

Ann Arbor Downtown Development Authority Meeting Minutes

Wednesday, February 1, 2017

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

Time: Mr. Narayan called the meeting to order at 12:00 p.m.

1. ROLL CALL

Present: Bob Guenzel, Marie Klopf, Howard Lazarus, Joan Lowenstein, Darren McKinnon, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss

Absent: Sava Lelcaj-Farah

Staff: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Amber Miller, Capital & Private Projects Manager
Jada Hahlbrock, Manager of Parking Services
Patti Wheeler, Management Assistant
Liz Rolla, Project Manager

Audience: Ray Detter, Downtown Citizens Advisory Council
Maura Thomson, MSA
Joe O'Neal, Allen Creek Greenway Conservancy
Ralph Santarpia, Volunteer
Edward Vielmetti, Damn Arbor
David Orfield, Republic Parking Services
Kathy Griswold
Jeff Ridigen, Palio
Kevin Gudejke, Main Street Ventures
Karen Farmer, KDA/Kerrytown Shops
Caroline Kaganow, Conor O'Neills
Kathy Stroud
Grace Singleton, Zingerman's/KDA
Kelly Schwartz, Get Downtown
Ed Shaffran, MSA BIZ

2. AUDIENCE PARTICIPATION

Ms Thomson stated that she wanted to see data showing longer hours of enforcement at on-street meters helps with customer turn-over.

Mr. O'Neal stated that the Allen Creek Greenway is coming. And the Conservancy Board would like to suggest moving cars out of the 415 W. Washington and 1st & William lots.

Mr. Santarpia stated that he felt parking fees are a tax and he feels it is unfair to residents. He also stated he will volunteer less downtown if hours of enforcement are lengthened.

Mr. Vielmetti stated he feels the community sidewalk maintenance is best in the DDA, specifically in the BIZ area, but that there are still a lot of puddles as snow and ice melts.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Detter reported the Downtown Area Citizens Advisory Council's meeting focus included a discussion of downtown parking, transportation and pedestrian issues. He said they support continuing the dialog about raising parking rates, shifting parking enforcement responsibility to the DDA, and extending parking enforcement to 8pm. The CAC unanimously agreed to support the DDA "Resolution to Adopt the Goals of the Downtown Street Design Manual Which Designs Streets for People" and "Resolution to Adopt Vision Zero". Mr. Detter said that that a Citizens Participation Meeting will be held on February 8 at the Holiday Inn, 3600 Plymouth Road, for a mixed use development on the blighted 6.4-acre site at Broadway and Maiden Lane in Lower Town. All are welcome.

4. DDA MEMBERS COMMUNICATIONS

None.

5. EXECUTIVE DIRECTOR COMMUNICATIONS

None.

6. APPROVAL OF MINUTES

Mr. Weiss moved and Ms. Lowenstein supported approval of the January 2017 DDA meeting minutes.

A vote on the motion showed:

AYES: Guenzel, Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: None

ABSENT: Lelcaj-Farah

The motion carried.

7. A. SUBCOMMITTEE REPORTS - OPERATIONS Committee

Mr. Splitt moved and Ms. Lowenstein supported the following resolution.

RESOLUTION TO AUTHORIZE A TWO-YEAR INCREASE IN PARKING REVENUE PERCENTAGE RECEIVED BY THE CITY AND REQUEST A CITY CHANGE IN ENFORCEMENT HOURS

Whereas, In 1992 the DDA entered into an agreement with the City to operate and maintain the public parking system for the benefit of the public, and this agreement was renewed in 2002, amended in 2005, and a new Parking Agreement approved in 2011;

Whereas, The City and DDA share many goals, including preserving the quality of life in the city, increasing downtown vibrancy, and ensuring the financial sustainability of both organizations;

Whereas, The City and DDA have begun discussion of possible adjustments to the Parking Agreement, but acknowledge that more time is needed to develop the details behind these changes to ensure their successful implementation;

Whereas, The Operations Committee recommends that the DDA approve a two-year increase in the percentage of parking revenues received by the City in FY2018 and FY 2019 from 17% to 20%;

Whereas, The Parking Agreement sets forward that the DDA and City will coordinate the hours of enforcement at the on-street parking meters and at the DDA's request, the City will alter or extend the hours of enforcement, and the Operations Committee recommends that the DDA request that the City extend or shift the hours of enforcement until 8pm to align with peak demand in the evening, while at the same time the DDA will coordinate by eliminating time limits at the parking meters after 5pm to enable patrons to enjoy their time downtown without having to add more time at the meters;

