1. Roll Call
   Sava Lelcaj Farah, Bob Guenzel, Marie Klopf, Howard Lazarus, Joan Lowenstein, Darren McKinnon, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss

2. Audience Participation (4 people maximum, 4 minutes each)
   1. Erik Majcher
   2. Karen Farmer
   3. 
   4. 

3. Reports from City Boards and Commissions
   · Ray Detter, Downtown Area Citizens Advisory Council

4. DDA Members Communications

5. Executive Director Communications: retreat follow-up

6. Approval of Minutes: June meetings

7. Subcommittee Reports
   A. Capital Improvements Committee – J. Mouat
      · Presentation of the final Fifth/Detroit project schematic design
      · Resolution to Approve a Schematic Design for the Fifth/Detroit Streetscape project
      · Resolution to Modify the Fifth/Detroit Streetscape Project Budget
      · South University improvements project - status
      · Huron Street improvements project – status
      · July & August Committee meetings cancelled. Next meeting: Wednesday, September 20 at 11am

   B. Operations Committee – J. Splitt, K. Orr
      · Monthly parking & transportation report
      · General operations
      · 4th & William Improvements Project – completion
      · Circulator feasibility study – status
      · Retreat debrief
      · July meeting cancelled. Next Committee meeting: Wednesday, August 30 at 11am

   C. Finance Committee – M. Klopf
      · Retreat debrief
· July Committee meeting cancelled. Next Committee meeting: Tuesday, August 22 at 1pm

D. Partnerships/Economic Development Committee – J. Lowenstein & A. McWilliams
· July & August Committee meetings cancelled. Next Committee meeting: Wednesday, September 13 at 9am

e. Executive Committee – R. Narayan, A. McWilliams, M. Klopf, P. Weiss
· DDA Executive Director Evaluation and Compensation Change
· No August meeting. Next Committee meeting: Wednesday, September 6 at 11am

8. New Business
· DDA Annual Meeting will immediately follow DDA board meeting
· No DDA board meeting in August

9. Other Audience Participation (4 minutes each)

10. Adjournment
Additional Information about an Ann Ashley Expansion

There are 90% completed construction drawings, which need only to be updated in context with the current Building Code.

<table>
<thead>
<tr>
<th>Estimated Timeline for Construction: Steps</th>
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<tbody>
<tr>
<td><strong>Design</strong></td>
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<tr>
<td>A site plan must be approved by City Council</td>
</tr>
<tr>
<td>Construction drawings brought to 100% completion</td>
</tr>
<tr>
<td>6 month review by city staff, and approval process by Planning Commission &amp; City Council</td>
</tr>
<tr>
<td>Can happen at the same time as site plan approval</td>
</tr>
<tr>
<td>Summer 2017 through January 2018</td>
</tr>
<tr>
<td><strong>Bidding</strong></td>
</tr>
<tr>
<td>6 weeks</td>
</tr>
<tr>
<td>February/March 2018</td>
</tr>
<tr>
<td><strong>Contractor selection/start construction</strong></td>
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<td></td>
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<tr>
<td><strong>Complete construction</strong></td>
</tr>
<tr>
<td>12 to 14 months</td>
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<tr>
<td>December 2019 (assumes construction delays)</td>
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</tbody>
</table>

It is assumed that as part of the contractor’s bid they will provide a plan for how they will stage construction while still enabling patrons to utilize the structure safely and comfortably.

**Ann Ashley:**
A high demand parking location in the daytime (little weekend & evening)
Currently 827 spaces on 6 floors. Designed to carry 3 add’l levels = + 375 spaces
Double thread design with exits to Ashley and Ann, very convenient.
May encourage Washtenaw County to partner using their Main/Ann lot
2007 cost estimates: $30K/space (includes 25% soft costs)
2017 cost estimate $15M + soft costs = $18M
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<td><strong>Tax Exempt</strong></td>
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<tr>
<td>30-Year Bonding @ 4%</td>
<td>375</td>
<td>$18M</td>
<td>$48,000</td>
<td>$467,000</td>
<td>$2,770,050</td>
<td>$907,756</td>
<td>$993,750</td>
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<tr>
<td>20-Year Bonding @ 4%</td>
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<td>$2,770,050</td>
<td>$2,132,713</td>
<td>$993,750</td>
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1. ROLL CALL

Present: Bob Guenzel, Howard Lazarus, Sava Lelcaj-Farah, Darren McKinnon, Al McWilliams, John Mouat, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss

Absent: Marie Klopf, Joan Lowenstein

Staff: Susan Pollay, Executive Director
      Joseph Morehouse, Deputy Director
      Amber Miller, Capital & Private Projects Manager
      Jada Hahlbrock, Manager of Parking Services
      Patti Wheeler, Management Assistant

Audience: Ray Detter, Downtown Citizens Advisory Council
          Karen Farmer, KDA/Kerrytown Shops
          Peter Honeyman
          Jim Mogensen
          Caitlin Omsted Phillips, Ann Arbor Real Estate Association
          Dave Orfield, RPS
          Deb Polich, The Arts Alliance
          Chris Simmons, Get Downtown
          Maura Thomson, MSAA

2. AUDIENCE PARTICIPATION

None.

3. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter said that their meeting the night before included a presentation from Ron Mucha/Morningside about his Lower Town development. Although this project is located outside downtown, it is very close by and will have impacts. Overall the CAC was pleased with the project design. On a separate note, he extended an invitation to all to the annual downtown potluck that would take place later that evening.

4. DDA MEMBERS COMMUNICATIONS

None.

5. EXECUTIVE DIRECTOR COMMUNICATIONS
Ms. Pollay said the new mobile parking payment app was launched on June 1st; feedback has been consistently positive, but she asked to hear if anyone had concerns. She reported that public open houses for the Fifth/Detroit project will be held on June 14th, 8:30-10am and 7-8:30pm at the Kerrytown Concert House, hosted by the City & DDA. Each will begin with a 30-minute presentation and question/answer session, with the remaining time available for attendees to review the plans with members of the project team. And she reported that on June 16th SPARK will hold its annual Tech Trek in which 70 tech companies will open their doors to talk about what they do.

6. APPROVAL OF MINUTES

Mr. Splitt moved and Mr. McWilliams supported approval of the May 2017 DDA meeting minutes.

A vote on the minutes showed:
AYES: Guenzel, Lazarus, Lelcaj-Farah, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss
NAYS: None
ABSENT: Lowenstein, Klopf
The minutes passed.

7. A. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE

Mr. Mouat moved and Mr. McWilliams supported the following resolution.

RESOLUTION TO ADOPT ANTICIPATED FUTURE STREETSCAPE PROJECT SCHEDULE

Whereas, The DDA’s Development Plan highlights identity, infrastructure, and transportation as guiding principles and also recognizes that an enjoyable pedestrian experience is one of downtown’s principal attractions, as well as a necessary element in its social and economic vitality;

Whereas, Transformative and strategically-designed street projects are an important way the DDA works to achieve these goals;

Whereas, At its January 2017 meeting the DDA board passed a Resolution to Select DDA Project Priorities for 2020-2025 and tasked the Capital Improvements Committee with refining project scope, timing, and coordination;

Whereas, The Capital Improvements Committee has worked to recommend timing for the first set of these projects that is anticipated to be constructed between 2019 – 2021, prioritizing high impact projects, and proposing a schedule that would allow them to be designed closely together since these designs will impact one another;

Whereas, the Capital Improvements Committee worked with the Finance Committee to ensure
that the proposed project sequence fits within the DDA’s ten-year plan, and to ensure support for the intent to bond as part of the financial planning for these projects; this proposed sequence is as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Anticipated Construction (FY)</th>
<th>Anticipated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. Huron Streetscape (combined w/Huron St project) *</td>
<td>2019</td>
<td>$2.1M</td>
</tr>
<tr>
<td>First &amp; Ashley two-way conversion &amp; streetscape*</td>
<td>2020</td>
<td>$9M</td>
</tr>
<tr>
<td>William protected bike lane, Third to State*</td>
<td>2020</td>
<td>$2M</td>
</tr>
<tr>
<td>State Street streetscape, 300 block (west side)</td>
<td>2021</td>
<td>$900K</td>
</tr>
</tbody>
</table>

*It is anticipated that the projects will be combined into a single $14.5M bond, along with the $3.5M Huron St project. The bond would be issued along with a $2.5M down payment in 2019, and paid off by 2033.

Whereas, The DDA’s support for this schedule will enable its CIC to begin its work, and will ensure coordination with the City through its Capital Improvement Plan;

Resolved, The DDA Board affirms its anticipated project schedule for 2019-2021 as recommended by its Capital Improvements Committee;

Resolved, The Capital Improvements Committee will bring resolutions to the full DDA board to initiate the design, formal bond commitment process, and construction of these projects.

Mr. McKinnon asked if the city had been consulted to determine what utility projects might take place in conjunction with these streetscapes, and also, if approval of this resolution would preclude the decision about adding new parking, and if so, perhaps this resolution should be set aside until after the DDA’s retreat. Ms. Miller said that the estimated costs for the streetscapes on this list included water mains and that there had been much consultation with City staff. Mr. Mouat said that this resolution was intended to help the CIC and DDA staff plan, but was not intended to preclude a decision about a potential future parking garage.

A vote on the resolution showed:

AYES: Guenzel, Lazarus, Lelcaj-Farah, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss
NAYS: None
ABSENT: Lowenstein, Klopf
The resolution passed.

