

**Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, December 5, 2018**

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

1. ROLL CALL

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

Absent: None

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

Audience: Ray Detter, Downtown Citizens Advisory Council
Mike McKiness, Republic Parking System
David Diephuis, resident
Chris Simmons, get!Downtown
Alan Haber, resident
Jim Mogensen

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

A vote on the motion to approve the agenda showed:

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

Nays: None

Absent: None

The motion was approved.

3. AUDIENCE PARTICIPATION

Mr. Haber spoke about the approval of Proposal A to develop a central park/civic center commons on the Library Lot, encouraging supporters and opponents to come together to begin conversations with organizations such as the Huron Tribal Council and Pottawatomi Council to imagine what could be and thus move this initiative forward.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: The December meeting was cancelled; however, Mr. Detter reported that downtown residents, near downtown neighbors, and others, enjoyed a social gathering at his house. There was much food and conversation, and everyone shared thoughts on important issues for the future.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw said she will hold her next "Walk and Talk" on December 8th at 10am at the Blake Transit Center focusing on the DDA's People-Friendly-Streets projects and her next "Downtown Hall" will be on December 12 at 7 pm at the Malletts Creek Library. All are welcome.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay presented the 2019 DDA Committees and Board meeting schedule for approval.

7. APPROVAL OF MINUTES

Ms. Letaw moved and Mr. Mouat seconded the motion to approve the November minutes.

A vote on the motion to approve the minutes showed:

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

Nays: None

Absent: None

The motion was approved.

8A. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS COMMITTEE

Fifth/Detroit: Mr. Mouat reported that project elements that cannot be completed due to weather conditions and the impacts of the earlier regional asphalt labor dispute will be completed in the spring. Meanwhile, temporary asphalt will be installed for winter. He commended Ms. Thomson for her excellent work communicating with all involved throughout the construction.

First/Ashley/William: There was consensus to move the William Street bikeway forward to 2019 to coincide with the City's water main work, so the RFP will be released late January. The project will take 16 weeks, and will be managed to avoid impacts to Art Fair. The design team continues to meet with First/Ashley stakeholders on project details and ways to minimize construction impacts. The project is anticipated to be out to bid in fall 2019 with construction beginning spring 2020.

Huron: The construction bid will be released mid-month with a January 15th deadline; the January CIC meeting will be moved to January 23rd so committee members may evaluate submittals. The RFP uses a unit-priced bid format and specs are written so changes can be made. Given competition from other projects, there was consensus to pre-purchase trees to get the type and size we want. Concurrent to the DDA project DTE will replace a gas line on the south side of Huron between 4th & Thayer. The committee supports collaborating with DTE as possible, including cost-

sharing. City and DDA staff are working to provide what MDOT needs to approve the transportation changes, which is a separate process from their approval of the streetscape design.

Mr. Narayan said a concern was brought to him regarding the construction of a private development on the 300 block of Main, as it closed the sidewalk thus impeding the ability of adjacent retailers to draw customers on Black Friday and throughout December. This developer didn't communicate ahead of time, which added to the impact of this sidewalk closure. Mr. Narayan said he agreed with Mr. Mouat's statement that the DDA does an excellent job communicating about DDA projects; however, he feared that there is a perception that any project downtown is a DDA project, including a private development, and recommended the DDA help provide notifications to businesses.

Mr. McKinnon recommended that incentive and penalty clauses be included in project bids by the City and the DDA to encourage contractors to complete projects on schedule with the intent of lessening the construction impacts on businesses, residents, property owners, etc.

CIP: Mr. Mouat reported on the process of putting DDA projects into the City's CIP. He said that though DDA funds are limited in the near term due to other project commitments, the Committee consensus was to put forward projects related to future alley improvements, street light replacements and more protected bikeways for inclusion in the City's CIP.

The next Capital Improvements Committee meeting will be Wednesday, December 19 at 11 am.

8B. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE
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GetDowntown Survey Results: Mr. Orr reported on the results of their 2018 survey which were presented at the committee meeting. There were 380 employee and 77 decision maker respondents. Results included showing why people choose to drive alone to work, but also that many employees are using transit, bikes and walking to commute. Decision makers view getDowntown programs and services of great benefit to their employees and company. The results will be used by the DDA and getDowntown to shape future work plans.

