

**Ann Arbor Downtown Development Authority Informational Meeting
Wednesday, June 12, 2019 at 12 Noon, DDA Office, 150 S. 5th Avenue, Ann Arbor, 48104**

Ms. Pollay said that DDAs must now hold at least two informational meetings per year. Ms. Pollay gave a presentation on DDA projects and impacts.

**Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, June 12, 2019**

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

1. ROLL CALL

Present: Bob Guenzel, Howard Lazarus, Tyler Kinley, Marie Klopf, Jessica A. S. Letaw, Molly McFarland, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, Phil Weiss

Absent: Joan Lowenstein

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: Matt Carpenter, AAATA
Ray Detter, Downtown Area Citizens Advisory Council
David Diephuis
Josie Parker, Ann Arbor District Library
Michael Quintos
Chris Simmons, get!Downtown
Chris Taylor, Republic Parking System

2. APPROVAL OF THE BOARD MEETING AGENDA

Mr. Orr moved and Mr. Lazarus seconded the motion to approve the agenda. Prior to the vote, Ms. Letaw moved and Mr. McKinnon seconded a motion to amend the agenda to add a resolution from the Partnerships Committee.

A vote on the motion to amend the agenda showed:

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

Nays: None

Absent: Lowenstein

The motion was approved.

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

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

Nays: None

Absent: Lowenstein

The motion was approved.

3. AUDIENCE PARTICIPATION

Ms. Parker stated her appreciation of the DDA's continued support of the Ann Arbor District Library. She spoke of the DDA's support for a ramp outside the Library's front door a few years ago, and that the DDA designed Library Lane as a safe passenger drop off/pick up location for Library patrons. She said that an ongoing collaborative relationship between the AADL and the DDA continues; noting that the Library will be moving its book drop away from William Street given the DDA's new two-way protected bikeway project on William.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Mr. Detter reported there was general support to demolish the 415 W. Washington building with hopes that affordable housing might be considered for this location. There was discussion about a proposed development at S. Main/ Scio Church even though it is outside downtown. There was consensus support for the proposed 19-story E. Washington development, and a hope that this and future projects could be designed so resident can rely on transit. Mr. Detter said that the CAC urged him to accept an invitation from Library Lane Civic Commons representatives to provide feedback.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw said that she will hold another downtown "Walk and Talk" on June 8th with a particular focus on the DDA's William Street project, and her next "Downtown Hall" to answer questions about the DDA will be held tonight at 7pm at the Ann Arbor Downtown Library. All are welcome.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay reminded the Board that the July Board meeting will be held one week later than usual, on July 10th. This will be immediately followed by the DDA's Annual Meeting at which time the DDA will vote to approve its committees and officers for the following year.

7. APPROVAL OF MINUTES

Ms. Letaw moved and Mr. Guenzel seconded the motion to approve the May minutes.

A vote on the motion to approve the agenda showed:

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

Nays: None

Absent: Lowenstein
The motion was approved.

8A. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE
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Mr. Weiss moved and Mr. Mouat seconded the following resolution:

RESOLUTION TO ACCEPT A PROPOSAL FOR THE REPAIR AND PAVING OF THE SOUTH ASHLEY PARKING LOT

Whereas, The DDA has managed the public parking system since 1992 in support of its mission;

Whereas, The DDA strives to keep the parking system in excellent repair;

Whereas, The DDA's parking operator and DDA staff recommend making repairs to the South Ashley parking lot that will include removal of deteriorated asphalt, repaving and restriping;

Whereas, Bids were received from 3 paving contractors;

Whereas, Asphalt Solutions provided the lowest responsible bid in the amount of \$149,635.00;

Whereas, Asphalt Solutions is registered with the City of Ann Arbor as an approved applicator of pavement sealant;

RESOLVED, The DDA authorizes the DDA Board Chair and Executive Director to sign a proposal with Asphalt Solutions for \$149,635.00 for the repair, paving, and other related work at the South Ashley Lot.

A vote on the motion to approve the resolution showed:

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

Nays: None

Absent: Lowenstein

The resolution was approved.