S. University – Mr. Mouat said the project had encountered a delay when the City found that it needed to replace a corroded water main, which must be replaced before streetscape improvements are installed on this block. All are working to resolve this issue and keep the project moving forward in a timely way.
Huron St – Mr. Mouat said the next steps are to hold pop-up workshops to elicit feedback from the public, and to develop a stakeholder list.

5th & Detroit - Mr. Mouat said public open houses will be held on June 14th and all are welcome.

The next Capital Improvements Committee meeting will take place on June 21 at 11:00 am.

7. C. SUBCOMMITTEE REPORTS- OPERATIONS COMMITTEE

Mr. Splitt moved and Mr. Mouat supported the following resolution.

RESOLUTION TO APPROVE A CONTRACT FOR PARKING STRUCTURE REPAIRS WITH RAM CONSTRUCTION SERVICES OF MICHIGAN, INC. AND ESTABLISH A PROJECT BUDGET ($1,176,366)

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

Whereas, The DDA’s engineer’s, Carl Walker Inc., has provided the DDA with a list of recommended parking structure repairs for the 2017 construction season;

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

Whereas, RAM Construction Services of Michigan Inc., submitted the lowest responsible bid in the amount of $977,805;

Whereas, a contingency equal to 20% of the estimated work will be set aside, thus creating a project budget of $1,176,366;

RESOLVED, The DDA establishes a project budget for calendar year 2017 repairs of $1,176,366;

RESOLVED, The DDA selects RAM Construction Services of Michigan Inc., for its summer repairs and authorizes the Board Chair and the Executive Director to sign a contract with RAM Construction Services of Michigan Inc., in the amount of $977,805.

A vote on the resolution showed:

AYES: Guenzel, Lazarus, Lelcaj-Farah, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss
NAYS: None
ABSENT: Lowenstein, Klopf

The resolution passed.

Monthly Parking & Transportation Report. Mr. Splitt said the May report was in the Board packet. He asked for questions; there were none.
4th & William. Ms. Pollay said punch list items were underway.

Epark. Installations are complete, and the new epark smartphone app was launched.

Circulator Study. Mr. Orr reported the consultant showed the work that’s been done to this point, including outlining a list of comparable downtowns with circulators, and beginning work to create maps showing such things as residential/employment density. He said that a memo to the DDA with information about progress to-date will be delivered in mid-June.

The next Operations Committee meeting will be June 28 at 11:00 am.

7. C. SUBCOMMITTEE REPORTS- FINANCE COMMITTEE

Mr. McWilliams moved and Mr. Guenzel supported the following resolution.

RESOLUTION TO APPROVE A GRANT APPLICATION TO THE STATE FOR THE POWER ART! PROJECT

Whereas, The DDA’s Development Plan includes strategies to encourage walkability and to support downtown identity by supporting efforts to bring art into the public realm;

Whereas, At its October 2013 meeting the DDA approved a $20,500 grant to install vinyl art wraps on downtown traffic signal boxes in partnership with the Arts Alliance, and this project entitled “Power Art!” was installed to great acclaim;

Whereas, A total of 42 locations were set forward for the full project;

Whereas, At its October 2015 meeting the DDA voted to approve a grant application to the Michigan Council for Arts and Cultural Affairs, and this application received $25,000 from the State for this project;

Whereas, At its November 2015 meeting the DDA voted to approve $50,000 for this project;

Whereas, Additional funds may be available from the Michigan Council for Arts and Cultural Affairs to help pay for remaining installations, and application were due by June 1st;

Whereas, A $30,000 grant request has been submitted to the State and this application must be approved by the DDA board;

Whereas, The DDA Finance Committee recommends approval of this grant application;

Resolved, The DDA approves the grant request submitted to the Michigan Council for Arts and Cultural Affairs program for Power Art installations on downtown signal boxes.
A vote on the resolution showed:
AYES: Guenzel, Lazarus, Lelcaj-Farah, McKinnon, McWilliams, Mouat, Narayan, Orr, Splitt, Weiss
NAYS: None
ABSENT: Lowenstein, Klopf
The resolution passed.

Monthly Expenses. Mr. Narayan said the committee reviewed the April expense registers.

618 S. Main St Grant. Mr. Narayan said the County Brownfield Coordinator attended to provide information. This included letting the committee know that the developer is contesting their tax bill, but even if the developer won at the Tax Tribunal, the TIF amount captured by the DDA from this project would be at least as much as originally proposed. Mr. Narayan also noted that the project had been completed later than expected, thus the grant amount in the DDA’s FY2017 budget was the amount anticipated for the second year of the grant, not the first year. He said the Finance committee agreed with the staff recommendation to use the amount in this year’s budget ($225,000), and adjust future grant payouts as needed. Mr. McKinnon asked if there was a mechanism within the DDA’s Brownfield Policy to withhold grant funds while a tax bill was in dispute; Ms. Pollay said this provision is not currently in the DDA’s Brownfield Grant Policy, but this question will be brought to the Partnerships Committee for them to consider whether to recommend this be added to the DDA’s Policy. Meanwhile, the development has met the requirements under the existing Grant Policies, and unless there was opposition, the DDA would move forward to issue the first grant payment.

