

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, October 28, 2020**

Place: Virtual meeting—Zoom link: <https://us02web.zoom.us/j/89530336188>  
or Phone: 1-877-853-5227 (Mtg ID: 895 3033 6188 Password: 544702)

Time: 11 am

Committee Present: Robert Guenzel, Tyler Kinley, Darren McKinnon, Phil Weiss

Committee Absent: None

Other Board Mbrs: Jessica A.S. Letaw

Staff: Susan Pollay, Sara McCallum, Jada Hahlbrock, Maura Thomson, Kelley Graves

Other Attendees: Mike McKiness/RPS, Chris Simmons/GetDowntown

Public: Members of the public were on the Zoom meeting but did not identify themselves.

Virtual Meeting Guidelines: Mr. McKinnon outlined meeting details for everyone attending.

Parking System Financials: Ms. McCallum presented the parking system financials for 1Q FY21. Parking fees were presented by month and compared to monthly totals last year as well as the FY21 budget and the most recent projections. Expenditures for the parking system were also presented by category. Timing of expenditures was discussed. She noted grant expenses have been moved out of the administrative expenses into its own line item. Concerns regarding the potential for lower revenue levels during the winter months were discussed. McCallum commented that current revenue and expenditure levels are on track with projections. Ms. Hahlbrock reported that eight accounts signed up for the repayment plan for past due balances offered by RPS. Additionally, 39 accounts with an overall total of \$15,000 in outstanding balances, either did not respond or have stated they do plan to pay. Those permits have been deactivated. Questions were asked and answered.

Upcoming Parking Rate Changes: Ms. Hahlbrock reminded the group that the DDA had previously approved a five-year schedule of parking rate changes. She noted the DDA resolution approved at the May 2020 deferring the scheduled July 2020 parking rate increases; the next scheduled rate change will be January 2021. She said she recommended moving forward with these increases as previously planned. Ms. Pollay asked for context if the City was forestalling water rate changes; Mr. Fournier responded that the City moved forward with its planned water rate increases. Questions were asked and answered. The committee members stated their agreement to allow the next set of rate changes to go through as scheduled. Ms. Letaw suggested that information be provided about the DDA's COVID efforts at the November board meeting.

Monthly Parking Permit Ms. Hahlbrock reported that permit turnover has increased this year due to the pandemic. Staff outreach to individuals on the wait lists in an effort to sell permits has resulted in some sales and provided an opportunity to clean-up the wait list.

Parking Operator Bid Process: Ms. Hahlbrock reported the DDA's agreement with Republic Parking System expires June 30, 2022 and that preparation for the parking operator bid process needs to begin now to ensure a decision is made in alignment with that date. Ms. Hahlbrock stated that the best practice is to include a draft of the future management agreement with the RFP. Due to the financial and operational significance of the parking system, Ms. Hahlbrock requested and the committee approved the release an RFP for a consultant to assist with writing the parking operator agreement for the bid process.

EV Charging Stations Update: Ms. Hahlbrock said she continues to gather data regarding how much other parking system charge EV users for electricity , and ownership models posed at last month's meeting. She said she plans to bring information to the December committee meeting.

Parking Equipment Installation: The TIBA equipment was installed this month at Liberty Square and installation is underway at 4<sup>th</sup> and Washington. Installation at Library Lane is next, followed by Forest and Maynard.

Annual Garage Restoration: Restoration work is expected to be completed by the end of the year. The work includes the stairway renovation and elevator hardware replacement at 4<sup>th</sup> & Washington.

Transportation: Mr. Simmons reported go!Pass sales have been impacted by the pandemic with totals at only 39% of last year's sales. Several businesses have requested to defer purchasing passes while they continue to work from home. go!Pass ridership is currently at 28% of last year. UM ridership remains at only 10% of last year's total. TheRide, downtown area associations and the DDA are collaborating on a January promotion event in conjunction with the Conquer the Cold program. The goal is to reach out to businesses and employees working remotely to encourage them to patronize downtown businesses. Mr. Simmons reported that a one-way loop of Route 26 is being added back as part of the temporary service plan.

Committee Calendar: The committee agreed to move the next Operations Committee meeting, currently scheduled for November 25<sup>th</sup>, which is the day before Thanksgiving. Ms. Graves said she would work with the Committee to confirm the new date, tentatively suggested to be Tuesday November 24<sup>th</sup>.

Public Comment: None.

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Next Meeting: The next Operations Committee meeting is tentatively rescheduled for Tuesday, November 24 at 11 am, pending confirmation of availability of the committee members.

The meeting adjourned at 12:07 pm.

Respectfully submitted by  
Susan Pollay, Executive Director