Whereas, The Operations Committee further recommends that the City Administrator and DDA Executive Director create a Memorandum of Understanding (MOU) for approval by City Council and the DDA Board that sets forward the process and timeline by which the following changes may be made to the Parking Agreement, including:

- The City percentage of gross parking revenues will increase from 17% to 20% after following the process laid out in the Parking Agreement.
- The DDA will take responsibility for enforcing parking meters. At this time it is anticipated this may take effect July 1, 2018. City and DDA staff will meet regularly preceding and following this date to facilitate an effective and smooth transition.
- The DDA will take on the cost of managing parking enforcement less the cost of the parking referees, which will be retained by the City.
- The City will retain the current amount of revenues from parking enforcement.
- The City will retain responsibility for managing and enforcing parking in the residential permit areas.
- The DDA and City will commit to actively pursuing the future creation of additional parking and/or transportation infrastructure.

RESOLVED, The DDA approves a two-year increase in the percentage of parking revenues received by the City in FY2018 and FY 2019 from 17% to 20%;

RESOLVED, The DDA requests that the City extend or shift the hours of parking enforcement until 8pm to align with peak demand in the evening, while at the same time the DDA will coordinate by eliminating time limits at the parking meters after 5pm to enable patrons to enjoy their time downtown without having to add more time at the meters;

RESOLVED, The DDA requests that the City and DDA create a Memorandum of Understanding for approval by City Council and the DDA that sets forward the process and timeline for proposed changes to the Parking Agreement as recommended by its Operations Committee.

Mr. Splitt moved and Mr. Mouat supported an amendment to change the word “will” to “may” in the following statement:

Whereas, The Operations Committee further recommends that the City Administrator and DDA Executive Director create a Memorandum of Understanding (MOU) for approval by City Council and the DDA Board that sets forward the process and timeline by which the following changes may be made to the Parking Agreement

A vote on the amendment showed:

AYES: Guenzel Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: Lelcaj-Farah

The amendment passed.

Mr. Mouat moved and Mr. Splitt supported an amendment to add the clause “if any” to the end of the following statement:

Whereas, The City and DDA have begun discussion of possible adjustments to the Parking Agreement, but acknowledge that more time is needed to develop the details behind these changes to ensure their successful implementation;

A vote on the amendment showed:

AYES: Guenzel Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: Lelcaj-Farah

The amendment passed.

Mr. Lazarus moved and Mr. McWilliams supported an amendment to remove “City Council” from the following statement:

RESOLVED, The DDA requests that the City and DDA create a Memorandum of Understanding for approval by City Council and the DDA that sets forward the process and timeline for proposed changes to the Parking Agreement as recommended by its Operations Committee.

A vote on the amendment showed:

AYES: none

NAYS: Guenzel Klopff, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

ABSENT: Lelcaj-Farah

The amendment failed.

Mr. Lazarus moved and Mr. McWilliams supported a friendly amendment to add the following language to the resolution:

“With frequent communication from the City Administrator and DDA Executive Director.”

Mr. Lazarus withdrew his proposed amendment.

Mr. McWilliams moved and Ms. Klopff supported an amendment to remove the second resolved clause in its entirety.

A vote on the amendment showed:

AYES: Guenzel Klopff, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Weiss

NAYS: Splitt

ABSENT: Lelcaj-Farah

The amendment passed.

The Board voted on the following amended resolution:

RESOLUTION TO AUTHORIZE A TWO-YEAR INCREASE IN THE PARKING REVENUE PERCENTAGE RECEIVED BY THE CITY AND A REQUEST THAT THE CITY CHANGE ENFORCEMENT HOURS

Whereas, In 1992 the DDA entered into an agreement with the City to operate and maintain the public parking system for the benefit of the public, and this agreement was renewed in 2002, amended in 2005, and a new Parking Agreement approved in 2011;

Whereas, The City and DDA share many goals, including preserving the quality of life in the city, increasing downtown vibrancy, and ensuring the financial sustainability of both organizations;

Whereas, The City and DDA have begun discussion of possible adjustments to the Parking Agreement, but acknowledge that more time is needed to develop the details behind these changes to ensure their successful implementation, if any;

