

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, January 4, 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: Marie Klopf, Howard Lazarus, Sava Lelcaj-Farah, Joan Lowenstein, Darren McKinnon, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss

Absent: Bob Guenzel

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

Audience: Charlotte Csicsila, The Ark
Ray Detter, Downtown Citizens Advisory Council
Christian Guiboux, Oxford Companies
Marianne James, The Ark
Omari Rush, Ann Arbor Art Center
David Orfield, Republic Parking Services

2. AUDIENCE PARTICIPATION

None

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Detter said at a recent gathering of downtown and near-downtown residents, the group reviewed DDA grant goals and unanimously supported both grant requests submitted to the DDA. The group also discussed developments on the Library block and Main Street.

4. DDA MEMBERS COMMUNICATIONS

Mr. Lazarus reminder the Board of the joint DDA/City Work Session taking place on January 9. Mr. McKinnon let the Board know of the Allen Creek Greenway planning meeting happening the week of January 9.

5. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay thanked the DDA members for participating in the DDA retreat, and also thanked the board for making time to attend and participate in the Jan. 9th City/DDA work session.

6. APPROVAL OF MINUTES

Mr. McKinnon moved and Mr. Mouat supported approval of the December 2016 DDA meeting minutes.

A vote on the motion showed:

AYES: Klopf, Lelcaj-Farah, Lazarus, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: None

ABSENT: Guenzel

The motion carried.

7. A. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS COMMITTEE

South University. Mr. Mouat said Contractor bids are due January 13th, and that the Committee hopes to have a contractor recommendation to the DDA at the February meeting.

Fifth & Detroit. Mr. Mouat said City & DDA staff have been meeting to discuss the pilot traffic study and examine possible street design concepts. Meetings with the public will take place in early February.

Huron Street. Mr. Mouat said survey work is completed.

Resolution to Select DDA Project Priorities 2020-2025. Mr. Mouat moved and Mr. Splitt supported the following resolution.

RESOLUTION TO SELECT DDA PROJECT PRIORITIES 2020 – 2025

Whereas, The DDA’s Development Plan highlights identity, infrastructure, and transportation as guiding principles 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 vitality;

Whereas, Transformative and strategically-designed street projects are an important tool used by the DDA to achieve these goals;

Whereas, At its board retreats in 2015, the DDA prioritized four streetscape projects for 2016-2020, and is already underway planning three of these projects;

Whereas, The DDA must prioritize its projects for 2020 – 2025 to help it in its planning and to ensure coordination with the City through its Capital Improvement Plan;

Whereas, The Board used its 2016 retreat to formulate a set of prioritized projects;
Whereas, The DDA Capital Improvements Committee discussed this list, reviewed other potential projects, and recommends the attached chart as the DDA projects for 2020-2025;

Resolved, The DDA Board affirms its project priorities for 2020 – 2025 as recommended by its Capital Improvements Committee;

Resolved, After refining project scope, timing, and utility coordination for these project, the Capital Improvements Committee will bring resolutions to the full DDA board for the planning, design, and construction of these projects.

Mr. Mouat reviewed future projects as follows, saying that approval of this list of projects will enable the DDA to coordinate projects with the City through the CIP process, and this will help determine the schedule for when each project may take place.

First & Ashley, two-way traffic conversion, Kingsley to Madison	\$4,840,000	
First Street Streetscape, Kingsley to Mosley	\$3,300,000	\$1,305,000
Ashley Street Streetscape, Kingsley to Mosley	\$3,300,000	\$1,035,000
East Liberty Streetscape, Main to Division	\$770,000	\$405,000
West Huron Streetscape, Third to Ashley	\$1,430,000	\$675,000
East Huron Streetscape, Division to State	\$660,000	
West Washington Streetscape, Ashley to Third	\$575,000	
Total of top ranked projects:	\$14,300,000	\$3,420,000
*William Protected Bike Lane, Third to State	\$4,500,000	\$300,000
*West Ann Streetscape, Main to First, City CIP project	\$1,100,000	
Total of all projects:	\$19,900,000	\$3,720,000

A vote on the resolution showed:

AYES: Klopf, Lazarus, Lelcaj-Farah, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: Guenzel

The resolution passed.

The next Capital Improvements Committee meeting will be January 18 at 11:00 am.