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

RESOLUTION TO APPROVE A CONTRACT FOR 2019 PARKING SYSTEM REPAIRS WITH PULLMAN SST, INC. AND ESTABLISH A PROJECT BUDGET

Whereas, The DDA has managed the public parking system since 1992 in support of its mission;

Whereas, Annually the DDA undertakes necessary repairs to keep the facilities in good condition;

Whereas, The DDA's engineer, Restore Consulting LLC, has provided the DDA with a list of recommended parking structure repairs for the 2019 construction season;

Whereas, The work was solicited and seven companies expressed interest and three companies submitted a bid;

Whereas, Pullman SST, Inc. submitted the lowest responsible bid in the amount of \$623,885.00;

Whereas, a contingency equal to 20% of the estimated work will be set aside, thus creating a project budget of \$748,662.00;

RESOLVED, The DDA selects Pullman SST, Inc. for its 2019 repairs and authorizes the Board Chair and the Executive Director to sign a contract with Pullman SST Inc. in the amount of \$623,885.00;

RESOLVED, The DDA establishes a project budget for calendar year 2019 repairs of \$748,662.00;

A vote on the motion to approve the resolution showed:

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

Nays: None

Absent: Lowenstein

The resolution was approved.

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

RESOLUTION TO APPROVE THE ANNUAL PERFORMANCE-BASED INCENTIVE FEE FOR REPUBLIC PARKING - CONTRACT YEAR 2018/2019

Whereas, The DDA entered into a contract with Republic Parking System (RPS) beginning July 1, 2017 for management of the DDA's parking system;

Whereas, According to this contract the fee paid to RPS is paid in two parts: The first part, \$125,000 is paid on a monthly basis. The second part, up to \$50,000, is paid on the anniversary date of the contract based upon a DDA review of RPS's performance;

Whereas, After reviewing RPS's performance, and in acknowledgement of their efforts this year, the Operations Committee recommends that the DDA provide RPS with the full \$50,000 year-end management incentive;

RESOLVED, The DDA authorizes a 2018/19 year-end management incentive of \$50,000 for Republic Parking System.

A vote on the motion to approve the resolution showed:

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

Nays: None

Absent: Lowenstein

The resolution was approved.

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

**RESOLUTION TO APPROVE A PARKING CONTRACT WITH THE DEVELOPMENT AT 616 E.
WASHINGTON STREET (CERCA TROVA)**

Whereas, The DDA mission is to strengthen the downtown area and attract new private investments, which includes managing the public parking system to accomplish this mission;

Whereas, In 2012 City Council set forward a Contribution in Lieu Parking Policy that defines how private development projects can meet zoning requirements for parking through a long-term parking contract;

Whereas, The developers of The Cerca Trova Development (616 E. Washington) met with the Operations Committee to discuss their project, and requested 15 parking permits from the DDA parking system utilizing the Contribution in Lieu framework so their project will meet the City's zoning requirement for parking;

Whereas, The Operations Committee discussed the request and determined that the project would provide important public benefits including 19 affordable housing units and an area for solid waste/refuse collection for this project and other nearby buildings;

Whereas, The Operations Committee recommends that the DDA provide 15 off-peak monthly parking permits and the term of the agreement for this parking be limited to the duration necessary for the project to meet current city zoning requirement, which is estimated to be 15 years;

Resolved, the DDA approves the provision of 15 off-peak monthly parking permits for the Cerca Trova project (616 E. Washington Street) as recommended by its Operations Committee to enable the project to move forward with the site plan process;

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 this resolution and the City Contribution in Lieu Policy.

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

· **Striking the word 'zoning' from the last sentence of the third "Whereas"**

· **Adding the following new Resolved clause:**

Resolved, DDA approval is subject to the petitioner providing the following beneficial elements as part of the project. As described in their May 22, 2019 memo:

- **Two refuse collection areas designed to manage the solid waste for the proposed project as well as tenants of the adjacent buildings**
- **Inclusion of affordable housing (19 units up to 60% & 80% AMI)**
- **On-site car share**
- **A single curb cut for the entire project**

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

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

Nays: None

Absent: Lowenstein

The motion to amend was approved.