Whereas, The Operations Committee recommends that the DDA approve a two-year increase in the percentage of parking revenues received by the City in FY2018 and FY 2019 from 17% to 20%;

Whereas, The Parking Agreement sets forward that the DDA and City will coordinate the hours of enforcement at the on-street parking meters and at the DDA's request, the City will alter or extend the hours of enforcement, and the Operations Committee recommends that the DDA request that the City extend or shift the hours of enforcement until 8pm to align with peak demand in the evening, while at the same time the DDA will coordinate by eliminating time limits at the parking meters after 5pm to enable patrons to enjoy their time downtown without having to add more time at the meters;

Whereas, The Operations Committee further recommends that the City Administrator and DDA Executive Director create a Memorandum of Understanding (MOU) for approval by City Council and the DDA Board that sets forward the process and timeline by which the following changes may be made to the Parking Agreement, including:

- The City percentage of gross parking revenues will increase from 17% to 20% after following the process laid out in the Parking Agreement.
- The DDA will take responsibility for enforcing parking meters. At this time it is anticipated this may take effect July 1, 2018. City and DDA staff will meet regularly preceding and following this date to facilitate an effective and smooth transition.
- The DDA will take on the cost of managing parking enforcement less the cost of the parking referees, which will be retained by the City.
- The City will retain the current amount of revenues from parking enforcement.
- The City will retain responsibility for managing and enforcing parking in the residential permit areas.
- The DDA and City will commit to actively pursuing the future creation of additional parking and/or transportation infrastructure.

RESOLVED, The DDA approves a two-year increase in the percentage of parking revenues received by the City in FY2018 and FY 2019 from 17% to 20%;

RESOLVED, The DDA requests that the City and DDA create a Memorandum of Understanding for approval by City Council and the DDA that sets forward the process and timeline for proposed changes to the Parking Agreement as recommended by its Operations Committee.

A vote on the amended resolution showed:

AYES: Guenzel, Klopff, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: Lelcaj-Farah

The amended resolution passed.

Mr. Splitt moved and Mr. Mouat supported the following resolution:

**RESOLUTION TO ENTER INTO A SOFTWARE AND SERVICE AGREEMENT WITH
PASSPORTPARKING INC. (\$20,400/YEAR)**

Whereas, The Nelson Nygaard parking report recommends that the DDA upgrade its pay-by-phone provider for on-street parking to make it easier for patrons to use;

Whereas, DDA staff spoke with a variety of vendors about their product, including their proposed cost;

Whereas, DDA staff also talked to other communities in the state about their pay-by-phone providers and had Passport recommended many times;

Whereas, DDA staff recommend that the DDA select Passport as its new pay-by-phone provider;

Whereas, An important benefit of Passport is the creation of a unique website/app for the Ann Arbor on-street system that would eliminate the need to input a location code as required by the current pay-by-phone provider, and which is confusing to many patrons;

Whereas, The maintenance cost of this website/app is \$20,400/year with no fee for its creation and setup;

Whereas, The new website/app is estimated to be operational within 90 days;

Whereas, DDA staff also recommend that the DDA absorb the \$.20 transaction fee for each payment made using the website/app to encourage more electronic payments in the system;

Whereas, The DDA Operations Committee has reviewed DDA staff recommendations and Passport contract and support these recommendations;

RESOLVED, The DDA selects Passport as its new pay-by-phone provider and authorizes the Executive Director to enter into a Software and Service Agreement with PassportParking Inc. for the creation of a website/app for electronic payments for on-street parking.

A vote on the resolution showed:

AYES: Guenzel, Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr,
Splitt, Weiss

NAYS: none

ABSENT: Lelcaj-Farah

The resolution passed.

Mr. Orr moved and Mr. Splitt supported the following resolution:

RESOLUTION AUTHORIZING A CIRCULATOR FEASIBILITY STUDY BUDGET AND THE SELECTION OF NELSON/NYGAARD AS PROJECT CONSULTANT

Whereas, The DDA Plan encourages the DDA to support alternative transportation initiatives with the goal to make downtown more viable;

Whereas, AAATA received a Congestion Mitigation Air Quality (CMAQ) grant to help fund the LINK as a downtown circulator in 2003;

Whereas, The DDA provided funding for the LINK from 2005 to 2009;

Whereas, In its November 2009 vote to cease funding the LINK, the DDA resolution conveyed the DDA's interest in continuing to examine the concept of a downtown circulator;

