

## Ann Arbor Downtown Development Authority Meeting Minutes

Wednesday, February 7, 2018

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

Time: Mr. Weiss called the meeting to order at 12:03 p.m.

### 1. ROLL CALL

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

Absent: None

Staff: Susan Pollay, Executive Director  
Joseph Morehouse, Deputy Director  
Jada Hahlbrock, Manager of Parking Services  
Liz Rolla, DDA Project Manager  
Lauren Groves, DDA Intern

Audience: Ray Detter, Downtown Citizens Advisory Council  
Chris Simmons, Get!Downtown  
Michael McKiness, RPS  
Jack Simms

### 2. APPROVAL OF BOARD MEETING AGENDA

**Mr. Orr moved and Mr. Splitt seconded to approve the meeting agenda:**

**A vote on the motion to approve the agenda showed:**

**Ayes: Guenzel, Klopf, Lazarus, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Orr, Splitt, Weiss**

**Nays: None**

**The motion was approved.**

### 3. AUDIENCE PARTICIPATION

None

### 4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter said the CAC once again expressed support for DDA parking rate recommendations and DDA 5<sup>th</sup>/Detroit streetscape and traffic improvements, and two-way traffic restoration on Ashley and First. He noted that there are many changes contemplated for downtown and near downtown neighborhoods, and all must be developed with a clear vision of how they will provide an inter-connected future for the central area of our city.

He said that the group discussed meetings many had had with representatives of the Graduate Hotel who wish to add a rooftop bar and restaurant. There were positives to this proposal, but also concerns that about creating a precedent.

**5. DDA MEMBERS COMMUNICATIONS**

Mr. Weiss welcomed Ms. Letaw to the board; Ms. Letaw introduced herself and expressed her appreciation to DDA staff for taking time to provide information and answer questions.

Mr. Weiss said Sava Farah recently announced her resignation from the board due to time constraints, but all had been grateful for her service. He read aloud the following resolution:

**Resolution Thanking Sava Lelcay-Farah**

Whereas, Sava Lelcay-Farah contributed time, energy and passion to the Ann Arbor Downtown Development Authority since 2016;

Whereas, Sava Lelcay-Farah brought important insights into DDA discussions, including an experienced awareness of the importance of good streetscape design, and the unique needs and challenges of small businesses;

Whereas, Through her efforts and involvement, Sava Lelcay-Farah helped to increase the positive visibility of the DDA in the downtown business community and in the community at large; and

Whereas, Sava Lelcay-Farah's warm presence and keen intelligence has been appreciated by all who have had the pleasure of working with her at the DDA;

RESOLVED, The Ann Arbor Downtown Development Authority extends its great thanks and best wishes to Sava Lelcay-Farah for her contributions to the downtown, and indeed to the community as a whole, through her work on the Ann Arbor Downtown Development Authority board.

**A vote on the motion to approve the resolution showed:**

**Ayes: Guenzel, Klopf, Lazarus, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Orr, Splitt, Weiss**

**Nays: None**

**The motion was approved.**

There were no other DDA board comments.

**6. EXECUTIVE DIRECTOR COMMUNICATIONS**

None.

**7. APPROVAL OF MINUTES**

**Ms. Klopf moved to approve January meeting minutes, which was supported by Ms. Letaw**

**A vote on the motion to approve the agenda showed:**

**Ayes: Guenzel, Klopf, Lazarus, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Orr, Splitt, Weiss**

**Nays: None**

**The motion was approved.**

<b>8. A. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE</b>
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**Ms. Klopff moved the following resolution which was seconded by Mr. Splitt:**

**RESOLUTION TO APPROVE 2018 - 2022 PARKING RATE CHANGES**

Whereas, The DDA has worked diligently to operate, maintain and repair public parking facilities to meet its mission to encourage downtown vibrancy and private investment since 1992;

Whereas, Parking revenues are the primary source of funding for DDA parking system operations and maintenance, in addition to 20% of gross revenues transferred to the City;

Whereas, At its January meeting both the Operations and Finance Committees recognized the need to modify parking rates and put forward a proposed set of parking rate changes that would begin on April 1, 2018 and end on July 1, 2022;

Whereas, Rate changes recommended by the Operations and Finance Committees utilize parking demand management principles including the following:

- Annual changes to make increases more predictable.

- Increase the differential cost between on-street and structure hourly parking as a way to encourage parking in the garages, thus making on-street parking more available for customers.

- Decrease the differential cost between structure hourly parking and structure monthly parking permits to encourage a reduction in the number of people on the permit wait list.

- Standardize monthly parking permit prices across the parking system.

