	Avg Duration	Distance (miles)	Est Carbon Offset	Est Calories Burned
No	Unknown			16	209	13	27	25	1,049
				16	209	13	27	25	1,049
No	24 Hour Pass			120	6,713	56	723	685	28,809
	24 Hour Pass Kiosk			6,129	359,434	59	30,746	29,127	1,224,902
	Month Pass			7,940	154,882	20	15,643	14,746	618,917
				14,189	521,029	37	47,112	44,558	1,872,628
Yes	Annual Pass			3,486	50,549	15	5,452	5,123	215,040
				3,486	50,549	15	5,452	5,123	215,040
<b>Total</b>				<b>17,691</b>	<b>571,787</b>	<b>32</b>	<b>52,590</b>	<b>49,706</b>	<b>2,088,717</b>



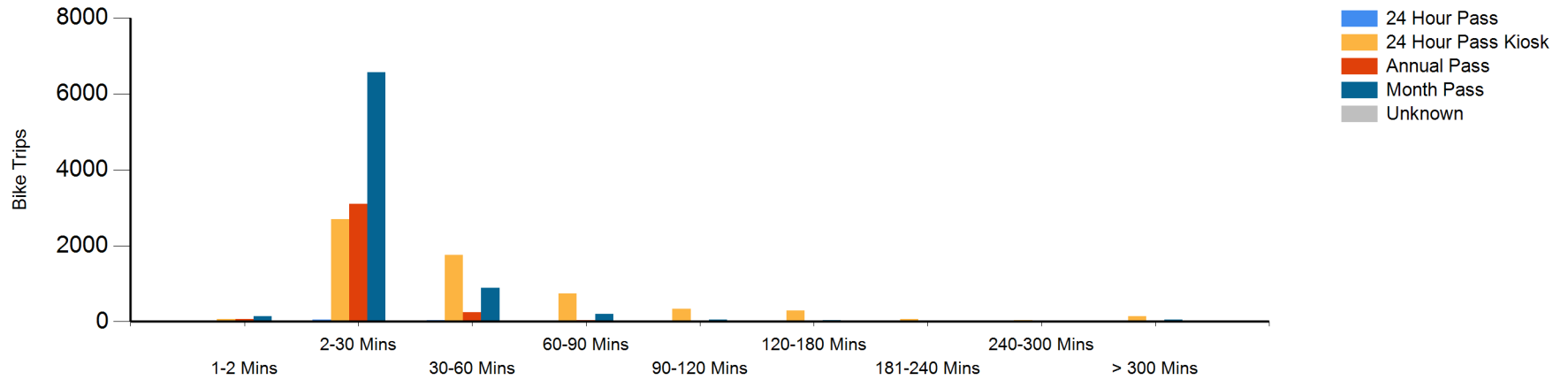
# Member Trip Activity Summary

ArborBike  
2016-01-01 - 2016-12-31

### Trip Volume by Membership Type

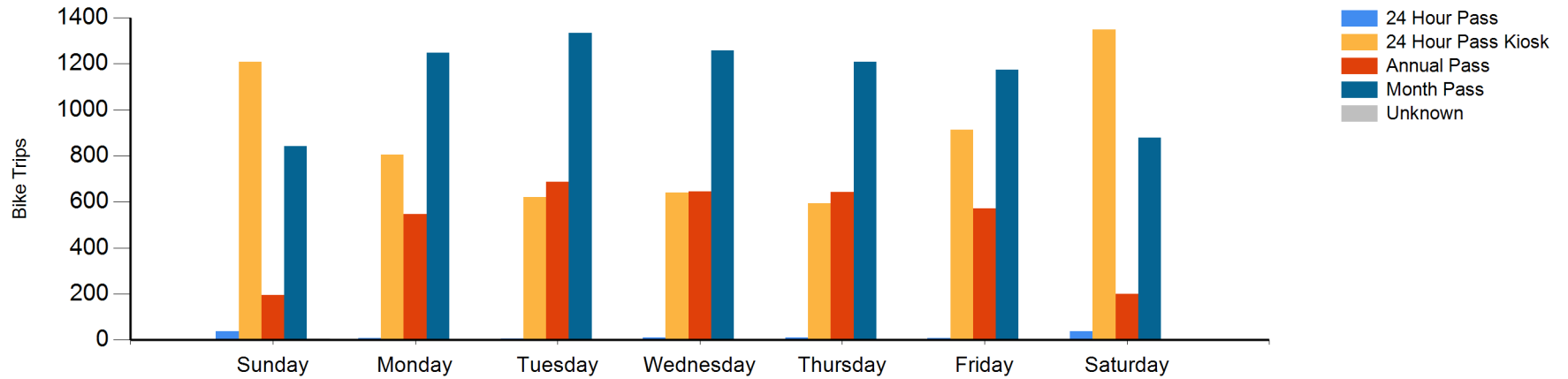


### Trip Volume by Duration

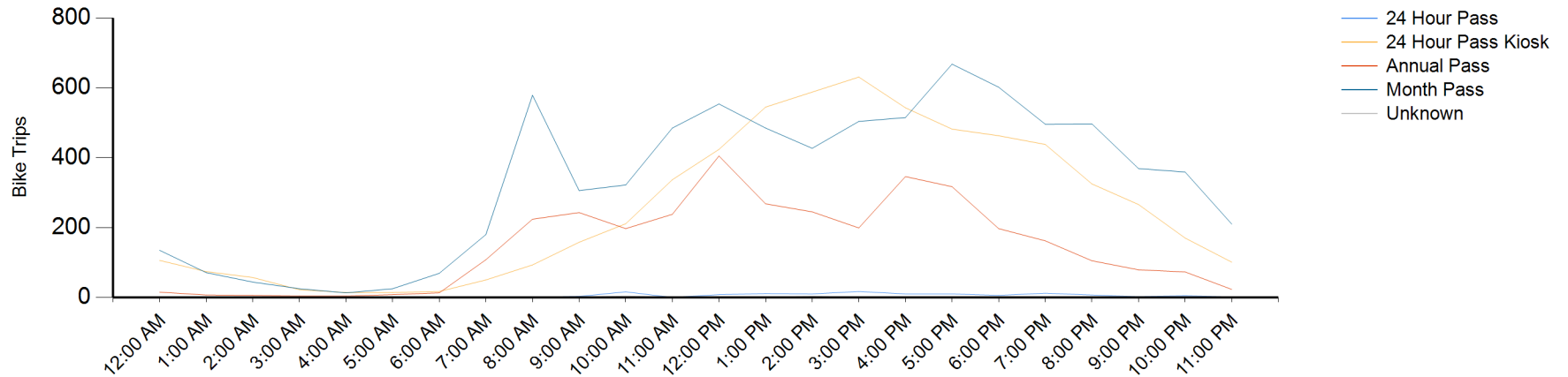


# Member Trip Activity Summary

### Trip Volume by Day of Week



### Trip Volume by Hour of Day



# Member Trip Activity Summary

ArborBike  
