

Ann Arbor Downtown Development Authority Meeting Agenda
Wednesday, December 5, 2018 12:00noon
DDA Offices, 150 S. Fifth Avenue, Ann Arbor, MI 48104

1. Roll Call
Bob Guenzel, Tyler Kinley, Marie Klopf, Howard Lazarus, Jessica A. S. Letaw, Joan Lowenstein, Molly McFarland, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, Phil Weiss
2. Approval of the Board Meeting Agenda
3. Audience Participation (4 people maximum, 4 minutes each)
 - 1.
 - 2.
 - 3.
 - 4.
4. Reports from City Boards and Commissions
 - Ray Detter, Downtown Area Citizens Advisory Council
5. DDA Members Communications
6. Executive Director Communications
 - 2019 Committees and Board Meetings Schedule (Page 18)
7. Approval of Minutes: November meeting minutes (Pages 3-8)
8. Subcommittee Reports
 - A. Capital Improvements Committee – J. Mouat (Pages 11-12)
 - Fifth/Detroit – status
 - Huron Project -- schedule
 - First/Ashley/William – status
 - Future project planning
 - Next meeting: Wednesday, December 19 at 11 am
 - B. Operations Committee –K. Orr & P. Weiss (Pages 13-17)
 - Monthly Parking & Transportation Report for November 2018 (Pages 14-17)
 - Ann Ashley expansion – project status
 - getDowntown Survey Results
 - Next Committee meeting: Thursday, December 20 at 11am

C. Finance Committee – B. Guenzel

- Next Committee meeting: Thursday, December 20 at 12:30 pm (after Operations)

D. Partnerships/Economic Development Committee – J. Lowenstein & J. A. S. Letaw (Pages 9-10)

- Presentation on Treeline & downtown conceptual plans
- Partner updates
- Next Committee meeting: Wednesday, December 12 at 9:00 am

E. Executive Committee –M. Klopf

- Next Committee meeting: Wednesday, January 2 at 11am

9. New Business

- DDA Consideration of FOIA Appeal

10. Other Audience Participation (4 minutes each)

11. Adjournment

Ann Arbor Downtown Development Authority Meeting Minutes

Wednesday, November 7, 2018

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

1. ROLL CALL

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

Absent: None

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
Liz Rolla, DDA Project Manager
Kelley Graves, Management Assistant

Audience: Ray Detter, Downtown Citizens Advisory Council
Mike McKiness, Republic Parking System
Chris Simmons, get!Downtown
David Diephius, Resident

2. APPROVAL OF THE BOARD MEETING AGENDA

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

A vote on the motion to approve the agenda showed:

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

Nays: None

Absent: None

The motion was approved.

3. AUDIENCE PARTICIPATION

None.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Mr. Detter said that John Splitt was recently appointed to the CAC. Members of CAC had attended a meeting to see a conceptual design for a proposed development at 425 S. Main. CAC members spent time discussing the connectivity between this project and other projects being contemplated, including projects across the river at Broadway/Maiden Lane, development of the DTE river site and the future train station.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw said she will hold her next “Downtown Hall” tonight at 7pm at Sweetwater (Westgate) to talk about the DDA and downtown, and her next “Walk and Talk” on November 10 at 10am at the Blake Transit Center which will focus on People-Friendly-Streets projects. All are welcome.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Pollay that she has been working with City staff to follow up on the suggestion presented at the DDA/City Joint Work Session that the DDA meet with the Energy Commission meeting. This will be postponed until the new year to allow time to develop the meeting agenda. Ms. Pollay shared an update to the 2015 Housing Affordability and Economic Equity Study, which points to the growing need for affordable housing in Ann Arbor.

7. APPROVAL OF MINUTES

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

A vote on the motion to approve the minutes showed:

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

Nays: None

Absent: None

The motion was approved.

8A. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE

Parking and Transportation Report: Mr. Weiss noted highlights. This included replacement of the 415 W. Washington pay stations, new Easy Pay equipment at 4th & William, and early planning for the 4th & William alley elevator upgrade. DDA and RPS staff completed annual maintenance walk-throughs at the facilities, and noted items to be addressed. The first quarter Parking Comparison Report showed revenues were essentially flat, which is good overall as it included losing \$250K from two lots no longer under lease. Additional comments by City staff on the Ann Ashley site plan were received, and these plans will be resubmitted this week.

