Meeting Purpose

- Put forward a consensus recommendation to accept bids for the installation of additional fencing at Ann Ashley and 4th & Washington

Action Items

- Resolution to approve contract for deterrent fencing installation at Ann Ashley parking structure
- Resolution to approve contract for deterrent fencing installation at 4th & Washington parking structure

Public Comment

Adjournment

The next Operations Committee meeting is scheduled for April 29 at 11 am.
5. Reports from City Boards and Commissions

6. DDA Members Communications

7. Executive Director Report
   - Resolution Directing Republic Parking To Temporarily Defer Penalties On Unpaid or Late Monthly Parking Permit Accounts Until June 1, 2020  (Page 34)

8. Approval of Minutes: March meeting minutes  (Pages 3-19)

9. Subcommittee Reports
   
   A. Operations Committee – P. Weiss
      - Resolution To Approve A Contract For Deterrent Fencing Installation At The Ann Ashley Parking Structure  (Page 26)
      - Resolution To Approve A Contract For Deterrent Fencing Installation At The Fourth and Washington Parking Structure  (Page 27)
      - Next Committee meeting:  Wednesday, April 29 at 11 am

   B. Finance Committee – B. Guenzel
      - Next meeting:  Thursday, April 30 9:30 am (note: new time)

   C. Capital Improvements Committee – J.A.S. Letaw, M. McFarland
      - Next meeting:  Wednesday, April 15 at 11 am

   D. Partnerships Committee – T. Kinley
      - Next meeting:  Wednesday, April 8 at 9 am (DDA only)

   E. Executive Committee –K. Orr
      - Next Committee meeting:  Wednesday, May 6 at 11 am

10. New Business
    - April Committee Meetings-Virtual or Cancel?

11. Other Audience Participation (4 minutes each)

12. Adjournment
1. **ROLL CALL**

Present: Micah Bartelme, Alexandra Dieck, Bob Guenzel, Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon, Keith Orr, Phil Weiss

Absent: Tom Crawford, Molly McFarland, Rishi Narayan

Staff: Sara McCallum, Deputy Director
      Jada Hahlbrock, Parking Services Manager
      Maura Thomson, Communications Manager
      Amber Miller, Capital & Private Projects Manager
      Kelley Graves, Management Assistant

Audience: Mike McKiness, Republic Parking System
          Chris Simmons/getDowntown
          Ray Detter, CAC
          Steve Kaplan, CAC
          David Diephuis, Resident
          Doug Selby, Wolfpack
          Tom Cramer, EMU Student
          Carissa Petty, SSAA
          Jennifer Hall, AAHC
          Peter Honeyman
          Carolyn Hastings, Presbyterian Village of MI
          Henry Johnson, Presbyterian Village of MI

2. **APPROVAL OF THE BOARD MEETING AGENDA**

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

A vote on the motion showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, McKinnon, Orr, Weiss

Nays: None

Absent: Crawford, McFarland, Narayan

The motion was approved.

3. **AUDIENCE PARTICIPATION**

Mr. Selby addressed the Board on behalf of the Wolfpack, a group of residents, businesses and community leaders focused on climate issues. The Wolfpack’s goal is to create connections and drive efforts related to energy, adaptability, resiliency and mobility to effect change in our present and future climate environment. Mr. Selby said the Wolfpack wishes to assist and support the
City’s 2030 goals. He is reaching out to the DDA to learn of its goals and action plans and how the Wolfpack may be of support.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council: Mr. Kaplan reported the group discussed Council’s approval of the Standard development project at Main & William and agreed it will have a positive economic impact for downtown and the community. They discussed the good work being done by the Housing Commission in creating more affordable housing and agreed on the importance of maximizing density and quality design. A study done since the last CAC meeting with a sound instrument concluded the current baseline ambient sound in various downtown locations is 58 and 59 decibels. The impact of sound doubles with every 10-decible increase. The City’s proposed ordinance would establish a baseline for ambient sound at 85 decibels. The CAC plans to send the study results to City staff and City Council and recommends they revisit the benchmark level. The group discussed the Center of the City task force report presented to Council on 3/2 and will keep informed as plans unfold. A new Historic Marker program is being established at the Kyer-Whitker Building at Main and Miller.

5. DDA MEMBER COMMUNICATIONS

Ms. Letaw’s first quarterly Walk/Talk of 2020 will be on Saturday, March 7th at 10 am and will include the William Street bikeway and First Street to talk about the upcoming First/Ashley/William project. The quarterly Downtown Hall will be on Wednesday, March 25th at 7 pm on the 3rd floor of the AADL. All are welcome.

6. EXECUTIVE DIRECTOR COMMUNICATIONS

Ms. Thomson congratulated Ms. McCallum on the birth of her new granddaughter this morning at 3 am. She reported that the DDA Board will hold a half-day retreat focused on committee structure from 9-12 on Thursday, April 9th at the DDA office.

7. APPROVAL OF MINUTES

Mr. Bartelme moved and Mr. Weiss seconded the motion to approve the February minutes.

A vote on the motion showed:
Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, McKinnon, Orr, Weiss
Nays: None
Absent: Crawford, McFarland, Narayan
The motion was approved.

8A. SUBCOMMITTEE REPORTS - FINANCE COMMITTEE

Prior to the vote on the resolution regarding the FY21 budget, Ms. McCallum shared with the Board that at Committee, Mr. Crawford suggested adding the Ann Ashley expansion back into the budget. The budget as presented does not include the project Ms. McCallum said, but she noted
that it may be a point of discussion at the Council work session on March 23rd. Ms. McCallum reported that in removing the Ann Ashley expansion project from the budget, a portion of the cash funding for that project was freed up to allow for a $2M contingency which will allow the DDA to respond to carbon neutrality initiatives expected to be identified in a series of studies currently underway.

Mr. Guenzel moved and Ms. Klopf seconded the following:

**RESOLUTION TO PUT FORWARD THE DDA BUDGETS FOR FISCAL YEAR 2021**

Whereas, PA 57 of 2018 requires that the Director of the Authority will prepare and submit for the approval of the Board a budget for the operation of the Authority for the ensuing fiscal year;

Whereas, The statute also requires that the budget be prepared in the manner and contain the information required of municipal departments;

Whereas, The DDA has submitted its FY21-FY26 capital improvement items for inclusion in the City of Ann Arbor’s Capital Improvement Plan and that Plan has been approved by the Planning Commission for inclusion in the FY21 Budget;

Whereas, The DDA’s Finance Committee has reviewed the DDA’s updated Ten-Year Plan which includes long range capital improvements, debt service, parking operations, and details the financial assumptions that have gone into that Plan;

Whereas, Before the budget may be adopted by the board, the statute requires that it be approved by the governing body of the municipality;

Whereas, The Finance Committee upon completing this review recommends approval of the FY21 Budget by the DDA;

RESOLVED, The DDA Board accepts the recommendation of its Finance Committee and puts these budgets forward to the Ann Arbor City Council for their approval.

**A vote on the motion to approve the resolution showed:**

**Ayes:** Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, McKinnon, Orr, Weiss

**Nays:** None

**Absent:** Crawford, McFarland, Narayan

The resolution was approved.

The next Finance Committee meeting is scheduled for Thursday, March 26 at 9:30 am (new time)
8B. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE

Ms. Letaw reported that CIC reviewed current construction cost estimates for bonded projects. There are two years of construction remaining and some MDOT reviews outstanding, leaving a lot unknowns. Current estimates show opportunity and funds may be available to apply to Ashley Street elements that were considered important but a lower priority. The Committee recommends increasing the SmithGroup design contract by $170,000 to proceed with design and feasibility for some of these elements to allow the DDA to respond quickly if project funds remain available as predicted.