2015-01-01 - 2015-12-31

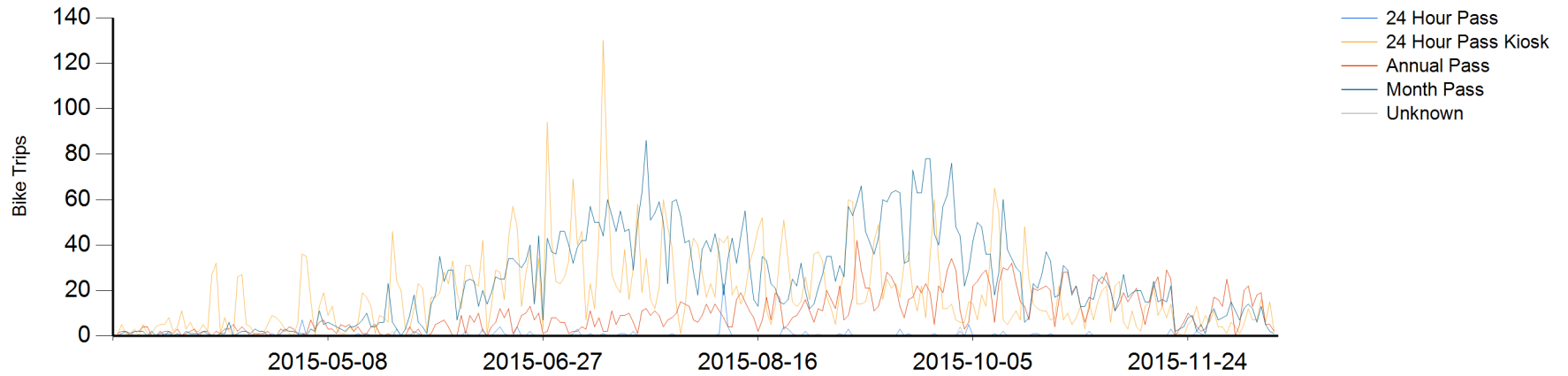
Has RFID	Membership Type	Checkout Date	Bike Trips	User Count	Bikes Used
No	24 Hour Pass		115	59	59
	24 Hour Pass Kiosk		5,026	2,451	98
	Month Pass		6,391	370	98
	Unknown		8	1	5
			11,540	2,879	98
Yes	Annual Pass		2,657	90	98
			2,657	90	98
<b>Total</b>			<b>14,197</b>	<b>2,964</b>	<b>98</b>

Has RFID	Membership Type	GPSData	Checkout Date	Bike Trips	Total Duration	Avg Duration	Distance (miles)	Est Carbon Offset	Est Calories Burned
No	Unknown			8	172	22	26	24	1,019
				8	172	22	26	24	1,019
No	24 Hour Pass			115	4,749	41	455	431	18,075
	24 Hour Pass Kiosk			5,026	312,088	62	22,663	21,475	902,778
	Month Pass			6,391	127,958	20	11,733	11,066	464,296
				11,532	444,795	39	34,851	32,971	1,385,149
Yes	Annual Pass			2,657	47,893	18	4,517	4,258	178,548
				2,657	47,893	18	4,517	4,258	178,548
<b>Total</b>				<b>14,197</b>	<b>492,860</b>	<b>35</b>	<b>39,393</b>	<b>37,253</b>	<b>1,564,716</b>

