

**Ann Arbor Downtown Development Authority Meeting Minutes**  
Wednesday, September 6, 2017

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

**1. ROLL CALL**

Present: Marie Klopf, Sava Lelcaj-Farah, Joan Lowenstein, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, Phil Weiss

Absent: Bob Guenzel, Howard Lazarus, Al McWilliams, John Splitt

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, DDA Project Manager  
Lauren Groves, DDA Intern

Audience: Ray Detter, Downtown Citizens Advisory Council  
Dave Orfield, RPS  
Chris Simmons, Get Downtown  
Maura Thomson, MSAA  
Jack Eaton, Ann Arbor City Council

**Ms. Lowenstein moved and Mr. McKinnon supported amending the agenda to move the Resolution to Segregate Parking Funds to precede the Resolution to Construct Additional Floors to Ann Ashley.**

**A vote on the resolution showed:**

**AYES:** Klopf, Lelcaj-Farah, Lowenstein, McKinnon, Mouat, Narayan, Orr, Weiss

**NAYS:** none

**ABSENT:** Guenzel, Lazarus, McWilliams, Splitt

**The resolution was approved.**

**2. AUDIENCE PARTICIPATION**

None.

**3. REPORTS FROM CITY BOARDS AND COMMISSIONS**

Downtown Area Citizens Advisory Council. Mr. Detter said the CAC expressed strong support for the strategic selection of the Ann Ashley Parking structure to add 375 spaces to the downtown parking supply. They congratulate the DDA on nearing completion of its work on its

South University improvement project, and completing its design work for the North Fifth and Detroit Street improvement project. CAC also reaffirmed their commitment to working with the CORE development group, as well as city and community leaders, on the Library Lane project. Mr. Detter also stated the CAC hopes the DDA might consider extending the potential downtown circulator beyond the DDA District to connect to Lowertown.

**Mr. Splitt enters**

<b>4. DDA MEMBERS COMMUNICATIONS</b>
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None.

<b>5. EXECUTIVE DIRECTOR COMMUNICATIONS</b>
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None.

<b>6. APPROVAL OF MINUTES</b>
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**Mr. Mouat moved and Ms. Lowenstein supported approval of the July and August 2017 DDA meeting minutes.**

**A vote on the resolution showed:**

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

**NAYS: none**

**ABSENT: Guenzel, Lazarus, McWilliams**

**The resolution was approved.**

<b>7. A. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE</b>
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**Ms. Klopf moved and Mr. Splitt supported the following resolution.**

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

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

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

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

Whereas, The DDA has a strong and long-standing commitment to encouraging the use of alternative transportation modes;

Whereas, The DDA also has an interest in planning for the construction of additional parking in the future to support downtown's growth and vitality;

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

Whereas, In July 2016 the DDA approved a resolution to separate funds to use in the construction of future parking spaces or alternative transportation infrastructure, and set aside \$1 million in FY 2016 for this purpose;

Whereas, The DDA Finance Committee recommends the DDA set aside \$1 million from its FY2017 parking budget for this purpose;

RESOLVED, The DDA approves the recommendation of its Finance Committee to set aside \$1 million in FY2017 for this purpose.

Ms. Klopf outlined the purpose for the resolution and stated that this was the same amount set aside last year.

**A vote on the resolution showed:**

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

**NAYS:** none

**ABSENT:** Guenzel, Lazarus, McWilliams

**The resolution was approved.**

**Ms. Klopf moved and Mr. Splitt supported the following resolution.**

**RESOLUTION TO CONSTRUCT ADDITIONAL FLOORS TO THE ANN ASHLEY PARKING STRUCTURE**

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

Whereas, In 2015 the DDA commissioned a parking study, which recommended that the DDA add spaces to the system when opportunities arose which meet the DDA Mission;

Whereas, A parking addition at Ann Ashley would be strategically in alignment with the DDA's streetscape investments west of Main Street aimed at improving pedestrian conditions and spurring private development;

Whereas, There is also general agreement that adding spaces to the Ann and Ashley parking structure can be done relatively quickly and at less cost than other options currently available;

Whereas, The Ann Ashley structure was designed to carry up to three additional floors, each containing approximately 125 spaces, and the cost to add three floors has been estimated to be \$18M, which includes an amount for project contingency;