Monthly Parking and Transportation Report: Mr. Orr presented data from the report. It included that the ePark system is now fully installed, and on-street transactions were 80% credit card and 20% cash with an increasing use of the ePark app. RPS has completed most of the maintenance items called out in a recent maintenance walk-through, and the remaining items will be completed in the spring. Garage and lot lane availability remains at 99%+ due to proactive maintenance. The installation of the new 30-space bike parking area inside of the 4th & Washington garage is complete. The 1st and Washington Condominium group met, though there are no plans for when a condo association will be formed.

Ann Ashley Expansion Project: Mr. Weiss reported that site plans were submitted several weeks ago and city staff are now weeks late providing a response. He asked Mr. Lazarus if he could assist; Mr. Lazarus said he would follow-up. He noted that the city is fortunate to have such a great demand for new projects.

Maynard Parking Operator Office: Mr. Weiss said the committee asked staff to contact a commercial broker and obtain information on available commercial spaces to compare costs and easier customer access versus expanding the current Maynard office. The discussion will continue at the next committee meeting.

The next Operations Committee meeting will be on Thursday, December 20 at 11 am.

8C. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

The November committee meeting had been cancelled due to a lack of agenda items. The committee will begin discussions on the DDA's FY20 and FY21 budgets at the next meeting.

The next Finance Committee meeting will be on Thursday, December 20, immediately following the Operations Committee meeting.

8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE

Ms. Lowenstein and Ms. Letaw reported on the following:

Treeline & Midtown Conceptual Plan: UM Professor Peter Allen presented his students' ideas to provide workforce-affordable housing as part of a Treeline and Midtown redevelopment strategy; this included ideas for the redevelopment of the old Y lot.

AAATA/TheRide: Mr. Carpenter expressed his appreciation to the committee for the DDA's ongoing support and partnerships. AAATA will reach out to the public for input on options for new buses that will be purchased thanks to the millage renewal. The AAATA has increased service on its Sunday Route 4 to 2X/hour to address overcrowding. Public input will be sought for the AAATA's long-term service planning to begin in 2019. Shift Transit is the new ArborBike operator; bike share operations will begin again in spring 2019.

City of Ann Arbor: City Council updated its ADU ordinances. The City will participate in the AARP Age-Friendly Communities Program, aimed at finding ways to allow seniors to remain in their homes and active. Council member Ali Ramlawi has been appointed to the Partnerships Committee. Bird scooters signed a 90-day licensing agreement with the City, renewal for up to one-year total. A Quiet Zone task force was created to look at noise concerns around train areas.

DDA: Ms. Miller provided updates on DDA projects as discussed in Mr. Mouat's CIC report.

The next Partnerships Committee meeting will be on Wednesday, December 12 at 9 am.
(DDA only)

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE

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

The next Executive Committee will be on Wednesday, January 9, 2019 at 11 am.

9. NEW BUSINESS

Ms. Hahlbrock reported that in October a FOIA request had been received asking for a document from 2007 or 2008 and the DDA had denied the request because there was no document that met this request. She stated the denial had been appealed. As part of the appeal the individual clarified that a 2009 document, provided to him by the City, was the document he was seeking. With this clarification, Ms. Hahlbrock said that she would provide this document as requested; the board members indicated their agreement.

10. OTHER AUDIENCE PARTICIPATION

Mr. Mogensen asked that the City and the DDA reflect on all the narratives when considering projects to ensure they are making good decisions and learning from past successes and failures.

11. ADJOURNMENT

There being no other business, Ms. Letaw moved and Mr. Weiss seconded the motion to adjourn. Ms. Klopf declared the meeting adjourned at 12:50 pm.

Respectfully submitted,
Susan Pollay, Executive Director

PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, December 12, 2018

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 9:00 a.m.
Present: Tyler Kinley, Jessica A.S. Letaw, Joan Lowenstein, Keith Orr
Absent: Bob Guenzel, Marie Klopff, Howard Lazarus, Darren McKinnon, Rishi Narayan, John Mouat, Phil Weiss
Others: Aubrey Patino/Avalon Housing, Wendy Carty-Saxon/Avalon Housing, Jennifer Hall/Ann Arbor Housing Commission, Teresa Gillotti/Washtenaw County Office of Community & Economic Development, Ali Ramlawi/City
Staff: Susan Pollay, Amber Miller, Maura Thomson, Kelley Graves
Public: Ray Detter