Whereas, The DDA received feedback from the public about these proposed parking rate changes at a public hearing, through emails, through news stories, and through individual contacts;

Whereas, The Operations and Finance Committees considered this feedback, and after much discussion at their January meetings affirmed the attached recommendations to the DDA for a set of rate changes;

**RESOLVED**, The DDA approves the parking rate increases put forward by the Operations and Finance Committees as shown on the attachment.

Ms. Klopff noted that revenues pay for most parking costs, plus 20% of revenues are given to the city. Rates were being increased for several reasons: 1) cost increases despite efforts to contain expenses, 2) system enhancements, and 3) expanding Ann Ashley. Mr. Splitt thanked members of the public who had provided feedback on the draft plan, saying it was helpful in DDA deliberations.

One recommended idea was to escalate meter bag fees over time to encourage developers to release meters; this was discussed, but ultimately was not being put forward. Other ideas that were being recommended for approval were 1) increase the Sunday meter bag installation rate to match actual cost, 2) create an electric vehicle rate at metered spaces, and 3) increase the cost when off-peak permits overstay the time limits. Questions were asked and answered.

**A vote on the motion to approve the resolution showed:**

**Ayes: Guenzel, Klopf, Lazarus, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Orr, Splitt, Weiss**

**Nays: None**

**The motion was approved.**

Financial Statements. Ms. Klopf said that the Committee reviewed the December expense register, second quarter financial statements, that month's Funds-Committed report, and the midyear Parking Income Comparison to prior year.

Disaster Recovery Plan Ms. Klopf said that the committee supported updated strategies to help the DDA recover from a server failure, including recovering email and computer files.

DDA Credit Card Policy. Ms. Klopf said that the Committee reviewed and approved proposed policies and procedures to manage DDA credit cards used by DDA staff.

5<sup>th</sup> & Detroit Cost Sharing. Ms. Klopf said the Committee reviewed the cost-sharing agreement for the DDA portion of the project which would be presented later in the meeting by the CIC.

FY2019 Budget. A preliminary FY19 budget was discussed. Ms. Klopf said that the Committee will complete its work next month, and will present the budget for DDA approval at its March meeting.

**The next Finance Committee meeting is scheduled for Thursday, March 1 at 1:00 pm**

<b>8. B. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE</b>
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Monthly Parking & Transportation Report Mr. Splitt asked for questions; there were none.

RPS Contract. Mr. Splitt noted that the contract with Republic Parking will automatically renew unless the DDA opts not to. Taking into account the staff's recommendation of support, the Committee recommended allowing this renewal to take place.

General Operations. Michael McKiness has been hired as RPS's new Ann Arbor General Manager. Mr. McKiness introduced himself; Mr. Splitt extended a warm welcome from the DDA.

Car Share. Mr. Orr said that Zipcar & Maven contracts had expired; in renewing them, the Committee resolved to charge the Premium Monthly Permit rate, which will change over time.

Ann Ashley. Mr. Orr reported on a free parking promotion created by staff to encourage the use of Ann Ashley on Saturdays during Market hours during the 5<sup>th</sup>/Detroit improvement project (March-Nov) with the goal to encourage greater use on Saturdays in the future.

**The next Operations Committee meeting will be held Wednesday, February 28 at 11:00 am.**

<b>8. C. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE</b>
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**Mr. Mouat moved, and Mr. McKinnon seconded the following resolution:**

**RESOLUTION TO APPROVE A 5<sup>TH</sup> & DETROIT CONSTRUCTION COST SHARING AGREEMENT WITH THE CITY**

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

Whereas, On January 6th, 2016, The DDA Board approved a total project budget for the 5<sup>th</sup> & Detroit Street Project of \$2.9M and on July 5<sup>th</sup>, 2017 approved increasing the budget to \$3.4M;

Whereas, the total project budget includes cost for design, burying overhead communication lines, sidewalk reconstruction, furnishings, and new streetlights;

Whereas, In partnership with the City, The DDA led the design phase and on June 2017, the DDA Board approved a schematic Design for the 5<sup>th</sup> & Detroit Street Project;

Whereas, The City of Ann Arbor led the construction bid process and received competitive bids on January 11, 2018 and Fonson Company Inc. of Brighton, MI, was the lowest responsible bidder at \$3,767,017.90;

Whereas, The City of Ann Arbor will oversee the primary construction portion of the project with a total budget of \$4.6M, including contingency, inspection, and material testing, with approximately \$2.2M of the cost attributable to the DDA's work;

Whereas, to begin construction, the City and DDA have drafted the attached cost-sharing agreement;

Whereas, the agreement has been reviewed and approved, as to form, by the DDA Attorney;

Whereas, the DDA Capital Improvements Committee reviewed the cost-sharing agreement and recommends approval;

Resolved, The DDA Board authorizes the Executive Director and Board Chair to sign the cost-sharing agreement with the City.