The next Finance Committee meeting will take place June 27 at 1:00 pm

7. D. SUBCOMMITTEE REPORTS- PARTNERSHIPS Committee
Mr. McWilliams said the Committee heard updates from partners, including the Ann Arbor District Library, the City Planning Commission, and the DDA.

The next Partnerships Committee meeting will be June 14 at 9:00 am with DDA members only.

7. E. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE
Mr. Narayan said the committee reviewed the agenda.

The next Executive Committee meeting will be July 5 at 11:00 a.m.

8. NEW BUSINESS
Ms. Pollay noted that the DDA would hold a retreat on June 23 from 9am-1pm at the Downtown Library. She said the DDA’s Annual Meeting will take place immediately following the DDA’s July 5 board meeting. And she reminded the board that there would be no August DDA board meeting, and as a result, it was possible that some of the committees might not meet in July.
Ms. Pollay reported that she is working with a consultant to develop information about possible solar installations on the garages. And staff are working to bring forward a proposal for roof top garage fencing as part of a strategy to discourage suicides.

Mr. Mouat reminder the group of the new City-wide anti-idling ordinance going into effect soon, and he suggested that this item be added to the Partnerships Committee agenda for regular updates about the progress of implementation.

### 9. OTHER AUDIENCE PARTICIPATION

Ms. Thomson stated anti-idling ordinance information sheets have been distributed to area associations and will be handed out to business owners shortly.

Mr. Mogensen stated the City website did not define where the anti-idling ordinance boundaries are. He also mentioned tax-funded services are important and should be working smoothly.

### 10. ADJOURNMENT

There being no other business, Mr. Orr moved and Mr. Weiss supported a motion to adjourn. Mr. Narayan declared the meeting adjourned at 12:54pm.

Respectfully submitted,
Susan Pollay, Executive Director
ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, June 7, 2017

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:05 a.m.
Present: Al McWilliams, Rishi Narayan, Susan Pollay (ex officio), Phil Weiss
Absent: Marie Klopf
Others: None

Committee actions and discussions

**Agenda Review.** The group reviewed the June DDA monthly meeting agenda. Ms. Pollay noted that thus far no member of the public had signed up to speak during public comment. She noted also that Ms. Polich from the Arts Alliance would be in attendance if there were questions about the grant application submitted to the state for additional Power!Up signal box art installations.

**Executive Director Annual Review.** Ms. Pollay asked the Committee’s help coordinating the DDA board’s annual review process for her performance in FY17.

There being no other business, the meeting adjourned at 11:25 a.m.
Susan Pollay, Executive Director
Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 9:00 a.m.
Present: Bob Guenzel, Al McWilliams
Absent: Marie Klopf, Howard Lazarus, Sava Lelcaj-Farah, Joan Lowenstein, Darren McKinnon, John Mouat, Rishi Narayan, Keith Orr, John Splitt, Phil Weiss
Staff: Susan Pollay, Patti Wheeler
Public: None

**DDA Brownfield Grant Policies.** After reviewing the current DDA Brownfield Grant Policy, the committee consensus was that the current policy is sufficient and they would not recommend any changes be made.

**DDA Retreat.** The Committee was asked by staff to provide input into a draft retreat agenda that would focus on parking changes. Suggestions were made.

**July Committee Meeting.** Given that the DDA would not meet in August, it was determined that the July Partnerships meeting would be cancelled. The next meeting is scheduled for August 9th, and it is possible that this meeting may also be cancelled if there are no pressing agenda items.

**Public Comment.** None.

The meeting adjourned at 9:40 am.
Respectfully submitted, Susan Pollay, Executive Director
Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 11:00 a.m.
Present: Howard Lazarus, Joan Lowenstein, John Mouat, Keith Orr, John Splitt, Phil Weiss
Absent: Bob Guenzel, Sava Lelcaj-Farah, Marie Klopf, Al McWilliams, Darren McKinnon, Rishi Narayan
Staff: Susan Pollay, Patricia Wheeler
Other: Oliver Kiley/SGJJR
Public: Ray Detter/CAC, Karen Farmer/KDA

5th & Detroit. Mr. Kiley gave a presentation showing the proposed final project design. The committee members indicated support to present this design to the full board for approval. Mr. Kiley said that loading zones changes will be made prior to construction to help ease the transition. He and Ms. Miller also noted that recent City street projects have made clear that construction costs for materials such as concrete have escalated dramatically. It is anticipated that the project budget will need to be increased by $500,000 over the initial estimate. After discussion the Committee indicated support to bring a revised project budget resolution to the board for approval. Ms. Miller said that she would share information about the project budget increase with the DDA Finance Committee so they could weigh in with any concerns.

