

**Ann Arbor Downtown Development Authority Meeting Minutes
Wednesday, July 2, 2008**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: DDA Chair Roger Hewitt called the meeting to order at 12:05 p.m.

1.	ROLL CALL
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Present: Rene Greff, Leah Gunn, Jennifer Hall, Roger Hewitt, John Hieftje, John Mouat, Sandi Smith, John Splitt

Absent: Gary Boren, Russ Collins, Dave DeVarti, Joan Lowenstein

Staff Present: Susan Pollay, Executive Director
Joan Lyke, Management Assistant
Amber Miller, Intern

Audience: Steven Bean, Berg & Associates
Tony Bisesi, Republic Parking
Tom Cornillic, AATA
Ray Detter, Downtown Area Citizens Advisory Council
Adrian Iraola, Washtenaw Engineering
Ethel Potts, Citizen
Don Reboya, Republic Parking
Nancy Shore, getDowntown Program
Chris White, AATA

2.	AUDIENCE PARTICIPATION
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Mr. Skupski said that some downtown sidewalk cafes and bicycle hoops make it impossible for him to use his wheelchair ramp to access the sidewalk from his van. Mr. Hewitt explained that the city would have to address the question of sidewalk café locations, but DDA staff will assess if there are locations where bike hoops have been placed beside accessible parking spaces.

Mr. Boren enters.

Mr. Detter said that the Downtown Area CAC asked the Planning Commission for improvements in the design of the north side of the new Police/Courts building and stated that parking for the site had not been carefully thought out. The CAC: supports the underground structure on the Library lot and the AADL project; encourages protection of all historic assets on that block; and will continue efforts to improve the livability of the downtown residential environment.

3.	MINUTES
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Ms. Gunn moved and Mr. Mouat seconded approval of the June 4, 2008 DDA meeting minutes.

A vote on the motion to approve the minutes showed:

AYES: Boren, Greff, Gunn, Hall, Hewitt, Hieftje, Mouat, Smith, Splitt

NAYS: None

Absent: Collins, DeVarti, Lowenstein

The motion carried.

4.	STATUS OF CITY TASKFORCE EFFORTS
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A2D2: Mr. Hewitt reported that as a result of feedback from the public, the A2D2 Steering Committee is reassessing recommendations for building height and mass. City Council has extended their deadline to September 2008 to allow time to finalize the report and to hold public hearings.

Taskforce on Sustainable Revenue for Supportive Housing Services for Ending Homelessness: Ms. Smith reported that the Taskforce completed a draft report that includes a complex pool of possible funding sources including a millage. She will bring a draft of this report to the next Partnerships meeting.

415 W. Washington Selection Committee. Mr. Mouat reported that City Attorney staff and the Selection Committee developed a list of questions for the three proposals. The interviews are scheduled for July 16.

5. NEW DDA BUSINESS

IDA Conference: Ms. Pollay said that two DDA members were signed up for the annual IDA conference and she asked that Ms. Lyke be contacted if there were other DDA members interested in attending.

August DDA Meeting: Mr. Hewitt stated that historically the DDA has cancelled its August meetings. The parking structure design is coming together but will not be completed in time for a board vote by August 6. Ms. Smith moved and Ms. Gunn seconded the motion to cancel the August 6, 2008 DDA Board meeting.

A vote on the motion showed:

AYES: Boren, Greff, Gunn, Hall, Hewitt, Hieftje, Mouat, Smith, Splitt

NAYS: None

Absent: Collins, DeVarti, Lowenstein

The motion carried.

6. CAPITAL IMPROVEMENTS COMMITTEE

S. Fifth Structure: Mr. Splitt said that planning continues, including determining the stair/elevator locations, internal pedestrian walkway placement, and use of natural lighting.

Former YMCA site: Mr. Splitt said that the new temporary surface lot will be operational by Art Fair.

Sidewalk Curb Ramps: Mr. Splitt reported that work will continue through the summer.

Sidewalk Repairs: Mr. Splitt reported that most repairs should be completed by Art Fair. Tree replacements and additional bike hoops will be installed at the end of the summer.

