

**Ann Arbor Downtown Development Authority Meeting Minutes  
Wednesday, October 2, 2019**

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

**1. ROLL CALL**

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

Absent: Bob Guenzel, Howard Lazarus, Jessica A.S. Letaw

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

Audience: Chris Simmons, getDowntown  
Mike McKiness, Republic Parking System  
Ray Detter, CAC  
Alan Haber  
David Diephuis, Resident  
Julie Ritter, OFW  
Pat Fix, Ron Hughes Properties  
Chuck Bultman, CAC

**2. APPROVAL OF THE BOARD MEETING AGENDA**

Mr. McKinnon moved and Ms. Lowenstein seconded the motion to approve the agenda.

**A vote on the motion showed:**

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

**Nays: None**

**Absent: Guenzel, Lazarus, Letaw**

**The motion was approved.**

**3. AUDIENCE PARTICIPATION**

Mr. Haber encouraged the DDA Partnership Committee to partner with the Center of the City initiative rather than waiting on the sidelines.

Mr. Bultman said he is a near-downtown neighbor who attends CAC meetings, and he hoped the DDA will push the 402 E. Huron developer to include an active use on the first floor of the proposed hotel.

**4. REPORTS FROM CITY BOARDS AND COMMISSIONS**

Downtown Area Citizens Advisory Council: Mr. Detter reported the CAC discussed the 212 S. State/616 E. Washington projects, noting members think the developer has done a good job listening to public input. Historians Ilene Tyler and Susan Wineberg will document the historic building this spring before it is demolished. The public meeting on the new design of the Standard project at Main & William is scheduled for tonight at 6:30 pm at the AADL. All are encouraged to attend. The Glen/Ann Mixed Use PUD public hearing will take place at the Council meeting on Monday. CAC members gave a great deal of input into this project. He said CAC opposes the 402 E Huron developer's possible consideration of using residential permits in the Old 4<sup>th</sup> Ward, and CAC asks that the project include an active use on the first floor. He said CAC was grateful to Mr. Havera of Ron Hughes Properties for his help reinstalling the three historical markers on the Vic Village North building.

**5. DDA MEMBER COMMUNICATIONS**

On behalf of Ms. Letaw, Mr. Orr reported that her next Walk and Talk about the People-Friendly Streets projects will take place on Saturday, October 5 from 10-11, starting from the Blake Transit Center. The next Downtown Hall will take place on Wednesday, October 9 from 7-8:30 pm at the Westgate branch of the AADL. All are welcome to attend.

Ms. Lowenstein said she attended last night's Planning Commission meeting and reported that the 212 S. State/616 E. Washington projects were both approved. Notably they include a comprehensive solid waste management plan, and affordable housing plus micro units which will remain more affordable due to their small size. She said in response to a request to make some of their units even more affordable, the developer agreed to make six of the 19 affordable units affordable at 60% AMI. Ms. Lowenstein also shared that a new T1 transit corridor zoning overlay is under discussion. This may involve a requirement for mixed use and a shift from a parking minimum to a parking maximum requirement.

**6. EXECUTIVE DIRECTOR COMMUNICATIONS**

Ms. Pollay reminded everyone of the annual DDA/City Council Work Session on Monday, October 14, 2019 at 7 pm at CTN. All are encouraged to attend. She said the celebration of the opening of the first protected bikeway will be on Sunday, October 27 on William Street from 2-4 pm. All are invited to attend.

**7. APPROVAL OF MINUTES**

Mr. McKinnon moved and Mr. Mouat seconded the motion to approve the September minutes.

**A vote on the motion showed:**

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

**Nays:** None

**Absent:** Guenzel, Lazarus, Letaw

**The motion was approved.**

<b>8A. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE</b>
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**Mr. Weiss moved and Mr. McKinnon seconded the following resolution:**

**DDA RESOLUTION OF SUPPORT FOR A PARKING CONTRACT WITH THE 402 E. HURON STREET DEVELOPMENT**

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments;

Whereas, Through agreement with the City, the DDA are managers of the public parking system until at least 2033;

Whereas, The 402 E. Huron Street development project will consist of a 9-story, 160 room hotel project which pursue a Gold LEED certification and will include a public plaza along Huron Street;

Whereas, In 2012 Ann Arbor City Council set forward a Contribution in Lieu Parking Space option for new developments in the DDA District that must provide some amount of parking as part of their site plan requirements;

Whereas, The developers of the 402 E. Huron project met with the Operations Committee to discuss their project and the need for an agreement providing 27 monthly parking permits to meet the City's zoning requirement using the City's Contribution in Lieu framework, with these permits preferably provided at the Liberty Square garage but also potentially at the Maynard garage;

