

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

Wednesday, March 2, 2016

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: Mr. Hewitt called the meeting to order at 12:02 p.m.

1. ROLL CALL

Present: Tom Crawford (acting City Administrator), Bob Guenzel, Roger Hewitt, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss

Absent: Joan Lowenstein, Marie Klopf, Sandi Smith

Staff: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Amber Miller, Planning & Research Specialist
Jada Hahlbrock, Management Assistant
Liz Rolla, Project Manager

Audience: Ray Detter, CAC
Joe McKibbon, Republic Parking System
Ralph Mocerino, CH2M
Nancy Shore, getDowntown

2. AUDIENCE PARTICIPATION

None

3. PRESENTATION ON THE CONNECTOR STUDY

Mr. Hewitt shared a presentation on the Connector Study. Proposed route, project timeline and cost estimates are now on a Connector website (<http://aaconnector.com/>). Questions were asked and answered. Mr. Hewitt invited everyone to a public meeting about the Connector at 11am on Thursday, March 24th at the downtown branch of the Ann Arbor Public Library.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council- Mr. Detter said Megan Masson-Minock of ENP Associates attended the CAC meeting seeking feedback on proposed changes to the downtown zoning premium ordinance. Those attending the CAC meeting generally supported the proposed amendments.

Mr. Detter said Eric Grimm from the CORE Group and one of his architects, Joshua Sacks, were also at the meeting to hear comments about their proposed development on the Library Lot. The CAC shared their opinion that any development on the Library Lot must provide

connectivity with Liberty Plaza, the Blake Transit Center, the former YMCA lot, the Allen Creek Greenway, the District Library, and nearby historic and residential properties.

Mr. Detter said CAC members also discussed CORE group's plan for the proposed project at 603 E. Huron before adjourning their meeting to attend a public hearing on the project.

5. DDA MEMBERS COMMUNICATIONS

Mr. Crawford said that the new Community Services Area Administrator, Derek Delacourt, began work with the City on Monday.

Mr. Crawford said the DDA may receive a request from City Council regarding the recent changes to some loading zones establishing after hours taxi stands. The initial request came from the City's taxicab Board, but Council members have received negative public feedback since the change and may request action by the DDA to revert to the old signage.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay said that work is underway in the DDA office to reconfigure work spaces and maximize storage.

Ms. Pollay said that Ms. Hahlbrock recently attended Michigan Municipal League training on the Open Meetings Act. Ms. Pollay reminded everyone that email communications between DDA members should not include discussions about DDA business or upcoming votes.

Ms. Pollay said the Nelson Nygaard TDM /Parking Management document is now on the DDA website. Included in the report are recommended strategies to manage parking demand in support of a vibrant downtown. This includes a set of recommendations regarding enforcement, including pushing hours later into the evening, and being more strategic about enforcement practices such as escalating fees and first-time forgiveness. At their next meeting, the Operations Committee will consider all of the Nelson/Nygaard recommendations and formulate an action plan. She wanted the board to be aware that pursuing some recommendations may involve opening up the DDA/City parking agreement, and if so, she would keep Board members informed of discussions.

7. APPROVAL OF MINUTES

Mr. Guenzel moved and Mr. Orr supported approval of the February 2016 DDA meeting minutes.

A vote on the motion showed:

AYES: Crawford, Guenzel, Hewitt, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: Klopf, Lowenstein, Smith

The motion carried

8. A. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE

Resolution: S. U. Project Budget. Mr. Mouat moved and Mr. Orr supported the following:

RESOLUTION TO MODIFY THE PROJECT BUDGET FOR THE SOUTH UNIVERSITY STREETScape PROJECT

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

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

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

Whereas, Through extensive evaluation and discussion with City staff it has become clear that pedestrian crossings, light levels, and urban forestry components of the original improvement do not meet current standards and best practices within the Downtown Street Design Manual, and must also be addressed;

Whereas, It is estimated that an additional \$600,000 will be needed to:

- Install bump-outs and other pedestrian safety elements at both the Forest and Washtenaw intersections
- Widen the mid-block sidewalk to allow for street trees and improved storm water management
- Replace the current globe fixtures with updated technology that will improve light levels;

Whereas, The DDA Finance Committee reviewed the budget impacts for this cost increase, and the Capital Improvements Committee recommends Board Approval of these additional project elements;

Resolved, The DDA Board approves a budget increase of \$600,000, for a total project budget of \$2.1M;

Resolved, The DDA Capital Improvements Committee will bring the DDA subsequent resolutions to initiate and approve construction services.