7. OPERATIONS COMMITTEE

Financials: Mr. Hewitt reported that the May 2008 financials show that expense and revenue accounts are within 5% of budget. Ms. Gunn noted that meter revenue was down but meter bag revenues are up; Mr. Bisesi said that this reflects the many U/M construction projects. **The May 2008 financial reports were moved by Ms. Gunn, seconded by Ms. Hall and unanimously approved.**

Demand Management: Mr. Hewitt said that staff are overseeing the purchase of new computer software and equipment to prepare for the coming shift. Republic's new accounts receivable software is operational and running parallel to the old software; vacancy data is now available for mobile internet users; and staff is investigating transferring data via the internet instead of using wireless communications.

Mr. Hewitt reported that the getDowntown program had a very successful 2008 Commuter Challenge and more than 50% of respondents said it helped them consider new commuting behavior. Efforts continue to promote the Night Ride Service, Ridesharing software, A2 Chelsea Express and preferential parking for carpools and vanpools. The Zipcar program will be operational by September. Ms. Gunn stated, and the board agreed, that Ms. Shore has done an excellent job promoting alternative transportation options.

Ms. Lowenstein enters.

Mr. Hewitt indicated that in order to apply for Federal grants for a future rail Connector, certain protocols must be followed, and one such step is to conduct a formal feasibility analysis. **Ms. Gunn moved and Ms. Greff seconded the following resolution:**

RESOLUTION PROVIDING \$50,000 TO SUPPORT THE ANN ARBOR CONNECTOR FEASIBILITY STUDY

Whereas, The 2003 DDA Renewal Plan encourages the DDA to support alternative transportation efforts in its goal to make downtown viable and walkable;

Whereas, The DDA has financially supported many important alternative transportation initiatives including installation of bicycle lockers and hoops, funding for several non-motorized transportation studies, as well as support for the GetDowntown program and go!passes;

Whereas, The City, AATA, DDA, and UM support a preliminary analysis to determine the feasibility of implementing a transit service known as the Ann Arbor Connector as proposed in the City of Ann Arbor's Model for Mobility;

Whereas, In order to judge the feasibility of the Ann Arbor Connector, a formal study and analysis of various alternative transit technologies and their financial, engineering and environmental impacts is an essential first step;

Whereas, A request for proposals to procure a two-phase study of various alternative transit technologies and their financial, engineering and environmental feasibility will be made by the coalition of transportation stakeholders listed above, which is anticipated to cost up to \$500,000, with cost for the first phase not to exceed \$250,000;

Whereas, The feasibility analysis is to be completed in two separate phases, with the Feasibility Study Phase I efforts completed prior to authorization for Phase II. All parties must agree to proceed into Phase II for work to continue beyond Phase I.

Whereas, AATA will serve as the procurement entity and the City will provide a project manager who will give direction to the Contractor where necessary;

Whereas, The costs for Phase I will be shared as follows:

AATA	amount not to exceed \$100,000
City of Ann Arbor	amount not to exceed \$ 50,000
A2 DDA	amount not to exceed \$ 50,000
University of Michigan	amount not to exceed <u>\$ 50,000</u>
Total Phase I	amount not to exceed \$250,000

Whereas, The Operations Committee recommends approval by the DDA;

RESOLVED, The DDA will provide up to \$50,000 to support the Downtown Connector Study Phase I work in an amount not to exceed \$50,000;

RESOLVED, That this resolution amends the FY 08/09 budget for this expenditure with the funds coming from the 063 Parking Fund, Other Grants line item.

Ms. Hall said that she was happy to see this project moving forward. Mr. Hewitt said that the Connector is an important link to a commuter rail system. Mr. Hieftje said that WALLY has been favorably received by Congressmen Dingell and Rogers, and they asked for financial details so they can go to their colleagues to ask for funding support. He said that the recent assessment of WALLY indicating higher than anticipated costs was not surprising, but rising gas prices will have some communities questioning whether people will choose to live 30-40 miles away from their work if some sort of mass transit is not made available. Mr. Mouat said that he was concerned that WALLY will be slow; Mr. Hieftje said that the goal would be service operating at 60 mph.