Whereas, This development speaks to goals set forward in the DDA Long Term Parking Permit Request Policy, including being a development that will encourage activity in the daytime, evening, and weekend, and it will incorporate environmental design at a Gold LEED level;

Whereas, The Operations Committee recommends approval of an agreement with the 402 E. Huron Street project that would provide 27 off-peak monthly parking permits in the Liberty Square or Maynard parking structures, with a preference for the Liberty Square garage;

Whereas, The Operations Committee also recommends that as part of this agreement, the developer be asked to modify its design so that the Division Street sidewalk width would be increased from the minimum (9'-10') as currently required to an optimal 14', which is similar to the sidewalk widths installed throughout downtown by the DDA through its street improvements projects;

RESOLVED, The DDA approves the recommendations as set forward by its Operations Committee.

RESOLVED, The DDA Chair and Executive Director are authorized to work with the DDA Attorney and City to execute a parking contract consistent with the provisions of the development agreement for this project.

**Mr. McKinnon asked to make the following amendment; Mr. Narayan seconded.**

Whereas, The Operations Committee also ~~recommends~~ **requires** that as part of this agreement, the developer ~~be asked to~~ modify its design so that the Division Street sidewalk width would be increased from the minimum (9'-10') as currently required to an ~~optimal~~ 14', which is similar to the sidewalk widths installed throughout downtown by the DDA through its street improvements projects;

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

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

**Nays:** None

**Absent:** Guenzel, Lazarus, Letaw

**The amendment was approved.**

The resolution now reads as follows:

**DDA RESOLUTION OF SUPPORT FOR A PARKING CONTRACT WITH THE 402 E. HURON STREET  
DEVELOPMENT**

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments;

Whereas, Through agreement with the City, the DDA are managers of the public parking system until at least 2033;

Whereas, The 402 E. Huron Street development project will consist of a 9-story, 160 room hotel project which pursue a Gold LEED certification and will include a public plaza along Huron Street;

Whereas, In 2012 Ann Arbor City Council set forward a Contribution in Lieu Parking Space option for new developments in the DDA District that must provide some amount of parking as part of their site plan requirements;

Whereas, The developers of the 402 E. Huron project met with the Operations Committee to discuss their project and the need for an agreement providing 27 monthly parking permits to meet the City's zoning requirement using the City's Contribution in Lieu framework, with these permits preferably provided at the Liberty Square garage but also potentially at the Maynard garage;

Whereas, This development speaks to goals set forward in the DDA Long Term Parking Permit Request Policy, including being a development that will encourage activity in the daytime, evening, and weekend, and it will incorporate environmental design at a Gold LEED level;

Whereas, The Operations Committee recommends approval of an agreement with the 402 E. Huron Street project that would provide 27 off-peak monthly parking permits in the Liberty Square or Maynard parking structures, with a preference for the Liberty Square garage;

Whereas, The Operations Committee requires that as part of this agreement, the developer modify its design so that the Division Street sidewalk width would be increased from the minimum (9'-10') as currently required to 14', which is similar to the sidewalk widths installed throughout downtown by the DDA through its street improvements projects;

RESOLVED, The DDA approves the recommendations as set forward by its Operations Committee.

RESOLVED, The DDA Chair and Executive Director are authorized to work with the DDA Attorney and City to execute a parking contract consistent with the provisions of the development agreement for this project.

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

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

**Nays: None**

**Absent: Guenzel, Lazarus, Letaw**

**The resolution was approved as amended.**

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

**DDA RESOLUTION OF SUPPORT FOR A PARKING CONTRACT WITH THE 1116 S. UNIVERSITY DEVELOPMENT**

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments;

Whereas, Through agreement with the City, the DDA are managers of the public parking system until at least 2033;

Whereas, The 1116 S. University Avenue development (Vic Village South) will consist of a 13-story mixed use development, including 2 levels of below-grade parking which will provide 66 parking spaces and 4 additional parking spaces provided behind the building at grade level;

Whereas, The project will also include 14 affordable units;

Whereas, In 2012 Ann Arbor City Council set forward a Contribution in Lieu Parking Space option for new developments in the DDA District that must provide some amount of parking as part of their site plan requirements;

Whereas, The developers of the 1116 S. University development project met with the Operations Committee to discuss their project and the need for an agreement providing 40 off-peak monthly parking permits to meet the City's requirement using the City's Contribution in Lieu framework, with these permits preferably provided at the Forest Avenue garage;

Whereas, This development speaks to goals set forward in the DDA Long Term Parking Permit Request Policy, including being a mixed-use development that will be connected to the adjacent sidewalk with active uses on the first floor, and it will create affordable housing units on site;

Whereas, The Operations Committee recommends approval of an agreement with the 1116 S. University development to provide 40 off-peak monthly parking permits in the Forest garage;

RESOLVED, The DDA approves the recommendations as set forward by its Operations Committee.