Future Projects. Ms. Miller said that it was her intent to develop an RFP for a consultant for the First/Ashley/William Street project over the summer with the goal of having this released later this year.

Huron St. Ms. Miller said pop-up sidewalk workshops are being scheduled to elicit feedback from the public. A list of project stakeholders is also being developed.

S. University. Ms. Miller said work is underway. Issues with the water main are being resolved, and businesses will be contacted to schedule water turn-offs so buildings can be connected to the new water main.

Repairs. Ms. Pollay stated staff solicited companies to install benches and bike hoops as needed, and she would be signing an agreement with Heritage to do this work; committee members indicated their support. She noted that Heritage also provides services for the Main Street BIZ.
Public Comment. Mr. Detter congratulated all involved in the 5th & Detroit project on the transparency and engagement throughout the design process. He also suggested that some thinking should be given to future development of the City and County-owned parking lots at 4th & Catherine for workforce housing.

Next Meeting: The Committee will resolve to cancel its July committee meeting. The next meeting is scheduled to be Wednesday August 16 at 11:00 am.

The meeting adjourned at 12:39p.m.
Susan Pollay, Executive Director
ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Tuesday, June 27, 2017

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: 1:00 p.m.
Present: Phil Weiss
Absent: Bob Guenzel, Howard Lazarus, Joan Lowenstein, Sava Lelcaj-Farah, Marie Klopf, Darren McKinnon, John Mouat, Al McWilliams, Rishi Narayan, Keith Orr, John Splitt
Staff: Susan Pollay, Amber Miller, Joseph Morehouse, Jada Hahlbrock, Patricia Wheeler
Other: Tom Crawford/City of Ann Arbor
Public: Mary Morgan, Maura Thomson

Financial Statements. May expenses were reviewed. Questions were asked and answered.

Retreat Debrief. There was a general recapping of the retreat discussion. Mr. Morehouse shared a graph responding to the question that was raised about a potential Ann Ashley expansion construction bond, with estimated annual bond costs for a 30 year, 20 year and 10 year taxfree and taxable bond. Mr. Crawford asked questions, and there was a discussion about why different strategies might be taken.

Fiscal Year 2017 Audit. Mr. Morehouse stated he met with the City’s new auditors and provided information about the DDA’s processes. He said he is working to close the year-end, and begin assembling information so materials are ready for the auditors when they return in September.

July Meeting? In light of the fact there will not be an August DDA meeting, there was consensus to cancel the July Finance Committee meeting. The group will meet again in August.

5th & Detroit Update. Ms. Miller said that the Capital Improvements Committee will recommend a final design at the July meeting. Recent City street projects suggest that the 5th & Detroit project may be $500,000 more than initially estimated due to rising costs for materials such as concrete. She said the Committee will also recommend that the DDA increase its 5th & Detroit project budget, while noting the Huron project may be likewise reduced in cost because a traffic study indicates potential project elements such as curb changes look infeasible. She asked if the Finance Committee had concerns about a 5th/Detroit project budget increase; none were voiced.

Public Comment. None.

Next Meeting. The next meeting will take place on Tuesday, August 29 at 1:00 pm.

The meeting adjourned at 1:50 pm
Susan Pollay, Executive Director
Circulator Study. Mr. Morehouse said there is no update but work is ongoing.

Get Downtown. Mr. Simmons said a Commuter Challenge between the City and County was fun and encouraged much participation. He said the RFP for an update to the Get Downtown website is due tomorrow, and a Get Downtown survey will soon be put out to bid.

E-Park. Ms. Hahlbrock stated usage and downloads for the new epark smartphone app are very strong: since launching June 1st: 8500 transactions and 100 downloads.

General Operations. Mr. Winston and Ms. Comstock presented reports on the improvements made to parking meter posts and space markers. Mr. Winston also presented an examination about monthly permit holder use of permits, and the number of permits returned at the various facilities during a period of time.

Parking & Transportation Report. The May report was reviewed. The progress of the condominium association at 1st & Washington is still stalled. Mr. Morehouse said RPS has hired a new controller and a new IT manager. He also stated all parking lot resurfacing has been completed.

Board Retreat Debrief. DDA staff and board members what they heard at Friday’s retreat. Staff were asked to provide updated information about the potential expansion of Ann Ashley at the July board meeting. There was no action or decision on the recommendations regarding possible TDM-based rates changes, and instead the question will be brought back to committee at their August meeting. Staff were asked to come back with specific recommendations at that time for the Committee to discuss.

Suicide Deterrence Efforts. Mr. Morehouse said that only one bid for rooftop fencing came in, and it much more than the engineer’s estimate. An effort has been made to reach out to other potential fencing providers on the west side of the state and Toledo.
Solar Panel Study. Ms. Pollay stated the study is not yet complete and should be available in time for the next committee meeting.