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

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

Nays: None

Absent: Lowenstein

The motion was approved.

Solar Carport/EV Project: Mr. Weiss said that the Committee supports the City's installation of a solar carport/EV station in the Main/William lot. Data, such as battery usage will be collected and shared with the DDA.

Ann Ashley Expansion: The project site plan was reviewed by the Planning Commission; this site plan will be attached to the bond issuance resolution to be presented to City Council on July 1st.

Parking & Transportation Report: There were no questions.

The next Operations Committee meeting will be Wednesday, June 26 at 11 am.

8B. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

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

RESOLUTION TO ADOPT THE DDA BUDGET FOR FISCAL YEAR 2020

Whereas, PA 57 of 2018 requires that the Director of the Authority will prepare and submit for the approval of the Board a budget for the operation of the Authority for the ensuing fiscal year; and

Whereas, The statute also requires that the budget be prepared in the manner and contain the information required of municipal departments; and

Whereas, Before the budget may be adopted by the board, the statute requires that it be approved by the governing body of the municipality; and

Whereas, At its March 6, 2019 meeting the DDA Board accepted the recommendation of its Finance Committee and put its FY 2020 budget forward to the City Council for approval; and

Whereas, The Ann Arbor City Council adopted its fiscal year 2020 budget at a regular meeting on May 20, 2019, which included the DDA fiscal year 2020 budget, as presented,

NOW THEREFORE, BE IT RESOLVED, that the Ann Arbor Downtown Development Authority hereby adopts the following revenue and expenditure appropriations as its fiscal year 2020 budget:

Fund #	Fund Name	Revenue	Expenditure
001	DDA Housing	\$ 720,880	\$ 720,880
003	DDA	8,836,572	8,836,572
033	DDA Parking Maintenance	3,575,000	3,267,536
063	DDA Parking	23,387,772	23,387,772
	Total All Funds	\$ 36,520,224	\$ 36,212,760

A vote on the motion to approve the resolution showed:

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

Nays: None

Absent: Lowenstein

The resolution was approved.

Parking System Expense Reporting: Mr. Guenzel said that the Committee discussed how best to respond to the request for additional reporting on parking system expenses. After much discussion, the Committee resolved that receiving information quarterly and annually is most useful, and when possible to present information graphically. He said the Committee expressed confidence in staff's oversight of including supervising parking system expenses.

The next Finance Committee meeting will be on Thursday, June 27 at 11 am.

8C. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS
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First & Ashley Street Project: Mr. Mouat said that the project budget is \$8.3M and the estimated cost for all proposed elements is \$11.5M, so the design team presented three design concepts so the Committee could direct the design focus. These were: prioritizing First Street, prioritizing utilities/infrastructure improvements, or an approach balancing dollars between First & Ashley Streets. The Committee consensus was to focus on improving First Street, as this would have the most transformative impact, but also to see if some amount of streetscape could be installed on the active pedestrian blocks on Ashley. He said installing lighting on

Ashley will be challenging due to the number and size of vaults; staff have been directed to speak with property owners to see if they will agree to abandon their vaults.

Project Updates: Remaining work on 5th & Detroit is largely brick installation on Detroit which is expected to be completed in July. Work is underway between 1st and 4th on Huron including electrical conduit, light pole foundations and sidewalks. On William Street curb work between Maynard and Thompson to accommodate the bikeway is underway; resurfacing between State & Division is scheduled to be completed by Art Fair. The 4th Avenue canopy and columns were removed and footing removal is underway.

The next Capital Improvements Committee meeting will be on Wednesday, June 19 at 1 pm.