RESOLVED, The DDA Chair and Executive Director are authorized to work with the DDA Attorney and City to execute a parking contract consistent with the provisions of the development agreement for this project.

Ms. Fix addressed the Board, sharing that they (Ron Hughes Properties) made the request for the limited/overnight parking permits to meet the City's requirements, but they don't provide parking to residents, noting the multiple modes of transportation available them.

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

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

**Nays: None**

**Absent: Guenzel, Lazarus, Letaw**

**The resolution was approved.**

Ann Ashley Expansion & Improvements Project: Mr. Weiss said that Council rejected the first floor customer service office, DDA office and large public meeting room that would have been included in the project. On Monday Council will be asked to approve the expansion and improvements project without this first floor build out.

Parking Operator Customer Service/Admin Office: Mr. Weiss reported that in light of the Council's action on the Ann Ashley project, the Operations Committee would like to revisit options previously explored and put aside for the parking office. This may include setting an acceptable renovations cost cap at the current location or, re-opening the possibility of leasing.

Parking and Transportation Report: The September report is included in the Board packet.

Parking Equipment: Ms. Hahlbrock reported that an RFP will be released shortly. Responses will be reviewed by the Committee at its November meeting with a recommendation presented to the board in December. Ms. Klopf asked if the equipment is capitalized; Ms. McCallum responded that the City capitalizes the equipment as its assets.

The next Operations Committee meeting is scheduled for Wednesday, October 30 at 11 am.

<b>8B. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE</b>
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Mr. Weiss moved and Mr. McKinnon seconded the following resolution:

**RESOLUTION APPROVING THE PURCHASE OF BS&A ACCOUNTING SOFTWARE**

Whereas, the DDA has been informed that its current accounting software will no longer be supported by the Blackbaud, the company who developed it;

Whereas, DDA staff has consulted with its auditor and the City Finance Director on the viable options available for new software and have determined through those consultations and careful consideration that there is no benefit anticipated from the issuance of an RFP for a new accounting software suite;

Whereas, staff has obtained two quotes for new software for the DDA Board's consideration: one from their current vendor, Blackbaud, and one from BS&A Software and the Finance Committee has reviewed a comparison of estimated cost of the two software suites over 15 years and has found BS&A to be the most cost effective choice in the long term;

Whereas, staff has a high level of familiarity with BS&A Software and finds it to be specifically designed for government users and well suited to the needs and business of the DDA and the DDA's auditors have expressed confidence in the usability and reliability of the system and that it will increase the efficiency and transparency of the auditing function;

Whereas, the Finance Committee recommends that the DDA Board approve the selection of BS&A to provide accounting software and support;

RESOLVED, The DDA Board approves the purchase of BS&A Software's General Ledger and Accounts Payable modules, along with cost for installation, conversion of existing data, training and other incidental costs as needed, at a cost not to exceed \$45,000.00; and to authorize the Executive Director to execute the acceptance of the proposal and an agreement with BS&A, as needed.

Mr. Weiss noted that the DDA's current accounting software will not be supported after January 1<sup>st</sup>, that Ms. McCallum has several years of experience with BS&A, and the majority of BS&A's client base are municipalities. Ms. McCallum said their customer support excellent. Mr. Narayan said the back-up documentation provided for the resolution is some of the most comprehensive he has seen.

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

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

**Nays:** None

**Absent:** Guenzel, Lazarus, Letaw

**The resolution was approved**

Financial Statements: Mr. Weiss said that the Finance Committee commended Ms. McCallum for making reports easy to follow, including the use of graphs.

FY2019 Audit Status: Ms. McCallum reported she is reviewing the draft audit, and the auditors will present the DDA's audit at the October Finance Committee. Mr. Weiss said that Ms. McCallum received kudos from the auditors for her excellent and thorough preparation.

The next Finance Committee meeting is scheduled for Thursday, October 31 at 1 pm.



**8C. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE**

Ms. McFarland reported on the status of DDA projects:

5<sup>th</sup>/Detroit: Staff met with the City Project Manager and the contractor to confirm the replacement and contingency quantity of brick were made. Assuming they are delivered by October 3<sup>rd</sup> the contractor will begin the brick replacement on October 7<sup>th</sup>. This work is estimated to take two weeks; DDA requested that Detroit St remain open throughout.

