

**Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, July 10, 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: Howard Lazarus, Tyler Kinley, Marie Klopf, Jessica A. S. Letaw, Joan Lowenstein, Molly McFarland, Darren McKinnon, Keith Orr, Phil Weiss

Absent: Bob Guenzel, John Mouat, Rishi Narayan

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

Audience: Kelly Schwartz, AAATA
Ray Detter, Downtown Area Citizens Advisory Council
David Diephuis
Mike McKiness, Republic Parking System

2. APPROVAL OF THE BOARD MEETING AGENDA

Ms. Lowenstein moved and Mr. Weiss seconded the motion to approve the agenda. Prior to the vote, Ms. Pollay requested an amendment to add a resolution thanking Mr. Morehouse for his years of service. Ms. Lowenstein moved and Ms. Letaw seconded a motion to amend the agenda to add the resolution.

A vote on the motion to amend the agenda showed:

Ayes: Lazarus, Kinley, Klopf, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

Nays: None

Absent: Guenzel, Mouat, Narayan

The motion was approved.

A vote on the motion to approve the amended agenda showed:

Ayes: Lazarus, Kinley, Klopf, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

Nays: None

Absent: Guenzel, Mouat, Narayan

The motion was approved.

3. AUDIENCE PARTICIPATION

None.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Mr. Detter reported that a Center of the City Task Force member attended to hear CAC members' views on what they wanted as the Taskforce outcome. In a related note, Mr. Detter said that he had a cordial and open discussion with Library Green representatives Ralph Wilhelm and Will Hathaway regarding possibilities. He said he conveyed that the need for connectivity continues to be the CAC's focus.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw said her next "Downtown Halls" will be that evening at 7pm at the Westgate Library, and the next "Walk and Talk" will be on July 13 with a focus on the DDA's William Street project. All are welcome.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

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

RESOLUTION THANKING JOE MOREHOUSE

Whereas, Joe Morehouse has been a committed and hardworking member of the Ann Arbor Downtown Development Authority staff for more than two decades;

Whereas, Joe Morehouse adeptly managed the DDA finances over this time, as its budgets grew from approximately \$8M/year to \$22M/year, and the DDA took on a number of important projects, including four new parking garages and several multi-million dollar pedestrian and infrastructure improvement projects;

Whereas, Joe Morehouse deftly created and regularly updated the DDA's Ten Year Plan which remains a critical tool supporting DDA decision making;

Whereas, Joe Morehouse also oversaw the DDA's parking system for most of his tenure, and his efforts helped create one of the best public parking systems in the region;

Whereas, Joe Morehouse' great breadth of knowledge, his diligent attention to fiscal details, and his keen insights have been invaluable to the DDA Executive Director and the more than three dozen DDA board members he has served;

RESOLVED, The Ann Arbor Downtown Development Authority extends its great thanks to Joe Morehouse for his abundant contributions to the Ann Arbor Downtown Development Authority, and indeed to the community as a whole.

BE IT FURTHER RESOLVED, That the Ann Arbor Downtown Development Authority extends its best wishes to Joe Morehouse for a happy and fulfilling retirement.

A vote on the resolution showed:

Ayes: Lazarus, Kinley, Klopf, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

Nays: None

Absent: Guenzel, Mouat, Narayan

The resolution was approved.

7. APPROVAL OF MINUTES

Ms. Letaw moved and Mr. Weiss seconded the motion to approve the June minutes.

A vote on the motion to approve the minutes showed:

Ayes: Lazarus, Kinley, Klopf, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

Nays: None

Absent: Guenzel, Mouat, Narayan

The motion was carried.

8A. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS
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Ms. Letaw moved and Ms. Lowenstein seconded the following resolution:

RESOLUTION TO MODIFY THE PROJECT BUDGET FOR THE FIRST AND ASHLEY 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 November 2017 the DDA established a project budget of \$11.4M for its First and Ashley and William Street projects, of which \$9.4M was attributed to First & Ashley Street Improvements;

Whereas In July 2018 the DDA approved bonding the projects, and in January 2019, the City issued the project bond;

Whereas, Bond costs were less than anticipated, resulting in a \$600,000 savings that the Capital Improvements Committee recommends should be applied to the First and Ashley project budget for construction and design costs;

Whereas, This would increase the First and Ashley Improvements Project budget to \$10M;

Resolved, The DDA Board approves a modified budget for the First and Ashley Street project of \$10M which reflects an increase of \$600,000, of which \$450K is for capital expenditure and \$150K for design;

A vote on the resolution showed:

Ayes: Lazarus, Kinley, Klopf, Letaw, Lowenstein, McFarland, Orr, Weiss

Nays: None

Recused: McKinnon

Absent: Guenzel, Mouat, Narayan

The resolution was approved.

Ms. Letaw moved and Ms. Lowenstein seconded the following resolution:

RESOLUTION TO APPROVE A DESIGN FOR THE FIRST AND ASHLEY 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 & bicycle improvements;

Whereas, In November 2017 the DDA began work on its First and Ashley Streetscape project, including selecting its consultants and establishing its project budget;

Whereas, In May 2019 the DDA approved a slate of important First and Ashley design elements based on public input and detailed analysis, and these improvements were also approved by the City's Transportation Commission;

Whereas, A design has taken shape that responds to public input and reinforces the project goals and recommended transportation and safety improvements;

Whereas, The DDA Capital Improvements Committee reviewed the proposed final design and recommends approval;

Resolved, The DDA Board approves a design for the First and Ashley Street Project as recommended by its Capital Improvements Committee;

Resolved, The DDA Capital Improvements Committee will bring the DDA a resolution to initiate construction services after construction bids have been received.

