

March 11, 2014

Mr. Dave Askins
Ann Arbor Chronicle
330 Mulholland Ave.
Ann Arbor, MI 48103

RE: FOIA REQUEST

Dear Dave:

A Freedom of Information Act (FOIA) request was received from you by the Ann Arbor Downtown Development Authority on Wednesday, March 5, 2014 in which you requested:

1. All time sheets or other records for DDA staff or interns that would provide documentation that they were or were not working at the DDA offices on Oct. 4, 2013. We would be willing to withdraw this item from our request upon production of a list of DDA staff or interns who were working at the DDA offices on Oct. 4, 2013. We would also be willing to withdraw this item from our request upon identification of the individual who represented herself to The Chronicle on behalf of the DDA by telephone on Oct. 4, 2013 at 1:19 p.m., from telephone number 994-6697, first as Sarah, then as Kim and finally as Sara Kim.
2. Minutes of DDA board executive committee meetings from January 2003-December 2003.
3. Minutes of DDA board executive committee meetings from January 2008-March 2014.
4. A copy of the public posting of notice of the executive meeting that was held on Dec. 5, 2003.
5. All records providing documentation of DDA board authorization for the hire of Amber Miller and/or the establishment of her position.
Please do not include annual approved budgets in responding to this request.
6. All records providing documentation of DDA board approval for the FOIA fee policy currently posted on the DDA's website.

We request that the DDA provide all responsive documents in digital form.

Your requests are granted in part and denied in part for the following reasons.



ANN ARBOR
DOWNTOWN DEVELOPMENT AUTHORITY
150 S. FIFTH AVENUE STE. 301
ANN ARBOR, MICHIGAN 48104

[HTTP://WWW.A2DDA.ORG](http://www.a2dda.org)
734.994.6697

1. All time sheets or other records for DDA staff or interns that would provide documentation that they were or were not working at the DDA offices on Oct. 4, 2013. The DDA does not have in its possession time sheets or other attendance records for its staff.
2. Minutes of DDA board executive committee meetings from January 2003-December 2003. The DDA did not produce minutes from its Executive Committee meetings during this time period.
3. Minutes of DDA board executive committee meetings from January 2008-March 2014. Attached are the minutes of the DDA Executive Committee meetings during the period of 2008 to 2010.
4. A copy of the public posting of notice of the executive meeting that was held on Dec. 5, 2003. The DDA did not retain copies of its 2003 meeting postings.
5. All records providing documentation of DDA board authorization for the hire of Amber Miller and/or the establishment of her position. The DDA board did not take formal action to authorize the hiring of Ms. Miller.
6. All records providing documentation of DDA board approval for the FOIA fee policy currently posted on the DDA's website. Attached are the documents supporting the DDA's FOIA fee policy, including the DDA Executive Committee meeting minutes at which the FOIA policy was approved, the Executive Committee being empowered to approve such policies at that time, and the DDA board meeting minutes at which the DDA Executive Director was authorized to serve as DDA FOIA Coordinator.

In the event you do not believe that appropriate response has been made to your request, you may either submit an appeal specifically containing the word "appeal" to the DDA board, the head of the public body, identifying the reason for your appeal, or you may seek judicial relief pursuant to Section 10 of FOIA. Section 10 provides that attorney's fees and damages may be available to you if your judicial appeal is successful.

Sincerely yours,



Susan Pollay, Executive Director and FOIA Coordinator
Ann Arbor Downtown Development Authority

Xc: Jerry Lax, Pear Sperling Eggan & Daniels, P.C.

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, January 2, 2008**

Attendance:

Present: Gary Boren, Roger Hewitt, Sandi Smith (ex officio)
Absent: Rene Greff, Jennifer Hall
Staff Susan Pollay, Executive Director

Discussion Items:

Ms. Smith has agreed to serve as the A2 DDA representative on the Washtenaw County Taskforce on Sustainable Revenue for Supportive Housing Services for Ending Homelessness in Washtenaw County:

First & Washington parking structure design. Village Green provided the DDA with a design for a proposed parking structure and urged immediate approval. Ms. Pollay shared that staff have many concerns about the design including the number of compact parking spaces and tight drive lanes.

YMCA demolition. Ms. Pollay shared information about estimated costs for demolition as they were known at this time.

Adjournment

There were no other items discussed, and the committee meeting ended at 11:55a.m.

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, February 6, 2008**

Attendance:

Present: Rene Greff, Roger Hewitt, Sandi Smith (ex officio)
Absent: Gary Boren, Jennifer Hall
Staff Susan Pollay, Executive Director

Discussion Items

Mr. Hewitt provided an update on A2D2, including zoning changes.

Ms. Smith provided an update on the Taskforce on Sustainable Revenue for Supportive Housing Services for Ending Homelessness: Ms. Smith reported that this taskforce has been asked to find a sustainable revenue stream for \$5,000 annually per person for services for several hundreds of people.

Ms. Pollay asked Mr. Hewitt and Ms. Smith if they would be willing to assist her in contacting property owners adjacent to the S. Fifth Avenue lot to discuss possible land acquisition, as they both have real estate licenses and experience. Both agree to assist.

