



# Agenda Item

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TO: DDA Board  
FROM: DDA Staff  
ITEM: Staff Reports  
MEETING DATE: April 3, 2024

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The following staff reports are presented for your perusal (no action necessary)

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## Capital Improvements and Planning

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- REPAIRS AND MAINTENANCE –Spring 2024 maintenance will be beginning in April, including sidewalk and brick repair and landscape maintenance. Staff continue to partner and consult with the Forestry Department on tree plantings.
- SEASONAL TREE LIGHTING - Seasonal tree lighting is complete and year-end removal and clean up has begun.
- CIRCULATION STUDY AND DDA DEVELOPMENT PLAN – Both efforts kicked off public engagement March 12<sup>th</sup> – 14<sup>th</sup> at the Downtown Library, in partnership with the Comprehensive Plan effort. Over 300 people participated in the workshops and provided valuable input. DDA staff and consultants are preparing an engagement summary. A [recording of the presentation](#) and [online feedback opportunities](#) are also available through the [DDA's project page](#).
- DOWNTOWN DATA - Staff are compiling downtown data to document trends in preparation for the Circulation Study and Comprehensive Plan work. Data includes trip and visitor trends by downtown neighborhood, the DDA District, and Ann Arbor Shopping Centers. Staff shared this data at the February Board Work Session and will continue bringing data updates to future Work Sessions.
- FOURTH AVE DESIGN – The 60% plan set for the Fourth Ave Design project is complete. In partnership with the Ann Arbor Housing Commission, the DDA was awarded an \$800,000 MEDC RAP Grant for this project to help pay for public art and placemaking. Construction is scheduled for 2026.
- DOWNTOWN PUBLIC RESTROOM PILOT – A contract to implement the restroom pilot was approved by City Council on [November 6, 2023](#). The City Attorney's Office prepared a cost share agreement, which will come to the DDA Board at the April 2024 meeting. This agreement will allow the DDA to fund two units for a one-year pilot period (not to exceed \$169,000). [See the project page for more background and details.](#)
- BASELINE SERVICES AND MAINTENANCE DOCUMENT – DDA Staff and Public Services staff collaborated to document all maintenance and service responsibilities within the DDA District, who is responsible for each feature or service, and areas that need more attention and focus. This work will inform updated DDA plans and be shared with the Board at a future work session as part of the DDA Development Plan work.

- PUBLIC ART PROGRAM – Staff are compiling public art program case studies to help inform a DDA program. Staff will bring the case study results and seek direction on program goals and focus at a DDA Board Work Session.
- SITE PLAN REVIEWS – DDA staff review downtown site plans for compliance with the [Downtown Street Design Manual](#), specifically elements managed and maintained by the DDA. There is one active site plan (1208 South University Ave.) and one active civil plan (333 E. William St.) currently under review within the DDA District.
- BIKEWAY COUNTERS UPDATE– Since the counters were installed in mid-August and early September 2023, over 154,000 bikes have been counted on the Downtown Bikeways as of March 21<sup>st</sup>, 2024.
- GEOTHERMAL – City Council approved an agreement with Stantec Consulting Services Inc. for Geothermal Advisory and Design Services at its [March 4, 2024](#) meeting. DDA and Office of Sustainability Staff are finalizing a cost share agreement for the DDA to contribute to these services and help identify geothermal opportunities and needs in downtown. The outcome of this work will be included in the DDA’s Development Plan considerations.

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## Communications

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- OUTREACH --
  - Monthly newsletter was published and distributed.
  - Collaborated with Parking Manager on notifying stakeholders and community of public hearing re: proposed parking rate increases.
  - Collaborated with Capital Projects and Planning staff on promoting public engagement workshops.

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## Finance

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- BUDGET -
  - The DDA's FY25 Budget has been submitted to the City. The DDA participated in a City Council budget work session on March 11, presenting DDA FY25 budget highlights and horizon issues.
  - The DDA FY25 Budget will be included in the City's public hearings in May before coming back to the DDA Board for adoption in June.
  - At this time staff does not anticipate a need for an amendment to FY24 parking fees, City 20% payment, and credit card fees.
- FINANCIAL REPORTING AND POLICY WORK -
  - Staff met with Board Treasurer, Mike Michelon to discuss financial reporting, budget process/presentations, and policy work. Presentations on the DDA's investments and an updated investment policy are being scheduled for an upcoming meeting of the Board.