Mr. Mouat said the project consultants shared with Committee project scope options for consideration. The committee selected some items that they felt should be added to the project scope to help the project meet current city standards. Mr. Mouat said the proposed \$600,000 increase would bring the total project budget to \$2.1 million. He said this would enable the project to include elements such as: wider sidewalks in the midblock sections to allow for street trees, intersection improvements at Forest and Washtenaw to make crossings more safe for pedestrians, and modifications to existing light poles for improved lighting.

A vote on the resolution showed:

AYES: Crawford, Guenzel, Hewitt, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: Klopf, Lowenstein, Smith

The resolution carried.

5th & Detroit Project Status. Mr. Mouat said the agreement has been signed and the design kickoff will take place later in the month.

The next Capital Improvements Committee meeting will be March 16th at 11:00 a.m.

8. B.	SUBCOMMITTEE REPORTS- OPERATIONS COMMITTEE
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Resolution: go!Pass, Supplemental Transit Service, and getDowntown program for FY 2017.

Mr. Orr moved and Mr. Mouat supported the following resolution.

**RESOLUTION PROVIDING FUNDING FOR THE GO!PASS, SUPPLEMENTAL TRANSIT SERVICE,
 AND THE GETDOWNTOWN PROGRAM FOR FY 2017**

Whereas, The getDowntown program was go-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;

Whereas, In support of its mission the DDA has provided funding for go!Passes and the getDowntown Program since 2001;

Whereas, The DDA Operations Committee recommends approval of the funding request for FY 2017 for the getDowntown program, go!Pass , and other transportation programs as follows:

Program or Service for Downtown Workers	FY 2016 Request	FY 2017 Request	Request Purpose/Details
getDowntown	\$40,000	\$95,000	TDM marketing to encourage employees to use a variety of options to get to work. Additional funds requested for Commuter/Employer survey and new website with added

			customer service features.
Go!Pass	\$610,600	\$562,737	Transit incentive for employees that increases bus use and frees up parking spaces for other users. Estimated decrease in ridership of 5% based on current trends.
Route 4 & 5 support	\$76,600	\$76,600	Routes with highest ridership for downtown employees. Important link to Ypsilanti talent pool.
Route 5 support	\$16,992	\$17,400	Route used by significant numbers of downtown employees. Important link to Ypsilanti talent pool. 2.5% estimated cost of living increase to reflect the change in operator wages.
NightRide go!Pass discount	\$21,000	\$12,000	Extremely important service for evening employees who depend on transit to get to work. Decreased amount needed because of increased evening bus service.
ExpressRide go!Pass discount	\$5,000	\$5,000	Encourages downtown employees to use transit rather than driving to work alone.
TOTAL	\$748,200	\$751,337	

Whereas, The DDA is charged only for actual usage of the go!Pass, and the NightRide and ExpressRide discounts, thus the amounts shown above are maximum/not-to-exceed amounts;

RESOLVED, The DDA approves funding for the transportation services and programs listed above, with funds coming from the DDA's Fiscal Year 2017 (063) Parking Funds.

Mr. Orr reviewed each item and answered questions. He said that the Committee recommends approval of the resolution.

A vote on the resolution showed:

AYES: Crawford, Guenzel, Hewitt, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSTAIN: McWilliams

ABSENT: Klopff, Lowenstein, Smith

The resolution carried.

Resolution: Parking Operator Management Incentive. Mr. Orr moved and Mr. Mouat supported the following resolution.

RESOLUTION TO APPROVE A 2015 YEAR-END MANAGEMENT FEE FOR REPUBLIC PARKING FOR MANAGEMENT OF DDA PARKING FACILITIES

Whereas, The DDA entered into a contract with Republic Parking Systems (RPS) beginning February 1, 2007 for management of the DDA's parking system;

Whereas, According to this contract RPS's \$200,000 management fee is to be paid in two parts. The first \$150,000 is paid on a monthly basis with the remaining amount to be paid at the year-end as a management incentive based on quantifiable criteria;

Whereas, After reviewing RPS's performance, and in acknowledgement of their efforts this year, especially the ones above and beyond their contracted obligations, the Operations Committee recommends that the DDA provide RPS with a \$45,000 year-end management incentive;

RESOLVED, The DDA authorized a 2015 year-end management incentive of \$45,000 for Republic Parking Systems.

