

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING AGENDA**

**Wednesday, March 5, 2014 12:00 noon**

**DDA Offices, 150 S. Fifth Avenue, Ann Arbor, MI 48104**

1. Roll Call  
Cyndi Clark, Russ Collins, Bob Guenzel, Roger Hewitt, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith, John Splitt
2. Audience Participation (4 people maximum, 4 minutes each)
  - Martha Valadez, P4T
3. Reports from City Boards and Commissions
  - Ray Detter, Downtown Area Citizens Advisory Council
4. Communications from DDA Members
5. Approval of Minutes: February 2014 meetings
6. Subcommittee Reports
  - a. Operations Committee –R. Hewitt, J. Splitt, K. Orr
    - Resolution to Approve a 2013 Year-End Management Fee for Republic Parking
    - Resolution to Put Forward the FY 2015 DDA Budget
    - Resolution To Continue Support And Enhancement of Transportation Projects, Facilities and Programs
    - 4<sup>th</sup> & William stair/elevator preliminary design presentation
    - getDowntown/goPass funding for 2015
    - Next Committee meeting: Wednesday, March 26 at 11am
  - b. Partnerships/Economic Development/Communication Committee – S. Smith, J. Lowenstein
    - Ann Arbor Housing Commission grant request
    - Partnerships grant request
    - Next Committee meeting: Wednesday, March 12 at 9am
7. Other DDA Business
8. Other Audience Participation (4 minutes each)
9. Adjournment

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES**

**Wednesday, February 5, 2014**

**DDA Office, 150 S. Fifth Avenue, Ann Arbor, MI 48104**

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

Time: Ms. Smith called the meeting to order at 12:04 p.m.

**1. ROLL CALL**

Present: Russ Collins, Bob Guenzel, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith, John Splitt

Absent: Cyndi Clark, Roger Hewitt

Staff Present: Susan Pollay, Executive Director

Joseph Morehouse, Deputy Director  
Jada Hahlbrock, Management Assistant

Audience: Art Low, Republic Parking  
Dave Askins, *Ann Arbor Chronicle*  
Nancy Shore, getDowntown  
Ray Detter, Downtown Area CAC  
Martha Valadez

**2. AUDIENCE PARTICIPATION**

Martha Valadez, Partners for Transit, said the group works to share information about the benefit of transit, as their goal is to expand transit in the County, particularly in the urban core areas. They have been working with AAATA to gather community feedback about a possible millage.

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

Downtown Area Citizens Advisory Council. Mr. Detter said that CAC members continue to support public art, and downtown residents appreciate the Art Commission's efforts over the years, and believe a commitment to more public art installations remains an important community goal.

The CAC support a proposed resolution to designate a significantly sized public plaza on the Fifth Avenue side of Library Lane. CAC members also believe that any planning for this site must include the possibility of a new, tax-producing, private development on the majority of the property. This future private development should be encouraged to integrate itself with, and complement, the adjoining public plaza and spaces.

**4. COMMUNICATIONS FROM DDA MEMBERS**

DDA Retreat Debriefing. Ms. Smith led the board in a review of retreat discussions. Board members agreed that the next step should include reviewing the 5 year work plan and 10 year financial plan, and DDA staff were asked to help arrange this next session.

## 5. APPROVAL OF MINUTES

Mr. Mouat moved and Ms. Lowenstein supported approval of the January 2014 DDA meeting minutes.

### A vote on the motion showed:

**AYES:** Collins, Guenzel, Lowenstein, Mc Williams, Mouat, Narayan, Orr, Powers, Smith, Splitt

**NAYS:** none

**ABSENT:** Clark, Hewitt

**The motion carried.**

## 6. A. PARTNERSHIPS/ ECONOMIC DEVELOPMENT AND COMMUNICATIONS COMMITTEE

**Marketing.** Mr. Narayan reported that leaders from the four downtown Area Associations attended to provide information about their membership organizations, including the role they play in their neighborhoods and the marketing efforts used to promote their areas and businesses. While these groups feel they are effectively reaching locals, they suggested that the DDA could assist by marketing the downtown to a larger audience outside Ann Arbor. Mr. Narayan said Pure Michigan, the CVB and the Associations each have their own audience, perhaps the DDA could assist with the gap in the middle.

**Ann Arbor Housing Commission Request.** Ms. Lowenstein said that Jennifer Hall updated the committee on the Housing Commission financing transition process. In addition to the DDA's earlier grant, Ms. Hall presented an additional request for \$600,000 to be used for capital improvements at Baker Commons and Miller Manor. The Committee will continue the discussion and receive additional information at the February committee meeting.