Ms. Letaw moved and Mr. Weiss seconded the following:

RESOLUTION TO MODIFY THE SMITHGROUP CONTRACT FOR THE FIRST, ASHLEY, AND WILLIAM STREET PROJECTS

Whereas, The DDA's Development Plan highlights identity, infrastructure, transportation, and sustainability as overarching Principles;

Whereas, On November 1st, 2017 the DDA Board approved a $1,258,702 contract with Smithgroup for the First, Ashley, and William Street Projects and on July 10, 2019 increased the contract by $150,000 for a total of $1,408,702;

Whereas, Current Huron, William, First and Ashley cost projections indicate that there may be additional dollars remaining in the bond fund, allowing the DDA to address Ashley Street improvements initially removed from the project scope;

Whereas, Preparing construction documents and undertaking additional analysis for these areas will allow the DDA to respond quickly if bonded project funds remain at the end of the 2020 construction season;

Whereas, This work, plus additional construction support, would increase the SmithGroup contract by about $170,000 for a total of $1,579,000;

Resolved, The DDA Board authorizes the DDA Director to increase the SmithGroup contract to $1,579,000 to be paid from the Capital Construction fund (494);

A vote on the motion to approve the resolution showed:
Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, Orr, Weiss
Nays: None
Recused: McKinnon
Absent: Crawford, McFarland, Narayan
The resolution was approved.
Ms. Letaw reported there were several unforeseen challenges encountered during the 2019 construction season on Huron Street including relocating private communication lines, filling private building vaults and restoring large segments of roadway, in addition the Board’s decision to take on the City’s IT conduit cost. While current costs are within the approved Fonson Company contract, projections indicate additional $260,000 may be needed to complete the project. Ms. Letaw stated the Committee recommends increasing the contract with Fonson Company, Inc., noting the total project budget remains at $5.6M and thus,

Ms. Letaw moved and Mr. McKinnon seconded the following:

RESOLUTION TO MODIFY THE HURON STREET CONSTRUCTION CONTRACT WITH FONSEN COMPANY, INC

Whereas, The DDA’s Development Plan highlights identity, infrastructure, transportation, and sustainability as overarching Principles;

Whereas, On February 6th, 2019 the DDA approved a contract with Fonson Company, Inc. not to exceed amount of $3,432,419.93;

Whereas, The construction process encountered numerous unforeseen challenges in the 2019 construction season, including relocation of private communication lines, filling private building vaults, and restoring large segments of roadway;

Whereas, Cost projections indicate that an additional $260,000 may be needed to complete the project, increasing the contract to $3.7M;

Whereas, Approving these additional dollars will enable staff to oversee completion of the project without exceeding the total project budget of $5.6M;

Resolved, The DDA Board authorizes the DDA Director to increase the Fonson Company Inc contract to $3.7M, to be paid from the Capital Construction fund (494);

A vote on the motion to approve the resolution showed:

Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, McKinnon, Orr, Weiss
Nays: None
Absent: Crawford, McFarland, Narayan

The resolution was approved.

Ms. Letaw stated the following three resolutions are to approve standard construction support services as is the DDA’s practice with all projects. The selected contractors are competitively bid by City Engineering.
Ms. Letaw moved and Ms. Klopf seconded the following:

RESOLUTION TO APPROVE AN AGREEMENT
WITH TESTING ENGINEERS & CONSULTANTS, INC.
FOR MATERIAL TESTING SERVICES

Whereas, On February 5, 2020, the DDA Board approved a construction contract for the First and Ashley Improvements Project;

Whereas, Material testing is required to ensure materials used meet specifications;

Whereas, Testing Engineers & Consultants, Inc. was one of five firms selected by the City of Ann Arbor through a competitive RFP process (RFP 20-06) to provide ongoing material testing services;

Whereas, To ensure consistency with the City and within City streets, DDA staff regularly use the City procurement process to select material testing services for DDA projects within the public right of way;

Whereas, Of the five firms selected by the City, DDA staff recommends Testing Engineers & Consultants, Inc. to provide testing services;

Whereas, Per the cost share agreement with the City of Ann Arbor, the City will fund 23% (approximately $34,500) of the costs for material testing services and the DDA will fund 77% (approximately $115,500); and

Whereas, The required funds for the DDA’s portion of material testing are included in the approved DDA project budget;

Resolved, The DDA Board approves a Professional Services Agreement with Testing Engineers & Consultants, Inc. in the amount of $150,000 for Material Testing Services for the First & Ashley Improvements Project; and

Resolved, The DDA Board authorizes the DDA Board Chair and DDA Director to execute the Agreement with a not to exceed amount of $150,000 to be paid from the Capital Construction fund (494).

A vote on the motion to approve the resolution showed:
Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, McKinnon, Orr, Weiss
Nays: None
Absent: Crawford, McFarland, Narayan
The resolution was approved.
Ms. Letaw moved and Mr. Weiss seconded the following:

RESOLUTION TO APPROVE AN AGREEMENT
WITH WADE TRIM ASSOCIATES, INC.
FOR CONSTRUCTION ENGINEERING, INSPECTION, AND STAKING SERVICES

Whereas, On February 5, 2020, the DDA Board approved a construction contract for the First and Ashley Improvements Project;

Whereas, Construction engineering, inspection, and staking are required to oversee contractor activities, enforce construction specifications, provide construction layout, document pay item quantities, and engineer construction field changes;

Whereas, Wade Trim Associates, Inc. was selected by the City of Ann Arbor through a competitive RFP process (RFP-17-19) to provide ongoing civil engineering services, including engineering, inspection, and staking;

Whereas, Wade Trim Associates, Inc. was involved in the design of the First and Ashley Improvements Project and their familiarity with the project plans will result in efficiency of completing construction-related services;

Whereas, DDA staff recommends Wade Trim Associates, Inc. to provide construction engineering, inspection, and staking services;

Whereas, Per the cost share agreement with the City of Ann Arbor, the City will fund 23% (approximately $215,481) of the costs for Construction Engineering, Inspection, and Staking Services and the DDA will fund 77% (approximately $726,378); and

Whereas, The required funds for the DDA’s portion of construction engineering, inspection, and staking are available in the approved budget;

Resolved, The DDA Board approves a Professional Services Agreement with Wade Trim Associates, Inc. in the amount of $941,859 for Construction Engineering, Inspection, and Staking for the First and Ashley Improvements Project; and

Resolved, The DDA Board authorizes the DDA Board Chair and DDA Director to execute the Agreement with a not to exceed amount of $941,859 to be paid from the Capital Construction fund (494).

A vote on the motion to approve the resolution showed:
Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, McKinnon, Orr, Weiss
Nays: None
Absent: Crawford, McFarland, Narayan
The resolution was approved.

Ms. Letaw moved and Mr. Weiss seconded the following:

RESOLUTION TO APPROVE AN AMENDMENT TO THE AGREEMENT
WITH STANTEC CONSULTING MICHIGAN, INC.
FOR CONSTRUCTION ADMINISTRATION & ENGINEERING SERVICES

Whereas, On February 5, 2020, the DDA Board approved a construction contract for the First and Ashley Improvements Project;

Whereas, Construction administration and engineering are required to manage construction activities;

Whereas, Stantec Consulting Michigan, Inc. was selected by the City of Ann Arbor through a competitive RFP process (RFP-19-27) to provide ongoing civil engineering services;

Whereas, The DDA has an existing Professional Services Agreement with Stantec and DDA staff recommends Stantec Consulting Michigan, Inc. to provide construction administration and engineering services for the First and Ashley Street construction project;

Whereas, Per the cost share agreement with the City of Ann Arbor, the City will fund 23% (approximately $53,871) of the costs for Construction Administration & Engineering Services and the DDA will fund 77% (approximately $181,594); and

Whereas, The required funds for the DDA’s portion of construction administration and engineering are available in the approved budget;

Resolved, The DDA Board approve the Amendment to the Professional Services Agreement with Stantec Consulting Michigan, Inc. in the amount of $235,465 for Construction Administration & Engineering Services for the First and Ashley Improvements Project; and

Resolved, The DDA Board authorizes the DDA Board Chair and DDA Director to execute the Amendment with a not to exceed amount of $235,465 to be paid from the Capital Construction fund (494);

A vote on the motion to approve the resolution showed:
Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, McKinnon, Orr, Weiss
Nays: None
Absent: Crawford, McFarland, Narayan
The resolution was approved.