Whereas, The DDA Finance and DDA Operations Committees recommend that the DDA vote to establish a project budget of \$18,000,000 for the design and construction of up to three additional floors to the Ann Ashley parking structure, and begin work immediately to refine the existing 90% construction drawings to meet current Building Code standards and develop a site plan for submission to the city;

RESOLVED, The DDA shall establish a \$18,000,000 project budget for the construction of additional floors to the Ann Ashley parking structure;

RESOLVED, The DDA Executive Director and Operations Committee Co-Chairs are authorized to contract with Carl Walker Inc. to prepare a site plan and construction drawings for this project, and oversee issuance of bid documents;

RESOLVED, The DDA shall have the opportunity to approve the selection of contractor for this project once bids have been received and a recommendation put forward by the Capital Improvements Committee;

RESOLVED, The DDA shall also have the opportunity to approve at a later date the total number of floors and/or spaces to be added to the Ann Ashley structure through this project, as well as the details of the project bond, including its duration.

Ms. Klopff said the committee recommends moving forward on this project. The committee also recommends that the construction bond be of short duration and that the board reserve the opportunity to vote on the total number of spaces at a later date. Mr. Mouat announced that he would abstain from the vote. Mr. Orr said that he wasn't sure there was consensus on this project; Ms. Klopff said that the committee wanted a vote to determine if there was board consensus. Mr. Orr said that at the time the DDA voted to support the Library Lane project, it included an amendment demonstrating the DDA's support for transportation, which he felt should likewise be included in this project, for instance, support for a circulator that would connect the Kerrytown neighborhood with the Ann Ashley garage. Mr. Narayan said that he felt the vote should be postponed because several DDA members were missing at the meeting, and this was the largest non-streetscape project taken on by the DDA since he had joined the board. Mr. Splitt said that he would support a postponement.

**Mr. Splitt moved and Mr. Narayan supported postponing a vote on the resolution for one month to the October Board meeting, to allow time for additional committee discussion.**

Staff was asked to query the board to determine whether the Finance or the Operations Committee meeting was the more convenient time for most DDA board members to hold this discussion.

**A vote on the resolution to postpone the resolution for one month showed:**

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

**NAYS: none**

**ABSENT: Guenzel, Lazarus, McWilliams**

**ABSTAIN: Mouat**

**The resolution was approved.**

Monthly Expenses and Financial Reports. Ms. Klopf said the committee reviewed the June and July expense reports, FY17 and FY18 Funds Allocated reports, and 2017 Art Fair parking report.

FY17 Audit. Ms. Klopf reported Mr. Morehouse has assembled materials for the auditors, who began work this week. These auditors will also oversee the City's audit.

**The next Finance Committee meeting will take place September 26 at 1:00 pm**

<b>7. C. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE</b>
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**Mr. Orr moved and Ms. Klopf supported the following resolution.**

**RESOLUTION TO PROVIDE A GRANT FOR ANN ARBOR BIKE SHARE**

Whereas, The DDA has supported the use of bicycles in the downtown in a variety of ways as a strategy to meet its mission;

Whereas, Ann Arbor's bike share program began in 2014, and there are 13 ArborBike stations located in the DDA & UM campus housing 125 bikes, which offer bicycles for rent by the day, the month, or the year;

Whereas, The system is owned and operated by the Clean Energy Coalition (CEC) in partnership with the AAATA, UM, and City;

Whereas, A \$20,000 grant requested from DDA to support Ann Arbor bike share operations this year;

Whereas, The Operations Committee recommends the DDA approve a transportation grant for this purpose, as some of the highest usage ArborBike stations are located within the DDA;

RESOLVED, The DDA approves a \$20,000 transportation grant from its FY2018 063 Parking funds to support Ann Arbor bike share this year.

Mr. Narayan asked for updated usage data; Ms. Pollay indicated that she would follow up.

**A vote on the resolution showed:**

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

**NAYS:** none

**ABSENT:** Guenzel, Lazarus, McWilliams

**The resolution was approved.**

Circulator feasibility study. Mr. Orr reported on the status of the project, which included recommendations for possible routes, estimated capital and operating costs, potential economic outcomes, and constraints and risks. He said the committee provided input, and a final report is anticipated this month including possible next steps.

Solar Panel Installation Feasibility Analyses. Mr. Splitt stated two analyses looked at the feasibility of adding solar electric to parking facilities. He said City staff provided info about the City's Climate Action Plan, which includes a goal to gain a number of solar electric installations. The Committee has asked to explore a solar installation on the 4th & Catherine lot.

