

Ann Arbor Downtown Development Authority Meeting Minutes

Wednesday, June 6, 2018

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

Time: Mr. Weiss called the meeting to order at 12:02 p.m.

1. ROLL CALL

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

Absent: Marie Klopf, 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
Chris Simmons, Get!Downtown
Chris Taylor, RPS
Matt Carpenter, TheRide
Jack Jennings

2. APPROVAL OF THE BOARD MEETING AGENDA

Mr. Guenzel moved and Ms. Lowenstein seconded to approve the meeting agenda.

A vote on the motion to approve the agenda showed:

Ayes: Guenzel, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Mouat, Orr, Splitt, Weiss

Nays: None

Absent: Klopf, Narayan

The motion was approved.

3. AUDIENCE PARTICIPATION

None.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Mr. Detter said that he had attended Monday's People-Friendly Streets meeting and it was well-attended and ideas were well-received. He said at the CAC meeting there was discussion about and support for DDA projects. He said that CAC is pleased with the City's decision to repurchase the former YMCA site. Mr. Detter reminded

everyone of the annual Old Fourth Ward and Downtown Neighbors Spring Party tonight at 6:30 p.m. at 120 & 126 N. Division. All are welcome to attend.

5. DDA MEMBER COMMUNICATIONS

The Board welcomed Molly McFarland who is filling the remainder of Sava Lelcaj-Farah's term. Ms. McFarland introduced herself, and said she was looking forward to being part of the DDA.

Ms. Letaw said that she would have another Walk & Talk on June 9 at 10am starting at the Blake Transit Center and a "Downtown Hall" on June 13 at 7 p.m. at the Cardamon restaurant.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay said that following the DDA's vote last month to postpone action on parking contract request, the developer reduced the development size so parking was no longer required. Given this, the matter was resolved, no further DDA action was needed.

7. APPROVAL OF MINUTES

Ms. Letaw moved and Ms. Lowenstein seconded to approve the minutes.

A vote on the motion to approve the agenda showed:

Ayes: Guenzel, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Mouat, Orr, Weiss

Nays: None

Abstain: Splitt

Absent: Klopf, Narayan

The motion was approved.

8A. SUBCOMMITTEE REPORTS- OPERATIONS COMMITTEE

Mr. Orr introduced Matt Carpenter, TheRide, who reported on 2014 AATA transit millage impacts.

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

RESOLUTION TO RECOMMEND RENEWAL OF THE 2014 AAATA TRANSIT MILLAGE

Whereas, The DDA helped establish the getDowntown program in 1999 and in support of its mission remains an active partner and funder of transportation services such as the go!Pass;

Whereas, The DDA's encouragement of transportation alternatives has been a key contributor to downtown's growth, prosperity and quality of life, including new business attraction, and lessening traffic congestion and parking demand;

Whereas, In 2014 AAATA asked for voter approval of a new transit millage to support a five-year service plan, that included new evening and weekend service, and increased local service, and this millage was strongly supported by the voters;

Whereas, Over the past few years this service plan has been fully implemented;

Whereas, A renewal of this millage will be presented to the voters in August 2018, which if approved would enable these new transit services to be continued;

Whereas, The DDA's transportation programs are overseen by its Operations Committee, and the Operations Committee recommends that the DDA show its support for this millage renewal;

RESOLVED, The DDA recommends support for the renewal of the AAATA transit millage.

A vote on the resolution showed:

Ayes: Guenzel, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Mouat, Orr, Splitt, Weiss

Nays: None

Absent: Klopf, Narayan

The resolution was approved.

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

RESOLUTION TO APPROVE A CONTRACT FOR PARKING STRUCTURE REPAIRS WITH MERIDIAN RESTORATION LLC. AND ESTABLISH A PROJECT BUDGET (\$645,000)

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

Whereas, The DDA's engineer's, Carl Walker Inc., has provided the DDA with a list of recommended parking structure repairs for the 2018 construction season;

Whereas, The list of needed repairs was bid out to four qualified companies, and three companies submitted bids;

Whereas, Meridian Restoration, LLC, submitted the lowest responsible bid in the amount of \$537,460;

Whereas, a contingency equal to 20% of the estimated work will be set aside, thus creating a project budget of \$645,000;

RESOLVED, The DDA establishes a project budget for calendar year 2018 repairs of \$645,000;

RESOLVED, The DDA selects Meridian Restoration, LLC, for its summer repairs and authorizes the Board Chair and the Executive Director to sign a contract with Meridian Restoration, LLC, of, in the amount of \$537,460.