A vote on the resolution showed:

Ayes: Lazarus, Kinley, Klopff, Letaw, Lowenstein, McFarland, Orr, Weiss

Nays: None

Absent: Guenzel, Mouat, Narayan

The resolution was approved.

Ms. Letaw moved and Ms. Lowenstein seconded the following resolution:

RESOLUTION TO CREATE A GRANT PROGRAM TO ENCOURAGE VAULT FILLING

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 2017 The City of Ann Arbor Engineering Department undertook a ground-penetrating radar study to reveal that there may be more than 200 underground building vaults within the DDA District;

Whereas, Through DDA and City projects, efforts have been made to encourage property owners to make building repairs and fill vaults that impede safety and pedestrian improvements;

Whereas, The DDA Capital Improvements Committee recommends creating a pilot grant program further encourage vault filling, which will also enable the DDA to gain a better understanding of the range of costs and hurdles associated with filling vaults to inform the grant program in future years.

Resolved, The DDA Board approves the attached DDA Grant Policy for Fiscal Year 2020, with \$100,000 dollars from the TIF General Repair Funds;

A vote on the resolution showed:

Ayes: Lazarus, Kinley, Klopf, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

Nays: None

Absent: Guenzel, Mouat, Narayan

The resolution was approved.

Project Updates: Brick installation at 5th & Detroit is underway. Rain and site conditions slowed the Huron project, but concrete will be poured this week and the new storm sewer at 4th/Huron was installed. It is expected that 4th Avenue will be open in time for the car show and Art Fair. The north side of William between State and Division has been milled and paved, and the south side will be paved after Art Fair. All work will be buttoned up and the area ready for Art Fair on July 15.

The July 17 Capital Improvements Committee has been cancelled. The next CIC meeting will be Wednesday, August 21 at 11 am.

8B. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE
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Ann Ashley Expansion Project: Mr. Orr said that after setting the idea aside many months ago, the Committee revisited the idea of constructing offices at Ann Ashley, and there is support to pursue it. The resolution slated to go to City Council on July 1st for the construction bond was temporarily postponed to give the board an opportunity to discuss adding this element to the project. Ms. Hahlbrock presented concept slides and said the cost has been estimated at \$4M. Ms. Pollay asked if there was board support to include this cost in the project bond. Questions were asked and answered. There was consensus to review the project at the next Operations Committee meeting and to schedule an August Board meeting to vote on increasing the project budget.

Upcoming Equipment Purchase: Mr. Orr said that DDA staff notified the Committee that the shift from Windows 7 to Windows 10 will necessitate purchasing much new parking equipment this year. Research into equipment options is underway and an RFP is being drafted.

Parking & Transportation Report: There were no questions.

Maynard Office: It was determined there is no benefit to swapping offices with AAPD. There is consensus to hold off on an office expansion until it is determined whether the DDA will support an office build out at Ann Ashley.

Mobility/Parking Presentation: Ms. Thomson had given the Committee an update on the DDA's communication efforts about its various multi-modal programs and strategies.

The next Operations Committee meeting will be on Thursday, July 31 at 11 am.

8C. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

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

Resolution to Modify the DDA's Purchasing Card Policies

Whereas, The DDA has an Accounting Procedures Manual which includes policies regarding the issuance of purchasing cards for DDA employees to enable them to make purchases for items such as meeting refreshments, office supplies, and expenses related to staff training;

Whereas, The Finance Committee recommends that the DDA revise these policies to better mirror the City's purchasing card policies, and that the spending limit for monthly charges be increased;

RESOLVED, The DDA approves changes to its purchasing card policies as recommended by its Finance Committee.

A vote on the motion to approve the resolution showed:

Ayes: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

Nays: None

Absent: Guenzel, Mouat, Narayan

The resolution was approved.

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

8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE

Ms. Lowenstein said that the Committee had met that morning and Partners shared updates. AADL is underway with its Summer Games. It was noted that their meeting spaces are in great demand every day. The Library and AAATA are collaborating to offer free rides with library cards on weekends. AAATA will provide Art Fair shuttle service to/from Briarwood this year, but not Pioneer. AAATA will vote on its budget August 15th. The City reported that its Center of the City Task Force was formed, the new Police Chief was hired and discussions with stakeholders are underway about possibly creating a westside entertainment district. Planning Commission is reviewing the unified building code, and at a recent Planning Commission work session they learned that every \$1 contributed to the Housing Trust Fund can be leveraged to \$25. Training sessions at WCC are underway; these sessions have enormous positive impact on the local economy, businesses. Architect plans were approved for a new Advanced Technology Building.

The next Partnerships Committee meeting will be on Wednesday, August 14 at 9 am (DDA only).

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE
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Ms. Klopf reported that the committee reviewed the board meeting and Annual Meeting agendas.

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

RESOLUTION APPROVING A COMPENSATION CHANGE FOR THE ANN ARBOR DDA EXECUTIVE DIRECTOR FOR FY20

Whereas, Susan Pollay has served as the DDA Executive Director since 1996;

Whereas, DDA members evaluated Ms. Pollay's efforts in FY19, and these reviews noted accomplishments, including working effectively with DDA board members, adept management of DDA operations and administration, and oversight of important DDA projects including:

- Fifth & Detroit project constructed, including Farmers Market improvements, Community High School campus improvements, and safer pedestrian crossings
- Huron Street and William Street projects are under construction, and First and Ashley project designed. A project bond for these four streets was approved by City Council
- Bids for annual parking structure repairs were assembled, bid, and construction underway. Planning for future parking equipment upgrades is underway
- The Ann Ashley expansion site plan was assembled, revised, reviewed by Planning Commission, and project financing will be considered by City Council in August
- Four DDA Housing Fund grants were issued this year
- Several sustainability initiatives were undertaken, including installation of new EVs, a solar carport, new rain gardens, dark-sky friendly LED street lights, and new bicycle facilities
- DDA received a clean audit once again. Financial statements throughout the year are accurate and timely
- A new Accounting Manager was hired to succeed a long-time DDA employee

Whereas, Ms. Pollay is often called upon to address City Council and does so with tact and proficiency, and she serves as a vital resource for downtown and the community at large;

Whereas, The Executive Committee recommends that Ms. Pollay be provided with the following compensation change of 4.75% retroactive to July 1, 2019;

RESOLVED, The DDA board recognizes Ms. Pollay's performance and accomplishments, and approves a compensation adjustment as recommended by its Executive Committee.