Mr. Hewitt said that the 2008/09 budget had been discussed thoroughly in committee, and the most significant change would be the recommendation that the DDA eliminate its TIF Maintenance Fund, and subsume that function back into TIF where it had been until the last couple years.

Adjournment

With no other topics for discussion the committee meeting was concluded at 11:50 a.m.

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, March 5, 2008**

Attendance:

Present: Gary Boren, Roger Hewitt, Sandi Smith (ex officio)
Absent: Rene Greff Jennifer Hall
Staff Susan Pollay, Executive Director

Discussion Items

Ms. Pollay reported that a citizen has asked that the DDA not demolish the former YMCA building, as he would like to take some time to organize community reuse of the building. She reported that he would be present at the DDA meeting to make his request directly to the DDA.

Ms. Pollay said that the organizer of the Dexter Ann Arbor Run has asked that the DDA release the premium parking spaces at the Ann Ashley parking structure from Friday evening before the event until after the event Sunday afternoon. Although staff do their best to assist downtown special events, premium parking policies give these spaces to patrons 24 hours day/7 days a week in exchange for a parking rate that is approximately 50% more than other monthly patrons pay. Thus staff would need a change in policy to respond to this particular request.

Ms. Pollay said that Washtenaw County Administrator Bob Guenzel would be attending the meeting that day to ask the DDA to increase its annual membership dues.

Ms. Smith reported that the Partnerships Committee would be bringing forward a resolution to eliminate the DDA Partnerships Grant program. Committee members were unanimous in agreeing that the program wasn't needed any longer as many new projects were being proposed, including many with compelling public benefits including LEEDs architecture.

Adjournment

With no other topics for discussion the committee meeting was concluded at 12:00 noon.

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, April 2, 2008**

Attendance:

Present: Gary Boren, Rene Greff, Roger Hewitt, Sandi Smith (ex officio)
Absent: Jennifer Hall
Staff Susan Pollay, Executive Director

Discussion Items

Mr. Hewitt said that Representative Kilpatrick is scheduled to meet in Ann Arbor soon on the commuter rail project. A study will be conducted, and the DDA may be asked to a future meeting to discuss these findings.

Ms. Smith reported that the County taskforce on locating sustainable funding has formed subgroups to explore where this new funding might come from, including existing funding sources, public entities and private entities. The Washtenaw Housing Alliance set a goal of \$5000/person/year. One possibility being explored is the goal of creating a \$100 Million endowment funded largely through a new millage. Mr. Hewitt thanked Ms. Smith for making time to attend these meetings and sharing this information back with the DDA.

Ms. Pollay reported that the ROC committee would present information to the board on a possible green energy grant program in hopes of eliciting feedback and direction.

Ms. Pollay said that the DDA had received a request from the City for financial assistance with the new court/police building.

Adjournment

With no other topics for discussion the committee meeting was concluded at 11:45 a.m.

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, May 7, 2008**

Attendance:

Present: Gary Boren, Rene Greff, Roger Hewitt, Sandi Smith (ex officio)
Absent: Jennifer Hall
Staff Susan Pollay, Executive Director

Discussion Items

Ms. Pollay said that she had asked Wendy Rampson to attend the DDA meeting to provide an overview of proposed A2D2 amendments that would affect zoning. Mr. Hewitt talked about some of the proposed changes, including where D1 and D2 zoning would start and end, and some of the feedback the A2D2 Steering Committee had been receiving on proposed changes. He said that a Council work session on these items would be held in one month.

Mr. Hewitt said that the Mayor had asked Mr. Mouat to serve on a selection committee for the City's 415 W. Washington Street property, representing the DDA.

Ms. Pollay was asked about DDA terms. She reported that Mr. Hewitt, Ms. Smith, and Ms. DeVarti's terms would expire in July.

Adjournment

With no other topics for discussion the committee meeting was concluded at 11:50 a.m.

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, June 4, 2008**

Attendance:

Present: Gary Boren, Rene Greff, Roger Hewitt, Sandi Smith (ex officio)
Absent: Jennifer Hall
Staff Susan Pollay, Executive Director

Discussion Items

Ms. Pollay gave an overview of the S. Fifth Avenue parking structure design to date, including stairwell locations and speed ramps. The group spent some time discussing the various design elements, including how cars would enter/exit, and operationally how the structure would function. Ms. Pollay said that it had been recommended that a work session be held with City Council to present the most current drawings to elicit feedback, and she would work with the City Administrator to arrange this. All agreed that this was a good idea.

The group discussed the upcoming IDA Conference in Calgary and there was agreement that there was merit in attending sessions, as there was much to learn from other downtowns.

Mr. Hewitt indicated that he and Mr. Eli Cooper from the City had attended a number of meetings to discuss commuter rail projects.

Adjournment

With no other topics for discussion the committee meeting was concluded at 11:45 a.m.

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

Attendance:

Present: Rene Greff, Roger Hewitt, Sandi Smith (ex officio)
Absent: Gary Boren, Jennifer Hall
Staff Susan Pollay, Executive Director

Discussion Items

A2D2: Mr. Hewitt reported that public feedback is causing the A2D2 Steering Committee to reassess recommendations on building height and mass.