7. B. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE

Partner Updates. Ms. Lowenstein said the Partnerships Committee heard updates from partners including City Council.

Resolution to Approve a Gran to The Ark. Ms. Lowenstein moved and Mr. McKinnon supported the following resolution.

RESOLUTION TO APPROVE A GRANT TO THE ARK

Whereas, The DDA Development Plan sets forward that the DDA will support downtown organizations through grants;

Whereas, The DDA Grant Program works to encourage projects that support a unique offering that is integral to the character of a downtown neighborhood, and encourage additional projects or investment;

WHEREAS, The Ark has been a landmark Ann Arbor institution for over five decades, and is well known nationally and internationally for the quality and breadth of its programming;

Whereas, The Ark recently acquired its facility, and is now pursuing renovations that will enable it to increase its programming, and thus expand its impact on downtown quality of life and economic vitality;

Whereas, The DDA was asked for a \$100,000 grant in support of the Ark's renovation project, with funds to be directed to improvements to its façade, marquee and entrance;

Whereas, The Partnerships Committee discussed this grant application, and recommend approval by the DDA, because DDA funds will be matched by State, foundation and individual grants and contributions, and it will strengthen Downtown's unique identity by increasing the number of people coming downtown for events, thus serving as a catalyst for new economic activity in the Main Street neighborhood;

Whereas, The Finance Committee was asked to determine the amount of the DDA grant, and upon review, the Finance Committee recommends that the DDA approve a grant to the Ark in the amount of \$100,000;

RESOLVED, The DDA approves a grant to the Ark in the amount of \$100,000 from its FY 2017 TIF budget as recommended by its Partnerships and Finance Committees.

A vote on the resolution showed:

AYES: Klopf, Lazarus, Lelcaj-Farah, Lowenstein, McKinnon, McWilliams, Narayan, Orr, Splitt, Weiss

NAYS: none

RECUSED: Mouat

ABSENT: Guenzel

The resolution passed.

Resolution to Approve a Grant to The Ann Arbor Art Center. Ms. Lowenstein moved and Mr. Splitt supported the following resolution.

RESOLUTION TO APPROVE A GRANT TO THE ANN ARBOR ART CENTER

Whereas, The DDA Development Plan sets forward that the DDA will support downtown organizations through grants;

Whereas, The DDA Grant Program works to encourage projects that support a unique offering that is integral to the character of a downtown neighborhood, and encourage additional projects or investment;

Whereas, The Ann Arbor Art Center has been in it's currently location since 1975, and the organization is pursuing a building renovation project that will enable it to expand its first floor gallery, thus increasing its impact on downtown walkability;

Whereas, The DDA was asked for a \$50,000 grant in support of the Art Center's renovation project, with funds to be directed to its façade and a new front door;

WHEREAS, The Partnerships Committee discussed this grant application, and recommend approval by the DDA, because DDA funds will be matched by State, foundation and individual grants and contributions, and it will strengthen Downtown's unique identity by increasing pedestrian interest along Liberty Street and the number of people coming downtown for events, thus serving as a catalyst for new economic activity in the Liberty Street corridor;

Whereas, The Finance Committee was asked to determine the amount of the DDA grant, and upon review, the Finance Committee recommends that the DDA approve a grant to the Art Center in the amount of \$50,000;

RESOLVED, The DDA approves a grant to the Art Center in the amount of \$50,000 from its FY 2017 TIF budget as recommended by its Partnerships and Finance Committees.

A vote on the resolution showed:

AYES: Lazarus, Lelcaj-Farah, Lowenstein, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

RECUSED: Klopf

ABSENT: Guenzel

The resolution passed.

The next Partnerships Committee meeting will take place on January 11 at 9:00 am.

7. C. SUBCOMMITTEE REPORTS- FINANCE
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Monthly Expense Registers. Ms. Klopf said the Committee reviewed the November expense registers.

DDA Grants. Ms. Klopf said Partnerships Committee were approving the grant requests and sought Finance Committee recommendations on the grant amounts. After much discussion the Finance Committee came to recommend that the grants be funded in full.

FY 2018 and FY 2019 budgets. Ms. Klopf said the Committee reviewed preliminary budgets for FY 2018 & 2019 and provided recommended changes. The Committee will continue its work on these budgets at their next meeting.