Huron: Concrete work and pavers are substantially complete on the south side. New streetlights are being installed. Restoration continues on the north side between Main and Chapin. Due to weather, site conditions and DTE coordination delays, the decision was made to postpone work on a more complicated section on the north side between 5<sup>th</sup> Ave and Main until spring. Work will continue until mid-November.

William: The asphalt leveling course/2<sup>nd</sup> layer is complete between Division and Main, and the contractor is installing the concrete curbed islands for the bikeway this week. The final asphalt layer is scheduled for early next week. The Library is looking to add a café at the corner of 5<sup>th</sup> and William, inspired in part by the installation of the bikeway.

First and Ashley: A design update will be given at the next CIC meeting and there will be discussion about the City CIP and the DDA's planned future projects.

The next Capital Improvements Committee is scheduled for Wednesday, October 16 at 11 am.

**8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE**

Mr. Tyler said he opened the meeting with a conversation about what the group wanted to get from the committee meetings; the group shared an interest in focusing on topics of collective concern as well as an interest in continuing the partner updates. It was suggested that other entities such as UM, Destination A2 (CVB) and SPARK be invited. Meetings with the partners will continue every other month with DDA-only meetings on the opposite months.

Mr. Kinley provided an overview of partners' updates: Mr. Carpenter said new transit service between Ann Arbor and Detroit (D2A2) may be created if there is State funding. Also, AAATA is providing funding to the Neutral Zone for a social worker at the BTC, and a new bus has been purchased with better turning, more driver visibility and improved bike racks. City Council is working on a recreational marijuana ordinance, and contracts for the Lower Town Mobility Study and for 415 W. Washington have been approved. Ms. Parker said that AADL is moving away from the Dewey Decision system and is now filing books by type, similar to a book store. This new system has been enacted at Westgate and Mallet Creek and there is already a 20% circulation increase at Mallett Creek. DDA project updates on Ann Ashley and street projects were provided.

The next Partnerships Committee meeting (DDA only) is scheduled for Wednesday, October 23 at 9 am; two weeks later than usual.

**8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE**

Mr. Orr said the Executive Committee reviewed today's meeting agenda. The group spent some time talking about the 402 E. Huron project, including a shared concern about insisting on a 14' sidewalk on Division

Mr. Orr reported that the committee began general discussions about the DDA office's location as it may or may not relate to co-leasing a space alongside the parking operator customer service office. Discussions will continue in the future.

The next Executive Committee meeting is scheduled for Wednesday, November 6 at 11 am.

**9. NEW BUSINESS**

Mr. Narayan shared that he and Ms. Pollay are part of the Washtenaw 2030 steering committee, which is a project spearheaded by Destination A2. There is a vision building event on October 27<sup>th</sup>. Those interested in attending, may reach out to Mr. Narayan and he will forward the information to them.

**10. OTHER AUDIENCE PARTICIPATION**

Mr. Diephuis reminded the Board and attendees that the AAATA's \$1 billion infrastructure bond comes up for a vote on November 5<sup>th</sup>.

**11. ADJOURNMENT**

There being no other business, Ms. Klopf moved and Mr. Weiss seconded the motion to adjourn. Mr. Orr declared the meeting adjourned at 1:07 pm

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES  
Wednesday, October 16, 2019 11:00 am**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:00 a.m.  
Present: Robert Guenzel, Howard Lazarus, Jessica A.S. Letaw, Joan Lowenstein, Molly McFarland, Darren McKinnon, John Mouat  
Absent: Tyler Kinley, Marie Klopf, Rishi Narayan, Keith Orr, Phil Weiss  
Staff: Susan Pollay, Amber Miller, Maura Thomson, Liz Rolla, Kelley Graves  
Other: Nick Hutchinson/City, Oliver Kiley/Smithgroup  
Public: David Diephuis, John Splitt, Frances Todoro-Hargreaves

First Street: Ms. Miller provided an overview of the bid timeline. It is anticipated the Committee will review bid responses at its January meeting, and the DDA will be asked to approve a contractor at its February meeting. A project cost share agreement with the City would be presented to City Council in April, and construction is anticipated to begin by early May. This will be a two-year construction project. Ms. Rolla outlined the efforts that will be taken to encourage as many bids as possible. Mr. McKinnon suggested additionally contacting smaller contractors and the Washtenaw County Contractor Association to increase the number of subcontractors; Mr. Hutchinson noted that many contractors already work with the city on projects and they regularly check the MITN and the City website for bid opportunities.

