

**Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, April 3, 2019**

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

1. ROLL CALL

Present: Tyler Kinley, Marie Klopf, Howard Lazarus, Joan Lowenstein, Molly McFarland, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, Phil Weiss

Absent: Bob Guenzel, Jessica A.S. Letaw

Staff: Joseph Morehouse, Deputy Director
Maura Thomson, Communications Manager
Amber Miller, Capital & Private Projects Manager
Jada Hahlbrock, Manager of Parking Services
Liz Rolla, DDA Project Manager
Kelley Graves, Management Assistant

Audience: Ray Detter, Downtown Citizens Advisory Council
Mike McKiness, Republic Parking System
Oliver Kiley, SmithGroup
Chris Wall, City
David Diephuis, resident
Alan Haber
Chris Tompkins, resident

2. APPROVAL OF THE BOARD MEETING AGENDA

Mr. Weiss moved and Mr. Orr seconded the motion to approve the agenda.

A vote on the motion to approve the agenda showed:

Ayes: Kinley, Klopf, Lazarus, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Guenzel, Letaw

The motion was approved.

3. AUDIENCE PARTICIPATION

Alan Haber reported that his 6th annual Earth Day celebration is coming up and all are welcome. He asked that the DDA become an event co-sponsor.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Mr. Detter reported that Ms. Pollay gave the CAC an update on the DDA's People-Friendly Streets projects, followed by Q&A. There was discussion about the importance of keeping neighborhood walking traffic patterns in mind during construction

and concern expressed regarding the Huron/Ingalls crosswalk. Some left the meeting early to attend the Planning Commission meeting where the DTE project on Broadway was being reviewed.

5. DDA MEMBER COMMUNICATIONS

Ms. Klopf reported that Ms. Letaw will hold her next "Downtown Hall" that evening from 7-8:30pm in the Pittsfield Library and her next "Walk and Talk" on April 6th at 10am at the Blake Transit Center focusing on the William St Bikeway. All are welcome.

In response to the CAC concern about the Huron/Ingalls crosswalk, Mr. Lazarus reported that the City will install a signal next year. Mr. Lazarus also reported the City approved its portion of Bike Share program funding, and warm weather will likely see the scooters return.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

None.

7. APPROVAL OF MINUTES

Ms. Lowenstein moved and Mr. Narayan seconded the motion to approve the minutes.

A vote on the motion to approve the minutes showed:

Ayes: Kinley, Klopf, Lazarus, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Guenzel, Letaw

The motion was approved.

8A. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS COMMITTEE

Project Updates: Ms. Rolla shared construction details for the first weeks of the Huron St project, slated to begin the week of April 8th. Mr. Mouat said that MDOT rejected the request to allow non-rush hour parking on Huron; other requested changes are still under consideration. William St construction will begin after Commencement. Ms. Thomson outlined details for a bicycle awareness and education outreach plan.

William St Project: Mr. Mouat referenced a memo in the board packet explaining the bid process, noting that although there was much contractor engagement during the pre-bid period, only one bid was received. He said the City engineer had attended the Committee meeting and shared that the City was experiencing similar results. Mr. McKinnon said he remained concerned about single-bid responses and the need to find other options. **Mr. Mouat moved and Mr. Weiss seconded the following resolution:**

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

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian and bicycle improvements;

Whereas, In November 2017 the DDA began work on its William Street Bikeway Project, including selecting its consultants and establishing an \$11.4M project budget as part of its First, Ashley, and William Street Projects;

Whereas, In July 2018 and February 2019, the DDA approved transportation elements and final design, respectively, including 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 and City watermain consolidation as part of the construction bid package;

Whereas, Competitive bids were received on March 15, 2019 and Fonson Company Inc. of Brighton, MI, was the only bidder at \$2,672,800 including City of Ann Arbor water main work; and

Whereas, Approximately \$1.1M of the contract costs are attributable to the City's water main and resurfacing work and will be reimbursed to the DDA by the City;

RESOLVED, The DDA approves the selection of Fonson Company, Inc. as contractor for the William Street Improvement Project with a contract amount of \$2,672,800 which includes City of Ann Arbor costs for water main work and street resurfacing;

RESOLVED, That a contract contingency amount of \$267,280 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 \$267,280.

RESOLVED, That the watermain work and City street resurfacing portion is contingent upon City 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 water main work; 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: Kinley, Klopf, Lazarus, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Guenzel, Letaw

The resolution was approved.