8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE

Ms. Letaw provided highlights from the May 8th Committee meeting with DDA partners. WCC's Brenda Prebo reported on the growing list of union training events, the 16% increase in certificates and degrees awarded by the College, and the awarding of a state grant for an advanced transportation building. Mr. Carpenter said the AAATA is celebrating its 50th anniversary and reported that there may be another try for a regional transit in SE Michigan with a potential millage in fall 2020. Ms. Gibbs-Randall reported the revised sign ordinance will be considered at next month's City Council meeting, and the Planning Commission is working on a Night Sky lighting ordinance. City Councilmember Ramlawi restated his desire to have the DDA expediently demolish the 415 W. Washington building and replace it with an urban farm. Out of that discussion came the idea of a DDA grant to the city to hire a consultant to lead a public process to delineate future uses of the site. There appeared to be support for this concept, and discussion of this idea was to be continued at the next Partners meeting in July. However, there was a push for more urgent action, so at the Committee meeting earlier in the morning it was decided to present the following resolution. **Ms. Letaw moved and Ms. Klopf seconded the following resolution:**

RESOLUTION TO PROVIDE A GRANT TO FUND THE CREATION OF A REUSE STRATEGY FOR THE 415 W. WASHINGTON PROPERTY

Whereas, The Ann Arbor DDA Renewal Plan makes repeated reference to the DDA supporting projects that meet community goals;

Whereas, Over the years a variety of ideas and proposals have been put forward to reuse the City's 415 W. Washington Street property but there has never been an agreed-upon strategy to move forward;

Whereas, The 415 W. Washington site is approximately 2 acres, and has assets including its location adjacent to Downtown, Old West Side, and YMCA and its future connection to the Treeline, as well as challenges including limitations imposed by its location within a floodway and floodplain, the need for soil remediation, and its proximity to an active railroad line;

Whereas, The Partnerships Committee recommends that the City pursue a reuse strategy for this site that begins with a community visioning process spearheaded by a professional consultant team with technical expertise in feasibility analyses and effective experience eliciting a diversity of public input;

Whereas, This would be the same approach the City is expected to follow to develop a strategy to redevelop the former Y-lot, with a consultant hired to develop a public input facilitation process which utilizes feasibility analyses;

Whereas, The strategy being implemented at the former Y-lot will be partially paid for with a grant from the DDA;

Whereas, The Partnerships Committee recommends that the DDA similarly provide a not-to-exceed \$75,000 grant to the City so it can hire a consultant to oversee a comparable public facilitation and feasibility analyses process for the 415 W. Washington property;

RESOLVED, The DDA approves a not-to-exceed \$75,000 grant to the City in support of the goal to create a successful process to shape feasible options for the redevelopment of the 415 W. Washington property in support of community goals.

A vote on the motion to approve the resolution showed:

Ayes: Guenzel, Lazarus, Kinley, Klopf, McFarland, Mouat, Narayan, Orr, Weiss

Nays: Letaw

Recused: McKinnon

Absent: Lowenstein

The resolution was approved.

Ms. Letaw said that additionally, at this morning's Committee meeting, Peter Allen presented an update on his students' conceptual plan for public properties for Committee feedback.

The next Partnerships Committee meeting will be Wednesday, July 10 at 9 am. (with Partners).

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE
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Ms. Klopf reported that the committee reviewed the board meeting agenda.

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

**RESOLUTION OF THE ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY TO
AUTHORIZE SARA MCCALLUM TO AUTHORIZE BANK TRANSFERS**

Whereas, The Ann Arbor DDA Board opened four Agency Accounts with the Bank of Ann Arbor for the purpose of banking and/or investment management purposes and those accounts are,

2. Parking Fund Investment Account #19-1015 opened January 31, 2003
3. Housing Fund Investment Account #19-1022 opened March 2, 2004
4. TIF Fund Investment Account #19-1023 opened March 2, 2004

5. Parking Maintenance Fund Account #19-1030 opened February 2, 2005;

Whereas, Sara McCallum has been hired by the Ann Arbor Downtown Development Authority to serve as the DDA's Deputy Director and Accounting Manager, and in this role is responsible for the financial planning, direction, administration and management of all DDA financial-related activities;

RESOLVED, Effective June 12, 2019, the Ann Arbor DDA board designates Sara McCallum as duly authorized 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.

A vote on the motion to approve the resolution showed:

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

Nays: None

Absent: Lowenstein

The resolution was approved.

