

Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, November 1, 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: Bob Guenzel, Marie Klopf, Howard Lazarus, Sava Lelcaj-Farah, Joan Lowenstein, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss

Absent: Al McWilliams

Staff: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
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
Maura Thomson, MSAA
Connie Pulcifer, City of Ann Arbor
Chris Simmons, Get!Downtown

2. APPROVAL OF BOARD MEETING AGENDA

Mr. Weiss moved and Mr. Splitt supported approving the meeting agenda.

A vote on the motion to amend the agenda showed:

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

NAYS: none

ABSENT: McWilliams

The motion was approved.

3. AUDIENCE PARTICIPATION

None.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter said the CAC wishes to express their agreement with the DDA's resolution in support of the Tree Line. He stated they look forward to "stakeholder" participation in developing the Huron Streetscape project from 3rd to Division Streets. He said that the group consensus has shifted from supporting Fuller Road for the location of the new train station to Depot Street, but nearly all agree that no matter what location, a new

train station is needed. He said many CAC members plan to attend the DDA/City Council work session on public parking and transportation issues on Monday, November 13, 7:00 pm. at CTN.

5. DDA MEMBERS COMMUNICATIONS

Mr. Lazarus asked if the DDA discuss how it could support downtown special events, specifically the increased cost for security such as jersey barriers. It was determined that the discussion would begin at Partnerships Committee, and then move to the Capital Improvements Committee.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay reported that rooftop fencing installations are nearly complete. She reminded the Board of the DDA/City Council Joint Work Session and went over the current list of discussion topics, including possible changes to the Parking Agreement, changes to the public parking system, possible parking rate changes, and DDA project updates. She asked for input into this list and said that the City Administrator's agenda for the meeting would be distributed shortly.

7. APPROVAL OF MINUTES

Mr. Guenzel moved and Ms. Klopf supported approval of the October 2017 DDA meeting minutes.

A vote on the motion showed:

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

NAYS: none

ABSENT: McWilliams

The motion was approved.

7. A. SUBCOMMITTEE REPORTS – PARTNERSHIPS COMMITTEE

Ms. Lowenstein moved and Mr. Guenzel supported the following resolution.

RESOLUTION IN SUPPORT OF THE TREELINE MASTER PLAN

Whereas, The 2003 amended DDA Development Plan sets forward DDA support for the creation of an Allen Creek Corridor Land Use Master Plan;

Whereas, Numerous studies have demonstrated the link between investment in non-motorized urban trails and increased economic development activity;

Whereas, The Treeline (formerly known as the Allen Creek Greenway) as proposed would reinforce the DDA's current project emphasis on the west side of downtown aimed at encouraging the redevelopment of vacant or underutilized properties with higher, more intensive uses;

Whereas, Dense redevelopment of these vacant and underutilized properties will likewise make it possible for many more people to live or work adjacent to The Treeline, thus providing the necessary “eyes” on the space to help prevent and counteract challenges that can result from poorly designed and unmanaged urban open space;

Whereas, The Treeline would support active recreation and a connection between downtown and other community recreation areas such as the Huron River;

Whereas, The Treeline would encourage more bicycle ridership and less vehicle driving, which may help lessen the demand for off street parking;

Whereas, The Treeline Master Plan effort aligns with best practices for urban open space and greenways by emphasizing the need for a non-profit conservancy who would work under contract with the City to provide significant funding for construction, maintenance, and operations of The Treeline as caretakers of this community asset;

RESOLVED; That the Downtown Development Authority Board supports The Treeline—Allen Creek Urban Trail Master Plan; and,

RESOLVED; That the Downtown Development Authority Board recommends that the City Planning Commission and City Council initiate the process to adopt The Treeline—Allen Creek Urban Trail Master Plan as an element of the City Master Plan.

RESOLVED; The DDA encourages the City to include The Treeline in its Capital Improvement Planning so that underground utility needs can be addressed in coordination with trail implementation.

Ms. Lowenstein provided an overview for the process taken to develop this resolution by the Partnerships and Capital Improvements Committees.

A vote on the resolution showed:

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

NAYS: none

ABSENT: McWilliams

The resolution was approved.

Ms. Lowenstein said the group heard DDA updates such as the about the rooftop fencing project.

The next Partnerships Committee meeting will take place November 8 at 9:00 am with Partners

7. C. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS COMMITTEE
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Mr. Mouat moved and Mr. Splitt supported the following resolution.