Mr. Mouat moved and Mr. Orr seconded the following resolution:

RESOLUTION TO APPROVE A CONSTRUCTION COST SHARING AGREEMENT WITH DTE FOR THE HURON STREET PROJECT

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian improvements;

Whereas, In spring 2019 the DDA will begin construction on Huron Street to install new sidewalks, pavers, landscaping, light poles and seating from Third Street to Division Street;

Whereas, In spring 2019 DTE Energy will also begin construction on Huron Street to install a new gas main from 4th Avenue to Thayer;

Whereas, The DDA Capital Improvements Committee requested that staff pursue a cost share agreement for the overlapping work areas to save cost and reduce community impact;

Whereas, DTE and DDA have drafted the attached cost-sharing agreement;

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

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

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

Ms. Miller some changes had been received from DTE after the Board packet was released and they are being reviewed by the DDA Attorney; she affirmed that none were substantial or impacted budgets or timelines. Ms. Klopf asked if the Board needed to wait for the final document to approve the resolution. Ms. Miller offered to print out the changes for Board review, noting there is a time sensitivity as the project will begin next week. **Mr. Mouat moved the following amendment to the resolution clause, seconded by Mr. McKinnon:**

"Resolved, The DDA Board authorizes the Executive Director and Board Chair to sign the cost-sharing agreement with DTE, subject to final review by the DDA Attorney."

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

Ayes: Kinley, Klopf, Lazarus, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Guenzel, Letaw

The amendment to the resolution was approved.

A vote on the motion to approve the resolution as amended showed:

Ayes: Kinley, Klopf, Lazarus, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Guenzel, Letaw

The resolution as amended was approved.

Mr. Mouat moved and Mr. Weiss seconded the following resolution:

RESOLUTION TO APPROVE THE PURCHASE OF STREETLIGHT POLES AND LUMINAIRES FOR THE HURON STREET PROJECT

Whereas, The DDA's Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian improvements;

Whereas, In spring 2019 the DDA will begin construction on Huron Street to install new sidewalks, pavers, landscaping, light poles and seating from Third Street to Division Street;

Whereas, The DDA and City worked together to select a streetlight pole and luminaire that aligned with the project goals and community input, while meeting the City's warranty requirements and long-term maintenance needs;

Whereas, The DDA will begin construction on Huron Street in spring 2019 and it is now necessary to purchase 111 streetlight poles and 184 luminaires;

Whereas, in March 2019 the DDA sought bids from regional distributors and Caniff Electric Supply provided the most competitive prices for a total of \$375,962.00; and

Whereas, The required funds are included in the Huron Street Project Budget and the DDA Capital Improvements Committee recommends approval;

RESOLVED, That DDA Board approves a purchase order to Caniff Electric Supply in the amount of \$375,962.00 for the purchase of 112 streetlight poles and 184 luminaires; and

RESOLVED, That the DDA Executive Director be authorized to take necessary administrative actions to implement this resolution.

A vote on the motion to approve the resolution showed:

Ayes: Kinley, Klopf, Lazarus, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Guenzel, Letaw

The resolution was approved.

Mr. Mouat moved and Ms. Klopf seconded the following resolution:

RESOLUTION TO APPROVE AN AGREEMENT WITH MATERIALS TESTING CONSULTANTS, INC. FOR MATERIAL TESTING SERVICES

Whereas, The DDA Board approved the Huron Streetscape Project and the William Improvement Project, with construction planned for spring 2019;

Whereas, Material testing is required to ensure materials used meet specifications;

Whereas, Materials Testing Consultants, Inc. was one of five firms selected by the City of Ann Arbor through a competitive RFP process (RFP 18-02) to provide ongoing material testing services;

Whereas, To ensure consistency with the City and within City streets, DDA staff regularly use the City procurement process to select material testing services for DDA projects within the public right of way;

Whereas, Of the five firms selected by the City, DDA staff recommends Materials Testing Consultants, Inc. to provide testing services;

Whereas, The required funds for the construction inspection are included in the approved DDA project budgets;

RESOLVED, The DDA Board approves a Professional Services Agreement with Materials Testing Consultants, Inc. in the amount of \$150,000 for Material Testing Services for the Huron Streetscape and William Improvements Projects; and

RESOLVED, The DDA Board authorizes the DDA Board Chair and DDA Director to execute the Agreement with a not to exceed amount of \$150,000.

A vote on the motion to approve the resolution showed:

Ayes: Kinley, Klopf, Lazarus, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Guenzel, Letaw

The resolution was approved.