Taskforce on Sustainable Revenue: Ms. Smith reported that the Taskforce has completed a draft report that includes a complex pool of possible funding sources including a millage.

IDA Conference: Ms. Pollay said that 2 DDA members were signed up for the annual IDA conference, as well as 5 City Council members, and representatives of 3 downtown area associations and the downtown residents group.

Adjournment

With no other topics for discussion the committee meeting was concluded at 11:45 a.m.

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, September 3, 2008**

Attendance:

Present: Rene Greff, Jennifer Hall, Roger Hewitt (ex officio), Joan Lowenstein, John Splitt
Absent: None
Staff Susan Pollay, Executive Director

Discussion Items

Connector. Mr. Hewitt asked Ms. Pollay to forward her written comments that were composed earlier in the summer about the proposals for the Connector Study to AATA. He said that he, AATA, City and UM representatives interviewed all three proposers for this Study. The key issue is that \$250,000 was established as the phase I project budget and all proposals were significantly higher than this. He said that phase I of this study will assess if there is a need for this connector and how many patrons would be likely to use this service. He was asked about the route and he said that it would thread through the Plymouth corridor to the medical campus to central campus and then south to the athletic campus. Clearly the UM must be a significant partner in this project.

A2D2. Mr. Hewitt was asked about A2D2, and he gave a brief update. There will be a public hearing tomorrow evening at the Planning Commission, but they are not anticipated to take any action that night. Every effort is being made to provide community members with opportunities to provide input, yet at the same time to keep the process moving. One element that was dropped due to community input was the proposed requirement for active uses on building first floors.

Parking Machines. Ms. Pollay reported that a multi-space box with a solar collector was received and would be in the board room for review along with two other models. She said that Republic and DDA staff have added the question of maintenance to their review of the various box options, including possible graffiti or handbills posted on the solar collectors. Ms. Lowenstein said that a rewrite of the City's graffiti ordinance is working its way through the City Attorney's office.

DDA Executive Director Annual Evaluation. Ms. Hall said that many members of the DDA Board had provided comments and scores as part of the Executive Director's annual evaluation. Scores were outstanding, and it is clear that board members believe her to be doing a very good job. Ms. Pollay thanked Ms. Hall for overseeing this evaluation process as it was important to know that she was meeting the needs of the board. Rather than seeking a raise this year, Ms. Pollay said that she would like to have a salary increase to cover out of pocket co-pay costs for her health insurance coverage through her spouse. She said that alternately the DDA could be asked to pay for her health care costs directly, but it appears that this cost is many times greater than the first alternative. All agreed that Ms. Pollay should investigate and report back details at the next Executive Committee meeting.

Adjournment

With no other topics for discussion the committee meeting was concluded at 11:45 a.m.

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, October 1, 2008**

Attendance:

Present: Jennifer Hall, Roger Hewitt (ex officio), Joan Lowenstein, John Splitt
Absent: Rene Greff,
Staff Susan Pollay, Executive Director

Discussion Items

There was a general discussion of the status of the S. Fifth Avenue parking structure project, including plans for a community open house and comments from City staff.

The DDA retreat was discussed. One topic to be explored would be shifting parking enforcement to the DDA with a revenue guarantee to the City. This discussion might plant a seed for future dialogue with the City.

Ms. Pollay said that with regard to her annual review and the assignment to explore ways to address health care costs, she had reviewed options and determined that the cost to receive health care through the DDA would be much more expensive than securing a 1% increase in salary, thus she recommended pursuing the latter course. The group indicated their support for this course of action.

The status of the First & Washington project was discussed. After eight months of inactivity, there is currently a lot of work underway to get the plan approved and the project under construction.

Adjournment

With no other topics for discussion the committee meeting was concluded at 11:45 a.m.

Respectfully submitted,
Susan Pollay, Executive Director

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, November 5, 2008 11am**

Attendance:

Present: Rene Greff, Jennifer Hall, Roger Hewitt (ex officio), Joan Lowenstein, John Splitt
Absent: None
Staff Susan Pollay, Executive Director

Discussion Items

Halloween. Ms. Hall said that her children really enjoyed the trick or treating provided in the Main Street area by the MSAA, and it appeared to be a great success drawing potential customers downtown, as the sidewalks were filled with many dozens of parents and children in costume. She asked that Ms. Pollay extend her thanks to the MSAA for organizing and sponsoring this event.

Connector Feasibility Study: Mr. Hewitt reported that the cost estimate for the study is now \$640,000. It is unclear at this time if the DDA will be asked to increase its level of funding from the \$50,000 it had approved earlier.

Resolution of Thanks. Ms. Pollay said that it has become traditional for the DDA to thank outgoing DDA members with a resolution acknowledging their years of service. Ms. Pollay said that a copy of the resolution had been framed and was ready for presentation. Ms. Hall said that she would ensure that the DDA took a few minutes to thank Mr. DeVarti.