A vote on the resolution showed:

Ayes: Guenzel, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Mouat, Orr, Splitt, Weiss

Nays: None
Absent: Klopf, Narayan
The resolution was approved.

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

**RESOLUTION TO APPROVE A 2017/18 CONTRACT YEAR-END MANAGEMENT FEE FOR
REPUBLIC PARKING FOR MANAGEMENT OF DDA PARKING FACILITIES**

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 the contractor 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 Republic'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 a \$50,000 year-end management incentive;

RESOLVED, The DDA authorizes a 2017 year-end management incentive of \$50,000 for Republic Parking System.

A vote on the resolution showed:

Ayes: Guenzel, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Mouat, Orr, Splitt, Weiss

Nays: None

Absent: Klopf, Narayan

The resolution was approved.

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

**RESOLUTION TO MODIFY ANN ASHLEY EXPANSION PROJECT SCOPE TO ELIMINATE THE
DEMOLITION OF THE NORTH END OF THE GARAGE AND ARCHITECTURAL LOUVERS**

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

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

Whereas, At its April 2018 meeting, the DDA voted to increase its project budget and to add a variety of architectural improvements to the Ann Ashley structure;

Whereas, The approved design was reviewed by the City's Design Review Board and by members of the public at a Citizens Participation meeting, and at both meetings there was

support for nearly all project elements, but opposition to demolishing the north end of the garage and the louvers that had been proposed to create an architectural “veil”;

Whereas, It was recommended by the Operations Committee that the DDA be asked to approve removing these elements from the project, but leave intact other architectural improvements including concrete stain, opening up the stair/elevator towers with more windows, and enhanced landscaping;

RESOLVED, The DDA modifies the Ann Ashley expansion project scope to eliminate the proposed louvers and demolition of the north end of the garage, but allow all other approved project elements to remain as part of the project.

Mr. Splitt said he disagreed, as it was an ugly building that would be getting bigger.

A vote on the resolution showed:

Ayes: Guenzel, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Mouat, Orr, Weiss

Nays: Splitt

Absent: Klopf, Narayan

The resolution was approved.

Monthly Parking/Transportation Report: Ms. Letaw asked if graphics on the Epark chart could be shown in color or with dotted lines to show more differentiation.

The next Operations Committee meeting will be held Wednesday, June 27, 2018 at 11 am.

8B. SUBCOMMITTEE REPORTS - CAPITAL IMPROVEMENTS COMMITTEE
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Mr. Mouat gave kudos to Ms. Miller and the entire DDA team for their hard work overseeing multiple street improvement projects currently in development or in construction.

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

RESOLUTION TO APPROVE A SCHEMATIC DESIGN FOR THE HURON STREET IMPROVEMENT PROJECT

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

Whereas, In July 2016 the DDA began work on its Huron Street improvements project, including selecting its consultants and establishing its project budget, and in November 2017 set the project boundaries as Third Street to Division Street;

Whereas, In March 2018, the DDA approved a slate of important Huron Street transportation improvements based on public input and detailed analysis, and these improvements were also approved by the City's Transportation Commission;

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

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

Resolved, The DDA Board approves a schematic design for the Huron Street Improvement 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: Guenzel, Lazarus, Letaw, Lowenstein, McFarland, McKinnon, Mouat, Orr, Splitt, Weiss

Nays: None

Absent: Klopf, Narayan

The resolution was approved.

People-Friendly Streets Projects: Mr. Mouat said workshops were going on all week; Ms. Miller reported that attendance was very strong, and many people were meeting one-on-one with the design team to discuss specific and general concerns and ideas for improvements.

Fifth/Detroit Project: Ms. Rolla said installation of the water main on Fifth is completed, and a new storm main is being installed on Kingsley. She said that this phase of work is expected to be completed in July, at which time the contractor would begin work on the other side of Fifth

There was a question about the replacement of rejected landscaping on S.U.; Ms. Rolla said trees and landscaping were being replaced this week.