Mr. Mouat moved and Mr. Orr seconded the following resolution:

RESOLUTION TO APPROVE AN AGREEMENT WITH WADE TRIM FOR GENERAL ENGINEERING SERVICES

Whereas, The Ann Arbor DDA's Development Plan highlights identity, infrastructure, and transportation as key strategy areas that include initiatives such as on-street parking management, street and safety improvements, and sidewalk repairs,

Whereas, Implementing these initiatives requires engineering expertise that the DDA does not have on staff, including drafting Traffic Control Orders, executing transportation and safety studies, and producing civil engineering designs;

Whereas, Wade Trim was one of three firms selected by the City of Ann Arbor through a competitive RFP process (R-17-090) to provide general engineering services as needed;

Whereas, To ensure consistency with the City and within City streets, DDA staff regularly use the City procurement process to select services for DDA projects within the public right of way;

Whereas, Of the three firms selected by the City, DDA staff recommends Wade Trim to provide testing services based on availability and familiarity with DDA projects; and

Whereas, The required funds for the engineering services are included in the approved DDA budgets;

RESOLVED, The DDA Board approves a Professional Services Agreement with Wade Trim in the amount of \$100,000 for General Engineering Services; and

RESOLVED, The DDA Board authorizes the DDA Board Chair and DDA Director to execute the Agreement with a not to exceed amount of \$100,000.

A vote on the motion to approve the resolution showed:

Ayes: Kinley, Klopf, Lazarus, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Guenzel, Letaw

The resolution was approved.

The next Capital Improvements Committee meeting will be Wednesday, April 17 at 11 am.

8B.	SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE
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Parking/Transportation Report: Mr. Orr said the report was included in the on-line version of the Board packet. He said the report now includes Electric Vehicle Charging and solar car port data.

Mr. Orr moved and Ms. Lowenstein seconded the following resolution:

RESOLUTION TO PROVIDE FUNDING FOR THE GO!PASS, SUPPLEMENTAL TRANSIT SERVICE, AND THE GETDOWNTOWN PROGRAM FOR FY 2020

Whereas, The getDowntown program was co-created by the DDA in 1999 and remains a partnership between the DDA, AATA and the City of Ann Arbor to provide transportation assistance to downtown employers, including the distribution of the DDA’s go!Pass;

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 FY20 for the getDowntown program, go!Pass , and other transportation programs as follows:

Program or Service for	FY 2019 Request	FY2020 Request	Request Purpose/Details

Downtown Workers			
getDowntown (not to exceed amt)	\$55,000	\$56,100	TDM marketing/outreach to encourage employees to shift commute modes, including 2 annual campaigns, construction project-communications, and outreach for go!pass renewal. This amount for this year includes the cost to renew the challenge website.
Go!Pass (not to exceed amt)	\$613,100	\$613,100	Transit incentive for employees that increases bus use thus freeing up parking for other users. No change from FY19. Amount estimates projected usage less the projected \$80,000 received from employers for participation in the program.
Route 4 & 5 support (flat amount)	\$78,132	\$81,289	Routes with highest ridership of downtown employees. Allows for offset of expenses for additional service from east of US 23. Important link to Ypsi talent pool
NightRide go!Pass discount (not to exceed amt)	\$12,000	\$12,181	Extremely important service for evening employees who depend on transit to get to work and must return home after fixed route service ends at 11pm
ExpressRide go!Pass discount (not to exceed amt)	\$11,306	\$11,419	Encourages downtown workers to use transit rather than driving alone. Express routes from Chelsea and Canton
TOTAL	\$769,598	\$774,089	.58% increase from FY 19 request

Whereas, The DDA is charged only for actual usage of the go!Pass, getDowntown, Nightride, and ExpressRide, and the amounts shown above are not-to-exceed amounts for these services, while the DDA grant for supplemental transit service on Routes 4 & 5 is a flat amount;

RESOLVED, The DDA approves funding for the transportation services and programs listed above, with funds coming from the DDA's Fiscal Year 2020 (063) Parking Funds.

A vote on the motion to approve the resolution showed:

Ayes: Kinley, Klopff, Lazarus, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Guenzel, Letaw

The resolution was approved.

Mr. Weiss moved and Mr. McKinnon seconded the following resolution:

RESOLUTION TO AMEND THE CONTRACT AMOUNT WITH CARL WALKER INC./WGI FOR THE DESIGN/ENGINEERING OF THE ANN ASHLEY GARAGE EXPANSION PROJECT

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

Whereas, At its October 2017 meeting the DDA voted to construct a three floor expansion of the Ann Ashley parking structure;

Whereas, The garage expansion engineering had been previously commissioned from CWI and was considered to be approximately 75% complete;

Whereas, The DDA resolved that the DDA Executive Director and Operations Committee Co-Chairs were authorized to contract with Carl Walker Inc./WGI to complete the engineering, prepare a site plan, construction drawings for this project, and oversee issuance of bid documents;

Whereas, This contract anticipated completing design development update December 2017 through February 2018, construction documents through May 2018, bidding and contractor award June 2018, and construction July 2018 through August 2019 at a fixed cost of \$585,500 plus an hourly fee of up to \$217,500 to oversee bidding and construction;

Whereas, The project team's initial meeting with the Planning Department was on January 9, 2018, and following that, the site plan review process involved numerous modifications, meetings, and presentations, including three revised submittals and additional requests such as an ALTA survey;