RESOLUTION TO MODIFY THE HURON STREETScape PROJECT

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategy areas, and included transformative and strategically-designed street projects as important tools to achieve DDA goals;

Whereas, On July 7th, 2016 The DDA Board passed a Resolution to approve a \$4M project budget for Huron Streetscape Improvements, from Ashley Street to Division Street; implementing project priorities established through Board Retreats in January and April of 2015

Whereas, At the November 2016 Board Retreat, the DDA Board prioritized its next round of street improvements and on January 4, 2017 and June 7th, 2017, passed Resolutions refining these priorities;

Whereas, The priorities included expanding the Huron Street Project boundaries to encompass Huron Street, from Third Street to Division Street, with a total estimated project cost of \$5.6M;

Whereas, The DDA Finance Committee reviewed the budget impacts in the DDA's Ten-Year Plan

Whereas, The Capital Improvement Committee recommends Board approval;

Resolved, The DDA Board reaffirms the project boundaries and budget as outlined in its June, 2017 Resolution to Adopt Anticipated Future Streetscape Project Schedule;

Resolved, the DDA Board approves a modified project area, Huron Street from Third Street to Division Street, and project budget of \$5.6M;

Resolved, the DDA Board intends to bond this project, thus all associated costs will be tracked in the project bond fund;

Resolved, the DDA Capital Improvements Committee will bring the DDA subsequent resolutions to approve final design and initiate bonding and construction.

Mr. Mouat outlined the details of this resolution and the subsequent two resolutions. He said that there is greater effectiveness, especially in traffic planning, by pursuing all of these street projects at the same time.

A vote on the resolution showed:

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

NAYS: none

ABSENT: McWilliams

ABSTAIN: McKinnon

The resolution was approved.

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

RESOLUTION TO APPROVE A PROJECT BUDGET FOR THE FIRST, ASHLEY, AND WILLIAM STREET PROJECTS

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategy areas, and included transformative and strategically-designed street projects as important tools to achieve DDA goals;

Whereas, At the November 2016 Board Retreat, the DDA Board prioritized its next round of street improvements and on January 4, 2017 and June 7th, 2017, passed Resolutions refining these priorities;

Whereas, Through these Resolutions, the DDA Board selected First and Ashley Streets, from Kingsley to Madison, and William Street, from Third to State, as the next priority street improvements;

Whereas, Following a detailed analysis, the projects may include a one-way to two-way traffic conversion and streetscape improvements on First and Ashley Streets as well as upsized watermains and protected bike lanes on all three corridors;

Whereas, The Capital Improvements Committee recommends combining the First, Ashley, and William Street projects due to the efficiencies and benefits that can be gained:

- Focusing on the area west of Main Street as a key opportunity area to encourage vibrant commercial and development activity
- Planning and designing for the relationship to the future Treeline Trail
- Designing overlapping intersections and non-motorized facilities at one time, saving cost and effort

Whereas, The Finance Committee reviewed the budget impacts in the ten-year plan:

Whereas, The Capital Improvement Committee recommends Board approval;

Resolved, The DDA Board reaffirms the projects boundaries and budget as outlined in its June, 2017 Resolution to Adopt Anticipated Future Streetscape Project Schedule, with the intent of combining Huron, First, Ashley, and William into a single bond for implementation in 2020 and 2021;

Resolved, the DDA Board approves a total project budget of \$11.4M for First, Ashley, and William Streets;

Resolved, The DDA Board intends to bond these projects, thus all associated costs will be tracked in the project bond fund;

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

Mr. Narayan moved and Ms. Klopff supported the following change in wording from: Whereas, Following a detailed analysis, the projects may include a one-way to two-way traffic conversion and streetscape improvements on First and Ashley Streets as well as upsized watermains and protected bike lanes on all three corridors, to “Whereas, Following a detailed analysis, the projects may include a one-way to two-way traffic conversion and streetscape improvements as well as upsized watermains **on First and Ashley Streets**, and protected bike lanes on all three corridors;”

A vote on the amendment showed:

AYES: Guenzel, Klopff, Lazarus, Lelcaj-Farah, Lowenstein, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: McWilliams

ABSTAIN: McKinnon

The amendment was approved.