Mr. McKinnon asked if the scope of the First and Ashley project will be revisited if City Council does not approve the Ann Ashley expansion project because he felt valuable streetscape improvements were not included in the project. Ms. Miller said the Ann Ashley expansion would be paid for using parking funds, which would require a larger policy discussion. However, additional watermain and road resurfacing could be added through a change in project budget and addendum to the construction contract.

Mr. Kiley showed updated design details, including a Liberty Gateway element which would connect to the Treeline Trail, and would include an open plaza space and decorative benches. The design was influenced by the project's location in the flood plain area and the public engagement outcomes. Questions were asked and answered. Ms. Letaw asked that branding opportunities be kept in mind as the design moves forward.

Planned Projects & CIP: Ms. Miller outlined the DDA approved projects through 2021. She recommended including the State Street project with the DDA's next round of People Friendly Streets. In order to begin work on those projects, she recommended setting a total project budget. Given the range of improvements discussed Ms. Miller recommended a total project budget of \$10M, which includes increasing the State Street budget from \$900K to \$3M and

budgeting \$7M for the four other street improvements to be discussed as part of People-Friendly Streets Phase 2. Mr. McKinnon recommended postponing the resolution to give the DDA Board and staff the opportunity to have a retreat and discuss its goals and plans. Mr. McKinnon said he felt funding for future street projects should be set aside to enable the DDA to focus on affordable housing projects. After much discussion, there was consensus to bring the resolution forward and schedule a board retreat to discuss the DDA's goals moving forward.

Project Updates: The 5<sup>th</sup> & Detroit brick replacement is underway and is anticipated to be completed by the end of this week. Watermain work on William between Main and Ashley is underway, and Main Street at William will be reduced to one lane next week to enable the contractor to install new building leads. Concrete is being poured on Huron by City Hall this week and asphalt will be installed on the south side next week.

Public comment: Mr. Splitt reported that a representative from the State Street Area Association will attend the November Board meeting.

The next Capital Improvements Committee meeting is scheduled for Wednesday, November 20 at 11 am.

The meeting adjourned at 12:55 pm.

Respectfully Submitted,  
Susan Pollay, Executive Director

**PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES**  
**Wednesday, October 23, 2019**

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

Time: 9:00 a.m.

Present: Bob Guenzel, Tyler Kinley, Joan Lowenstein

Absent: Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, John Mouat, Keith Orr, Phil Weiss

Others: Michael Johnson, Oliver Kiley/Smith Group, Norm Tyler, John Haines, Dean Yang/  
Center of the City Taskforce

Staff: Susan Pollay, Kelley Graves, Jada Hahlbrock

Public: None

Old Y-Lot/415 W. Washington: Mr. Johnson explained Smith Group's role as consultant facilitating the public engagement process with the goal of developing an optimal reuse strategy for each site. Mr. Johnson said he is meeting with focus groups to obtain input and identify success metrics and goals, and public engagement meetings will take place in early December. Ms. Lowenstein suggested and Mr. Kinley agreed that it is important to look at City properties collectively rather than individually to optimize outcomes. There was discussion regarding the potential for each site, and being sensitive to hearing what the community may be willing to accept. Mr. Guenzel stated the importance of acknowledging peoples' concerns as legitimate and establishing strong leadership and a coalition that carries through the entire process. Suggestions were given for various outreach methods.

Center of the City Taskforce: Mr. Tyler said they were there to provide an update on their work, and to gain input. Mr. Tyler began with a presentation outlining the history leading up to this Taskforce. It was noted that throughout this history the community continually emphasized mixed use concept for this site, rather than a park-only concept. It was also noted that a mix of residential and commercial would make the park portion feel safer and more active. It was suggested that the Taskforce final report convey the reality of what the garage infrastructure might allow, and that the buildings surrounding the site do not face onto the future park. Ms. Pollay emphasized the importance of the Library on this block and in downtown, and suggested that the final recommendations be aimed at strengthening library usage. Mr. Tyler thanked the Committee saying the input was very helpful, and they invited DDA members to meet with the full Taskforce sometime after its November 6<sup>th</sup> meeting.

Future Agendas: The committee discussed future meetings; it was decided that the November 13 meeting will focus on mobility, and the January 8 meeting will focus on affordable housing. Ms. Pollay will ask Matt Carpenter/AAATA and Raymond Hess/ City to attend the November meeting; Mr. Kinley said that per the last Partners meeting he would reach out to SPARK and UM to ask if they would like to join the Partnerships Committee.

Public Comment: None.