Mr. Mouat said that the agreement is the reverse of what was used with the S.U. project; this time the City will oversee construction and the DDA will reimburse them for our portion of the work. He noted that the project will include items outside the Fonson contract, such as burying overhead communication lines, which the DDA will oversee directly.

**A vote on the motion to approve the resolution showed:**

**Ayes: Guenzel, Klopff, Lazarus, Letaw, Lowenstein, McKinnon, Mouat, Narayan, Orr, Splitt, Weiss**

**Nays: None**

**The motion was approved.**

First Ashley and William. Mr. Mouat said Ian Lockwood, Toole Design, gave an inspiring presentation about the impact street projects can have toward meeting community goals. He shared examples where two-way traffic restorations and protected bike lanes have had significant benefit to safety, comfort, business, and human-scaled development.

Huron. Mr. Mouat said that DDA staff have met MDOT and the City Forester to discuss design elements that the CIC felt could be most impactful, like off-peak parking and large trees. Work on this project will continue at the next meeting.

**The next Capital Improvements Committee meeting will be Wednesday, February 21 at 11am**

<b>8. D. SUBCOMMITTEE REPORTS - PARTNERSHIPS COMMITTEE</b>
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Ms. Lowenstein said that the meeting was an opportunity for Partner Updates. This included a report from the Library Director on their examination of their downtown building; Mr. Weiss said that he looked forward to ongoing updates on this. Mary Stasiak/AAATA reported on the new Ypsilanti Township express bus service, and said a renewal of the 2014 millage will be on the ballot in 2018. City Council member Krapohl reported on the Council work sessions for the year. And DDA staff outlined the proposed parking rate change and the status of DDA projects.

**The next Partnerships Committee meeting will take place February 14 at 9:00 am**

<b>9. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE</b>
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Mr. Weiss said that the Committee welcomed Ms. Letaw and reviewed the board meeting agenda.

**The next Executive Committee meeting will be March 7 at 11:00 am**

<b>8. NEW BUSINESS</b>
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None.

<b>9. OTHER AUDIENCE PARTICIPATION</b>
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None

**10.**

**ADJOURNMENT**

There being no other business, Mr. Guenzel supported and Mr. McKinnon supported a motion to adjourn. Mr. Weiss declared the meeting adjourned at 12:33pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, February 7, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:02 a.m.  
Present: Phil Weiss, Marie Klopf, Darren McKinnon, Joan Lowenstein, Susan Pollay (ex officio)  
Absent: Rishi Narayan (ex officio)  
Others: Jessica Letaw

Committee actions and discussions

Agenda Review. The Committee members welcomed Ms. Letaw to the DDA board, and introduced themselves. The Committee reviewed the February DDA monthly meeting agenda. Ms. Pollay noted that the Resolution to Approve Parking Rate Changes would be co-sponsored by both the Finance and Operations Committees, and suggested that the Committee Chairs from both committees be given an opportunity to provide information about the resolution. She reported that there had not been any additional emails from the public about the proposed rate changes since the public hearing last month. Ms. Pollay noted that she didn't have any matter to address in her Director's Communications.

There being no other business, the meeting adjourned at 11:25 a.m.  
Susan Pollay, Executive Director



**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES  
Wednesday, February 21, 2018**

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

Time: 11:00 a.m.

Present: Bob Guenzel, Howard Lazarus, Jessica Letaw, John Mouat, Keith Orr, John Splitt, Phil Weiss

Absent: Marie Klopf, Joan Lowenstein, Darren McKinnon, Rishi Narayan

Staff: Susan Pollay, Amber Miller, Maura Thomson, Liz Rolla

Other: Oliver Kylie and Bob Doyle/SGJJR

Public: Ray Detter/CAC, Francis Todoro/SSDA, Jonah Copi, Jack Simms

Welcome & Introductions

Ms. Miller stated that the purpose to the meeting would be to gain committee member input as the team prepared for a series of public engagement activities in March to elicit feedback guiding the development of designs for the DDA's upcoming street improvement projects.

March Public Meetings and Outreach

Mr. Doyle restated the project goals for the First/Ashley/William and Huron Street projects. He outlined upcoming activities planned to gain public input. This will include a weeklong design charette process for First/Ashley/William Streets which will include a public meetings, open design studios, and stakeholder interviews. Presentations, meetings and design studios will be held at the DDA office and Downtown Library, and all are welcome to attend. During that week, there will also be a number of pop-up workshops, and focus group meetings. The DDA website will continue to be updated with project content.

