

Ann Arbor Downtown Development Authority Meeting Agenda
Wednesday, March 4, 2020 12:00 p.m.
DDA Offices, 150 S. Fifth Avenue, Ann Arbor, MI 48104

1. Roll Call
Micah Bartelme, Alexandra Dieck, Bob Guenzel, Tyler Kinley, Marie Klopff, Howard Lazarus, Jessica A. S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, Keith Orr, Phil Weiss
2. Approval of the Board Meeting Agenda
3. Audience Participation (4 people maximum, 4 minutes each)
 - 1.
 - 2.
 - 3.
 - 4.
4. Reports from City Boards and Commissions
 - Ray Detter/Steve Kaplan, Downtown Area Citizens Advisory Council
5. DDA Members Communications
6. Executive Director Communications
 - DDA Board Retreat-April 9th 9 am-Noon
7. Approval of Minutes: February meeting minutes
8. Subcommittee Reports
 - A. Finance Committee – B. Guenzel
 - Resolution to Put Forward the DDA FY21 Budget to Council
 - Next meeting: Thursday, March 26 at 9:30 am (note: new time)
 - B. Capital Improvements Committee – J.A.S. Letaw, M. McFarland
 - Resolution to Modify the Design Contract-First, Ashley, William Street Projects
 - Resolution to Modify the Huron Street Construction Contract with Fonson Co. Inc.
 - Resolution to Approve Agreement with Testing Engineers & Consultants, Inc.
 - Resolution to Approve Agreement with Wade Trim Associates, Inc.
 - Resolution to Approve Amendment to Agreement with Stantec Consulting
 - Resolution to Approve a Design Team for the People-Friendly Streets Phase 2 Project
 - Next meeting: Wednesday, March 18 at 11 am

C. Partnerships Committee – T. Kinley

- Resolution Approving A Grant To The City to Support the Construction of Affordable Housing on Downtown City-owned property
- 2030 District Coalition-update
- Next meeting: Wednesday, March 11 at 9 am (with Partners)

D. Operations Committee – P. Weiss

- Resolution to Approve FY21 Funding for Go!Pass and getDowntown
- Monthly Parking & Transportation Report
- Next Committee meeting: Wednesday, March 25 at 11 am

E. Executive Committee –K. Orr

- Next Committee meeting: Wednesday, April 1 at 11 am

9. New Business

10. Other Audience Participation (4 minutes each)

11. Adjournment

**Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, February 5, 2020**

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

1. ROLL CALL

Present: Micah Bartelme, Alexandra Dieck, Bob Guenzel, Tyler Kinley, Marie Klopff, Howard Lazarus, Jessica A.S. Letaw, Rishi Narayan, Keith Orr, Phil Weiss

Absent: Molly McFarland, Darren McKinnon

Staff: Susan Pollay, Executive Director
Sara McCallum, Deputy Director
Jada Hahlbrock, Parking Services Manager
Maura Thomson, Communications Manager
Amber Miller, Capital & Private Projects Manager
Kelley Graves, Management Assistant

Audience: Mike McKiness, Republic Parking System
Chris Simmons/getDowntown
Ray Detter, CAC
Steve Kaplan, CAC
David Diephuis, Resident
Frances Todoro, SSAA

2. APPROVAL OF THE BOARD MEETING AGENDA

Ms. Letaw moved and Ms. Klopff seconded the motion to approve the meeting agenda.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopff, Lazarus, Letaw, Narayan, Orr, Weiss

Nays: None

Absent: McFarland, McKinnon

The motion was approved.

3. AUDIENCE PARTICIPATION

None.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Steve Kaplan reported that many CAC members support the Garnett project. The group continued its discussion about a proposed Historic Sound District ordinance, including a deafening boombox demonstration of what 85 decibels sounds like. CAC believes that sound from entertainment venues should not be allowed to impact neighbors. The City should benchmark current sound levels and use technology to combat sound pollution similar to how light pollution is being addressed. The group also discussed the potential to

construct affordable housing on city parking lots, and there was consensus that parking issues can be worked out and not be an obstacle to creating a great number of affordable housing units.

5. DDA MEMBER COMMUNICATIONS

Mr. Orr reported that the DDA's retreat was held yesterday and focused on governance; a follow-up session to discuss committees will be held. Ms. Letaw said her Downtown Halls and Walk/Talks are now taking place quarterly; the next ones will be held in March. All are welcome.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

On behalf of the DDA staff, Ms. Pollay thanked the Board members for making time to participate in the retreat yesterday and for their ongoing service to the DDA and the Ann Arbor community.