The next Finance Committee meeting will be Tuesday, January 24 at 1:00 p.m.

7. D. SUBCOMMITTEE REPORTS- OPERATIONS

Parking & Transportation Report. Mr. Splitt provided an overview of the December report.

General Operations. Mr. Splitt said Mr. Orfield provided an overview of operations. As part of this he noted Mr. Orfield had provided an interesting report that the parking system is generally most full during late afternoon/early evening hours, not 11am-2pm as would be expected.

4th & William. Mr. Splitt said work on the second high speed elevator continues.

Ann Ashley Proposal. Mr. Splitt stated the Ann Arbor Art Center brought a proposal to the Committee to use the two-story section in the southwest corner of the structure. DDA staff have referred it to the City for direction on how to proceed.

Parking System Review. Mr. Splitt said the Committee received the final report. Questions were asked and answered. He said the report notes that the DDA's parking system meets or exceeds industry standards in nearly every category. He stated this analysis will also be very helpful as we release our parking operator RFP later this month

Parking Hardware/Software Study. Mr. Splitt said DDA staff is reviewing a preliminary draft.

E-Park. Mr. Splitt said installation will begin once space markers arrive.

Circulator Study. Mr. Orr said that there were four responses to the RFQ. Upon consultation with TheRide and a review by staff, it was recommended that two firms be selected for

interviews: Nelson/Nygaard and Stantec. He said interviews will be held later this month, tentatively January 17th and January 23rd.

The next Operations Committee meeting will be January 25 at 11:00 a.m.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Mr. Narayan said the committee reviewed the agenda, and discussed the upcoming joint DDA/City Council work session.

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

8. NEW BUSINESS

Mr. Narayan reminded everyone of the joint DDA/City Council work session to take place January 9 at 7pm.

9. OTHER AUDIENCE PARTICIPATION
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Ms. James from The Ark thanked the Board for the approval of the grant.

10. ADJOURNMENT

There being no other business, Mr. Orr moved and Ms. Klopff supported a motion to adjourn. Mr. Narayan declared the meeting adjourned at 12:35 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, January 4, 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 Splitt

Committee actions and discussions

Agenda Review. The group reviewed the January DDA monthly meeting agenda. Ms. Pollay noted that thus far no one had signed up to speak during audience participation. Ms. Klopf reminded the group that she would recuse herself during the discussion and vote about the DDA grant to the Art Center.

Work Session. Ms. Pollay presented a draft presentation that would be used at the work session with City Council on January 9, and asked for feedback so it could be finalized. Several comments were offered and discussed. It was noted that this would be the first participatory session between the DDA and City Council for some of the newer board members, and questions were asked and answered about the format of the meeting, including how long it might go. Mr. McWilliams noted that this upcoming discussion about parking and capital improvements projects would provide opportunities to talk about the areas of overlap and partnership with the City as the DDA and City work together in support of community goals.

There being no other business, the meeting adjourned at 11:45 a.m.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
MEETING MINUTES FOR CITY/DDA JOINT WORK SESSION**

Monday, January 9, 2017

Place: CTN Studio, 2805 S Industrial Hwy. #200, Ann Arbor, 48104

Time: The meeting was called to order by the Mayor at 7:00 p.m.

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

Absent: Sava Lelcaj-Farah, Bob Guenzel, John Mouat

Staff: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Amber Miller, Capital & Private Projects Manager
Jada Hahlbrock, Manager of Parking Services

City Council Members Present:

Zachary Ackerman
Jack Eaton
Jason Frenzel
Julie Grand
Sumi Kailasapathy
Jane Lumm
Chip Smith
Mayor Christopher Taylor
Kirk Westphal
Chuck Warpehoski

The work session power point began by outlining goals for the session: 1) discuss the City/DDA parking agreement, including possible changes, 2) review City/DDA project coordination, and 3) discuss City/DDA collaboration on economic development. It was acknowledged that the City and DDA goals are in alignment, including preserving the quality of life in the City, increasing the vibrancy of downtown, executing a development vision for downtown that is consistent with community values, and ensuring the financial sustainability of the City and the DDA.

A series of possible changes to the City/DDA parking agreement were presented: in FY 2018, increase the city's percentage of gross parking revenues to 20%, in FY 2019 transfer responsibility and cost for parking enforcement to the DDA, while the city retained revenues from parking fines and refocusing the efforts of the Community Standards Officers.