It was suggested that the March 21 Capital Improvements Committee meeting be held at the Downtown Library as part of this week of public meetings. There was Committee consensus in support of this idea.

A draft list of stakeholders for the First/Ashley/William/Huron project areas was shared and committee members were asked to provide feedback including additions.

Huron Street

In anticipation of upcoming public meetings, Mr. Doyle provided early design alternatives and asked committee members for feedback, including sharing concerns about any of the alternatives being set forward. There were no concerns. Questions were asked and answered. Ms. Miller asked if the Committee felt that the alternatives met the project goals. There was Committee consensus in support.

Ms. Miller reported that the team had met with the City Forester, and MDOT recently to elicit their feedback on these early design alternatives including using larger trees in the streetscape design and parking on-street at all times except during rush hours. MDOT conveyed that they will be reviewing proposed design alternatives based on a traffic growth projection 6x's greater than assumed by WATS, which will impact the project such as limiting the extent of time on-street parking may be permitted. MDOT will also require City Council to indicate their support for non-rush hour parking; it was agreed that the CIC will put forward a DDA resolution urging City Council's support for this and other key elements with the goal of supporting the value of making the street more pedestrian-friendly. It was noted that DDA staff will be presenting an update about this project at the March Transportation Commission meeting, and it was recommended that the Commission also be asked to approve a resolution urging City Council support.

#### Project Updates.

5<sup>th</sup>/Detroit. Ms. Miller said that focus group meeting will be held to provide in-depth construction phasing information to stakeholders in the Fifth/Detroit Street area, and to provide contact information so the City and DDA can be contacted about concerns and questions once construction begins, likely as soon as weather will allow.

Sidewalk repairs. Ms. Pollay asked that a future Committee agenda include an opportunity for Committee members to weigh in on whether to replace much of the brick in the walking area of sidewalks along N. Main and Washington Streets as a way to reduce maintenance issues. The DDA had approved the design for these sidewalks several decades ago, so she welcomed input on whether it made sense to significantly modify the design to make more of the sidewalk concrete versus brick.

Budget FY19. Ms. Miler shared the portions of the proposed FY19 budget that included funds for capital improvements projects, and asked Committee members to let her know if there were any questions. It is anticipated that the DDA's proposed FY19 budget will be voted on by the full board at its March 7<sup>th</sup> meeting.

#### Public Comment.

None

Next Meeting: The Committee will meet on Wednesday, March 21, 2018 at 11:00 am at the Downtown Library.

The meeting adjourned at 1:00 p.m.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
SPECIAL MEETING OF THE OPERATIONS COMMITTEE TO REVIEW INITIAL ANN ASHLEY  
EXPANSION DESIGN  
Friday, February 23, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 1:00 p.m.  
Present: Jessica Letaw, Joan Lowenstein, John Mouat, Phil Weiss, John Splitt  
Absent: Bob Guenzel, Marie Klopf, Howard Lazarus, Darren McKinnon, Rishi Narayan, Keith Orr  
Staff: Susan Pollay, Jada Hahlbrock  
Others: Mike Ortlieb, Josh Rozeboom/WGI; Dan Mooney, Blake Hattern/Edge Design, Carl Luckenbach/Luckenbach|Ziegelman Architects (on speaker phone)  
Public: Nour Habhab, Anna Horning, Audrey Huizenga/Skyline High School

Mr. Ortlieb outlined goals of the Ann Ashley expansion project. In addition to adding approximately 375 spaces, this will include sustainability strategies such as changing the interior lights to LED, installing anchors for future rooftop solar panels, and managing storm water. Another important challenge for the project will be to expand the garage while not contributing to the building appearing more massive. He said that some of the concepts to be presented would modify the ground floor portion of the garage to improve the pedestrian experience, and to accommodate the upcoming restoration of two-way traffic on Ashley Street. There would also be an effort to mitigate the existing mass of the building.

Mr. Mooney presented a series of ideas to modify the garage ground floor to improve its impact on pedestrians. This included removing the 16' decorative add-on on the Miller Street side of the garage which contains a total of 16 parking spaces over 4 floors, and replacing it with a multi-story commercial space (2 floors and 2 mezzanines) with approximately 3,000 sq ft in total. He recommended building out the front portion of the commercial space on Ashley Street under the overhang up to the sheer wall, thus allowing the portion between the sheer wall and the alley to remain available for parking while awaiting a future build out. This would gain approximately 7,500 sq ft plus a mezzanine with 35-50% additional space. Both the Ashley and Miller Street commercial space build outs would help activate the sidewalk and would help buffer pedestrians from the parking structure on the ground floor. Questions were asked and answered.