Whereas, It is hoped that the last submittal in early March 2019 may now be deemed sufficient, and that the project may be presented to the Planning Commission in May 2019 and City Council in June or July 2019;

Whereas, Unanticipated design costs were incurred as a result of the site plan review process;

Whereas, CWI has requested additional planning and design fees of \$188,346, indicating that this amount will enable them to oversee the remainder of the process until construction;

Whereas, The DDA Operations Committee recommends approval of these additional fees;

RESOLVED, The DDA approves an amendment to its contract with Carl Walker Inc./WGI of \$188,346 to cover the cost of increased planning and design fees for the Ann Ashley garage expansion project.

A vote on the motion to approve the resolution showed:

Ayes: Kinley, Klopf, Lazarus, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr, Weiss

Nays: None

Absent: Guenzel, Letaw

The resolution was approved.

Mr. Weiss moved and Mr. Orr seconded the following resolution:

RESOLUTION TO APPROVE A PROJECT BUDGET FOR THE RENOVATION OF THE DDA PARKING OPERATOR CUSTOMER SERVICE/ADMINISTRATIVE OFFICE AND THE SELECTION OF KRULL CONSTRUCTION AS CONTRACTOR

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

Whereas, The parking system has grown in size and complexity, and during this growth the DDA has remained committed to providing a high level of customer service to patrons;

Whereas, The parking operators customer service and administrative office constructed by the DDA in the Maynard garage now needs renovation, including an expansion of the customer service area and the addition of another bathroom;

Whereas, The DDA Operations Committee directed DDA staff to fully research two options to address these space needs, including the option to lease space in a downtown building for a new parking operator customer service/admin office or the option to renovate the existing office including securing construction bids;

Whereas, DDA staff brought back information to the Operations Committee on both searches, and the Committee determined that renovating the existing office would be less expensive than leasing an office when calculated against the remaining 14 years of the DDA parking contract, and less disruptive to parking patrons than moving this office;

Whereas, The Operations Committee reviewed the five bids received for the office renovation, and Krull Construction was determined to be the lowest responsible bid at \$454,300;

Whereas, The Operations Committee recommends the selection of Krull Construction as contractor, and the establishment of a project budget that included contingency funds;

RESOLVED, The DDA approves the selection of Krull Construction as contractor for the Maynard Structure Office Project with a contract amount of \$454,300;

RESOLVED, That a contract contingency amount of \$45,700 be established within a project budget of \$500,000 and that the Executive Director be authorized to approve additional change orders to the construction contract with Krull Construction not to exceed \$45,700.

RESOLVED, That the Ann Arbor DDA Board Chair and Executive Director are authorized to sign the contract with Krull Construction and take the necessary administrative actions to implement this resolution to allow the work of the project to proceed without delay.

Mr. McKinnon asked to postpone voting to allow for further discussion on alternative options. Mr. Weiss recommended and there was consensus to allow Ms. Hahlbrock to give the presentation she gave at the Committee meeting about the options available to address customer service office space needs. Ms. Hahlbrock said the renovation construction bids would lapse May 3rd; the next DDA meeting would be May 1st. **Mr. McKinnon moved and Mr. Lazarus seconded a motion to postpone voting on the resolution.**

A vote on the motion to approve postponing a vote on the resolution showed:

Ayes: Kinley, Klopf, Lazarus, Lowenstein, McFarland, McKinnon, Mouat, Narayan, Orr

Nays: Weiss

Absent: Guenzel, Letaw

The resolution was approved.

The next Operations Committee meeting will be on Wednesday, April 24 at 11 am.

8C. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

Ms. Klopff reported that there was no Finance Committee meeting for March.

The next Finance Committee meeting will be on Thursday, April 25 at 1 pm.

8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE

Ms. Lowenstein reported that Peter Allen presented the latest version of his students' work, including suggestions for redeveloping the former Y-Lot.

Mr. Carpenter shared that the Bike Share program will relaunch this spring and AAATA was awarded a grant to pilot a new automated chair list system on its buses. Public input is being sought ahead of the service changes in August and for possible BRT (Bus Rapid Transit). Mr. Carpenter is seeking possible grant opportunities at both the State and Federal level.

Council member Ramlawi discussed his ordinance to ban 2-stroke leaf blowers in the DDA District. Mr. Ramlawi shared his wish that the DDA will demolish the 415 W. Washington building; this topic will be discussed at the May Partnerships Committee meeting.

The next Partnerships Committee meeting will be on Wednesday, April 10 at 9 am. (DDA only)

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE

Ms. Klopff reported that the committee reviewed the board meeting agenda.

The next Executive Committee will be on Wednesday, May 1 at 11 am.

