

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, April 28, 2021**

Place: Virtual meeting—Zoom link:

<https://us02web.zoom.us/j/89385007954?pwd=Rlp3cG05MitSVnJ1Y1FNWmhFc2w2QT09>

Phone: 1-877-853-5257 (Meeting ID: 893 8500 7954 Passcode: 311151)

Time: 11 am

Committee Present: Robert Guenzel, Tyler Kinley, Darren McKinnon

Other DDA Present: Jessica A.S. Letaw, Jonathan Massey

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

Other Attendees: Mike McKiness/RPS, Chris Simmons/GetDowntown, Jim Corbett, Jon Martens/Walker Consultants

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

Parking Operator Contract/Bid Process Update: Messrs. Corbett and Martens from Walker Consultants presented an overview of the Ann Arbor DDA parking operator management agreement, providing recommendations for revisions that they have identified to Ms. Hahlbrock. She will continue working with Walker Consultants to revise the parking operator contract for Committee review and prepare the bid documents with the goal of releasing the RFP in early fall 2021. Questions were asked and answered.

Parking System Financials: Ms. McCallum presented the Parking System financials for March 2021. Monthly actual revenues are on track with projections.

Resolution for get!Downtown FY22 Funding Request: Mr. Simmons' February presentation is included in the packet for reference. Ms. Hahlbrock stated support of getDowntown's go!Pass program is a key component of the DDA's Development Plan to encourage a full menu of transportation options for employees, residents, visitors, and customers. The promotion and marketing, and non-fixed route fares funding requests are an 'up to' amount based on actual ridership. Mr. Simmons said getDowntown is continuing its collaboration with the area associations on maximizing promotion and marketing efforts and dollars. Questions were asked regarding aligning the request with the FY21 projected revenues. Ms. Thomson and Ms. McCallum stated these funds are included in the DDA's FY22 budget. DDA and getDowntown staff will continue to monitor actual figures and bring forward a request for an amendment to the DDA budget should ridership increase beyond projections. The Committee agreed to bring the resolution to the Board.

Parking System Updates: Equipment installation is underway at Ann Ashley. The last installation will be Library Lane. A wrap-up on the project and review of next steps will take place at the May Committee meeting. Annual restoration and maintenance work is underway at Forest. WGI is working on the documents for FY22 work and working on the update to the 20-year maintenance plan to be presented to the Committee summer of 2021.

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Ms. Hahlbrock provided an update on EV charging stations in the parking structures. The previous study of parking structures' electricity capacity was updated in early 2020. Staff will continue to work on adding capacity when and where feasible, using existing electrical capacity due to limited funding.

Ms. Hahlbrock said that Community High School informed the DDA that it is undertaking a construction project and will be closing its parking lot for 18-months to use for staging. An amendment to the parking lease between the Ann Arbor Public Schools and the DDA was signed to return the parking lot to CHS during construction. They will inform us when the lot will be available again for parking.

TheRide is accepting applications for a new Public Advisory Group for its long-range plan project, TheRide 2045. Mr. Simmons provided the link to the application in the packet.

Public Comment: None.

Next Meeting: The next Operations Committee meeting is scheduled for Wednesday, May 26 at 11 am.

The meeting adjourned at 12:25 pm.

Respectfully submitted by,  
Maura Thomson, Interim Executive Director