Ms. Letaw stated the following resolution initiates design for the second round of infrastructure and mobility improvements for People-Friendly Streets 2, which includes State Street and four
other street improvements to be defined through public engagement and focus on DDA goals for equitable access, safety, affordable housing infrastructure support and responsible energy. Four vendors responded to the RFQ and were reviewed by a team of eight City and DDA staff. The Committee recommend SmithGroup, teamed with Wade Trim and Toole Design. The design contract includes the City’s portion of the State Street design for waterman consolidation and road resurfacing.

Ms. Letaw moved and Mr. Bartelme seconded the following:

RESOLUTION TO APPROVE A DESIGN TEAM FOR THE PEOPLE-FRIENDLY STREETS PHASE 2 PROJECT

Whereas, The DDA's Development Plan highlights identity, infrastructure, transportation, and sustainability as overarching Principles;

Whereas, On December 4th, 2019, the DDA Board established People-Friendly Streets Phase 2, with a total project budget of $10M;

Whereas, DDA and City of Ann Arbor staff partnered to write a Request for Qualifications, including City-planned improvements on State Street and North University in the design scope;

Whereas, The DDA issued the Request for Qualifications (RFQ) for Streetscape Design and Engineering Services on January 8th, 2020 and received four responses on February 3rd, 2020;

Whereas, A selection committee of City and DDA staff determined that SmithGroup is the best qualified team to provide the design and engineering services for the People-Friendly Streets 2 Project and that SmithGroup’s proposed fee of $1,337,124 is reasonable to perform this work; and

Whereas, Approximately $360,684 of the contract costs are attributable to the City scope and will be reimbursed to the DDA by the City;

RESOLVED, The DDA Board approves the SmithGroup team for People-Friendly Streets Phase 2 with a contract amount of $1,337,124;

RESOLVED, That a contract contingency amount of $133,712 be established within the project budget and that the Executive Director be authorized to approve additional change orders to the design contract with SmithGroup not to exceed $1,470,837 to be paid from the General Fund (248);

RESOLVED, That the City portion of the design scope is contingent upon City of Ann Arbor approval and execution of the cost-share agreement;
RESOLVED, That the Executive Director and Board Chair are authorized to sign an agreement with the City of Ann Arbor for the reimbursement of the City’s portion;

RESOLVED, That the Ann Arbor DDA Board Chair and Executive Director are authorized to sign the contract with SmithGroup Company, Inc.;

RESOLVED, That the Executive Director be authorized to take the necessary administrative actions to implement this resolution to allow the work of the project to proceed without delay; and

RESOLVED, The DDA Capital Improvements Committee will bring the DDA subsequent resolutions to proceed with construction.

A vote on the motion to approve the resolution showed:
Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, Orr, Weiss
Nays: None
Recused: McKinnon
Absent: Crawford, McFarland, Narayan

The resolution was approved.

Ms. Miller reported that MDOT has approved a full signal at Third and Chapin on Huron, this includes a crosswalk on the east side of Chapin. They have also approved No Turn on Red along the corridor and a left turn phase at 5th Avenue. All scheduled for spring 2021.

The next Capital Improvements Committee meeting is scheduled for Wednesday, March 18 at 11 am.

8C. SUBCOMMITTEE REPORTS – PARTNERSHIPS COMMITTEE

Mr. Kinley reported that Jan Culbertson of the 2030 District Coalition provided an overview of the organizations work in assisting building owners, stakeholders and community organizations benchmark and reduce energy and water usage. They provide programs and free energy audits. Jennifer Hall presented the feasibility analysis of City-owned properties as sites for affordable housing.

Mr. Kinley stated the forthcoming resolution is contingent upon the City removing the restriction in the City DDA ordinance that DDA Housing Funds can only be used for housing project for individuals at 50% or below AMI as this hinders DDA’s ability to support the Housing Commission’s efforts to develop affordable housing.

In support of the Housing Commission’s work regarding affordable housing, Mr. Kinley moved and Ms. Letaw seconded the following:
RESOLUTION APPROVING A GRANT TO THE CITY TO SUPPORT THE CONSTRUCTION OF AFFORDABLE HOUSING ON DOWNTOWN CITY-OWNED PROPERTY

Whereas, The DDA is a catalyst for strengthening economic vibrancy and quality of life in the downtown area, and to meet its mission, DDA has supported a variety of downtown affordable housing projects using its Housing Fund, with total grants now surpassing $5M;

Whereas, The lack of affordable housing in Ann Arbor has become urgent;

Whereas, The City has commissioned a feasibility analysis of the development of affordable housing on underutilized city-owned properties, including eight downtown sites;

Whereas, It is significantly more advantageous to examine multiple sites at once, rather than focus on a single site, because it provides greater context thus more can be accomplished;

Whereas, The DDA has committed to pursue ROW infrastructure projects to support the construction of new affordable housing;

Whereas, The DDA had previously provided grants to the City totaling $100,000 to sponsor public engagement and analyses of the 350 S. Fifth Ave lot and the 415 W. Washington site by SmithGroup;

Whereas, Additional analysis and plan development are needed for these sites and similar engagement and analysis are needed to commence for the remaining downtown city-owned sites, and the DDA has been asked to provide the City with grant funds for the following:

FY20 Grant Request to the DDA
Community engagement and analysis (SmithGroup) $125,000
(353 S Main, 721 N Main, S Ashley lot, Catherine/4th lot)

Downtown Parking Study $55,000
Downtown Housing Market Analysis $20,000

$200,000

Whereas, DDA staff recommends approval of this request and asks the DDA Partnerships Committee to put this resolution forward to the DDA Board for approval, with funds to come from the DDA Housing Fund;

Whereas, An obstacle to DDA’s financial participation in these projects is a restriction added to the City’s DDA Ordinance (Title 1, Chapter 7, 1:156) in 2016, limiting use of the DDA Housing Fund use to “housing affordable to residents with very low income (below 50% AMI)” while the projects listed above are recommended to provide housing aimed at an average 60%AMI;
Whereas, The Partnerships Committee recommends DDA Board approval of the grant requests listed above and make its grants contingent upon changes to the City DDA Ordinance so that DDA funding is not out of compliance with policy enacted by City Council;

RESOLVED, The DDA approves grants to the City for $200,000 in FY20 in support of the construction of affordable housing on downtown sites as listed above;

RESOLVED, The DDA’s grants to the City are contingent upon changes to the City DDA Ordinance (Title 1, Chapter 7, 1:156) removing the restriction that DDA Housing Funds be used for “housing affordable to residents with very low income (below 50% AMI).”

A vote on the motion to approve the resolution showed:
Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, Orr, Weiss
Nays: None
Recused: McKinnon
Absent: Crawford, McFarland, Narayan
The resolution was approved.

The next Partnerships Committee meeting will be on Wednesday, March 11 at 9:00 am with Partners.

8D. SUBCOMMITTEE REPORTS- OPERATIONS COMMITTEE

Mr. Weiss provided a brief history of the creation of the go!Pass program by the DDA and GetDowntown. The go!Pass program is an important part of the menu of mobility options offered. Funding for the program comes from parking revenues. He noted the resolution to approve FY21 funding for Go!Pass is for a ‘not to exceed’ amount of $770,600.

Mr. Weiss moved and Mr. McKinnon seconded the following:

RESOLUTION TO PROVIDE A GRANT TO FUND THE GO!PASS AND THE GETDOWNTOWN PROGRAM FOR FY 2021

Whereas, The getDowntown program was co-created by the DDA in 1999 and remains a partnership between the DDA, AAATA and the City of Ann Arbor to provide transportation assistance to downtown employers, including the distribution of the DDA’s go!Pass;

Whereas, In support of its mission and mobility initiatives the DDA has provided funding for go!Passes and the getDowntown Program since 2001;

Whereas, The DDA Operations Committee recommends approval of the funding request for FY21 for the getDowntown program, go!Pass, and other transportation programs as follows:
<table>
<thead>
<tr>
<th>Program or Service</th>
<th>FY2021 Request</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion and Marketing</td>
<td>$65,000</td>
<td>TDM Marketing including media campaigns and outreach support for the 2 annual commuter challenges and go!pass renewal. This amount for this year includes additional outreach/media to promote carpool, vanpool, and possibly D2A2 services.</td>
</tr>
<tr>
<td>Fixed-Route Fares (go!pass)</td>
<td>$613,100</td>
<td>Transit incentive for employees that increases bus use and frees up parking for other users. No change from FY19 or FY20. This amount is for projected usage less the projected $80,000 received from employers for participation in the program.</td>
</tr>
<tr>
<td>Non-Fixed Route Discounts</td>
<td>$92,500</td>
<td>Includes ExpressRide discount, NightRide discount, and new possible programs for D2A2 commuter bookings, late-night options, and/or downtown vanpools</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$770,600</td>
<td>.5% reduction from FY20 request</td>
</tr>
</tbody>
</table>

Whereas, The DDA is charged only for actual usage of the go!Pass and getDowntown, and the amounts shown above are not-to-exceed amounts for these services, while the DDA grant for non-fixed route discounts is a flat amount;

RESOLVED, The DDA Board approves a grant to fund transportation services and programs provided by AAATA, not to exceed $770,600.00, with funds coming from the DDA’s Fiscal Year 2021 Parking Fund.