7. APPROVAL OF MINUTES

Mr. Narayan moved and Mr. Weiss seconded the motion to approve the January minutes.

A vote on the motion showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Lazarus, Letaw, Narayan, Orr, Weiss

Nays: None

Absent: McFarland, McKinnon

The motion was approved.

8A. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS

Ms. Letaw moved and Ms. Klopf seconded the following:

RESOLUTION TO APPROVE THE SELECTION OF FONSON COMPANY, INC. AS CONTRACTOR FOR THE FIRST AND ASHLEY STREET IMPROVEMENT PROJECT

Whereas, The DDA's Development Plan highlights identity, infrastructure, transportation, and sustainability as overarching Principles;

Whereas, In November 2017 the DDA began work on the First and Ashley Street Improvement Project and in July, 2019 increased the total project budget to \$10M;

Whereas, In July 2018 and July 2019, the DDA approved transportation elements and final design, respectively including restoration of two-way traffic and a two-way protected Bikeway on William Street from First Street to State Street;

Whereas, The DDA and City of Ann Arbor partnered to include street resurfacing, stormwater improvements, and watermain consolidation as part of the construction bid package;

Whereas, Competitive bids were received on January 21st 2020 and Fonson Company, Inc. was the lowest bidder at \$7,848,826.75;

Whereas, Approximately \$1,795,680 of the contract costs are attributable to the City scope and will be reimbursed to the DDA by the City;

RESOLVED, The DDA approves the selection of Fonson Company, Inc. as contractor for the First and Ashley Street Improvement Project with a contract amount of \$7,848,826.75;

RESOLVED, That a contract contingency amount of \$941,859 be established within the project budget and that the Executive Director be authorized to approve additional change orders to the construction contract with Fonson Company, Inc. not to exceed \$8,790,686.75 to be paid from the Capital Construction fund (494).

RESOLVED, That the City watermain, street resurfacing, stormwater, IT, and signal portion is contingent upon City of Ann Arbor approval and execution of the cost-share agreement;

RESOLVED, That the Executive Director and Board Chair are authorized to sign an agreement with the City of Ann Arbor for the reimbursement of the City's portion; and

RESOLVED, That the Ann Arbor DDA Board Chair and Executive Director are authorized to sign the contract with Fonson Company, Inc.;

RESOLVED, That the Executive Director be authorized to take the necessary administrative actions to implement this resolution to allow the work of the project to proceed without delay.

A vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopff, Lazarus, Letaw, Narayan, Orr, Weiss

Nays: None

Absent: McFarland, McKinnon

The resolution was approved.

People-Friendly Streets 2: The RFQ has been released and includes the City's State Street components. Recommendations will be brought to the next meeting.

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

8B. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

Investments: Mr. Guenzel said that Bank of Ann Arbor representatives provided a status report on the DDA's investment portfolio. Ms. McCallum was complimented on her help consolidating the DDA's four investment accounts for better management.

Financial Statements: Quarterly financial statements were reviewed. Ms. McCallum provided an overview of report format changes due to new accounting software and aligning with the State's chart of accounts.

FY21 Budget: Ms. McCallum reported the competed budget will be reviewed by the Committee at its next meeting and then brought to the board in March, and then provided to the City to incorporate into the City budget. There will be a DDA budget work session on March 23rd, City Council will vote on its budget on May 18 and the DDA will adopt its budget on June 3rd.

The next Finance Committee meeting is scheduled for Thursday, February 27 at 1 pm.

8C. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE
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Mr. Weiss moved and Ms. Letaw seconded the following:

RESOLUTION AUTHORIZING A CONTRACT WITH WGI FOR ENGINEERING SERVICES AND PROJECT OVERSIGHT

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

Whereas, Annually the DDA undertakes necessary repairs to keep the facilities in good condition;

Whereas, Development and oversight of annual maintenance and restoration work requires the work of engineers with expertise in parking structures;

Whereas, WGI holds the construction plans and documents necessary to complete this work as well as requested work related to electric vehicle charging stations and mechanical systems;

Whereas, WGI's proposal to develop and oversee the FY21 maintenance and restoration work, and to complete the additionally requested items, is \$122,570.00;

Whereas, The Operations Committee recommends the DDA approval of this proposal;

RESOLVED, The DDA authorizes a contract with WGI for \$122,570.00 to develop and oversee FY21 maintenance and restoration work and additional study components as outlined in their proposal.