Monthly Parking & Transportation Report. Mr. Splitt said the most recent reports were in the Board packet. He asked for questions; there were none.

General Operations. Mr. Splitt said RPS staff provided two reports: 1) improving maintenance processes for parking control equipment, including rigorous preventative maintenance in the field and "hot swaps," to reduce the amount of time patrons can't utilize an exit/entrance; and 2) a data analysis showing that things have clearly been improved.

4<sup>th</sup> & William Project. Mr. Splitt stated DDA staff reported that an RFP was issued for new parking equipment, which got 3 responses which are being investigated. He said a recommendation is anticipated to be brought to the September Committee meeting.

**The next Operations Committee meeting will be September 27 at 11:00 am.**

<b>7. C. SUBCOMMITTEE REPORTS- CAPITAL IMPROVEMENTS COMMITTEE</b>
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Mr. Mouat said the committee did not meet in August. He provided project updates as follows:

S. University. Mr. Mouat said the deadline was met that construction be substantially complete before student move in, and that contractors are currently finishing landscaping and punch-list items. Kudos were given for meeting the deadline despite challenges with the water main at the beginning of the project.

5th / Detroit. Mr. Mouat said that the Historic District Commission approved the project design. He said work on the utility design and construction documents continue, and staff still anticipate bidding the project by late fall/early winter.

Huron St. Mr. Mouat said the project team met with MDOT last week to discuss the traffic analysis. He said the team heard an openness to concepts such as adjusting the signal timing, pedestrian islands, and off-peak parking. He also stated that in addition to the public pop-ups that were held earlier this summer, staff have been meeting with property owners, the YMCA, County, and others located along Huron to get additional input into the key issues. He said their feedback and more about the traffic studies will be presented at the next meeting.

First, Ashley & William. Mr. Mouat stated the DDA released an RFQ for design consultants, and received 4 responses. He said after more review, staff expect to recommend a design team at the September committee meeting.

**The next Capital Improvements Committee meeting will be held September 20 at 11:00 am.**

<b>7. D.</b>	<b>SUBCOMMITTEE REPORTS- PARTNERSHIPS Committee</b>
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Ms. Lowenstein stated the Committee did not meet in July or August. She said there will be a City Economic Summit on September 12, and recommended everyone attend. It was requested that information about the Summit be sent to the board.

**The next Partnerships Committee meeting will be September 13 at 9:00 am with partners.**

<b>7. E.</b>	<b>SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE</b>
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Mr. Weiss said the committee reviewed the agenda.

<b>8.</b>	<b>NEW BUSINESS</b>
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**Mr. McKinnon moved and Ms. Splitt supported the following resolution.**

**RESOLUTION THANKING AL MCWILLIAMS**

Whereas, Al McWilliams has contributed time, energy and passion to the Ann Arbor Downtown Development Authority since 2013;

Whereas, Al McWilliams contributed important and perceptive insights into DDA discussions, conveying an experienced awareness of such matters as the importance of pedestrian safety, bicycling in an urban environment, and the value of public transit;

Whereas, Al McWilliams skillfully utilized social media and one-on-one conversations as a way to increase community awareness of and support for the DDA as it works toward the goal of a vibrant, walkable, and interesting downtown that is uniquely Ann Arbor;

Whereas, Al McWilliams 's disarming humor and dexterous intelligence has been appreciated by all who have had the pleasure of working with him at the DDA;

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

**A vote on the resolution showed:**

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

**NAYS:** none

**ABSENT:** Guenzel, Lazarus, McWilliams

**The resolution was approved.**

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

<b>10. ADJOURNMENT</b>
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There being no other business, Mr. Orr moved and Mr. Splitt supported a motion to adjourn. Mr. Weiss declared the meeting adjourned at 12:53pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday, September 6, 2017**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Phil Weiss, Marie Klopf, Darren McKinnon, Joan Lowenstein, Rishi Narayan (ex officio), Susan Pollay (ex officio)  
Absent: None  
Others: None

Committee actions and discussions

Agenda Review. The group reviewed the September DDA monthly meeting agenda. Ms. Pollay suggested that perhaps it might make more sense for the Finance Committee to present the resolution reserving funds for future parking additions first, and then consider the second resolution which would approved a project budget for an addition to the Ann Ashley parking structure. Mr. Weiss said that he would ask the board for support to modify the agenda. Ms. Pollay also noted that the Ann Ashley resolution showed the wrong committee assigned responsibility to oversee the project and Ms. Klopf said that she would offer an amendment to make this correction.

