

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Thursday, July 7, 2016

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

1. ROLL CALL

Present: Bob Guenzel, Roger Hewitt, Marie Klopf, Howard Lazarus, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Sandi Smith, John Splitt, Phil Weiss

Absent: Keith Orr

Staff: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Jada Hahlbrock, Management Assistant

Audience: Ray Detter, CAC
Alex Keros, GM
Emily Lavers, GM
Dave Orfield, Republic Parking
Ryan Stanton, A2News

2. AUDIENCE PARTICIPATION

None

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council- Mr. Detter said the CAC welcomes Mr. Lazarus to Ann Arbor. Members of downtown and near downtown residential groups are looking forward to working with Administrator Lazarus to preserve and improve the quality of downtown neighborhoods.

Mr. Detter said the CAC supports emerging plans for the Connector as well as Ann Arbor's active participation in the development of the rapid transit plans for southeast Michigan. The CAC also supports the DDA's move to segregate funds to enable future additions to the parking system to support downtown's growth and vitality, while also continuing to support alternative transportation choices. Mr. Detter said the CAC also discussed the importance of connectivity between existing and new developments, and the near downtown neighborhoods.

4. DDA MEMBERS COMMUNICATIONS

Mr. Hewitt said that Phase III of the Connector study will be an environmental study, and will be led by the UM and is expected to begin in January 2017.

5. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay thanked outgoing DDA Board members Sandi Smith and Roger Hewitt for their many years of service to the DDA.

Resolution Thanking Sandi Smith. Mr. Mouat moved and Mr. Guenzel supported the following resolution.

RESOLUTION THANKING SANDI SMITH

Whereas, Sandi Smith joined the Ann Arbor Downtown Development Authority board in 2004, and brought with her a wealth of knowledge about residential real estate, as well as the experience of being a downtown business owner and a near-downtown resident;

Whereas, Sandi Smith has a passion for cities and urban planning, and she often shared information about exciting, innovative and impactful projects from around the country that she felt could be studied or emulated in Ann Arbor;

Whereas, Sandi Smith was a crucial figure in the development of important DDA projects, including the successful First & Washington public/private redevelopment, and the Fifth/Division streetscape improvement project which transformed car-centric roadways, into pedestrian and bike friendly streets with a host of new residential, commercial and civic development and activities along their lengths;

Whereas, Sandi Smith spearheaded the DDA Housing grant program, including helping gain DDA support for grants in support of housing projects aimed at retaining Ann Arbor's economic and social diversity;

Whereas, Sandi Smith was also instrumental in the development and implementation of the DDA's Partnerships, Brownfield, and general DDA Grants Policies which helped the DDA meet its mission through its involvement with outstanding downtown projects;

Whereas, Sandi Smith skillfully took on leadership roles throughout her time on the DDA, including Co-Chairing the Partnerships Committee for several years, serving on the Executive Committee, and serving as DDA Chair in FY2007 and FY2014;

Whereas, Sandi Smith's remarkable commitment to the DDA and its mission will be sorely missed, and her devotion to the downtown and community is an inspiration to all who have had the good fortune to work beside her;

RESOLVED, The Ann Arbor Downtown Development Authority, on behalf of the downtown and the community, thanks Sandi Smith for her great service and abundant contributions to the downtown, and indeed to the community as a whole, through her work on the Ann Arbor Downtown Development Authority.

A vote on the resolution showed:

AYES: Guenzel, Hewitt, Klopff, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Splitt, Weiss

NAYS: none

ABSENT: Orr

The resolution passed.

Resolution Thanking Roger Hewitt. Ms. Smith moved and Mr. Narayan supported the following resolution.

RESOLUTION THANKING ROGER HEWITT

Whereas, Roger Hewitt has generously contributed a tremendous amount of time, energy and commitment to the Ann Arbor Downtown Development Authority since joining the board in 2004;

Whereas, Roger Hewitt repeatedly took on important leadership roles throughout his time on the DDA, including serving as Board Chair in FY 2008 and again in FY 2016, and serving as a long-time Chair or Co-Chair of the Operations and Finance Committees;

Whereas, Roger Hewitt demonstrated a focused commitment to the goal of making the DDA's public parking system among the best in the nation, including outstanding maintenance, customer service, operations and TDM practices;

Whereas, Roger Hewitt served a vitally important role spearheading the design, approval and construction of the Library Lane parking structure, the first major addition to the public parking system since the early 1980's;