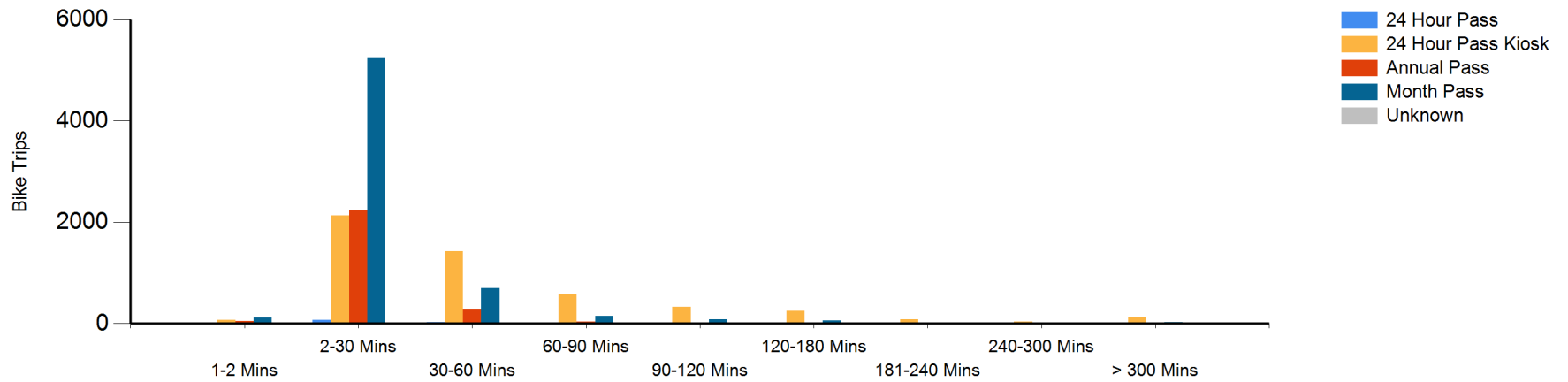
# Member Trip Activity Summary

ArborBike  
2015-01-01 - 2015-12-31

### Trip Volume by Membership Type

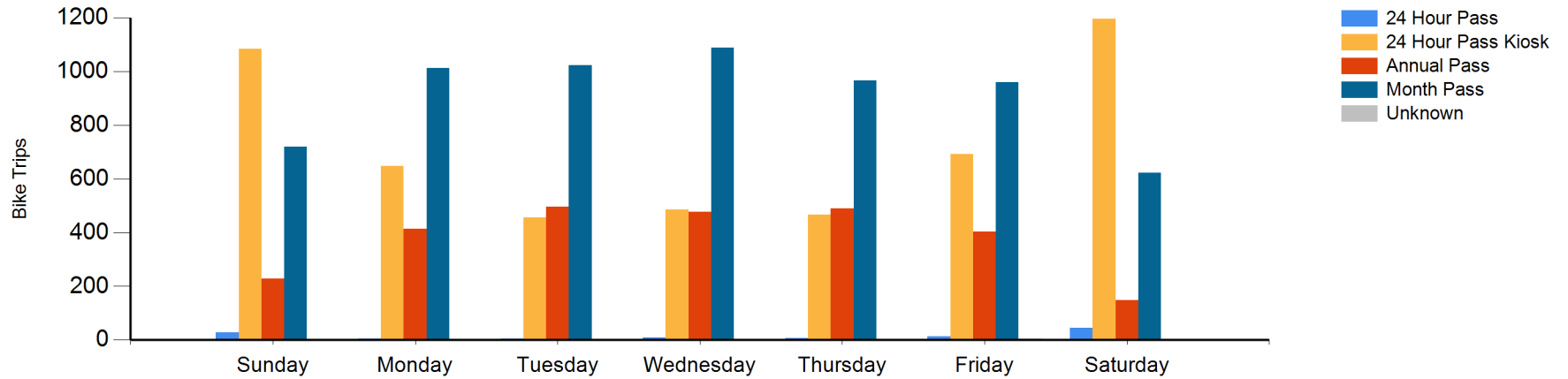


### Trip Volume by Duration

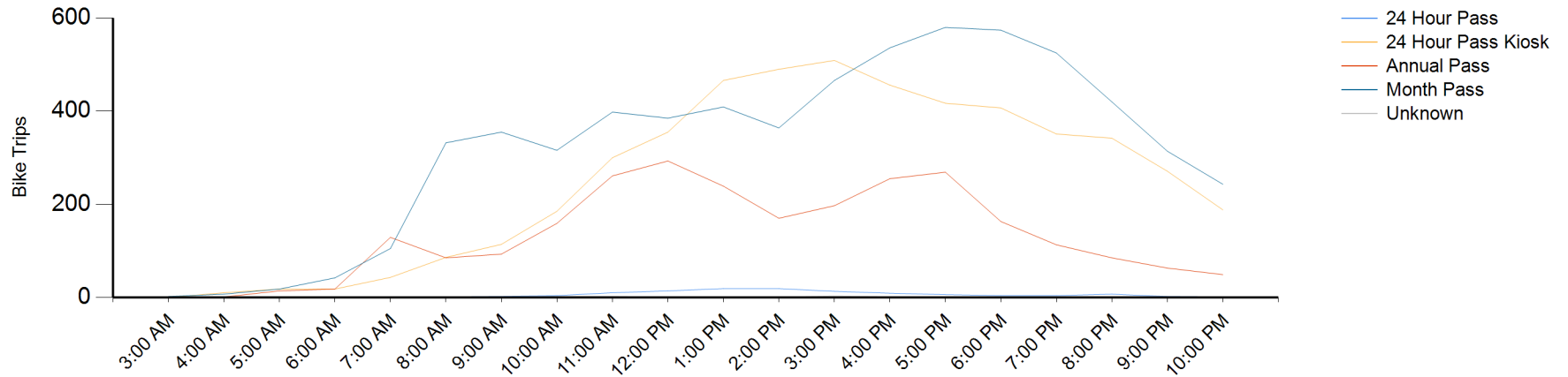


# Member Trip Activity Summary

### Trip Volume by Day of Week



### Trip Volume by Hour of Day



# Member Trip Activity Summary

ArborBike  
2014-01-01 - 2014-12-31

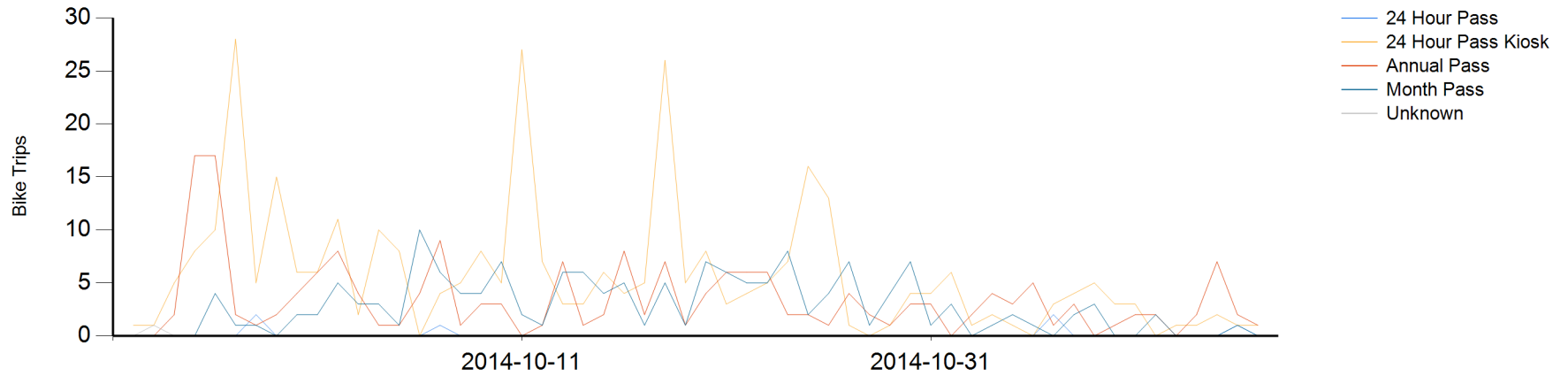
Has RFID	Membership Type	Checkout Date	Bike Trips	User Count	Bikes Used
No	24 Hour Pass		6	5	5
	24 Hour Pass Kiosk		324	188	44
	Month Pass		156	24	41
	Unknown		1	1	1
			487	218	44
Yes	Annual Pass		189	30	42
			189	30	42
<b>Total</b>			<b>676</b>	<b>248</b>	<b>44</b>

Has RFID	Membership Type	GPSData	Checkout Date	Bike Trips	Total Duration	Avg Duration	Distance (miles)	Est Carbon Offset	Est Calories Burned
No	Unknown			1	1	1	0	0	6
				1	1	1	0	0	6
No	24 Hour Pass			6	364	61	23	22	909
	24 Hour Pass Kiosk			324	33,246	103	1,575	1,493	62,783
	Month Pass			156	9,539	61	464	439	18,464
				486	43,149	89	2,062	1,953	82,156
Yes	Annual Pass			189	8,212	43	333	313	13,137
				189	8,212	43	333	313	13,137
<b>Total</b>				<b>676</b>	<b>51,362</b>	<b>76</b>	<b>2,395</b>	<b>2,267</b>	<b>95,299</b>

