

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY  
OPERATIONS COMMITTEE MEETING MINUTES  
Wednesday, February 23, 2022**

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104

Time: 11:00 am

Committee Present: Tyler Kinley, Darren McKinnon, Jonathan Massey

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

Other: Mary Boonin/AAATA

Public: None.

Parking System Financials: Staff did not receive the January parking system financial information from RPS in time to share with the Committee today.

GetDowntown Funding Request: Ms. Boonin, Manager of Community Relations with the AAATA, presented a brief overview of the GetDowntown and go!Pass program history, purpose, and goals. She spoke of the DDA's ongoing support of the go!Pass program. Ms. Boonin presented the GetDowntown FY23 grant request for \$605,914 based on a projection of 75-85% ridership of pre-pandemic levels. The Promotions and Marketing request amount is the same as FY22 and is a not-to-exceed amount as is the Fixed-Route Fares (go!Pass). Ms. Hahlbrock shared a chart showing the getDowntown funding request totals from FY13 through FY23 for comparison. The Committee agreed to bring the resolution to approve a grant to fund the Go!Pass and getDowntown Program for FY23 forward to the board.

Resolution to Approve Project Budget-Maynard Elevator Repairs: Ms. Hahlbrock presented her recommendations for elevator modernizations based on reports from VDA, an elevator consulting firm and Schindler Elevator within the context of the 20-year maintenance plan. Ms. Hahlbrock said the recommendations will be included in the CIP document this fall. VDA will be assisting the DDA with the elevator maintenance RFP process. The Committee agreed to bring the resolution to approve a project budget for the Maynard elevator repairs to the board.

Repurposing Parking Structures: As a follow-up to a discussion at the October 2021 Operations Committee meeting, Ms. Hahlbrock presented a memo outlining what is and is not possible in terms repurposing existing parking structures for non-vehicle parking purposes.

DDA Procurement Policy: Ms. Hahlbrock said the City recently implemented changes to its procurement policy, including increasing the threshold for requests required to be approved by Council from \$25k to \$75k. The DDA regularly follows the City procurement process for standard DDA services to ensure consistency with the City. The DDA will be developing its own procurement policy that will align with the City's policy and include DDA specific elements. In the interim, the DDA will continue to follow the City's policy, including the recent changes.

Parking Permit Waitlist: Staff have been working over the past two years to reach out to those on the parking permit waitlist as permits have become available. During the height of the pandemic, the DDA provided the opportunity for requesters to move down on the list, if they chose not to purchase a permit at that time. As there are currently permits available, requesters are being removed from the waitlist if they are no longer in need of a permit. The DDA will continue at this time to use the waitlists

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as an internal customer service tool and opportunity to inform and educate the community on all available transportation options.

Parking Rate Increase Reminder: Ms. Hahlbrock reminded the Committee that the final rate increase in the current five-year plan will be effective July 1, 2022. There will be further discussion later this year about a future rate plan based on the DDA's financial obligations, industry best practices, and comparisons to other municipalities.

Public Comment: None.

The March 30th Operations Committee meeting will be cancelled as there are no action items to be considered. The next Operations Committee meeting is scheduled for Wednesday, April 27, 2022 at 11 am.

The meeting adjourned at 12:15 pm.

Respectfully submitted by, Jeff Watson, Executive Director.