The Amended Resolution reads as follows:

RESOLUTION TO APPROVE A PROJECT BUDGET FOR THE FIRST, ASHLEY, AND WILLIAM STREET PROJECTS

Whereas, The DDA’s Development Plan highlighted identity, infrastructure, and transportation as key strategy areas, and included transformative and strategically-designed street projects as important tools to achieve DDA goals;

Whereas, At the November 2016 Board Retreat, the DDA Board prioritized its next round of street improvements and on January 4, 2017 and June 7th, 2017, passed Resolutions refining these priorities;

Whereas, Through these Resolutions, the DDA Board selected First and Ashley Streets, from Kingsley to Madison, and William Street, from Third to State, as the next priority street improvements;

Whereas, Following a detailed analysis, the projects may include a one-way to two-way traffic conversion and streetscape improvements as well as upsized watermains on First and Ashley Streets, and protected bike lanes on all three corridors;

Whereas, The Capital Improvements Committee recommends combining the First, Ashley, and William Street projects due to the efficiencies and benefits that can be gained:

- Focusing on the area west of Main Street as a key opportunity area to encourage vibrant commercial and development activity
- Planning and designing for the relationship to the future Treeline Trail
- Designing overlapping intersections and non-motorized facilities at one time, saving cost and effort

Whereas, The Finance Committee reviewed the budget impacts in the ten-year plan:

Whereas, The Capital Improvement Committee recommends Board approval;

Resolved, The DDA Board reaffirms the projects boundaries and budget as outlined in its June, 2017 Resolution to Adopt Anticipated Future Streetscape Project Schedule, with the intent of combining Huron, First, Ashley, and William into a single bond for implementation in 2020 and 2021;

Resolved, the DDA Board approves a total project budget of \$11.4M for First, Ashley, and William Streets;

Resolved, The DDA Board intends to bond these projects, thus all associated costs will be tracked in the project bond fund;

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

A vote on the resolution showed:

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

NAYS: none

ABSENT: McWilliams

ABSTAIN: McKinnon

The resolution was approved.

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

RESOLUTION TO APPROVE A DESIGN TEAM FOR THE FIRST, ASHLEY, AND WILLIAM STREET PROJECTS

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategy areas, and included transformative and strategically-designed street projects as important tools to achieve DDA goals;

Whereas, Through a Board retreat in November 2016, the DDA Board prioritized its street improvement projects through 2025;

Whereas, Through resolutions in January and June 2017, the DDA Board prioritized First, Ashley, and William Street improvements and came to consensus on project timing, scope, and budget;

Whereas, The DDA issued a Request for Qualifications (RFQ) for Streetscape Design and Engineering Services on July 26th, 2017;

Whereas, The DDA received four responses on August 23rd, 2017 and a selection committee determined two were qualified to proceed with interviews on October 4th, 2017;

Whereas, Following these interviews and the recommendation of the selection committee, the DDA Capital Improvements Committee recommends SmithGroup JJR and its subconsultants Toole Design and Wade Trim as the street design and engineering team;

Resolved, The DDA Board selects the Smithgroup JJR team for the First, Ashley, and William Street Project;

Resolved, The DDA Board authorizes the Capital Improvements Chair and DDA Director to execute a design contract, with a not to exceed amount of \$1,258,702, which includes an estimated fee of \$1,108,702 and a \$150,000 design contingency;

Resolved, The DDA Board intends to bond these projects, thus all associated costs will be tracked in the project bond fund;

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

A vote on the resolution showed:

AYES: Guenzel, Klopff, Lazarus, Lelcaj-Farah, Lowenstein, Mouat, Narayan, Orr, Splitt, Weiss

NAYS: none

ABSENT: McWilliams

ABSTAIN: McKinnon

The resolution was approved.

Huron Street update. Mr. Mouat said the project team continues to examine traffic data with the goal of determining what changes to the street may be possible. For instance, a question under examination is whether the current five lane section between First and Division may be reduced to four lanes to provide more sidewalk area or room for bike lanes. He said a good discussion about possible traffic changes is anticipated at the next committee meeting.

S. University update. Ms. Rolla stated work on this project has been completed. Mr. Narayan asked Ms. Rolla to send an update to the neighborhood letting them know that the plantings are in their first season and will look much more robust in coming years.

5th & Detroit. Mr. Mouat stated staff continue to push to get the construction documents completed and out to bid by the end of this month to stay on schedule.

The next Capital Improvements Committee meeting will be held November 15 at 11:00 am.

7. C. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE

Ms. Klopf moved and Ms. Lowenstein supported the following resolution.