S. Fifth Avenue Parking Structure. Mr. Hewitt said that he and Mr. Splitt wanted to be sure that all alternatives had been explored before City Council was asked to approve the new structure. Given the progress the Library has made in their planning, he and Mr. Splitt met recently with Carl Luckenbach, the architect for both projects, to assess the potential to alter the parking structure footprint to include the area under the new library building on levels P3 and P4. Mr. Splitt said that from what he heard, it seemed doable, and he directed Ms. Pollay to ask engineers at CWI to estimate the relative cost for parking spaces to redesign the structure in this way. Ms. Pollay said that CWI's work was underway and she would report back when it was completed.

Adjournment

With no other topics for discussion the committee meeting was concluded at 11:45 a.m.

Respectfully submitted,
Susan Pollay, Executive Director

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, December 3, 2008 11:00am**

Attendance:

Present: Rene Greff, Jennifer Hall, Roger Hewitt (ex officio), Joan Lowenstein, John Splitt
Absent: None
Staff Susan Pollay, Executive Director

Discussion Items

First & Washington. Ms. Pollay said that in September VG had asked if the DDA would be supportive of funding 3 additional parking spaces if they could be designed in the parking structure site plan; and the Partnerships Committee asked that a letter be sent indicating support for this. In October VG asked to formalize DDA funding for these 3 spaces, and a resolution was developed by the Partnerships Committee for these 3 spaces to be presented at the November DDA meeting. At this DDA meeting a VG representative asked that the DDA table the resolution and instead state its support for a larger number of spaces if they could be found. The Partnerships Committee acceded to this and a resolution was drafted for the December meeting, and shared with VG as a courtesy. Two days earlier, VG Vice President Frank contacted her and asked for changes that removed the DDA's right to refuse subsequent acceptance of any of these spaces if their design was deemed to be inadequate. She said that she inserted those requested changes but also inserted two resolved clauses that reasserted the DDA's rights to only pay for accessible spaces that met ADA requirements, as well as the right to refuse additional compact parking spaces since this had been an important discussion item at the Partnerships Committee meeting. Ms. Hall asked that the original resolution that came from the most recent Partnerships Committee meeting be the version presented to the full DDA, although the newer edition with requested changes could also be presented. She noted that the original had been distributed at least a week earlier to the board and available to the public via the DDA's website, and thus was the version all were familiar with. She said that it should be up to the Partnerships Committee Chairs if they wanted to entertain the changes requested by VG. It was agreed that the Committee Chairs should make the determination how to manage the newly requested changes from VG. Ms. Pollay said that Mr. Frank would be in attendance at the DDA meeting to answer questions.

S. Fifth Avenue Parking Structure. Mr. Hewitt said that he had spoken with City representatives and it was recommended that the parking structure site plan, the resolution approving a bond for the project, and the proposed parking rate increases be delayed until City Council's second meeting in January. The Council was holding a retreat on January 10th, and delaying the project approval until the second meeting in January would give them an opportunity to consider the financing plan in more detail as part of their overall discussions.

Adjournment

With no other topics for discussion the committee meeting was concluded at 11:55 a.m.

Respectfully submitted,
Susan Pollay, Executive Director

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, January 7, 2009 11:00am**

Attendance:

Present: Rene Greff, Jennifer Hall, Roger Hewitt (ex officio), Joan Lowenstein, John Splitt
Absent: None
Staff Susan Pollay, Executive Director

Discussion Items

A2D2 Steering Committee: Mr. Hewitt said that Ms. Rampson is continuing to meet with the public to elicit input on recommended text, and these input sessions will continue for a couple months. Ms. Rampson will meet with Partnerships at its next meeting to review edits to the parking section. It is anticipated the report will be reviewed by the Steering Committee in February.

Pay-by-Space Machines: A draft plan for the placement of the first 25 machines has been developed. Installation of the machines is scheduled to begin in March. Parking rates will be consistent throughout the system; rate districts may be considered at some point in the future.

Parking Structure Design Status. Ms. Pollay described how the design of the new parking structure was taking place. It was anticipated that the project site plan would be presented to City Council on January 20th. Mr. Hewitt said that the City Council Agenda Committee had recently resolved to ask that the project be delayed one more month. It was not clear why the delay might be sought.

FOIA Policy. An initial FOIA policy was reviewed and comments received.

Adjournment

With no other topics for discussion the committee meeting was concluded at 11:50 a.m.

Respectfully submitted,
Susan Pollay, Executive Director

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, February 4, 2009 11:00am**

Attendance:

Present: Jennifer Hall, Roger Hewitt (ex officio), Joan Lowenstein, John Splitt
Absent: Rene Greff
Staff Susan Pollay, Executive Director

Discussion Items

Parking rate increases. Ms. Pollay said that she had heard concerns from several business owners about the proposed rate increases.

DDA FY 2009/10 and 2010/11 budgets. Mr. Hewitt reported that it is anticipated that the City will have exhausted the revenues it was to receive from the 2005-2015 parking agreement by drawing down future year's rents. At the same time City staff have informed DDA staff that they will show an additional \$2 million from the DDA continuing in fiscal year 2010/11. The City/DDA committee proposed by City Council to discuss how a "mutually beneficial continuation of parking revenues to the City" has not yet been formed. Thus the budget proposed for DDA action shows a budget "contingency in 2010/11 in the amount of \$2 million.