**The next Partnerships/ Economic Development and Communications Committee meeting will be February 12<sup>th</sup> at 9 am.**

## 6. B. OPERATIONS COMMITTEE

**getDowntown & AAATA Presentations.** Mr. Orr said Bill DeGroot, The Ride, presented info on AAATA's recently approved 5-year service plan. If this plan were to find funding, benefits to downtown could include more evening and weekend service, more service along existing corridors, and new Ypsilanti connector service. Nancy Shore shared the 2013 GetDowntown Impact Report. The goPass continues to be a valuable employer tool and the report includes usage details. Mr. Orr said the committee anticipates reviewing next year's costs at the next meeting.

**Financial Statements.** Mr. Splitt reviewed the 2<sup>nd</sup> Quarter financial statements and parking reports.

**Parking Operations.** Mr. Splitt said that Art Low, Republic Parking, shared information on parking system use on New Year's Eve and Day. Board members thanked Republic Parking and all those that worked hard to make these events successful.

**Evening use of loading zones.** Mr. Splitt said City & DDA staff have developed recommendations for using certain loading zones as taxi stands in the evening. Area Associations are being consulted and DDA staff will meet with the City's Taxi Cab Board later this month to get their input.

**Meter Removal Policy.** Mr. Splitt said that City Council recently approved a policy to assign a cost when a parking meter is permanently removed, unless a public benefit has been determined. The Committee reviewed a draft staff document defining what constitutes a “public benefit”.

**Downtown Ambassadors.** Mr. Splitt said that research continues. A RFQ is being created with the goal of getting additional information about the kinds of services that could be provided. A draft of this RFQ will be circulated for comment. Mr. Splitt said the RFQ may be released soon assuming the board has no concerns.

**The next Operations Committee meeting will be February 26<sup>th</sup> at 11:00 am.**

<b>7. OTHER DDA BUSINESS</b>
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Ms. Smith said that at the direction of the DDA, Republic Parking has been working to remove snow piles from around parking meters and haul it out of downtown. Republic Parking and City crews have been working very long hours to remove snow, and their efforts are very much appreciated.

<b>8. OTHER AUDIENCE PARTICIPATION</b>
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None

<b>9. ADJOURNMENT</b>
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There being no other business, Mr. Guenzel moved and Mr. Mouat supported a motion to adjourn. Ms. Smith declared the meeting adjourned at 1:14 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
PARTNERSHIPS/ ECONOMIC DEVELOPMENT & COMMUNICATIONS  
COMMITTEE MEETING MINUTES  
Wednesday, February 12, 2014**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104  
Time: 9:00a.m.

Present: Cyndi Clark, Robert Guenzel, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Nayaran, Keith Orr, Steve Powers, Sandi Smith, John Split, Jane Lumm, Margie Teall, Ken Clein

Absent: Russ Collins, Roger Hewitt, Steve Powers

Staff Present: Susan Pollay, Executive Director  
Jada Hahlbrock, Management Assistant

Public: Sabra Briere, Ray Detter, Jennifer Hall, Laurie Harris, Chang Ming Fan, Mike Martin, Darren McKinnon

1. 120 W. Huron Project - Mr. Martin introduced the project and requested a DDA grant to support project elements that may benefit the public. It was decided to set aside this request so the committee can decide whether it wants to pursue development of a new DDA Partnership Grant policy that might support projects like this. Work on that policy will begin at the next meeting.
2. Ann Arbor Housing Commission- Jennifer Hall presented budget information as part of the AAHC request for an additional \$600,000 to support redevelopment at Baker Commons and Miller Manor. Questions were asked and answered. The discussion will continue at the next meeting.
3. Partner Updates
  - a. AAATA- Ms. Pollay shared a memorandum outlining the proposed 5 year plan.
  - b. City Council- Council members reported on the recent work session where they were presented with a budget preview and a report on the retirement system.
  - c. Planning Commission- Mr. Clein said the commission recently met with the Design Review Board to discuss collaboration and coordination of efforts.
  - d. DDA- Ms. Smith spoke briefly about the recent DDA Retreat and explained the discussion will be continued at a more granular level at the next DDA retreat/ planning session taking place in February 26 at 1 pm.
4. Audience Participation-

Mr. Detter said that the CAC fully supports the 120 W Huron project.  
Chang Ming Fan said that he was interested to learn more about the DDA to find ways where his company may provide services, such as with lighting.

The meeting adjourned at 11:06 am.  
Respectfully submitted,  
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, February 26, 2014**

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

Time: 11:00 a.m.