RESOLVED, Upon review by the DDA Attorney, the DDA directs the DDA Executive Director to sign a sign a contract with WGI to complete the work.

A vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopff, Lazarus, Letaw, Narayan, Orr, Weiss

Nays: None

Absent: McFarland, McKinnon

The resolution was approved.

Wait List: Mr. Weiss said that in response to a request the DDA will post the permit wait list on its website. There was discussion about patrons paying a fee to be on the wait list and it was agreed that a fee tied to the expense of creating and maintaining the online interface made sense.

Rate Change: In response to a Committee request Ms. Hahlbrock brought a recommendation that would create a cost equivalency between paying by permit and paying by the hour by 2023 when permit rates will be \$220/month. Discussion will continue at the next meeting.

Maynard Customer Service Space: A leasing opportunity was brought to the DDA's attention. There was committee consensus to pursue the lease.

Parking and Transportation Report: The report is included in the packet. There were no questions.

The next Operations Committee meeting is scheduled for Wednesday, February 26 at 11 am

8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE

Mr. Kinley said that Housing Commission Director, Jennifer Hall will present the feasibility analysis of City-owned properties as sites for affordable housing at the next committee meeting. All are encouraged to attend. Jan Culbertson of the 2030 District Coalition will also provide an update.

The next Partnerships Committee meeting will be on Wednesday, February 12 at 11:00 am (note different time than usual).

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE
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Mr. Orr said the Executive Committee reviewed today's meeting agenda, and briefly discussed yesterday's Board retreat.

The next Executive Committee meeting is scheduled for Wednesday, March 4 at 11 am.

9. NEW BUSINESS

None.

10. OTHER AUDIENCE PARTICIPATION

None.

11. ADJOURNMENT

There being no other business Mr. Lazarus moved and Mr. Narayan seconded the motion to adjourn. Mr. Orr declared the meeting adjourned at 12:45 pm.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, February 19, 2020 11:00 am**

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

Time: 11:00 a.m.

Present: Micah Bartelme, Alexandra Dieck, Tyler Kinley, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Phil Weiss

Absent: Bob Guenzel, Marie Klopff, Darren McKinnon, Keith Orr, Rishi Narayan

Staff: Susan Pollay, Amber Miller, Maura Thomson, Liz Rolla, Jada Hahlbrock, Sara McCallum, Kelley Graves

Public: Frances Todoro, Clarissa/State Street District

Capital Improvements Bond Projects: Ms. Miller reviewed the status of expenditures thus far for the first of the four street projects being paid for by the DDA's construction bond (William, Huron, First, Ashley). William is essentially complete and only a few blocks of work remain for Huron, and it appears that there may be funds available that could be applied to the Ashley St project to pay for elements that were considered to be important but lower priority on the 100 and 200 blocks. Bond proceeds must be spent by early 2022. With two years of construction remaining and MDOT reviews still outstanding, final construction costs may vary considerably. But staff stated their recommendation to proceed with design and feasibility for the 100 and 200 Ashley Street block improvements so the DDA could respond quickly if project bond funds remained available. Questions were asked and answered. Mr. Bartelme moved and Ms. Dieck supported bringing a resolution to the board to approve a design contract extension with Smith group for this work. Mr. Bartelme asked that the resolution reflect that the fees were not only for design, but also for bidding and construction oversight. Ms. Dieck concurred.

Ms. Miller said that it appeared the Huron Street project will be completed within budget; however, the contract with Fonson Company must be expanded by \$260,000 to cover additional costs. Numerous unforeseen challenges came up during this project, including the need to relocate private communications lines, unexpected private building vaults in the right-of-way, and restoration of larger-than-expected sections of roadway. The Committee expressed support to bring a resolution to the board to increase the Fonson Company contract for the Huron St project.

Staff recommended and the committee agreed to bring forward resolutions associated with the First and Ashley projects, including an agreement with Testing Engineers & Consultants for material testing services; Wade Trim Associates for construction engineering, inspection and staking; and an amendment to the agreement with Stantect for construction administration and engineering. All three vendors had been selected by the City after competitive bidding.