4th & William. The project is essentially complete; the only remaining work is punch list items such as receiving copies of the warranties and touch up painting, as well as the installation of a new sign over the William Street entrance.

Cancel July Operations Committee Meeting? Because there will not be an August DDA meeting, there was consensus to cancel the July Operations Committee meeting. The group will meet again in August.

Public Comment. Ms. Thomson cautioned the DDA to not roll out too many rate changes at one time, and encouraged the DDA to look at the changes through the lens of the small business owner.

Next Committee Meeting: The next meeting will take place on August 30 at 11:00 am.

The meeting adjourned at 12:45pm.
Susan Pollay, Executive Director
1. Welcome - Ms. Pollay welcomed and thanked everyone for making time to attend the retreat. She asked everyone to introduce themselves, so the board members and audience members would know each other.

2. Public Parking Overview - The session began with Ms. Pollay presenting a history of the public parking system beginning in the 1940’s with Mayor Bill Brown who encouraged the use of meters to manage parking, as well as championing the construction of various lots and structures. She also shared information about the history of the DDA’s involvement in parking, including its overarching principles, and the various iterations of the parking agreement.

She set forward key questions to be discussed at the retreat, including: 1) what changes should be made to the parking agreement notably whether the DDA would take on parking enforcement as another role to meet its mission, 2) how can parking demand be spread more broadly through the system, 3) can we relieve anxiety about parking permit waits by creating greater parity between paying hourly and having a permit, and 4) given the changes downtown, should the DDA construct more parking as a way to meet its mission.

3. Changes to the City/DDA Parking Agreement - Ms. Pollay presented staff-proposed changes. Most were housekeeping items, however, key policy items included making permanent the revenue percentage change going to the City from 17% to 20%, and determining if the DDA would pursue taking over parking enforcement based on the cost arrangement presented by the city. Questions were asked and answered.

General consensus support was heard for the housekeeping items. There was also general support for a permanent increase from 17% to 20% of revenues going to the City in coordination with DDA-requested changes. There was not consensus support to pursue
DDA management of parking enforcement as proposed; however, there was interest to explore an alternative financial arrangement with the city, to learn about the potential impacts this might have regarding the need for future DDA staff, and to include language in the agreement stating the DDA’s interest to coordinate fines with parking rate changes and the DDA’s willingness to assist with parking enforcement communications. There was also interest in including language setting forward that if the City were unable to respond to TCO requests within the time limit, that the DDA would move forward on its own. Ms. Pollay said that staff will develop proposed amendments in time for discussion at the fall City Council/DDA parking work session.

4. Parking Demand Management Study Recommended Changes – Ms. Hahlbrock presented information about the 2015 Nelson/Nygaard study, including what the study revealed as parking problems to be solved. She focused on potential implementation strategies for three of the key recommendations coming from the study: create a third on-street parking rate tier as a way to encourage people to consider walking a greater distance and use an 85% benchmark to direct why rates would be raised and lowered, raise monthly permit rates to create parity between paying by permit and paying by the hour, and extend enforcement on street past 6pm to support the nighttime economy. She outlined a set of possible tactics and implementation schedule that allowed time for communications. There were questions and discussion about these ideas.

There was general support for creating a third on-street parking rate, for using previous usage to determine the parking rate areas, and for using an 85% benchmark to raise and lower on-street rates. It was reinforced that any change in enforcement hours must come from the City. And there was general support to explore what a multi-year schedule of monthly permit rate changes might look like to get to a point that monthly and hourly rates may be comparable. But it was emphasized that these rate changes should be done gradually to minimize impact. A continuation of the discussion about these potential changes was referred to the Operations Committee.

5. Adding to the Public Parking Supply - Ms. Miller made a presentation about downtown trends and factors affecting public parking demand, as well as the recommendations in the Nelson/Nygaard study about when to add additional parking. Mr. Morehouse presented estimated costs to construct parking above and below grade, and estimated DDA funds available in the next few years. Staff presented options for where public parking might be added, and it was noted that this list was not comprehensive and it only included City-owned properties. An opportunity might arise for working in partnership on privately-owned land. Questions were asked and answered, and the board discussed in small groups and then as a whole group the issues involved with this question, including the potential impact from vehicle technology changes, greater use of shared transportation including Uber/Lyft and Zipcar/Maven, and the challenge estimating what future parking demand might look like.
The general consensus was that while there are some members of the board that are keen to add parking, the majority of DDA members were not there yet as far as a decision to add more public parking. There was a shared disinclination to adding a new garage, but there was a willingness to continue exploring the possibility of expanding Ann Ashley because it seemed possible to accomplish this relatively quickly within a moderate cost. Staff were asked to find out if construction drawings for an expansion of the structure might exist, how quickly it might take to construct the garage, and what the various options might be for a construction bond in terms of how long the bond might be and if it made more sense to pursue a tax-free or taxable bond.