Whereas, Roger Hewitt was equally zealous in pursuit of public transit initiatives to benefit downtown, including the Connector Study, a rail station location study, and express bus service connecting Ypsilanti with downtown Ann Arbor, among many others;

Whereas, Roger Hewitt's strength of character, decisiveness, and willingness to do the work necessary to overcome challenges made him an invaluable leader and board member;

Whereas, Roger Hewitt's remarkable passion for the DDA and its mission will be sorely missed, and his dedication to the downtown and community is an inspiration to all who have had the good fortune to work beside him;

RESOLVED, The Ann Arbor Downtown Development Authority extends its great thanks and best wishes to Roger Hewitt for his abundant contributions to the downtown, and indeed to the community as a whole, through his work on the Ann Arbor Downtown Development Authority.

A vote on the resolution showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Splitt, Weiss

NAYS: none

ABSENT: Orr

The resolution passed.

Mr. Splitt moved and Mr. Mouat supported approval of the June 2016 DDA meeting minutes.

A vote on the motion showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Splitt, Weiss

NAYS: none

ABSENT: Orr

The motion carried.

7. A. SUBCOMMITTEE REPORTS - PARTNERSHIPS COMMITTEE
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Resolution to Amend the DDA Grant Policy. Ms. Lowenstein moved and Mr. Splitt supported the following resolution.

RESOLUTION TO AMEND THE DDA GRANT POLICY

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

Whereas, An important way for the DDA to accomplish its mission is to provide a DDA grant in support of a project that supports important DDA values, such as downtown walkability, diversity of people and mix of uses, sustainability, mix of downtown uses, and downtown Ann Arbor's unique identity and creating an attractive and memorable sense of place;

Whereas, The DDA Board created a new DDA grant program and approved a DDA Grant Policy at its November 2015 meeting which set forward grant principles and procedures;

Whereas, This Policy was utilized by the DDA when determining grant approvals in FY2016;

Whereas, Subsequently, the DDA Partnerships Committee has reviewed the DDA Grant Policy and determined that it would benefit the DDA in the accomplishment of its mission to amend this Policy;

RESOLVED, The DDA approves the amended DDA Grant Policy as recommended by its Partnerships Committee.

Ms. Lowenstein said that when the DDA reviewed grant applications last fall there was confusion about what was meant by "gap". The Committee discussed this, and is recommending a clarifying change by adding language to the first eligibility requirement. The first eligibility requirement will now read as follows: "Correct a documented gap in the marketplace or underserved market or support a unique offering that is integral to the character of a neighborhood."

A vote on the resolution showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Splitt, Weiss

NAYS: none

ABSENT: Orr
The resolution passed.

The next Partnerships Committee meeting will take place on July 13th at 9:00 am.

7. B. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE

S.U. Project. Mr. Mouat said plans will be submitted soon, and it is anticipated the project will be out to bid this fall.

5th & Detroit Project. Mr. Mouat said the committee heard a summary of public feedback and discussed common themes and comments. A detailed summary of the feedback is available on the DDA website.

Resolution for the Huron Street Project Budget. Mr. Mouat moved and Ms. Smith supported the following resolution.

RESOLUTION TO APPROVE A PROJECT BUDGET FOR THE HURON STREETScape PROJECT

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategies, and also recognized that an enjoyable pedestrian experience is one of downtown's principal attractions, as well as a necessary element in its social and economic life;

Whereas, Through Board Retreats in January and April of 2015, the DDA Board prioritized four streetscape projects through 2021 and came to consensus on project timing, scope, and budgets;

Whereas, One of these four projects was a Huron Street improvement project, which we anticipate will take place on Huron Street, from Ashley to Division, and may include new sidewalks, street trees, pedestrian lights, innovative storm water treatments and pedestrian crossings, benches, and bike hoops, in addition to other elements;

Whereas, The cost estimate for this project had been estimated to total just under \$4 million;

Whereas, The DDA Capital Improvements Committee recommends that the DDA approve a project budget for the Huron Street project using the \$4 million cost estimate discussed at the 2015 retreats;

Resolved, The DDA Board reaffirms its commitment to undertaking an improvement project on Huron Street project as outlined at its 2015 Board Retreats in support of the DDA mission and Development Plan;

Resolved, The DDA Board approves a total Huron Street project budget of \$4 million;

Mr. Mouat said based on the discussion at the 2015 DDA retreat now is the time slated to get the Huron Street project underway. The proposed budget is what was discussed at this retreat, including the proposed project area.

A vote on the resolution showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Splitt, Weiss

NAYS: none

ABSENT: Orr

The resolution passed.

