

**Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, September 4, 2019**

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

1. ROLL CALL

Present: Bob Guenzel, Howard Lazarus, Marie Klopf, Jessica A. S. Letaw, Joan Lowenstein, Molly McFarland, Darren McKinnon, Phil Weiss

Absent: Tyler Kinley, John Mouat, Rishi Narayan, Keith Orr

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

Public: Jim Mogensen
David Diephuis
Ed Vielmetti
Adam Oxner

2. APPROVAL OF THE BOARD MEETING AGENDA

Ms. Klopf moved and Mr. Weiss seconded the motion to approve the agenda.

A vote on the motion showed:

Ayes: Guenzel, Lazarus, Klopf, Letaw, Lowenstein, McFarland, McKinnon, Weiss

Nays: None

Absent: Kinley, Mouat, Narayan, Orr

The motion was approved.

3. AUDIENCE PARTICIPATION

Mr. Vielmetti spoke of his concern about safe routes to school, in particular the bike route needed by students to access Pioneer High School. Adding to the problem, is the school has only 12 bike hoops. Mr. Vielmetti asked for the DDA's help, both sharing information about bike rack/hoop fabricators, as well as its involvement promoting safe route to school for Community High School

Mr. Mogensen recommended the City and the DDA focus more on the issue of increased traffic into the downtown area and the long-term impact on the City. WATS is looking out to 2023 and he recommended the City and the DDA become part of the conversation sooner rather than later.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Mr. Detter reported that Norm Tyler provided an update on the Center of the City Task Force. Mr. Detter said the group discussions focused on the importance of connectivity between projects inside and outside the downtown.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw said her next Downtown Hall will take place this evening, September 4 at 7 pm at the Circ Bar. All are welcome.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay reminded everyone of the annual DDA/City Council Joint Work Session scheduled for Monday, October 14, 2019 at 7 pm at CTN. All are encouraged to attend.

Ms. Pollay reported that the bond for the Ann Ashley project was presented to City Council; there was strong opposition to the meeting room/office. She said she would work with the City CFO to bring back a revised resolution focusing solely on the garage expansion and improvements.

7. APPROVAL OF MINUTES

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

A vote on the motion showed:

Ayes: Guenzel, Lazarus, Klopf, Letaw, Lowenstein, McFarland, McKinnon, Weiss

Nays: None

Absent: Kinley, Mouat, Narayan, Orr

The motion was approved.

8A. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE

Mr. Weiss reported that Mortenson Development submitted a request for parking permits to the DDA for their proposed development at Huron/Division. He said no actions were taken and the developer is scheduled to attend the next committee meeting to provide more information. Mr. Weiss noted that the Huron project may have contributed to Mortenson decision to consider this location for its hotel.

Highlights from the Parking and Transportation Report included the completion of modem and software updates on the epark machines and RPS's enhancements to its maintenance work order system. He said that the Parking Enforcement and Operations group was asked to weigh in on a plan to expand the number of loading zones reserved after 6 pm to address a request for food delivery vehicles to park close to the curb.

Mr. Weiss noted that the FY19 Special Event Meter Bag Fee Waiver Report highlighted that in addition to the other ways the DDA supported special events, it had provided \$130,000 in parking meter fee waivers in FY19.

The next Operations Committee meeting is scheduled for Wednesday, September 25 at 11 am.

8B. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE

5th/Detroit: Ms. McFarland reported on the before and after data collected as part of a stop-compliance evaluation, which showed the number of drivers who stopped for pedestrians increased from 52% to 97%. A fuller evaluation will be undertaken this fall to measure stop-compliance, before/after speed and traffic volumes.

Huron: MDOT approved and will pay for the new 5th Avenue signal and “no turn on red” signs. MDOT has not yet agreed to the request for new leading pedestrian indicators nor has it agreed to replace the Hawk signal at Chapin and 3rd with a full signal, but instead it will conduct its own traffic counts to verify conditions.

William: Construction continues, and it is hoped the eastern end of the bikeway may be opened as soon as possible. Questions were asked and answered. Ms. McFarland acknowledged Ms. Thomson’s excellent communication work on bikeway and bicycling education and awareness.

The next Capital Improvements Committee is scheduled for Wednesday, September 18 at 11 am. It will follow the 9am Partnerships Committee meeting.