Other ideas included improving the pedestrian access into the garage from Miller, which now requires pedestrians to walk down several stairs, and turning the Miller elevator so it faced Miller instead of the interior of the garage. Making improvements to this plaza area near the garage would be aimed at making the garage more attractive to users to the north, including Kerrytown. It was also recommended that while adding to the existing elevator shaft a second

elevator should be added to the Ann Street entrance to the garage. It was also suggested that some kind of artistic lights be added under the Ann Street overhang.

It was recommended that vines be planted along the Ashley Street frontage along with trees, to help disguise the building further. The car entrance on Ashley may be expanded to accommodate entrances from both directions on Ashley in the future when two-way traffic has been restored. Signage on the east and west sides of the garage would be improved.

To reduce the overall mass of the building, it was recommended that an architectural screen or “veil” be installed consisting of semi-transparent louvers which would disguise much of the facade yet still allow in light. Although the garage floors are on a slant, this screen would be installed with a straight edge on the top and bottom so as not to draw the eye upward. DDA comments included suggested some kind of vertical element to the Ashley St side to break up the expanse of louvers, and concern that these louvers would block natural light which would require supplementing interior lighting; the design team said that they would investigate both sets of ideas.

The team said that they had investigated potential construction methods. Although less expensive, precast concrete would not be recommended as assembly would require that the entire garage be closed for some periods of time due to safety concerns. Cast in place concrete would cost more, but it would enable most of the garage to remain open during construction. More work needs to be done to develop cost estimates for the project, but at this time it is estimated that including soft costs the base cost would be \$17M, enhancements such as added electricity, EVs and LEDs would be \$1.6M, and architectural improvements may be \$2.9M, for a total of \$21.5M. Questions were asked and answered. It was asked that the design team share this presentation at the March DDA meeting so the board could be asked if it wished to increase the project budget from \$18M. The project schedule would also be shared; current expectation is following the City’s schedule the project would be considered by the Planning Commission on June 19<sup>th</sup>, followed by City Council in July/August.

Public Comment- None

The meeting adjourned at 2:50 p.m.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, February 28, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Bob Guenzel, Jessica Letaw, Joan Lowenstein, Darren McKinnon, John Mouat, John Splitt, Phil Weiss  
Absent: Marie Klopf, Howard Lazarus, Rishi Narayan, Keith Orr  
Staff: Susan Pollay, Joe Morehouse, Jada Hahlbrock, Maura Thomson  
Others: Chris Simmons/getDowntown, Michael McKiness/Republic Parking  
Public: Jonah Copi, Ray Detter

Parking Projects. Mr. Morehouse proposed purchasing 76 replacement and 74 new E-Park machines. The earliest E-Park machines have reached the end of their life cycle and must be replaced, and the added machines will complete the on-street parking system installation. Questions were answered. There was committee support.

City/DDA Parking Agreement Amendment Number Two. Ms. Pollay noted that at its 2016 retreat, there was consensus to seek City/DDA Parking Agreement changes. These included permanently changing revenues going to the City from 17% to 20%, future coordination between parking rate and parking fine increases, City Council consideration of DDA recommended changes to Contribution in Lieu arrangements and downtown parking requirements, and miscellaneous contract updates. These changes were put forward as Parking Agreement Amendment Two and approved by City Council. The committee indicated support to bring this to the DDA for approval at its March meeting.

FY19 Budget. Mr. Morehouse reviewed the proposed FY19 budget, highlighting the parking and transportation components. Included are funds being designated for a RPS office build out; staff were asked to provide a report including details such as the locations and purposes for the various RPS offices or maintenance facilities, the total amount of square footage, challenges affecting RPS's operations such as a limited number of toilets or other reasons a build out was being pursued. The report is to list potential locations where additional space could be created, with one suggested location being Ann Ashley under the overhang between the sheer wall and alley.

Proposed Bike Share Agreement. Mr. Simmons noted that the current bike share program has been in place in downtown Ann Arbor and University of Michigan campus since 2014 and has functioned appropriately, but has not met the community's desire to move closer to being a self-sustaining program as many others are around the country. DDA is being asked to join AAATA, UM, and the City in a partnership to continue the Ann Arbor bike share program under the management of AAATA under an agreement with a term of July 1, 2018 through June 30, 2019. During this year the DDA would be asked to provide \$50,000, the goal was to find a new program operator who would generate increased program fares and sponsorships. There was committee support to bring this to the full board.

Monthly Parking Report. Ms. Hahlbrock reviewed the details of the document. She noted the status of the fencing project, the status of the solar carport, and the new equipment installation at 4<sup>th</sup> & William. Questions were asked and answered. RPS's excellent snow management thus far this winter was noted given the large amount of snowfall.