Resolution to Approve a Huron Street Project Design Team. Mr. Mouat moved and Mr. Splitt supported the following resolution.

RESOLUTION TO APPROVE A DESIGN TEAM FOR THE HURON STREET PROJECT

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategies, and also recognized that an enjoyable pedestrian experience is one of downtown's principal attractions, as well as a necessary element in its social and economic life;

Whereas, Through Board Retreats in January and April of 2015, the DDA Board prioritized four streetscape projects through 2021, including the Huron Street Project, and came to consensus on project timing, scope, and budgets;

Whereas, Following a RFQ process, interviews, and input from City Staff, on October 7, 2015, the DDA selected Smithgroup JJR as the design team for the DDA's first two streetscape projects, on South University and at Fifth & Detroit;

Whereas, During this RFQ process, the DDA stated that it may prequalify design teams to submit proposals for the latter two streetscape projects;

Whereas, Huron Street is a state trunkline and will require substantial coordination with MDOT, and both Smithgroup JJR, and their subconsultants FTC&H, are prequalified service vendors for MDOT;

Whereas, the DDA Capital Improvements Committee reviewed a proposal from Smithgroup JJR, and subconsultants FTC&H for Huron Street design and engineering services and recommends approval;

Resolved, The DDA Board selects the Smithgroup JJR team for the Huron Street Project;

Resolved, The DDA Board authorizes the Capital Improvements Chair and DDA Director to execute a design contract with a not to exceed amount of \$520,000, which includes an estimated fee of \$472,000 and a \$48,000 design contingency;

Resolved, The DDA Capital Improvements Committee will bring subsequent resolutions to initiate the Huron Street Project construction phase.

Mr. Mouat said the Committee reviewed a proposal from SmithGroup JJR to design the Huron Street project, and recommends board approval. Mr. Mouat said the experience SmithGroup JJR has had working with MDOT, in Downtown Ann Arbor and with the Street Design Manual will be beneficial to the project.

A vote on the resolution showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Splitt, Weiss

NAYS: none

ABSENT: Orr

The resolution passed.

Sidewalk Repairs. Ms. Pollay said the City and the DDA worked in coordination to complete repairs to downtown sidewalks, including brick repairs. Work took place throughout the District.

The next Capital Improvements Committee meeting will be September 14th at 11:00 a.m.

7. C. SUBCOMMITTEE REPORTS- FINANCE
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Resolution to Segregate Funds for Future Parking Additions (postponed at May and June meetings). Ms. Klopf moved and Mr. Mouat supported the following resolution.

RESOLUTION TO SEGREGATE PARKING FUNDS TO ENABLE THE FUTURE CONSTRUCTION OF ADDITIONS TO THE PUBLIC PARKING SYSTEM

Whereas, The DDA has managed public parking facilities in pursuit of its mission since 1992;

Whereas, In 2015 the DDA commissioned a parking study, which determined that the DDA parking system is at full capacity in terms of accommodating any new growth in midday parking demand;

Whereas, This report included a forecast of future parking demand, and based on residential and employment growth predictions, projected an additional peak demand for long-term parking within the DDA system;

Whereas, The report encouraged the DDA to continue its long-standing support for alternative transportation programs to create capacity and extend the impact of future parking system expansions;

Whereas, In addition to its commitment to encouraging the use of alternative transportation choices, the DDA has an interest in planning for the construction of additional parking in the future to support downtown's growth and vitality;

Whereas, The DDA Finance Committee recommends that the DDA set aside funds on an annual basis to enable the future construction of additional public parking spaces;

Whereas, The DDA Finance Committee also recommends that the DDA begin by setting aside \$1 million from its FY2016 parking budget for this purpose;

RESOLVED, The DDA approves the recommendation of its Finance Committee, and will separate funds to use in the construction of future public parking spaces.

RESOLVED, The DDA also approves the recommendation of its Finance Committee to begin this process by setting aside \$1 million in FY2016 for this purpose.

Ms. Klopf said the purpose of the resolution is to set aside dollars to allow future DDAs to be able to respond to downtown parking needs. Ms. Klopf said the resolution had been postponed twice to allow time for more discussion and additional information, including forecasting estimates for construction costs and bond down payments, as well as possible operating costs of a new facility and revenue assumptions. After much consideration, the Committee members feel it is feasible to assemble sufficient funds and budget capacity to construct parking within the next decade. Ms. Klopf noted that the board should anticipate that the DDA would use both its TIF and Parking income for the construction of future parking structures.