A vote on the motion to approve the resolution showed:

Ayes: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

Nays: None

Absent: Guenzel, Mouat, Narayan

The resolution was approved.

Ms. Klopf moved and Ms. Lowenstein seconded the following resolution:

RESOLUTION TO MODIFY ANN ARBOR DDA FOIA POLICIES

Whereas, The State of Michigan made amendments to its Freedom of Information Act (FOIA) statute at the end of 2018 which necessitated that the DDA modify its FOIA policies;

Whereas, As necessary the DDA revisits its costs associated with FOIA requests and makes updates to its Cost Itemization document;

Whereas, Upon consultation with the DDA Attorney, the DDA FOIA Coordinator drafted recommended updates to the existing policies and forms;

Whereas, The DDA Executive Committee reviewed the updates and recommends approval;

RESOLVED, The DDA approves its updated Freedom of Information Act Procedures and Guidelines, and accompanying documents, effective July 10, 2019.

A vote on the motion to approve the resolution showed:

Ayes: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

Nays: None

Absent: Guenzel, Mouat, Narayan

The resolution was approved.

The next Executive Committee will be on Wednesday, August 7 at 11 am.

9. NEW BUSINESS

None.

10. OTHER AUDIENCE PARTICIPATION

Mr. Diephuis expressed his appreciation that the DDA decided to hold a meeting in August to formulate a decision about whether to add an office build out at Ann Ashley, as this will give the public an opportunity to see things prior to the meeting.

11. ADJOURNMENT

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

Respectfully submitted,
Susan Pollay, Executive Director

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

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 9:00 a.m.
Present: Tyler Kinley, Howard Lazarus, Jessica A.S. Letaw, Joan Lowenstein
Absent: Bob Guenzel, Marie Klopff, Molly McFarland, Darren McKinnon,
Rishi Narayan, John Mouat, Keith Orr, Phil Weiss
Others: Mary Stasiak/AAATA, Josie Parker/AADL, Jane Lumm and Ali Ramlawi/City,
Shannon GibbsRandall/Planning Commission, Brendan Prebo/WCC
Staff: Susan Pollay, Kelley Graves
Public: Peter Honeyman

AADL: Ms. Parker said that the Library's Summer Games are underway. Space was remodeled to add meeting rooms for public use; rooms are being used on a daily basis. Other locations will be remodeled next year to add meeting rooms as well. Library staff will receive intervention training to help patrons in distress; recently approved Federal legislation removed liability when trying to help. Library and AAATA are collaborating to offer free rides for Library patrons on weekends with their library card.

AAATA: Ms. Stasiak reported that TheRide will run Art Fair shuttles only from Briarwood this year. Public engagement session on mobility innovations have been scheduled. There are public hearings on the AAATA FY20 budget, which will be voted on by the board on August 15. Awaiting word on transit impacts from the proposed state budget. August service changes on track. Ms. Lumm asked whether the AAATA would reinstall an AAPD officer at BTC; Ms. Stasiak said she'd bring that question back to management. Questions were asked and answered about the AAATA's interest in the Y Lot.

City: Mr. Lazarus, Ms. Lumm and Mr. Ramlawi provided updates including the Center of the City Task Force, the new Police Chief, and discussions with stakeholders are underway on a possible entertainment district on the westside. Questions were asked and answered.

Planning Commission: Ms. Gibb-Randall said CPC is reviewing the unified building code looking at density and affordable housing. She said that at a recent work session the Commission learned that for every \$1 contributed, the Housing Commission can leverage \$25 in funding.

WCC: Mr. Prebo reported on the many different training programs this summer, including Iron Workers, UA and Roofers. Members noted the positive impact on the local economy from these groups. He said there was a meeting with the National Restaurant Association on a potential apprenticeship management program. Architect plans have been approved for an Advanced Technology building. WCC is the only community college involved in a collaboration

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led by UM on exploring autonomous transportation educational opportunities. Questions were asked and answered on trends in trade skills education.

DDA: Ms. Pollay reported that the installation of the new brick at 5th & Detroit is expected to conclude soon. Ms. Letaw said that a post-construction traffic study showed significant improvement in vehicle drivers stopping for pedestrians after the 5th/Detroit improvements were installed. Construction work on the William Street and the Huron Street projects are underway; all work will be on hold during Art Fair and begin again the following week. The DDA Board will be considering pursuing an office build out at Ann Ashley.

Public Comment: Mr. Honeyman thanked the DDA for its efforts to remove the Courthouse Square canopy on 4th Avenue and for the vault grant program being undertaken.

The next Partnerships Committee meeting will be on Wednesday, August 14 with DDA only.

The meeting adjourned at 10:45 am.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, July 31, 2019**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 am
Present: Robert Guenzel, Tyler Kinley, Joan Lowenstein, Darren McKinnon, John Mouat, Keith Orr, Phil Weiss
Absent: Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Rishi Narayan
Staff: Susan Pollay, Sara McCallum, Jada Hahlbrock, Maura Thomson
Others: Chris Simmons/getDowntown, Mike McKiness/RPS
Audience: Dave Diephuis/resident, Adam Oxner/resident, Roger Ahn/resident, Steven Kwasny/resident

Ann Ashley: Ms. McCallum examined estimated cost for renting DDA offices to the cost for building a new office. Ms. Hahlbrock reviewed a conceptual plan for offices and a multi-purpose room. Questions were asked and answered. Committee members expressed support to bring a resolution to the Board to increase the project budget and another resolution to authorize WGI to design, engineer, and oversee construction of this buildout. Timing of the bond and patron impacts due to construction were also discussed.