People-Friendly Streets 2: Ms. Miller said that in collaboration with City staff, DDA staff issued an RFQ in early January for design services, and four vendors submitted responses which were reviewed by a team of 8 City and DDA staff. Upon review, staff recommends Smith Group, teamed with Wade Trim and Toole Design to oversee the design and public engagement processes for the People Friendly Streets Phase II projects. The design contract for \$1,337,124 includes the City's portion of the State Street Design (watermain consolidation and road resurfacing). The design process outcomes will include State Street design through construction documents by Winter 2020 and recommended infrastructure and mobility improvements on four other downtown streets to inform the next round of People-Friendly Street projects, the City CIP by August 2020, construction schedule, project scope, conceptual design and budget for each of the four streets. Mr. Weiss asked if there are funds available for the DDA to provide additional sidewalk vault grants; Ms. Miller said the committee will need to discuss the whether to continue this program beyond FY20. Additional questions were asked and answered. There was support to put forward a resolution to the board to approve a contract with Smith Group for People Friendly Streets Phase 2 design.

Public Art Commission: Ms. Miller shared the Ann Arbor Public Art Commission's recommendations for artwork to be incorporated into FY2019-FY2026 CIP projects, including many DDA projects. She said that it would be helpful for the DDA to develop policies regarding public art for its projects. She noted that staff do not have the capacity to oversee the process of commissioning art. Questions were asked and answered. Staff were asked to research best practices and return to the committee with recommendations. In the meantime, of the list of art projects recommended by the Arts Commission, there was agreement to exclude the Commission's request (#20) related to enhancing the deterrent fencing installed on the parking structures out of respect for victims and their families.

Public Comment: None.

The next Capital Improvements Committee meeting is scheduled for Wednesday March 18 at 11 am.

The meeting adjourned at 12:55 pm.

Respectfully submitted by
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, February 26, 2020**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 am
Present: Alexandra Dieck, Tyler Kinley, Darren McKinnon, Phil Weiss
Absent: Micah Bartelme, Robert Guenzel, Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Rishi Narayan, Keith Orr
Staff: Susan Pollay, Sara McCallum, Jada Hahlbrock, Maura Thomson, Kelley Graves
Others: Mike McKiness/RPS, Chris Simmons/GetDowntown
Public: David Diephuis

Go!Pass and getDowntown: Ms. Hahlbrock highlighted the DDA's role in the formation of the getDowntown program and go!Pass, and the importance of the getDowntown program to meeting DDA goals. She explained that the DDA sees transportation and parking as intertwined, and DDA funding for downtown transportation programs comes from parking revenues. Mr. Simmons gave an overview of the getDowntown program including its history, the Co₂Commuter Connect program, SEMCOG data, and the purpose and stats for events. He said that surveys have shown that approximately 1,100 downtown employees/day are now being diverted to using other transportation modes to get to work rather than driving alone/parking. He shared that the program will expand the metrics it will use to measure impact beginning in July. The FY21 funding request was presented. Questions were asked and answered. The committee agreed to bring a resolution to the board next week.

FY21 Parking Budget: Ms. Hahlbrock highlighted parking elements that will be included in the FY21 DDA budget. She noted that expenditures align with DDA's goals, and many support the City's A2Zero carbon neutrality goal, including increasing the number of EVs and installing more energy-efficient lighting. Studies are underway for these projects.

Other budget items include garage maintenance and restoration which will begin July 1st and will include work at Maynard, Forest, Ann Ashley and the 4th & William stairwell. The 4th & Washington stair tower and elevator needs extensive work as well. Deterrent fencing installation will continue at the structures above the third level. Ms. Hahlbrock shared photos of the fencing mock-up for the 4th & Washington structure; there was support for this concept. There was a general discussion about fencing in the structures. Installation of the new parking revenue equipment will begin in April and will largely take place in FY21. A comprehensive mechanical system study is also underway which will enable the DDA to be proactive about equipment replacement and upgrade needs.

Ms. Hahlbrock discussed the increase in the FY21 budget for credit card fees. Current stats show on-street parking is paid 15% cash and 85% with credit card, with 56% of the credit card charges coming from use of epark mobile app. Questions were asked and answered.

Public Art: The Public Art Commission's (PAC) requests for 2020-2021 were shared. Ms. Hahlbrock reported that CIC also discussed the request and it was agreed that CIC and Ops staff will draft a policy and procedures related to public art for review by both committees.

Maynard office/customer service space: Staff met with a broker on the potential lease of 336 Maynard. More information will be provided next month.

