

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, February 24, 2021**

Place: Virtual meeting—Zoom link: <https://us02web.zoom.us/j/87641586220>  
Phone: 1-877-853-5257 (Meeting ID: 876 4158 6220 Passcode: 935520)

Time: 11 am

Committee Present: Robert Guenzel, Tyler Kinley, Darren McKinnon

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.

Parking System Financials: Ms. McCallum presented the Parking System financials for January 2021.

FY22 Budget Process: Ms. McCallum shared the FY22 and FY23 budgets. She stated the Committee's concerns expressed at last month's meeting regarding revenue projections and fund balance were shared with the Finance Committee. A special Finance Committee meeting was held to further discuss the budget. After that meeting, Ms. Thomson and Ms. McCallum met with City Administrator Tom Crawford and interim CFO Matt Horning and they support the DDA aligning the DDA's budget with revenue projections, and reducing expenditures accordingly, with the understanding that the DDA would need to request a budget amendment should revenues exceed projections. Questions were asked and answered. The Committee appreciated Staff's work and supports the proposed budget. The budget will be presented to the Finance Committee tomorrow. 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.

Parking Services Consultant: The RFP for a Parking Consultant to assist Staff in updating the parking system contract and preparing the bid document for a parking system operator yielded five bid submittals. Staff recommends Walker Consultants as they bring years of previous experience as both parking operators and consultants, as well as a demonstrated success working with municipalities on similar bid documents. Ms. Hahlbrock noted that Walker Consultants assisted Minneapolis, MN with their parking system RFP in a virtual environment in 2020. The Committee agreed to bring the resolution to hire Walker Consultants to the board.

Parking System Related Engineering Services Resolution: Ms. Hahlbrock presented a resolution for a contract with WGI to prepare the update to the DDA's 20-year parking system repairs and maintenance plan. She shared some sample pages from the current plan, highlighting the importance and the level of detail of the plan. The Committee agreed to bring the resolution to the board.

Replacement of 4<sup>th</sup> & William Generator: Ms. Hahlbrock presented a resolution for the replacement of the 40-year old generator at the 4<sup>th</sup> & William parking structure. RPS received four bids. Staff recommends Huron Valley Electric. The Committee agreed to bring the resolution to the board.

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Parking Equipment Installation: The TIBA equipment installations continue with Maynard next, followed by Ann Ashley and Library Lane.

Restoration Work: The 4<sup>th</sup> & Washington stairwell renovation is complete. Ms. Hahlbrock shared before and after photos of the project.

Forest Fencing Installation: Installation of additional deterrent fencing at Forest will begin mid- to late-March and is expected to take three weeks. It is anticipated there will be minimal impact on parkers.

RPS Contract Auto-Renewal: Ms. Hahlbrock stated that per the terms of the agreement, the contract with RPS is scheduled to auto-renew on July 1, 2021. Staff recommends and the Committee agrees with proceeding with the auto-renewal, understanding that the parking operator RFP will be released this fall.

Other Business: Ms. Hahlbrock said a concern had been raised related to the processes RPS follows to address improperly parked vehicles in the structures. Mr. McKinnon said he understands RPS wanting to ensure efficient parking but said that it must be balanced with user experience. It is important to avoid creating a negative experience for visitors. Ms. Hahlbrock said that she and Mr. McKiness have discussed the concern and continue to consider alternative ways to handle these types of situations.

Transportation: The Conquer the Cold-Pandemic Edition challenge summary is included in the Parking and Transportation Report. Mr. Simmons gave a presentation on the get!Downtown program for 2020 and the recovery plans for moving forward. The FY22 go!Pass funding request from the DDA is \$489,500, a 36% reduction from last year's request.

Public Comment: None.

Next Meeting: The next Operations Committee meeting is scheduled for Wednesday, March 31, 2021 at 11 am.

The meeting adjourned at 12:02 pm.

Respectfully submitted by,

Maura Thomson, Interim Executive Director