8C. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

Mr. Guenzel said the August meeting had been cancelled due to a lack of agenda items. At the next meeting the committee will talk about the FY19 DDA audit and quarterly financial statements.

The next Finance Committee meeting is scheduled for Thursday, September 26 at 1 pm.

8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE

Ms. Lowenstein reported on behalf of committee chair, Mr. Kinley that the committee brainstormed ideas for its FY20 committee workplan and agenda format. At the September meeting, it will be proposed that the partners have more interactive conversation on topics of shared interest (e.g., old Y lot, 415 W. Washington, alleys, encouraging new jobs, etc.).

The next Partnerships Committee meeting is scheduled for Wednesday, September 18 at 9 am, one week later than usual and will include our partners.

8E. SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE

Ms. Letaw said the Executive Committee reviewed today’s meeting agenda.

The next Executive Committee meeting is scheduled for Wednesday, October 2 at 11 am.

9. NEW BUSINESS

None.

10. OTHER AUDIENCE PARTICIPATION

Mr. Vielmetti spoke of the Mercantile on Main that has open work space available. He offered to tours to all who are interested.

Mr. Mogensen encouraged consideration of sidewalk width and curb cuts by handicap parking spaces to meet ADA compliance.

Mr. Oxner said he had attended the City Council meeting the night before, and heard their feedback about the proposed Ann Ashley office buildout. He suggested the DDA look for ways to improve the lead time on resolutions to afford Council the opportunity to fully review and ask questions in an effort to improve communications between the two entities to the benefit of downtown as a whole.

11. ADJOURNMENT

There being no other business, Ms. Klopf moved and Mr. Weiss seconded the motion to adjourn. Ms. Letaw declared the meeting adjourned at 12:30 pm.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, September 18, 2019 11:00 am**

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

Time: 11:15a.m.

Present: Robert Guenzel, Tyler Kinley, Howard Lazarus, Jessica A.S. Letaw

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

Staff: Susan Pollay, Amber Miller, Jada Hahlbrock, Maura Thomson, Liz Rolla, Kelley
Graves, Dylan Han

Public: None

Construction Project Updates:

Fifth/Detroit Project: The brick vendor has shared that the brick fabrication should be complete this week. The City/DDA team is waiting for confirmation prior to scheduling the replacement work. As soon as the brick arrives, it will take about two weeks to install. Ms. Letaw asked if additional brick were made for ongoing replacement and maintenance. Ms. Miller responded that this is what the brick manufacturer has agreed to. The tables for CHS are expected to arrive in the next few weeks.

Huron: The concrete work on the north side of Huron between 3rd and Main is underway. The electrical contractor is installing conduit and completing light pole prep. The south side will be paved next week. All of the building vaults between 4th Avenue and 5th Avenue on the south side of Huron have been filled in. The team met and decided that due to weather and site conditions which have already delayed the project by about a month and the potential for further weather issues, the more complicated section of the northside work between 5th & Main will be postponed until spring. This will allow the sections currently in the works to be completed by mid-November and all barriers removed ahead of the winter season. Ms. Letaw asked if delaying until spring will impact the projects the A2 Hands-on Museum is planning. DDA staff said they spoke extensively with the Museum during the project planning stages and will check back in with them now.

William: Milling and paving continue on William Street between Main and Division. The top layer of asphalt and final paving from Main to State scheduled to be completed by mid-October. The grand opening of the new bikeway is scheduled for Sunday, October 27. More details forthcoming. Ms. Letaw shared that the Library has released an RFP to add a café at the corner of 5th and William, inspired by the installation of the bikeway.

First & Ashley: The First and Ashley project is on schedule to begin next year with a two-year construction cycle.

Staff Conferences: Ms. Miller and Ms. Hahlbrock gave presentations on the conferences they recently attended. Ms. Miller attended the NACTO (National Association of City Transportation Officials) conference. NACTO was created by traffic engineers and planners out of a desire to separate city street design guidelines from highway guidelines, providing focus on street design to shape great cities, progressive planning, and information sharing among communities. This year's theme was Power and the keynote speaker, Cat Criger, Indigenous Elder from the Cayuga Nation, Turtle Clan, spoke of everyone's role as caretaker of our cities, towns, etc. The conference sessions focused on safety, equity, and sustainability in street design. They also focused on the importance of curbs in street management and meeting community goals for Vision Zero and access for all. First step is to know your asset through an in-depth study and data collection process. There is a trend to replace loading zone permits with metered parking. There was discussion and examples of street art. Communities are focused on temporary art, managed by an outside advisory committee, ensuring accessibility to the public and that it is intentional in its placement and design.