Mr. Orr reported the number of total go!Passes distributed at this time of year is up from last year, but the number of participating employers, the overall number of go!Passes, and go!Pass ridership are all down compared to last year. GetDowntown is collecting data to determine why. The getDowntown survey summary report will be released soon, and the report author will attend the next Committee meeting to answer questions. The 4th & Washington bike lockers were removed to create space for a new indoor DDA bike house. The new ArborBike operator, Shift Transit, will present to the City’s Transportation Commission on 11/14 at 7 pm. TheRide is increasing its Sunday Route 4 services from once an hour to every 30-minutes due to overcrowding.

Maynard Parking Operator Office: An office renovation/expansion is being pursued to expand the customer service area, gain a second toilet, give RPS Administrative staff more room, their Human Resources manager a secured office, and improve their training/meeting space. The project is

estimated to cost \$450,000, and the committee discussed alternate concepts including if all RPS staff could be centralized in a single location perhaps outside downtown, or if staff crowding could be addressed by reducing RPS staffing levels? Metrics on staff efficiencies will be brought back to committee to examine this question.

The next Operations Committee meeting will be on Wednesday, November 28 at 11 am. The December Operations Committee meeting has been moved to Thursday, December 20 at 11 am.

8B. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

FY18 Audit: Mr. Guenzel said that the auditors reviewed the audit in detail with the Committee. The DDA received a clean audit with no recommendations for changes. Mr. Guenzel said the auditors made a point to note Mr. Morehouse's excellent work preparing materials and responding to requests. Mr. Guenzel expressed appreciation to Joe for his good work.

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

RESOLUTION TO ACCEPT THE DDA FISCAL YEAR 2018 FINANCIAL AUDIT

Whereas, The auditing firm of Yeo & Yeo was contracted by the DDA to audit the DDA's financial records for the fiscal year ending June 30, 2018;

Whereas, The Finance Committee went through the document in detail with the DDA auditor and recommends acceptance of the audit by the DDA;

RESOLVED, The DDA accepts the Fiscal Year ending June 30, 2018 financial audit prepared by Yeo & Yeo.

A vote on the motion to approve the resolution showed:

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

Nays: None

Absent: None

The resolution was passed.

Financial Statements: Mr. Guenzel said that the September expenses were reviewed.

The next Finance Committee meeting will be on Thursday, November 29 at 1:00 pm. The December Finance Committee meeting has been moved to Thursday, December 20 at 12:30 pm.

8C. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE

5th & Detroit Construction: Mr. Mouat reported that the contractor had predicted that the project would be completed by the month-end, but once again rain is causing project delays. Mr. Mouat noted that worst case, the area will be buttoned up for winter and work completed in the spring.

Huron: City and DDA staff met with MDOT who introduced new process steps toward an approval of the transportation improvements. The design team has prepared 50% construction plans and City/DDA staff are reviewing. We are on schedule to get the project out to bid by early December.

William and First/Ashley: At the direction of the CIC, the team is advancing the William Street bikeway forward for implementation in spring 2019. The team is refining engineering details, reaching out to stakeholders, and thinking through education and maintenance. Neighborhood streetscape design meetings will take place over the next several months for First/Ashley.

The next Capital Improvements Committee meeting will be Wednesday, November 21 at 11 am.

8D. SUBCOMMITTEE REPORTS- PARTNERSHIPS COMMITTEE

Affordable/ Workforce Housing: Ms. Lowenstein said that debriefing about the City/DDA annual work session, Committee members shared a similar interest to get more affordable/workforce affordable housing units built. Since the 2015 Needs Assessment, very few units have been constructed. She said that the Committee recommends the DDA demonstrate its commitment to constructing more affordable/workforce housing by committing the funds currently available in its DDA Housing Fund to encourage a successful project on the Y lot that includes a substantial number of new affordable/workforce housing units. There were questions regarding the DDA's ability to restrict the use of the funds; Ms. Lowenstein said that this was a commitment of funds, but not a specific grant, and any request would be brought back to the DDA for an approval.