9. NEW BUSINESS

None.

10. OTHER AUDIENCE PARTICIPATION

None.

11. ADJOURNMENT

There being no other business, Mr. Orr moved and Mr. Weiss seconded the motion to adjourn. Ms. Klopff declared the meeting adjourned at 1:30 pm.

Respectfully submitted,
Susan Pollay, Executive Director

PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, April 10, 2019

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

Time: 9:00 a.m.

Present: Bob Guenzel, Tyler Kinley, Jessica A.S. Letaw, Joan Lowenstein, Keith Orr

Absent: Marie Klopf, Howard Lazarus, Molly McFarland, Darren McKinnon, Rishi Narayan, John Mouat, Phil Weiss

Staff: Susan Pollay, Kelley Graves

Others: Wendy Carty-Saxon, Larry Catrinar, and Jason Potter/Avalon Housing; Jennifer Hall/AAHC

Public: Dave Diephuis, Ray Detter/CAC

DDA Housing Fund: Avalon Housing representatives presented a grant request for \$190,000 to enable them to 1) install fire suppression in their properties located at 518 S. Division, 522 S. Division, 532 N. Main, and 411 N. Ashley (\$110,000) to bring these units up to HUD local code (22 SRO units); and 2) reinforce the structural support for the front portico at 819 Third Street to safeguard the basement unit (\$80,000). Questions were asked and answered. Noting that fire suppression required an urgent response, Committee members indicated their support to bring forward a resolution to the May DDA meeting recommending DDA support for this request out of FY19 funds. The DDA's prior commitment to the Y-Lot redevelopment would remain in place, as it is anticipated the funds would be replaced by the time any future project moves forward.

Ms. Hall presented a AAHC request for a grant not to exceed \$256,658. These funds would be used to undertake a variety of necessary repairs at Baker commons: 1) new roof membrane, snow guards and roof ceiling vents/fans, 2) replace copper plumbing and fasteners, 3) repair common area flooring, 4) install LED hallway light fixtures, and 5) install a new brick monument sign. Questions were asked and answered. The copper plumbing costs have been estimated to be \$120,000 to \$150,000, so it was recommended that the grant to the Housing Commission be framed as a "not to exceed amount." The grant will be paid upon invoices received. It was recommended that if the grant were made over two fiscal years, that the roof and ceiling components should move forward together in the first year of the grant. Committee members indicated their support to bring forward a resolution the May DDA that would provide a not-to-exceed amount grant to the AAHC in the amount of \$256,658, with the roof and ceiling portion to be paid in FY19, and the remainder in FY20. As with the Avalon grant, the Committee would assert DDA's continued commitment to its Y-lot funding, with funds to be replaced by the DDA in its FY20 and FY21 budget transfers from its TIF to its Housing Fund.

Avalon and AAHC both presented information on the demographics of their residents. Some residents are downtown employees; all are downtown users.

Ms. Pollay shared a draft document outlining the history of DDA's Housing Fund grants. She thanked Mr. Kinley for his help providing advice on how to convey this information. Ms. Hall and Ms. Carty-Saxon agreed to review the draft document, and provide additional details.

Public Workshop Series on Affordable Housing: Ms. Pollay said she has been trying to arrange a possible keynote speaker; Ms. Letaw offered to assist.

Public Comment: Mr. Diephuis expressed appreciation for Avalon Housing and the AAHC providing information on how supporting affordable housing meets the DDA's mission. He said he would be interested in seeing more on other fund sources both organizations have or will explore to handle future needs, separate from the DDA. He also suggested the installation of signage at the affordable housing locations. Mr. Diephuis applauded Ms. Hall for the detailed AAHC monthly reports including their resident demographics.

The next Partnerships Committee meeting is scheduled for Wednesday, May 8th and will include the DDA partners.

The meeting adjourned at 9:50 am.

Respectfully submitted
Susan Pollay, DDA Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, April 17, 2019 11:00 am**

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

Time: 11:00 a.m.

Present: Tyler Kinley, Jessica A.S. Letaw, Joan Lowenstein, Darren McKinnon, John Mouat, Phil Weiss

Absent: Robert Guenzel, Marie Klopf, Howard Lazarus, Molly McFarland, Rishi Narayan, Keith Orr

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

Other: Oliver Kiley/Smith Group

Public: Ray Detter/Downtown Area Citizens Advisory Council

First & Ashley: The status of work and project timeline were reviewed. At its next two meetings, CIC will prioritize project elements block-by-block, so it can present a design recommendation to the DDA for approval at the July board meeting. Questions were asked and answered.

Repair Projects: There was consensus to bring three resolutions to the May DDA meeting: approve the selection of STE as contractor to demolish the 4th Avenue canopy and a related resolution to approve a cost-share agreement with Wickfield Properties for this demolition, and a resolution to approve a one-year renewal with Heritage Lawn Care for general right-of-way repair services, including bike hoop installations.