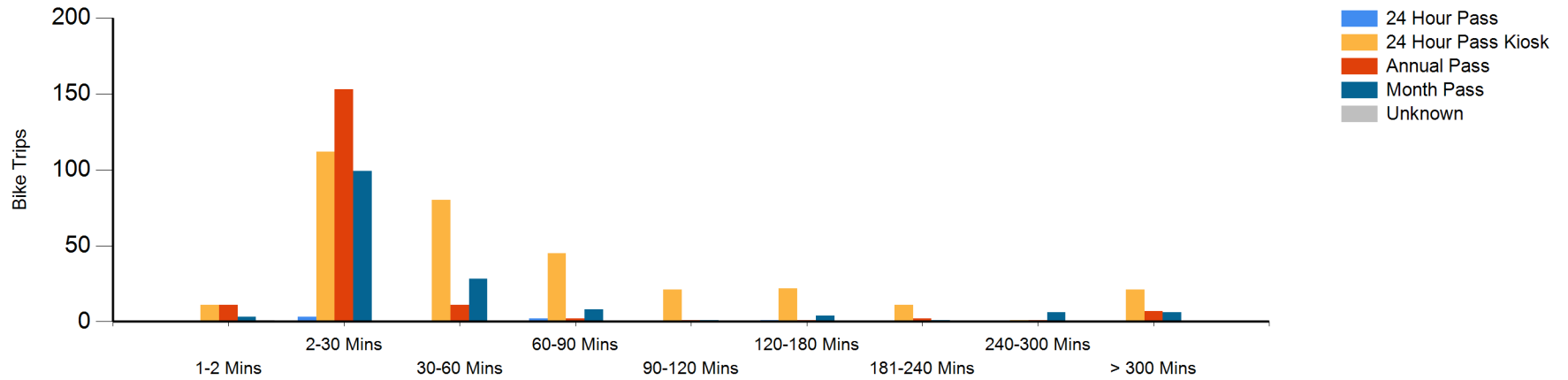
# Member Trip Activity Summary

ArborBike  
2014-01-01 - 2014-12-31

### Trip Volume by Membership Type

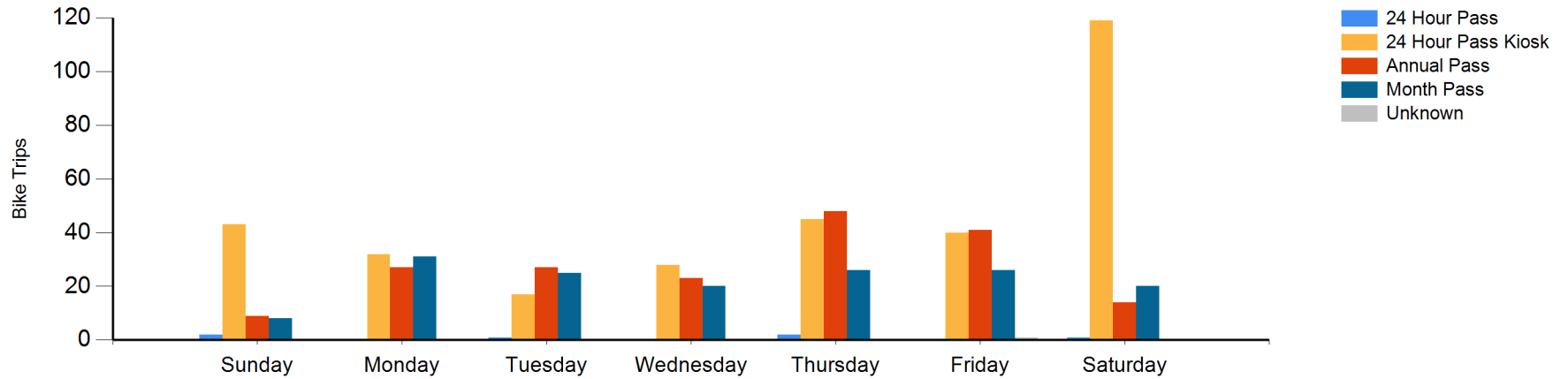


### Trip Volume by Duration

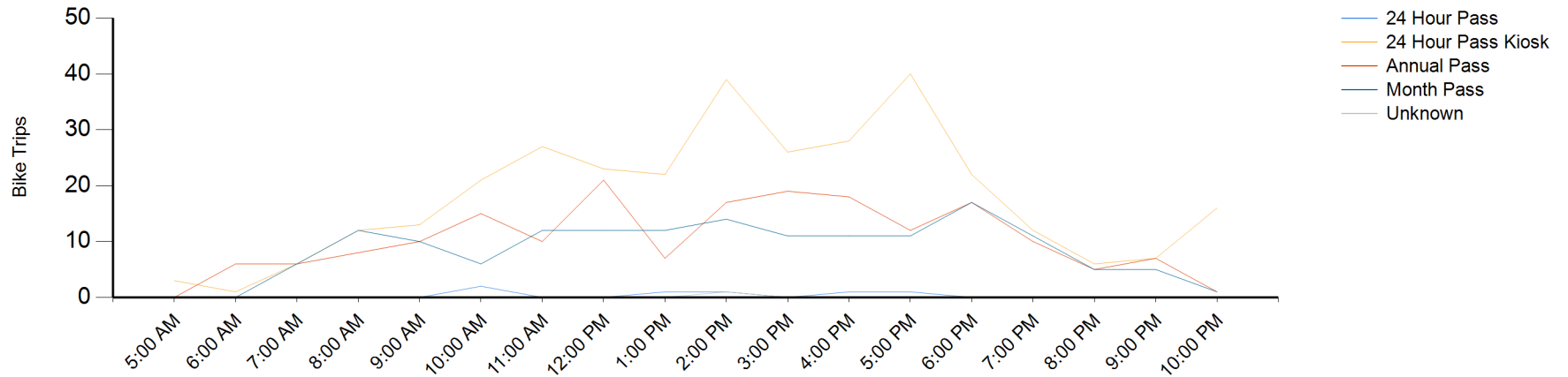


# Member Trip Activity Summary

### Trip Volume by Day of Week



### Trip Volume by Hour of Day





# OFFICE OF SUSTAINABILITY AND INNOVATIONS HIGHLIGHTS

November 2018 - February 2019



ACCOMPLISHED	CATEGORY
<b>100% CLEAN AND RENEWABLE ENERGY POWERING MUNICIPAL OPERATIONS</b> (Goal: 100% of City Operations are Powered by Clean and Renewable Energy by 2035)	
Worked with Ann Arbor Housing Commission to identify energy efficiency and solar energy potential at Broadway development, design the RFP for processional services.	Planning
Initiated volunteer solar program with the goal of leveraging volunteer labor to lower the cost of solar installations. Goal is to have first volunteer installed solar installation by the end of the summer at Fire Station 6.	Resident Resources & Engagement
Participated in Bloomberg Philanthropies Renewable Energy Accelerator Boot Camp and began holistic renewable energy strategy for City operations and full community.	Training and Development & Planning
Initiated a 100% clean and renewable sub-committee of the Energy Commission.	Sustainable City Operations & Planning
Secured University of Michigan School of Environment and Sustainability 18-month Master project on carbon pricing.	Sustainable City Operations & Planning
Drafted request for proposals (RFP) for natural gas hedging for the water and wastewater departments.	Sustainable City Operations
Hosted a Sustainability visioning session with interested City staff.	Sustainable City Operations & Planning
Hosted four Sustainability Lunch and Learns (25 average attendees).	Sustainable City Operations & Training and Development
Developed analysis for how to get to net zero energy at the Broadway site of the AAHC (part of our net zero energy affordable housing program).	Sustainable City Operations & Planning
Currently updating our greenhouse gas emissions inventory for 2016, 2017, and 2018.	Sustainable City Operations
<b>GREEN FLEETS POLICY</b> (Goal: 25% Greenhouse Gas Emissions Reduction Target by 2025, related to 2017 Baseline Levels)	
Co-leading City's Green Fleets Team, including: developed process for removing low use vehicles from fleet, reviewing all city fleet purchases, getting staff to test drive an electric vehicles (EV), and preparing for the City's first EVs.	Sustainable City Operations
Helped City buy 3 new Chevy Bolt electric vehicles (EVs) and EV chargers.	Sustainable City Operations
<b>ENVIRONMENTALLY PREFERABLE PURCHASING</b> (Goal: Encourage the Purchase and Use of Materials, Products, and Services that Best Align with the City's Fiscal, Environmental, Climate Change, Community, and Performance Goals)	
Conducted staff-wide training on the City's Environmentally Preferable Purchasing Policy.	Sustainable City Operations & Training and Development
Revising the City's Environmentally Preferable Purchasing Policy to add in more aggressive environmental and local requirements.	Sustainable City Operations
Assisting Fire Department with assessing their historic purchasing practices and finding more environmentally friendly options.	Sustainable City Operations