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

RESOLUTION TO COMMIT \$745,000 IN DDA FUNDS TO REALIZE THE GOAL OF CONSTRUCTING A SUBSTANTIAL NUMBER OF NEW AFFORDABLE AND WORKFORCE HOUSING UNITS FROM THE REDEVELOPMENT OF THE 350 S. FIFTH AVENUE PROPERTY

Whereas, In recognition of its mission and Development Plan, the DDA has provided millions of dollars in grants to construct and safeguard housing for individuals and families with incomes lower than area median;

Whereas, In May 2018 City Council reacquired 350 S. Fifth Avenue property (known as the YMCA lot) with several goals for a future development, including a project with a mix of unit types and rents that maximizes the number of affordable and workforce housing units;

Whereas, In July 2018 The DDA provided a \$25,000 grant to the City to help fund an analysis of strategies to accomplish this goal;

Whereas, Previous to this, the DDA's contributions to this site included \$1,500,000 to demolish the former YMCA building leaving behind a temporary permeable pavement lot, as a way to encourage a successful future development;

Whereas, A Housing Affordability and Economic Equity Analysis, commissioned by Washtenaw County in 2015, provided important metrics about the need for new affordable and workforce affordable units in Ann Arbor;

Whereas, Since 2015 this need for housing affordable to a wide variety of Ann Arborites has continued to grow, including housing for individuals working full time in health care, retail, restaurants, and education;

Whereas, In recognition of the opportunity to build a substantial number of new affordable/workforce affordable housing units through the redevelopment of the 350 S. Fifth Avenue site, the DDA Partnerships Committee recommends that the DDA commit its DDA Housing funds currently available, which is approximately \$745,000, as funding toward this goal;

RESOLVED, The DDA commits \$745,000 from its DDA Housing Fund to realize the goal of a substantial number of affordable housing units created by the redevelopment of the 350 S. Fifth Avenue lot.

A vote on the resolution showed:

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

Nays: None

Absent: None

The resolution was passed.

618 S. Main Grant: Ms. Lowenstein said that in 2012 the DDA provided a grant to 618 S. Main as a Brownfield match, funding project elements that benefited the public. This included streetscape improvements along Main from Mosley to Packard, but a segment at 600 S. Main, valued at \$75,000, was deferred. That development didn't happen, and a new developer for 600 S. Main volunteered to implement the improvements as part of his project. The Committee agreed to reassign \$75K from the 2012 grant to this new developer for this purpose.

The next Partnerships Committee meeting (with partners) will be on Wednesday, November 14 at 9 am.

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

Ms. Klopf moved and Ms. Letaw seconded the following resolution:

RESOLUTION DESIGNATING THE DDA'S FOIA COORDINATOR

Whereas, The DDA's Freedom of Information Act (FOIA) Coordinator is responsible for accepting and processing request for the DDA's public records under FOIA;

Whereas, The DDA Executive Director has determined that she wishes to designate Jada Hahlbrock to serve as the DDA's FOIA Coordinator;

RESOLVED, The DDA supports the appointment of Jada Hahlbrock as the DDA's FOIA Coordinator.

A vote on the resolution showed:

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

Nays: None

Absent: None

The resolution was passed.

The next Executive Committee will be on Wednesday, November 7 at 11 am.

9.	NEW BUSINESS
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None.

10.	OTHER AUDIENCE PARTICIPATION
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None.

11.	ADJOURNMENT
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There being no other business, Ms. Klopf asked for a motion to adjourn. Mr. Orr moved and Mr. Weiss seconded the motion to adjourn. Ms. Klopf declared the meeting adjourned at 1:05 pm.

Respectfully submitted,
Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
WEDNESDAY, NOVEMBER 14, 2018**

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, Joan Lowenstein, Molly McFarland, John Mouat

Absent: Marie Klopf, Darren McKinnon, Rishi Narayan, Keith Orr, Phil Weiss

Others: Jane Lumm/City Council, Matt Carpenter/AAATA, Jack Eaton/City Council, Ali Ramlawi/City Council

Staff: Amber Miller, Kelley Graves

Public: Peter Allen/UM, Doug Kelbaugh/Resident, Jack Jennings/Resident

Treeline & Downtown Conceptual Plan: Mr. Allen reviewed a conceptual plan created by his students aimed at providing workforce affordable housing as part of a Treeline & Midtown redevelopment strategy. This includes a development strategy for the former Y lot, including transit staging and retail on the ground floor and workforce-affordable and senior housing above. He said that Glacier Hills has shown interest in building these units. Questions from the committee and the audience were asked and answered. Mr. Allen said that he anticipates having the design 'RFP ready' in January; Ms. Lowenstein invited Mr. Allen back to a future meeting. Ms. Lowenstein reported that the DDA committed the \$745,000 in its housing fund to the goal of creating a large number of affordable/workforce housing on the Y Lot.