Litter Cans: Ms. Miller said the City is replacing sidewalk receptacles with new cast aluminum containers and has asked DDA to pay for units in its current project areas (approx 50 receptacles at \$1,500 each). The DDA logo would be stamped on the containers. Questions were asked and answered. There was CIC consensus to purchase the full quantity if there is a quantity cost break, and if not, purchase project by project. A resolution will be brought to the DDA for this purchase.

Construction Updates: Ms. Rolla said remaining 5th & Detroit work has restarted. Mr. Mouat suggested capturing stakeholder feedback. The Huron project is underway. Questions were asked and answered. Ms. Miller reported the cost-sharing agreement for the William Street project was approved by Council. Construction to begin after UM Commencement. Staff informed the committee that construction of the Collegian North private development project in the 1100 block of South University is planned to be complete this summer. As a reminder, upon completion, the developer will complete work on the remainder of the block and the DDA will reimburse the developer for costs related to portions of the project outside of what is required by the City

Next Capital Improvements Committee meeting: Wednesday, May 15 at 11 am.

The meeting adjourned at 12:55 pm.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, April 24, 2019**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 am
Present: Robert Guenzel, Tyler Kinley, Howard Lazarus, Joan Lowenstein, Darren McKinnon, John Mouat, Rishi Narayan, Phil Weiss
Absent: Marie Klopf, Jessica A.S. Letaw, Molly McFarland, Keith Orr
Staff: Susan Pollay, Joe Morehouse, Jada Hahlbrock, Maura Thomson, Amber Miller, Kelley Graves
Others: Chris Simmons/getDowntown, Mike McKiness/RPS, John Fournier/City, David Diephuis

MAVEN: Ms. Hahlbrock said MAVEN has asked to increase their car-share spaces because customer demand is exceeding their optimum utilization goals. DDA makes car share spaces available to encourage employees to commute using transit, walking or bike by having a vehicle available to them during the day for meetings. The committee asked Ms. Hahlbrock to request data from MAVEN to help them in their decision making.

Fencing: Ms. Hahlbrock said that deterrent chain link fencing was added to all garage rooftops and many garage floors, but 4th & Washington presents unique design considerations; staff were asked to obtain a rendering of design options for review at the next Operations Committee meeting.

RPS Customer Service/Admin Office: The committee continued its discussion, including a renewed focus on whether or not to pursue construction of a parking office as part of the Ann Ashley expansion. It was confirmed that a separate site plan would need to be pursued. Questions were asked and answered. A resolution regarding this project had been postponed at the April DDA meeting and will be revisited at the May meeting. Mr. McKinnon indicated that he will bring an amendment aiming to offset the Maynard office construction costs by future operating cost cuts.

Monthly Parking & Transportation Report: Ms. Hahlbrock summarized the highlights of the April report including RPS's work to tag 100+ abandoned bikes, its spring preventative maintenance on Epark machines, repair and replacement of damaged or bent meter posts, and placement of the in-street bike racks with new banners. The spring parking structure wash downs are underway with attention to minimizing impact on available parking and the annual bike locker cleaning was completed. Ms. Amber said the Ann Ashley Expansion Project site plan is scheduled to go to Planning Commission on May 21st and to Council in July.

Ms. Hahlbrock noted the AAPD letter praising RPS for their response and assistance with the stabbing incident in the Library Lane structure on April 8th. Mr. McKiness said that the Police said that an RPS worker at Library Lane sensed things were amiss and proactively followed the individuals into the garage, and her immediate call to the Police likely saved the individual's life. Ms. Hahlbrock and Ms. Pollay also commended RPS for its responsiveness throughout the day and into the night to assist the AAPD and parkers.

Mr. Simmons summarized the go!Pass and overall getDowntown ridership data provided in the Report. Commuter Challenge sign up is open until the end of the month. Plans are underway to create a go!Pass 20th anniversary marketing campaign to begin this fall.

Other Business:

Public Comment: None.

The next Operations Committee meeting is scheduled for Wednesday, May 29 at 11 am.

The meeting adjourned at 1:05 pm.

Respectfully submitted,
Susan Pollay, Executive Director

STAFF DRAFT

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Thursday, April 25, 2019**

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

New DDA Staff: The Committee welcomed Sara McCallum, the DDA's new Accounting Director/Deputy Director. Sara shared information about herself, including her time at Pere Marquette Charter Township and City of St. Joseph. Ms. McCallum will be working with Mr. Morehouse until his retirement.

Financial Statements: The March Expense Register was reviewed. Questions were asked and answered. Mr. Morehouse provided an overview of the 3rd Quarter Financial Reports, Funds Committed Report and Parking Revenue Comparison Report. A new report, the Street Bond Fund Income Statement will now be included in the Finance Committee packet. Questions were asked and answered.