Whereas, In November 2016, the DDA issued a request for qualifications (RFQ) for a downtown circulator feasibility study to help determine how and if a circulator would be beneficial to downtown, including:

- Benchmarking against comparable cities
- Potential route options, evaluations, and ridership
- Implementation costs and measures of success
- An Optimal route and potential benefits to downtown

Whereas, The DDA Operations Committee received four statements of qualifications and selected the two most qualified responders for interviews in January 2017;

Whereas, Based on those interviews, the DDA Operations Committee recommends hiring Nelson/Nygaard and establishing a project budget of \$40,000;

Resolved, The DDA approves the selection of Nelson/Nygaard as the DDA's consultant on its downtown circulator feasibility study;

Resolved, The DDA establishes a not to exceed project budget of \$40,000, which includes a contingency amount;

RESOLVED, The DDA Operations Committee Chairs and Executive Director are authorized to negotiate a scope of services and sign a contract with Nelson/Nygaard.

A vote on the resolution showed:

AYES: Guenzel, Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: Lelcaj-Farah

The resolution passed.

Creating a New DDA Contribution In Lieu Parking Policy. Mr. Splitt said the committee has begun work creating a new policy to respond to developers utilizing the city's Contribution in Lieu policy, which enables developers to seek a contract for permits in the public system to meet their parking requirement under zoning.

Collegian North and Collegian East parking contract requests. Mr. Splitt said a representative made a request to the DDA for a total of 70 spaces (50 + 20 parking spaces) anywhere in the parking system to meet their zoning requirements. The Committee opted to hold off making a recommendation about this request until after the new In Lieu policy is completed, but the Committee is sensitive to the developer's request for swiftness so the projects can move forward to Planning Commission and City Council.

Parking & Transportation Report. Mr. Splitt asked for questions.

Parking Operator RFP. Mr. Splitt said an RFP was distributed and potential respondents participated in a walkthrough of the parking facilities last month.

Connector Study. Mr. Splitt stated staff reported bids for the Phase III environmental study came in higher than expected; so the study will not be undertaken.

4th & William Project Status. Mr. Splitt said that the second elevator installation has had delays due to the elevator subcontractor, but work proceeds.

The next Operations Committee meeting will be February 22 at 11:00 am.

7. B. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE

Mr. Mouat moved and Mr. McKinnon supported the following resolution:

RESOLUTION TO APPROVE THE SELECTION OF FONSON COMPANY, INC. AS CONTRACTORS FOR THE SOUTH UNIVERSITY STREETScape IMPROVEMENTS PROJECT

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategies, and included references to maintaining previous DDA improvement projects, and enhancing pedestrian connectivity and safety;

Whereas, The DDA undertook improvements on South University, between East University and Washtenaw in 1989 and many of these elements now need to be addressed;

Whereas, On October 7th, 2015, The DDA Board approved a total project budget for a South University project of \$1.5M so that maintenance issues such as broken planters, ponding water, and heaving pavers could be comprehensively addressed;

Whereas, On March 2nd, 2016 the DDA Board approved increasing the budget to \$2.1M;

Whereas, The DDA and City of Ann Arbor partnered to include City removal of a redundant water main as part of the construction bid package;

Whereas, Competitive bids were received on January 13, 2017 and Fonson Company Inc. of Brighton, MI, was the lowest responsible bidder at \$1,998,895.33 including City of Ann Arbor water main work; and

Whereas, Approximately \$320K of the construction costs are attributable to the City's water main work and will be reimbursed to the DDA by the City;

RESOLVED, The DDA approves the selection of Fonson Company, Inc as contractors for the South University Streetscape Improvements Project with a contract amount of \$1,998,895.33 which includes City of Ann Arbor costs for water main work;

RESOLVED, That award of this contract is contingent upon change orders approved by the Executive Director, including an estimated \$100,000 contingency, to keep the DDA streetscape construction costs remain within the available budget, including the attached cost savings breakdown;

RESOLVED, That the Executive Director and Board Chair are authorized to sign an agreement with the City of Ann Arbor for the reimbursement of the water main work; and

RESOLVED, That the Capital Improvements Committee Chair and Executive Director are authorized to sign the contract with Fonson Company, Inc., and to take the necessary administrative actions to implement this resolution.

A vote on the resolution showed:

AYES: Guenzel, Klopf, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: Lelcaj-Farah

The resolution passed.