Mr. McWilliams stated a concern that the planning was parking-focused, and should instead be reframed as a concern about increasing access for more people, which allows for a broader toolset than simply parking. The Board members discussed this, including balancing the need for parking along with a continued commitment to supporting alternative forms of transportation. Ms. Pollay agreed, saying this was not meant to be a commitment to build a parking garage, but rather an effort to create capacity for a future decision.

Mr. McWilliams proposed an amendment to add "or Alternative Transportation Infrastructure" to the resolution where it read "Public Parking System", specifically the resolution title, the sixth whereas clause and the first resolved clause. Mr. McWilliams said he wanted to be certain that the DDA wasn't automatically assuming that parking was the only option for dealing with increased demand. Mr. Splitt stated his preference that the resolution remain as is.

A vote on the amendment as proposed showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Weiss

NAYS: Splitt

ABSENT: Orr

The motion carried.

The resolution as amended is as follows:

RESOLUTION TO SEGREGATE PARKING FUNDS TO ENABLE THE FUTURE CONSTRUCTION OF ADDITIONS TO THE PUBLIC PARKING SYSTEM OR ALTERNATIVE TRANSPORTATION INFRASTRUCTURE

Whereas, The DDA has managed public parking facilities in pursuit of its mission since 1992;

Whereas, In 2015 the DDA commissioned a parking study, which determined that the DDA parking system is at full capacity in terms of accommodating any new growth in midday parking demand;

Whereas, This report included a forecast of future parking demand, and based on residential and employment growth predictions, projected an additional peak demand for long-term parking within the DDA system;

Whereas, The report encouraged the DDA to continue its long-standing support for alternative transportation programs to create capacity and extend the impact of future parking system expansions;

Whereas, In addition to its commitment to encouraging the use of alternative transportation choices, the DDA has an interest in planning for the construction of additional parking in the future to support downtown's growth and vitality;

Whereas, The DDA Finance Committee recommends that the DDA set aside funds on an annual basis to enable the future construction of additional public parking spaces or alternative transportation infrastructure;

Whereas, The DDA Finance Committee also recommends that the DDA begin by setting aside \$1 million from its FY2016 parking budget for this purpose;

RESOLVED, The DDA approves the recommendation of its Finance Committee, and will separate funds to use in the construction of future public parking spaces or alternative transportation infrastructure.

RESOLVED, The DDA also approves the recommendation of its Finance Committee to begin this process by setting aside \$1 million in FY2016 for this purpose.

A vote on the amended resolution showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Smith, Splitt, Weiss

NAYS: Narayan

ABSENT: Orr

The amended resolution passed.

The next Finance Committee meeting will be Tuesday, August 30 at 1:00 p.m.

7. D. SUBCOMMITTEE REPORTS- OPERATIONS

Parking & Transportation Report. Mr. Splitt said the report was in the packet and asked for questions.

Resolution to Extend the Agreement with Greyhound at the 4th & William parking structure. Mr. Splitt moved and Ms. Klopf supported the following resolution.

RESOLUTION TO EXTEND A LEASE WITH GREYHOUND AT THE FOURTH & WILLIAM PARKING STRUCTURE

Whereas, Greyhound was displaced from its long-time location in 2014 and sought a temporary location in downtown Ann Arbor until such time as a permanent location can be found;

Whereas, In support of its mission, the DDA approved an agreement between the DDA and Greyhound for a short term lease at the Fourth & William parking structure;

Whereas, Greyhound has asked for a six month lease extension that would run until December 31, 2016 to enable them time to complete the details needed to secure their next location, and the DDA Operations Committee supports this lease extension;

RESOLVED, The DDA Executive Director is authorized to work with the DDA Attorney to formulate and sign a lease extension between the DDA and Greyhound through December 31, 2016.

Mr. Splitt said Greyhound is working to secure a new space but has requested an extension while that work is completed. Mr. Splitt said the Committee is supportive of the lease extension.

A vote on the resolution showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Splitt, Weiss

NAYS: none

ABSENT: Orr

The resolution passed.

Resolution to Amend the Contract with GM for Maven Car Share Parking. Mr. Splitt moved and Mr. Mouat supported the following resolution.