RESOLUTION TO ACCEPT THE DDA FISCAL YEAR 2017 FINANCIAL AUDIT

Whereas, The auditing firm of Yeo & Yeo was contracted by the DDA to audit the DDA's financial records for the fiscal year ending June 30, 2017;

Whereas, The Finance Committee went through the document in detail with the DDA auditor and recommends acceptance of the audit by the DDA;

RESOLVED, The DDA accepts the Fiscal Year ending June 30, 2017 financial audit prepared by Yeo & Yeo.

Ms. Klopf said that this was Yeo & Yeo's first audit for the DDA. It was a clean audit, and the auditors praised Mr. Morehouse's financial management. On a related topic, she said that the IRS's audit of the Build for America bond used to finance the Library Lane construction came back with no findings of concern. Mr. Morehouse was again thanked for his good work.

A vote on the resolution showed:

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

NAYS: none

ABSENT: McWilliams

The resolution was approved.

Monthly Expenses and Financial Reports. Ms. Klopf said the committee reviewed the September expense reports, financial statements, and first quarter FY18 vs FY17 comparison.

Parking Rate Changes. Ms. Klopf stated the 10-Year Plan anticipates a rate change in FY19, but given the recent approval of the Ann Ashley addition, staff recommended the DDA move this up to late FY18. She said Mr. Morehouse shared a slate of possible rate changes for input. She said discussion will continue at the November committee meeting.

Moving Finance Committee Meeting Dates Ms. Klopf stated the Committee will move its monthly meetings from the Tuesday prior to the Board meeting to the Thursday prior to the Board meeting. The list of future meter dates was provided in the board packet.

The next Finance Committee meeting will take place Thursday, November 30 at 1:00 pm

7. D. SUBCOMMITTEE REPORTS- OPERATIONS COMMITTEE

Circulator feasibility study. Mr. Orr stated the study is completed. The three recommended circulator routes would be too expensive to implement recommendations in their entirety. He said DDA staff were asked to explore with AAATA the possibility of modifying its Route 21 (which goes to and from Amtrak) to match one of the recommended circulator routes.

DDA parking data. Mr. Orr the Committee learned about RITMO (UM faculty group which collects massive amounts of data to frame recommendations to improve mobility and logistics), and the request that the DDA provide its parking data. Staff will schedule a meeting to learn more, including if the UM's analysis can provide parking management insights for the DDA.

Monthly Parking & Transportation Report. Mr. Splitt asked for questions; there were none.

General Operations Mr. Splitt stated the committee reviewed a comparison of FY17 and FY18 first-quarter parking revenues and hourly patron numbers.

Lot Decommissioning Mr. Splitt stated that a plan had been developed outlining the steps to be taken to close the First & Huron and Fifth & Huron parking lots at the end of November when the leases end. This plan was included in the board packet.

Parking Enforcement Discussion. Mr. Splitt said at the last retreat, the board discussed whether to pursue asking that the DDA take over responsibility for parking enforcement. Staff determined that the City must retain all enforcement revenues even if the DDA takes on the costs for this service. He said the committee recommends the DDA put this question to rest.

Parking Rate Changes. Mr. Splitt said that the Operations Committee had a similar discussion to the one held at the Finance Committee about parking rate changes. Strategies may include scheduling small annual rate changes as opposed to waiting and making larger rate changes every few years, over time reducing the differential between paying by the permit and paying by the hour in the garages, and evening out the cost of permits across the system. He said Mr. Morehouse shared some draft rate changes for input. The discussion will continue next month.

The next Operations Committee meeting will be November 29 at 11:00 am.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Mr. Weiss said that the Committee reviewed the board meeting agenda.

The next Executive Committee meeting will be December 6 at 11:00 am

8. NEW BUSINESS

None.

9. OTHER AUDIENCE PARTICIPATION

Ms. Thomson stated she appreciated that the DDA may take up a discussion regarding helping lower costs for downtown event organizers, particularly for the small events. She also stated a long-term solution would be preferred.

10. ADJOURNMENT

There being no other business, Mr. Mouat moved and Ms. Klopf supported a motion to adjourn. Mr. Weiss declared the meeting adjourned at 1:09pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, November 1, 2017

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:05 a.m.
Present: Phil Weiss, Marie Klopff, Darren McKinnon, Joan Lowenstein, Susan Pollay (ex officio)
Absent: Rishi Narayan (ex officio)
Others: none

Committee actions and discussions

Agenda Review. The group reviewed the November DDA monthly meeting agenda. Ms. Pollay noted that no public speakers had signed up yet to speak.