Mr. Mouat moved and Mr. McWilliams supported the following resolution:

RESOLUTION TO ADOPT VISION ZERO

Whereas, the DDA's Development Plan recognizes that the downtowns physical form, particularly sidewalks, communicate a great deal about a community's goals, values, and identity;

Whereas, the DDA's Development Plan also recognizes that DDA projects should promote pedestrian and bicycle safety measures in its projects;

Whereas, On October 10th, 2015 City Council embraced the goal of Vision Zero by 2025 - a commitment to zero serious injuries or fatalities, reaffirmed with all street engineering, education, and enforcement decisions;

Whereas, the at the November 2016 Board Retreat, the DDA Board discussed the importance of Vision Zero, including the principles stated in the City Pedestrian Safety and Access Task Force Report:

Vision Zero is based on four principles:

- Ethics: Human life and health are paramount and take priority over mobility and other objectives of the road traffic system
- Responsibility: providers and regulators of the road traffic system share responsibility with users;
- Safety: road traffic systems should take account of human fallibility and minimize both the opportunities for errors and the harm done when they occur.
- Mechanisms for change: providers and regulators must do their utmost to guarantee the safety of all citizens; they must cooperate with road users; and all three must be ready to change to achieve safety.

Other principles were added to Vision Zero in order to fully communicate the movement's purpose-

- Traffic deaths and injuries are preventable; therefore, none are acceptable.

- People will make mistakes; the transportation system should be designed so those mistakes aren't fatal.
- Safety is the primary consideration in transportation decision-making.
- Traffic safety solutions must be addressed holistically.
- Mechanisms for change: providers and regulators must do their utmost to guarantee the safety of all citizens; they must cooperate with road users; and all three must be ready to change to achieve safety.

Resolved, The DDA Board affirms upholding these principles and embracing Vision Zero in all street projects.

A vote on the resolution showed:

AYES: Guenzel, Klopff, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: Lelcaj-Farah

The resolution passed.

Mr. Mouat moved and Ms. Klopff supported the following resolution:

RESOLUTION TO ADOPT THE GOALS OF THE DOWNTOWN STREET DESIGN MANUAL WHICH DESIGNS STREETS FOR PEOPLE

Whereas, The DDA's Development Plan recognizes that an enjoyable pedestrian experience is one of downtown's principal attractions and necessary to its social and economic life;

Whereas, the DDA's Development Plan also recognizes that the downtowns physical form, particularly sidewalks, communicate a great deal about our community's values and identity, and are essential to supporting a multimodal array of transportation options;

Whereas, Cities across North America are making a shift in how they measure the success of their public right-of-ways, moving from a narrow focus on the free flow movement of cars, toward a broader more holistic assessment that measures how well streets are designed to serve community goals and the needs of people;

Whereas, In 2015 The DDA completed an important collaborative effort with the City to create a Downtown Street Design Manual, which outlines goals and corresponding metrics to enable street design that is:

- Accessible and safe for all modes
- Supportive of authenticity, place and context
- Economically and socially vital

- Environmentally sustainable
- Well-managed and maintained

Whereas, The Manual also sets forward elements to be measured, including traffic speed, reduction of pedestrian risk, number of events and sidewalk cafes, enhancement of access for bicyclists, and management of storm water runoff;

Whereas, The Downtown Street Design Manual details have been incorporated into the City's Orange Book, but the DDA has not yet been asked to adopt the goals of the Manual;

Whereas, The Capital Improvements Committee recommends that the DDA formally adopt the goals of the Downtown Street Design Manual which describes how downtown streets should be designed to serve our community and prioritize the needs of people;

RESOLVED, The DDA Board affirms its commitment to incorporating the goals and corresponding metrics in the Downtown Street Design Manual.

A vote on the resolution showed:

AYES: Guenzel, Klopff, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: Lelcaj-Farah

The resolution passed.

Fifth/Detroit project – status. Mr. Mouat said JJR showed how a one-lane or two-lane configuration had been examined on 5th Avenue, and after refinement these conceptual configurations were nearly identical in terms of meeting project goals, so there was consensus to maintain a two-lane configuration with a median. The next step will be to meet with the public to elicit their feedback into design elements, including a series of focus group sessions.