The meeting adjourned at 11:55 am.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY OPERATIONS COMMITTEE  
MEETING MINUTES  
Wednesday, October 30, 2019**

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

Time: 11:00 am

Present: Robert Guenzel, Tyler Kinley, Darren McKinnon, John Mouat, Phil Weiss

Absent: Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Keith Orr, Rishi Narayan

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

Others: Micah Bartelme, Mike McKiness/RPS, Chris Simmons/GetDowntown, Russ Collins/Michigan Theater

Public: David Diephuis, Adam Oxner

Michigan Theater Request- Mr. Collins presented information requesting DDA support for a bridge that would connect the theater to the Liberty Square parking structure so they could access and use an abandoned fan room for new administrative office space. Mr. Collins said he knows he must meet all city requirements and gain the approval of the other Liberty Square condo owner and the final approval of the DDA but wanted DDA conceptual approval so they would have the confidence to develop the final plan. There was consensus to bring a resolution of support for the concept to the board.

Maynard Elevator Repair Resolution: Ms. Hahlbrock said there have been recurrent instances when the central elevator is out of service due to door issues and she asked for support to undertake a repair that will cost \$63,915.00. There was consensus to bring a resolution to the board for this expenditure.

Conference Report Out: Ms. Miller and Ms. Hahlbrock gave presentations on the NACTO and IPMI conferences they recently attended, including important best practice takeaways. Key among them was the importance of a plan to manage the curb given all the new mobility and commercial demands, and they suggested the CIC and Operations Committees could share the work to develop a block-by-block DDA District curb plan. Mr. McKinnon suggested and Mr. Kinley agreed that the focus should be on the ROW vs. curbside only. Ms. Miller shared information about the DDA's Downtown Street Design Manual which she said is a complement to this curb analysis. There was consensus support for this curb/ROW study, and agreement that the work would begin by Ms. Miller making a presentation to the group on the Downtown Street Design Manual to familiarize everyone with it.

Maynard Office/Customer Service Space: There was discussion of next steps since the Ann Ashley expansion/build out was not approved by Council. The two options to look at were to revisit the question of leasing commercial space or reconsider the renovations to the current office. There was a brief overview of the history of efforts over the past two years. There was consensus that staff should contact the architect to develop a plan that does not expand

westward but would include an expansion into the elevator lobby area and would make the bathroom accessible only from inside the office.

Parking and Transportation Report: Ms. Hahlbrock said that the equipment RFP was released and responses will be revised at the November Committee meeting. There was consensus to keep the Ops meeting on Wed 11/27 despite its proximity to Thanksgiving. Ms. Hahlbrock commended RPS staff for their assistance assisting parkers during the William St bikeway construction. Mr. Simmons highlighted the continued growth of AirRide, noting that only 1-2% of riders, use the \$2/day 4<sup>th</sup> & William parking structure option, finding other modes to get to the pick-up location. First quarter go!pass ridership is down once again; he surmised that it may be due to a shrinking labor pool given that businesses are unable to find the staff they need.

DDA Parking Principles: DDA staff asked to take a few minutes to review the list of DDA parking principles created in 1998 to determine if there was still agreement. There was consensus support for all of the principles and recommendations that additional principles be added regarding type of users and surface lots vs. structuring parking.

Ann Ashley Debrief/Next Steps: The committee discussed the impacts and opportunities in light of Council's decision not to approve the Ann Ashley expansion. There was consensus to separate out and move forward with the planned restoration that had been included in the project budget. No other decisions were made; instead it was agreed that the Committee will continue to discuss the implications and next steps.

Public Comment: Mr. Oxner stated his support for the DDA exploration of a curb management study, in particular in at the N.U./State intersection. Mr. Diephuis said he agreed with Mr. Oxner and also agreed that the DDA has a difficult task to get consensus from this Council to reconsider the Ann Ashley expansion anytime in the near future.

The next meeting is scheduled for Wednesday, November 27 at 11 am.

The meeting adjourned at 1:05 pm

Respectfully submitted,  
Susan Pollay, Executive Director



**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING MINUTES  
Thursday, October 31, 2019**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 1:00 p.m.  
Present: Bob Guenzel, Phil Weiss  
Absent: Tyler Kinley, Marie Klopf, 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, Sara McCallum, Jada Hahlbrock, Maura Thomson, Kelley Graves  
Public: Adam Oxner, Nina Cahill

FY19 Audit Report: Yeo & Yeo auditors, Dave Youngstrom and Dan Beard revised the DDA's FY19 audit; questions were asked and answered. They affirmed that the DDA received a clean audit and there were no recommendations for changes. And they commended Ms. McCallum's work preparing materials and noted their appreciation for her prompt and helpful responses to auditor requests for information. There was support to present a resolution to the board to accept the DDA's FY19 audit.