Mr. Orr reported that while a few of the measured components of the review went down slightly, in general the overall assessment was positive. He noted that the customer service sample size keeps getting smaller, possibly because surveying is done so often. Mr. Orr said the Committee recommends the DDA approve \$45,000 out of the possible \$50,000.

A vote on the resolution showed:

AYES: Crawford, Guenzel, Hewitt, McWilliams, Mouat, Narayan, Orr, Weiss

NAYS: none

ABSTAIN: Splitt

ABSENT: Klopf, Lowenstein, Smith

The resolution carried.

Nelson/Nygaard Study. Mr. Orr said the report is on the DDA website. Implementation planning will begin at the next meeting.

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

4th & William. Mr. Splitt said footings for the new elevator tower are nearly complete. Steel columns for the new elevator shaft are scheduled to be onsite next week.

The next Operations Committee meeting will be March 30th at 11:00 a.m.

8. C. SUBCOMMITTEE REPORTS- FINANCE COMMITTEE
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Resolution: Recommend the FY 2017 Budget. Mr. Narayan moved and Mr. Splitt supported the following resolution.

RESOLUTION TO PUT FORWARD THE DDA BUDGET FOR FISCAL YEAR 2017

Whereas, The DDA has developed a Ten-Year Financial Plan, including projected income and expenses for debt service, capital improvements projects and parking operations;

Whereas, The DDA Finance Committee has developed a budget for the 2017 fiscal year for the DDA based on the DDA's most recent Ten-Year Plan;

Whereas, Among its recommendations the DDA Finance Committee recommends that the DDA no longer set aside funds for an ambassador program in its 2017 budget;

Whereas, The Finance Committee recommends approval of this DDA budget by the DDA;

RESOLVED, The DDA accepts the recommendation of its Finance Committee and puts this budget forward to the City for approval.

Mr. Narayan reviewed key changes in the budget including a projected increase in TIF revenues and an increase for the South University project. He said the Committee is aware that this proposed budget will require the use of fund balance, but the fund balances will still be at acceptable levels.

Mr. Narayan noted that a previous DDA resolution required \$150,000 be set aside for contractual services (ambassadors), but this resolution calls for redirecting those funds elsewhere. He also noted that the DDA was voting on the DDA budget as shown in the City budget format.

A vote on the resolution showed:

AYES: Crawford, Guenzel, Hewitt, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: Klopf, Lowenstein, Smith

The resolution carried.

Review of costs for credit card processing. Mr. Narayan said the Committee reviewed the bids for services from possible credit card processors, but recommended no change.

8. D. SUBCOMMITTEE REPORTS - PARTNERSHIPS COMMITTEE
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Review of DDA Grant Guidelines and Processes. Mr. McWilliams said the Committee reviewed the recently completed DDA Grant process. He said the Committee would appreciate hearing from the full board any suggestions for ways to make the grant approval process better next year.

Mr. McWilliams also noted that there are many vacancies on City Board and Commissions and that anyone with an interest or a recommendation should reach out to the Mayor's office.

The next Partnerships Committee meeting will take place on March 9th at 9:00 am and will include DDA members as well as representatives from our partners organizations.

8. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Mr. Hewitt said there was nothing to report.

The next Executive Committee meeting will be April 6th at 11 am.

9. NEW BUSINESS

Mr. Crawford said that the DDA reaching its TIF cap is a significant event. He said the DDA has played an important role in economic development downtown and thanked the Board members for their work. He said he is anticipating a more consistent level of growth going forward, which may allow for easier budgeting and project planning.

Mr. Crawford referenced Ms. Pollay's comments earlier in the meeting, and said he is happy to help facilitate a dialogue regarding the City/DDA parking agreement.

10. OTHER AUDIENCE PARTICIPATION

Ms. Shore thanked the DDA Board for their continued support of the getDowntown program. She said the go!Pass is a very important tool for many downtown businesses and the DDA's commitment to downtown employees is appreciated. She said some of the FY 2017 funding will be put towards a new web interface for go!Pass program participants.

11. ADJOURNMENT

There being no other business, Mr. Orr moved and Mr. Mouat supported a motion to adjourn. Mr. Hewitt declared the meeting adjourned at 1:24 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, March 2, 2016

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

Time: 11:10 a.m.