Parking and Transportation Monthly Report: The report is included in the packet. No questions were asked.

Parking Permit Wait List: The PDF version of the wait list is posted on the website.

Permit Rate Changes: Staff will bring information on the proposed accelerated rate increases to advance TDM goals to the next committee meeting.

RPS Updates: Mr. McKiness reported on a recent vandalism incident at Liberty Square where an individual used an epoxy to disable the pay stations and graffitied elevator cabs. RPS staff responded quickly to repair the equipment and assist customers. Equipment was up and running by Noon. Republic Parking worked with the Ann Arbor Police Department to identify the individual.

Public Comment: None.

The next Operations Committee meeting will be on Wednesday, March 25 at 11:00 am.

The meeting adjourned at 12:40 pm.

Respectfully submitted,
Susan Pollay, Executive Director

PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, February 12, 2020

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

Time: 11:00 a.m.

Present: Micah Bartelme, Alexandra Dieck, Tyler Kinley, Howard Lazarus, Jessica A.S. Letaw, Darren McKinnon, Rishi Narayan, Keith Orr

Other: Jennifer Hall/AAHC, Jan Culbertson/2030 District, Marie Klopf/DDA (phone)

Absent: Molly McFarland, Phil Weiss

Staff: Susan Pollay, Maura Thomson, Jada Hahlbrock, Amber Miller, Sara McCallum, Kelley Graves

Public: David Diephuis, J. Bruce Fields, Jeff Crockett, John Kotarski, Peter Honeyman, Kirk Westphal, Joan Lowenstein, Adam Oxner, Jane Lumm

2030 District Coalition: Ms. Culbertson provided an overview of their origin, mission and initiatives. It is a volunteer organization, and they have support from ECO and DTE to fund programs and free energy audits. The Coalition's uses best practices and benchmarking to enable building owners, stakeholders and community organizations to reduce their energy and water usage. Members joining the Coalition can receive a free energy audit (\$2,000 value) for buildings up to 14,000 sf that are within the City limits.

Affordable Housing/Downtown City Properties: Ms. Hall said the need for affordable housing has grown dramatically. The Housing Commission was tasked with undertaking a feasibility analysis of developing City-owned properties, including many downtown parking lots. Ms. Hall emphasized the importance of finding solutions that involve both affordable housing and parking. SmithGroup was hired by the City as its consultant to conduct community engagement sessions and compile the analysis. Much input was received in recent meetings about 415 W. Washington and the Old Y-Lot. The 415 W. Washington site could have affordable housing but it would need to come as part of a mixed income private development. The 350 S. Fifth Avenue (old Y-Lot) site has no negative site issues and is eligible for LIHTC which may cover 60% of its construction costs. The site is big, so a quantity of market rate housing and ground floor retail may also be included.

Next steps for these sites is a community meeting on Tuesday, February 25th from 6-8 pm at the DDA office to get further feedback from the community about proposed development schemes, doing more due diligence on both sites, obtaining feedback from development community about the strategies under consideration, and then presenting designs to Council for pre-entitlement approval. For the remaining downtown properties, SmithGroup would repeat its efforts to engage with the community. And because many of the sites under consideration are parking lots Smith Group would conduct a downtown parking study to understand potential impacts.

Ms. Pollay asked Ms. Hall's thoughts about the DDA serving as an affordable housing developer; Ms. Hall said there are complicated processes and requirements to follow which takes specialized

expertise and experience. She recommended instead that DDA would be most impactful installing infrastructure in support of these projects and providing funding support.

Mr. McKinnon recommended that these projects be developed without using federal dollars. Ms. Hall stated she shared his interest in not relying on federal dollars as it would make things less complicated, but it may require the City pursuing other strategies such as an affordable housing millage.

A draft resolution was shared with the committee, outlining the Housing Commission's request for DDA funding. Questions were asked and answered, and the revised resolution will be presented to the DDA board at its March meeting.

Public Comment: Mr. Diephuis asked how the affordable housing projects fit in with carbon neutrality goals. Ms. Hall responded it is a balance between scoring higher for federal funding by incorporating energy efficiency elements versus getting scored lower for increasing the project's development costs.

Mr. Fields asked about other entity's involvement in the affordable housing initiatives. Ms. Hall responded that Washtenaw County and UM are interested in being involved and will be looking for a successful outcome on the Housing Commission's current efforts to make their move into the affordable housing development arena.