AAATA: Mr. Carpenter expressed appreciation to the DDA for its partnership, noting that Get!Downtown is doing well, including bringing the equivalent of a parking garage full of people downtown every day on transit. With the millage renewal, AAATA will purchase new buses and will seek public input. There was discussion regarding electric, solar and compressed natural gas (CNG) fuel options. Mr. Carpenter said TheRide will adjust departure times to improve on-time performance and it will increase its Sunday Route 4 service to 2X/hour to address overcrowding. Ms. Lumm asked that the AAATA consider offering more early morning and late evening service to assist downtown restaurant owners who face difficulty finding/keeping employees due to transportation issues. Ms. Lumm said she would send Mr. Carpenter contacts for Arborland owner, Brixmor so they could discuss the potential to use their lot for park & ride. Mr. Carpenter said that long-term service planning will take place in early 2019 and public input will be sought. Shift Transit was selected as the new Bike Share vendor, and will be overseen by AAATA.

City of Ann Arbor: Ms. Lumm reported that City Council updated its ADU ordinances. New Council members will be sworn in on 11/19 and committee appointments confirmed on 12/3. An item on the next agenda would be about City participation in the AARP Age-Friendly

Communities Program; Mr. Lazarus said the program intent is to find ways for seniors to be able to remain in their homes and to remain active in their community. The electric scooter company, Bird, has signed an interim 90-day licensing agreement with the City. The agreement is renewal for a maximum of three terms (one-year total). Data being collected by Bird to be shared with the City and publicly. Ms. Lumm shared that a task force has been established to address the need for quiet zones near active train tracks.

DDA: Ms. Miller reported the weather has continued to delay construction at 5th & Detroit and some work will need to be completed next season. Once construction ends for this season the site will be buttoned up and fully open during the winter, which may involve a temporary surface. The inconvenience of the delay was noted, and Mr. Mouat said that the overall goal of improving safety for pedestrians and vehicles will be met. Construction documents to be completed by year-end for the Huron project with work to get underway in Spring 2019; the DDA will coordinate with DTE who has a project on Huron to update its underground gas infrastructure. The William Street Bikeway is taking shape and is scheduled to be installed in 2019. The Ann Ashley expansion project is under review with the goal of taking to Planning Commission in January.

Public Comment: None.

Adjournment. The Partnerships Committee meeting adjourned at 10:14 am.

Next Meeting:

The next meeting of the Partnerships Committee will be December 12 at 9am (DDA only).

Respectfully submitted,
Susan Pollay, DDA Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Thursday, November 29, 2018 11:00 am**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Robert Guenzel, Tyler Kinley, Howard Lazarus, Jessica A.S. Letaw, John Mouat
Absent: Marie Klopf, Molly McFarland, Darren McKinnon, Rishi Narayan, Keith Orr, Phil Weiss
Staff: Susan Pollay, Amber Miller, Liz Rolla, Kelley Graves, Xuewei Chen
Other: Raymond Hess/City; Bob Doyle and Oliver Kiley/Smith Group
Public: None

Huron: The construction bid packet will be released midmonth with a Jan 15th deadline. There was consensus to move the January CIC meeting to Jan 23rd so committee members can evaluate the submittals and make a recommendation to the board at the February DDA meeting. The timeline is anticipated to be ahead of many MDOT projects, so would be more likely to get many good bids. It is anticipated that construction would begin as soon as frost is out of the ground. The RFP will be unit-price based and the specs are written so the DDA may make changes as deemed necessary. The team proposed, and the committee supported, pre-purchasing the trees now given increased competition for good quality trees. The trees would be tagged to ensure we get the type and size of trees we want, and they would be maintained by the vendor until planting at which time the landscape contractor will inspect and warranty them. Contingency trees would also be ordered and if not needed for the project, would be planted elsewhere downtown. Mr. Doyle reported that the team remains comfortable that project can be constructed within budget.