Committee members discussed the budget. Ms. Hall said that she supported the concept of a "budget contingency" amount so long as it was clear that there had not been any DDA agreement about extending payments from the current parking agreement. Mr. Splitt said that he agreed that a contingency should be shown. He said that he hoped that the City/DDA committee would meet soon to resolve this matter.

Resolution to rescind the Farmer's Market grant. Ms. Pollay reminded the committee that a resolution would be presented at the later DDA meeting to rescind the DDA's grant for the Farmers Market renovation as the Operations Committee have been carrying this grant forward for 4 years and it has made it difficult to budget, not knowing when if ever this grant would be redeemed. There was a discussion about the benefit to establishing a time limit for DDA grants. It was agreed that the Operations Committee would be asked to frame a policy. Ms. Pollay said that she would suggest that the Committee consider setting the limit as the fiscal year following a grant approval, as this would provide enough time in most instances.

Adjournment

As there was no further discussion, the committee adjourned its meeting at 11:50 a.m.

Respectfully submitted,
Susan Pollay, Executive Director

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, March 4, 2009 11:15 a.m.**

Attendance:

Present: Rene Greff, Jennifer Hall, Roger Hewitt (ex officio), Joan Lowenstein, John Splitt
Absent: None
Staff: Susan Pollay, Executive Director

Discussion Items

DDA Finances. Ms. Pollay reported that the Chamber had sent the DDA an email outlining a number of questions about the DDA finances including grants to the City, anticipated fund balances and TIF capture. She reported that Mr. Kyle Mazurek had signed up to speak to the DDA that afternoon. She said that the Chamber was in part looking to find more about the impact of the City CFO's new goal to maintain 15-20% annual expenses to fund balance rations.

Dexter-Ann Arbor Run. Mr. Hewitt reported that the Operations Committee had responded to the two issues requested by the race organizers. Staff would work with Republic Parking to make the covered premium permit area available to the event that weekend. And the Committee had resolved to waive meter bag fees. Ms. Pollay said that there was sufficient lead time to contact premium permit holders to find an alternate parking location that weekend.

Avalon Housing. Ms. Pollay reported that Avalon Housing representatives would be present at the DDA meeting to answer questions about their grant request, and also to ask that an additional property be included for funding.

FOIA Policy. A proposed FOIA policy was reviewed.

Adjournment

As there was no further discussion, the committee adjourned its meeting at 11:45 a.m.

Respectfully submitted,
Susan Pollay, Executive Director

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, April 1, 2009 11:00 a.m.**

Attendance:

Present: Rene Greff, Jennifer Hall, Roger Hewitt (ex officio), Joan Lowenstein, John Splitt
Absent: None
Staff: Susan Pollay, Executive Director

Discussion Items

Wayfinding. Ms. Pollay informed the group that the project was soon going out to bid and the Capital Improvements Committee would be asked to review bids at its next meeting.

First & Washington. Ms. Pollay informed the group that Village Green had requested a letter from the DDA that indicated it had no more concerns about the parking structure design. She would recheck with CWI to see if there were any new concerns beyond those expressed earlier, and then would write this letter. There was general discussion about the project.

A2D2. Mr. Hewitt provided a detailed overview of where the process stood and what the remaining issues might be. He said that the A2D2 Steering Committee had completed its review and submitted its final report to the Planning Commission, and the Commission has since forwarded their recommendations to City Council. DDA staff had begun work to organize a meeting with downtown stakeholders to discuss the issues in the resolution that would be considered by the DDA at its meeting in a few minutes. Mr. Hewitt asked that this meeting be canceled and instead information shared electronically via email. Ms. Pollay said she'd follow through on this.

FOIA Policy. The proposed FOIA policy was adopted. Ms. Pollay serves as the DDA FOIA Coordinator.

Adjournment

As there was no further discussion, the committee meeting ended at 11:45am.

Respectfully submitted,
Susan Pollay, Executive Director

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, May 6, 2009 11:05 a.m.**

Attendance:

Present: Rene Greff, Jennifer Hall, Roger Hewitt (ex officio), Joan Lowenstein, John Splitt
Absent: None
Staff: Susan Pollay, Executive Director
Other: Jerry Lax, DDA Attorney

Discussion Items. Ms. Pollay gave an overview of two revenue-generating ideas included in the proposed City budget. One was a new commercial vehicle parking permit for loading zones. The second was to install new parking meters in the close-in residential areas outside the DDA District, near the hospital, and in areas such as Wall Streets where commuter parking is taking place in anticipation of receiving \$380,000 in new net revenues for the City. Ms. Pollay asked Mr. Lax to provide his assessment of this proposal as it related to the DDA/City parking agreement. Mr. Lax gave an overview of what the parking agreement set forward as the DDA's rights and responsibilities.