A vote on the motion to approve the resolution showed:
Ayes: Bartelme, Dieck, Guenzel, Kinley, Klopf, Letaw, McKinnon, Orr, Weiss
Nays: None
Absent: Crawford, McFarland, Narayan
The resolution was approved.

Parking and Transportation Report: The report is included in the packet. There were no questions.

The next Operations Committee meeting is scheduled for Wednesday, March 25 at 11 am.
8E. **SUBCOMMITTEE REPORTS- EXECUTIVE COMMITTEE**

Mr. Orr said the Executive Committee reviewed today’s meeting agenda.

The next Executive Committee meeting is scheduled for Wednesday, April 1 at 11 am.

9. **NEW BUSINESS**

None.

10. **OTHER AUDIENCE PARTICIPATION**

None.

11. **ADJOURNMENT**

There being no other business Mr. McKinnon moved and Mr. Weiss seconded the motion to adjourn. Mr. Orr declared the meeting adjourned at 12:40 pm.
PARTNERSHIPS & ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, March 11, 2020

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

Time: 9:05 a.m.

Present: Bob Guenzel, Tyler Kinley

Absent: Micah Bartelme, Tom Crawford, Alexandra Dieck, Marie Klopf, Jessica A.S. Letaw, Molly McFarland, Darren McKinnon, Rishi Narayan, Keith Orr, Phil Weiss, Shannon Gibbs-Randall/Planning Commission

Others: Matt Carpenter/AAATA, Ali Ramlawi/City Council, Jane Lumm/City Council, Josie Parker/AADL, Brandon Tucker/WCC

Staff: Susan Pollay, Maura Thomson, Kelley Graves

Public: None

Affordable Housing: Mr. Kinley shared the DDA resolution approving funding to the City/Housing Commission to extend the contract with SmithGroup for public engagement and analysis on four additional downtown City-owned properties identified as potential affordable housing sites, similar to what was done for 415 W. Washington and 350 S. Fifth Ave. The resolution also includes funding for a downtown parking study, a housing analysis, and it notes that City Council must change or remove the <50% AMI City ordinance restriction on the DDA’s Housing Fund as the work underway is aiming at an average 60% AMI. Mr. Ramlawi and Ms. Lumm expressed support for amending the ordinance, emphasizing the importance of public engagement and analysis, including the inclusion of Kerrytown area stakeholders in discussions. There was also support for an objective parking study to address concerns about the redevelopment of parking lots for affordable housing, and an interest in giving City Council a chance to reconsider the Ann Ashley expansion. Mr. Guenzel spoke of the DDA’s goal to be helpful; saying the DDA has a strong on-going commitment to affordable housing and it seeks to find the best way the DDA can contribute to the process of developing new affordable units.

Partner Updates:

AAATA: Mr. Carpenter reported that AirRide has temporarily ceased operation due to COVID-19 virus impacts on travel. Coincidentally the D2A2 Express route launches on March 16th; this is an 18-month RTA pilot project funded by a federal grant, with a potential extension for an additional 2-3 years with RTA funding. Ms. Pollay shared that the DDA had worked with getDowntown to set aside funding for D2A2 in support of downtown employers who may be seeking to expand their job pool.

Library: Ms. Parker reported that the Library’s focus is on the coronavirus. Outreach programs have been suspended. The Library Board is meeting today to discuss further action plans and whether or not their buildings will remain open.

City Council: Ms. Lumm reported that Council is receiving regular communication updates on the coronavirus. City, County Health Department and UM Hospital are talking together regularly to remain up-to-date and determine what else needs to be done to contain the spread and minimize community impacts. Ms. Lumm reported on Council’s review of the City’s sound ordinance and recommendations from residents that the City reduce approved levels from 85 decibels to 60 decibels. Mr. Ramlawi
expressed his interest in discussing at another time the City’s contribution-in-lieu requirement for developers and the impact on the parking wait list.

**Washtenaw Community College:** Mr. Brandon Tucker joined today’s meeting as the new WCC representative. He reported the College made the decision to suspend all on-campus courses and are transitioning to on-line course study until further notice. A decision on whether or not to cancel conference services is being reviewed.

**Public Comment:** None.

**The next Partnerships Committee meeting (DDA only) is scheduled April 8 at 9:00 am.**

The meeting adjourned at 10:50 am.

Respectfully submitted,

Susan Pollay, Executive Director
Committee actions and discussions

Agenda Review. The Committee reviewed the March meeting agenda.

FY21 Budget. The Committee discussed Mr. Crawford’s concern related to the Ann Ashley expansion not being included in the FY21 budget. The FY21 budget on the agenda was recommended by the Finance Committee to move forward to the Board.

Public Comment. None.

There being no other business, the meeting adjourned at 11:35 am.

Maura Thomson, Communications Manager
A2 DDA Virtual Meeting Intro and Guidelines

Good afternoon and welcome to the Ann Arbor DDA’s first virtual meeting. The use of virtual meetings is authorized per Governor Whitmer’s Executive Order #2020-15 in response to the current COVID-19 pandemic that is limiting peoples’ in-person contact.

The Executive Order states that, “To that end, it is reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency, including actions to respond to COVID-19, and the general public must be able to continue to participate in government decision-making without unduly compromising public health, safety, and welfare.”

A copy of the full Executive Order #2020-15 is included in the Board packet and on the DDA website for reference.

We would like to review the guidelines for today’s meeting to make sure everyone understands the process. Everyone who is attending today’s meeting is doing so by audio only for simplicity as we learn to navigate this process.

In addition to our Board members, the DDA, Republic Parking System and getDowntown staff are also online and include
Susan Pollay, Executive Director
Sara McCallum, Accounting Director and Deputy Director
Maura Thomson, Communications Manager
Jada Hahlbrock, Parking Services Manager
Amber Miller, Capital Projects Manager
Kelley Graves, Management Assistant
Liz Rolla, Civil Engineer with the DDA
Mike McKiness, General Manager, Republic Parking System
Chris Simmons, Program Director, getDowntown

We can also see by our Participants list on Zoom that there are members of the public in attendance. Thank you for being here. We appreciate you joining us for our first virtual meeting. During the meeting, your microphone will remain muted. As we do with in-person Committee and Board meetings, there will be time at the end of today’s meeting for public comment. At that time, our Board Chair, Mr. Keith Orr, will ask if any of the public has comments.

If you are joining by computer or phone where you have the Zoom app downloaded and can see the participants box, please hover over your phone number and you will see a ‘raise your hand’ feature. We ask that you click on that feature during the request for public comment. We will unmute your microphone and ask that you state your first and last name and provide your comments.
If joining by call-in only with no ‘raise your hand’ option, please unmute your microphone during the request for public comment and let us know you wish to say something. Please state your first and last name before commenting. Everyone will have the standard four minutes to speak, as is allowed for an in-person meeting.

We ask that each Board member, DDA, Republic Parking and getDowntown staff member identify him or herself before speaking. For example, “This is Keith and I would like to have a motion to approve the agenda.” When not speaking, you may want to mute your microphone.

For all participants, please be aware of the sounds around you as these will be heard by all.