RESOLUTION TO AMEND A CONTRACT WITH GM (“MAVEN DRIVE, LLC”) FOR DOWNTOWN CAR SHARING

Whereas, The DDA has been a committed supporter of transportation programs for many years in support of its mission, including car-share, which helps reduce the number of cars in downtown, thus reducing congestion and the need for parking;

Whereas, The DDA has also been a committed supporter of electric vehicle use in the downtown, as a way to meet the DDA and City’s sustainability goals;

Whereas, GM recently created a new car share program called “Maven”, and in February 2016, the DDA approved a contract with GM (“Maven”) that provides 10 parking spaces for its car share program in several DDA-managed public parking facilities, including 2 electric vehicles (EV);

Whereas, GM representatives met with the Operations Committee and requested 16 additional spaces, of which 4 would be for electric vehicles , and many of which would be used as spaces for a new Maven-only one-way car share offering;

Whereas, These representatives also extended an offer to contribute to the cost associated with EV charging equipment;

Whereas, The Operations Committee supports this request in general, and upon review, recommends DDA approval of an additional 8 spaces for a total 18 spaces for both conventional and electric vehicles, which includes the current 10 parking spaces:

Car spaces	Parking facility	Electric Vehicles
2	4 th & William structure	
2 + 1 new	Forest Avenue structure	
2	Liberty Square structure	
2 + 2 new	1 st & Washington structure	1 new
1 + 1 new	4 th & Catherine lot	1 + 1 new
1 + 2 new	Ann Ashley structure	1 + 2 new
2 new	415 W. Washington lot	
18 total		6

Resolved, The DDA approves the addition of 8 spaces to its contract with GM/Maven, to enable two-way and one-way car share, including electric vehicles and conventional vehicles for a total of 18 spaces;

Resolved, In addition to the monthly rent for these spaces, GM/Maven will be asked to provide funding for six EV locations, which will include costs associated with equipment at their current two EV spaces, as well as costs for four additional EV locations.

Mr. Splitt said MAVEN requested 16 spaces in addition to the 10 they currently have. The committee supported adding spaces and asked staff to work out location details, which are outlined in the resolution. Mr. Splitt said in addition to the monthly rate they pay for each space GM has offered to help fund the EV charging units. Ms. Klopf asked GM representative Mr. Keros, if “costs for EV locations” meant that GM would be paying the full cost for the equipment; Mr. Keros said yes.

A vote on the resolution showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Splitt, Weiss

NAYS: none

ABSENT: Orr

The resolution passed.

Resolution to Select a Consultant for Technology Solutions. Mr. Splitt moved and Ms. Lowenstein supported the following resolution.

RESOLUTION AUTHORIZING A PARKING TECHNOLOGY SOLUTIONS STUDY BUDGET AND THE SELECTION OF DIXON RESOURCES UNLIMITED AS PROJECT CONSULTANT (\$35,000)

Whereas, On July 1, 2015 the DDA commissioned Nelson/Nygaard to conduct a parking study and recommend TDM solutions for Ann Arbor;

Whereas, The DDA would like to be able to assess the impacts of implementing the study recommendations, but does not currently have the software needed to assemble the data;

Whereas, The DDA issued a RFQ for Parking Technology Solutions in June, 2016, and Dixon Resources Unlimited was the only respondent with a not-to-exceed cost of \$25,000;

Whereas, The Operations Committee determined that the response from Dixon addresses the needs of the DDA to analyze its data from its existing parking equipment and make future equipment and software purchases;

RESOLVED, The DDA approves the selection of Dixon Resources Unlimited;

RESOLVED, The DDA shall establish a project budget of \$35,000;

RESOLVED, The DDA Executive Director is authorized to sign a contract within the approved project budget;

Mr. Splitt said new software is needed to provide better integration of existing software and equipment. An RFQ was distributed to locate a parking technology software consultant, and one firm responded. The resolution establishes a project budget of \$35,000 including a not-to-exceed contract of \$25,000. Mr. Splitt said the committee is supportive of the project.

Questions were asked and answered about what services the consultant would provide. Mr. McWilliams stated his opposition to hiring a consultant, rather, the parking operator should be directed to make the necessary recommendations or staff should go on line to get the information that is needed. Mr. Narayan stated his agreement. Mr. Morehouse said that the consultant was bringing technical knowledge and experience in 30 other cities, and this experience would enable the DDA to determine what questions to ask when purchasing software, and insights for how various parking softwares and hardware could be bridged. Mr. Lazarus stated support for spending a smaller amount of money to gain more information before making any larger commitment of funds for technology changes. Mr. Splitt stated his support for this position.

A vote on the resolution showed:

AYES: Guenzel, Hewitt, Klopff, Lazarus, Lowenstein, Mouat, Smith, Splitt, Weiss

NAYS: McWilliams, Narayan

ABSENT: Orr

The resolution passed.