RESOLUTION TO APPROVE AN AGREEMENT WITH THE CITY FOR SIDEWALK REPAIRS WITHIN THE DDA DISTRICT

Whereas, The DDA's Development Plan highlighted identity, infrastructure, and transportation as key strategies, and also recognized that an enjoyable pedestrian experience is one of downtown's principal attractions, as well as a necessary element in its social and economic life;

Whereas, The City and DDA desire to approve a five-year agreement so that the City will treat sidewalks within the DDA District like sidewalks outside the DDA District for purposes of repair,

for which the DDA will transmit its portion of the special Streets, Bridges, and Sidewalk Millage that is captured by the DDA;

Resolved, The DDA Board approves an agreement with the City for sidewalk repairs within the DDA District as indicated above.

Mr. Mouat moved and Ms. Letaw seconded the resolution.

A vote on the resolution showed:

Ayes: Guenzel, Letaw, Lowenstein, McFarland, McKinnon, Mouat, Orr, Splitt, Weiss

Nays: None

Abstain: Lazarus

Absent: Klopf, Narayan

The motion was approved.

The next Capital Improvements Committee meeting is Wednesday, June 20, 2018 at 11 am.

8C. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

Financial Statements. Ms. Letaw said that April expenses were reviewed. Questions were asked and answered.

Project Planning: Ms. Letaw said that to prepare for the two upcoming construction bonds (Ann Ashley expansion & the Huron, 1st, Ashley, William projects) the updated Ten-Year Plan was reviewed. It was noted that the anticipated revenues for Ann Ashley in FY19 and FY20 will be modified once a construction phasing plan has been created so we can see how many spaces will be out of use at given periods. For the Ann Ashley bond, structure repairs will be included in the project bond. For both bonds the committee reviewed staff's analysis for anticipated bond costs, and how much will be needed for the 15% down payments.

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

RESOLUTION TO ADOPT THE DDA BUDGET FOR FISCAL YEAR 2019

Whereas, The DDA Finance Committee developed a budget for the DDA's 2019 fiscal year and this budget was approved by the DDA at its March 2018 meeting;

Whereas, The State DDA Statute states that "before the budget may be adopted by the DDA board, it shall be approved by the governing body of the municipality;"

Whereas, Ann Arbor City Council approved its FY19 budget in May, which included the DDA FY19 budget;

RESOLVED, The DDA adopts its FY19 budget.

A vote on the resolution showed:

Ayes: Guenzel, Lazarus, Letaw, Lowenstein, McKinnon, Mouat, Orr, Splitt, Weiss

Nays: None

Absent: Klopf, Narayan

The resolution was approved.

The next Finance Committee meeting is Thursday, June 28, 2018 at 1:00 pm.

8D. SUBCOMMITTEE REPORTS – PARTNERSHIPS COMMITTEE
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Ms. Lowenstein said that this was a partners meeting. She said that City Council member Ms. Lumm reported on the vote to repurchase the former YMCA, and the City's efforts to solve solid waste issues in the alleys, and that the City plans to create a new Special Events Committee. Planning Commission Gibbs-Randall said the Commissioners showed strong interest at their annual retreat to undertake a review of parking requirements under zoning. And DDA staff reported on the Ann Ashley expansion, the 5th/Detroit St project, the recommended changes for Huron, and the People-Friendly Street public meetings that are taking place this week.

The next Partnerships Committee meeting is Wednesday, June 13, 2018 at 9 am.

8E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Mr. Weiss said the Executive Committee reviewed the agenda prior to the meeting.

Mr. Weiss reported that he would be reaching out to board members to assist with Ms. Pollay's annual review.

The next Executive Committee meeting is Wednesday, July 11, 2018 at 11 am.

9. NEW BUSINESS

Reminder: July Board meeting and DDA Annual Meeting were moved one week later to July 11.

10. OTHER AUDIENCE PARTICIPATION

None.

11. ADJOURNMENT

There being no other business, Mr. Orr moved and Mr. Splitt supported a motion to adjourn. Mr. Weiss declared the meeting adjourned at 1:50 p.m.