<b>25% REDUCTION IN COMMUNITY-WIDE EMISSIONS BY 2025 (Goal: 25% Reduction in Community-Wide Greenhouse Gas Emissions by 2025)</b>	
Participating in 2030 District formation.	Engagement
Completed Urban Sustainability Directors Network / Rocky Mountain Institute cohort on setting energy efficiency standards as part of the rental licensing process. This is groundwork for our Ann Arbor Green Rental Housing pilot.	Planning
Completed Solar Faithful project (31kw of new solar capacity installed within the region and 342kw of additional installations in the short-term pipeline). We also submitted a grant application to the Department of Energy for \$100,000 to expand the program to nonprofits within the community.	Engagement and Grants
Organizing Power Hours in collaboration with Michigan Saves and DTE (3 will be held between mid-March and April).	Engagement
Participating in the Solid Waste Resource Management Planning process.	Engagement
Submitted \$300,000 grant application to the Ann Arbor Area Community Foundation and Partners for Places to design and initiative an Aging in Place Efficiently Program.	Grants
Initiated an electric vehicle (EV) readiness sub-committee of the Energy Commission to help prepare an EV readiness ordinance while also working internally to identify locations for solar powered EV car charging.	Planning
Appointed to serve as a liaison to the University of Michigan Carbon Neutrality Commission.	Engagement
Created a new sub-committee of the Energy Commission to work on a time of marketing (home energy disclosure) ordinance.	Planning
Appointed to serve on the Michigan Municipal League's Energy and Environment Sub-Committee.	Engagement & Collaborations
Secured University of Michigan ENV391 undergraduate students for the semester to support our planning of the green rental housing pilot program.	Planning
Initiated conversations with DTE around renewable energy opportunities.	Resident Resources
Participated in Bloomberg Philanthropies Renewable Energy Accelerator Boot Camp and began holistic renewable energy strategy for City operations and full community.	Training and Development & Planning
Initiated a long-term collaborative relationship with UM's BlueLab team to receive assistance on a variety of projects including community outreach and green rental housing program.	Collaborations & Planning



<b>ONE COMMUNITY: ADVANCING RACIAL EQUITY IN WASHTENAW COUNTY (Goal: Creating a Just and Equitable Community for all Washtenaw County Residents)</b>	
Secured a small equity grant to hire Dr. Tony Reames to review the Office of Sustainability and Innovation's work plan and the City's Climate Action Plan to identify areas where equity could be more holistically integrated.	Grants & Collaborations
Collaborating with IT to develop a visualization tool on climate change and socio-economic variables that can be integrated into all city decision making.	Training and Development
Started planning for second round of race and equity training via the Urban Sustainability Directors Network / Government Alliance on Race and Equity program for staff and community members.	Training and Development
Participated in selection of City's potentially new Diversity, Equity, and Inclusion consultant.	Sustainable City Operations



<b>AN ENGAGED COMMUNITY (Goal: Ensure Our Community is Strongly Connected Through Outreach, Opportunities for Engagement, and Stewardship of Community Resources)</b>	
Hosted a Sustainability Forum on climate change and health on January 17 <sup>th</sup> (46 attendees).	Engagement
Hosted a Sustainability Forum on climate change adaptation on February 19 <sup>th</sup> (96 attendees).	Engagement
Awarded two Sustaining Ann Arbor Together (SA2T) grants: A2 Steam for a K-8 Solar Curriculum and Leslie Science and Nature Center for a nature-based playground (award ceremony for this is coming soon). Have also worked with nearly a dozen individuals about potential applications to the program.	Grants and Engagement
Hosted a Community Climate Conversation in December around the 4th U.S. National Climate Assessment.	Engagement
Initiating re-design of City's Sustainability website.	Resident Resources
Continued to provide full support for the City's Energy and Environmental Commissions.	Engagement & Collaborations



<b>ENHANCED COMMUNITY RESILIENCE / SOCIAL COHESION</b> <b>(Working Goal: All Residents are Prepared for Shocks and Stressors and Bounce “Forward” After Disruption)</b>	
Appointed President-Elect of the Board of Directors for the American Society of Adaptation Professionals.	Engagement & Collaborations
Secured 3-week Center for Social Engaged Design (CSED) student support to conduct work related to resilience hubs.	Grant & Collaborations
Secured a small grant to work with peers to develop a resilience hub community engagement strategy.	Collaborations
Initiated discussion with University of Michigan about acquiring pertinent climate information for integration into City’s Capital Improvement Planning process	Collaborations
Collaborating with IT to develop a visualization tool on climate change and socio-economic variables that can be integrated into all city decision making.	Training and Development

Notable Resources: <https://www.fastcompany.com/90306556/most-millennials-would-take-a-pay-cut-to-work-at-a-sustainable-company>



**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
WASHINGTON, DC 20410-1000

This Worksheet was designed to be used by those “Partners” (including Public Housing Authorities, consultants, contractors, and nonprofits) who assist Responsible Entities and HUD in preparing environmental reviews, but legally cannot take full responsibilities for these reviews themselves. Responsible Entities and HUD should use the RE/HUD version of the Worksheet.

## Noise (CEST Level Reviews) – PARTNER

<https://www.hudexchange.info/programs/environmental-review/noise-abatement-and-control>

### 1. What activities does your project involve? Check all that apply:

- New construction for residential use

NOTE: HUD assistance to new construction projects is generally prohibited if they are located in an Unacceptable zone, and HUD discourages assistance for new construction projects in Normally Unacceptable zones. See 24 CFR 51.101(a)(3) for further details.