Ms. Hahlbrock attended the annual IPMI (International Parking and Mobility Institute) conference. "Mobility" was added to the conference name and programming in response to the expanding transportation wants/needs in communities. This year's IPMI program focused on curbside management as well and the importance of knowing your curb-quantity, accessibility, signage and then using the data gathered to build a flexible framework to accommodate future changes and growth.

After attending these conferences, listening to what other communities are doing, DDA Staff suggested that CIC and Operations may want to work together to propose funding a block-by-block study of the DDA District curbs next year. There was consensus that a study is worth exploring. Ms. Miller and Ms. Hahlbrock to work with the committees to formulate a plan to move this forward.

Public comment: None.

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

The meeting adjourned at 12:05 pm.

Respectfully Submitted,
Susan Pollay, Executive Director

PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, September 18, 2019

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

Time: 9:00 a.m.

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

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

Others: Matt Carpenter/AAATA, Jane Lumm/City, Shannon Gibbs-Randall/Planning Commission, Josie Parker/AADL

Staff: Susan Pollay, Maura Thomson, Kelley Graves, Dylan Han

Public: None

Committee Purpose and Future Format: As the new committee Chair, Mr. Kinley asked the group to work together to frame a shared vision for what the committee could accomplish. He suggested that the group could find topics of shared interest and focus time this year to develop strategies to move these projects forward. He gave as an example the idea of working together on the 415 W. Washington site. He noted that Committee participants represented a variety of perspectives, but all shared a goal to see Ann Arbor continue to become even better. He opened the discussion to the group to share their views. All appreciated the shift to a more common topic focused discussion but, several noted the value they got from the individual updates as well. There was great deal of discussion around ways to define the outcomes. There was consensus for Mr. Kinley and Ms. Pollay to draft an agenda for the November meeting for review by the members. Initial topics mentioned include housing and affordability, mobility, parking, the Y Lot, supporting those in the community who don't have the means or access to resources (housing, food, transportation, healthcare).

There was consensus to keep the meetings with partners on an every other month schedule as it is today, with the option to increase to every month, if the topics warrant it. It was suggested that other entities be invited to participate in the committee, including UM, Destination Ann Arbor and SPARK.

AAATA: Mr. Carpenter reported there is a proposal underway for a regional transit service between Ann Arbor and Detroit, called D2A2. Implementation is dependent on the outcome of the State budget. The AAATA is providing funds to the Neutral Zone to have a social worker on site at the BTC. A new brand of bus is being proposed that would have a better turn radius, better visibility for drivers and improved bike racks on the front of buses.

City: Ms. Lumm shared that Council has until 11/1 to have ordinances in place to regulate recreational marijuana dispensing. here is a work session on 9/23 and Ms. Lumm requested the DDA's input; Ms. Pollay said that she would send a message to DDA members asking them to provide input. Ms. Gibbs-Randall clarified the specifics of the proposed zoning language.

Mr. Lazarus reported that the Lower Town Mobility Study contract has been signed and the 415 W. Washington contract has been signed.

AADL: Ms. Parker reported that the Library is eliminating the Dewey Decimal system, and instead filing books by type similar to a book store. The new system was implemented at both Westgate and Mallett Creek when the buildings were renovated, since this change circulation at Mallett Creek increased 20%. The Downtown location will take a few years to implement. On-line reservations are available for meetings rooms at all of the Library locations, and AADL continues to create new meeting rooms to address demand. Patrons use their library card to reserve the space. Ms. Parker thanked AAATA for its collaboration efforts on the Summer Games, noting the top code found by participants was the one on the outside of the bus.

