

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, June 23, 2021**

Place: Virtual meeting—Zoom link:  
<https://us02web.zoom.us/j/82972212519?pwd=NTQwVVRncE5EbXNWZ1RVeEhBeGFIUT09>  
Phone: 1-877-853-5257 (Meeting ID: 829 7221 2519 Passcode: 922364)

Time: 11 am

Committee Present: Robert Guenzel, Tyler Kinley, Darren McKinnon

Absent: None

Other Board Members: 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.

Parking System Financials: Ms. McCallum presented the Parking System financials for May 2021. Actual revenues are on track with projections. Year-end expenses are expected to be lower than projected.

Annual Restoration and Maintenance: DDA and WGI staff reviewed proposed work for this year's scope and selected urgent elements and those that could not practically be delayed. The scope for this year will include work at 4<sup>th</sup> & William, 4<sup>th</sup> & Washington, and Ann Ashley. Five companies attended the restoration and maintenance ITB pre-bid meeting and three submitted bids. RAM Construction Services submitted the lowest responsible bid. Staff recommends and the Committee agreed to bring the resolution to approve the contract with RAM for FY22 repairs and establish the project budget to the board.

5<sup>th</sup> and William Parking Lot: Ms. Hahlbrock said that when the lot reopened to parking in 2018 the decision was made to operate the lot as reserved permit parking. This was seen as the most economical way to operate given the expectation that it would soon be redeveloped. With the development of affordable housing on the site expected to be a few years away, DDA and RPS staff have been exploring options for adding hourly parking at the lot. Planning is underway to convert most of the lot to metered hourly parking. A section of the lot will be maintained as reserved monthly permit parking. The change in operations is expected to be implemented this fall. It was noted that the annual debt service is currently paid by the City and will increase significantly in FY23. Questions were asked and answered.

Parking System Updates: The Treeline Conservancy has completed the bumpers and signage placement, for the pilot trail on the east side of 415 W. Washington lot. The Library Lot will remain closed to parking on Saturdays and Sundays through the summer to allow the Committee for the Ann Arbor Community Commons to continue its gardening work on the site.

The Republic Parking team continues preparations for the Art Fair. Though reduced staffing levels and the uncertainty around attendance is making planning difficult, the RPS team is doing a great job and is focused on ensuring processes and procedures are in place to keep staff safe. The meter bag team will

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be especially busy switching out meter bags ahead of the Art Fair, transitioning for healthy streets closures, and then transitioning back to pick-up/delivery locations for Monday.

Parking Permit Waitlist: Ms. Hahlbrock provided an update on the waitlists. A few permits were turned in last fall and staff reached out to everyone on the waitlists at that time. Most asked to be moved down on the list for future opportunities due to the pandemic. Staff has been able to sell most of the permits that were turned in, with the exception of locations where larger accounts were located. There is capacity at those locations for permits. There was a reminder that the waitlist is an internal customer service tool used by the DDA and is updated on the DDA website each month. Mr. McKinnon discussed possible future options including considering an automated system. He noted, this option was discussed a couple of years ago. The cost and complexity of implementing an automated system made it infeasible at that time. It was discussed that this is not a viable option to consider at this time due to the continuing impacts of the pandemic on parking revenues. Ms. Letaw said that it is important to continue public education and awareness efforts about other available modes of transportation. Ms. Hahlbrock will continue to provide periodic updates on waitlist to the Committee.

Other Business: Mr. McKinnon discussed the possibility of charging for parking on Sundays. He said he understands the need to accommodate churches as we do other non-profits Mr. Guenzel and Mr. Kinley agreed that there would be pushback from the businesses. Ms. Letaw asked if it would possible to consider conducting study. Ms. Hahlbrock stated the TIBA parking system has reporting functionality that may be helpful. She will explore this in more detail and report back to the Committee.

Transportation: Townhall meetings on TheRide's 2021 service plan and fare proposal are underway. Mr. Simmons will provide a full report at the next Operations Committee meeting.

Public Comment: None.

Next Meeting: The July Operations Committee is being cancelled due to a lack of business to discuss. The next Operations Committee meeting is scheduled for Wednesday, August 25 at 11 am.

The meeting adjourned at 12:00 Noon

Respectfully submitted by,  
Maura Thomson, Interim Executive Director