All voting on resolutions will be done by roll call to ensure that each person’s response is identified and correctly recorded on video and for the written minutes.

This meeting is being recorded and will be posted as it is normally done on the DDA’s YouTube channel and the website.

Does anyone have any questions?

Again, we thank everyone for being here today and appreciate your patience and understanding as we go through this process.
RESOLUTION TO AUTHORIZE ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY TO HOLD VIRTUAL MEETINGS

Whereas, Governor Whitmer’s Executive Order #2020-15 authorized the use of teleconferencing and other technologies to support virtual public meetings by public bodies and other governmental entities in Michigan who must continue to meet during the COVID-19 emergency;

Whereas, This Executive Order required that these virtual meetings continue to allow:
* Two-way communication for board members and the public to hear and address each other
* Participants to record or broadcast the board meeting
* Participants to address the board during the public comment period

Whereas, The DDA has assembled appropriate technology to ensure public access to its meetings, and has ensured it will continue to appropriately notice and publicize its meetings as required;

Whereas, The DDA must continue to meet to attend to necessary business;

RESOLVED, The DDA authorizes virtual meetings of its board as needed during the COVID-19 emergency.
Presented for the Board’s consideration is a Resolution for ACH and Electronic Transactions. Public Act 738 of 2002 requires that local government units adopt a policy authorizing the use of electronic transactions for the payment of bills.

The DDA’s accounting software provides a mechanism to process electronic payments within the Accounts Payable System, enabling staff to record entries within the same system of internal controls that are used to process payments by check. The software would provide an electronic file which Bank of Ann Arbor would utilize to issue payments directly from the DDA’s checking account to the appropriate Vendors’ bank accounts.

Staff recommends adoption of this resolution and the related ACH Policy, as a means to efficiently and safely process the payment of bills.

ACTION REQUESTED:

Approve Resolution for ACH and Electronic Transactions.
The following policy shall govern the use of electronic transactions and ACH arrangements for the Ann Arbor DDA:

1. **Authority to Enter into ACH Agreements and Electronic Transfer of Public Funds**
   The Accounting Director may enter into an ACH agreement as provided by Public Act 738 of 2002, effective December 30, 2002. The DDA Board shall have adopted a resolution to authorize electronic transactions and have received a copy of the policy. Applicable definitions in the act shall apply. An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by the township.

2. **Responsibility for ACH Agreements.**
   The Accounting Director shall be responsible for all ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy. The Accounting Director shall submit to the DDA Finance Committee or DDA Board documentation detailing the goods or services purchased, the cost of goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system or in a separate report to the governing body.

3. **Internal Accounting Controls to Monitor Use of ACH Transactions**
   A. The Accounting Director shall be responsible for the establishment of ACH agreements. The Accounting Director shall follow the same approval process that the unit has established for the payment of bills by check.
   
   B. Upon receipt of an invoice for payment for accounts paid by ACH, the Accounting Clerk shall notify the Accounting Director of the date of debit to the township accounts. Accounts payable by this method may include utility and recurring lease payments. These payments shall be included on the report of payments to the DDA Finance Committee or Board. All other approved invoices payable by ACH may be paid in that matter if deemed in the best interest of the DDA, e.g. to avoid a late fee.
   
   C. For payment of State and Federal payroll taxes, the Accounting Director shall initiate payment to the proper authority upon receipt of the information from the payroll department using the established EFTPS and state program.
   
   D. For deposits from state, county, and/or federal authorities, and from third-party payment processors, e.g. (Banks, vendors), the Accounting Director shall obtain the amount of the deposit and record the activity in the accounting records.
   
   E. All invoices shall be held by the accounting department along with copies of payment advices.
RESOLUTION FOR ACH AND ELECTRONIC TRANSACTIONS

WHEREAS, On December 30, 2002, the Governor of the State of Michigan approved Act No. 738 of the Public Acts of 2002 authorizing the use of electronic transactions by designated officers of local governmental units; and

WHEREAS, The DDA Board deems that it is in the best interest of the DDA to make certain financial transactions using electronic transactions as described in the Act;

RESOLVED, The DDA approves the following policy for the use of electronic transactions:

(a) The Treasurer or Accounting Director shall be responsible for establishing all ACH arrangements for the local unit;
(b) The Treasurer or Accounting Director shall draft a written policy to be followed in accordance with the act and presented to the governing body;
(c) The Treasurer or Accounting Director shall be responsible for payment approval, accounting, reporting, and generally overseeing compliance or shall appoint an employee to perform such duties;
(d) The Treasurer or Accounting Director shall submit documentation to the governing body, or person responsible for approving payments by resolution or charter requirements, detailing goods and services purchased, the cost of goods or services, the date of payment, and the department levels serviced;
(e) All ACH transactions shall be approved by the Treasurer or Accounting Director BEFORE payment is made.
RESOLUTION TO APPROVE A CONTRACT FOR DETERRENT FENCING INSTALLATION AT THE ANN ASHLEY PARKING STRUCTURE

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

Whereas, In 2017 the DDA installed deterrent fencing at the roof levels of all its above ground parking structures;

Whereas, Since 2017 the DDA has been adding additional deterrent fencing below the rooftop levels at many structures;

Whereas, An invitation to bid for one level of below rooftop fencing at the Ann Ashley Structure was distributed to qualified companies, and three companies submitted bids;

Whereas, Adrian Tecumseh Fence submitted the lowest responsible bid in the amount of $33,597.00;

RESOLVED, The DDA Board authorizes the Executive Director to sign a contract with Adrian Tecumseh fence for fencing at Ann Ashley, in the amount of $33,597.00, with funds coming from the DDA Parking Maintenance Fund.
RESOLUTION TO APPROVE A CONTRACT FOR DETERRENT FENCING AT THE FOURTH AND WASHINGTON PARKING STRUCTURE

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

Whereas, In 2017 the DDA installed deterrent fencing at the roof levels of all its above ground parking structures;

Whereas, Since 2017 the DDA has been adding additional deterrent fencing below the rooftop levels at many structures;

Whereas, Given the unique design of the Fourth & Washington structure the addition of barrier cables rather than fencing is necessary to supplement existing rails on the two levels below the rooftop;

Whereas, An invitation to bid for barrier cable installation at two levels below the rooftop was distributed to qualified companies, and four companies submitted bids;

Whereas, Adrian Tecumseh Fence submitted the lowest responsible bid in the amount of $26,861.00.00;

RESOLVED, The DDA Board authorizes the Executive Director to sign a contract with Adrian Tecumseh fence for barrier cable installation at the Fourth & Washington structure, in the amount of $28,861.00, with funds coming from the DDA Parking Maintenance Fund.
Memo
To: DDA Board
From: Sara McCallum, DDA Deputy Director/Accounting Director
       Jada Hahlbrock, DDA Manager of Parking Services
Date: April 1, 2020
Re: COVID-19 and Ann Arbor Public Parking System Revenues

DDA Policy Decision Regarding A Temporary Deferment of Penalties for Late Payment of Monthly Permit Fees
Accompanying this memo, staff are presenting a resolution for the DDA Board’s consideration to direct Republic Parking to suspend collection penalties on unpaid March monthly permit invoices, and April and May monthly parking permits until June 1, 2020. If approved, this resolution would direct that invoices for monthly permits will still be issued, but unpaid permit fees will not result in penalties or the loss of the permit unless all unpaid invoices are not paid by June 1st. The intent of this action is to allow permit holders that may be struggling with loss of income a bit of help with cash flow during this difficult time.

Staff anticipates that a deferment of collection efforts may result in some revenue loss. Although this is not intended as a suspension of the permit fees, it is possible that some part of the unpaid fees may remain uncollectable after the deferment period. Revenue loss projection models have been prepared to aid the Board in making this decision.

To provide a context for this decision, the following information about COVID-19 related impact to the public parking system revenues has been assembled.

COVID-19 Response
Since containment efforts for the COVID-19 pandemic began calling for social distancing measures throughout Ann Arbor in Mid-March, revenues of the DDA Parking System have realized significant losses. As this crisis continues to unfold, more losses are sure to come, although the exact extent of the overall impact on the parking system is undeterminable at this time.