DDA Budget Approval Process: Mr. Morehouse said that he and Ms. Pollay presented the DDA FY20 and FY21 budgets at Monday's City Council Work Session. Ms. Pollay thanked DDA staff for their work assembling and reviewing the presentation.

Bond Procurement/Ann Ashley Addition Bond: The Ann Ashley Expansion project is due to go to Planning Commission on May 21st and Council in July.

Public Comment: None.

The next Finance Committee meeting is scheduled for Thursday, May 30 1:00 pm.

The meeting adjourned at 1:42 pm.

Respectfully submitted,
Susan Pollay, DDA Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, April 3, 2019

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:10 a.m.
Present: Marie Klopf, Keith Orr, Joan Lowenstein, Darren McKinnon, Phil Weiss (ex officio)
Absent: Susan Pollay (ex officio)
Others: Amber Miller, Maura Thomson

Committee actions and discussions

Agenda Review. The Committee members reviewed the April DDA monthly meeting agenda. Questions about resolutions were asked and answered.

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

Parking & Transportation Report April 2019

Parking Operations

Special Events in April

4/5 Fool Moon
4/6 Monroe Street Fair
4/7 FestiFools
4/21 & 22 Earth Day at Library Lane surface lot

Special Event Meter Bag Fee Waivers/ Free Parking in April

4/5 Fool Moon \$1275
4/7 FestiFools \$400
4/21 & 22 Earth Day at Library Lane surface lot \$1,150

Meters

Republic Parking meter staff has tagged over 100 bikes and will facilitate a pick up of these abandoned bikes with Community Standards officers this month.

Meter staff have been busy with spring preventative maintenance on epark machines. They now have about 80% of the machines complete. They have repaired or replaced meter posts that were damaged or bent during the winter. Staff has also been making updates and repairs to signage in the Farmers Market lot.

General Operations

On Monday April 8 at 2:00 pm there was an incident at the Library Lane structure that resulted in a young person being stabbed multiple times. A Republic Parking staff member and a few parking patrons were the first to encounter the individual. They quickly called 911 and turned their attention to the victim, important steps that saved the life of the victim. Republic Parking staff immediately worked to coordinate the equipment and personnel necessary to assist the AAPD in closing the structure and securing the scene. Republic Parking staff then worked for many hours to direct traffic and provide information to parkers. Republic Parking staff stayed on-site monitoring the situation until 2:00 am at which time the AAPD was done with their work and turned the facility back over to Republic Parking staff. Staff then worked through the night to clean up the scene and prepare for opening the next morning.

There were several large events in early April that required extra attention by Operations staff. Fool Moon moved to Farmers Market lot and new plaza area. The event brought a significant number of parkers to the Ann Ashley structure. Hash Bash brought increased activity throughout the system. Prepay operations were in place at Forest and 4th & William for Hash Bash and managers were on site to assist with egress.

Since the last report Republic Parking operations staff also dealt with an active shooter alert on UM campus and took appropriate steps at the Forest and Maynard structures to ensure staff and patron safety.

Parking System Maintenance/Equipment

The spring parking structure wash downs have been completed at Ann Ashley and will soon be underway at 4th & Washington. This work is important to extend the life of the structures. During this work Republic Parking must work within noise ordinance limits and be sensitive to neighboring residents and businesses. They notify near neighbors and businesses by direct contact or letters. Republic Parking also performs and stages the work so that it has minimal impact on available parking.

City/DDA Parking Enforcement and Operations Group

The group met on April 18th. March transaction and issued ticket information was discussed. Discussion also included tagging and removing abandoned bikes, and special event meter bags. Community Standards, Treasury, Republic Parking, and DDA staff shared updates and information.

Tally Hall Condominium Meeting

Next meeting scheduled for April 23.

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.

Electric Vehicle Charging & Solar Carport

The solar canopy has been inspected by the firm that designed and installed it. No repairs were needed.

City staff approached the DDA about a possible solar canopy and electric vehicle charging stations at the Palio Lot. City staff will share information about the proposed project at an upcoming Operations Committee meeting.

Also at an upcoming Operations Committee meeting DDA staff will bring information and options about next steps in expanding electric vehicle charging in the parking system.

Parking Construction

Ann Ashley

Site plan was submitted several weeks ago for the third time. Team hopes to be at Planning Commission in May. DDA and Republic Parking staff met with the project team to review operational needs for the facility. Republic Parking staff made recommendations and has been helpful in deciding placement of future parking equipment, call boxes and other operational elements.

Transportation

Bike Parking

Republic Parking placed 7 in-street bike racks in early April. Each rack can accommodate 14 bikes. This year all racks have new banners.