Library Lane Surface Lot: Ms. Pollay shared that the City Administrator was directed by City Council to shape an interim plan to encourage special events atop the underground garage, and he put forward three options for what this might look like. The Committee discussed each; there was consensus support for the first option which continued use of the lot for parking but made the space available as requested for special events.

On-Street Food Delivery: Ms. Pollay said the City received a request to allow businesses to reserve the meters in front of them for food delivery pickup/drop off. There was strong disagreement to allowing a business this kind of use. As an alternative, Ms. Hahlbrock said that the City/DDA parking committee will work to increase the number of loading zones reserved for 15-minute drop off/pick up after 6pm. There was support for this approach.

Art Fair 2019: Mr. McKiness shared 2019 off-street revenue and patron totals. Vendor passes increased, but transient parking was significantly down, likely due to weather. Ms. Mouat suggested an effort be made to help the Art Fairs consider their long-term strategy/ Ms. Pollay said she would follow up.

Parking and Transportation Report: Ms. Hahlbrock and Mr. Simmons provided highlights.

Public Comment: Mr. Oxner said that when loading zone and drop off areas are being established impacts to line of sight and safety for drivers, pedestrians and cyclists should be considered.

The next Operations Committee meeting is scheduled for Wednesday, August 28 at 11 am.

The meeting adjourned at 1:05 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, July 10, 2019

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:05 a.m.
Present: Marie Klopf, Joan Lowenstein, Darren McKinnon, Keith Orr, Susan Pollay (ex officio), Phil Weiss (ex officio)
Absent: none
Others: Jada Hahlbrock, Tyler Kinley, Jessica A.S. Letaw

Committee actions and discussions

FOIA Policy Update. Ms. Hahlbrock reported on State FOIA regulation changes. The Committee reviewed recommended updates to the DDA's FOIA policies and there was committee consensus to recommend DDA approval of a resolution to update DDA FOIA policies.

Agenda Review. The Committee reviewed the July monthly meeting agenda and 2019 DDA Annual Meeting agenda.

DDA Executive Director Annual Review. At the request of Ms. Pollay, Ms. Lowenstein conducted a roll call vote to go into closed session to consider Ms. Pollay's annual personnel evaluation.

The roll call vote showed:

Ayes: Marie Klopf, Joan Lowenstein, Darren McKinnon, Keith Orr, Phil Weiss

Nays: none

The Executive Committee went into closed session

The Committee came back into open session.

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

Susan Pollay, Executive Director

Parking & Transportation Report July 2019

Parking

Special Events in July

July 1-10 Summerfest
July 3 Movies at the Market
July 4 Parade and Firecracker 5K
July 4 State Street District Spray Zone
July 11 & 25 Sonic Lunch Thursdays at Liberty Plaza
July 12 Rolling Sculpture Car Show
July 15 Townie Party and Dart for Art
July 18-21 Art Fair
July 31 NTI Block Party

Special Event Meter Bag Fee Waivers/ Free Parking in July

Summer Fest June & July \$35,775
July 11 & 25 Sonic Lunch Thursdays at Liberty Plaza \$850
July 4 Parade and Firecracker 5K \$800
July 4 State Street District Spray Zone \$200
July 12 Rolling Sculpture Car Show \$3750
July 15 Townie Party and Dart for Art \$9,000*
July 18-21 Art Fair \$58,000 *
July 17-21 Art Fair Art Zone (parking at Liberty Square) \$800
July 31 NTI Block Party \$500

** Estimated totals- number will be confirmed and updated in August*

Art Fair

Much preparation took place in the first half of July for Art Fair. This included multiple training meetings for management and hourly staff on Art Fair operations and ticket handling. Supplies such as signs, vests, flags and canopies were made ready. Equipment was programmed to accommodate Art Fair rates. Signs were posted in advance of the Fairs to notify parkers of the special event rate.

Staff worked to assign and issue vendor/artist passes for Art Fair. A total of 471 weekly vendor permits were sold this year (236 on-street and 235 off-street). These permits provide a guaranteed space for the week of the fair. This total is up from last year by approximately 100 spaces.

Operations staff developed a staggered schedule to improve staffing coverage and reduce need for overtime.

During the Fair meter staff coordinated with Fair directors and Enforcement staff to monitor meter bags and street parking. Operations staff worked to keep space counts accurate and to help redirect parkers to locations with available parking. High temperatures, humidity and storms were a factor Thursday through Saturday. Power outages occurred following storms on Friday night but RPS operations and IT staff was able to get everything operational in time for opening on Saturday morning.

RPS will share revenue data as it is available.

Meters

Work continued to upgrade 3G modems in the older epark kiosks. Process should be complete by end of July.

July 1st rate change work was completed by July 2nd. This included new decals on epark kiosks, signage

updates and software updates.

Ahead of the Art Fair meter staff worked with the City Enforcement officers to do the second abandoned bike sweep for the year.

Parking System Equipment- Procurement Process

DDA and RPS continue to meet to draft RFP. No additional update at this time.

Parking System Maintenance/Equipment

IT staff re-set permit card readers to improve read time.

Painting of curbs, arrows and bollards continued.

City/DDA Parking Enforcement and Operations Group

The group met on July 11. Community Standards, AAPD, Treasury, Republic Parking, and DDA staff shared updates and information. Art Fair discussion included review of parking space needs for AAPD, Community Standards and HVA during the fair.