Some COVID-19 containment efforts included (changes are still occurring)
- In-person classes on UM campus ended in mid-March and will be on-line until at least Fall Semester
- All downtown destinations including the Library and City Hall are closed
- Special events, including Hash Bash, Commencement, and more have been cancelled
- The Governor’s Executive Order closing bars and restaurants except for delivery/takeout
- The Governor’s Executive Order closing all non-essential businesses and the directive that people “Stay Home, Save Lives” until at least April 13th
- Ann Arbor Public Schools are closed until at least April 5th, and possibly longer

The demand for public parking is tied to downtown activity, thus it is expected that even after Executive Orders are lifted, activity levels and public parking usage demand will take time to rebuild.

Revenue Impact Projections
Staff has prepared the following comparison of parking charges over the next 12 months to illustrate 3 potential models for how to anticipate parking revenue reductions. The models are based on the number of months that social distancing requires that hourly fees be suspended in the structures, and
the amount of time it will take for downtown activity levels to restart and rebuild. The models also include the anticipated revenue loss that may result from the resolution at hand. In a separate memo DDA staff have identified parking expenditures that may be reduced to offset parking revenue losses to some degree. Those are shown here as a point of reference:

Assumptions:

<table>
<thead>
<tr>
<th>Revenue Category</th>
<th>High Impact</th>
<th>Mid Impact</th>
<th>Low Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly</td>
<td>0% Revenues (1/3/6 months)</td>
<td>50% Revenues (8/8/6 months)</td>
<td>25% Revenues (3/1/0 months)</td>
</tr>
<tr>
<td>Permits</td>
<td>50% Revenues (1/3/6 months)</td>
<td></td>
<td>100% Revenues (11/9/6 months)</td>
</tr>
<tr>
<td>Meters</td>
<td>5% Revenues (1/3/6 months)</td>
<td>50% Revenues (8/8/6 months)</td>
<td>25% Revenues (3/1/0 months)</td>
</tr>
</tbody>
</table>

The assumptions used in this model anticipate 3 scenarios based on the amount of time the system experiences the highest level of revenue loss – 1 month, 2 months, or 6 months. The duration and scale of impact is considered separately for each revenue category.

The distance between the expenditure arc and the total revenues in each scenario represents the reduction in fund balance the system is projected to experience.

**Hourly Revenues/Off-Street:**

When it became clear the COVID-19 outbreak was a crisis in Michigan, the DDA asked its parking operator to remove cashiers, and thus ceased collection of hourly parking fees at the public parking structures and Kline lot beginning March 16. This action is expected to remain in place through at least April 13th. Hourly fees as budgeted for FY21 average $803,300 per month (39% of total revenues). DDA staff will continue to look to Federal, State, and Local orders to determine when aggressive COVID-19 responses can be lifted, and hourly fees may begin to be collected again in the off-street facilities.
Hourly Revenues / Meters
The on-street system is still operating, but usage is at a much-reduced level. During the week of 3/16 on-street collections were 25% of revenues at this time last year. The Governor’s Stay at Home Order of 3/23 likely further reduced on-street revenues. When COVID-19 restrictions are lifted parking demand is anticipated to be soft for some time. As noted above, the timeline for when downtown businesses will reopen and downtown activities, workers, and students will return in full numbers is unclear. Meter fees as budgeted for FY21 average $595,000 per month (29% of total revenues).

Monthly Permits:
Whereas the impact on hourly fees and meter collections are governed by social distancing initiatives, impacts on monthly permit charges are not. This means any changes to how permit fees might be handled is a policy question, not a public health matter.

Across the DDA system there are approximately 670 monthly parking accounts. This represents 4023 permits. Monthly permit fees as budgeted for FY21 average $685,600 per month (29% of total revenues). Monthly permits have been in great demand and there is a lengthy wait list because they provide patrons a guaranteed opportunity to park even if the garage is full. In exchange, permit holders guarantee the DDA payment, no matter how much or how little the permit was used.

With so much uncertainty surrounding the extent and duration of virus-related closures and Executive Orders, both the DDA and Republic Parking have received questions from permit holders, asking if the DDA will waive monthly permit costs. Reasons include a “fairness” argument because there are no cashiers in the garages, that they are working from home/thus not using their parking permit, or their business has suffered financial hardship.

Typically, RPS sends invoices during the last week of the month for the following month’s parking permit charges. Those payments are due to RPS by the 7th of the month. At the direction of DDA staff, Republic Parking has held off on sending invoices and processing automatic payments for April 2020 to allow time for a DDA Board policy discussion.

Collection Deferment of Monthly Permit Fees
The DDA’s first obligation must be the financial sustainability and stability of the public parking system. This includes our commitment to pay debt obligations, provide the City with meter payments to support City services, and ensure sufficient funds to safely and effectively operate the public parking system and keep it in good repair.

Staff does not recommend waiving permit fees. The DDA is obligated to pay the costs of the parking system including debt service, and the City is reliant on parking revenues so it can provide City services.

Instead, staff recommends that the DDA Board direct RPS to defer collection penalties and the deactivation of accounts for unpaid March permit fees, as well as April and May 2020 permit fees until June 1, 2020, at which time all outstanding permit fees must be paid.

To further assist monthly permit holders, information will be provided about the various ways to pay to park that are not monthly permits.
The COVID-19 crisis has significantly impacted downtown Ann Arbor, including the public parking system. As noted in the accompanying memo about parking revenues, DDA staff have been working to project what revenue losses might look like in coming months. With this memo, DDA staff will present information about how COVID-related impacts on revenues may impact parking expenses, as well as CIP projects scheduled for FY21 that could be deferred to help offset anticipated parking revenue loss.

We have identified categories of expenditures that may be adjusted, or may be partially or fully deferred, as well as those expenses that remain fixed.

**Revenue-Affected Expenses**

**City Meter Rent Payments**

Per the City/DDA Parking Agreement the DDA pays the City 20% of adjusted parking revenues after facility rent are subtracted from the gross total. Given this percentage arrangement, as total parking revenues decrease, the city’s portion will decrease as well. In the FY21 budget, the 20% estimate for the City portion of parking revenues is $4,980,000 (16% of total FY21 expenditures). DDA staff will remain in close contact with City staff to share information on actual parking revenues information becomes clear.

**Credit Card Fees**

Credit card fees for the system are budgeted for FY21 at $1,500,000 (5% of total FY21 expenditures). This cost will also decrease with reduced parking transactions.

**Capital Improvements/Maintenance**

Capital expenditures planned for FY21 include:

- $3.5M New revenue control equipment (This installation must continue, as existing software is no longer supported)
- $450K Additional fencing in the structures (this project must continue)
- $1.4M Repairs/maintenance in 4th and Washington. (Replacement of the SE stair tower must take place, but staff are working with DDA engineers to determine if other work may be delayed)
- $2M Carbon neutrality initiatives (EVs and energy-saving lighting. Staff are awaiting the findings of two studies to determine project details. No timeline has yet been established)
- $2M Annual maintenance and repairs in several garages. (Given the robustness of the DDA’s repair program, Staff are working with DDA engineers to determine what work can be deferred)

Staff anticipates that by focusing on capital expenditures that are the most necessary and time sensitive, and delaying others, that capital spending for FY21 can be cut by 50%. This reduced level of spending will still allow the DDA to address the most pressing structural, mechanical, safety and operational needs. Total budgeted in FY21 is $10,395,000 (33% of total expenditures).
Operating Wages
RPS’s essential personnel – both administrative and operational – have continued to work during the COVID-19 emergency, however cashiers and maintenance staff have been directed to stay home to help contain the spread of the virus. Full pay and benefits for these employees have continued without interruption. In the short-term, DDA staff recommends no change to this approach, seeing limited benefit to the budget, and devastating impact on these employees and their families. We also see an important benefit in having a trained and experienced workforce at the ready when normal operations resume. However, as this situation continues to unfold, it is recognized that layoffs may need to be considered, and staff will continue to monitor the situation closely. The total budgeted for Republic wages for FY21 is $3,728,400 (12% of total expenditures).