Respectfully submitted,
Susan Pollay, Executive Director

Parking & Transportation Report May 2018

Parking Operations

Special Events in May

- 5/5 Free Comic Book Day
- 5/5 Tios Cinco de Mayo Celebration
- 5/13 Goddess 5K
- 5/18 Ladies Night
- 5/19 A2 Blooms Day
- 5/20 Ann Arbor Marathon
- 5/29-6/11 Cinetopia

Special Event Meter Bag Fee Waivers/ Free Parking in May

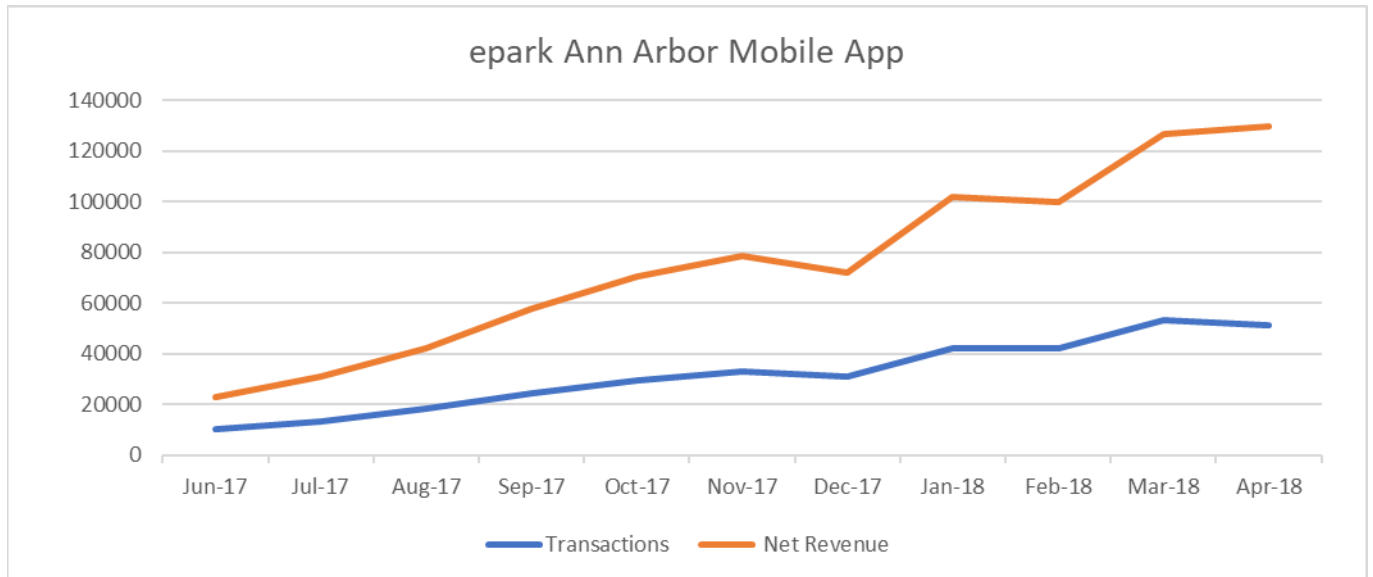
- 5/19 A2 Blooms Day- validation coupons for participants \$51.60
- 5/29-6/11 Cinetopia- parking during festival \$825

Personnel

There were no changes in personnel during the month.

Meters

Epark Ann Arbor- In April there were 51,297 transactions totaling \$129,878 in revenue.



The meter department completed their annual spring "walk-through" where each meter and piece of equipment is checked. Now, along with their daily duties, staff is working to straighten bent meter posts, replace worn/missing decals on e-park machines and space markers, and to tighten space markers that became loose over the winter months. As time permits meter posts are also being painted.

General Operations

Customer Service Training for cashiers is under way and should be complete by June 5th.

RPS managers are working to develop a Maintenance Equipment Operator Training Program. This will include an updated training and certification program for operators of machinery and equipment.

City/DDA Parking Enforcement Committee

The Committee met on May 17th. Discussion included parking enforcement equipment, elimination of taxi stand signage and the City budget proposal regarding parking fines. The next meeting will be Thursday, June 14th.

Tally Hall Condominium Meeting

A meeting was held on May 1st. Discussion included alley parking issues, power washing schedule, and updates to elevators and door lock system. The next meeting will take place on August 7th.