There being no other business, the meeting adjourned at 11:35 a.m.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES  
WEDNESDAY, SEPTEMBER 13, 2017**

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

Time: 9:00 a.m.

Present: Joan Lowenstein, Phil Weiss

Absent: Bob Guenzel, Marie Klopf, Howard Lazarus, Sava Lelcaj-Farah, Al McWilliams, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, John Splitt

Others: Shannon Gibb-Randall/City Planning Commission, Greg Dill/Washtenaw County, Jane Lumm/City Council

Staff: Susan Pollay, Amber Miller, Patti Wheeler, Lauren Grove

Public: Ray Detter/CAC

### **Partner Updates**

Washtenaw County. Mr. Dill said the County is reviewing its portfolio of downtown facilities as it analyzes current and future needs. A key component is parking; transit can help, but the County must assure parking for its staff. He said the County is updating their strategic operating plan.

City Planning Commission. Ms. Gibb-Randall said there haven't been many downtown projects coming before them lately, but a near downtown project is the 1140 Broadway development in Lowertown. The project elicited much public comment at a recent meeting. She said that the Commission is encouraging new development to add bike infrastructure.

DDA. Staff presented a draft of the 2017 State of the Downtown Report. Feedback was given.

City Council. Ms. Lumm said this summer community members expressed concern over downtown panhandlers, and she wanted a meeting held on the issue. Ms. Pollay volunteered to attend. Ms. Lumm said that she hoped the DDA could increase suicide prevention methods in the garages. Ms. Pollay shared the steps taken by the DDA, noting the rooftop fencing project must be rebid due to a very limited response.

### **Public Comment.**

Mr. Detter shared comments made by him and other Downtown CAC members at the recent Planning Commission hearing about the Lowertown project. He said there was much to like, including the potential to add more retail in the future, and he hoped that if the DDA were to fund a circulator that the route extend to include this site, thus connecting Downtown and Lowertown.

The next Partnerships Committee meeting is scheduled for October 11, 2017 at 9:00 am.

The meeting adjourned at 11:05 am.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES  
Wednesday, September 20 2017**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Bob Guenzel, Joan Lowenstein, John Mouat, John Splitt, Phil Weiss  
Absent: Howard Lazarus, Sava Lelcaj-Farah, Marie Klopff, Al McWilliams, Darren McKinnon, Rishi Narayan, Keith Orr  
Staff: Susan Pollay, Amber Miller, Patricia Wheeler, Liz Rolla  
Other: Bob Doyle/SGJJR, Oliver Kiley/SGJJR, Chris Wall/FTCH  
Public: Ray Detter/CAC

Huron St. Smith Group JJR staff shared feedback received thus far from stakeholders and from the public pop-ups. There was also a presentation of the traffic study, which included examining potential levels of service (LOS) impacts if traffic changes were made, such as creating dedicated left turn lanes, allowing off-peak parking, or requiring no turns on red. Questions were asked and answered. This traffic study will be shared with City staff and MDOT to elicit their feedback.

5<sup>th</sup> & Detroit. Ms. Miller said that the City's Public Arts Commission requested that the Coleman Jewett Memorial Chairs be relocated from the N. Fourth Avenue side of the Farmers Market to be included in the future redesigned N. Fifth public space. This request can be accommodated, but first it will be shared for feedback with the City's Market Commission.

S. University. Ms. Rolla said the project is essentially complete; the only remaining item is installation of new street light globes. She said the City and DDA rejected the trees as not meeting City specifications, and they will be replaced in the spring. Committee members requested that DDA staff send out a survey of some kind to elicit feedback from area stakeholders about the improvement project, including how they feel about the final design.

Kerrytown Streetlight Grant. Ms. Miller presented a memo regarding the opportunity for the DDA to provide a grant to the City for \$150,000 to complete the replacement of street lights in the Kerrytown area because bids came back over the amount available in the City budget. Benefits include consistent lighting level throughout the area and minimizing disruption. There was Committee support to bring a resolution to the October DDA meeting.

Future Projects. DDA staff presented a review of the future project schedule, noting that the DDA has already decided on its most immediate slate of projects, as well as the decision to pay for the First/Ashley/William project with a bond. Questions were asked and answered. Staff

said that they will review this schedule with the Finance Committee as well to assist in their planning.