The next Capital Improvement Committee meeting will take place February 15 at 11:00 am

7. C.	SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE
--------------	---

Partner Updates. Mr. McWilliams said the Committee heard updates from partners including City Council, City Planning, and Washtenaw County.

The next Partnerships Committee meeting will take place on February 8 at 9:00 am.

7. D.	SUBCOMMITTEE REPORTS- FINANCE COMMITTEE
--------------	--

Monthly Expenses. Ms. Klopff said the Committee reviewed the monthly expense register.

FY 2018 and FY 2019 Budgets. Ms. Klopf said the Committee continues its work developing the DDA's proposed budgets, and anticipate presenting them at the March DDA meeting.

The next Finance Committee meeting will be Tuesday, February 21 at 1:00 p.m.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Mr. Narayan said the committee reviewed the board agenda, and discussed how Robert's Rules is applied.

The next Executive Committee meeting will be March 1 at 11:00 a.m.

8. NEW BUSINESS

None.

9. OTHER AUDIENCE PARTICIPATION
--

Ms. Strauss thanked the DDA for postponing their request to the City to extend parking enforcement hours.

Ms. Kaganow thanked the Board for the amendment, saying that extending parking enforcement hours has come up before, and she knows that it is only a question of time before this change is made. She said that she hopes that when it comes it will be communicated clearly so it doesn't add to negative perceptions of parking.

Ms. Griswold stated pedestrian safety should be a priority.

Mr. Ridigen thanked the Board for the amendment regarding enforcement. He too noted that he believed that this change in enforcement hours will come at some point, and he hoped it would be managed carefully.

10. ADJOURNMENT

There being no other business, Mr. Orr moved and Mr. Splitt supported a motion to adjourn. Mr. Narayan declared the meeting adjourned at 1:52 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, February 1, 2017

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:05 a.m.
Present: Marie Klopf, Al McWilliams, Rishi Narayan, Susan Pollay (ex officio), Phil Weiss
Absent: none
Others: John Mouat, Ed Vielmetti

Committee actions and discussions

Agenda Review.

The group reviewed the February DDA monthly meeting agenda. Ms. Pollay noted that three of the four speaking slots at the beginning of the meeting had been filled; Mr. Vielmetti asked to take the fourth speaking slot. It was noted that there were six resolutions on the agenda, as well as several reports. The Committee spent time in particular talking about the resolution to provide a two-year increase in parking revenues to the city, as it also included a request to the city to extend parking enforcement hours. Questions were asked and answered about the procedures under Roberts Rules for facilitating amendments, as it was anticipated that this resolution might attract suggested changes. Questions were also asked and answered about the Operations Committee objectives, and discussion surrounding the resolution.

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

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Tuesday, February 21, 2017**

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

Time: 1:00 p.m.

Present: Marie Klopf, Rishi Narayan, John Splitt

Absent: Bob Guenzel, Howard Lazarus, Sava Lelcaj-Farah, Joan Lowenstein, Darren McKinnon, Al McWilliams, John Mouat, Keith Orr, Phil Weiss

Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock, Patricia Wheeler

Other: Tom Crawford/City of Ann Arbor

Public: Maura Thomson/MSAA

Financial Statements. The Committee reviewed the January expense registers. Questions were asked and answered.

Proposed FY 2018 & 2019 Budgets. The committee reviewed in detail the revised draft budgets that showed the changes recommended at previous meetings as well as the increased parking revenue amount to be provided to the City. After discussion, the group indicated its support to put the budgets forward to the DDA at its March meeting, and then provided to the City to be incorporated with the City budgets.

Other Business. A question was asked about how the DDA would resolve whether or not to construct additional public parking. This question was discussed for several minutes. It was decided that staff would develop a framework for discussion for the next Committee meeting, including what financial resources would be needed, opportunities in each section of downtown, and the seasonal and daytime variations in parking demand throughout the District.

Public Comment. None

Next Meeting. The next meeting will take place on Tuesday, March 21 at 1:00 pm (on the Tuesday two weeks prior to Board meeting, as opposed to one week prior as usual)

The meeting adjourned at 2:30 pm
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, February 22, 2017

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

Time: 11:00 a.m.