Financial Statements: Ms. McCallum walked the committee through the DDA's Monthly Expense Register, first quarter Cash and Investments Reports, Balance Sheets and Revenue and Expenditure Reports as of 9/30/19. Questions were asked and answered. The monthly expense registers were accepted as presented.

Investment Services: Ms. McCallum said she and Ms. Pollay met with representatives at the Bank of Ann Arbor to review the DDA accounts. They discussed the consolidation of the DDA's four investment accounts to decrease the need for transfers between accounts, provide greater efficiency and better internal control. None of the investment accounts is required by law to be kept in a separate bank account. Ms. McCallum recommended and there was consensus by the committee to approve the consolidation of the DDA's four investment accounts.

Public Comment: None.

Next Meeting: The next Finance Committee meeting is scheduled for Wednesday, November 20 at 1pm, immediately following the Capital Improvements Committee meeting. The Finance Committee meeting was being moved due to the Thanksgiving holiday.

The meeting adjourned at 1:55 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY**  
**Executive Committee Meeting**  
**Wednesday October 2, 2019**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 11:05 a.m.  
Present: Tyler Kinley, Marie Klopf, Darren McKinnon, Keith Orr, Susan Pollay  
Absent: Jessica A.S. Letaw  
Others: Phil Weiss, Amber Miller

Committee actions and discussions

Agenda Review. The Committee reviewed the October monthly meeting agenda. A question arose about the Operations Committee's resolution to approve off-peak parking permits for the proposed 402 E. Huron development. Ms. Miller was asked about the project design. After discussion, the group consensus was that the wording on the resolution should be amended to affirm more clearly the DDA's wish to see the S. Division St sidewalk at 14' to match the sidewalks being installed by the DDA throughout its District.

DDA Office Lease. Mr. Weiss said that due to City Council's rejection of the Ann Ashley build out option, the Operations Committee must now reconsider whether to either improve conditions at the Maynard garage or lease a downtown commercial space. As part of its investigation in this latter option, Mr. Weiss asked the Executive Committee to begin considering what the DDA may wish to do when its own lease expires, as this could involve finding a location where the DDA and its parking operator could be co-located. It was agreed that this topic will be discussed in coming weeks.

There being no other business, the meeting adjourned at 11:40 a.m.  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
MEETING MINUTES FOR CITY/DDA JOINT WORKING SESSION  
Monday, October 14, 2019**

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

Time: The Mayor called the meeting to order at 7:00 p.m.

DDA Present: Bob Guenzel, Marie Klopff, Howard Lazarus, Jessica A.S. Letaw, Joan Lowenstein, Molly McFarland, Darren McKinnon, John Mouat, Rishi Narayan Keith Orr, Phil Weiss

DDA Absent : Tyler Kinley

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

City Council

Present: Zachary Ackerman, Anne Bannister, Jack Eaton, Julie Grand, Kathy Griswold, Jeff Hayner, Jane Lumm, Elizabeth Nelson, Ali Ramlawi, Chip Smith, Mayor Christopher Taylor

City Staff: Jacqueline Beaudry, John Fournier

Public: Kai Petainen, Ed Vielmetti

**Meeting Summary**

Ms. Letaw and Ms. Hahlbrock made a presentation on DDA projects and the DDA parking system. There was an extended discussion about the proposed Ann Ashley expansion and improvement project. Questions were asked and answered.

**Public Comment**

Mr. Petainen spoke of the need for parking around South U area. Mr. Vielmetti shared that he is looking forward to the new William Street bikeway.

**Adjournment**

The meeting adjourned at 9:00 p.m.

Respectfully submitted,  
Susan Pollay, Executive Director

## Parking & Transportation Report October 2019

### Parking

#### Special Events in October

10/12 Ann Arbor Symphony Orchestra  
10/22 UM Football Notre Dame (evening game)  
10/31 MSAA Halloween Treat Parade

#### Special Event Meter Bag Fee Waivers/ Free Parking in October

none

#### Meters

Meter staff worked with contractor for the William Street Bike Way project to coordinate installation of new, and removal of old, metered parking spaces and kiosks.

Fall preventative maintenance tasks are complete. This includes walking the entire system to identify and repair loose or crooked meter posts, faded or missing decals, and painting needs.

#### Parking System Equipment- Procurement Process

The RFP for parking equipment was released in early October. Three dealers attended the optional tour on October 14<sup>th</sup>. RFP responses are due in early November and DDA and RPS staff plan to bring a recommendation to the Committee at its November meeting.