DDA: Mr. Pollay stated weather conditions and site conditions including unexpected vaults have delayed the Huron Street project by at least a month. The team made the decision to hold off on the more complicated section between 5th & Main until spring to ensure all sections. It is anticipated the rest of the work will be completed by late November when all barricades will be removed for winter. The William Street bikeway grand opening is scheduled for Sunday, October 27th. More details to come. She said that the Ann Ashley expansion project bond is tentatively scheduled for the 10/7 Council meeting. The DDA is pursuing this expansion with the goal of encouraging nearby parking lots to find new purpose as the site of future residences, hotel rooms, and commercial. There are approx. 450 spaces in surface lots located in close proximity and the expansion would bring approx. 375-400 parking spaces on 3 floors. She said that the DDA's investment in Ann Ashley is being pursued concurrent with the DDA's other infrastructure investments along the Ashley St, First St, and Huron St, including new water mains, sidewalks, road resurfacing and street lights, as well as two protected bikeways on First Street and William Street which will create protected connections to the Treeline Trail.

Public Comment: None.

The next Partnerships Committee meeting is scheduled for October 23 at 9:00 am (DDA only).

The meeting adjourned at 11:10 am.

Respectfully Submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Thursday, September 26, 2019**

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

Expense Registers: The June, July and August expense registers were reviewed. Questions were asked and answered.

Financial Statements: Ms. McCallum walked the committee through the Cash and Investments Reports, Balance Sheets and Revenue and Expenditure Reports as of 6/30/19. Questions were asked and answered regarding the enhanced reports showing more separation of TIF and Parking expenditures on for easier tracking and reporting. Ms. McCallum noted the Avalon Housing grant, cost sharing payments from the City for water main work done as part of the DDA streetscape projects and, the \$745,000 in funds committed to affordable housing. It was noted on the 10-year plan tax revenue column for 2019, the DDA received TIF from the recently approved mental health millage as it did for the AAATA millage. The 10-year plan is updated and shared when there is a significant change. The committee was asked about the types of financial reports they think should be presented to the Board on a quarterly basis. There was consensus to provide pie charts and graphs depicting revenue and expenditures by source with headings called out to the side for ease of readability.

Mr. Crawford shared that the City has selected an interactive data collection program. He will contact City IT to advocate for the DDA to obtain access to the program to enter and track parking data.

Purchasing Accounting Software: Ms. McCallum presented and Ms. Pollay supports the purchase of BS&A accounting software. The Blackbaud software currently used by the DDA will no longer be supported as of 1/1/20. It does not provide standardized report templates. Users are required to create their own reports. Ms. McCallum has used BS&A since 2005. Its customer base is 90%+ municipality. She spoke of the program being user-friendly, providing government based report templates with flexibility to customize as needed and the responsive customer support. The DDA's auditor is familiar with and supports the use of BS&A. Mr. Crawford stated the City uses BS&A for some aspects of its accounting system. There was consensus to bring a resolution for the \$45,000 purchase of the BS&A accounting software.

Investment Services: Ms. McCallum proposed providing the Board with a list of depositories for review with the goal of diversifying the DDA's current portfolio. She would do the research on investments and handle the funds transactions, providing quarterly reports to the Board. The committee recommended Ms. McCallum meet with the DDA's representative at Bank of Ann Arbor to fully understand the

agreement with the institution, what services they currently provide for the DDA and the fees charged. She would then bring that information back to committee for further discussion.

FY2019 Audit Status: Ms. Pollay shared kudos received from the auditors on Ms. McCallum's preparedness and responsiveness during the audit process. The auditor's draft report was received yesterday. The audit will be presented at the October Finance Committee meeting along with the resolution to approve it at the November Board meeting.

The next meeting is scheduled for Thursday, October 31 at 1 pm. Mr. Weiss will report on behalf of Mr. Guenzel.

The meeting adjourned at 2:25 pm.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, September 25, 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, Phil Weiss
Absent: Marie Klopf, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, John Mouat, Keith Orr, Rishi Narayan
Staff: Susan Pollay, Sara McCallum, Jada Hahlbrock, Maura Thomson, Kelley Graves
Others: Mike McKiness/RPS, Chris Simmons/GetDowntown, John Hines/Mortenson Development, Pat Fix and Tyke/Hughes Properties
Public: David Diephuis

402 E. Huron Parking Agreement Request. Mr. Hines presented an overview of the proposed hotel development. To meet City requirements, the development must have an agreement for 27 monthly permits; they preferred standard permits but were willing to accept off-peak permits if it would enable the DDA to respond more quickly. He asked that these permits be assigned to Liberty Square but Maynard was also convenient. Ms. Hahlbrock confirmed that there are no standard permits but there are 27 off-peak Liberty Square permits available. There was Committee consensus to bring a resolution recommending approval of an agreement providing 27 off-peak monthly permits at Liberty Square. Ms. Miller said that she has spoken with Mr. Hines ahead of today's meeting requesting that the project exceed the 9' sidewalk minimum required by the City and instead provide a 14' sidewalk on Division, thus matching sidewalks being installed by the DDA; it was asked that this request be included in the resolution. A letter from an adjacent property owner was discussed; he opposes the project due to unfair development limits placed on his property by the City, as well as his concern the project will encourage delivery vehicles parking on Huron, as there is already a problem. Mr. Hines said he conveyed to this neighbor that the project's internal drive lane will provide access for delivery vehicles.