The annual bike locker cleaning, inside and out, was completed by Republic Parking on 4/9/19.

Current rentals:

- Bike Locker Rentals: 6 rentals of 10 available lockers (60%)
- Maynard Bike House Rentals: 11 of 28 spaces (39%)

- Ann Ashley Bike House Rentals: 35 of 27 spaces (130%)

Go!pass Summary - March

Total # of companies in program = 407
 Total # of active passes = 5,671
 Total # of unique passes used = 2,876

New go!pass companies for March 2019

- Oxford Companies
- 911 iPhone Repair
- Integrated Database Systems
- Urban Rider Cargo Bikes

Quarterly ridership

	<i>January 2019</i>	<i>February 2019</i>	<i>March 2019</i>
Go!Pass Usage	46,391	46,825	51,057
NightRide Usage	475	409	396
ExpressRide Flexpass	1580	1644	1841

As reported last quarter, this is shaping up to be a very average year as compared to the ten-year average, even with the difficulties of a particularly nasty set of winter weather. While this is a drop from last year’s Q3 numbers, this is consistent with a couple of patterns that are under investigation. AAATA saw a similar drop in ridership connected to the University when the telecommuting policy was changed two years ago for employees and staff. Given the efforts to make downtown attractive to technology companies, both in terms of start-up spaces as well as lease spaces, staff is working with the AAATA Planning staff to determine if these efforts are having an impact on ridership. Additionally, given the interest in biking reflected in the 2018 Program Survey and with the increase of available e-bike options on the market, staff is also looking for ways to see if there is a corresponding increase in bike trips into downtown. This particular issue will be explored with City staff.

Other Activities

- Commuter Challenge registrations are open through April 30th. Thanks go to the Sustainability Superstar, Google, Bike to Work Day Sponsor, Atomic Object, and all of the other sponsors for this year’s challenge, including Ann Arbor State Bank and First Martin. We are emphasizing more events around this year’s campaign, especially including organizing a Bike to Work Week kick-off event to highlight the William Street cycle track project. We are also looking at using the results from this year’s challenge to do outreach to downtown organizations with carpool or vanpool users to do some specific focus group research on how we can encourage more shared-rides into downtown.
- Staff presented to the Ann Arbor Transportation Commission on 4/17 regarding the results of the 2018 Program Survey. Commissioners were interested in how the growing interest in e-bikes could encourage a new population of bicyclists into downtown, especially from hilly areas or from longer distances than we’ve traditionally seen.
- getDowntown is looking for additional business testimonials on how the program or go!pass contributes to their success. Board members are encouraged to contact the office and provide their success stories.

- Staff has begun work on a 20th Anniversary marketing campaign, with a goal of starting that campaign between go!pass renewals and the start of the new go!pass year in November.

From: Alexandra Hoolehan
To: Jada Hahlbrock ; Susan Pollay
Subject: Maven Space Acquisition

Hi Jada & Susan,

Our member growth and utilization continues to be on the rise in Ann Arbor. In 2018 we gained an additional 3000 members in Ann Arbor alone, and are tracking to top that in 2019! To support the demand, we'd like to add a few spaces at some of the garages/lots we currently have cars at, as well as venture into new locations to get closer to our members who use us most.

Here's what we currently have:

Lot Name	Address	# of Spaces
First & Washington	221 W. Washington St, Ann Arbor 48104	2
Forest Structure	650 S. Forest Avenue, Ann Arbor 48104	3
Fourth & Catherine	121 Catherine, Ann Arbor 48104	1
Fourth & William	115 E William St, Ann Arbor 48104	1
The Yard	615 S. Main St, Ann Arbor	2
Ann Ashley Garage	220 N Ashley St, Ann Arbor 48104	1

Here's what we'd like to add, in order of preference:

Lot Name	Address	Curerently location / New location	# of NEW spaces desired	Start date
Maynard	324 Maynard Ann Arbor	New location	1 or 2	ASAP
Liberty Square	510 E Washington Ann Arbor	New location	1 or 2	ASAP
Fourth & William	115 E William St, Ann Arbor 48104	Curerently location	1	ASAP
Forest Structure	650 S. Forest Avenue, Ann Arbor 48104	Curerently location	1	ASAP
First & Washington	221 W. Washington St, Ann Arbor 48104	Curerently location	1 (last resort)	ASAP
Fourth & Catherine	121 Catherine, Ann Arbor 48104	Curerently location	1 (last resort)	ASAP

Is there any opportunity to acquire an EV charging space at any of the above locations? We'd like to relocate our Volt at Fourth & Catherine to another charging location.

Please let me know if you have any questions. We're excited to hear your thoughts.

Thank you,

Alex Hoolehan Warfield
 Assistant Market Manager – SE Michigan