Affordable Housing: Ms. Letaw welcomed representatives from Avalon Housing, Ann Arbor Housing Commission and Washtenaw County, and thanked them for attending. The DDA has a long history of supporting affordable housing initiatives and it shares the concern that affordability has become even more urgent. Mr. Orr asked if the group could give direction to the DDA on how it could best use/leverage its funds to assist. Ms. Hall and Ms. Carty-Saxon said that given the DDA's generosity in the past they had hesitated to request more funding but, appreciated that the DDA wants to continue providing support. Ms. Gillotti said that since the 2015 Housing Needs Assessment set forward a goal of 140 units of new affordable housing in Ann Arbor per year, there have actually only been 50 new units built. Adding to the problem, 800 housing units have had their affordability covenants expire, so these rents will go market-rate, plus other affordability covenants are also set to expire soon, further reducing the number of affordable units. Mr. Ramlawi asked how the Needs Assessment set goals for reach community; Ms. Gillotti responded, and reported on current initiatives by each community to address housing needs.

Ms. Hall explained challenges to adding new units. For instance, properties are generally purchased using tax credits, but it can take two to three years to assemble all the sources of funds so that closings can take place. Most property owners don't want to wait, and instead sell to market-rate developers. Thus, using publicly-owned land to develop new units is essential, as the City and County have extended timelines that private property owners often don't have. Ms. Gillotti and Ms. Hall are assembling a report for City Council listing City and County properties that could be utilized for affordable housing, and this report will include ideas such as using revenue bonds for construction. Mr. Ramlawi asked if tenant rents could be used to back these bonds, rather than tax payer dollars; Ms. Hall said that rents would certainly be part of any financial plan.

Some policy ideas were suggested that could be utilized if there was City support. This included a proposed requirement that projects seeking Brownfield grants must include affordable housing; Ms. Gillotti said that this idea was fully developed and will be presented shortly. Another idea was to prioritize site plans ahead of others for staff review and Council consideration, with a goal to significantly reduce the time it takes for a project to get through the development process. Another idea was for the City to waive all parking requirements for projects with affordable housing, thereby potentially reducing construction costs. The old-Y lot might be a good place to test this, as the site is adjacent to the BTC, the central transit hub for the community. Ms. Lowenstein said the DDA is open to exploring ways it can help with the old-Y lot, including serving as the project developer, or installing right-of-way improvements. Ms. Hall said that it is anticipated that the City will conduct a series of public meetings for the old-Y lot, to gain community input into the number and type of housing units for this site, as well as the building envelope that would be acceptable.

Ms. Letaw suggested that a 5-10-15 year plan would be very helpful so groups like the DDA could be guided by this plan. Mr. Kinley said that it would be helpful if the individuals that are involved every day in affordable housing would provide factual information to the community, as there has been much misinformation. Ms. Letaw said that the Architectural League in NYC created a helpful series focused on affordable housing, entitled “Brass Tacks”; she provided this link <https://archleague.org/project/housing-brass-tacks/>. It was agreed that interested Committee members and affordable housing representatives will work together to brainstorm topic areas for a speaker series to coincide with the City’s public meetings about future development on the old-Y lot. Mr. Ramlawi said the City is planning a series of Town Hall meetings and they would be a good platform for this topic, as well.

Public Comment:

Mr. Detter shared that at the CAC’s annual holiday gathering, development and affordable housing was discussed. There is much discussion about affordable housing needs, particularly from those that supported the Library Lane project that included several dozen affordable units on site, plus provided \$5million for affordable housing elsewhere in the community.

Next Meeting:

The next meeting of the Partnerships Committee will be January 9 with Partners.

The Partnerships Committee meeting adjourned at 10:40 am.

Respectfully submitted,
Susan Pollay, DDA Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, December 20, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:05 a.m.
Present: Robert Guenzel, Darren McKinnon, Phil Weiss
Absent: Tyler Kinley, Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Joan Lowenstein, Molly McFarland, John Mouat, Keith Orr, Rishi Narayan
Staff: Susan Pollay, Joe Morehouse, Jada Hahlbrock, Amber Miller, Maura Thomson, Kelley Graves
Others: Chris Simmons/getDowntown, Mike McKiness/RPS, John Fournier/City
Public: None