Tally Hall Condominium Meeting

The group met on July 9. Ongoing and upcoming projects were discussed, and budget timing reviewed. The next meeting will take place in January 2020.

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.

Parking Construction

Ann Ashley

At the direction of the Operations Committee DDA staff worked with the project team to explore what is possible as far as a buildout of the space under the structure on the south side of Ann Street. Information was shared at the July Board meeting. Staff has continued to work on financial modeling for the project.

Transportation

Bike Parking

Current rentals-July 2019:

- Bike Locker Rentals: 6 rentals of 10 available lockers (60%)
- Maynard Bike House Rentals: 13 of 28 spaces (46%)
- Ann Ashley Bike House Rentals: 38 of 27 spaces (140%)

Go!pass Summary - June

Total # of companies in program = 423

Total # of active passes = 5,413

Total # of unique passes used = 3,417

New go!pass companies for June 2019

- Ivey
- Llamasoft
- Stukkie Real Estate Holdings

- DuckaDilly

Engagement for June 2019

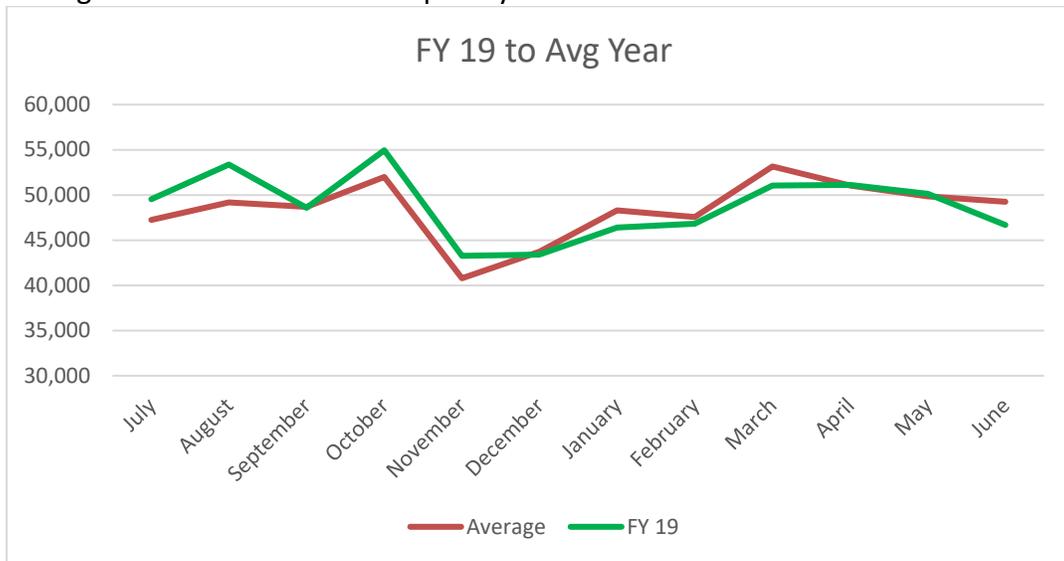
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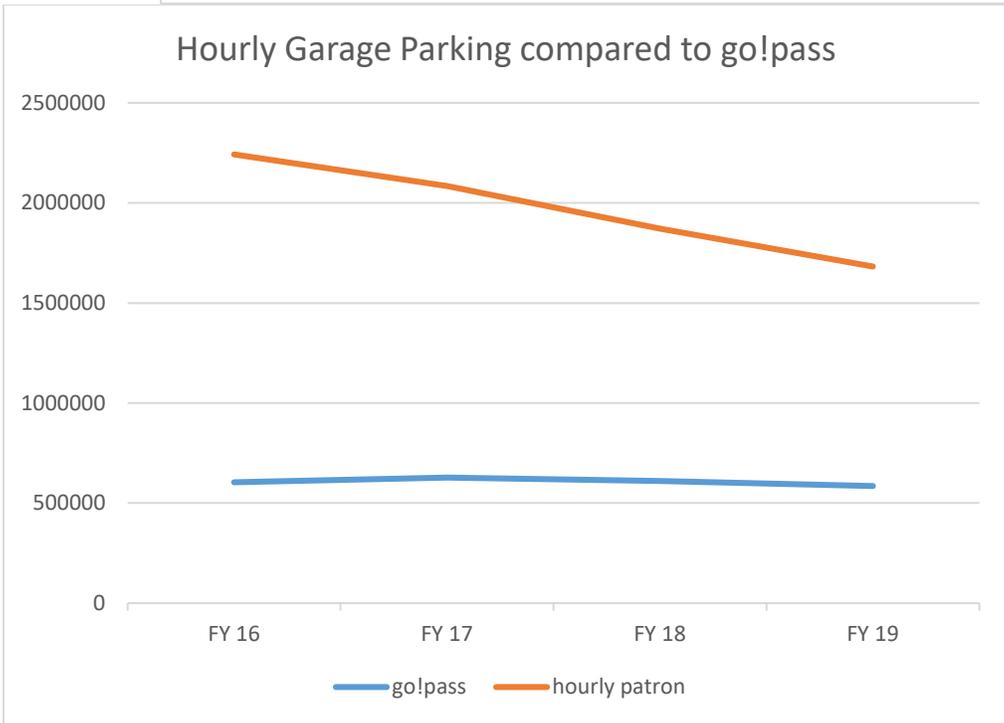
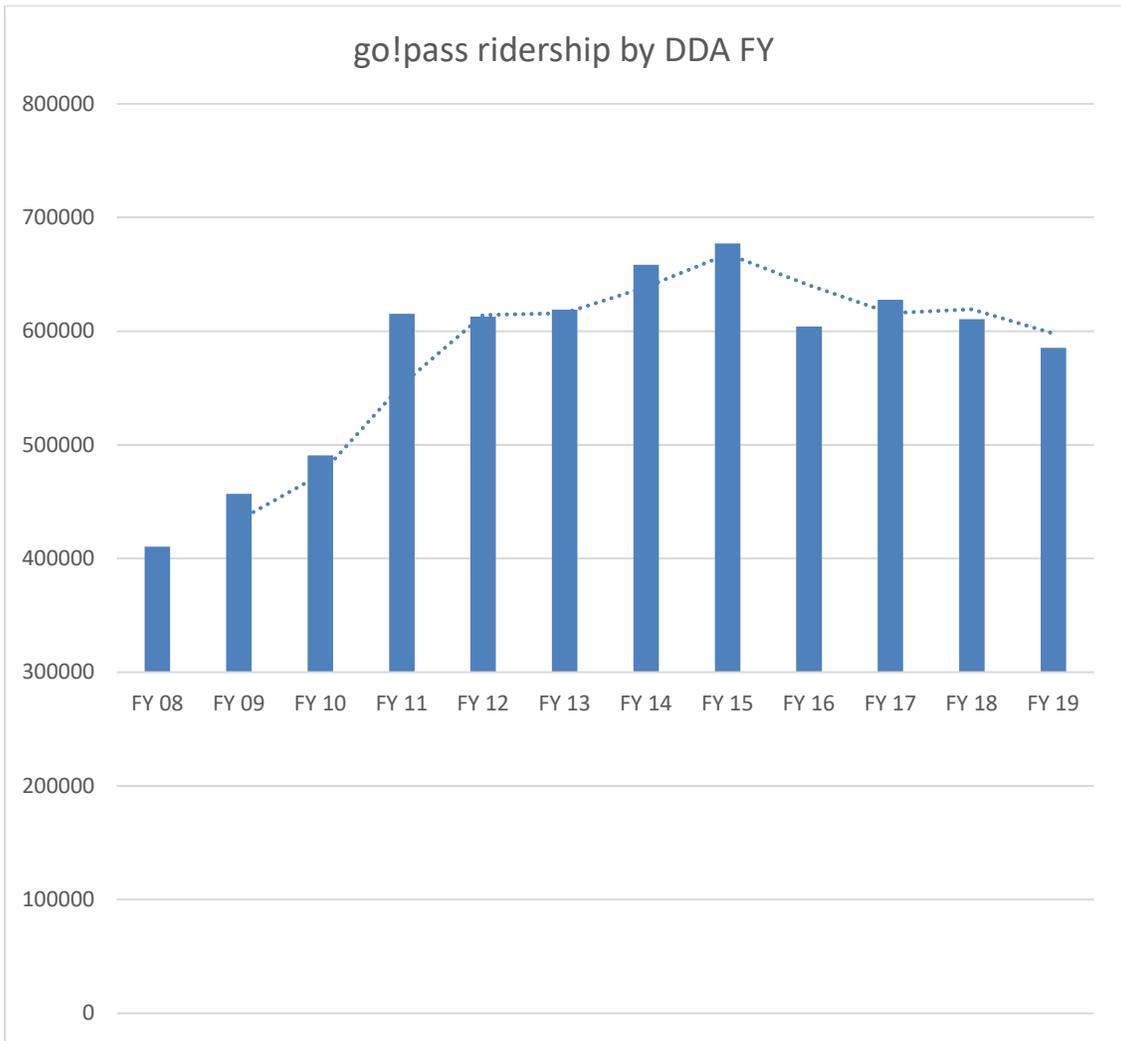
- Facebook
 - 1599 Page Likes
 - 27 Engaged Users
 - 508 Average Daily Reach
 - 272 Organic Reach
 - 236 Paid Reach
- Twitter
 - 1,115 Profile Visits
 - 34,600 tweet impressions