Mr. Lazarus noted that the financial arrangements were conceptual, and meant to help illustrate how the City could increase the amount of time/attention Community Standards

personnel could direct to quality of life matters in the neighborhoods, thus improving services for citizens, and provide more funds to the City while keeping the DDA budget whole.

A series of questions were asked and answered. Concerns were raised about driving businesses out of downtown if monthly permit rates were increased. Support for increasing monthly permit rates was also expressed as part of a strategy to encourage commuters to consider alternate ways to get to work. It was noted that not all changes had to be made at once, and some might not be made. Some stated support to extend enforcement at the parking meters after 6pm as reflective of the change in the downtown economy. Others expressed concern that if this change were made the City might need to monitor parking in the near neighborhoods after 6pm, as well. Interest was expressed to construct additional public parking to meet current and upcoming needs. It was noted that City zoning requires parking from all downtown developments that utilize premiums regardless of their intended users or their proximity to transit centers and this is contributing to the parking shortage.

After talking about parking the focus turned to project coordination. Ms. Miller provided an overview of future DDA projects, and explained how in many cases they overlap with City projects and Council priorities. Questions about the projects were asked and answered.

Public Comment

Kathy Griswald thanked the City and DDA for addressing pedestrian safety as part of their project planning, and asked that more be done.

Ray Detter noted said that the Citizens Advisory Council supported the DDA's TDM efforts, and noted that despite parking demands, the group stands behind its statement that they would not support another stand-alone above-ground parking structure.

Chris Crockett said that she had worked at the Community High School library for decades and knew the area well. She said that slowing traffic and encouraging pedestrian safety was very important, and that traffic be analyzed during the day as well as during rush hour as many of the students walked back and forth across Fifth Avenue to the Kerrytown Shops.

The meeting adjourned at 8:50 p.m.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, JANUARY 11, 2017**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 9:00 a.m.
Present: Joan Lowenstein, Al McWilliams, John Mouat, Keith Orr, John Splitt
Absent: Bob Guenzel, Marie Klopf, Howard Lazarus, Sava Lelcaj-Farah, Darren McKinnon, Rishi Narayan, Phil Weiss
Others: Shannon Gibb-Randall/ City Planning Commission, Jane Lumm/ City Council, Gregory Dill/ Washtenaw County
Staff: Susan Pollay, Amber Miller, Patti Wheeler
Public: Ray Detter

Partner Updates

City Council. Ms. Lumm said City Council approved a new retirement arrangement for new hires. She said they also approved new street lights, and extended the area to be included in the Allen Creek Greenway master plan. They also approved Mr. Detter as Special Liaison to the CAC, and approved new CAC members.

City Planning. Ms. Gibb-Randall recommended the DDA look at the loading zones affected by the S. U. streetscape project. She also said the Design Review Board is considering a move toward a two-step approval process. Collegiate North did this and provided positive feedback.

Washtenaw County. Mr. Dill said there are many new County Commissioners and staff are helping them get up to speed. He also said governance changes are a priority in 2017.

DDA. Ms. Pollay shared the status of DDA projects.

Public Comment. Mr. Detter spoke of the CAC's support of additional underground parking structures. He also said the CAC does not support the DDA taking over parking enforcement in the residential permit areas located in the near downtown neighborhoods.

The next Partnerships Committee meeting is scheduled for February 8, 2017 at 9:00 am.

The meeting adjourned at 10:52 am.
Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, January 18, 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, John Mouat, John Splitt, Phil Weiss

Absent: Howard Lazarus, Marie Klopf, Al McWilliams, Rishi Narayan, Keith Orr

Staff: Susan Pollay, Amber Miller, Liz Rolla, Jada Hahlbrock, Patricia Wheeler

Other: Bob Doyle

Public: Ray Detter

5th & Detroit. Mr. Doyle presented information about how a one-lane or two-lane configuration could work on Fifth Avenue, saying that after much discussion, the configurations had been refined, and were now nearly identical in terms of meeting project goals. Questions were asked and answered. There was consensus support to maintain a two-lane configuration. The next step will be to meet with the public to elicit their feedback into design elements.