→ Continue to Question 4.

- Rehabilitation of an existing residential property

NOTE: For modernization projects in all noise zones, HUD encourages mitigation to reduce levels to acceptable compliance standards. See 24 CFR 51 Subpart B for further details.

→ Continue to Question 2.

- None of the above

→ If the RE/HUD agrees with this recommendation, the review is in compliance with this section. Continue to the Worksheet Summary below.

### 2. Do you have standardized noise attenuation measures that apply to all modernization and/or minor rehabilitation projects, such as the use of double glazed windows or extra insulation?

- Yes

**Indicate the type of measures that will apply (check all that apply):**

- Improved building envelope components (better windows and doors, strengthened sheathing, insulation, sealed gaps, etc.)

- Redesigned building envelope (more durable or substantial materials, increased air gap, resilient channels, staggered wall studs, etc.)

- Other (explain below)

[Click here to enter text.](#)

→ If the RE/HUD agrees with this recommendation, the review is in compliance with this section. Continue to the Worksheet Summary below and provide any documentation.

- No

→ Continue to Question 3.

3. **Complete the Preliminary Screening to identify potential noise generators in the vicinity (1000' from a major road, 3000' from a railroad, or 15 miles from an airport).**

**Describe findings of the Preliminary Screening:**

[Click here to enter text.](#)

→ *Continue to Question 6.*

4. **Complete the Preliminary Screening to identify potential noise generators in the vicinity (1000' from a major road, 3000' from a railroad, or 15 miles from an airport).**

**Indicate the findings of the Preliminary Screening below:**

- There are no noise generators found within the threshold distances above.

→ *If the RE/HUD agrees with this recommendation, the review is in compliance with this section. Continue to the Worksheet Summary below. Provide a map showing the location of the project relative to any noise generators.*

- Noise generators were found within the threshold distances.

→ *Continue to Question 5.*

5. **Complete the Noise Assessment Guidelines to quantify the noise exposure. Indicate the findings of the Noise Assessment below:**

- Acceptable: (65 decibels or less; the ceiling may be shifted to 70 decibels in circumstances described in §24 CFR 51.105(a))

**Indicate noise level here:** [Click here to enter text.](#)

→ *If the RE/HUD agrees with this recommendation, the review is in compliance with this section. Continue to the Worksheet Summary below. Provide noise analysis, including noise level and data used to complete the analysis.*

- Normally Unacceptable: (Above 65 decibels but not exceeding 75 decibels; the floor may be shifted to 70 decibels in circumstances described in 24 CFR 51.105(a))

**Indicate noise level here:** [Click here to enter text.](#)

**Is the project in a largely undeveloped area<sup>1</sup>?**

- No → *The project requires completion of an Environmental Assessment (EA) pursuant to 51.104(b)(1)(i).*

- Yes → *The project requires completion of an Environmental Impact Statement (EIS) pursuant to 51.104(b)(1)(i).*

→ *Work with the RE/HUD to elevate the level of review. Provide noise analysis, including noise level and data used to complete the analysis.*

*Continue to Question 6.*

- Unacceptable: (Above 75 decibels)

**Indicate noise level here:** [Click here to enter text.](#)

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<sup>1</sup> A largely undeveloped area means the area within 2 miles of the project site is less than 50 percent developed with urban uses and does not have water and sewer capacity to serve the project.

***The project requires completion of an Environmental Impact Statement (EIS) pursuant to 51.104(b)(1)(i). Work with HUD or the RE to either complete an EIS or obtain a waiver signed by the appropriate authority.***

*→ Continue to Question 6.*

**6. HUD strongly encourages mitigation be used to eliminate adverse noise impacts. Work with the RE/HUD on the development of the mitigation measures that must be implemented to mitigate for the impact or effect, including the timeline for implementation.**

Mitigation as follows will be implemented:

*Click here to enter text.*

*→ Provide drawings, specifications, and other materials as needed to describe the project's noise mitigation measures.*

*Continue to the Worksheet Summary.*

No mitigation is necessary.

**Explain why mitigation will not be made here:**

*Click here to enter text.*

*→ Continue to the Worksheet Summary.*

### **Worksheet Summary**

Provide a full description of your determination and a synopsis of the information that it was based on, such as:

- Map panel numbers and dates
- Names of all consulted parties and relevant consultation dates
- Names of plans or reports and relevant page numbers
- Any additional requirements specific to your program or region

**Include all documentation supporting your findings in your submission to HUD.**

*Click here to enter text.*



**U.S. Department of Housing and Urban  
Development**

451 Seventh Street, SW  
Washington, DC 20410  
[www.hud.gov](http://www.hud.gov)

[espanol.hud.gov](http://espanol.hud.gov)