Ann Ashley Expansion. Beyond adding spaces, Ms. Pollay said project goals include incorporating sustainability strategies such as LED lights, installing anchors for future rooftop solar panels, and managing storm water. She said that another important goal is to expand the garage yet not make contribute to making the garage appear more massive. Initial design ideas had been presented the week before, and included pedestrian-friendly concepts such as commercial space build outs on Miller and Ashley St sides, improving the pedestrian access from Miller, and adding a second elevator at Ann St, adding lighting to the overhang, and adding vines along the Ashley frontage. To reduce the overall mass of the building, it was recommended that an architectural screen or "veil" be installed consisting of semi-transparent louvers which would disguise much of the facade yet still allow in light. Committee members who had attended this presentation gave feedback about the initial design. Ms. Pollay noted that the initial cost estimate has been increased; at this time it is estimated that including soft costs the base cost would be \$17M, enhancements such as added electricity, EVs and LEDs would be \$1.6M, and architectural improvements may be \$2.9M, for a total of \$21.5M. Questions were asked and answered. She reported that a presentation will be made at the March DDA meeting so the board can indicate if it wishes to increase the project budget from \$18M. The project schedule will also be shared, which currently includes consideration by the Planning Commission in June and City Council in July/August.

getDowntown Annual Request. Mr. Simmons noted that the getDowntown program was co-created by the DDA in 1999 and remains a partnership between the DDA, AATA and the City of Ann Arbor to provide transportation assistance to downtown employers, including the distribution of the DDA's go!Pass. He reported on a number of project highlights and statistics, including participation in the Commuter Challenge and Conquer the Cold which are opportunities for downtown employees to explore making mode shifts. He set forward the getDowntown request for FY19, which shows a slight reduction in overall cost. The Committee indicated support to bring the request forward to the board.

### **Public Comment**

None.

Next Committee Meeting: The next meeting will take place Wednesday, March 28 at 11 am.

The meeting adjourned at 1:10 p.m.

Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING MINUTES  
Thursday, March 1, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 1:00 p.m.  
Present: Marie Klopf, Jessica Letaw, Joan Lowenstein, Darren McKinnon, John Splitt, Phil Weiss  
Absent: Bob Guenzel, Howard Lazarus, John Mouat, Rishi Narayan, Keith Orr  
Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock, Maura Thomson, Amber Miller  
Other: Tom Crawford, City  
Public: None

Financial Statements. The January expense register was reviewed, and questions were answered.

Parking Priorities. Mr. Morehouse proposed parking spending priorities within the approved FY18 budget. This included purchasing 76 replacement and 74 new E-Park machines. The earliest E-Park machines have reached the end of their life cycle and must be replaced, and the additional machines will complete the on-street parking system installation. Questions were answered, and there was committee support.

FY19 Budget. Mr. Morehouse reviewed in detail the proposed budget. He noted that the DDA is underway with several large projects, so the FY19 budget shows expenses exceeding revenues by \$8.4M, which will draw down fund balances. Mr. Morehouse also noted that the budget assumes a bond will be issued in FY19 for the Huron/First/Ashley/William street improvement projects and another for the Ann Ashley expansion. To help the Committee in its work Mr. Morehouse provided an updated ten year plan. Questions were asked and answered. A request was made to shift some amount of “discretionary” funds to “grants” in anticipation of a future Treeline request; after discussion, the committee consensus was not to make this change, however, there was an interest to learn more about the Treeline business plan which should be available shortly. There was support to put forward the budget for approval.

IDA Value of Downtowns Project. Ms. Pollay said that the International Downtown Association has been commissioned to produce an analysis. Ann Arbor would be one of a dozen downtowns participating in the project, and the study cost is \$15K. She said important insights will be gleaned, using key data points focused on the downtown economy, vibrancy, identity, and resilience. Committee members indicated support for the project.

Public Comment. None.

Next Meeting. The next Committee meeting will take place Thursday, March 29, 2018 at 1:00 pm.

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

# Parking & Transportation Report February 2018

## Parking Operations

### Special Events in February

Main Street Area Association Ice Carving Event February 2-4  
Joe Biden at Michigan Theater February 5