S. University. Ms. Rolla said bids came in high and staff will work with the low bidder to find ways to reduce costs. Unfortunately, the bidder wasn't available to meet until early the next week. So it was agreed that since many Capital Improvements Committee members also participate in the Operations Committee, the discussion would be held at that meeting so a recommendation could be presented at the February DDA meeting, thus enabling the project to remain on schedule.

Resolution: Measuring People Capacity. Ms. Miller brought a draft resolution for consideration. Questions were asked and answered. Edits to the draft resolution were made, and the resulting document was supported for recommendation to the Board at February meeting.

Resolution: Vision Zero. Ms. Miller brought a draft resolution for consideration. Questions were asked and answered. Edits to the draft resolution were made, and the resulting document was supported for recommendation to the Board at its February meeting.

Public Comment. Mr. Detter said CAC hopes the DDA will focus on the special nature of entering the Kerrytown district in their consideration of design concepts for 5th & Detroit, and that pedestrian safety be specifically addressed.

The meeting adjourned at 12:59 p.m.
Susan Pollay, Executive Director

Next Meeting: The Committee will meet Wednesday, February 15 at 11:00 am.

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Tuesday, January 24, 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: None

Financial Statements. The Committee reviewed the December expense registers, second quarter financial statements, and second quarter available funds report. Questions were asked and answered. Parking revenues were a particular topic of discussion, as demand was lower against FY2016 for the first time. Possible reasons were discussed.

Proposed FY 2018 & 2019 Budgets. The committee reviewed proposed budgets that incorporated the changes recommended at the previous meeting. The group noted that there will be a resolution at the February DDA meeting to increase the percentage of gross parking revenues going to the City; if approved, this would be reflected in the DDA's budgets. It is anticipated that the proposed budgets will be presented to the DDA for approval at its March meeting, and then provided to the City to be incorporated with the City budget.

Public Comment. None

Next Meeting. The next meeting will take place on Tuesday, February 21 at 1:00 pm

The meeting adjourned at 2:40 pm
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, January 25, 2017

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

Absent: Bob Guenzel, Howard Lazarus, Sava Lelcaj-Farah, Marie Klopff, Al McWilliams, Rishi Narayan, Phil Weiss

Staff: Susan Pollay, Joe Morehouse, Amber Miller, Jada Hahlbrock, Patricia Wheeler, Liz Rolla, Lauren Grove

Others: Dave Orfield/Republic Parking; Kelly Schwartz/getDowntown; Sean Havera/South University North & Northeast LLC; Maura Thomson/MSAA

Public: Ray Detter, Ryan Tobias, Jordyn Geiger

City Parking Policy & Proposed DDA Parking Contract Policy. Staff explained the City zoning requirements regarding parking for new developments. It was noted the DDA does not have a policy regarding parking contracts for new development and policy options were discussed. It was requested that the DDA not approve any parking contracts until the DDA policy is finalized. The next steps will be DDA staff meeting with City staff to discuss potential changes to the payment-in-lieu policy, and presenting a draft policy at the next committee meeting.

Collegian North and Collegian East Parking Contract Requests. Mr. Havera presented his requests, and questions were asked and answered. He expressed concern about delay, and asked DDA approval as soon as possible so the projects can be considered by the Planning Commission.

Proposed Changes to the Parking Agreement. Ms. Pollay presented two possible approaches which the Committee discussed. It was determined to present a resolution at the February meeting recommending that the DDA authorize a 2-year increase in the parking revenue percentage received by the City; this resolution would also include a request that the city enforce parking until 8pm and that a MOU be created describing the timeline and process by which changes to the parking agreement will be made.

Circulator. Four responses to the DDA's RFQ had been received, from which two firms were selected for interviews. The committee discussed the strengths of both firms, and determined it would put forward a resolution to recommend selection of Nelson/Nygaard.

Connector Study. Staff reported bids for the Phase III environmental study came in much higher than expected; thus the study will not be undertaken.

GetDowntown Update. Ms. Schwartz said that there is an increase in go!pass sales, with 27 new orders to date. She also stated "Conquer the Cold" participation is up greatly from 2016.

Bike Share Update. Ms. Pollay said the Bike Share needs DDA funds to get through the 2017 calendar year, and she asked if there would be support to provide \$20,000 in the FY18 budget; there was consensus support. She said funding for calendar year 2018 is not yet clear.