1116 S. U. Parking Agreement Request. Ms. Fix presented an overview of their project, noting that they are requesting 40 limited/overnight parking permits to meet the City requirement. She was asked about the permits provided to Vic Village North; she said only the five standard permits are being used, as the majority of the residents do not have a car and do not want the offpeak permits. Ms. Hahlbrock confirmed there are 40 off-peak monthly permits available at the Forest structure. There was consensus to recommend the DDA approve an agreement for 40 limited/overnight parking permits at the Forest structure for this project.

Library Lane: Update: The City Administrator's memo to City Council about interim use of the top of Library Lane was shared with the Committee.

Ann Ashley: Ms. Pollay reported that City Council rejected the first floor commercial build out; Council will be asked to approve the Ann Ashley expansion and improvement project without this first floor commercial use at their meeting on October 7th.

New equipment RFP: Ms. Hahlbrock said that an RFP will be released in a few weeks and the goal is to bring a purchasing recommendation to the November committee meeting and the December Board meeting.

Parking and Transportation Report: Ms. Hahlbrock reviewed details; this included a report on RPS's fall maintenance efforts and preparations for winter, as well as an update on the DDA's garage restorations/repairs. RPS IT and AAPD are working together to install new emergency phone equipment which provides more location details. Mr. Simmons said that getDowntown will continue to provide new metrics beyond go!Pass use. This "dashboard" now includes social media impacts, and will continue to include other data. The movie screening of "Motherload" at the Michigan Theater on 9/23 hosted by Urban Rider Cargo Bikes in conjunction with getDowntown, DDA and Common Cycle was a success and highlights the potential for cargo bikes in downtown. The 20th anniversary getDowntown logo will be unveiled in January.

Maynard parking operator customer service/admin office: In light of City Council's rejection of the office build out at Ann Ashley Ms. Pollay outlined two possible next steps: once more investigate leasing a downtown office space or asking the committee to establish an acceptable renovations cost cap at the current Maynard office. After discussion, there was consensus to have a discussion at Executive Committee about the DDA's office space, and for the Operations Committee to give more thought to the Maynard office situation at the October meeting.

DDA/Council Work Session on 10/14: Ms. Pollay stressed the importance of DDA member attendance, and asked for input on agenda items. There was consensus that topics should focus on affordable housing, solid waste management, parking and alternative transportation.

Public Comment: Mr. Diephuis suggested that the resolutions recommending parking agreements should be tied back to the DDA's Long Term Parking Permit Policy.

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

The meeting adjourned at 1:00 pm

Respectfully submitted
Susan Pollay, Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, September 4, 2019

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

Time: 11:05 a.m.

Present: Marie Klopf, Jessica A.S. Letaw, Susan Pollay,

Absent: Tyler Kinley, Darren McKinnon, Keith Orr

Others: Bob Guenzel, Phil Weiss

Committee actions and discussions

Agenda Review. The Committee reviewed the September monthly meeting agenda. There was a general discussion about the City Council meeting the night before and their vote on the Ann Ashley office build out. In Mr. Orr's absence, Ms. Letaw would chair the board meeting.

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

Parking & Transportation Report September 2019

Parking

Special Events in September

9/1 Dancing in the Streets
9/6 Festi Fall
9/7 UM Football (Army)
9/13 Ann Arbor Symphony Orchestra
9/14 SUAA Music Event
9/20 SSAA Movies on Maynard
9/20 Park(ing) Day
9/21 SSAA Watch the Game
9/21-22 International Day of Peace
9/28 UM Football (Rutgers)

Special Event Meter Bag Fee Waivers/ Free Parking in September

9/1 Dancing in the Streets \$200
9/14 SUAA Music Event \$875
9/20 SSAA Movies on Maynard \$200
9/20 Park(ing) Day \$975
9/21 SSAA Watch the Game \$450
9/21-22 International Day of Peace \$1,150

Meters

Meter staff is about 25% done with the fall preventative maintenance tasks. This includes walking the entire system to identify loose or crooked meter posts, faded or missing decals, and painting needs.