Resolution Providing \$60,000 for the Connector Study. Mr. Splitt moved and Mr. Mouat supported the following resolution.

RESOLUTION PROVIDING \$60,000 TO SUPPORT PHASE III OF THE ANN ARBOR CONNECTOR STUDY

Whereas, Enhancing transportation into and through the downtown is a key strategy in the 2003 DDA Renewal Plan;

Whereas, In 2008 the DDA approved a \$80,000 grant in support of Phase I of a Connector Study in partnership with AATA, City of Ann Arbor, and the University of Michigan, and this phase of study affirmed the feasibility of an enhanced transportation option along the Connector Study corridor;

Whereas, in 2012 the DDA approved a \$30,000 grant in support of Phase II of this Connector Study, again in partnership with the AATA, City of Ann Arbor and University of Michigan, and this phase of study determined the preferred transportation mode and the route for the Connector;

Whereas, At its FY2017 budget approval, City Council approved a budget amendment for the Connector Study that set forward the following: "Resolved, That the City Council sets its level of participation for Phase III at \$60,000, without regard to Fiscal Year, which assumes a project of \$3,000,000, with 90% UM participation, 6% TheRide, and 2% each for the City and the DDA;"

Whereas, It is anticipated that an RFQ will soon be distributed for Phase III of the Connector Study;

Whereas, The DDA Operations Committee recommends that the DDA continue its participation as part of the Connector Study partnership in Phase III, and that the DDA approve funding for Phase III that matches the amount approved by the City;

RESOLVED, The DDA approves \$60,000 for Phase III of the Connector Study as recommended by its Operations Committee.

Mr. Splitt said Phase III of the Connector study will be an environmental study led by UM. The committee expressed support to provide funding in an amount equal to the City's Phase III contribution which is expected to be \$60,000.

A vote on the resolution showed:

AYES: Guenzel, Hewitt, Klopff, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Splitt, Weiss

NAYS: none

ABSENT: Orr

The resolution passed.

4th & William. Mr. Splitt said installation of the new elevator is ongoing.

Parking Structure Repairs. Mr. Splitt said maintenance work is underway. June work included concrete repairs at Liberty Square and Ann Ashley and a guardrail replacement at Maynard.

Ms. Pollay provided an update on Art Fair parking preparations.

The next Operations Committee meeting will be August 31 at 11:00 a.m.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Mr. Hewitt said the committee reviewed the agendas for the regular and annual meetings. He said the Committee had also reviewed with Ms. Pollay her performance in FY2016.

Resolution Approving a Compensation Change for the DDA Director. Mr. Narayan moved and Ms. Smith supported the following resolution.

Resolution Approving a Compensation Change for the DDA Executive Director of the Ann Arbor Downtown Development Authority for FY 2017

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

Whereas, DDA members reviewed Ms. Pollay's efforts in FY 2016, and these reviews noted her many accomplishments, which include effectively working with DDA board members, adept management of DDA operations and administration, and oversight of such important DDA projects as:

- Design development for South University improvements to be constructed in spring 2017
- Planning for the 5th & Detroit project in partnership with the City
- Annual parking structure repairs planned, bid and now underway
- Comprehensive transportation and parking management (TDM) study completed and recommendations issued
- Phases II of a new stair/new elevator project at 4th & William nearly completed;
- Provision of DDA grants, including extension of the grant to AAATA for a midblock walkway, transportation grants (getDowntown and go!Pass), and the new DDA Grant program (approval of grants for the State Theater and Farmers Market)
- Redesigning DDA offices to provide better staff work areas, maximize storage, and improve meeting space for DDA board and public
- Working with the City on City initiatives, including the sale and redevelopment of the Library Lane property

Whereas, Ms. Pollay is often called upon to address City Council and does so with tact and proficiency, and she serves as a vital resource for downtown stakeholders, and the community at large;

Whereas, The DDA Executive Committee recommends that Ms. Pollay be provided with a compensation change retroactive to July 1, 2016, increasing her salary by 3%;

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

Mr. Hewitt said the committee reviewed the executive director annual evaluations and feedback provided from Board members, and shared that feedback with Ms. Pollay.

A vote on the motion showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Splitt, Weiss

NAYS: none

ABSENT: Orr

The motion passed.

The next Executive Committee meeting will be September 7th at 11:00 a.m.