S. University Project Bid Review. Ms. Rolla reported that all the bids came in over the budget, and she had met with the low bidder to determine what costs could be reduced. There was still a decision to be made to either increase the budget or modify the design slightly; after discussion, it was resolved to take the latter approach, as it could be done without much affect to the project. A resolution selecting the project contractor will be presented at the February DDA meeting.

Parking Hardware/Software Study. The report was presented. It noted that the parking system is well managed and well maintained. Four recommendations were made which staff will pursue.

Pay-By-Phone. Mr. Morehouse presented a draft resolution to contract with Passport; the committee supported the resolution, and it will be brought to the February board meeting.

Parking. The January Parking & Transportation report was reviewed.

General Operations. Mr. Orfield provided an overview of operations. He noted parking system usage was down for Midnight Madness and home UM football games during 2016.

Parking Operator RFP. Ms. Hahlbrock stated Walker staff will be at the February Operations committee meeting to discuss RFP submissions. Interviews will be held on March 9th.

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

E-Park. Mr. Morehouse said space markers will arrive soon and installation can begin at that time.

Public Comment. Ms. Thomas of the MSAA stated she felt the Committee disregarded the recommendations in the Nelson/Nygaard report when it set forward in its resolution to request changes to the hours of parking enforcement. She also said the City Administrator had promised her robust dialog with the public prior to any decisions being made, which she does not believe has happened. She said the MSAA believes the DDA has an obligation to downtown businesses and should not consider the parking system solely as a revenue generator. Mr. Detter said the CAC strongly emphasizes the importance of a DDA parking and transportation plan.

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

The meeting adjourned at 1:03pm.
Susan Pollay, Executive Director

Parking & Transportation Report January 2017

Parking Operations

Special Events In January

1/14 A2SO at Michigan Theater
1/15-20 Restaurant Week
1/21 Ragtime Extravaganza at Michigan Theater
1/22 Worst Day of the Year Ride
1/27 & 28 Folk Festival

Special Event Meter Bag Fee Waivers in January

1/22 Worst Day of the Year Ride \$100
1/27 & 28 Folk Festival \$1,320

Meters

The meter department is continuing to prepare for the installation of the new epark machines. Electrical and equipment upgrades to the meter shop have been completed in anticipation of increased 12-volt battery charging. The next batch of space markers is expected to arrive by the end of this month. The remainder of the epark machines will be delivered by mid-February.

The DDA has signed a contract with "PassportParking Inc." for on-street pay-by-phone services including the creation of new dedicated website/app for this service in Ann Arbor. This new website/app will eliminate the need for a location code and will allow the DDA have its own distinct website/app where Ann Arbor parking system information can be given and links to related websites, such as where you can pay for parking citations you have received.

The meter department has been working to deal with snow and ice accumulations this month while keeping up with the regular meter maintenance and repairs.

City/DDA Parking Enforcement Committee

The committee met on January 19th. We received meter bag requests from the four fairs for Art Fair 2017. For meter requests outside of the City approved street closures we asked for details such as who would be using the space and why. Our goal is to manage meter bags outside of the Fair boundaries more consistently, and provide ample access to the Fair by the public. Next steps will include reviewing the requests with City staff including AAPD, AAFD and solid waste.

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

Tally Hall Condominium Meeting

Due to change in personnel at McKinley the condominium association meeting was cancelled. We are working on establishing communication with the replacement personnel but have been leaving messages.

First & Washington Condominium Meeting

The City and City Club Apartments have not been able to form a condominium association as yet.

Parking System Maintenance

Maintenance staff have been busy dealing with snow and ice events. (Report attached)
Other work has included window repairs in cashier booths, drain pipe replacement in the Maynard office, sump pump work at Ann Ashley and rebuilding 2 truck mounted salt spreaders.

Parking Equipment

Dixon & Associates has completed their work. DDA staff will work to pursue software options recommended by Dixon. The report stated that the Ann Arbor Parking System was “well – managed” and “well – maintained”. Dixon listed a very thorough needs assessment. Unfortunately, Dixon reported that there were no current solutions for some of the reported needs and other required overly expensive custom software. There were however 4 recommended software programs that could be purchased/leased that may help manage the system better. The DDA/Republic will explore tryouts of these programs to see if they can benefit the parking system.