Parking System Equipment- Procurement Process

DDA and RPS continue to meet to draft RFP. The September Operations Committee meeting will include a report from staff on RFP process and timeline.

Parking System Maintenance/Equipment/IT

The first pre-order for snow/ice melt product has been placed. Maintenance staff have continued with their training work on the sweeper. Training next month will cover snow plowing and other winter tasks.

RPS IT staff have been working with AAPD to conduct tests on 911 call boxes at Library Lane. New equipment there provides location information to County Dispatch that includes facility as well as location within the facility.

RPS IT staff are doing preventative maintenance work in the nine server rooms. Existing equipment is being checked and old equipment is being removed.

The DDA's annual structure restoration work continues. Recent work has included painting at Maynard, alley and sidewalk repairs at Library Lane, and drain work at 4th & Washington. RPS Maintenance staff have played an important role in helping the contractor to be able to complete their work. This includes coordination of blocking off works areas. In busy structures being thoughtful about phasing and number of spaces out of service is important.

City/DDA Parking Enforcement and Operations Group

The group met on September 19. Community Standards, AAPD, Treasury, Republic Parking, and DDA staff

shared updates and information. Enforcement related questions were discussed. Updates were provided on the recent acquisition of CDI (City's enforcement software provider) by Passport (DDA's mobile app provider).

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.

Parking Construction

Ann Ashley

The resolution for bond issuance notice went to City Council on September 2nd. There was not support for the office and meeting space buildout portion of the project. Those dollars have been removed from the bond request total. City and DDA staff will return to council in early October to ask support for the project bond.

Transportation

Bike Parking

Current rentals-September 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 – August 2019

Total # of companies in program = 427

Total # of active passes (# distributed less deactivations) = 5,398

Total # of unique passes used = 3,787

New go!pass companies for August 2019

- Building Matters

Engagement for August 2019

Social Media:

- Facebook
 - 1597 Page Likes
 - 1.05% Page Engagement (benchmark .5-1.0%)
 - 85 Average Daily Reach
 - 85 Organic Reach
 - 0 Paid Reach
- Twitter
 - .20% Tweet Engagement (benchmark .5-1.0%)
 - 52 Profile Visits
 - 5,922 tweet impressions

Quarterly go!pass Ridership will be reported again in October 2019

Other Activities

- Go!pass renewal—The annual renewal period for the go!pass opened on 8/20. All go!pass coordinators have received their renewal information. Anyone missing that information should visit

the website (getdowntown.org). In order to guarantee deliveries for the November 1 start date on the new pass year, businesses should have their orders in *no later than September 27th*. Staff cannot guarantee delivery by October 31st for any order submitted after September 27th.



- Dashboard project—Meetings with other agencies that are producing or analyzing travel data, such as WATS, are scheduled and on-going. Staff has been working on determining which data points are directly within the control of the program, and which are contextual for the overall downtown environment. We will be bringing forward the dashboard for committee input at a later meeting.
- The community is invited to a screening on 9/23 at 7pm at the Michigan Theater of “Motherload”, a movie about one woman’s experience in transitioning from a car-based lifestyle to a cargo bike. getDowntown is pleased to sponsor this event, hosted by Urban Rider Cargo Bikes, in concert with the DDA and Common Cycle. We invite the Board to attend to explore ways that this increasing interest in the use of cargo bikes might apply in the unique context of downtown Ann Arbor.
- getDowntown is always looking for additional business testimonials on how the program or how go!pass contributes to their success. Board members are encouraged to contact the office and provide their success stories or provide staff with information on stories they’ve heard for follow-up.