The next Partnerships meeting is scheduled for Wednesday, March 11 at 9:00 am with the partners.

The meeting adjourned at 12:55 pm

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Thursday, February 27, 2020**

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, Micah Bartelme, Alexandra Dieck, Tyler Kinley, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, Keith Orr
City: Tom Crawford/City CFO
Staff: Susan Pollay, Sara McCallum, Jada Hahlbrock, Kelley Graves
Public: Cole Streeter/Skyline High School

Expense Register: The January expense register was reviewed. It was noted that wire transfers and credit card expenses were omitted – an oversight that will be corrected prior to publication.

FY21 Budget: Ms. McCallum presented the DDA’s FY21 budget. Discussion ensued regarding parking maintenance and capital expenditures, capitalization criteria, and fund balance policy. Mr. Crawford questioned the removal of the Ann Ashley expansion and expressed concern over the detrimental impact on affordable housing initiatives. He recommended adding the Ann Ashley project into the budget. Ms. Pollay stated that the DDA still thinks the Ann Ashley expansion is the right project and fits its mission but, based on the Council’s decision against the expansion last Fall, it was decided to let the process that Jennifer Hall has underway with the affordable housing move forward and let the data from that process inform the timing for proceeding with Ann Ashley. The FY21 budget retains certain improvements to the existing structure, as well as more EV charging stations and updated lighting in structures, and dollars in support of the City’s Carbon Neutral 2030 plan. Support for affordable housing within the budget was discussed, some of which is contingent Council eliminating the ordinance constraint that it be for 50% or below AMI.

Ms. Klopf asked about the expected life-span of the new parking system equipment and the depreciation schedule. Ms. Hahlbrock reported that the industry average is seven years and we have achieved 12-13 years out of some the equipment. Ms. McCallum stated that the City records the depreciation as the assets are owned by them. Ms. Klopf requested that where expenses are listed as “Other”, a breakout of what that includes be added to future reports and charts.

Request to Carry Grants Forward: Ms. McCallum sought feedback from the committee on a proposed clause for the City’s budget resolution that would allow unspent grants to be rolled forward to the next budget cycle.

Public Comment: None.

The next Finance Committee meeting will be on Thursday, March 26 at 9:30 am (new time).

The meeting adjourned at 2:15 pm.

Respectfully submitted by
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, December 4, 2019

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

Time: 11:05 a.m.

Present: Tyler Kinley, Jessica A.S. Letaw, Keith Orr, Susan Pollay

Absent: Darren McKinnon

Others: Bob Guenzel, Marie Klopf, Phil Weiss

Public: David Diephuis

Committee actions and discussions

DDA Retreat. The group debriefed about the retreat the previous day. All agreed that more discussion was needed regarding DDA committees. Between now and the DDA's Annual Meeting in July the committee chairs will be asked to help formulate possible changes to the committees and their areas of focus. Meanwhile, Mr. Orr said he and Ms. Pollay will distribute a questionnaire to board members asking them to select their first and second choices for committees they will commit to attending. There was also an interest to have the board take more time for talking about the future needs in downtown and visioning the future role of the DDA.

Agenda Review. The Committee reviewed the February meeting agenda. It was suggested that DDA staff be asked to the podium to talk about the First and Ashley project, including a reminder of project goals and providing details such as when construction was likely to begin.

Public Comment. Mr. Diephuis said that he read through the DDA minutes from 1996 to learn about their Executive Director selection process. He urged the group to begin work as the process would take many months.

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

Ann Arbor Downtown Development Authority Retreat Minutes
Tuesday, February 4, 2020

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

Time: Chair Orr called the meeting to order at 12:00 p.m.

Present: Micah Bartelme, Alexandra Dieck, Bob Guenzel, Tyler Kinley, Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, Keith Orr, Phil Weiss

Absent: None

Staff: Susan Pollay, Executive Director
Sara McCallum, Deputy Director
Jada Hahlbrock, Parking Services Manager
Maura Thomson, Communications Manager
Amber Miller, Capital & Private Projects Manager
Kelley Graves, Management Assistant

Audience: David Diephuis, Resident

Facilitator: Megan Olds of Parallel Solutions

Strategy Session Purpose. The purpose of the meeting was to discuss best practices for board governance, clarify decision-making and approval processes for projects and programs, plant the seeds for a future vision for the downtown, and identify and prioritize the DDA's strategic goals and action steps for the next three to five years.