City/DDA Work Session. Ms. Pollay said that she had created a list of topics to share with the board members for discussion at the annual DDA/City Council work session on November 13th. This included: 1) increasing the revenue percentage going to the City, 2) asking that parking fines be changes in coordination with on-street parking rate changes, 3) asking that the City review its parking requirements under zoning, and 4) miscellaneous items such as the TCO process and reducing the frequency of customer surveys. It would also include a report on changes to the system including lots being removed and the 3-floor addition to Ann Ashley, as well as a report on the possible parking rate changes that might be pursued in fourth quarter FY18. There was discussion about the topics, and whether to include other issues. There was also discussion about the format of the work session. Ms. Pollay said that she would present this list of topics at the board meeting as part of the Executive Director's report to elicit additional topics and/or modifications.

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

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, NOVEMBER 8, 2017**

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

Partner Updates

City Council. Mr. Krapohl said the City Council/DDA work session will take place November 13, and City Council has a work session on November 16 with the Human Rights Commission. He noted that elections took place the day before, and that budget season starts soon.

City Planning Commission. Ms. Gibb-Randall said the Commission approved the site plan for a hotel on Glen Street. She requested the DDA use targeting lighting, as opposed to uplighting, when improving streetlights around downtown. She also mentioned there are many large development changes happening on the north side of town.

DDA. Ms. Lowenstein said the City has asked the DDA to consider what resources it can bring to help local event planners address increased security requirements. She shared the DDA's new "Field Guide to Parking" and said the document was also available for download off the DDA's website. She reported that garage rooftop fencing is nearly finished, and the South University Streetscape project is complete, except for punch list items.

Public Comment.

Mr. Detter stated that the Lowertown public hearings will take place at the November 9 City Council meeting. He and other members of the CAC will share their thoughts about the project.

Next Meeting

The next Partnerships Committee meeting is scheduled for December 13, 2017 at 9:00 am.

The meeting adjourned at 10:15 am.
Respectfully submitted,
Susan Pollay, DDA Executive Director

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

Monday, November 13, 2017

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

Time: The meeting was called to order by the Mayor at 7:02 p.m.

DDA Present: Bob Guenzel, Marie Klopf, Howard Lazarus, Joan Lowenstein, Darren McKinnon, John Mouat, Keith Orr, John Splitt, Phil Weiss

Absent: Sava Lelcaj-Farah, Rishi Narayan

Staff: Susan Pollay, Executive Director
Joseph Morehouse, Deputy Director
Jada Hahlbrock, Manager of Parking Services

City Council Present: Anne Bannister, Jack Eaton, Julie Grand, Sumi Kailasapathy, Graydon Krapohl, Jane Lumm, Chip Smith, Mayor Christopher Taylor, Kirk Westphal, Chuck Warpehoski

Meeting Summary

The work session power point began by outlining goals for the session: 1) discuss possible changes to the City/DDA parking agreement, 2) discuss changes to the parking system, 3) discuss possible changes to parking rates, and 4) provide information about DDA projects.

A series of possible changes to the City/DDA parking agreement were presented: making the increase in the city's percentage of gross parking revenues change from 17% to 20% permanent, coordinating parking fine changes with rate changes, reviewing parking requirements under zoning, as well as some minor administrative changes. Questions were asked and answered.

Three parking system changes were reviewed: an expansion of the Ann Ashley structure, the loss of the First & Huron and Fifth & Huron lots, and the future elimination of the 415 W Washington and First & William lots. Questions were asked and answered.

Ms. Pollay shared information about upcoming DDA projects. Questions about the projects were asked and answered.

Public Comment

Ed Vielmetti spoke about the complete streets program as it relates to parking and snow and ice buildup on downtown sidewalks and corners.

Peter Nagourney said the use of public parking spaces by developments transfers the cost of building parking from the developers to tax payers. He said he hopes Council continues to discuss this.

Adjournment

The meeting adjourned at 8:35 p.m.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, November 15 2017**

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

Time: 11:00 a.m.