Parking Administrative/Customer Service Office: Ms. Hahlbrock reviewed a detailed analysis she had prepared encapsulating information requested on this topic. This included an overview, needed improvements, options to relocate to a different garage, options to relocate to a commercial building, expansion concepts for the existing space, and the potential to lease out the existing office. She explained that in 2000 it was decided that the Maynard structure was the optimal location for this office, and those reasons were still relevant today. She reviewed alternate locations within the parking system; most options had negatives such as removing much parking. She said that the upcoming Ann Ashley construction created a good opportunity to create an optimal office to meet administrative and customer service needs. Several commercial office locations were reviewed; the most feasible location was deemed to be in the 414 S. Main St building. Ms. Hahlbrock asked for committee direction; namely whether to improve the existing office, relocate the office to the 414 S. Main building, or build out a new office at Ann Ashley. There was much discussion; questions were asked and answered. Mr. McKinnon said he believed the best option was to lease an office at 414 S. Main. When asked, Mr. McKiness stated benefits to improving the existing office in Maynard, but said that he would make adjustments if the Committee wanted to move the office to the 414 S. Main building. The Committee consensus was to pursue two options at once: learn more about the 414 S. Main lease and bid the Maynard construction to get actual costs. Staff were directed to get a term sheet and letter of intent for the 414 S. Main space, and they were authorized to bid the Maynard project, including getting construction drawings drawn. It was anticipated that the Committee would review the results of both explorations at its February meeting with the goal of making a decision.

“Center of the City”: Ms. Pollay said that City Council approved resolution #18-2178 which added “The Center of the City”, namely the top of the underground Library Lane garage to its list of available park rental facilities. There is confusion as this facility is under contract to the DDA. This question, as well as other Library Lane questions were under review by the City Attorney’s office, and she said she would report back when more clarity is available.

Parking and Transportation Report: Ms. Hahlbrock reported on highlights of the December report.

This included epark maintenance and installations in the Kerrytown area now that construction is completed for the season. The free Saturday morning parking pilot at Ann Ashley ends the end of this month, and a report on usage will be shared at the next meeting. The Parking Enforcement and Operations group held their regular update meeting and, the next 1st & Washington Condominium meeting is scheduled for this afternoon. The next scheduled rate change takes effect January 1st, and DDA and RPS staff have communicated with monthly permit holders, updated account rates and AR system, ordered decals and signage for epark system, worked with vendors and manufacturers to update software and apps, websites and interactive maps. Mr. Simmons announced that registration for getdowntown's annual "Conquer the Cold" event is underway, and that more go!Pass figures will be available next month.

Ann Ashley Expansion: The project team are working to respond to City staff comments and plan to re-submit the site plans in January with the expectation of taking it Planning Commission in February.

Public Comment: None.

Next Meeting: The next meeting is scheduled for Thursday, January 30 at 11:00

The meeting adjourned at 12:15 pm.

Respectfully submitted,
Susan Pollay, Executive Director

Parking & Transportation Report December 2018

Parking Operations

Large Special Events in December

12/8/2018	UMS at MI Theater
12/14/2018	A2SO at Hill Auditorium
12/16/2018	UM Winter Commencement

Special Event Meter Bag Fee Waivers/ Free Parking in December

None

Meters

Staff finished applying Rain-X to components in the epark machines. The Rain-X helps prevent coin jams. Staff ordered necessary signage and decals for the January 1st rate change. Staff installed/reinstalled space markers and epark machines in the Kerrytown area as construction wrapped up for the season.

General Operations

DDA staff and RPS Managers met with the two new AAPD downtown beat cops. It is important for RPS staff to have a strong working relationship with the AAPD. Specific areas of concern in the parking facilities were discussed.

The pilot that provided free Saturday morning parking at Ann Ashley will end at the end of the month. The free parking was intended to promote usage of Ann Ashley for Farmers Market staff and visitors, especially during the 5th & Detroit project. Staff is working to communicate the switch back to normal operations. In January we will share details on number of users and revenue implications.

The next scheduled rate change will take effect on January 1st. The hourly rate in structures will remain \$1.20. Hourly rates at the meters and monthly permit rates will increase. DDA and RPS staff have worked to provide the required notifications and prepare for implementation.

This work includes;

- Communicating to monthly permit holders, updating account rates and AR system
- Ordering decals and signage for epark system, placing decals, working with vendors and manufacturers to update rates in meter software and mobile app
- Coordinating updates for websites and interactive map

Parking System Maintenance/Equipment

IT staff worked with vendor and manufacturer to address recurring issues with the available space count signs.

Maintenance staff worked to winterize summer equipment, the outdoor sprinkler systems, and fire suppression and other waterlines in structures.

City/DDA Parking Enforcement and Operations Group

The group met on December 13th. Discussion included equipment and operational updates, rate change details, and a review of parking citation data that DDA staff had mapped and shared with the Operations Committee last month.