First & Washington Condominium Meeting

No meeting was held this month. The structure opened in late 2013 and a condominium board has yet to be formally established.

Parking System Maintenance

The spring parking structure wash downs have been completed at Ann Ashley, 4th & Washington, 1st & Washington, Library Lane and Liberty Square. Work at the remaining facilities is underway and should be complete mid-June. During this work Republic Parking must work within noise ordinance limits and be sensitive to neighboring residents and businesses. They work to notify near neighbors and businesses by direct contact or letters. Republic Parking must also perform and stage the work so that it has minimal impact on available parking.

Ann & Ashley	Completed	4/14 – 4/22
4 th & Wash	Completed	4/23 – 4/28
Library Lane	Completed	4/29 – 5/9
1 st & Wash	Completed	5/5 – 5/21
Liberty Square	Completed	5/10 – 5/18
Maynard	In Progress	5/17 – 5/29
Forest	Scheduled	5/30 – 6/9
4 th & William	Scheduled	6/9 – 6/16

Windows in elevator shafts have been cleaned at Ann Ashley, 4th & William, Forest and 4th & Washington.

Maintenance staff worked to plant flowers and place mulch at all parking facilities. Hanging flower baskets have been added at some facilities.

Parking Equipment

Elevators

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

- 1- 4th & Washington
- 1- Ann Ashley south
- 1- Ann Ashley north
- 1- Maynard alley

Equipment

Work to update the intercom system at 4th & William is complete. These intercoms allow patrons to communicate with the RPS command center from the pay stations or drive lanes.

Parking Construction

4th & Catherine Solar Project

Foundations will be poured in late May. The concrete needs time to cure so installation of the carport will take place in June.

Ann Ashley

A Citizens Participation meeting was held on May 2. Meeting was well attended. Citizen comments are included in the Operation's Committee packet.

Transportation

Go!pass Summary

Go!pass Outreach

- 2016-2017 - Renewal orders received to date: 404 companies
- 2016-2017 - New orders received to date: 42 companies
- 2017-2018 - Renewal orders received to date: 386 companies
- 2017-2018 - New orders received to date: 37 companies

New go!pass companies for May, 2018

- Ursa Space Systems (Cahoots)
- Trove Analytics
- Sottini's
- Richner & Richner
- Law Office of Noel Saleh

2015-2016 – Go!pass sales: 6,350 passes ordered by 454 organizations (8/2015-5/2016) – Includes Google

2016-2017 - Go!pass sales: 5,906 passes ordered by 446 organizations (8/2016-5/2017)

2017-2018 - Go!pass sales: 5,692 passes ordered by 423 organizations (8/2017-5/2018)

Quarterly ridership

Next report will be year-end report in July.

Bike Parking

Current rentals good till 3/31/19

- Bike Locker Rentals as of 5/22/18: 7 rentals of 12 available lockers (58%)
- Maynard Bike House Rentals as of 5/22/18: 13 rentals of 28 spaces (46%)
- Ann Ashley Bike House Rentals as of 5/22/18: 37 rentals of 27 spaces (137%)

Other Activities

- Final Commuter Challenge statistics will be reported with the June report, after the conclusion of the campaign. We saw good participation with Bike to Work Day around the area, and a great first Bike to Work Day celebration event on May 18. The campaign will end on May 31st, with the ability to log commutes taken during May closing on June 4th.
- The re-launch of the ArborBike Program is proceeding, with a Request for Proposals for a new operator now available to the public. Information on that proposal is available at <http://www.theride.org/AboutUs/Doing-Business-With-Us/Current-Bids>.
- As work continues on the Fifth and Detroit reconstruction project, any business that is interested in receiving additional assistance in helping their employees get to and from work should contact the getDowntown office. Program staff will be available to provide business-specific assistance upon request.
- Programming difficulties have been resolved on the getDowntown Program Survey, and we are now confident in its ability to deliver the intended information. We expect the survey to launch in the first full week of June.
- Work is proceeding on the getDowntown website redesign, with the difficult content choices now being made. As expected, work on the Commuter Challenge has slowed down staff's ability to contribute to the content on the project, but we still expect the site to go live close to the end of June.