Quarterly go!pass Ridership

	<i>April 2019</i>	<i>May 2019</i>	<i>June 2019</i>
Go!Pass Usage	51,114	50,126	46,683
NightRide Usage	449	513	402
ExpressRide Flexpass	2077	1939	1641

As expected, DDA FY 19 ridership came in at just slightly over the rolling 12-year average, but also came in at the lowest ridership since 2011. Graphs are provided below. What we do not seem to be seeing, however, is an increase in hourly garage usage rates. Our belief is that this drop is mostly related to an increased interest in walking and biking to downtown, possibly aided by individuals parking outside of the metered areas and walking in to work. Additionally, we have not paired the ridership figures with downtown employment information from the equivalent time periods to determine whether this reflects any changes in the number of employees within the DDA boundaries. Staff is developing a dashboard of various metrics to try to encompass these sorts of data points to bring forward a better picture of the effectiveness of the getDowntown Program, with a goal of having a draft dashboard developed by this fall.





Other Activities

- ArborBike update—Permits have been submitted to the City for approval. Our understanding is that the remaining question is over license agreement language from the City attorney’s office. Shift Transit has said it will take about a week from approval to launch the system.
- Commuter Challenge 2019 Follow up—Staff sent out to all registrants of the Commuter Challenge the annual event survey. 688 responses were received from across the thousands of registrants. Of interest to the Board:
 - About 31% of respondents indicated that this was their first Challenge of any type, with about 20% of those (or 6.2% of all respondents) indicating this was their first time ever using an alternative commute.
 - 34% of the first-time participants indicated that they anticipated their use of alternative commuting options to increase, with only 9% indicating they just did it for the ice cream.
 - Of our “experienced” participants, 48% indicate that they use an alternative every day, with another 21% indicating they use one “often” (once a week or more).
 - 65% of the “experienced” participants indicated that their use of alternatives would remain the same, with only 7% saying they did it for the ice cream.
 - Word-of-mouth, whether from co-workers or the Team Captain continues to be the most likely way people hear about the Challenge.
 - Interesting comments included:
 - A number of comments regarding commuting from outside of the community and a lack of access to mass transit as a result. This indicates a need for more information on the ridematching platform, CommuterConnectMI.com, to downtown businesses.
 - Prizes as an incentive continues to be a main selling point, but a number of participants enjoyed the ease of entering commutes and the immediate feedback on results provided by the website as a part of the Challenge they enjoyed.
 - A number of participants indicated an interest in logging trips during the day as something they would appreciate. This idea for future challenges will be discussed with the partners for feasibility.
- getDowntown is always looking for additional business testimonials on how the program or how go!pass contributes to their success. Board members are encouraged to contact the office and provide their success stories or provide staff with information on stories they’ve heard for follow-up.