Ann Arbor DDA
Parking Operations by Facility
For Fiscal Year ending June 30, 2019

Structure	4th & Washington	1st & Washington	Maynard	Forest Garage	4th & William	Liberty Square	Ann Ashley	Library Lane	5th & William	S. Ashley (Kline Lot)	1st & William	415 Washington	Meters & Meter Bags	Total
Parking Spaces Per Facility	281	240	808	855	984	581	827	783	88	144	112	149	2,127	7,979
Revenues														
Permit	\$35,528	\$565,851	\$236,241	\$390,919	\$1,764,122	\$1,415,495	\$1,599,034	\$1,258,637	\$95,923	\$2,731	\$182,220	\$115,485		\$7,662,186
Hourly	\$897,703	\$188,591	\$2,400,898	\$1,140,070	\$969,184	\$492,068	\$602,966	\$660,038	\$0	\$644,659	\$0	\$94,150	\$5,295,413	\$13,385,740
Bags													\$506,575	\$506,575
Validation	\$21,514	\$50	\$304,661	\$213,299	\$14,791	\$189,829	\$54,281	\$198,118	\$0	\$21,297	\$0	\$0	\$18,810	\$1,036,650
Miscellaneous	\$108,393	\$753	\$14,964	\$7,772	\$3,120	\$6,176	\$8,198	\$7,765	\$9,952	\$8,672	\$3,570	\$987	\$15,895	\$196,218
Total Revenues	\$1,063,137	\$755,245	\$2,956,764	\$1,752,061	\$2,751,217	\$2,103,568	\$2,264,478	\$2,124,559	\$105,875	\$677,359	\$185,790	\$210,622	\$5,836,694	\$22,787,369
Total Revenues /Space	\$3,783	\$3,147	\$3,659	\$2,049	\$2,796	\$3,621	\$2,738	\$2,713	\$1,203	\$4,704	\$1,659	\$1,414	\$2,744	\$2,856
Expenditures														
Operating Expenditures														
Personnel	\$181,544	\$195,382	\$705,350	\$676,757	\$651,795	\$425,234	\$888,698	\$473,755	\$52,545	\$208,450	\$46,064	\$60,757	\$359,381	\$4,925,710
City Payment & Lot Rent	\$212,627	\$151,049	\$591,353	\$350,412	\$550,243	\$420,714	\$452,896	\$424,912	\$21,175	\$135,472	\$37,158	\$42,124	\$1,242,820	\$4,632,955
Tickets	\$3,545	\$4,349	\$9,012	\$6,256	\$2,008	\$2,261	\$5,208	\$3,735	\$1,148	\$3,311	\$66	\$85	\$0	\$40,984
Utilities	\$55,441		\$77,412	\$66,743	\$55,009	\$42,633	\$54,552	\$113,990	\$1,778	\$2,563	\$3,097		\$4,025	\$477,243
Maintenance	37,600.76	182,505.71	101,240.75	87,805.04	89,809.95	53,334.84	98,881.62	95,649.52	11,611.01	13,363.64	8,537.12	14,181.37	98,325.12	\$892,846
Contract Work	\$22,976	\$8,773	\$26,790	\$32,817	\$51,920	\$19,800	\$42,872	\$27,322	\$1,668	\$1,386	\$1,403	\$1,411		\$239,136
Credit Card Fees	\$12,025	\$8,542	\$33,443	\$19,817	\$31,118	\$23,793	\$25,613	\$24,030	\$1,198	\$7,661	\$2,101	\$2,382		\$191,723
Admin & Misc	23,345.55	24,719.93	77,289.79	76,588.56	73,021.85	47,047.56	77,526.12	59,090.16	2,830.75	9,282.13	6,436.44	8,817.71	153,466.94	\$639,463
Total Operating Expenditures	\$549,104	\$575,320	\$1,621,891	\$1,317,194	\$1,504,925	\$1,034,816	\$1,646,247	\$1,222,483	\$93,953	\$381,489	\$104,864	\$129,758	\$1,858,018	\$12,040,061
Total Operating Exp/Space	\$1,954	\$2,397	\$2,007	\$1,541	\$1,529	\$1,781	\$1,991	\$1,561	\$1,068	\$2,649	\$936	\$871	\$874	\$21,159
Net Rev over Exp	\$514,034	\$179,925	\$1,334,873	\$434,866	\$1,246,293	\$1,068,751	\$618,231	\$902,076	\$11,922	\$295,870	\$80,926	\$80,865	\$3,978,676	\$10,747,308
Net Rev over Exp/Space	\$1,829	\$750	\$1,652	\$509	\$1,267	\$1,840	\$748	\$1,152	\$135	\$2,055	\$723	\$543	\$1,871	\$15,071
Debt Payments	\$0	\$286,579	\$361,147	\$722,294	\$910,847	\$0	\$1,983,725	\$0	\$0	\$0	\$0	\$0	\$0	\$4,264,591
Total Expenditures	\$549,104	\$861,899	\$1,983,038	\$2,039,488	\$2,415,771	\$1,034,816	\$1,646,247	\$3,206,207	\$93,953	\$381,489	\$104,864	\$129,758	\$1,858,018	\$16,304,652
Total Exp/Space	\$1,954	\$3,591	\$2,454	\$2,385	\$2,455	\$1,781	\$1,991	\$4,095	\$1,068	\$2,649	\$936	\$871	\$874	\$27,104
Net Rev over Exp	\$514,034	(\$106,654)	\$973,726	(\$287,427)	\$335,446	\$1,068,751	\$618,231	(\$1,081,649)	\$11,922	\$295,870	\$80,926	\$80,865	\$3,978,676	\$6,482,717
Net Rev over Exp/Space	\$1,829	(\$444)	\$1,205	(\$336)	\$341	\$1,840	\$748	(\$1,381)	\$135	\$2,055	\$723	\$543	\$1,871	\$9,126