Present: Howard Lazarus, Joan Lowenstein, John Mouat, John Splitt, Phil Weiss

Absent: Bob Guenzel, Sava Lelcaj-Farah, Marie Klopf, Al McWilliams, Darren McKinnon, Rishi Narayan, Keith Orr

Staff: Susan Pollay, Amber Miller, Liz Rolla, Lauren Groves, Patricia Wheeler

Other: Bob Doyle/SGJJR, Keenan Gibbons/SGJJR, Chris Wall/Wade Trim, Bridget Bienkowski/Wade Trim

Public: Ray Detter/CAC

Huron Street. Smith Group JJR and Wade Trim reps revisited the project goals, and then presented traffic modeling based on several scenarios. This included the existing conditions, reducing traffic to three lanes, two different variations of four lanes, prohibiting left turns, and an optimized five lanes option. Questions were asked and answered. Impacts were considered including which changes made conditions safer or less safe for pedestrians, which changes may work against restoring two-way traffic on cross streets, and which ones might contribute to worsening traffic on nearby streets. There wasn't consensus about the best option to pursue, so the group examined if it made sense to forestall the project to allow time to reconsider more fundamentally what was Huron's function. After some discussion, it was agreed that this was outside the boundaries of this project. The group consensus at that point was to reduce the focus to only two options, either the optimized five lane option or the four lane option.

5th & Detroit. Ms. Miller said the project is going out to bid at the end of the month.

1st/Ashley/William. Ms. Miller said it is hoped traffic counts can be captured before snowfall.

Special Events Downtown. Ms. Pollay said the Partnerships committee discussed whether the DDA might have a role helping special events address new security demands. This discussion will continue next month and at some point will share ideas with the CIC for its input.

Public Comment. None.

Next Meeting: The Committee will meet on Wednesday, December 20, 2017 at 11:00 am.

The meeting adjourned at 1:07 p.m.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, November 29, 2017**

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

Solar Carport- Update. Ms. Pollay said three bids were received, and the preferred firm offered two financial arrangements: purchase or a quasi-leasing arrangement, whereby they would own the equipment and pay O&M costs, thereby giving them access to tax credits. After discussion, the committee consensus was to pursue the first option, which was a standard purchase.

Monthly Parking Report. Ms. Hahlbrock said ePark app usage continues to grow and the decommissioning process for 1st & Huron and 5th & Huron was going well. Mr. Simmons said Go!Pass renewals are consistent with last year and Get Downtown will be updating its website.

Parking Rate Changes. Mr. Morehouse explained the latest version of the parking rate plan. Questions were asked and answered. Modifications were made. This revised plan will be brought back to Finance committee, and then to the December DDA meeting.

Ann Ashley Expansion. Ms. Pollay outlined her recommended project scope, which would include rooftop fencing, designing a future commercial build out at the SW corner, and making provisions for new EV units. She was asked to also include an architectural recommendation for the design of these added floors, and to change the lights in the rest of the garage to LED.

Rooftop Fencing - Update. Ms. Hahlbrock stated installation was completed, and the remaining project funds will be used to add lower-level fencing.

Circulator Study. Ms. Pollay stated staff will meet with The Ride to discuss the potential to collaborate on a pilot on a select route.

Public Comment. None.

Next Committee Meeting: The next meeting will take place Wednesday, December 27 at 11 am.

The meeting adjourned at 1:05 p.m.
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Thursday, November 30, 2017**

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

Time: 1:00 p.m.

Present: Marie Klopf, John Splitt

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

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 October expense listings. Questions were asked and answered.

Future Parking Rate Changes. The DDA Finance Committee and Operations Committee are working together to develop a parking rate plan for consideration by the full board. Mr. Morehouse presented the updated rate increase plan as modified the day before at the DDA Operations Committee meeting. Questions were asked and answered, and the impacts of the various proposed changes were considered. Ms. Pollay said this proposed plan will be presented the next week at the December Board meeting, a public hearing will be held prior to the January Board meeting, and a resolution will be brought to the February Board meeting.

Next Committee meeting. The Committee decided to cancel its December committee meeting. The next Finance Committee meeting will take place on Thursday, February 1, 2018 at 1:00 pm.

Public Comment. None.

Next Meeting. The next Finance Committee meeting will take place on Thursday, February 1, 2018 at 1:00 pm.