It was determined that a resolution would be drafted by the Executive Committee to recommend to the DDA for consideration that would comment on the proposed meter installation. The resolution focused on the DDA's skepticism about how much revenue would be generated, rather than contractual issues:

RESOLUTION REQUESTING THAT CITY COUNCIL RECONSIDER THE ACTION OF ADDING PUBLIC PARKING METERS AS PART OF ITS 2009/10 AND 2010/11 BUDGETS

Whereas, The A2DDA has managed the off-street public parking system since 1992 and the on-street metered parking system since 2002 for a combined public parking system of approximately 7,100 parking spaces;

Whereas, The DDA and City work together to ensure the public benefit from this parking system under the 2002 Parking Agreement;

Whereas, It has been proposed that the City's 2009/10 and 2010/11 budgets include a \$380,000 figure for new revenues to be received by the City from new parking meters that will be installed in locations adjacent to DDA-managed meters, as well as in distant locations such as on Washtenaw;

Whereas, As managers of the public parking system the DDA is skeptical that the City will in fact generate \$380,000 (net of expenses) from the new meters;

Whereas, Dual management of two different on-street meter systems will be confusing and a duplication of services for the public and counter to Nelson/Nygaard's recommendation that all public parking be provided by the DDA to meet the goals of demand management;

RESOLVED, The DDA asks that the City reconsider the plan to install many dozens of new parking meters as part of its 2009/10 and 2010/11 budget approvals;

RESOLVED, The DDA suggests that this would be an excellent topic of discussion for the "Mutually Beneficial" subcommittees of DDA and City to discuss when they meet to discuss the January 2009 City Council resolution requesting that the DDA engage in a dialogue with the City to determine mutually beneficial opportunities to direct new funds to the City.

Ms. Lowenstein volunteered to present the resolution to the full DDA for consideration.

Adjournment

As there was no further discussion, the committee adjourned its meeting at 11:45 a.m.

Respectfully submitted,
Susan Pollay, Executive Director

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, July 1, 2009 11:15 a.m.**

Attendance:

Present: Jennifer Hall, Rene Greff, Roger Hewitt (ex officio), John Splitt
Absent: Joan Lowenstein
Staff Susan Pollay, Executive Director

Topics Discussed

Parking structure & Fifth & Division Bond. Ms. Pollay reported that City CFO Tom Crawford would attend the DDA meeting to provide information on the Build America Bond that would be used to finance the DDA's projects.

Fifth & Division Project. Ms. Pollay reported that earlier in the morning the DDA Capital Improvements Committee had reviewed construction bids and would be recommending Eastlund Construction as contractor for the project. Their bid for the Division Street side of the project (known as Phase I) was \$1 M under Beckett & Raeder's anticipated budget figure.

Modifying Parking Rates to Match Demand. Ms. Greff recommended that Mr. Hewitt and other Operations Committee present but not pursue the recommended parking rate changes that would increase rates where demand is highest. She asked that before rates were changed that a communication plan be developed that described how parking rate changes were aimed at accomplishing particular goals lest these rate changes seem arbitrary or simply for the purpose of increasing parking revenues. Mr. Hewitt, Mr. Splitt and Ms. Greff discussed what such a communication plan might look like.

The Executive Committee meeting was concluded at 11:45 a.m. to allow participants to eat lunch before the DDA meeting at 12:00 noon

Respectfully submitted,
Susan Pollay, Executive Director

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, September 2, 2009 11:00am**

No meeting was held, as the DDA had not completed its selection of board officers for 2009/10.

Respectfully submitted,
Susan Pollay, Executive Director

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
DDA office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, MI 48104
Wednesday, October 7, 2009 11:10 a.m.**

Present: Joan Lowenstein, Keith Orr, John Splitt
Absent: Russ Collins, Jennifer Hall
DDA Staff Susan Pollay, Executive Director

Topics:

GetDowntown: Ms. Pollay reported that Nancy Shore, getDowntown Coordinator would be presenting a power point presentation on the results of a program assessment conducted earlier this year.

S. Fifth Avenue: General comments were shared about the City's mandatory meeting with prospective RFP respondents for the S. Fifth Avenue site. It was noted that it was not definitively stated that the DDA's parking structure project was to be used as a framework for project development for what was to be constructed on top. A draft memo setting forward the DDA's design and timeline expectation was discussed and edited. Ms. Pollay was asked to provide this memo to the City Administrator for his use and information.

There being no further topics to discuss, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,
Susan Pollay, Executive Director

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
DDA office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, MI 48104
Wednesday, November 4, 2009 11:05 a.m.**

Present: Russ Collins, Jennifer Hall, Joan Lowenstein, Keith Orr, John Splitt
Absent: none
DDA Staff Susan Pollay, Executive Director

Topics:

Bylaws. The Committee reviewed the bylaw changes approved by the DDA but not acted on by City Council in 2007. Ms. Pollay was asked to research how the City addresses questions such as proxy votes and sending a city representative to meetings when the Mayor is unable to attend. Mr. Orr and Ms. Pollay will make changes as requested by the Executive Committee and bring back a revised draft for further discussion at the December Committee meeting.