The next Executive Committee will be on Wednesday, July 10 at 11 am.

9. NEW BUSINESS

The change in July Board and Annual Meeting date to July 10 was noted.

10. OTHER AUDIENCE PARTICIPATION

Mr. Diephuis expressed his objection to the manner in which the resolution to provide a grant to the City to fund a public input process for a reuse strategy for the 415 W. Washington property was brought forward for a vote at today's meeting without the public having an opportunity to view it ahead of time. He recommended the Board not bring a resolution forward in this manner in the future.

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

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, June 12, 2019

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Marie Klopf, Darren McKinnon, Keith Orr Susan Pollay (ex officio), Phil Weiss (ex officio)
Absent: Tyler, Kinley, Howard Lazarus, Joan Lowenstein
Others: None

Committee actions and discussions

Agenda Review. Ms. Pollay noted two items on the board meeting agenda that would be coming from the Executive Committee, namely the resolution to authorize Sara McCallum and the letter to engage the auditors. The Committee reviewed the remained of the agenda. Ms. Pollay noted a recommended change to the resolution approving a parking contract with 616 E. Washington Street development. She said that it was suggested that language be added outlining the public benefits the project will be providing, including providing affordable housing and an area for neighborhood solid waste management. As co-chairs of the Operations Committee, Mr. Weiss and Mr. Orr said that they would put this amendment forward. Ms. Pollay said that a new resolution would be added to the board packet from the Partnerships Committee, which had just met earlier in the morning. This resolution would provide a not-to-exceed \$75,000 grant to the City to enable it to hire a consultant to guide a public input process including feasibility analyses to develop a reuse strategy for the 415 W. Washington property. The DDA had provided a similar grant to the City in July 2018 to hire a consultant to help develop a reuse strategy for 350 S. Fifth Avenue lot (former Y-Lot), and a recommended consultant will be presented to City Council on July 1st. DDA approval of this new grant could enable the City to expand its contract with that consultant if it chose, to facilitate a similar process for the 415 W. Washington site. Mr. Orr said that given this new resolution he would ask to amend the agenda at the beginning of the meeting.

Miscellaneous. Ms. Pollay asked the Committee's help with her annual performance review. She said she would be undertaking similar reviews of her staff later in the month. Ms. Pollay reported that representatives of the various taxing authorities had been invited to attend the DDA's first Informational Meeting, as required by the State.

There being no other business, the meeting adjourned at 11:43 a.m.

Susan Pollay, Executive Director

PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, June 12, 2019

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

Time: 9:10 a.m.

Present: Bob Guenzel, Tyler Kinley, Jessica A.S. Letaw

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

Staff: Susan Pollay, Kelley Graves

Public: Peter Allen, Michael Quintos

415 W. Washington: Ms. Pollay restated her suggestion made at the previous Committee meeting that the DDA provide a \$75K grant to the City so it could select a consultant to guide a public process to find elements of community agreement on the preferred future reuse of the site. Committee members commented that they felt the discussion about this at the May Partnerships meeting had felt productive and collaborative, thus there were questions about the urgency to move forward ahead of the next joint Partners meeting. There was discussion about the matter; in the end, there was Committee concurrence to recommend DDA approval of a \$75,000 grant to the City for this purpose at the board meeting later in the day.

Student Conceptual Plan: Mr. Allen and Mr. Quintos said they had met with representatives of the Library Lane Civic Commons group, the AADL, City Council, and others to get their input into a proposed vision for the reuse of publically-owned downtown properties that would help meet community goals of affordability, sustainability and mobility. Their proposed plan would have the DDA constructing underground parking to free up the properties from the need to provide parking. They recommended focusing on the former Y-Lot, the Main & Ann Lot and air rights on top of Liberty Square, and shaping plans that the City would pre-entitle. Committee members provided feedback on these concepts.

Affordable Housing: Ms. Letaw said that the proposed speaker series program would be set aside temporarily and instead recommended that informational materials should be gathered and made available to the public; there was consensus support for this suggestion.