A vote on the motion showed:

AYES: Boren, Greff, Gunn, Hall, Hewitt, Hieftje, Lowenstein, Mouat, Smith, Splitt

NAYS: None

Absent: Collins, DeVarti

The motion carried.

8. RESEARCH AND OPPORTUNITY COMMITTEE

Alternative Transportation Grants: Mr. Boren moved and Ms. Greff seconded the following resolution:

RESOLUTION PROVIDING \$71,023 TO SUPPORT THE LINK FOR SEPTEMBER 2008 TO APRIL 2009

Whereas, The 2003 DDA Renewal Plan encourages the DDA to support alternative transportation efforts in its goal to make downtown viable and walkable;

Whereas, The DDA has financially supported several important alternative transportation initiatives including installation of bicycle lockers and hoops, construction of pedestrian- friendly sidewalks, and funding for several non-motorized transportation studies;

Whereas, The DDA has also supported the getDowntown program since its inception, and provides the principal funding for go!passes;

Whereas, The Ann Arbor Transportation Authority (AATA) introduced a downtown circulator called the "Link" in August 2003 utilizing funds received from a Congestion Mitigation Air Quality (CMAQ) grant and after several years of building ridership the average weekday LINK ridership is over 1,500;

Whereas, Approximately 60% of riders reported in a recent survey that they use the LINK for purposes other than school, including going to work, getting food, shopping, and entertainment;

Whereas, The DDA ROC Committee recommends continuing funding from the DDA for this downtown circulator, and encourages DDA staff to work with the GetDowntown office to explore ways to build ridership for non-school-related purposes in the coming years with advertisements on the bus, promotions involving downtown businesses, etc.

Whereas, The cost for service throughout the downtown, Monday through Friday, 7:00 a.m. to 11:00 p.m. from September 2008 to April 2009 will be split as follows:

University of Michigan	\$145,385
State Operating Assistance	\$131,267
AATA – advertising revenues	\$ 10,000
AATA – operating subsidy	\$ 71,023
DDA	<u>\$ 71,023</u>
	\$428,698

RESOLVED, The DDA will provide \$71,023 to support Link service from September 2008 to April 2009.

RESOLVED, That this resolution amends the FY 09 budget for this expenditure with the funds coming from the 063 Parking Fund, Other Grants line item.

Mr. Boren reported that the LINK has the most riders/hour in AATA's system, with over 1,500 riders/week. A recent survey showed that most riders were students, but 60% used it for non school-related purposes, e.g., work, eating, etc., which makes these riders our employees and customers.

A vote on the motion showed:

AYES: Boren, Greff, Gunn, Hall, Hewitt, Hieftje, Lowenstein, Mouat, Smith, Splitt

NAYS: None

Absent: Collins, DeVarti
The motion carried.

Mr. Boren moved and Ms. Gunn seconded the following resolution:

**RESOLUTION PROVIDING FOR THE GO!PASS AND GETDOWNTOWN PROGRAM FROM
NOVEMBER 2008 THROUGH OCTOBER 2009**

Whereas, The getDowntown program began in 1999 as a partnership between the DDA, AATA, City of Ann Arbor, and Chamber to provide the services of a full-time transportation manager to provide transportation assistance to downtown employers, including the distribution of the go!pass;

Whereas, The DDA has provided funding for go!passes and the getDowntown Program since 2001;

Whereas, An independent evaluation of the getDowntown program in 2005 showed that the number of downtown employees driving alone to work dropped from 63.3% in 2001 to 56.4% in 2005, demonstrating the greater awareness and use of alternative modes of transportation;

Whereas, 399 downtown employers currently participate in the go!pass program with 5,535 passes in the hands of downtown employees;

Whereas, The 2007 Nelson/Nygaard Parking Strategies Report highlighted the getDowntown program as an important tool for managing commuter parking demand, and it recommended future program enhancements including adding additional staff to allow for more personalized contacts with downtown businesses;

Whereas, The DDA received a request from the getDowntown program to renew its go!pass funding for November 2008 through October 2009 in the amount of \$311,480 for 6,500 passes;

Whereas, The DDA is charged only for the go!passes that are distributed;

Whereas, The DDA has also received a request for getDowntown program funding in the amount of \$40,000;

Whereas, The DDA ROC Committee recommends that the DDA provide funding for the go!pass and the getDowntown program for fiscal year 2008/09, with costs assigned to the DDA's 063 Parking Fund;

RESOLVED, The DDA will provide funding for the go!pass and getDowntown program in the amount of \$351,480 to support these programs from November 2008 through October 2009.