#### Parking System Maintenance/Equipment/IT

Maintenance staff have continued to coordinate with the DDA restoration contractor Pullman. This includes work at Library Lane that impacted entrances and exits. The restoration work is expected to wrap up in early November. At the November Committee meeting staff will share a review of the work completed this year.

RPS and DDA staff did the annual fall maintenance off-street walkthroughs. This included walking throughout all structures and non-metered surface lots. This provides an opportunity to make note of cosmetic & customer service issues that need to be addressed. RPS staff has begun to plan for and implement needed repairs. Staff will do a similar tour of the meter lots in the spring.

RPS IT staff worked to upgrade servers and networks in preparation for an email migration to Office 365 and end of life support for several Microsoft server operating systems.

#### Off-Street Operations

Prepay flat rates were in place at Forest, 4<sup>th</sup> & William and Ann Asley for the 10/26 home football game.

Operations and administrative staff worked with DDA and William Street Bike Way project staff to help communicate William Street construction impacts to 5<sup>th</sup> & William and 4<sup>th</sup> & William, and to relocate parkers as needed.

#### City/DDA Parking Enforcement and Operations Group

A meeting was held on October 17. Only DDA and RPS staff were able to attend so discussion was focused on on-street operations and upcoming events.

#### Tally Hall Condominium Meeting

No meeting this month. 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.

## Transportation

### Air Ride

Ridership on Air Ride (transit service connecting downtown to DTW) continues to grow, due in part to the support from the DDA to encourage a menu of transportation options in downtown including public airport transportation service. Air Ride operator Michigan Flyer provided ridership data for FY19 and RPS provided parker information. Air Ride patrons can park at the 4<sup>th</sup> & William structure for \$2 per day for up to two weeks. Only 1-2% of travelers take advantage of this option.

	<u>Air Ride Parkers</u>	<u>Total Trips</u>
FY17	964	77,410
FY18	1,510	90,783
FY19	1,273	92,389

### Bike Parking

Current rentals-October 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 – September 2019

Total # of companies in program = 429

Total # of active passes (# distributed less deactivations) = 5,331

Total # of unique passes used = 3,944

New go!pass companies for September 2019

- Snap Custom Pizza
- Buccaneer

Engagement for September 2019

Social Media:

- Facebook
  - 1606 Page Likes (+9)
  - 0.63% Page Engagement (benchmark .5-1.0%)
  - 450 Average Daily Reach

- 41 Organic Reach
- 409 Paid Reach
- Twitter
  - .20% Tweet Engagement (benchmark .5-1.0%)
  - 9 Profile Visits
  - 6,281 tweet impressions (+359)

Quarterly go!pass Ridership

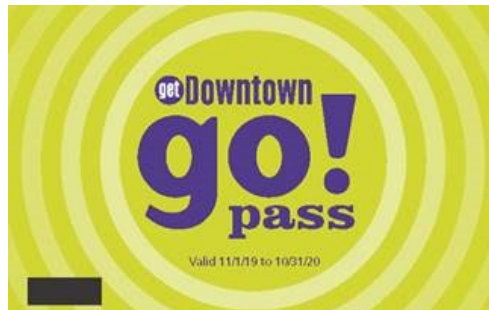
	<i>July 2019</i>	<i>August 2019</i>	<i>September 2019</i>
Go!Pass Usage	49,306	49,671	47,679
NightRide Usage	479	404	416
ExpressRide Flexpass	1,641	1,762	1,804

Usage for Q1 remains down, but on par with Q4 and most of the last fiscal year. This is a 4% drop from the same quarter last year and is equal to the full AAATA system ridership decline for the same period. The ridership changes on the go!pass for the past year have been roughly equivalent to the ridership changes seen by the entire system, which will be reporting a similarly slight reduction in ridership for the year. Analysis for the full system ridership reductions is underway by AAATA, but the reductions when coupled with the last program survey would indicate that the expansion of the geography of the labor pool when coupled with housing and transportation costs suggests that the downtown labor pool is increasingly outside of the area served by fixed-route buses.

Additionally, these metrics don't tie ridership with any sort of employment metric for downtown. Part of the dashboard project is looking to make an appropriate tie on those figures, and we are hoping to have that work done prior to reporting ridership next quarter.

Other Activities

- Go!pass renewal—The existing go!pass (orange version) expires at the end of the day on October 31<sup>st</sup>. The new go!pass (pictured below) is active on November 1st. Distribution figures will be reported in the November report.



- Conquer the Cold is coming on January 1st. The site, as in previous years, will open in December for test commutes. If any organization is interested in sponsoring the challenge, they should contact the getDowntown office. A prospectus for sponsors is available, and the deadline for sponsorship is 12/9/19.
- 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.