The meeting adjourned at 2:05 pm
Susan Pollay, Executive Director

Parking & Transportation Report November 2017

Parking Operations

Special Events in November

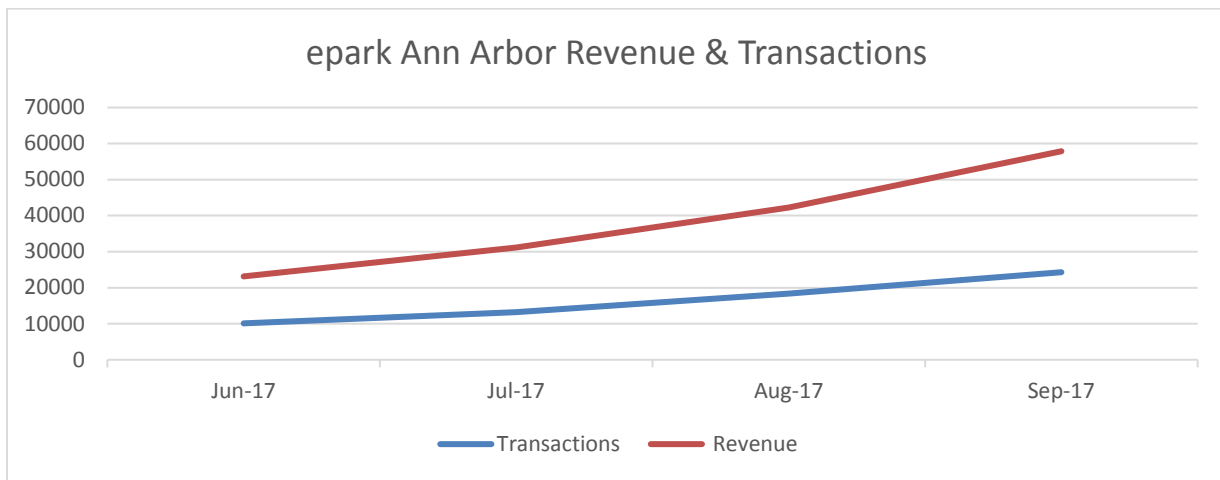
- 11/4 UM Football game (Minnesota)
- 11/11 A2SO at Michigan Theater
- 11/15 UMS concert at Michigan Theater
- 11/23 Turkey Trot Run
- 11/25 Jeff Daniels at Michigan Theater
- 11/25 UM Football game (Ohio State)

Special Event Meter Bag Fee Waivers in November

None

Meters

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



In November, the meter department performed regular preventative maintenance on both epark and Duncan meters, and completed its painting work for the season.

City/DDA Parking Enforcement Committee

The Committee met on November 16th. Community Standards and Republic Parking staff shared updates. The process with which the Duncan meters could be added to the epark mobile app was discussed.

The next Committee meeting will be Thursday, December 14th.

Tally Hall Condominium Meeting

No meeting was held. Next meeting is December 12th.

First & Washington Condominium Meeting

No meeting was held.

Lot Decommissioning

DDA and RPS staff are carrying out a plan to decommission the Fifth & Huron and First & Huron lots in advance of the lease expiration on December 1. The parking equipment was sold to the property owner. Proprietary signage, planters and network equipment is being removed from both lots. Normal operations

will continue at the First & Huron lot through Wednesday 11/29. A flat rate pre-pay rate will be used on Thursday, 11/30. Normal operations will continue at the Fifth & Huron lot through Thursday, 11/30.

Parking System Maintenance

The annual preventative maintenance and repair work was completed in November.

RPS maintenance and meter staff coordinated to remove the on-street bike racks in mid-November.

DDA and Republic Parking staff conducted the annual walkthrough of all facilities on October 30 & 31. This walkthrough provided an opportunity to make note of cosmetic & customer service issues that need to be addressed. Tasks were assigned, and DDA staff will follow up to be certain they are addressed.

Parking Equipment

4th & William Equipment

The cost proposal was finalized and signed in November. Equipment is being ordered and installation is expected to occur in early 2018.

Elevators

There were 4 elevator calls for service in the last month. They were located at:

2 – Ann & Ashley South

1 – Maynard Alley

1 – 4th & William Alley

Equipment

RPS IT staff hired a network design consultant to help design a plan for connecting all structures and lots to the new fiber the city is installing. When the discovery phase is complete, a recommendation will be provided.

RPS IT staff has been working to check all network and IT cabinets throughout the system. This work has included cleaning, relocating, and repairing as needed.

Parking Construction

Fourth & William Stair/Elevator Improvement Project

The remaining punch list includes minor cosmetic touch ups.

Ann Ashley Expansion

Following a resolution by the DDA Board to move forward with an addition to the Ann Ashley structure, CWI has been asked to move forward with construction drawings and bid documents. A draft contract was received and is under review by DDA Attorney.