5. **Public Comment**- Mr. Simmons encouraged the DDA to add more voices of people using the go!pass into the discussion, and to consider parking outside of the DDA as a part of the solution. Mr. Detter stated the CAC is still opposed to adding any more above ground stand-alone parking structures and hope to see the surface lots put to higher and better uses, but they would support expanding Ann Ashley.

6. **Adjournment**. Ms. Pollay thanked the DDA board members, the DDA staff, and the audience for their contributions to this retreat. She noted that there had been a robust and thoughtful discussion, and she appreciated the efforts made to find consensus where possible on complicated questions. She said that the discussion about these topics would continue, and possible action plans developed at the DDA Finance and Operations Committees for consideration at some point by the full board.

The meeting adjourned at 1:05 pm.
Respectfully submitted, Susan Pollay, Executive Director
RESOLUTION TO APPROVE A SCHEMATIC DESIGN FOR THE 5TH AND DETROIT STREETSCAPE PROJECT

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

Whereas, In October 2015 the DDA selected SmithGroup JJR and subconsultants FTC&H and Nelson Nygaard as the streetscape design and engineering team for the North Fifth and Detroit Streetscape project and in January 2016 approved a resolution to begin a collaborative design process with the City of Ann Arbor Project Management Unit;

Whereas, Over the course of 18 months the project team has shaped a schematic design through extensive technical analysis and public outreach, including:

- A pilot study to test alternatives with the community
- Two Pop-up workshops to gather feedback from users of the corridor
- Numerous committee, focus group, and one-on-one conversations with stakeholders:
  - Kerrytown District Association
  - Community High School students, staff, and PTO
  - Ann Arbor Public Schools Traffic Safety Committee
  - Old 4th Ward Historic Neighborhood Association
  - Downtown Area Citizens Advisory Council and other nearby residents
  - Individual property and business owners along the corridor
  - Farmer’s Market Staff & vendors
  - Historic District Commission
  - Downtown Street Design Team, including staff representing City Forestry, Stormwater, Project Management, Systems Planning, Planning, Field Operations, Traffic, and AAATA
- Two public Open House meetings

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

Resolved, The DDA Board supports the recommendation of its Capital Improvements Committee, and approves a schematic design for the North Fifth Avenue and Detroit Streetscape project;

Resolved, The DDA Capital Improvements Committee will bring the DDA a resolution to initiate and approve construction services after construction bids have been received.

Res Approve 5th Detroit Design 070517
July 5, 2017
RESOLUTION TO MODIFY THE PROJECT BUDGET FOR THE FIFTH AND DETROIT STREETSCAPE PROJECT

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

Whereas, Through Board Retreats in January and April of 2015, the DDA prioritized four streetscape projects through 2020 and came to consensus on project timing, scope, and budgets;

Whereas, Based on cost estimates provided at the Retreats, the DDA Board approved a project budget of $2.9M for the DDA’s share of the Fifth and Detroit Street project at its January 2016 meeting;

Whereas, Since this time, material costs for the DDA’s portion of the project have increased significantly, in particular the elements needed to meet the Historic District requirements that the historic brick street be restored, and it has been estimated that an additional $500,000 will be needed;

Whereas, The DDA Finance and Capital Improvements Committee reviewed the budget impact of this cost increase and recommend Board approval, with the understanding that it may require using a portion of funds reserved for future projects;

Resolved, The DDA Board approves a modified budget for the Fifth and Detroit Streetscape project of $3.4M, which reflects an increase of $500,000;

Resolved, The DDA Capital Improvements Committee will bring the DDA subsequent resolutions to initiate and approve construction services.

RES Project Budget Modification 5th & Detroit 070517.doc
July 5, 2017
Parking & Transportation Report June 2017

Parking Operations

Special Events in June
6/1 Sonic Lunch (with street closure)
6/1-6/11 Cinetopia
6/3 Live on Washington
6/3 African American Festival
6/3 AADL Mini Maker Faire
6/4 Dexter AA Run
6/4 Taste of Ann Arbor
6/5 -7/5 Summer Festival
6/8 Sonic Lunch
6/9 Mayor’s Green Fair
6/11-6/16 Restaurant week
6/15 Sonic Lunch (with street closure)
6/16 SPARK Tech Trek
6/17 Book Festival
6/22 Event on Main
6/22 Sonic Lunch
6/29 Sonic Lunch

Special Event Meter Bag Fee Waivers in June
6/1 Sonic Lunch (with street closure) $360
6/3 African American Festival $1920
6/3 AADL Mini Maker Faire $340
6/4 Dexter AA Run $160
6/4 Taste of Ann Arbor $160
6/5 -7/5 Summer Festival $27,640 (June & July)
6/8 Sonic Lunch $160
6/9 Mayor’s Green Fair $1660
6/15 Sonic Lunch (with street closure) $360
6/16 SPARK Tech Trek $80
6/17 Book Festival $320
6/22 Sonic Lunch $160
6/29 Sonic Lunch $160

Meters
The epark Ann Arbor mobile app launched June 1st. To date 500 users have downloaded the app. 8044 transactions have been completed using the app.