Present: Cyndi Clark, Robert Guenzel, Roger Hewitt, Joan Lowenstein, John Mouat, Keith Orr, John Split, Sandi Smith

Absent: Russ Collins, Al McWilliams, Rishi Narayan, Steve Powers

Staff: Susan Pollay, Executive Director; Joseph Morehouse, Deputy Director; Jada Hahlbrock, Management Assistant

Public: Nancy Shore, getDowntown; Art Low, Republic Parking; Bill DeGroot, AAATA, Dave Askins, *Ann Arbor Chronicle*, Mike Ortlieb, Carl Walker Inc.; Josh Rozeboom, Carl Walker Inc.; Carl Luckenbach, Luckenbach Ziegelman Architects

#### Construction

- 4<sup>th</sup> & William stair/elevator tower replacement. Mike Ortlieb, Josh Rozeboom and architect Carl Luckenbach presented preliminary design ideas for feedback. It is anticipated that a schematic design and phasing report will be ready by the end of March.

#### Transportation

- GetDowntown funding request. Nancy Shore presented the 2015 request for funds, and also reviewed the history and success of the GetDowntown and GoPass programs. Mr. DeGroot, AAATA answered questions. The committee asked for a cost breakdown; Ms. Shore said she would provide this. The request will be discussed further at the March committee meeting.

#### Parking Operations

- Republic Parking Incentive for CY 2013. Mr. Morehouse reviewed data and performance measurements for Republic Parking's work in 2013. Staff recommend DDA approve the full incentive available under the contract. Committee members stated their agreement with the assessment of Republic's work. A resolution will be presented at the board meeting.

#### Financial Statements

- FY 2015 DDA Proposed Budget. Mr. Morehouse and committee members reviewed the proposed 2015 budget. The budget will be presented at the March board meeting for action.

#### New Business

- Proposed Resolution. Ms. Pollay presented a draft resolution that outlines the DDA past, present and future commitment to transit. The Committee agreed to present this resolution at the March DDA board meeting for action.

Old Business- none

Audience Participation- none

The meeting adjourned at 12:35 pm.

Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
RETREAT / PLANNING SESSION MEETING MINUTES  
Wednesday, February 26, 2014**

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

Time: 1:0 p.m.

Present: Cyndi Clark, Russ Collins, Robert Guenzel, Roger Hewitt, Joan Lowenstein, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, Steve Powers, Sandi Smith, John Split

Absent: None

Staff Present: Susan Pollay, Joe Morehouse, Jada Hahlbrock,

Public: Ray Detter, Dave Askins, Nancy Shore

1. Overview

· Susan Pollay reviewed the agenda, and said that the goal for the day was to develop a set of near term project priorities. Sandi Smith reviewed the work done at the January 30th retreat, including downtown trends and ideas for how the DDA could assist downtown's positive evolution. Roger Hewitt introduced the DDA's Ten Year Plan, and explained what it is and how it is used to help the DDA plan and schedule projects. He outlined an amount within the DDA budget that could be used for projects and grants, and suggested how these amounts could be used that day to develop project priorities. John Mouat gave some background on the Street Framework Plan and explained how the finished product of that planning effort would assist future DDA streetscape projects.

2. Prioritizing Future Projects

· Board members worked in small groups to prioritize future projects, grants and programs. Discussion also included timing and phasing in FY 15, FY 16 and beyond.

3. Report Out & Discussion

· Each of the three small groups reported on the discussion at their table. Priorities and time lines were shared, as well as ideas to bond projects, and to think about some additional new ideas.

4. Consensus & Next Steps

· DDA staff will look for areas of overlap and consensus between the groups. They will also review these ideas against the proposed 2015 budget to provide input on possible budget adjustments.

The meeting adjourned at 3:05 pm.

Respectfully submitted,  
Susan Pollay, Executive Director

**RESOLUTION TO APPROVE A 2013 YEAR-END MANAGEMENT FEE FOR REPUBLIC  
PARKING FOR MANAGEMENT OF DDA PARKING FACILITIES**

Whereas, The DDA entered into a contract with Republic Parking Systems (RPS) beginning February 1, 2007 for management of the DDA's parking system;

Whereas, According to this contract, RPS's \$200,000 management fees are to be paid in two parts; the first \$150,000 is paid on a monthly basis with the remaining amount to be paid at the year-end as a management incentive based on quantifiable criteria;

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

RESOLVED, The DDA authorizes a 2013 year-end management incentive of \$50,000 for Republic Parking Systems.



## MEMORANDUM

DATE: February 26, 2014  
TO: DDA Operations Committee  
FROM: Joe Morehouse, Deputy Director  
RE: Management Incentive Recommendation for Republic Parking Systems, Inc.