8. NEW BUSINESS

None

9. OTHER AUDIENCE PARTICIPATION
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None.

10. ADJOURNMENT

There being no other business, Mr. Splitt moved and Mr. Mouat supported a motion to adjourn. Mr. Hewitt declared the meeting adjourned at 1:31 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL MEETING MINUTES

Thursday, July 7, 2016

DDA Offices, 150 S. Fifth Avenue, Ann Arbor, MI 48104

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: DDA Chair Mr. Hewitt called the meeting to order at 1:35 p.m.

1. ROLL CALL

Present: Bob Guenzel, Roger Hewitt, Marie Klopf, Howard Lazarus, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Sandi Smith, John Splitt, Phil Weiss

Absent: Keith Orr

Staff: Susan Pollay, Executive Director
Present: Joseph Morehouse, Deputy Director
Jada Hahlbrock, Management Assistant

Audience: Ray Detter, Downtown Area Citizens Advisory Council

2. NEW BUSINESS

A. Election of Officers

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

A vote on the motion to approve the nomination showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Split, Weiss

NAYS: none

ABSENT: Orr

ABSTAIN: none

The motion carried.

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

A vote on the motion to approve the nomination showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Split, Weiss

NAYS: none

ABSENT: Orr

ABSTAIN: none

The motion carried.

Vice-Chair: Mr. Hewitt asked for nominations for the position of Vice-Chair. Mr. McWilliams was nominated by Ms. Smith and seconded by Mr. Guenzel. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith,
Split, Weiss

NAYS: none

ABSENT: Orr

ABSTAIN: none

The motion carried.

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

A vote on the motion to approve the nomination showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith,
Split, Weiss

NAYS: none

ABSENT: Orr

ABSTAIN: none

The motion carried.

B. DDA Committees for FY 2017

Board members reappointed existing committees as follows.

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

RESOLUTION TO REAPPOINT THE DDA CAPITAL IMPROVEMENTS COMMITTEE.

A vote on the motion to reappoint the committee showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith,
Split, Weiss

NAYS: none

ABSENT: Orr

ABSTAIN: none

The motion carried.

Capital Improvements Committee Chair(s): John Mouat

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

RESOLUTION TO REAPPOINT THE DDA OPERATIONS (PARKING & TRANSPORTATION) COMMITTEE.

A vote on the motion to reappoint the committee showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Split, Weiss

NAYS: none

ABSENT: Orr

ABSTAIN: none

The motion carried.

Operations Committee Chair(s): Keith Orr and John Splitt

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

RESOLUTION TO REAPPOINT THE DDA PARTNERSHIPS (PARTNERSHIPS/ECONOMIC DEVELOPMENT) COMMITTEE.

A vote on the motion to reappoint the committee showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Split, Weiss

NAYS: none

ABSENT: Orr

ABSTAIN: none

The motion carried.

Partnerships Committee Chair(s): Joan Lowenstein and Al McWilliams

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

RESOLUTION TO REAPPOINT THE DDA FINANCE COMMITTEE.

A vote on the motion to reappoint the committee showed:

AYES: Guenzel, Hewitt, Klopf, Lazarus, Lowenstein, McWilliams, Mouat, Narayan, Smith, Split, Weiss

NAYS: none

ABSENT: Orr

ABSTAIN: none

The motion carried.

Finance Committee Chair(s): Marie Klopf

Executive Committee

The Executive Committee will consist of all officers of the Board and the past previous DDA Chair. The previous Chair shall be a non-voting member and the Executive Director shall be a non-voting ex officio member of this committee. There was no need to reappoint this Committee, as it is set forward by DDA bylaws.

3.

STAFF THANK YOU TO THE BOARD AND OUTGOING DDA CHAIR

Ms. Pollay thanked the DDA board members for their hard work this year in support of the DDA's mission. On behalf of the DDA staff, Ms. Pollay thanked Mr. Hewitt for serving as Chair this year, and for his leadership. Mr. Hewitt stated his thanks for the chance to be part of the DDA.

4.	ADJOURNMENT
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There being no other business, Mr. Splitt moved and Mr. Mouat seconded the motion to adjourn. Mr. Hewitt declared the meeting adjourned at 1:44 p.m.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Thursday, July 7, 2016

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

Committee actions and discussions

Agenda Review.

The group reviewed the July DDA monthly meeting agenda.
The group also reviewed the DDA Annual Meeting agenda.

DDA Administration.