Information about the status of MDOT approval for the transportation recommendations was shared. An outstanding item is an update of the traffic model to include the restoration of two way traffic on Ashley and First; this is anticipated to be submitted to them in early December. MDOT approval of the streetscape elements will be a separate process. The Committee was notified that concurrent with the DDA's project on Huron, DTE will be replacing its gas line located on the south side of Huron St between Fourth Ave and Thayer. There was support for the DDA collaborating with them with the goal of minimizing inconvenience to the public. Ms. Miller reported that DTE's legal department is reviewing a proposed cost-sharing agreement for pavement restoration; there was consensus support for a 50/50 split.

5th & Detroit: Ms. Rolla reported that due to rainy weather and the impacts of the regional asphalt labor dispute, some project elements will remain uncompleted until next construction season. Light poles will be installed in coming weeks, but essentially the project will be buttoned up until spring. Temporary asphalt will be installed on Detroit for the winter; in the spring, this asphalt will be removed, and the remaining bricks will be installed. Landscaping and the Community High basketball court will be installed then as well. Ms. Rolla gave a recap on the brick issue, saying that a quantity were defective and must be replaced. These bricks are a special order from a company able to produce brick that meet the historic district requirement. This brick company will cover the cost of producing new bricks and the contractor will cover the cost of removing the defective ones and installing the new ones. Ms. Rolla commended Maura for her communication with the businesses

and neighbors throughout the construction. All but Comcast's overhead lines are now underground. Ms. Letaw shared that she has heard much appreciation for the results of the project. Mr. Kiley suggested that perhaps it would be beneficial for the 5th & Detroit merchants to share their experience with the First/William/Ashley merchants.

First, Ashley & William: Ms. Miller noted that by consensus the William St bikeway project had been moved forward to 2019. The project RFP will include water main work on behalf of the City, and will be released in late January, with the goal of the committee review in March and DDA approval at its April board meeting. The construction cycle is estimated to be 12-16 weeks. It is anticipated that the First/Ashley construction RFP will go out in fall 2019 with construction slated to start spring 2020. Currently, the design team is working with a variety of important First/Ashley and William stakeholders to continue to flesh out details, including MDOT, AAATA, the Library, City solid waste, and others. Most recently there was a meeting with the owner of Blank Slate, and a meeting with the businesses on the 200 block of Ashley Street to get their input on the design, and to discuss ways construction impacts can be minimized.

Future project planning: Ms. Miller recapped the project types previously supported by the Committee, and presented information about downtown projects planned by the City that the DDA could participate with to maximize the benefit and impact. Based on these, a set of proposed future DDA projects were set forward for committee feedback; there was discussion, questions asked and answered, followed by group consensus that the proposed list of future projects including alley and street light improvements, People-Friendly Streets Phase II initiatives and, right-of-way repairs should be included in the City's CIP.

Public comment: None.

Next Capital Improvements Committee meeting: Wednesday, December 19, 2018 at 11 am.

The meeting adjourned at 12:35 pm.
Respectfully submitted, Susan Pollay, Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, November 28, 2018**

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Robert Guenzel, Tyler Kinley, Joan Lowenstein, Darren McKinnon, John Mouat, Keith Orr, Phil Weiss
Absent: Marie Klopff, Howard Lazarus, Jessica A.S. Letaw, Molly McFarland, Rishi Narayan
Staff: Susan Pollay, Joe Morehouse, Jada Hahlbrock, Amber Miller, Kelley Graves
Others: Chris Simmons/getDowntown, Mike McKiness/RPS, John Fournier/City, Hugh Clark/CJI Research
Public: None

2018 GetDowntown Survey: Hugh Clark/CJI presented key components of the 2018 Decision Maker and Employee surveys results. There were 380 employee respondents and 77 Decision Maker respondents. Many employees are provided free or subsidized parking by their employer. Schedule needs and convenience were the driving forces behind why people want to drive alone. Many respondents said they would prefer to commute rather than move to Ann Arbor, as they like their current situation. Decision Makers see the getDowntown program and services greatly benefitting their employees and their company. The DDA and GetDowntown will consider the survey results when shaping future work plans.

Monthly Parking & Transportation Report: Ms. Hahlbrock reviewed the November report. The epark system was fully installed as of October and data showed transactions were 80% credit card and 20% cash; Mr. Fournier praised the DDA for its epark system installation. RPS staff are addressing maintenance issues called out in the fall walk through; most items have been completed and the remainder will be finished in the spring. The installation of a new 22-space bike parking area at 4th & Washington is complete. RPS's lane operational efficiency remained very high due to proactive maintenance. A 1st and Washington Condominium group met, but there isn't a date when the condominium association will be formed.