First, Ashely, and William RFQ Process Update. Ms. Miller stated responses were received. Two teams were selected for interviews based on their previous work experience. Reference checks will also be done before bringing a consultant recommendation to the Committee, likely at the next committee meeting.

Water Mains. Ms. Pollay stated a DDA board member has inquired about the potential for the DDA to take on a District-wide water main expansion project. There was discussion of this idea. It was noted that this topic had been explored at the fall 2016 DDA retreat, and the decision was made not to pursue it as a distinct project but rather address water main capacity as an infrastructure element in the slate of future streetscape projects. But the committee consensus was to bring this question back to the next Committee meeting so this board member could be invited to participate in a renewed discussion.

Public Comment. Mr. Detter congratulated the DDA on both the South University and 5<sup>th</sup> & Detroit projects. He also stated he is thankful for the CAC's ability to be involved in the process. He expressed his excitement about the Huron St. project, and said the CAC looks forward to providing input into this project design as well.

Next Meeting: The Committee will meet again on Wednesday, October 18 at 11:00 am.

The meeting adjourned at 12:58 p.m.  
Susan Pollay, Executive Director

**4ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING MINUTES  
Tuesday, September 26, 2017**

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

Time: 1:00 p.m.

Present: Marie Klopf, Phil Weiss

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

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

Other: Tom Crawford/City of Ann Arbor

Public: None

Financial Statements. The Committee reviewed the August expense listings. Questions were asked and answered.

FY17 Parking Income and Expense Report. It was noted that the report contains operating income and expenses only and does not include major capital expenses or DDA management expenses. Questions were asked and answered.

10-Year Plan. The Committee and staff went through an updated version 10-Year Plan which included year-end figures for FY17.

FY17 Audit. Mr. Morehouse said the auditors will attend the October Finance Committee meeting.

Potential Ann Ashley Bond Scenario. In light of the Operations Committee discussion the next day about the potential expansion of the Ann Ashley parking structure, Mr. Morehouse presented the Finance Committee with various bonding scenarios which could be used to pay for this project. Questions were asked and answered. The scenarios presented options such as a 15, 20, or 25 year term, and also looked at how parking rates might be increased if there was no use of TIF to contribute paying for the bond. It was noted that if there is concern about the length of the bond, it would be possible to pay it off in its entirety after ten years. It was also noted that there are no perceptible advantages to seeking a taxable bond versus a tax-free bond.

4<sup>th</sup> & William Equipment Purchase. Ms. Hahlbrock said staff are recommending to the Operations Committee the purchase and installation of parking access and revenue control equipment for the Fourth & William structure within a project budget of \$350,000. Aging parking access equipment must be replaced, and staff arrived at their recommended equipment selection following an RFP, interviews, and site visits. It was noted that this will be a different type of equipment than used elsewhere in the system, which may present a challenge with validations.

But after an evaluation period it would be possible to install more of this type of equipment elsewhere in the parking system. Mr. Morehouse affirmed the FY18 budget has sufficient funds for this purchase.

Public Comment. None.

Next Meeting. The next Finance Committee meeting will take place on Tuesday, October 24 at 1:00 pm.

The meeting adjourned at 2:26 pm  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, September 27, 2017**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Bob Guenzel, Marie Klopf, Sava Lelcaj-Farah, Joan Lowenstein, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss  
Absent: Howard Lazarus, Al McWilliams  
Staff: Susan Pollay, Joe Morehouse, Amber Miller, Jada Hahlbrock, Patricia Wheeler  
Others: Dave Orfield/RPS, Chris Simmons/getDowntown  
Public: Maura Thomson

Ann Ashley. There was a continuation of the discussion about whether or not to pursue the expansion of the Ann Ashley parking structure. This topic had been under consideration for several months and it was hoped the DDA would either pursue or set aside this project. Two issues were put forward, 1) ensure that the duration of a construction bond would be short, and 2) ensure that project purpose is clearly stated for the public. Various bonding scenarios were presented by Mr. Morehouse, including 15, 20, 25 year options, and using TIF or paying for the bond solely through parking. Questions were asked and answered. A copy of the resolution postponed at the September meeting was distributed so committee members could consider making amendments when they revisited the resolution at the October board meeting.