Present: Bob Guenzel, Sava Lelcaj-Farah, Joan Lowenstein, Darren McKinnon, Rishi Narayan, John Splitt

Absent: Howard Lazarus, Marie Klopf, Al McWilliams, John Mouat, Keith Orr, Phil Weiss

Staff: Susan Pollay, Joe Morehouse, Amber Miller, Jada Hahlbrock, Patricia Wheeler

Others: Tom Harrington/CORE Spaces; Phil Schragal/Walker Parking Consultants; Jim Corbett/Walker Parking Consultants; Sarah DeWitt/Ann Arbor Farmer's Market; Derek Delacourt/City of Ann Arbor; Sean Havera/South University North & Northeast LLC; Kelly Schwartz/getDowntown

Public: Tyler Eccleston; Karen Farmer/KDA; Will Hathaway; Jane Lumm; Rita Mitchell; Peter Nagourney; Ryan Stanton/MLive; Maura Thomson/MSAA; Frank Wilhelme

CORE Spaces Parking. Ms. Pollay gave a review of the City process that resulted in the selection of CORE Spaces as the potential developer of the Library Lane property. Mr. Harrington gave an overview of the CORE Spaces proposal, as well as the parking that would be required. Questions were asked and answered. The Committee recommendation was that a resolution be drafted that communicated the DDA could implement the request if the city resolves to approve the project. As part of this modifications would be recommended for city consideration, including clarifying what the parking district consists of, that the section allowing Core to exchanges spaces at Library Lane with 4th & William be clarified, that Core Spaces be asked to include in its leases language that prohibits subletting permits outside the project, that Core Spaces be allowed to permanently reduce the number of total spaces up to the number required to meet zoning, and that the term and renewals be reduced from 60 years to 50 years to better match an existing parking contract.

Parking Contractor RFP. Ms. Hahlbrock gave an overview of the RFP process to date, and said that there had been four responses. Upon lengthy review by staff and Walker, it was recommended that Republic Parking Systems and SP Plus be interviewed. Mr. Schragal and Mr. Corbett stated their concurrence with this. Questions were asked and answered. Staff will oversee these interviews and will return to the next committee meeting with information.

Farmer's Market Building Project Parking Lot. Mr. Delacourt and Ms. DeWitt said the project was let, and all bids came in significantly over budget. Staff worked to reduce costs, but additional funding will be needed. They presented a request for a second DDA grant (\$200,000) to cover project costs associated with parking lot renovations and storm water improvements. Questions were asked and answered. The Committee conveyed support to bring a resolution, noting that improving storm water management is part of the DDA's sustainability goals, and regardless of this project the DDA anticipates funding some repairs and improvements to the lot in the near future.

Ann & Ashley Signage. Mr. Morehouse explained that a portion of the 2016 parking structure repair project budget included replacing signage inside Ann & Ashley. The sign package was bid, and Universal Sign Company was the low bidder. It was agreed to bring a resolution to the board.

Parking Agreement Amendment. Ms. Pollay said the City put forward and has approved Parking Agreement Amendment Number One which is associated with the DDA's resolution to increase the parking revenue percentage received by the City. Questions were asked and answered. A resolution will be brought to the board for this amendment.

Proposed DDA In-Lieu Parking Policy. Ms. Miller and Ms. Pollay presented a draft DDA parking policy that incorporated the comments received at the last committee meeting. Questions were asked and answered. It was recommended to change the title to include all long term parking contracts, not just those associated with In-Lieu requests. It was also recommended to separate out the recommendations for changes to be made by the city in its zoning and policies as a second document. Both documents will be presented with resolutions to the DDA for approval.

Collegian North and Collegian East Parking Contract Requests. Mr. Havera said he needed resolution on his parking request, including the potential of going to the Zoning Board, as they want to begin project construction in September. Questions were asked and answered. After discussion, a recommendation will be made to the DDA that Mr. Havera's request be granted through 1 car share space, a couple standard permits, and the majority being the overnight/off peak monthly permits. Planning staff will be consulted to ensure this will meet city requirements.

Parking. The February Parking & Transportation report was reviewed.

Circulator. Ms Pollay said that a meeting with the consultant has been scheduled to confirm the project scope of services.

4th & William Project. Ms. Pollay said that work on the second high speed elevator continues.

E-Park. Ms. Pollay said installation has begun and is going smoothly.

Public Comment. None

Next Committee Meeting: The next meeting will take place on March 22 at 11:00 am.

The meeting adjourned at 1:34pm.