Mr. Simmons reviewed his summary, highlighting the new data getDowntown will provide including the total number of active go!Passes, percentage used and top 10 pass holders. He asked that the Committee let him know if there is other data they would like to see captured.

Maynard Parking Operator Office: Ms. Hahlbrock recapped last month's discussion and asked support to bid the project to determine actual costs would be, separating out essential elements such as the second toilet and egress, and showing items such as the training/meeting room improvements as alternates. Mr. McKinnon expressed concern that other alternatives should be examined. Mr. Morehouse said that he had researched commercial lease online, and leasing space appeared to be comparatively more expensive over time than improving the current space. Mr. McKinnon suggested the DDA explore a central location for all Republic

Parking operations; the advantages of keeping RPS operations decentralized were reaffirmed. Mr. McKinnon suggested that a different location for RPS customer service and accounting be found, either inside or outside downtown, either in a commercial space or at another garage. DDA staff were directed to contact a broker to obtain a list of available retail and office space for the 10 RPS administrative and finance staff members. They were also directed to review the cost estimate to build out an RPS office at Ann Ashley as part of the expansion project. It was agreed that the RPS office must remain downtown. The question was asked and answered that even if operational staff moved, RPS would retain a staff presence at Maynard.

Epark Usage Data: Mr. Morehouse shared FY18 data for parking tickets, including the type of tickets issued and total revenues. He also shared data for epark usage by block. If there is other data the committee would like to see, they may reach out to Mr. Morehouse.

Ann Ashley Expansion: The site plan was resubmitted to the City, and feedback was received from one of five reviewers.

New Business: Mr. Kinley suggested alternative color choices for graphs and maps so they could more easily be read by people who are color-blind.

Old Business: None.

Public Comment: None.

Next Meeting: The next meeting is scheduled for Thursday, December 20 at 11 a.m.

The meeting adjourned at 1:03 pm.

Respectfully submitted,
Susan Pollay, Executive Director

Parking & Transportation Report November 2018

Parking Operations

Large Special Events in November

11/3/2018	UM Football (Penn State)
11/4/2018	Arlo Guthrie at MI Theater
11/10/2018	A2SO at MI Theater
11/14/2018	UM Football (Indiana)
11/22/2108	Turkey Trot Run
11/30/2018	Midnight Madness, Moonlight Madness & Kindlefest

Special Event Meter Bag Fee Waivers/ Free Parking in November

11/30/2018 Kindlefest \$1875

Meters

Staff completed preventative maintenance tasks that are temperature dependent. Completed most work items from the fall walk through. The remainder of items will be completed in the spring. The on-street snow removal plan was updated to reflect newly installed epark kiosks.

General Operations

Credit card functionality has been restored to the automated exit lane pay equipment at the Ann Ashley structure. Republic Parking had been waiting for a software update that was needed to keep the pay station PCI compliant.

DDA & Republic Parking staff installed covered bike parking spaces at the 4th & Washington structure. This expanded bike parking area will provide parking for approximately 22 bikes.

Parking System Maintenance

Republic Parking maintenance staff worked to ready the snow removal reequipment (plows, spreaders, brushes, etc.). There were a few days in November with accumulating snow and ice.

Work to address fall walk through maintenance items continued.

Lane operational efficiency remained high in October at 99.97%. This means there was only 455 minutes of lane downtime in October, including planned daily maintenance. This impressive number can be attributed to Republic's detailed and pro-active maintenance schedules. Tracking this information also helps Republic to spot trends and recurrent issues with certain pieces of equipment.

City/DDA Parking Enforcement and Operations Group

The group met on November 15th. Discussion included equipment and operational updates, enforcement staffing levels, and future internal reporting and communication elements.

Tally Hall Condominium Meeting

The next meeting is scheduled for January.

First & Washington Condominium Meeting

A meeting scheduled for November 2 was moved to November 27. The structure opened in late 2013 and a condominium board has yet to be formally established.

Parking Construction

Ann Ashley

The site plan was resubmitted to the City and we are awaiting City staff comments.