Governance and Decision-Making Processes. Ms. Olds shared a presentation regarding best practices for board governance. Following the presentation, board members and staff reflected on instances when decision-making processes worked well, and instances when these processes didn't work as well.

Committee Structure and Roles. Board members also evaluated the current structure and function of board committees. They focused their discussion primarily on the Operations and Partnerships committees. There was a discussion about whether there was a clear purpose to the committee and goals to committee meetings, what the optimal decision-making model should be, and how success should be measured. It was agreed that board members would be asked to assign themselves to a committee, rather than welcoming all board members to all committees. There was also agreement that a follow-up retreat should be scheduled to

complete the discussion about committees with the goal that a new committee structure will be in place by the July Annual DDA Board Meeting.

Planting Seeds for the Future. There was a short amount of time spent thinking about the future of downtown. Using images to help tell their story and perspective, each board and staff member shared their response to the question: “What problems will you be solving in the future?” A variety of perspectives were shared. There was alignment that high impact/high urgency priorities for the DDA to address over the next three to five years were housing, energy/environment, and safe/just/equitable access for all.

There being no other business the meeting adjourned at 4:00 pm.

Respectfully submitted,
Susan Pollay, Executive Director

Parking & Transportation Report February 2020

Parking

Special Events in February

February 1 Ann Arbor Folk Festival

February 21-22 MSAA Ice Carving

Special Event Meter Bag Fee Waivers/ Free Parking in February

January 31 & February 1 Folk Festival \$1,240.00

February 21-22 MSAA Ice Carving \$300

Meters

Completed battery replacement project in 118 epark machines. Dealt with snow and ice on epark solar panels and around eparks.

Parking System Maintenance & Operations

RPS staff worked throughout the month to clear snow and ice. RPS staff worked with contractors to address damaged storm water pipes at Maynard.

Parking Equipment

DDA and RPS staff had multiple internal meetings and meetings with the selected dealer to continue planning for installation of new TIBA parking equipment. RPS staff is working on signage and communication materials. Frontline staff is being trained on TIBA equipment. Installation is expected to begin in April.

City/DDA Parking Enforcement and Operations Group

The February meeting included a review of upcoming events and a discussion about the Division Street protected bike lane.

Tally Hall Condominium Meeting

Meeting was held in late January. Budget and proposed repair plan for CY2020 was reviewed.

First & Washington Condominium Meeting

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

Transportation

Bike Parking

Current rentals-February 2020:

- Bike Locker Rentals: 6 rentals of 10 available lockers (60%)
- Maynard Bike House Rentals: 14 of 28 spaces (50%)
- Ann Ashley Bike House Rentals: 38 of 27 spaces (140%)

The 2020-2021 bike house and bike locker renewal notices will be sent to customers on March 2, 2020.

Go!pass Summary – January

Total # of companies in program = 393

Total # of active passes (# distributed less deactivations) = 5,033

New go!pass companies

- Ingenex Digital Marketing
- See Eyewear

Engagement

Social Media:

- Facebook
 - 1607 Page Likes (-1)
 - .63% Page Engagement (benchmark .5-1.0%)
 - Average Daily Reach
 - 142 Organic Reach
- Twitter
 - .70% Tweet Engagement (benchmark .5-1.0%)
 - 109 Profile Visits (+80)
 - 12,500 tweet impressions (-200)

Quarterly go!pass Ridership- Ridership will next be reported in April 2020.

Other Activities

- Conquer the Cold is now complete with winners announced. See the presentation for this meeting for further details.
- Work is already approximately 75% complete on the platform for the May Commuter Challenge. The badges and team competitions that is of such interest to the community are being maintained, while allowing for a mobile app to allow for trip logging and fitness app integration. We are extremely excited about this opportunity and are looking forward to showing the Committee and the community the options that this new platform will afford the program.
- The RTA's proposed Detroit to Ann Arbor service is awaiting Board approval on 2/20. The proposal has been adjusted in response to public input, specifically around fares. Of particular interest to this committee is that the advanced booking fare has been lowered to \$6 per trip, and the book of 10 trips has been lowered to \$50. Service details are available at <https://rtamichigan.org/introducing-d2a2/>.
- getDowntown is always looking for additional business testimonials on how the program or how go!pass contributes to their success. Board members are encouraged to contact the office and provide their success stories or provide staff with information on stories they've heard for follow-up.