### Special Event Meter Bag Fee Waivers in February

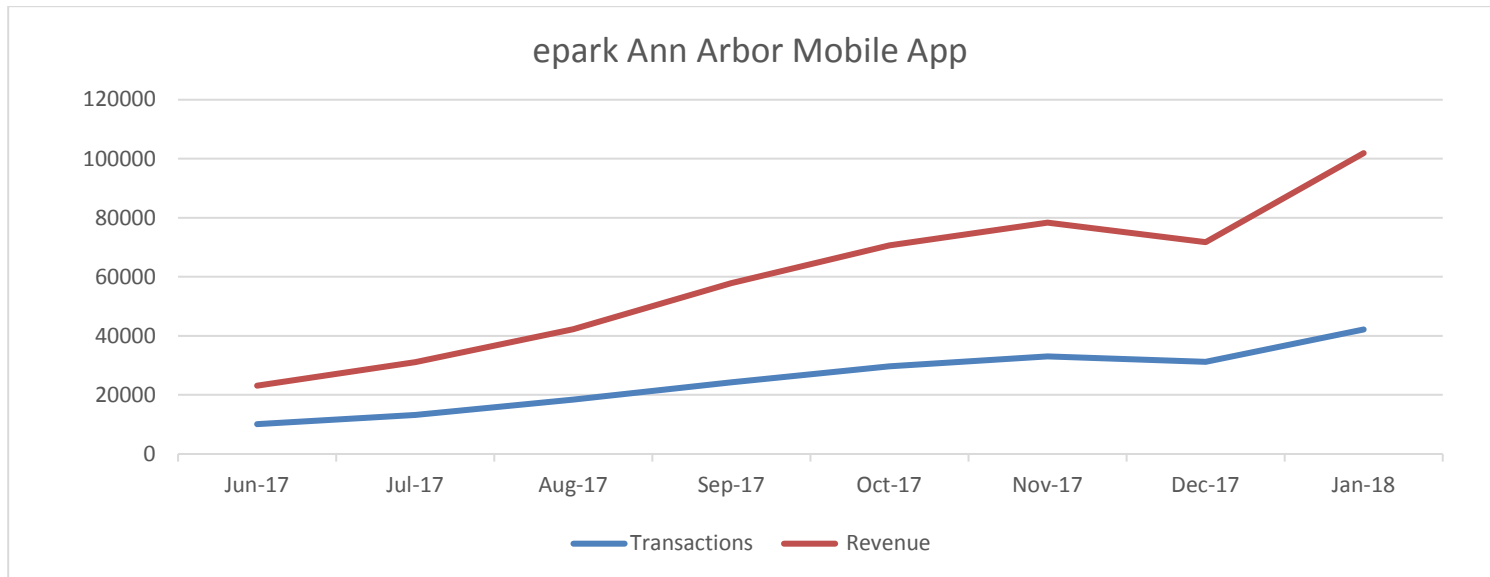
Main Street Area Association Ice Carving Event February 2-4 \$120

### Personnel

There were no changes in personnel during the month.

### Meters

Use of the epark Ann Arbor mobile app continues to grow. In January there were 42,176 transactions totaling \$101,918.22 in revenue.



### General Operations

Republic Parking staff has increased the frequency of patrols at the 4<sup>th</sup> & Washington structure in hopes of deterring loitering in the stairwell and basement. AAPD has also stepped up their patrols of the area.

Republic Parking staff used a pre-pay system for the February A2SO event. This was in response to a complaint about length of time to exit after such events. The pre-pay went well, and Republic Parking will consider using this system for future A2SO events.

Staff are working to prepare for the rate change on April 1<sup>st</sup>. This includes coordination with equipment/software vendors, notifications, and updates to website, signage and contracts.

### City/DDA Parking Enforcement Committee

The Committee met on February 15<sup>th</sup>. Topics of discussion included Art Fair, additional epark installations, and the impact of snow on operations.

The next Committee meeting will be Thursday, March 15<sup>th</sup> and will include representatives from the Art Fairs.



### Tally Hall Condominium Meeting

Meeting was held on February 6<sup>th</sup>. The 2018 budget was reviewed and approved. Maintenance and repair issues were reviewed. Upcoming rate changes were discussed. The next meeting will be on May 1<sup>st</sup>.

### First & Washington Condominium Meeting

A meeting was held on February 6<sup>th</sup>. Expenses and budget were reviewed. Elevator service contracts, were discussed. Upcoming changes to parking rates and the limited permit were discussed. The structure opened in late 2013 and a condominium board has yet to be formally established. It was reported that the bank account has been created. The hope is that the association will formally be established by May 2018.

### Parking System Maintenance

RPS Maintenance staff reported the following snow totals: December 31", January 13" and February 19.5" for a total of 63.5". Snow was removed quickly to keep the parking facilities open throughout the primary snow season.

A new fire alarm panel was installed at 4<sup>th</sup> & Washington.

The City Fire Marshall did inspections at First & Washington and Ann Ashley.

## Parking Equipment

### 4<sup>th</sup> & William Equipment

The new revenue control equipment at 4<sup>th</sup> & William was installed the week of February 12<sup>th</sup>. Republic Parking staff worked diligently both to prepare and assist with installation and keep the structure operational. Work continues as outstanding issues are resolved, and as all systems are verified to be working correctly.