DDA Window Display Grant. Ms. Pollay reported that a business owner raised a concern that one of the four downtown area associations had not included non-association members in their contest. The group consensus was that each of the four associations could stipulate how they would use the DDA grant so long as they met the goals set forward by the DDA. Ms. Pollay said that she would relay this message.

DDA Energy Saving Grant program. Ms. Pollay said that the DDA had received a request to add two more businesses to this year's program although the program deadline had been September 30th. The group consensus was to exclude these businesses from this year's program and to urge the owners to apply next year if the DDA Grant program was reinstated for FY 2010/11.

There being no further discussion, the meeting was adjourned at 11:40 a.m.

Respectfully submitted,
Susan Pollay, Executive Director

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
DDA office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, MI 48104
Wednesday, December 2, 2009 11 a.m.**

Present: Russ Collins, Jennifer Hall, Joan Lowenstein, Keith Orr, John Splitt
Absent: none
DDA Staff Susan Pollay, Executive Director

Topics:

Bylaws. The Committee reviewed the bylaw changes as updated by Mr. Orr and Ms. Pollay. There was a general discussion of changes. It was agreed that Mr. Splitt would provide an overview of recommended changes at the DDA meeting and notify the board that it would be asked to consider changes to DDA bylaws at its January 2010 meeting.

Resolution to Authorize the Executive Director to Negotiate Easements. Ms. Pollay said that she and project team members for the S. Fifth Avenue structure project had been working through construction-related easement details with adjacent property owners. All details were being conveyed to the Capital Improvements Committee Chair and involved considerations to allow for such things as temporary and permanent transformer placements and tie-back placements. She said that one property owner wanted the added assurance that the DDA would back final arrangements. This resolution would be presented at the full DDA meeting at 12noon.

There being no further discussion, the meeting was adjourned at 11:20 a.m.

Respectfully submitted,
Susan Pollay, Executive Director

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
DDA office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, MI 48104
Wednesday, January 6, 2010 11AM**

Present: Russ Collins, Joan Lowenstein, Keith Orr, John Splitt
Absent: Jennifer Hall,,
DDA Staff Susan Pollay, Executive Director

Topics:

Bylaws. The Committee reviewed the bylaw changes as updated by Mr. Orr and Ms. Pollay. There was a general discussion of changes. It was agreed that the board would be asked to consider changes to DDA bylaws at its February 2010 meeting.

Library Lot RFP Consultant. The Committee reviewed a draft resolution that would provide a grant to the City to hire a consultant to provide real estate advice to assist with the selection of a developer for the Library lot.

There being no further discussion, the meeting was adjourned at 11:30AM.

Respectfully submitted,
Susan Pollay, Executive Director

Ann Arbor Downtown Development Authority Freedom of Information Act Policy

Pursuant to the Michigan Freedom of Information Act (FOIA) the Ann Arbor Downtown Development is entitled to establish a policy seeking reimbursement for costs incurred with honoring FOIA requests.

The following costs incurred in responding to a FOIA request shall be chargeable to each FOIA requester.

1. Labor costs incurred in searching, examining, reviewing, deleting, or separating materials will be charged where the nature of the request will result in an unreasonably high cost to the DDA. Unreasonably high cost means the need to search for, collect or appropriately examine a voluminous amount of separate and distinct public records pursuant to a single request and/or one or more staff members spend an inordinate part of their work day fulfilling a FOIA obligation, therefore impeding their ability to do their other tasks.

Less than 2 hours	No charge
2 hours or more	X hours of DDA FOIA Coordinator time X \$X labor rate + X hours of labor by other staff X \$X labor rate of lowest paid staff involved in document search

2. In-house document duplication costs are shown as follows. If the nature of the duplication necessitates duplication by an outside company, the cost to be invoiced will be the actual costs as incurred by the DDA:

Copies:	\$0.04 per 8 ½ X 11 page
	\$0.08 per 8 ½ X 14 page

3. Labor costs incurred in in-house document duplication . For the purposes of copying only, the hourly wage of the lowest paid full time DDA employee capable of performing the work shall be the cost used to determine labor costs for duplication.
4. Actual mailing costs.

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, January 7, 2009 11:00am**

Attendance:

Present: Rene Greff, Jennifer Hall, Roger Hewitt (ex officio), Joan Lowenstein, John Splitt
Absent: None
Staff Susan Pollay, Executive Director

Discussion Items

A2D2 Steering Committee: Mr. Hewitt said that Ms. Rampson is continuing to meet with the public to elicit input on recommended text, and these input sessions will continue for a couple months. Ms. Rampson will meet with Partnerships at its next meeting to review edits to the parking section. It is anticipated the report will be reviewed by the Steering Committee in February.

Pay-by-Space Machines: A draft plan for the placement of the first 25 machines has been developed. Installation of the machines is scheduled to begin in March. Parking rates will be consistent throughout the system; rate districts may be considered at some point in the future.

Parking Structure Design Status. Ms. Pollay described how the design of the new parking structure was taking place. It was anticipated that the project site plan would be presented to City Council on January 20th. Mr. Hewitt said that the City Council Agenda Committee had recently resolved to ask that the project be delayed one more month. It was not clear why the delay might be sought.