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL MEETING AGENDA
Wednesday, July 10, 2019 immediately following the 12noon DDA Monthly Meeting
DDA Offices, 150 S. Fifth Avenue, Ann Arbor, MI 48104

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: DDA Chair Ms. Klopf called the meeting to order at 1:16 pm

1. ROLL CALL

Present: Tyler Kinley, Marie Klopf, Howard Lazarus, Joan Lowenstein, Jessica A. S. Letaw, Molly McFarland, Darren McKinnon, Phil Weiss, Keith Orr

Absent: Bob Guenzel, John Mouat, Rishi Narayan

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

Audience: Ray Detter, Downtown Citizens Advisory Council
Kelly Schwartz, Get!Downtown
Peter Honeyman, Resident

2. NEW BUSINESS

A. Election of DDA Board Officers for FY2020

Treasurer: Ms. Klopf asked for nominations for the position of Treasurer. Mr. McKinnon was nominated by Ms. Letaw and seconded by Ms. Lowenstein. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

Secretary: Ms. Klopf asked for nominations for the position of Secretary. Mr. Kinley was nominated by Mr. Orr and seconded by Mr. Weiss. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

Vice Chair: Ms. Klopf asked for nominations for the position of Vice Chair. Ms. Letaw nominated by Mr. McKinnon and seconded by Mr. Orr. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

Chair: Ms. Klopf asked for nominations for the position of Chair. Ms. Lowenstein nominated by Mr. Orr and seconded by Mr. McKinnon. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

B. DDA Committees for FY 2020

Mr. McKinnon moved and Ms. Letaw supported the following resolution:

RESOLUTION TO REAPPOINT THE DDA CAPITAL IMPROVEMENTS COMMITTEE

A vote on the motion to reappoint the committee showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

Capital Improvements Committee Chair(s): Jessica A.S. Letaw

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

**RESOLUTION TO REAPPOINT A DDA OPERATIONS (PARKING & TRANSPORTATION)
COMMITTEE**

A vote on the motion to reappoint the committee showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

Operations Committee Chair: Phil Weiss

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

**RESOLUTION TO REAPPOINT THE DDA PARTNERSHIPS (PARTNERSHIPS/ECONOMIC
DEVELOPMENT) COMMITTEE**

A vote on the motion to reappoint the committee showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

Partnerships Committee Chair(s): Jessica A.S. Letaw and Molly McFarland

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

RESOLUTION TO REAPPOINT THE DDA FINANCE COMMITTEE

A vote on the motion to reappoint the committee showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

Finance Committee Chair: Bob Guenzel

THE DDA EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers of the Board, including the Chair, Vice Chair, Treasurer, Recording Secretary, as well as the last former Chair who is a non-voting member and the Executive Director who is also a non-voting ex officio member.

C. Other Business

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

RESOLUTION TO GRANT DDA BOARD OFFICERS CHECK SIGNING AUTHORITY RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY

I hereby certify that the following Resolution was duly approved and adopted by the Board of Directors (herein after referred to as the Board) of Ann Arbor Downtown Development Authority at a meeting held on July 10, 2019, at which a quorum was present and acting throughout.

WHEREAS, the Board has opened an account with the Bank of Ann Arbor for banking and/or investment management purposes and those accounts are:

- Parking Fund Investment Account #19-1015, opened January 31, 2003
- Housing Fund Investment Account #19-1022, opened March 2, 2004
- TIF Fund Investment Account #19-1023, opened March 2, 2004
- Parking Maintenance Fund Investment Account #19-1030, opened February 2, 2005

NOW THEREFORE, BE IT RESOLVED, that the Board hereby ratifies the establishment of these account(s) with the Bank of Ann Arbor, dated July 10, 2019, and currently known as the Parking, Housing, TIF and Parking Maintenance Investment Accounts;

FURTHER, BE IT RESOLVED, that the Board hereby designates the following individuals as duly authorized and gives these individuals the authority to direct Bank of Ann Arbor via emails, telephone conversations, in writing, and/or any other form necessary regarding deposits, transfers, and withdrawals from any accounts held at the Bank of Ann Arbor (retail or trust), and to conduct any other business as deemed necessary and, further, grants Bank of Ann Arbor, Agent, the authority to follow without question the direction of the following named individuals (Officers of the DDA Board)

FURTHER, BE IT RESOLVED, that the Board hereby designates the following individual as duly authorized and gives this individual the authority to direct Bank of Ann Arbor via emails, telephone conversations, in writing, and/or any other form necessary regarding inter DDA fund transfers, fund transfers to Republic Parking, and access to any information from any accounts held at the Bank of Ann Arbor (retail or trust) (Sara McCallum, DDA Deputy Director)

A vote on the motion to approve the nomination showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

3. STAFF THANK YOU TO THE BOARD AND TO THE OUTGOING DDA CHAIR
--

Ms. Pollay thanked the DDA board members for their hard work this year in support of the DDA's mission. On behalf of the DDA staff, Ms. Pollay thanked Ms. Klopf for serving as Chair this year, and for her leadership.