4<sup>th</sup> & William Equipment. Ms. Hahlbrock presented the staff recommendation for the purchase of parking equipment at 4<sup>th</sup> & William, after outlining the process followed to arrive at this recommendation. Questions were asked and answered. The committee stated its support for this recommendation, and a resolution will be brought to the October board meeting.

Suicide Prevention Efforts. Ms. Pollay reported that she had shared information with the City about the DDA's efforts, including the lack of responses to the recent bid solicitation for rooftop fencing. She stated that City Council noted the DDA's efforts while also urging the DDA to swiftly find a way to install fencing. She said that the DDA's engineers have been authorized to rapidly rebid the project with the goal of getting fencing installed as quickly as possible. It is possible the bid for all six garages may be broken apart, and may allow contractors to bid on individual garages as a way of encouraging more responses.

Solar Electric. Ms. Pollay asked for and received support to put forward a resolution to the Board establishing a project budget of \$50,000 for a solar electric generation project at the Fourth & Catherine parking lot involving car ports.

Fiber and Conduit Use Agreement. Mr. Morehouse said that the city has constructed a fiber optic network for its own use since the old network owned by a private entity is will no longer be available. The DDA's parking operation at the Forest garage is currently using this old network, and the city has capacity on the new fiber network to offer to DDA parking operation. The committee indicated its support to put forward a resolution to the board to sign an agreement for this new City fiber system.

Parking. The August Parking & Transportation report was reviewed. Ms. Hahlbrock stated the 4<sup>th</sup> & William stair elevator project is waiting on a few final punch list items. She also stated that meter bag usage has levelled off after UM student move in. Mr. Morehouse said RPS will be offering flat rate parking during the upcoming nighttime MSU home game.

General Operations. Mr. Morehouse stated the owner of the 5<sup>th</sup> & Huron and 1<sup>st</sup> & Huron parking lots has notified the DDA that these parking leases will not be renewed after their expiration at the end of November. Staff will begin to make preparations to end parking operations at these lots.

Circulator Study. Ms. Pollay said the final report is almost done, and will be brought back to the October committee meeting.

Get Downtown. Mr. Simmons said Go!Pass requests have increased. He also stated that the passenger areas at the Blake Transit Center now have new alert boards, which is part of their MyAlert system. He also said that AAATA and other partners are working with Arbor Bike on the details relating to ownership of the equipment.

UMTRI. Ms. Pollay said Dr. Robert Hampshire has been invited to share details of his research with interested members of the DDA over the lunch hour, Friday, October 27 from 11:30am – 1pm. This research includes data about parking behavior and micro streetscape planning for enhanced pedestrian safety.

Public Comment. None.

Next Committee Meeting: The next meeting will take place on October 25 at 11:00 am.

The meeting adjourned at 12:58 p.m.  
Susan Pollay, Executive Director

# Parking & Transportation Report September 2017

## Parking Operations

### Special Events in September

9/3	Dancing in the Streets
9/8	University Musical Society event at Bills Beer Garden
9/9	UM Football
9/10	Kerrytown Bookfest
9/10	Taj Mahal and Keb Mo at Michigan Theater
9/14	Kerrytown After Dark
9/15	Parking Day
9/16	UM Football
9/16	A2SO at Hill
9/17	Peace Day
9/24	Peace Day

### Special Event Meter Bag Fee Waivers in September

9/3	Dancing in the Streets \$160
9/10	Kerrytown Bookfest \$160
9/14	Kerrytown After Dark \$300
9/15	Parking Day \$100
9/17	Peace Day \$160
9/24	Peace Day \$160

In September the Republic Parking meter department placed 317 meter bags to help facilitate 2017 UM student move in.

### Meters

Use of the epark Ann Arbor mobile app continues to grow.

June 2017- 10,106 transactions for a total of \$23,139 in revenue

July 2017- 13,182 transactions for a total of \$31,155 in revenue

August 2017- 18,377 transactions for a total of \$42,228.92 in revenue

In September, the meter department continued its preventive maintenance work on the epark machines. They have also begun the 9-volt battery swap in the Duncan meters. Space markers and an epark machine were removed on S State near William to accommodate UM construction at the Trotter Building.

### Republic Parking Personnel

The Controller, George Stoll, resigned in late August. Potential candidates for the position have been interviewed and a selection will soon be announced. The duties are being handled by former Controller, Samara Martin, while the position is empty.

### City/DDA Parking Enforcement Committee

The Committee has not met since the last Operations Committee meeting.