Transportation

Go!pass Summary

Total # of companies in program = 391

Total # of active passes = 5,298

% of cards used = 73%

Top 10 Pass Holders:

- City of Ann Arbor (325)
- Ann Arbor District Library (230)
- Duo Security (225)
- PRIME Research (140)
- ITHAKA/JSTOR (125)
- Ann Arbor YMCA (120)
- Arbor Research (120)
- Barracuda (100)
- Washtenaw County (100)
- Zingerman's Deli (100)

Non-Renewals who have contacted getDowntown:

- ArborWoman Pregnancy Center
- BitBrew
- Campus Barber + Beauty Salon
- Imagine Three Beauty Studio
- Kerrytown Market & Shops
- Lily Grace Cosmetics
- Lord, Aeck and Sargent
- Sweeting

Six (6) companies moved out of downtown and four (4) businesses closed prior to renewal. We are still working on the list of active businesses who have not contacted getDowntown either way.

New go!pass companies for October 2018

- Bloom City Club
- FreightVerify
- Movatic
- Reach Law Firm
- The Collaborative
- Wisely
- Yoga Loft

Bike Parking

Current rentals good till 3/31/19

- Bike Locker Rentals as of 11/19/18: 7 rentals of 10 available lockers (70%)
- Maynard Bike House Rentals as of 11/19/18: 12 rentals of 28 spaces (43%)
- Ann Ashley Bike House Rentals as of 11/19/18: 39 rentals of 27 spaces (144%)

Other Activities

- Analysis on trends of businesses moving from downtown, closing, or choosing not to participate is building from the initial look at the 2018-19 renewals. We are developing additional reporting methodology for the monthly and annual reports, and will be building that information in as it is available.
- Conquer the Cold registration for participants will open December 3rd. All information on the winter challenge

can be found at www.conquerthecold.org. Any organizations wishing to sponsor this year's challenge should contact the getDowntown office for more information.

- getDowntown is looking for additional business testimonials on how the program or go!pass contributes to their success. Board members are encouraged to contact the office and provide their success stories.

Regular DDA Meetings
2019

DRAFT

	DDA BOARD	EXECUTIVE	Proposed	PARTNERSHIPS	Proposed	CIC	Proposed	OPERATIONS	Proposed	FINANCE	Proposed
	12 Noon	11:00 AM	Changes	9:00 AM	Changes	11:00 AM	Changes	11:00 AM	Changes	1:00 PM	Changes
	1st Wed. @DDA	1st Wed. @DDA	Board/Exec	2nd Wed. @DDA	Partnerships	3rd Wed. @DDA	CIC	Wed. Before Board	Operations	Thurs. Before Board	Finance
January 2019	1/2/2019	1/2/2019	1/9/2019 (After Partnerships-All)	1/9/2019		1/16/2019	1/23/2019	1/30/2019		1/31/2019	
February 2019	2/6/2019	2/6/2019		2/13/2019		2/20/2019		2/27/2019		2/28/2019	
March 2019	3/6/2019	3/6/2019		3/13/2019		3/20/2019		3/27/2019		3/28/2019	
April 2019	4/3/2019	4/3/2019		4/10/2019		4/17/2019		4/24/2019		4/25/2019	
May 2019	5/1/2019	5/1/2019		5/8/2019		5/15/2019		5/29/2019		5/30/2019	
June 2019	6/5/2019	6/5/2019 (Eid al-Fitr)	6/12/2019 (After Partnerships-DDA)	6/12/2019		6/19/2019		6/26/2019		6/27/2019	
July 2019	7/3/2019	7/3/2019		7/10/2019		7/17/2019		7/31/2019		Held 8/1/2019	
July 2019 (Annual Mtg)	7/3/2019										
August 2019	No Meeting	No Meeting		8/14/2019		8/21/2019		8/28/2019		8/1/2019	
September 2019	9/4/2019	9/4/2019		9/11/2019		9/18/2019		9/25/2019		9/26/2018	
October 2019	10/2/2019	10/2/2019		10/9/2019 (Yom Kippur)	10/16/2019 (All) (Before CIC)	10/16/2019		10/30/2019		10/31/2019	
November 2019	11/6/2019	11/6/2019		11/13/2019		11/20/2019		11/27/2019		11/28/2019 (Thanksgiving)	11/20/2019 (After CIC)
December 2019	12/4/2019	12/4/2019		12/11/2019		12/18/2019		12/25/2019 (Christmas)	12/19/2019	12/26/2019 (Day after Christmas)	12/18/2019 (After CIC)