Present: Roger Hewitt, Rishi Narayan, Susan Pollay (ex officio),

Absent: Marie Klopf, John Mouat (ex officio), Sandi Smith

Others: None

Committee actions and discussions

Agenda Review. The group reviewed the March DDA monthly meeting agenda.

There being no other business, the meeting adjourned at 11:30 a.m.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, MARCH 9, 2016**

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

Time: 9:00 a.m.

Present: Bob Guenzel, Joan Lowenstein, Keith Orr, Sandi Smith

Absent: Tom Crawford, Roger Hewitt, Marie Klopff, Al McWilliams, John Mouat, Rishi Narayan, John Splitt, Phil Weiss

Others: Sabra Briere/City; Amanda Carlisle/Washtenaw Housing Alliance; Jane Lumm/City; Jeremy Peters/Planning Commission; Chris White/ AAATA

Staff: Susan Pollay, Amber Miller, Jada Hahlbrock

Public: Ray Detter

1. Partner Updates

AAATA- Mr. White provided information on national and local ridership trends. He also shared information on the May 2016 service expansion and how that will impact downtown.

City Council- Ms. Lumm said citizens expressed concern about the loss of free parking due to some loading zones now being used after 6pm as taxi stands, and Council will consider a resolution asking to reverse or modify this change. Ms. Lumm conveyed a citizen concern about a parking rate change; Ms. Pollay said the DDA received recommendations to manage parking demand including suggested rate changes, but no actions are currently planned. Ms. Lumm provided an update about the 3/10 Council agenda.

Planning Commission. Mr. Peters and Ms. Briere reported on developments at 603 E Huron and 319 N Main, and an update on the commission's discussion about possible changes to zoning premiums.

DDA- Ms. Pollay briefly reviewed current DDA projects including the improvement work at the 4th & William parking structure, and the South University and 5th & Detroit streetscape projects.

2. Discussion Items

Affordable Housing- Ms. Carlisle shared information on the role of her agency. She said one role is educating property owners and the community about the housing voucher program.

3. Public Comment- Mr. Detter said that the developers at 603 E. Huron followed a very inclusive process, which he hoped others would follow. He also shared Citizens Advisory Council positions on downtown parking issues.

The next Partnerships Committee meeting is scheduled for April 13th at 9:00 am.

The meeting adjourned at 11:10 am.

Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE SUBCOMMITTEE MEETING TO RECOMMEND A
SYSTEM REVIEW CONSULTANT
MINUTES
Wednesday, March 9, 2016**

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

Time: 2:00 p.m.

Present: Bob Guenzel, Roger Hewitt, Joan Lowenstein, John Split, Phil Weiss

Absent: Tom Crawford, Marie Klopf, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Sandi Smith

Staff: Susan Pollay, Joe Morehouse, Jada Hahlbrock

Public: None

1. Desman presentation and interview about its proposal for the DDA's Public Parking System Operational Review. Questions were asked and answered.
2. Walker Parking presentation and interview about its proposal for the DDA's Public Parking System Operational Review. Questions were asked and answered.
3. After the interviews, the two proposals were ranked against the goal of the project, which is to hire an outside consultant to conduct an objective assessment of parking procedures so that recommendations for any changes can be used during a future parking management RFP process. The group noted that both consultant teams stated that this would be a unique assignment because the DDA's parking operations are exceptionally well-run, but the benefit would be validation of operational processes, but also information about other parking systems to benchmark against in the future.
4. After the proposals were ranked, the fee proposals were opened.
5. At the conclusion of the discussion, the group consensus was to put Walker Parking forward as its preferred consultant. Staff were asked to follow up with Walker to ask that they put forward a revised proposal for consideration by the Operations Committee at its March 30th meeting.
6. Public Comment- None

The meeting adjourned at 4:20 pm.

Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Tuesday, March 29, 2016**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 1:00 p.m.
Present: Roger Hewitt, Marie Klopff, John Mouat, John Splitt, Phil Weiss
Absent: Tom Crawford, Bob Guenzel, Joan Lowenstein, Al McWilliams, Rishi Narayan, Keith Orr, Sandi Smith
Staff: Susan Pollay, Joseph Morehouse, Jada Hahlbrock
Public: None

Financial Statements. The Committee reviewed the February 2016 expense listing. Questions were asked and answered.

Reimbursement Policy. The Committee reviewed the DDA Reimbursement Policy and made changes.