June is a very busy month for the meter bag department with many large events and street closures requiring numerous meter bags. There are also many construction and streetscape projects underway that require daily meter bag coordination.

Maintenance is an important priority this month. The meter department has replaced 88 meter posts and begun painting meter posts.

Republic Parking Personnel
George Stoll has been hired for the controller position and Stephen Bentley has been hired for the IT Manager position.

City/DDA Parking Enforcement Committee
The Committee met on June 15th. Committee members provided updates on preparation for Art Fair 2017. Republic Parking reported that over 75 applications for reserved on-street spaces have been received. Off-street reserved parking applications are also being processed. Art Fair tickets and hang tags have been delivered.

The next Committee meeting will be Thursday, July 13th.

Tally Hall Condominium Meeting
No meeting has been held in the past month.

First & Washington Condominium Meeting
The condominium association has not yet been created.

Meeting with UM Dental Clinic
At the request of the UM Community Relations department, DDA and getDowntown staff met with staff from the UM Dental Clinic on N. Ashley. Expanded services in that facility will mean a greater demand for parking. Staff created a document with information on the parking and transit options best suited for the needs of staff and patients.

Meeting with AAPS Community Engagement Officers
RPS and DDA staff members met with AAPD Community Engagement Officer Doug Martelle and Sergeant Dawn Murphy. The discussion included abandoned bike removal in advance of Art Fair, event traffic, and how each agency could assist the other operationally.

Parking System Maintenance
The semi-annual parking structure wash-down process will be completed this month as work at Maynard and 4th & William is finished.

The contract with RAM has been signed. Maintenance work this year will focus on Liberty Square, Maynard and 4th & William. Work that includes caulking, sealing and deck coating is underway at Liberty Square and should be complete by the end of June. Parkers and neighbors were notified ahead of the work.

A small sinkhole in the First & Huron lot, believed to have been caused by an old cistern, was repaired. The work also included the repair of a storm water inlet cover.

Material from 4th & William construction was removed from the Palio lot. Work was done to repair cracks, seal coat and re-stripe the Palio, South Ashley and First & Huron lots. The work in the larger lots was staged in such a way as to maintain half of the lot for parking at all times. Signage in advance of the work, and an email to area merchants, helped parkers to understand what was going on and listed nearby parking alternatives.
New and improved signage is being installed in the Ann Ashley structure. A contractor is removing the old signs and hanging new signs. The work includes replacing space marker signs as well as directional arrows and wayfinding signs. As much as possible the contractor is avoiding disruptions to the drive lanes during the morning and afternoon rush. Monthly parkers were notified in advance of the work.

Parking Equipment
Elevators
There were 3 service calls for elevator repairs in the last month, they were:
3 - Fourth and Washington

Parking Construction

Fourth & William Stair/Elevator Improvement Project
Punch list work is underway. Sign installation is expected in late June. Project is essentially complete.

Transportation

Go!pass Summary

Go!pass Outreach
- Renewal orders received to date: 405 companies
- New orders for 2016-2017 received to date: 42 companies
- Add on orders received to date: 132

Attended FordLabs Open House on May 25, 2017

New go!pass companies for June – 0

2015-2016 - Go!pass sales as of June 21, 2016: 6,593 passes distributed to 484 organizations (Google = 500 passes)
2016-2017 – Go!pass sales as of June 21, 2017: 6,136 passes ordered by 450 organizations

Note: go!pass renewals will open in July

Quarterly Ridership – will be reported in July

Bike Parking

Current rentals good till 3/31/18
- Bike Locker Rentals as of 6/21: 16 rentals of 23 available lockers (70%)
- Maynard Bike House Rentals as of 6/21: 10 rentals of 28 spaces (36%)
  Ann Ashley Bike House Rentals as of 6/21: 34 rentals of 27 spaces (126%)

Commuter Challenge 2017 Final Stats
- 2,474 participants = 8% increase from last year
  - 1,134 from Downtown orgs = 19% increase from last year
  - 500 were new commuters
- 280 organizations
  - 83 Downtown orgs = 5% increase from last year
- 38,000 alternative commutes logged
  - Walk was highest mode, followed by bus then bike
- 5 downtown businesses came in first place in their size category:
  - Extra-Small: Alert Watch
  - Small: Atomic Object
  - Medium: Lakeside Software
  - Very Large: ITHAKA/JSTOR
  - Extra Large: Zingerman’s Community of Businesses

Thank you video available at https://youtu.be/Zt