Other Public Parking System Expenses
Many parking system expenditures are fixed, including debt, insurance, and utilities. However other parking-related expenses are tied to external factors and may also be reduced.

For instance, AAATA/The Ride eliminated charging fares and reduced its transit service to a limited Sunday-level service in response to COVID-19. As a result, the DDA’s go!Pass expense in FY20 and FY21 will likely be reduced because its grant is a not-to-exceed amount tied to fares and ridership. The amount of this reduction is not yet clear. Other parking-related expenditures that may be affected by COVID-19 including the DDA’s grants for bike share, Art Fair trolley, and meter bag fee waivers for non-profit special events. Total budgeted expenses not detailed previously for FY21 are $14,147,400 (45% of total expenditures).

The following graph shows the potential impact of reduced expenditures during the next 12-month period. Three models are presented based on the number of months that social distancing initiatives in response to the COVID-19 crisis are illustrated. Potential reduced revenues are shown for reference:
**Assumptions:**
- Meter Rent: 20% of projected Impacted revenues
- CIP/Maintenance: 50% of budgeted expenditures
- Credit Card Fees: 5% of projected impacted revenues
- Other Expenditures: no change projected at this time

**Fund Balance Impacts**

Impacts of COVID-19 will span (at a minimum) 2 budget cycles – FY20 and FY21. For the sake of simplicity and the ability to better understand the overall impact on the parking system, impacts specific to FY20 and FY21 are not detailed here. Revenue and expenditures impacts as discussed here span the next 12 month period, March 2020 to March 2021. Also to aid in understanding the total impact on the parking system, the Parking and Parking CIP funds are considered in aggregate rather than separately.

The projected fund balance at year end FY20 is $13.8M (unadjusted). A spend down of fund balance of $6.2M was included in the original FY21 budget, bringing the ending fund balance at year end FY21 to $7.5M (30% of budgeted annual revenues).

The effect on fund balance of the projected potential revenue losses and expenditure reductions are illustrated below. A 1-month shut down would result in fund balance dropping to 25% of FY21 budgeted revenues. A 2-month shut down takes that to 22%. A 6-month shut down would see that number drop to 12%. For frame of reference, it is generally suggested that operating funds maintain fund balance levels of at least 15% of revenues. Capital Improvement Funds typically have much higher fund balances than that. A 6-month shut down would require that the DDA take further measures to ensure the financial stability of the system.
RESOLUTION DIRECTING REPUBLIC PARKING TO TEMPORARILY DEFER PENALTIES ON UNPAID OR LATE MONTHLY PARKING PERMIT ACCOUNTS UNTIL JUNE 1, 2020

Whereas, The DDA has managed the Ann Arbor Public Parking System in support of its mission since 1992;

Whereas, State and local efforts to curtail the COVID-19 pandemic have led to near complete shutdown of commercial and social activity;

Whereas, The financial impacts of the COVID-19 emergency on the Ann Arbor public parking system are not yet understood, but it is clear that there will be a substantial reduction in parking revenue, both immediately, and for a period of time in the future;

Whereas, In recognition of the impact to Downtown stakeholders, it has been recommended that the DDA suspend collection penalties on unpaid March, April, and May 2020 monthly permit accounts, including deactivating permit for nonpayment, until June 1, 2020 at which time normal penalties and permit deactivations will be reinstituted;

Whereas, Other than permits required by City site plans, all other monthly permits can be returned to the system at any time, as patrons have a variety of other parking payment options;

RESOLVED, The DDA Board directs Republic Parking to defer late payment penalties on unpaid March, April, and May 2020 monthly permits until June 1, 2020; after which standard late payment processes will resume including permit deactivation, penalties, and forwarding past due accounts to collection agencies.

RES Parking Permit Fee Deferment 040120.doc
April 1, 2020
Public infrastructure work during Governor Gretchen Whitmer’s Executive Order 20-21 (COVID-19)

- Fonson Company, Inc. employees and sub-contractors are continuing construction work as critical infrastructure workers under state and federal guidance.
- Construction support services, such as inspection, material testing, and water sample testing are also operating as essential services during this time.
- Both the City of Ann Arbor and Michigan Department of Transportation are permitting street construction and proceeding with their own projects as scheduled; such projects are currently viewed as essential infrastructure functions.

As a result, DDA-managed public infrastructure projects are proceeding as scheduled for the time being. Fonson has provided updated field operations guidance to its employees to keep themselves and their co-workers safe during the COVID-19 outbreak, and to slow the community spread of COVID-19.

Huron Street – Remaining work between 5th Avenue and Main Street (north side)
In the first week of construction this season, the contractors uncovered four private building vaults. Three of the vaults were part of the Hands-On Museum Building. With quick action on the part of the contractor, City Building Department, and Hands on Museum staff, the vaults have been inspected and filled.

Over the past week, contractors have installed new curb, planters, sidewalk, light pole foundations and conduit between Main Street and Fourth Avenue. Next week, they will focus on bump outs at 4th Avenue and the curb, sidewalk, and planters between 4th and 5th Avenues.

William Street – Final pavement markings
To allow the bikeway to open this past fall, the contractor installed temporary bikeway pavement markings. Permanent markings can be installed once we have a period without rain and temperatures consistently above 50 degrees.

DDA, Transportation, Public Works, and Ann Arbor Police Department staff have been collaborating to monitor the bikeway and plan for adjustments to snow and leaf removal, education, and pavement markings. More information will be shared at an upcoming CIC Meeting.

First and Ashley Streets
First Street construction is scheduled to begin April 1st, 2020. Initial work will include setting up traffic control and detours, followed by sidewalk and roadway removals on the east side of the street to allow watermain and utility work to begin.

DDA and City staff are making positive progress with MDOT regarding permits and approvals. Leading Pedestrian Intervals at First/Huron and Ashley/Huron are supported as is the bikeway crossing at First/Huron. Staff are now working out the final details and expect a collaborative outcome.
Executive Order 2020-15 (COVID-19)

EXECUTIVE ORDER

No. 2020-15

Temporary authorization of remote participation in public meetings
and hearings and temporary relief from monthly meeting
requirements for school board

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious
illness or death. It is caused by a new strain of coronavirus not previously identified in
humans and easily spread from person to person. There is currently no approved
vaccine or antiviral treatment for this disease.

On March 10, 2020, the Michigan Department of Health and Human Services identified
the first two presumptive-positive cases of COVID-19 in Michigan. On that same day, I
issued Executive Order 2020-4. This order declared a state of emergency across the
state of Michigan under section 1 of article 5 of the Michigan Constitution of 1963, the
Emergency Management Act, 1976 PA 390, as amended, MCL 30.401-.421, and the
Emergency Powers of the Governor Act of 1945, 1945 PA 302, as amended, MCL
10.31-.33.

The Emergency Management Act vests the governor with broad powers and duties to
“cope with dangers to this state or the people of this state presented by a disaster or
emergency,” which the governor may implement through “executive orders,
proclamations, and directives having the force and effect of law.” MCL 30.403(1)-(2).
Similarly, the Emergency Powers of the Governor Act of 1945, provides that, after
declaring a state of emergency, “the governor may promulgate reasonable orders, rules,
and regulations as he or she considers necessary to protect life and property or to bring
the emergency situation within the affected area under control.” MCL 10.31(1).

To mitigate the spread of COVID-19, protect the public health, and provide essential
protections to vulnerable Michiganders, it is crucial that all Michiganders take steps to
limit in-person contact. These critical mitigation measures include social distancing and
limiting the number of people interacting at public gatherings.

To that end, it is reasonable and necessary to temporarily suspend rules and
procedures relating to physical presence at meetings and hearings of public bodies and
other governmental entities in Michigan. These public bodies and entities must continue
to conduct public business during this emergency, including actions to respond to
COVID-19, and the general public must be able to continue to participate in government
decision-making without unduly compromising public health, safety, and welfare.
Acting under the Michigan Constitution of 1963 and Michigan law, I order the following:

1. Effective immediately and continuing until April 15, 2020 at 11:59 pm, to the extent that the Open Meetings Act, 1976 PA 267, as amended, MCL 15.261 to 15.272 (“OMA”) requires that a meeting of a public body be held in a physical place available to the general public or requires the physical presence of one or more members of a public body, strict compliance with section 3 of the OMA, MCL 15.263, is temporarily suspended in order to alleviate any such physical-place or physical-presence requirements, as follows:

   (a) A meeting of a public body may be held electronically, including by telephonic conferencing or video conferencing, in a manner in which both the general public and the members of the public body may participate by electronic means.