Ms. Pollay said that she had conducted her staff's annual performance reviews and had authorized compensation changes. She informed the group that she was working to create a new Manager of Parking Services position that would report to the DDA's Deputy Director, and would be responsible for reviewing for accuracy and compliance, the reports submitted to the DDA from the parking operator. She said she was also working to upgrade the DDA's Planner position to encompass project management.

Mr. Hewitt said that DDA Board members had provided him with evaluations for Ms. Pollay for FY2016, and asked Ms. Pollay to leave the room to enable him to share feedback first with the rest of the Executive Committee members. Ms. Pollay was welcomed back into the room and Mr. Hewitt verbally conveyed the feedback. A draft resolution was reviewed, and the group conveyed that they would recommend a 3% compensation change for FY2017.

Other Business.

Ms. Pollay shared that Mr. Howard Lazarus, the new City Administrator, would be attending that day's DDA meeting as a member of the DDA board.

There being no other business, the meeting adjourned at 11:40 a.m.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, JULY 13, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 9:00 a.m.
Present: Bob Guenzel, Joan Lowenstein, Al McWilliams, John Mouat, Keith Orr
Absent: Marie Klopff, Howard Lazarus, Rishi Narayan, John Splitt, Phil Weiss
Others: None
Staff: Susan Pollay, Amber Miller, Jada Hahlbrock
Public: Ray Detter, CAC

2016 State of the Downtown Report

Ms. Miller shared preliminary information and updates that will be part of the 2016 Report. This included data on building permits, new businesses opening in downtown, special events, residential sales and crime statistics. Committee members provided feedback.

Public Comment

Mr. Detter said he appreciates the data and information the DDA tracks for the State of the Downtown Report, especially the downtown residential numbers. He said he would be interested in learning more about how many downtown residents also work downtown.

The August Partnerships Committee meeting has been cancelled.

The next Partnerships Committee meeting is scheduled for September 14th at 9:00 am.

The meeting adjourned at 10:17 am.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Tuesday, August 30, 2016**

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

Time: 1:00 p.m.

Present: Marie Klopf, Joan Lowenstein, Darren McKinnon, John Splitt, Phil Weiss

Absent: Bob Guenzel, Howard Lazarus, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr

Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock

Others Present: Tom Crawford

Public: Skyline High School student (didn't sign in)

Financial Statements. The Committee reviewed the FY 16 unaudited financial reports, June & July 2016 expense listings, and FY 16 & FY 17 Funds Committed Reports. These reports were reviewed in detail. Questions were asked and answered.

New Business. Mr. Morehouse said he has assembled materials and these documents are ready to be turned over to the auditors when requested.

Old Business. None

Public Comment. None

Next Meeting. The next meeting will take place on Tuesday, September 27, 2016 at 1:00 pm

The meeting adjourned at 2:00 pm
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, August 31, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Joan Lowenstein, Darren McKinnon, John Mouat, Keith Orr, John Splitt, Phil Weiss
Absent: Bob Guenzel, Marie Klopff, Howard Lazarus, Al McWilliams, Rishi Narayan,
Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock
Others: Dave Orfield/Republic Parking; Kelly Schwartz/getDowntown
Public: None

Parking. The July and August Parking/Transportation Reports were reviewed. Summary FY16 meter bag fee waiver report, current parking customer survey results, and Art Fair 2016 parking numbers were reviewed. The quarterly and FY 2016 parking revenue reports were also reviewed. Quick Pay equipment was installed in Library Lane and Liberty Square, and promotion will be launched this fall. Ms. Schwartz provided getDowntown program updates. Mr. Morehouse said the parking system review and computer system study are both underway.

On-Street Multi-Space Equipment RFP. Three bids were received, and the Committee reviewed the responses. After discussion, the Committee decided to bring a resolution to the September 7th DDA Board meeting recommending the purchase of Digital brand equipment.

City Council Work Session. Ms. Pollay said the annual City Council/DDA work session will take place on October 10th. The Committee discussed information to be included in the presentation.

Connector Study. Ms. Pollay said that Phase III will begin in early 2017, and will be led by UM. This phase of work will also include a discussion about who will eventually manage the service.

4th & William Improvement Project . Installation of the first elevator is complete. Phase III is underway, starting with the demolition of the existing elevator tower so the second elevator can be installed.

Parking Structure Repairs. Repairs at Library Lane were completed in August. Repairs continue at Liberty Square and Ann Ashley facilities. Work is expected to be complete by the end of September.

Public Comment. None

Next Committee Meeting: The next meeting will take place on September 28 at 11:00 am.

The meeting adjourned at 1:10 pm.
Susan Pollay, Executive Director