According to the February 1, 2007 contract between the DDA and Republic Parking Systems, Inc. the parking contractor's fee was calculated to be up to \$200,000, which translates to less than 1.1% of the total parking revenues collected by the parking operator (DDA's FY 2013 parking revenues were \$19,086,835). The fee paid to Republic Parking Systems is paid in two parts. The first part, \$150,000, is paid on a monthly basis. The second amount, up to \$50,000, is paid on the anniversary date of the contract based upon a DDA review of Republic's performance using the following criteria:

- Level of customer satisfaction as measured by a sampling of parking patrons on a bi-monthly basis.
- Increases in the operating surplus as compared to a target level set jointly by Republic and DDA.
- Cleanliness of the parking facilities as measured by the DDA.
- Control of "dead tickets" by the Manager as measured by the DDA from parking control software.
- General satisfaction of Republic's performance.

### Results

A. Results of calendar year 2013 customer surveys with permit and hourly customers:

<u>2013</u>		<u>2012</u>	
5-Excellent	42.8%	5-Excellent	43.5%
4	31.6%	4	28.5%
3	13.3%	3	13.1%
2	3.3%	2	4.7%
1-Poor	2.8%	1-Poor	3.1%
Non-Responsive	6.2%	Non-Responsive	7.1%

- B. Operating surplus reported by Republic for June 30, 2013 was \$1.1M more than budgeted.
- C. The DDA's independent Parking Inspector completed 43 written reports that assessed facility cleanliness. These ratings averaged 92.3% for the entire system through the January ratings, which is an increase over last year's score of 91.71%.
- D. The December 31, 2013 accounts receivable balance for parking permit accounts stood at \$22,920.03, or 4.4% of our average monthly billing, below our target of 5%.
- E. The Republic dead ticket average was 1.75% for the year which is an increase from last year's 1.01%. This is equal to our target of 1.75%.

## Overall Assessment

On top of doing an excellent job running the DDA's parking system, Republic had a number of really significant projects to manage this year. These included:

Completion and opening of the First and Washington parking structure including overseeing the installation of equipment, managing final construction related maintenance coordination of opening operations with the final construction in the garage

Modernization of the parking equipment at two parking facilities.

Completion of a Library Lane parking structure office.

Implementation of reservation parking for Art Fair and the 1<sup>st</sup> NHL Winter Classic

Outstanding success with the first time events of New Year's Eve "Puck Drops Here" event and NHL Winter Classic despite the weather obstacles presented.

Maintaining of the parking facilities during the past extreme weather which included removing large amounts of snow from the facilities and from parking meter areas in sub zero temperatures.

The professionalism shown this past year was extraordinary and was appreciated by the DDA.

## Recommendation

In recognition of Republic's work this year I would like to recommend that the DDA give Republic the full \$50,000 incentive fee for 2013. This is the same request as last year.

**RESOLUTION TO PUT FORWARD THE DDA BUDGET FOR  
FISCAL YEAR 2015**

Whereas, The DDA has developed a Ten-Year Financial Plan, including projected income and expenses for debt service, capital improvements projects and parking operations;

Whereas, The DDA Operations Committee has developed a 2015 fiscal year budget for the DDA based on the DDA's most recent Ten-Year Plan;

Whereas, The Operations Committee recommends approval of this DDA budget by the DDA;

RESOLVED, The DDA accepts the recommendation of its Operations Committee and puts this budget forward to the City for approval.

**RESOLUTION TO CONTINUE SUPPORT AND ENHANCEMENT OF TRANSPORTATION  
PROJECTS, FACILITIES AND PROGRAMS**

Whereas, The getDowntown program began in 1999 and remains an active successful partnership between the Ann Arbor DDA, AATA and the City of Ann Arbor to provide transportation assistance to downtown employers, including the distribution of the DDA's go!Pass;

Whereas, The Ann Arbor DDA has provided substantial funding for go!Passes and the getDowntown Program since 2001, and the number of downtown employers and employees participating in these programs has grown each year;

Whereas, Ann Arbor DDA approved more than \$610,000 in funding in 2013/14, which included funding for enhanced service on routes that serve downtown employees, in support of downtown prosperity and new business attraction, and as a way of discouraging traffic congestion and the need to construct new public parking structures;

Whereas, AAATA has proposed a new transit millage that would provide the necessary funding to support a five year service plan and if approved, the Ann Arbor DDA would capture a portion of the proceeds from this millage through its TIF;

Whereas, The Ann Arbor DDA has a keen interest in using these new millage funds for transportation-related purposes in support of the DDA's Renewal Plan;

Whereas, These purposes may include and are not limited to such projects and programs as a future downtown circulator, repairs and enhancements to bus stops and bus shelters, the Connector, bicycle facilities including bicycle parking, and other transportation-related facilities and services;

**RESOLVED**, If the voters support approval of a new five-year transit millage, the DDA, which has been a long-time supporter of transit as a key strategy to meet its mission, will work to increase its support for transportation-related programs and projects.