   (b) A meeting of a public body held electronically must be conducted in a manner that permits two-way communication so that members of the public body can hear and be heard by other members of the public body and so that general public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period. The public body also may use technology to facilitate typed public comments that may be read to or shared with members of the public body and other participants.

   (c) Members of a public body and of the general public participating electronically will be considered present and in attendance at the meeting and may participate in the meeting as if physically present at the meeting.

   (d) All persons must be permitted to participate in any meeting of a public body held electronically, except as otherwise provided in the OMA.

   (e) If a public body directly or indirectly maintains an official internet presence, the public body must, consistent with and in addition to any other applicable notice requirements under the OMA, post advance notice of a meeting held electronically on a portion of the public body’s website that is fully accessible to the public. The public notice on the website must be included on either the homepage or on a separate webpage dedicated to public notices for non-regularly scheduled public meetings or electronic meetings and accessible through a prominent and conspicuous link on the website’s homepage that clearly describes its purpose for public notification of those non-regularly scheduled or electronic public meetings. Notice of a meeting of a public body that will be held electronically must include all of the following:

      (i) An explanation of the reason why the public body is meeting electronically.
(ii) Detailed procedures by which the public may participate in the meeting electronically, including a telephone number, internet address, or both.

(iii) Procedures by which persons may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting.

(iv) Procedures by which persons with disabilities may participate in the meeting.

(f) The right of a person to participate in a meeting of a public body held electronically includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of the public body at a public meeting. The exercise of this right does not depend on the prior approval of the public body. However, a public body may establish reasonable rules and regulations to minimize the possibility of disrupting the meeting.

(g) A public body may not require a person as a condition of participating in a meeting of the public body held electronically to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance, other than mechanisms necessary to permit the person to participate in a public comment period of the meeting.

(h) A person must be permitted to address a meeting of a public body held electronically under rules established and recorded by the public body. A person must not be excluded from a meeting held electronically otherwise open to the public except for a breach of the peace actually committed during the meeting.

(i) During a meeting of a public body held electronically, members of the public body are urged to take all votes by roll call to avoid any questions about how each member of the public body votes.

(j) If a public body holding a meeting electronically directly or indirectly maintains an official internet presence, the public body is encouraged to make available to the general public through the public body’s website homepage an agenda and other materials relating to the meeting.

(k) Members of the general public otherwise participating in a meeting of a public body held electronically may be excluded from participation in a closed session of the public body held electronically during that meeting if the closed session is convened and held in compliance with the requirements of the OMA applicable to a closed session.
2. A public body holding a meeting electronically as provided under this order is encouraged to do so in a manner that effectuates as fully as possible the purposes of the OMA, which include promoting government accountability and fostering openness in government to enhance responsible decision-making. Discussions or deliberations at an open meeting that cannot at a minimum be heard by the general public participating in the meeting are contrary to these purposes. Accordingly, members of a public body must avoid using email, texting, instant messaging, and other such electronic forms of communication to make a decision or deliberate toward a decision, and must avoid “round-the-horn” decision-making in a manner not accessible to the public at an open meeting.

3. If a decision or other action of a public body is in compliance with the requirements of this order and the other requirements of the OMA, it is in compliance with the OMA.

4. Effective immediately and continuing until April 15, 2020 at 11:59 pm, if a statute or rule other than the OMA requires that public comments be permitted or a public hearing be held, including in conjunction with the issuance of a permit or a hearing required under the Uniform Budgeting and Accounting Act, 1968 PA 2, as amended, MCL 141.421 to 141.440a, a public body or department or agency may provide a means for remote public comment or participation through the use of any technology that would facilitate a member of the general public's ability to participate remotely to the same extent as if the member of the general public appeared in person. If not expressly authorized by statute or rule, written comment, including by electronic means, also is permitted.

5. Effective immediately and continuing until April 15, 2020 at 11:59 pm, strict compliance with subsection 6 of section 11a, subsection 7 of section 384, and subsection 1 of section 418a of the Revised School Code, 1976 PA 451, as amended, MCL 380.11a(6), MCL 380.384(7), and MCL 380.418a(1), is temporarily suspended so as not to require school district boards to hold meetings at least once each month.

6. Nothing in this order permits a public body to limit or restrict the rights of the press or other news media. Members of public bodies are encouraged to facilitate access by members of the press and other news media both to meetings held electronically and to members of public bodies.

7. As used in this order, the terms “decision,” “meeting,” and “public body” mean those terms as defined under section 2 of the OMA, MCL 15.262, except this order does not apply to state legislative bodies.

8. A provision of this order will prevail over any conflicting provision of a local charter, ordinance, or rule.

9. This order supersedes sections 2 and 3 of Executive Directive 2020-2.
GUIDE TO JOINING ZOOM MEETING

You will receive an invite through Outlook similar to this….

A few minutes before the meeting is scheduled to start, go to the invitation in your Outlook calendar and click on the meeting link (Example below)

https://kczoomtest.zoom.us/j/3177294757

The “Download and Run Zoom” screen will appear and the Zoom launcher zip file will download to your computer (bottom of your screen). Click on the file then click on “Run” or “Open” to install the launcher (depending on your computer set-up)

Click on “Join Audio By Computer” or Click on “Join by Phone” if using your phone

You are now in the meeting.
Please check that the video is off and your microphone is on. The public joining the meeting will have their video and microphone turned off during the meeting.
You will be able to view the Chat screen where members of the public who are joining by computer only will write their public comment at the end of the meeting. These will be read aloud by DDA staff to record it on the meeting video.

If you appear in the Participants box by phone number only, please hover over your phone number and you will see other options appear (e.g., mute/unmute, raise hand, rename). Click on RENAME and type in your first and last name.

The public will be instructed to use the ‘RAISE HAND’ function during the public comment section of the meeting.

Because this is a virtual meeting, each person will need to identify him or herself prior to speaking (e.g., This is _____ and I would like to say....).

All voting will be done by roll call. Keith will state your name and you will respond “aye” or “nay.”

The agenda and packet will be shown via shared screen on your computer screen.
At the end of the meeting, Keith will call for a motion (state your name), a second (state your name) and a roll call to adjourn. Once adjourned, you will click on “Leave meeting.” (lower right)
Ann Arbor DDA Virtual Meeting Survey

Dear Board Members:

We appreciate your contribution to and support of the Ann Arbor DDA always and, especially during this difficult time that we are all experiencing as a global community. We want to be respectful of your time, knowing you have work and family obligations to focus on.

With that in mind, we would like to know if for the duration of Governor Whitmer’s Executive Order 2020-20, “Stay Home, Stay Safe”, we would like your feedback on how to proceed with the April committee meetings and May 6th Board meeting.

We would appreciate it if you would take a few moments to fill out this survey. Once completed, please return electronically to Kelley at kgraves@a2dda.org.

Thank you.

Ann Arbor DDA Staff

How did the virtual April Board meeting process work/feel to you overall?
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Would you recommend the DDA hold its May 6th Board meeting (electronically/virtually) if the Executive Order is still in effect? Yes/No ____________________

Did having the Operations Committee meeting before the Board meeting work well for you? Yes/No ___________

Do you think there is a need to hold the regular committee meetings as currently scheduled (in virtual format)?

<table>
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  - Partnerships Committee (April 8th at 9:00 am)
  - Capital Improvements Committee (April 15th at 11 am)
  - Operations Committee (April 29th at 11 am)
  - Finance Committee (April 30th at 9:30 am)
  - Executive Committee (May 6th at 11 am)

Would you prefer we cancel the regular April committee meetings (listed above) and instead, schedule an abbreviated committee meeting at Noon on May 6th (ahead of Board meeting), if needed, for funding related DDA requests that require committee review and consensus to bring forward to the Board? Yes/No ____________

Comments:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

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