ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Wednesday, June 28, 2023

Place: DDA Office, 150 S. Fifth Ave., Suite 301, Ann Arbor, MI 48104
Time: 11:00 am
Committee Present: Tyler Kinley
Staff: Jada Hahlbrock, Maura Thomson, Shelby Mistor, Hayett Chater
Other: Lilliane Webb/TheRide, Chris Taylor/PCI MS
Public: Peter Honeyman

Study Updates: Ms. Hahlbrock provided updates on the curb management and rate studies. Both studies are progressing well. Walker staff will present on the curb management study at an upcoming Board meeting. DDA staff and Fishbeck will share rate study information at upcoming committee meetings.

Parking System Restoration: Ms. Hahlbrock shared information on the RFP process for the FY24 parking structure restoration work and described the scope of work. Three proposals were received and it was determined that the proposal from RAM Construction Services was the most responsive. There was support to bring a resolution selecting RAM and establishing a project budget to the Board.

Fencing Project Update: Lower level fencing work is underway at Ann Ashley. Future Fence plans on working in 1-2 structures at a time this summer and expects to have all of the work completed by late August.

Parking Operations: Ms. Hahlbrock shared that DDA FY23 is the first year of five in the DDA/PCI contract signed in early 2022. The contract includes a fee component of $150,000. The guaranteed base management fee is $100,000, a portion of which is paid to PCI monthly. The remaining $50,000 is paid at the end of the contract year at the DDA’s discretion and is based on PCI’s performance. Ms. Hahlbrock reviewed items of note in PCI’s performance and said that PCI would be receiving the full $50,000 performance fee.

Transportation: Ms. Webb provided information on the Commuter Challenge and the recently completed getDowntown survey.

Public Comment: None

The meeting adjourned at 11:36 am.

Respectfully submitted by:
Kelley A. Graves, Board Secretary