4. PUBLIC COMMENT

None.

5. ADJOURNMENT

There being no other business, Mr. Orr moved and Mr. Weiss seconded the motion to adjourn. Ms. Klopf declared the meeting adjourned at 1:25 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY ANNUAL MEETING AGENDA
Wednesday, July 10, 2019 immediately following the 12noon DDA Monthly Meeting
DDA Offices, 150 S. Fifth Avenue, Ann Arbor, MI 48104

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: DDA Chair Ms. Klopf called the meeting to order at 1:16 pm

1. ROLL CALL

Present: Tyler Kinley, Marie Klopf, Howard Lazarus, Joan Lowenstein, Jessica A. S. Letaw, Molly McFarland, Darren McKinnon, Phil Weiss, Keith Orr

Absent: Bob Guenzel, John Mouat, Rishi Narayan

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

Audience: Ray Detter, Downtown Citizens Advisory Council
Kelly Schwartz, Get!Downtown
Peter Honeyman, Resident

2. NEW BUSINESS

A. Election of DDA Board Officers for FY2020

Treasurer: Ms. Klopf asked for nominations for the position of Treasurer. Mr. McKinnon was nominated by Ms. Letaw and seconded by Ms. Lowenstein. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

Secretary: Ms. Klopf asked for nominations for the position of Secretary. Mr. Kinley was nominated by Mr. Orr and seconded by Mr. Weiss. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

Vice Chair: Ms. Klopf asked for nominations for the position of Vice Chair. Ms. Letaw nominated by Mr. McKinnon and seconded by Mr. Orr. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

Chair: Ms. Klopf asked for nominations for the position of Chair. Ms. Lowenstein nominated by Mr. Orr and seconded by Mr. McKinnon. There were no other nominations.

A vote on the motion to approve the nomination showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

B. DDA Committees for FY 2020

Mr. McKinnon moved and Ms. Letaw supported the following resolution:

RESOLUTION TO REAPPOINT THE DDA CAPITAL IMPROVEMENTS COMMITTEE

A vote on the motion to reappoint the committee showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

Capital Improvements Committee Chair(s): Jessica A.S. Letaw

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

**RESOLUTION TO REAPPOINT A DDA OPERATIONS (PARKING & TRANSPORTATION)
COMMITTEE**

A vote on the motion to reappoint the committee showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

Operations Committee Chair: Phil Weiss

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

**RESOLUTION TO REAPPOINT THE DDA PARTNERSHIPS (PARTNERSHIPS/ECONOMIC
DEVELOPMENT) COMMITTEE**

A vote on the motion to reappoint the committee showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

Partnerships Committee Chair(s): Jessica A.S. Letaw and Molly McFarland

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

RESOLUTION TO REAPPOINT THE DDA FINANCE COMMITTEE

A vote on the motion to reappoint the committee showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

Finance Committee Chair: Bob Guenzel

THE DDA EXECUTIVE COMMITTEE

The Executive Committee shall consist of the officers of the Board, including the Chair, Vice Chair, Treasurer, Recording Secretary, as well as the last former Chair who is a non-voting member and the Executive Director who is also a non-voting ex officio member.

C. Other Business

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

RESOLUTION TO GRANT DDA BOARD OFFICERS CHECK SIGNING AUTHORITY RESOLUTION OF THE BOARD OF DIRECTORS OF THE ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY

I hereby certify that the following Resolution was duly approved and adopted by the Board of Directors (herein after referred to as the Board) of Ann Arbor Downtown Development Authority at a meeting held on July 10, 2019, at which a quorum was present and acting throughout.

WHEREAS, the Board has opened an account with the Bank of Ann Arbor for banking and/or investment management purposes and those accounts are:

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- TIF Fund Investment Account #19-1023, opened March 2, 2004
- Parking Maintenance Fund Investment Account #19-1030, opened February 2, 2005

NOW THEREFORE, BE IT RESOLVED, that the Board hereby ratifies the establishment of these account(s) with the Bank of Ann Arbor, dated July 10, 2019, and currently known as the Parking, Housing, TIF and Parking Maintenance Investment Accounts;

FURTHER, BE IT RESOLVED, that the Board hereby designates the following individuals as duly authorized and gives these individuals the authority to direct Bank of Ann Arbor via emails, telephone conversations, in writing, and/or any other form necessary regarding deposits, transfers, and withdrawals from any accounts held at the Bank of Ann Arbor (retail or trust), and to conduct any other business as deemed necessary and, further, grants Bank of Ann Arbor, Agent, the authority to follow without question the direction of the following named individuals (Officers of the DDA Board)

FURTHER, BE IT RESOLVED, that the Board hereby designates the following individual as duly authorized and gives this individual the authority to direct Bank of Ann Arbor via emails, telephone conversations, in writing, and/or any other form necessary regarding inter DDA fund transfers, fund transfers to Republic Parking, and access to any information from any accounts held at the Bank of Ann Arbor (retail or trust) (Sara McCallum, DDA Deputy Director)

A vote on the motion to approve the nomination showed:

AYES: Kinley, Klopf, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Orr, Weiss

NAYS: None

ABSENT: Guenzel, Mouat, Narayan

The motion carried.

3. STAFF THANK YOU TO THE BOARD AND TO THE OUTGOING DDA CHAIR
--

Ms. Pollay thanked the DDA board members for their hard work this year in support of the DDA's mission. On behalf of the DDA staff, Ms. Pollay thanked Ms. Klopf for serving as Chair this year, and for her leadership.

4. PUBLIC COMMENT

None.

5. ADJOURNMENT

There being no other business, Mr. Orr moved and Mr. Weiss seconded the motion to adjourn. Ms. Klopf declared the meeting adjourned at 1:25 pm.

Respectfully submitted,
Susan Pollay, Executive Director