4th & Catherine Solar Pilot Project

An RFP was released mid-October. DDA and Republic Parking staff assisted Mr. Konkle in reviewing the responses in November. One firm was selected to meet with staff and provide additional information. At the meeting ownership and financing options were reviewed. Staff will be making a recommendation to the Committee.

Fence installation continued in November. As of November 27, work is complete at all structures except for the Forest structure. Work there is expected to be complete by November 28.

Total costs so far (expended from the October DDA Board authorization of \$400,000.00)-

Fencing costs paid to date	\$135,496.85
Labor Costs through November 20	<u>\$32,867.00</u>
Total	\$168,363.85

Carl Walker Inc. is providing specifications for fencing options on the levels below the roof top. RPS staff will seek bids for the initial round of that work, using the remaining funds from the October authorization.

Transportation

Go!pass Summary

Go!pass Outreach

Go!pass Renewal email sent to 458 recipients on 10/11/17

- 2016-2017 - Renewal orders received to date: 405 companies
- 2016-2017 - New orders received to date: 49 companies
- 2017-2018 - Renewal orders received to date: 383 companies
- 2017-2018 - New orders received to date: 18 companies

New go!pass companies for 2017-2018

- Ama Bistro
- Ann Arbor Running Company
- Community High School
- CVS Pharmacy
- Edwards, Ellis, Armstrong & Company
- Give and Take, Inc.
- Iglesia Martell Law Firm
- Mandell Growth Consulting
- Saganworks
- Smoke's Pouterie

2015-2016 – Go!pass sales as of 11/21/2015: 5,795 passes ordered by 422 organizations (8/2015-11/2015)

2016-2017 - Go!pass sales as of 11/21/2016: 5,562 passes ordered by 418 organizations (8/2016-11/2016)

2017-2018 - Go!pass sales as of 11/21/2017: 5,294 passes ordered by 401 organizations (8/2017-11/2017)

Without a review of business licenses for downtown organizations, our walk-arounds ahead of go!pass renewals being finalized lead us to suspect two factors. First, a number of properties being under construction/re-construction have displaced some previous pass customers. Bringing that construction to a close should result in some recovery of customer numbers. Second, there are a number of organizations that are no longer downtown, whether due to growth causing a move or the organization no longer existing. This is not uncommon in high turnover tech communities, and should be expected as new tech companies are fostered downtown and develop. As we look at ridership trends, we will have a better sense of whether this means that there is more SOV diversion or less.

Bike Parking

Current rentals good till 3/31/18

- Bike Locker Rentals as of 11/21: 15 rentals of 23 available lockers (65%)
- Maynard Bike House Rentals as of 11/21: 12 rentals of 28 spaces (43%)
- Ann Ashley Bike House Rentals as of 11/21: 39 rentals of 27 spaces (144%)

6 bike lockers located at 5th and Huron will be removed and placed storage due to lot closing to public parking. We contacted the City to see if we could move any or all of them to a space at City Hall, but it does not look like this is possible. Refunds will be provided to displaced users. One user moved to a bike house.

Longer term, we are starting a conversation on how bike parking should be considered in a longer-term planning concept. With the loss of these parking opportunities, we are looking at locations that should encourage further permanent bike parking given the continuing community interest. This is the start of a conversation that may lead to further conversations with the Committee.

getDowntown Projects & Other Updates

We are finalizing survey language to begin distribution. We are now looking at distribution timing in order to avoid complications from attempting to survey through the holidays.

Work is commencing on the getDowntown website reconstruction. We are excited to begin this opportunity to provide a better information experience for our customers.

Conquer the Cold is coming. Registrations will open December 4th for individuals, with the contest running through the month of January. If you are interested in sponsorship opportunities or providing contributions to the challenge, please contact the getDowntown office.

AAATA is working with RITMO on analyzing ways to reduce trip times for less productive routes, some of which come into downtown. Conclusions have not yet been reached, and there is not a deadline for this project, but as conversations continue around downtown access there are opportunities for new mobility features to be considered.

AAATA has finalized a partnership with SEMCOG for a new, web-based ridematching platform for the region. This will serve all seven counties of SE Michigan, and allow for a one-stop shop for regional matching of carpools. AAATA will be putting information out in December and January to ask carpools to register at www.commuterconnectmi.com.

DDA staff has been in contact with representatives from MAVEN and Zipcar regarding contracts that are set to expire at the end of 2017. Both companies have expressed interest in maintaining a presence in downtown Ann Arbor.