Next Partnerships Committee meeting: Scheduled for Wednesday, July 10 at 9:00 am (with Partners)

The meeting adjourned at 10:30 am.

Respectfully submitted
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, June 19, 2019 11:00 am**

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

Time: 11:00 a.m.

Present: Robert Guenzel, Tyler Kinley, Jessica A.S. Letaw, Joan Lowenstein, Darren McKinnon, John Mouat, Keith Orr, Phi Weiss

Absent: Howard Lazarus, Marie Klopf, Molly McFarland, Rishi Narayan

Staff: Amber Miller, Maura Thomson, Kelley Graves

Other: Neal Billetdeaux, Smith Group; Chris Wall, Jeremy Schrot, Wade Trim

Public: Ray Detter/Downtown Area Citizens Advisory Council, Connie Dimond, David Diephuis

Public Comment: Ms. Dimond, Kingsley/Ashley Condo Association Board member requested on behalf of the association that the DDA consider extending the streetlight improvements from Miller to Kingsley and then Kingsley to Main to First Street. She understands it may not be part of the current project elements but, asked that it be considered in the future both to enhance the aesthetics of the area and well as improving safety for residents.

First and Ashley Street Project: Mr. Billetdeaux provided a section by section overview of the prioritized elements of the project based on the direction the Design Team received at last month's committee meeting. Priority to be given to maximizing First Street impact with two-way restoration, safety improvements, raised bikeway, watermain upsizing, Treeline improvements, street resurfacing and lighting and, two-way restoration, safety improvements and light street resurfacing to enhance Ashley Street as well. If budget dollars are available, Ashley Street landscaping and lighting between Huron and William Street would be included. Ms. Miller shared that the bond costs came in less than estimated, resulting in a \$600K savings. She presented two resolutions-one to approve the recommended street design and a second one to amend the project budget from \$9.4M to \$10M, an increase of \$600K with \$450K for capital expenditure and \$150K for design. With these dollars the recommended lighting and landscaping work on Ashley Street can be completed. Questions were asked and answered regarding the floodway areas, signage and signalization. There was support to take both resolutions to the Board.

Project Updates: Mr. Wall provided a summary of the results from the first post-construction traffic study conducted in the 5th & Detroit project area the last week of school before street striping was complete. The video recordings from different days and times of day show 628 pedestrian crossings of which 57% had no vehicle encounters and 43% vehicle encounters of which only 1% of those encounters resulted in a vehicle not stopping. These results are very positive as the pre-construction study showed very little compliance. The removal of the

temporary asphalt and installation of the new brick on Detroit is underway and is expected to be complete by mid-July. Huron Street construction is underway, hampered by weather delays but is moving forward. Curb work is underway on William at Thompson and Maynard, moving to State next week with plans to have the asphalt done before Art Fair, weather permitting. The 4th Avenue Canopy removal is complete. The restoration of the bump out and the sidewalk seating is underway.

Vault Program: Ms. Miller shared with the committee that interest in vault fill/removal is increasing and thus, asked for support to continue the DDA's grant program whereby business owners are reimbursed for fill and sidewalk restoration expenses to fill the vaults. Ms. Miller anticipates more requests and recommends continuing the vault program using \$100,000 from the TIF Capital Repair dollars in the FY20 budget. Ms. Miller also shared that vaults vary greatly in size and recommended increasing the maximum allowable reimbursement from \$5,000 to \$25,000. There was support to bring a vault policy forward to the Board.

Other Business: Ms. Letaw shared the positive feedback she heard from the residents and members of the VOCAL group at Avalon regarding the improvements underway on Huron. They are very appreciative of the work of the DDA.

Mr. Mouat will not be at the July Board meeting and Ms. Letaw will provide the CIC update.

Other Public Comment: Mr. Detter reminded the committee of the importance of considering the overall connectivity of all projects. He mentioned the City's decision to demolish three historic homes in the Glen/Huron Streets area to make way for a new development without input from the residents and surrounding community and asked that the dangerous crosswalk in the Fletcher/Thayer area be kept in the forefront for improvement as projects are being worked on. He asked and received confirmation that the historic street exhibit is on track to be complete by Art Fair.