FOIA Policy. An initial FOIA policy was reviewed and comments received.

Adjournment

With no other topics for discussion the committee meeting was concluded at 11:50 a.m.

Respectfully submitted,
Susan Pollay, Executive Director

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, March 4, 2009 11:15 a.m.**

Attendance:

Present: Rene Greff, Jennifer Hall, Roger Hewitt (ex officio), Joan Lowenstein, John Splitt
Absent: None
Staff Susan Pollay, Executive Director

Discussion Items

DDA Finances. Ms. Pollay reported that the Chamber had sent the DDA an email outlining a number of questions about the DDA finances including grants to the City, anticipated fund balances and TIF capture. She reported that Mr. Kyle Mazurek had signed up to speak to the DDA that afternoon. She said that the Chamber was in part looking to find more about the impact of the City CFO's new goal to maintain 15-20% annual expenses to fund balance rations.

Dexter-Ann Arbor Run. Mr. Hewitt reported that the Operations Committee had responded to the two issues requested by the race organizers. Staff would work with Republic Parking to make the covered premium permit area available to the event that weekend. And the Committee had resolved to waive meter bag fees. Ms. Pollay said that there was sufficient lead time to contact premium permit holders to find an alternate parking location that weekend.

Avalon Housing. Ms. Pollay reported that Avalon Housing representatives would be present at the DDA meeting to answer questions about their grant request, and also to ask that an additional property be included for funding.

FOIA Policy. A proposed FOIA policy was reviewed.

Adjournment

As there was no further discussion, the committee adjourned its meeting at 11:45 a.m.

Respectfully submitted,
Susan Pollay, Executive Director

**Ann Arbor Downtown Development Authority
Executive Committee Meeting Minutes
Wednesday, April 1, 2009 11:00 a.m.**

Attendance:

Present: Rene Greff, Jennifer Hall, Roger Hewitt (ex officio), Joan Lowenstein, John Splitt
Absent: None
Staff: Susan Pollay, Executive Director

Discussion Items

Wayfinding. Ms. Pollay informed the group that the project was soon going out to bid and the Capital Improvements Committee would be asked to review bids at its next meeting.

First & Washington. Ms. Pollay informed the group that Village Green had requested a letter from the DDA that indicated it had no more concerns about the parking structure design. She would recheck with CWI to see if there were any new concerns beyond those expressed earlier, and then would write this letter. There was general discussion about the project.

A2D2. Mr. Hewitt provided a detailed overview of where the process stood and what the remaining issues might be. He said that the A2D2 Steering Committee had completed its review and submitted its final report to the Planning Commission, and the Commission has since forwarded their recommendations to City Council. DDA staff had begun work to organize a meeting with downtown stakeholders to discuss the issues in the resolution that would be considered by the DDA at its meeting in a few minutes. Mr. Hewitt asked that this meeting be canceled and instead information shared electronically via email. Ms. Pollay said she'd follow through on this.

FOIA Policy. The proposed FOIA policy was adopted. Ms. Pollay serves as the DDA FOIA Coordinator.

Adjournment

As there was no further discussion, the committee meeting ended at 11:45am.

Respectfully submitted,
Susan Pollay, Executive Director

NAYS: None
Absent: Harshe

The motion carried.

Ms. Gunn leaves.

New Urbanism Symposium

Ms. Sipes proposed a series of community forums to take place over the next eight to twelve months. Two of the proposed events included lectures by Urbanist Leon Krier and Transportation Planner Walter Kulash. More funding will be requested as events are planned. **Mr. Gillett moved and Mr. Fritz seconded a resolution to donate \$500 to the UM College of Architecture for a lecture by Urbanist Leon Krier at the Chrysler Auditorium on April 5, 1999**

A vote on the motion showed:

AYES: Berlin, Dankert, DeVarti, Fritz, Gillett, Pohrt, Relyea, Shaffran, Sipes, Ungrodt
NAYS: None
Absent: Gunn, Harshe

The motion carried.

Executive Directors Report

Ms. Sipes moved and Mr. Gillett seconded the following resolution:

APPOINTING A DDA FREEDOM OF INFORMATION ACT COORDINATOR

Whereas, It is the policy of the DDA to provide access to all documents except those documents or portions of documents exempt from release by law,

Whereas, It is the policy of the DDA to make available information within its files that would not be exempt from disclosure, provided that the compilation of information can be reasonably accommodated using existing personnel while maintaining other services, and that the costs of access are recouped to the extent permitted by law; and

Whereas, An individual shall be designated to process Freedom of Information Act (FOIA) appeals;

RESOLVED, The DDA Executive Director shall be designated as the FOIA Coordinator for the DDA

A vote on the motion showed:

AYES: Dankert, DeVarti, Fritz, Gillett, Relyea, Shaffran, Sipes, Ungrodt
NAYS: None
Absent: Berlin, Gunn, Harshe, Pohrt

8. Adjournment

As there was no further discussion, upon motion, the meeting was adjourned at 2:05 p.m.

Respectfully submitted,

Susan Pollay, Executive Director
Secretary