Restricting Funds. The Committee discussed a recommendation to begin setting aside some portion of parking funds for future parking system expansions. Mr. Morehouse said that dollars could be committed to this use by Board resolution and would be labeled as such on the DDA Parking Fund statements. The Committee discussed the concept, and by consensus supported the idea, saying that they felt it was important to begin to earmark funds for the next parking expansion effort, whatever that may be. Exploration of this idea will continue at the next committee meeting, including consideration of the first dollar amount to commit. Once the idea has been more fully developed it will be presented to the full board.

10-Year Plan Review. The Committee reviewed the current version of the DDA 10 year plan. Discussion included a review of the basic assumptions the 10 year plan is based on, as well as current revenue projections given that the DDA is projected to hit the TIF cap this year. Questions were asked and answered about upcoming and future projects, and bond debt.

Budget Process Update. Ms Pollay said that she and Mr. Morehouse had a budget work session with City Council on March 14th.

Next Meeting. Tuesday, April 26, 2016 at 1:00 pm

Public Comment. None

The meeting adjourned at 3:10 pm
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, March 30, 2016**

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

Time: 11:00 a.m.

Present: Bob Guenzel, Roger Hewitt, Joan Lowenstein, Keith Orr, John Splitt, Phil Weiss

Absent: Tom Crawford, Marie Klopf, Al McWilliams, John Mouat, Rishi Narayan, Sandi Smith

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

Others: Joe McKibbon/Republic Parking; Nancy Shore/getDowntown; Tom Brown/Nelson Nygaard

Public: Ray Detter, Mike Martin, Mary Steffek Blaske, Maura Thomson, Ed Vielmetti

Public Comment

Mr. Martin said the Nelson/Nygaard study includes private and public parking lots that could be developed in the future and to think about how that would impact public parking supply and demand.

Mary Steffek Blaske commented on the list of Nelson/Nygaard study recommendations, said that extending meter enforcement hours would negatively impact Symphony guests, as they would be forced to worry about expiring meters during the show. She also said that a 20% rate increase on monthly permits would be too steep.

Ed Vielmetti also commented on these recommendations, and said he supports shifting the hours of enforcement later, in particular, a later morning start to meter enforcement. He said changes to time limits might be complicated to communicate.

Maura Thomson also commented on this list of recommendations, and said a 50% rate increase for meters in prime locations was steep, and should be implemented over time. She said any changes should be undertaken with the accompanying supportive strategies as recommended in the report. She said a robust communication plan would be important.

Nelson Nygaard Study Recommendation

Mr. Brown from Nelson Nygaard shared a presentation highlighting findings and recommendations from Nelson/Nygaard TDM/parking study, including a parking demand analysis, demand projections, and recommended TDM strategies. Among the recommendations are three areas of focus and accompanying goals, each of which as several interconnected actions steps:

1. Improve Short Term Access: Consistent availability and better customer experience
2. Improve Farmers Market Access: Improve parking and access for Farmers Market
3. Expand Commuter Options: Increase permit availability and expand options/awareness

There were several questions asked by committee members and answered by Mr. Brown.

Parking & Transportation Report

The Committee reviewed the March report, and questions were asked and answered. Among other

updates, the annual spring maintenance plans for the structures and meters were reviewed, getDowntown shared updates on their upcoming events, and Ms. Miller reviewed bike parking installations. The recent City Council resolution regarding taxi stands was also discussed.

The Committee expressed support to move forward with the purchase of new equipment to be able to expand the Quick Pay parking card option to the Library Lane and Liberty Square facilities.

4th & William. Mr. Splitt said the steel for Phase II has been installed. Some minor alignment corrections need to happen but should not impact the overall schedule significantly.

Parking System Review. Given that it was almost 1:00 pm It was decided that discussion about this topic would wait until the April committee meeting.

New Business. Mr. Hewitt said he attended a steering committee meeting for the North-South rail line. He said that conflicting views on who the service will benefit may mean that the first phase of the project may be limited to Washtenaw County.

Ms. Pollay said the RTA is having an open house at Shinola on Main Street on March 31 to present information about their planning for public transportation connecting Ann Arbor/Ypsilanti with Detroit.

Public Comment Mr. Vielmetti said that on rainy days he has been noticing several areas, especially in the Farmers Market area, that have quite a bit of pooling and flooding on the sidewalks. He will share the locations with DDA next time he encounters these pooling areas.

Next Operations Committee Meeting: April 27 at 11:00 am

The meeting adjourned at 1:10 pm.
Susan Pollay, Executive Director