The next Capital Improvements Committee meeting is scheduled for Wednesday, July 17 at 11 am.

The meeting adjourned at 1:45 pm.

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, June 26, 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, Joe Morehouse, Sara McCallum, Jada Hahlbrock, Maura Thomson
Others: Chris Simmons/getDowntown, Mike McKiness/RPS, John Fournier/City

Equipment: Ms. Hahlbrock said that in January 2020 Windows 7 will no longer be supported which require a significant amount of parking equipment replacement. She said that she and RPS staff have begun drafting an RFP and researching equipment options. The Operations Committee will be kept informed throughout the process.

Communication About Mobility and Parking: Ms. Thomson gave a presentation conveying how the DDA works to support a variety of downtown commutes, including images of new signs and advertising. She said DDA staff participated in recent downtown events to share information about what the DDA does and upcoming projects.

Ann Ashley: Ms. Pollay noted that the DDA office lease will expire in two years, and said that if there was an interest in pursuing a DDA office move to the Ann Ashley garage discussion should start now to allow time for design, approval, and construction. Ms. Hahlbrock shared early conceptual images; after discussion there was consensus support to explore this question further, including funding options and design refinement.

4th & Washington Fencing: Mr. Hahlbrock said shop drawings are being drawn so the project can be bid.

Customer Service/Admin Office: Ms. Hahlbrock reported that she, Mr. Fournier, and Mr. Forsberg had met to discuss the possibility of an RPS/police office swap at Maynard, but this wouldn't result in a much improvement. The committee consensus was to not move forward with work at Maynard until it becomes clearer if a parking services office build out at Ann Ashley is feasible.

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

Miscellaneous. Mr. McKiness shared information about a recent acquisition and consolidation process involving Republic Parking and its parent company. Ms. Hahlbrock said that the

elevator upgrade work in the NW elevator at 4th & William will begin in late July and last 10 weeks.

Public Comment: None

The next Operations Committee meeting is scheduled for Wednesday, July 31 at 11 am. Traditionally the Committee does not meet in July. The Committee will decide about cancelling the meeting closer to the meeting date.

The meeting adjourned at 12:45 pm.

Respectfully submitted,
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Thursday, June 27, 2019

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

May Expense Register: Expenses were reviewed. Questions were asked and answered.

Parking Equipment. Ms. Hahlbrock reported that \$3M will be needed for the purchase of new parking equipment due to a required upgrade from Windows 7 to Windows 10. Mr. Crawford offered City IT support on the equipment selection. Questions were asked and answered.

Credit Card Policy: Ms. McCallum recommended updating a 2018 purchasing card policy with revised language more closely mirroring the City's policy. There was support to bring this to the board with added text about the Executive Director's oversight. There was also support to increase the individual card limits to \$6,000 with the policy limit of a maximum of \$10,000. The DDA Attorney will review proposed revisions before the board is asked to vote.

Ann Ashley Office: There was consensus support at the Operations Committee to pursue a build out of the Ann Ashley commercial space. This would increase the project budget by \$4M; Mr. Morehouse showed how this could be done if the project bond were increased. Questions were asked and answered. There was consensus support to 1) delay City Council's vote on the bond resolution until early August, 2) share this update with the DDA at its July meeting, 3) bring updated information to the Operations Committee at its July meeting, and 4) schedule an August DDA meeting to approve a project budget increase. If there is support from City Council and the DDA design work would take place in FY20, and construction costs included in the DDA's FY21 budget.

Public Comment: None.

The next Finance Committee meeting is scheduled for Thursday, August 1 at 1 p.m.

The meeting adjourned at 1:45 p.m.