Elevators

There were 6 elevator service calls during the last month. They were distributed as follows:

- 3 – Ann & Ashley South
- 1 – 4th & William Alley
- 1 – Maynard Main
- 1 – 4th & Washington

Parking Construction

Fourth & William Stair/Elevator Improvement Project

Work is continuing as weather permits. Electrical and masonry tasks are ongoing. Traffic coating application will take place at the end of January. Elevator inspection is scheduled for March. The project is expected to be complete this spring.

Transportation

getDowntown Overall Outreach

- Sent out Commuter Connection E-News to 3,705 subscribers on 1/5/16 & go!pass Coordinator Bulletin to 461 subscribers on 1/13/16.

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

- Promoting Conquer the Cold on social media. Challenge is from 1/1/17-1/31/17.
- Conquer the Cold Weekly Challenges keep people interested and excited. Prizes are donated gift cards from local businesses.
- Stats as of 1/18/17

	Total Registered	Total Logged	UM	Non-UM	Total Trips	
2017	720	546	276	270	5922	Challenge runs from 1/1/17-1/31/17
2016		410	148	262	18688	Challenge ran from 11/1/15-1/31/16
	Increase	33%				

**will have total of Downtown businesses participating on February report

Go!pass Outreach

- Renewal orders received to date: 401
- New orders for 2016-2017 received to date: 27
- Add on orders received to date: 59
- Reached out to these companies about go!pass program:
 - Sottini Subshop
 - Oxford Properties

New go!pass companies for January-

- Vintage Financial Services
- Schiff Hardin, LLP
- Kosch Dining Services
- 400 Maynard – Redstone Residential
- AutonomousSafety

2015-2016 - Go!pass sales as of January 17, 2016: 5,946 passes distributed to 439 organizations
(Google = 500 passes)

2016-2017 – Go!pass sales as of January 17, 2017: 5,732 passes ordered by 432 organizations

Quarterly Ridership

(does not include Google)

	<u>Oct-16</u>	<u>Prior Yr Chg</u>	<u>Nov-16</u>	<u>Prior Yr Chg</u>	<u>Dec-16</u>	<u>Prior Yr Chg</u>
go!Pass Riders	52,124	-1%	45,404	7%	50,148	6%
NightRide w/go!pass	319	-26%	395	-7%	292	-31%

Bike Parking

- Bike Locker Rentals as of 1/17: 15 rentals of 19 available lockers (79%)
- Maynard Bike House Rentals as of 1/17: 12 rentals of 28 spaces (43%)
Ann Ashley Bike House Rentals as of 1/17: 35 rentals of 27 spaces (126%)

Staffing

- Business Services Program Manager position posted on 1/6/17
- 22 resumes received
- Interviews start after 2/6/17

Snow Report

Snow events less than 1 inch-

12/1/2016 0.3 inch
12/8/2016 0.7 inch
12/9/2016 0.6 inch
12/10/2016 1.0 inch
12/13/2016 0.3 inch
12/16/2016 0.4 inch
12/18/2016 0.3 inch
12/24/2016 0.6 inch
12/29/2016 0.2 inch
12/30/2016 0.3 inch
1/4/2017 0.5 inch
1/5/2016 0.4 inch
1/6/2017 0.8 inch
1/7/2017 0.5 inch
1/8/2017 0.8 inch
1/16/2017 0.2 inch

When snow accumulation is less than 1 inch structure rooftops are broomed prior to melt product being applied. Using the broom on rooftops is much less damaging to coatings and concrete, and means that less product needs to be applied.

Snow events greater than 1 inch-

12/5/2016 1.6 inches
12/11/2016 9.2 inches
12/12/2016 2.0 inches
12/15/2016 1.8 inches
12/17/2016 2.8 inches
1/10/2017 3.3 inches
1/17/2017 freezing rain

- 23 snow events have needed some type of snow abatement on sidewalks, rooftops and open lots
- 22 days of temperatures below 32 degrees
- 43 nights of temperatures below 32 degrees
- Staff is treating almost every day due to runoff from piles and night time refreezing that occurs
- Staff has taken advantage of warmer days to spread snow piles around on rooftops to speed up melting
- Currently there is very little snow piled up on rooftops (In past years snow has had to be removed from rooftops because of weight concerns)
- In open lots snow is being stored on islands as much as possible to limit the number of parking spaces being taken up with snow