## **Environmental Assessment Determinations and Compliance Findings for HUD-assisted Projects 24 CFR Part 58**

### **Project Information**

**Project Name:**

**Responsible Entity:**

**Grant Recipient** (if different than Responsible Entity):

**State/Local Identifier:**

**Preparer:**

**Certifying Officer Name and Title:**

**Grant Recipient** (if different than Responsible Entity):

**Consultant** (if applicable):

**Direct Comments to:**

**Project Location:**

**Description of the Proposed Project** [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:

**Statement of Purpose and Need for the Proposal** [40 CFR 1508.9(b)]:

**Existing Conditions and Trends** [24 CFR 58.40(a)]:

**Funding Information**

<b>Grant Number</b>	<b>HUD Program</b>	<b>Funding Amount</b>

**Estimated Total HUD Funded Amount:**

**Estimated Total Project Cost** (HUD and non-HUD funds) [24 CFR 58.32(d)]:

**Compliance with 24 CFR 50.4, 58.5, and 58.6 Laws and Authorities**

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

<b>Compliance Factors:</b> Statutes, Executive Orders,	Are formal compliance steps or	Compliance determinations
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and Regulations listed at 24 CFR §58.5 and §58.6	mitigation required?	
<b>STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 and 58.6</b>		
<b>Airport Hazards</b>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
24 CFR Part 51 Subpart D		
<b>Coastal Barrier Resources</b>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]		
<b>Flood Insurance</b>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]		
<b>STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 &amp; 58.5</b>		
<b>Clean Air</b>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93		
<b>Coastal Zone Management</b>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Coastal Zone Management Act, sections 307(c) & (d)		
<b>Contamination and Toxic Substances</b>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
24 CFR Part 50.3(i) & 58.5(i)(2)		
<b>Endangered Species</b>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Endangered Species Act of 1973, particularly section 7; 50 CFR Part 402		
<b>Explosive and Flammable Hazards</b>	Yes No <input type="checkbox"/> <input type="checkbox"/>	
24 CFR Part 51 Subpart C		

<b>Farmlands Protection</b> Farmland Protection Policy Act of 1981, particularly sections 1504(b) and 1541; 7 CFR Part 658	Yes No <input type="checkbox"/> <input type="checkbox"/>	
<b>Floodplain Management</b> Executive Order 11988, particularly section 2(a); 24 CFR Part 55	Yes No <input type="checkbox"/> <input type="checkbox"/>	
<b>Historic Preservation</b> National Historic Preservation Act of 1966, particularly sections 106 and 110; 36 CFR Part 800	Yes No <input type="checkbox"/> <input type="checkbox"/>	
<b>Noise Abatement and Control</b> Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24 CFR Part 51 Subpart B	Yes No <input type="checkbox"/> <input type="checkbox"/>	
<b>Sole Source Aquifers</b> Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149	Yes No <input type="checkbox"/> <input type="checkbox"/>	
<b>Wetlands Protection</b> Executive Order 11990, particularly sections 2 and 5	Yes No <input type="checkbox"/> <input type="checkbox"/>	
<b>Wild and Scenic Rivers</b> Wild and Scenic Rivers Act of 1968, particularly section 7(b) and (c)	Yes No <input type="checkbox"/> <input type="checkbox"/>	
<b>ENVIRONMENTAL JUSTICE</b>		
<b>Environmental Justice</b> Executive Order 12898	Yes No <input type="checkbox"/> <input type="checkbox"/>	

**Environmental Assessment Factors** [24 CFR 58.40; Ref. 40 CFR 1508.8 &1508.27] Recorded below is the qualitative and quantitative significance of the effects of the proposal on the character, features and resources of the project area. Each factor has been evaluated and documented, as appropriate and in proportion to its relevance to the proposed action. Verifiable source documentation has been provided and described in support of each determination, as appropriate. Credible, traceable and supportive source

documentation for each authority has been provided. Where applicable, the necessary reviews or consultations have been completed and applicable permits of approvals have been obtained or noted. Citations, dates/names/titles of contacts, and page references are clear. Additional documentation is attached, as appropriate. **All conditions, attenuation or mitigation measures have been clearly identified.**

**Impact Codes:** Use an impact code from the following list to make the determination of impact for each factor.

- (1) Minor beneficial impact
- (2) No impact anticipated
- (3) Minor Adverse Impact – May require mitigation
- (4) Significant or potentially significant impact requiring avoidance or modification which may require an Environmental Impact Statement

Environmental Assessment Factor	Impact Code	Impact Evaluation
<b>LAND DEVELOPMENT</b>		
Conformance with Plans / Compatible Land Use and Zoning / Scale and Urban Design		
Soil Suitability/ Slope/ Erosion/ Drainage/ Storm Water Runoff		
Hazards and Nuisances including Site Safety and Noise		
Energy Consumption		

Environmental Assessment Factor	Impact Code	Impact Evaluation
<b>SOCIOECONOMIC</b>		
Employment and Income Patterns		
Demographic Character Changes, Displacement		

Environmental Assessment Factor	Impact Code	Impact Evaluation
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<b>COMMUNITY FACILITIES AND SERVICES</b>		
Educational and Cultural Facilities		
Commercial Facilities		
Health Care and Social Services		
Solid Waste Disposal / Recycling		
Waste Water / Sanitary Sewers		
Water Supply		
Public Safety - Police, Fire and Emergency Medical		
Parks, Open Space and Recreation		
Transportation and Accessibility		

Environmental Assessment Factor	Impact Code	Impact Evaluation
<b>NATURAL FEATURES</b>		
Unique Natural Features, Water Resources		
Vegetation, Wildlife		
Other Factors		

**Additional Studies Performed:**

**Field Inspection** (Date and completed by):

**List of Sources, Agencies and Persons Consulted** [40 CFR 1508.9(b)]:

**List of Permits Obtained:**

**Public Outreach** [24 CFR 50.23 & 58.43]:

**Cumulative Impact Analysis** [24 CFR 58.32]:

**Alternatives** [24 CFR 58.40(e); 40 CFR 1508.9]

**No Action Alternative** [24 CFR 58.40(e)]:

**Summary of Findings and Conclusions:**

**Mitigation Measures and Conditions** [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure

**Determination:**

**Finding of No Significant Impact** [24 CFR 58.40(g)(1); 40 CFR 1508.27]  
 The project will not result in a significant impact on the quality of the human environment.

**Finding of Significant Impact** [24 CFR 58.40(g)(2); 40 CFR 1508.27]  
 The project may significantly affect the quality of the human environment.

Preparer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title/Organization: \_\_\_\_\_

\_\_\_\_\_  
 Certifying Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: \_\_\_\_\_

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).