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Parking & Transportation Report June 2019

Parking

Special Events in June

African American Festival 5/31 & 6/1
Treeverb 6/1
Dexter AA Run 6/2
Taste of Ann Arbor 6/2
Sonic Lunch Thursdays at noon beginning 6/6
Teck Trek 6/7
Live on Washington 6/8
YMCA Block Party 6/9
Restaurant Week 6/9-14
Movies on Maynard 6/13
Mayors Green Fair 6/14
Summer Fest nightly beginning 6/14
Juneteenth 6/15
Event on Main 6/20

Special Event Meter Bag Fee Waivers/ Free Parking in June

African American Festival 5/31 & 6/1 \$2,400
Treeverb 6/1 \$425
Dexter AA Run 6/2 \$1,080
Taste of Ann Arbor 6/2 \$200
Sonic Lunch 6/6, 13, 20 & 27 \$800
Teck Trek 6/7 \$325
Live on Washington 6/8 \$300
YMCA Block Party 6/9 \$200
Movies on Maynard 6/13 \$200
Mayors Green Fair 6/14 \$2,075
Summer Fest June & July \$35,775
Juneteenth 6/15 \$800

Meters

Use of the Epark payment app continues to grow.

Payment type breakdown for May 2019

Cash at Epark	37,426	18%
Credit at Epark	80,577	40%
<u>Epark App</u>	<u>85,871</u>	<u>42%</u>
Total Transactions	203,874	

Work to replace the single space coin meters with epark kiosks was completed last fall. This means that all spaces are now tied to the epark system and payment app. The ability to compare across years and be better able to recognize payment trends will be available later this year.

Meter department staff are working with the equipment vendor to upgrade 3G modems in the older epark kiosks.

Meter department staff will do another abandoned bike sweep with Community Standards officers ahead of Art Fair.

General Operations

Signage was posted at the South Ashley lot ahead of the July 1st rate increase as well as ahead of the paving work and lot closure.

Operations and DDA staff met with representatives from a Kalamazoo hotel to discuss parking equipment and show them around the Ann Arbor system.

Operations staff began work on the Art Fair schedule with a focus on continued improvements and efficiency with scheduled hours and overtime. As crowd size and peak periods change over the years so does staffing.

Parking System Maintenance/Equipment

The annual restoration work got underway in late June. DDA staff communicated the work to monthly parkers, neighbors and area associations, and will provide updates as needed throughout the project.

Sealing and striping at the Fourth & Catherine and Main & Ann lots was completed in early June. Repairs and paving in the South Ashley lot are scheduled for the end of June.

Touch up painting of curbs, bollards and directional arrows is underway in the structures.

IT staff implemented a software update that allows for real time status alerts to be emailed when there are equipment issues. Staff also worked to upgrade the network firewall.

City/DDA Parking Enforcement and Operations Group

The group met on June 20th. Community Standards, Treasury, Republic Parking, and DDA staff shared updates and information.

Tally Hall Condominium Meeting

The group had no meeting scheduled this month. The next meeting will take place in July.

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 its July 1 meeting City Council will consider the bond issuance for the project.

Transportation

Bike Parking

Current rentals:

- Bike Locker Rentals: 6 rentals of 10 available lockers (60%)
- Maynard Bike House Rentals: 11 of 28 spaces (39%)
- Ann Ashley Bike House Rentals: 37 of 27 spaces (137%)

Go!pass Summary - May

Total # of companies in program = 416

Total # of active passes = 5,425

Total # of unique passes used = 3,247

New go!pass companies for May 2019

- Autaza Technology
- PassiveBolt
- Vie Fitness & Spa

Engagement for May 2019

Social Media:

- 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 Ridership to be reported in July

Other Activities

- Commuter Challenge Final Report
 - Commuting Statistics
 - 2,200 Participants from 275 organizations (essentially flat)
 - 39,900 logged commutes (up 12.7% from last year)
 - Top Modes
 - Walk (15,109 trips, up 17.9%)
 - Bus (11,820 trips, up 19.5%)
 - Bike (8,551, down 2.9%)
 - Engagement
 - 43,667 people reached via social media ads
 - 1,304 people engaged with those ads
 - Cost of \$0.33 per engagement
 - 120 photos submitted
 - 44 #NoMoHaiku submissions



1- Russell from Zingerman's receiving grand prize

- ArborBike update—Permits have been submitted to the City for approval. On approval of the permits, the system can be up and running within a week.
- 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.