

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, January 27, 2021**

Place: Virtual meeting—Zoom link: <https://us02web.zoom.us/j/87273855074>
Phone: 1-877-853-5257 (Meeting ID: 872 7385 5074 Passcode: 175794)

Time: 11 am

Committee Present: Tyler Kinley, Darren McKinnon

Committee Absent: Robert Guenzel

Other DDA Present: Jessica A.S. Letaw

Staff: Jada Hahlbrock, Sara McCallum, 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.

DDA Bylaws: In response to questions raised at the last board meeting about board members abstaining from discussion/vote, Ms. Letaw read the section of the DDA Bylaws pertaining to conflict of interest. DDA staff is drafting clarifying language to the DDA Bylaws for review by the DDA attorney and then presented to Executive Committee and the Board.

Parking System Financials: Ms. McCallum presented the parking system financials for December 2020. She commented that current revenue levels for on-street parking are on track with projections. There was a slight drop in hourly, which is typical during the winter months. Permit fee revenue was reduced, as anticipated due to permits being turned in and many businesses continuing to work remotely.

FY22 Budget Process: Ms. McCallum shared the draft FY22 and FY23 budgets. Questions were asked and answered regarding the difference between the budgeted revenue and the projected revenue and, the impact on the DDA's fund balance. Ms. McCallum stated that per State statute, DDA's are not allowed to overspend on expenditures nor submit a budget with a negative fund balance. Staff is mindful of having to closely monitor expenses and make recommendations as needed for reducing expenditures to maintain a solid fund balance. Ms. McCallum spoke with the City's CFO and he agrees with budgeting revenue at normal/pre-pandemic levels to provide the most flexibility throughout the year. Ms. Hahlbrock stated that the CIP and 20-year plan were considered in the budget figures. She said that capital and repair projects will be identified over the next few months and brought to the Committee for consideration within the guidelines of being fiscally conservative. It was agreed that the board will need a thorough explanation to understand the approach to the FY22 budget and the plan for monitoring actual revenues and expenditures.

Ms. McCallum will share the Committee's concerns and comments at tomorrow's Finance Committee. She stated that staff will continue work on the budget in February, bringing the final budget back to Finance Committee at the end of the month. It will be brought to the March Board for approval. From there, the budget will be submitted to the City. It will go through the City's budget process and once approved, will be brought back to the DDA Board in June for final adoption.

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Forest Structure Deterrent Fencing Resolution: Ms. Hahlbrock stated that five vendors participated in the pre-bid meeting and two vendors submitted bids to install deterrent fencing at the Forest structure on the three levels below the rooftop. WGI vetted the two vendors and recommends the selection of Future Fence. Their bid was not the lowest of the two bids at \$87k; however, WGI thinks the bid submitted by Future Fence best meets the bid specifications. Ms. Hahlbrock stated the DDA met with UM regarding sharing the cost of installing the additional deterrent fencing as Forest is jointly owned by the City and UM. UM stated it supports the project but, is not able to provide financial assistance. Questions were asked answered. The committee agreed to bring the resolution to the board.

Parking System Related Engineering Services Resolution: Ms. Hahlbrock presented a resolution for a contract with WGI for engineering services for FY22 structures repairs and project administration. She said work is underway with WGI on the DDA's 20-year parking system maintenance, restoration, and engineering services plan. The committee agreed to bring the resolution to the board.

Parking Equipment Installation: The TIBA equipment installations continue. RPS staff are being trained on the equipment. REEF, RPS's parent corporation, is exploring integrating the parking operation billing system with the TIBA equipment.

Restoration Work: The 4th & Washington stairwell renovation is near completion. Maintenance work at Forest will begin in April. The Ann Ashley elevator repairs will begin next month.

Transportation: Mr. Simmons said the Conquer the Cold-Pandemic Edition challenge (conquerthecold.org) runs through the end of January. GetDowntown partnered with the Show Your Love A2 campaign this year in support of downtown businesses. Feedback is important and will help inform the approach for the May Commuter Challenge.

Public Comment: Mr. Oxner said he agrees with the suggestion of considering a reduction in the FY22 revenue budget and the importance of making not only the DDA Board but City Council aware of the projected revenues in light of the uncertainties due to the ongoing pandemic impacts.

Next Meeting: The next Operations Committee meeting is scheduled for Wednesday, February 24 at 11 am.

The meeting adjourned at 12:20 pm.

Respectfully submitted by,

Maura Thomson, Interim Executive Director