Susan Pollay, Executive Director

Parking & Transportation Report February 2017

Parking Operations

Special Events In February

February 3-5 Main Street Ice Carving Extravaganza

Special Event Meter Bag Fee Waivers in February

February 3-5 Main Street Ice Carving Extravaganza \$120.00

Meters

The first shipment of 75 double head meter space markers arrived in early February. This will allow Republic Parking to begin installing the E-Park system in the Kerrytown area over the next two weeks.

The DDA has signed a contract with Passport Parking to create a new pay by phone system for Ann Arbor's E-Park system. This process should take 90 days to complete. Staff are beginning work on a plan to communicate the new system to customers.

City/DDA Parking Enforcement Committee

The committee met on February 16th. Parking enforcement staff shared an update on new hand held equipment they are expecting. Republic Parking staff shared an E-Park installation schedule for the Kerrytown area and planned to coordinate with Enforcement staff during installation.

The next meeting will take place on March 16th, 2017.

Tally Hall Condominium Meeting

The Tally Hall Condominium Board met on February 9th. Most of the discussion was about by-law changes which involved the City and McKinley. The DDA did ask that the parking spaces in the west alley be offered to the public as premium parking spaces. The board approved of the proposal and Republic Parking was selected as the contractor to administer the spaces and enforce them with the use of "booting". The DDA has requested a plan from Republic Parking that will include; design of appropriate signage, a marketing and communications plan, and a plan for administering and enforcing the spaces.

First & Washington Condominium Meeting

The City Attorney's office has been unable to convene a meeting with City Club Apartments, owners of the apartments above the parking structure, to move forward with forming a condominium association.

Parking System Maintenance

Republic has bid out the purchase and installation of 100 replacement emergency phones in the parking structures. The cost of the phones and installation will be approximately \$36,000.

Republic has also been preparing a new handicapped parking space at the First and Washington parking structure. The placement of the space in its current location was not allowed because the location did not meet ADA requirements. The work was transferred from Ann Arbor City Apartments to the DDA for a reduction in the escrow paid to Ann Arbor City Apartments when the final purchase was settled. Carl Walker Engineering Inc. prepared the plans and a contractor was hired to make the changes needed. Due to the cold weather the final stripping has been on hold.

During the warm period in late January and early February Republic Parking was able to wash down some of the stair towers and clean many windows.

Parking Equipment

Elevators

There were 4 elevator service calls during the last month. They were distributed as follows:

- 2 – Maynard main
- 1 – Fourth and Washington
- 1 – 4th & William alley

Parking Construction

Fourth & William Stair/Elevator Improvement Project

Masonry and electrical work is continuing. Elevator inspection has been delayed again and will happen in mid-March.

Transportation

getDowntown Overall Outreach

- Sending out Commuter Connection E-News to 3,705 subscribers on 2/15/16 & go!pass Coordinator Bulletin to 461 subscribers on 2/16/16.

Conquer the Cold Challenge – Jan. 1 – Jan. 31, 2017

- *Final participation stats*

	Total Registered Users	Total Users Logged	UM Users	Non-UM Users	Downtown Users	Number of Dtown Businesses	Total Trips	
2017	747	605	301	96	208	52	12,785	Challenge runs from 1/1/17-1/31/17
2016		410	157	68	185	59	18,688	Challenge ran from 11/1/15-1/31/16
	Increase	33%	92%	41%	12%			

Go!pass Outreach

- Renewal orders received to date: 402
- New orders for 2016-2017 received to date: 36
- Add on orders received to date: 72
- Reached out to these companies about go!pass program:
 - LlamaSoft
 - Hopcat

New go!pass companies for February

- Abby Rose Photo
- Greenstone Society
- Groundspeed
- Healing River Therapy
- Hopcat

- Kerrytown Concert House
- Native Kichwa Arts
- TwoScoreTwo

2015-2016 - Go!pass sales as of February 14, 2016: 6,075 passes distributed to 441 organizations (Google = 500 passes)

2016-2017 – Go!pass sales as of February 14, 2017: 5,814 passes ordered by 440 organizations

Bike Parking

- Bike Locker Rentals as of 2/14: 15 rentals of 19 available lockers (79%)
- Maynard Bike House Rentals as of 2/14: 12 rentals of 28 spaces (43%)
Ann Ashley Bike House Rentals as of 2/14: 35 rentals of 27 spaces (126%)

Staffing

- Business Services Program Manager position posted on 1/6/17
- Interviews started 2/13/17
- Expected decision by 3/3/17