This spreadsheet contains the operating income and expenses only and does not contain major capital (bonded) expenses or DDA management expenses.

Ann Arbor Downtown Development Authority
 Parking Operations Revenues and Patrons
 For Fiscal Years 2018 and 2019

	FY 2018		FY 2019		Inc/(Dec)		% Inc/(Dec)		FY 2018	FY 2019	% Chng
	Revenues	Patrons	Revenues	Patrons	Revenues	Patrons	Revenues	Patrons	Average Ticket Price		
venues:											
Washington/First	\$761,444	36,755	\$755,245	36,622	(\$6,199)	(133)	(1%)	(0%)	\$4.85	flat	
Maynard	\$2,891,514	515,216	\$2,956,764	502,038	\$65,250	(13,178)	2%	(3%)	\$4.64	\$4.66	1%
Washington/Fourth	\$1,051,346	209,526	\$1,063,137	205,747	\$11,792	(3,779)	1%	(2%)	\$4.05	\$4.60	14%
Forest	\$1,771,296	199,634	\$1,752,061	201,846	(\$19,235)	2,212	(1%)	1%	\$6.37	\$5.50	(14%)
Fourth/William	\$2,777,450	212,620	\$2,751,217	211,689	(\$26,233)	(931)	(1%)	(0%)	\$3.91	\$4.55	16%
Liberty Square	\$2,063,919	110,846	\$2,103,568	115,547	\$39,648	4,701	2%	4%	\$6.04	\$4.26	(29%)
Ann/Ashley	\$2,226,364	125,380	\$2,264,478	129,205	\$38,114	3,825	2%	3%	\$4.44	\$4.47	1%
Library Lane	\$2,069,223	142,296	\$2,124,559	142,149	\$55,335	(147)	3%	(0%)	\$4.85	\$5.30	9%
Kline Lot	\$689,363	142,728	\$677,359	139,859	(\$12,003)	(2,869)	(2%)	(2%)	\$4.39	\$4.57	4%
415 W. Washington	\$207,449	21,911	\$210,622	23,189	\$3,173	1,278	2%	6%	\$4.39	flat	
Huron/Ashley/First	\$247		\$0		(\$247)			(100%)			
Fifth & William	\$0		\$105,875		\$105,875						
First & Williams	\$183,490		\$185,790		\$2,300			1%			
Palio Lot	\$57,865		\$58,637		\$771			1%			
Broadway Bridge	\$4,197		\$4,771		\$574			14%			
Main & Ann	\$142,802		\$142,164		(\$638)			(0%)			
Farmers Market	\$45,271		\$153,422		\$108,151			239%			
City Hall	\$7,684		\$7,821		\$137			2%			
Fourth & Catherine	\$167,142		\$165,586		(\$1,556)			(1%)			
Meters	\$4,638,877		\$4,797,718		\$158,841			3%			
Meter Bags	\$612,104		\$506,575		(\$105,529)			(17%)			
Total Revenues	\$22,369,047	1,716,912	\$22,787,370	1,707,891	\$418,323	(9,021)	2%	(1%)			

Number of Business Days	2018	250
	2019	249
Number of Weekend Days (F & S)	2018	105
	2019	105
Number of Holidays	2018	10
	2019	11