The next Committee meeting will be Thursday, September 28<sup>th</sup>.

### Tally Hall Condominium Meeting

No meeting was held. The property (including McKinley Towne Center) was recently sold to Hillside Investments and we are waiting for the new owners of the property to take over operations and resume the condominium meetings.

### First & Washington Condominium Meeting

There is a meeting scheduled for September 29<sup>th</sup> to set up a condominium association of the property.

### Parking System Maintenance

The annual preventative maintenance work continues. Work in September has included concrete repairs, caulking, sealing (interior & exterior) and deck coating work at Maynard. Work began at the 4<sup>th</sup> & William structure in mid-September. All work is on schedule to be complete in November.

Republic Parking began its work to get bids for snow removal services.

### Parking Equipment

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

An RFP for parking equipment at the Fourth and William structure was released in July. Three responses were received and reviewed by a small group of DDA staff and others. Site visits and reference check work was completed in September, and two firms were invited for an interview. DDA staff have assembled information and developed a recommendation for the Operations Committee.

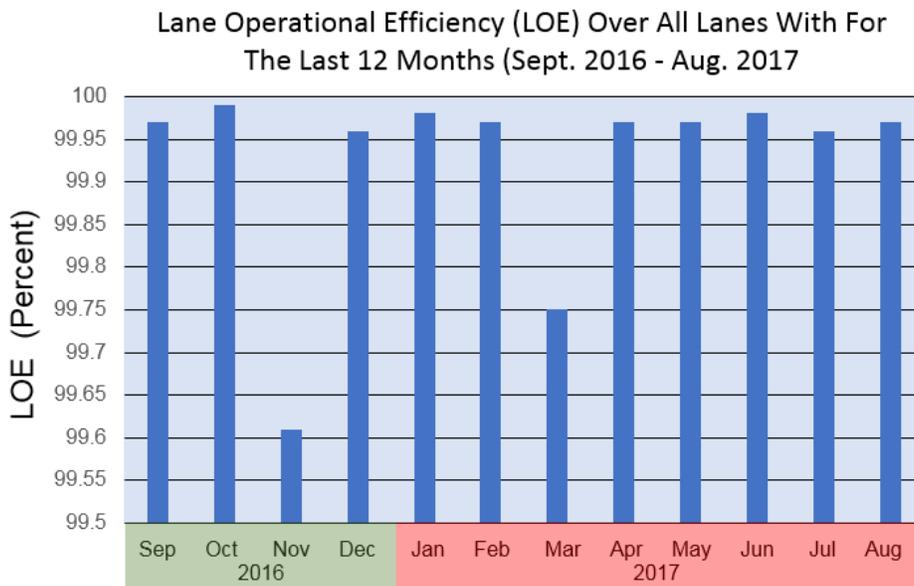
### Elevators

There were 4 service calls for elevator repairs in the last month, they were:

- 1 – Fourth and William Alley Elevator
- 2 – Fourth and Washington
- 1 - Maynard

### Lane Operational Efficiency

A measure of entry/exit lane 'up time'. In August, there were no big issues or repairs that impacted equipment operation.



### Parking Construction

#### Fourth & William Stair/Elevator Improvement Project

The remaining punch list will soon be addressed.

### Transportation

#### Go!pass Outreach

Go!pass Renewal email sent to 464 recipients on 8/25, 8/31, 9/7

- 117 businesses have placed their 2017-2018 orders (est.)
- Cutoff for guaranteed delivery prior to expiration of current passes is 9/29
- Distributions will begin week of 10/9

Go!pass sales as of September 20, 2017: 6,318 passes ordered by 457 organizations

Quarterly Ridership will be included in the October report.

#### Bike Parking

DDA installation of 24 new bike hoops is ongoing.

Current rentals good till 3/31/18

- Bike Locker Rentals as of August: 15 rentals of 23 available lockers (65%)
- Maynard Bike House Rentals as of August: 15 rentals of 28 spaces (54%)
- Ann Ashley Bike House Rentals as of August: 39 rentals of 27 spaces (144%)

#### Other Activities

- There will be changes to commuter ride matching systems in October, as the VanRide program begins to implement changes and the carpool matching platform shifts to a new website.
- The getDowntown website renewal project has been interviewing vendors with a selection soon. Board members may be asked to participate in tests to determine the effectiveness of the new website this fall.
- Conquer the Cold planning has begun. Those interested in a sponsorship prospectus should contact staff for information.