Tally Hall Condominium Meeting

The next meeting is scheduled for January.

First & Washington Condominium Meeting

The next meeting is scheduled for December 18. The structure opened in late 2013 and a condominium board has yet to be formally established.

Parking Construction

Ann Ashley

Project team are working to respond to City staff comments and plan to re-submit the plan before the end of December.

Transportation

Go!pass Summary

Total # of companies in program = 394

Total # of active passes = 5,320

New go!pass companies for November 2018

None

Bike Parking

Current rentals good till 3/31/19

- Bike Locker Rentals as of 12/13/18: 7 rentals of 10 available lockers (70%)
- Maynard Bike House Rentals as of 11/19/18: 12 rentals of 28 spaces (43%)
- Ann Ashley Bike House Rentals as of 11/19/18: 41 rentals of 27 spaces (152%)

Other Activities

- Conquer the Cold registration for participants is open now. Winter challenge information can be found at www.conquerthecold.org. We added an event in concert with Common Cycle on December 15th focused on being visible to drivers during the winter, where we distributed reflective vests to attendees.
- getDowntown is looking for additional business testimonials on how the program or go!pass contributes to their success. Board members are encouraged to contact the office and provide their success stories.
- At the getDowntown Partners meeting on 11/30, it was agreed that all bike parking management responsibilities would transition to DDA staff instead of getDowntown staff, as DDA staff is closer to the process for siting bike parking facilities. getDowntown will continue to report on bike parking usage until the transfers occur.

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Thursday, December 20, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 12:40 p.m.
Present: Bob Guenzel, Marie Klopf, Darren McKinnon, Phil Weiss
Absent: Tyler Kinley, Howard Lazarus, Jessica A.S. Letaw, Joan Lowenstein, Molly McFarland, John Mouat, Rishi Narayan, Keith Orr
City: Tom Crawford, City CFO
Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock, Amber Miller, Maura Thomson, Kelley Graves
Public: None

Financial Statements: Mr. Morehouse provided the October and November expense registers. Questions were asked and answered.

Personnel Update: Ms. Pollay announced that Mr. Morehouse will retire in 2019. He has agreed to assist with the process of hiring and training a replacement. Ms. Pollay expressed her deep gratitude to Mr. Morehouse for his years of service. She said she hoped to select a candidate by April so this person will work beside Mr. Morehouse through the budget and audit processes.

FY20 and FY21 DDA Budgets: Mr. Morehouse walked the committee through initial draft budgets, asking for input. A notable change was the addition of funds for Mr. Morehouse's successor to overlap with Mr. Morehouse, as well as his retirement payout. Mr. Guenzel asked Ms. Pollay about her eligibility for retirement; Ms. Pollay indicated that she has no particular timeline, but yes she is eligible. Committee members asked that the FY20 and FY21 budgets include funds on the chance Ms. Pollay resolves to pursue retirement. Mr. Morehouse said he will have FY19 six-month actual figures on these draft budgets at the next committee meeting. Mr. Morehouse then walked the committee through a revised 10-Year Plan, which included the initial FY20 and FY21 budgets, as well as future projects and anticipated revenues. Questions were asked and answered.

Bond Procurement Updates: Mr. Crawford reported the City is expecting to complete work on the street improvement bonds by late January. Regarding the Ann Ashley bond, he is holding off work until the site plans are approved by the Planning commission.

Public Comment: None.

Next Meeting: The next Finance Committee meeting is Thursday, January 31 at 1 pm.

The meeting adjourned at 1:50 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, December 5, 2018

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:10 a.m.
Present: Marie Klopf, Keith Orr, Joan Lowenstein, Darren McKinnon, Phil Weiss (ex officio), Susan Pollay (ex officio)
Absent: None
Others: Jessica A.S. Letaw, David Diephuis

Committee actions and discussions

FOIA Appeal. Ms. Hahlbrock said the DDA received a FOIA request in October. The DDA denied the request stating that it had no documents in its possession that matched the request. She said the denial had been appealed. In the appeal the requester had clarified that he sought a 2009 document, which he separately had received from the City. She said that she would bring this appeal to that day's DDA board meeting; given his clarification, she recommended that the DDA support providing the document he sought.

Agenda Review. The Committee members reviewed the December DDA monthly meeting agenda. There were no action items beyond approval of the minutes. Ms. Pollay noted that an individual had signed up to speak before the board.

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