### Elevators

RPS Maintenance staff is working with Schindler to complete an upgrade of the main elevator at Ann Ashley. State inspection is scheduled for 2/26.

There were 3 elevator calls for service in the last month. They were located at:

2- 4<sup>th</sup> & Washington

1- 4<sup>th</sup> & William Alley

### Equipment

The Lane Operational Efficiency number for January was 99.98%. Out of 46 active entry/exit lanes, 37 had no downtime in January.

The work to connect to the City fiber network at Forest and Maynard is complete.

DDA staff investigated the installation of "License Plate Recognition" (LPR) equipment in the parking facilities to capture parking patron license plate data in an attempt to collect a data base of where downtown visitors are coming from by their zip codes. What we learned was that, the State of Michigan does not allow the license plate data base to be used for such a purpose. The other idea was to try and get parking patron zip codes from credit card usage. Since the parking operator is only allowed to store the last four digits of the credit cards it was learned that there is no way to get the zip codes from that data either.

## Parking Construction

### Ann Ashley Expansion

DDA staff continues to meet with project engineers and architects to discuss the project scope and schedule. Project staff met with DDA Board members on February 23<sup>rd</sup> to share preliminary architectural concepts for their input.

#### 4<sup>th</sup> & Catherine Solar Pilot Project

NOVA consultants continue their work on initial structure and solar panel designs. Project is on schedule for installation in late March or April.

#### Structure Fencing

DDA and RPS staff reviewed bids and has selected Future Fence for the next phase of work in FY18. Work is expected to take place at 4<sup>th</sup> & William and 4<sup>th</sup> & Washington and will include fencing on levels below the rooftop. Work is expected to begin in March.

### Transportation

#### Go!pass Summary

##### Go!pass Outreach

Go!pass Coordinator Bulletin sent to 529 recipients on 2/22/18

- 2016-2017 - Renewal orders received to date: 402 companies
- 2016-2017 - New orders received to date: 35 companies
- 2017-2018 - Renewal orders received to date: 388 companies
- 2017-2018 - New orders received to date: 29 companies

##### New go!pass companies for Feb. 2018

- Zcorp Technology, Inc.
- Satchel's BBQ
- Environment Michigan
- Gamma Piercing

2015-2016 – Go!pass sales: 6,061 passes ordered by 438 organizations (8/2015-2/2016)

2016-2017 - Go!pass sales: 5,763 passes ordered by 438 organizations (8/2016-2/2017)

2017-2018 - Go!pass sales: 5,577 passes ordered by 416 organizations (8/2017-2/2018)

*Quarterly ridership will be reported in April.*

#### Bike Parking

Current rentals good till 3/31/18

- Bike Locker Rentals as of 2/20/18: 8 rentals of 12 available lockers (66%)
- Maynard Bike House Rentals as of 2/20/18: 13 rentals of 28 spaces (46%)
- Ann Ashley Bike House Rentals as of 2/20/18: 40 rentals of 27 spaces (148%)

Bike Locker/Bike House renewals will start the last week of February. Kelly and Jada did a walk-around on 2/22/18 to find space to place bike lockers that are currently in storage.

#### Other Activities

- Conquer the Cold Commuter Challenge ended 1/31. The Challenge had 692 registrants, with 538 logging a trip during the campaign. This is a drop of 7% in registration over last year, and an 11% drop in registrants participating. Our total number of trips logged was 12,240, or a 4% reduction from last year. Interestingly, participation from downtown employees was up almost 5%, and bus commutes were up slightly more than 5% over last year. Logged vanpool trips were less than half of

what they were last year, which correlates with the 19% drop in participants from University departments. Car miles saved, as logged, were up nearly 37% over last year. Survey results indicated a high percentage of repeat participants, which could have contributed to the participation decline. Most participants indicated that they received the information for the campaign through a direct email, which means that their email was already in the marketing system. This information is contributing to our campaign planning for May.

- The sponsorship prospectus for the May Commuter Challenge is now available. Board members seeking to sponsor the campaign should contact the getDowntown office. Additional planning activities are focusing on a better structure of locations for Bike to Work Day, increased outreach to potential campaign partners, and a focus on having individuals complement the activities of their captains by encouraging more participants to grab a neighbor or co-worker and commute together.
- In cooperation with DDA staff, City staff, and University staff, work has begun on revisions to the Arorbike program. The intent is to create a more financially stable bikeshare system for Ann Arbor while also taking advantage of the many shifts in the bikeshare industry over the last four years. This is highly likely to result in a delay of the launch of the program this year. The partners hope to have more information on this shift available to the public in the very near future.