RESOLVED, That this resolution amends the FY 08/09 budget for this expenditure with the funds coming from the 063 Parking Fund, Other Grants line item.

Mr. Boren reported that the getDowntown director has very successfully built program awareness as Go!pass use is up 11% this year alone. The resolution shows a "not-to-exceed" amount, and if all passes are not distributed, the cost will be less to the DDA. Mr. Boren explained that the resolution would also provide additional funds to enable the getDowntown program to hire an assistant to free up Ms. Shore to make more business calls and help us with projects like marketing the LINK.

A vote on the motion showed:

AYES: Boren, Greff, Gunn, Hall, Hewitt, Hieftje, Lowenstein, Mouat, Smith, Splitt

NAYS: None

Absent: Collins, DeVarti

The motion carried.

Downtown Liquor Licenses: Ms. Greff said that City staff have said that the City can not apply restrictions; but Mr. Boren spoke directly with the State and believes that it would allow some limits as long as they were evenhanded, reasonable and appropriate. Mr. Hewitt thanked Mr. Boren for taking time to research this. Mr. Boren said that ROC was available to assist the City if they so desired, and a copy of his email outlining details of his research was forwarded to the Liquor License Committee.

DDA Energy Audit Grants: Mr. Boren reported that ROC set its grant criteria and September 30th is the application deadline. The committee hopes to distribute DDA dollars as widely as possible, and will work to secure acknowledgement for the DDA grants but details have not yet been determined.

Fifth & Division Plan: The plan is scheduled for action at the July 7 City Council meeting.

Wayfinding: Mr. Boren said that the edits regarding sign location/content were sent to Corbin; the next step will be to submit to MDOT.

9. PARTNERSHIPS COMMITTEE

5th Avenue Structure: Ms. Smith stated that the committee also worked on the design this month. She said that Ms. Hall and Mr. Hewitt will draft an "other voices" editorial to talk about this structure.

Housing Grants: Ms. Smith said that the committee discussed whether to create a program to help downtown affordable housing sites undergo energy audits and make improvements to reduce energy costs/use. A first step will be a meeting with Ms. Lindsley/Housing Commission and Ms. Callan/Community Development to find out what's currently being done and what/if any funding gap may exist that the DDA could fill.

"LEEDS 101:" Ms. Smith said that Mr. Mouat gave a very informative overview for interested DDA & Council members on Leadership in Energy and Environmental Design which is a nationally accepted benchmark for the design, construction and operation of green buildings. Developers build sustainably, but not elect to pay the hundreds of thousands of dollars to submit the necessary paperwork. The Committee will review a report at their next meeting on the types of incentives other communities are offering to consider what/if anything, the A2 DDA may elect to do to encourage LEEDs projects in our downtown.

10. OTHER DDA BUSINESS MATTERS

Ms. Hall announced that Special Projects Coordinator Lindsay Hard is moving to Japan for 16 months and said that the DDA very much appreciated all the work she did the past two years on our behalf.

11. OTHER AUDIENCE PARTICIPATION

Mr. Fullerton said that the proposed Non-Motorized 2010 Rails to Trails Conservancy plan has been developed and he encouraged DDA members to read the document. Mr. Hieftje said that the rails will not replace the trails but the new motto will be "Rails with Trails."

Mr. Bean encouraged the DDA to begin thinking in terms of sustainability rather than driving parking patrons though demand management policies.

12. ADJOURNMENT

As there was no further discussion Ms. Gunn moved and Ms. Smith seconded adjournment of the meeting at 1:45 PM.

Respectfully submitted,
Susan Pollay, Executive Director