

**Ann Arbor Downtown Development Authority Meeting
Wednesday, November 3, 2021**

Place: Virtual Meeting: Zoom link:

Phone: 877-853-5257 Meeting ID: Passcode:

Time: 12:00 pm

1. ROLL CALL

Present: Micah Bartelme, Milton Dohoney, Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Jonathan Massey, Darren McKinnon

Absent: Alex Dieck, Ji Kim, Molly McFarland

Staff: Maura Thomson, Interim Executive Director/Communications Manager
Sara McCallum, Accounting Director/Deputy Director
Jada Hahlbrock, Manager of Parking Services
Kelley Graves, Management Assistant/Board Secretary

Others: Peter Honeyman/CAC, Oliver Kiley/Smith Group, Chris Wall/Wade Trim

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

NOTE: As required by the amended OMA, all attending members stated they were attending remotely and were doing so from Ann Arbor, Michigan.

2. APPROVAL OF BOARD MEETING AGENDA

Ms. Letaw moved and Mr. Bartelme seconded the motion to approve the meeting agenda.

A consent vote on the motion showed:

Ayes: Bartelme, Dohoney, Kinley, Klopf, Letaw, Massey, McKinnon

Nays: None

Absent: Dieck, Kim, McFarland

The motion to approve the agenda was approved.

3. PUBLIC COMMENT

Mr. Crockett said the Community Garden Group volunteer members worked on the flowerbeds on the Library Lot this year. Joet Reoma, Co-Director of Project Grow, is now involved with the group. Mr. Crockett would like to request the Community Garden group attend a future DDA subcommittee meeting. Mr. Lipson said the DDA and the Ann Arbor Art Commission have done some great work on murals in downtown. He has offered his decadome free of charge as an office to the Community Commons group. He encouraged the DDA to move forward with activating the Library Lot as public space.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Mr. Honeyman said the Downtown Area Citizens Advisory Council (CAC) met last night and discussed the CAC's authority and how best to fulfill its role as an advisory group to the DDA. The group is increasing its efforts to fill open CAC vacancies.

5. DDA MEMBER COMMUNICATIONS

None.

6. EXECUTIVE DIRECTOR REPORT

Ms. Thomson welcomed Mr. Milton Dohoney, the new Interim City Administrator. She stated the City-DDA Annual Joint Work Session was held on October 12 as required in the City-DDA parking agreement. She thanked board members Micah Bartelme, Alex Dieck, Tyler Kinley, and Jonathan Massey for attending. Ms. Thomson reminded everyone that the DDA's second Informational meeting for this year will be held on Wednesday, December 1, immediately followed by the regular December Board meeting. The DDA is required by PA 57 to hold two informational meetings per year. Ms. Thomson announced that Amber Miller will be returning from her extended leave on Monday, November 8. Ms. Thomson called attention to the 2022 DDA calendar included in the board packet, noting that a few meeting dates/times have been adjusted due to holiday observances.

7. APPROVAL OF MINUTES

Mr. Bartelme moved and Ms. Klopff seconded the motion to approve the October minutes.

A consent vote on the motion showed:

Ayes: Bartelme, Dohoney, Kinley, Klopff, Letaw, Massey, McKinnon

Nays: None

Absent: Dieck, Kim, McFarland

The motion to approve the minutes was approved.

8A. SUBCOMMITTEE REPORTS – FINANCE COMMITTEE

FY21 Audit: Yeo & Yeo auditor, Dan Beard walked the Committee members through the details of the Audit. DDA received a clean audit. No difficulties were encountered, no corrections or audit adjustments made, no findings or issues to report. Mr. Beard commended Sara McCallum for her excellent preparation and responsiveness throughout the audit process.

Mr. Bartelme moved and Ms. Letaw seconded the following resolution:

RESOLUTION TO ACCEPT THE DDA'S AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR 2021

Whereas, The Uniform Budgeting and Accounting Act, Public Act 2 of 1968 requires that the financial records of local units be audited annually;

Whereas, The Ann Arbor DDA contracted with the auditing firm of Yeo & Yeo to perform an independent audit of the DDA's financial records for the fiscal year ending June 30, 2021;

Whereas, Yeo & Yeo performed the audit according to Government Auditing Standards;

Whereas, Yeo & Yeo considered the DDA's internal controls and found no deficiency in that system;

Whereas, Yeo & Yeo tested the DDA's compliance on certain provisions of laws, regulations, contracts, and grant agreements and other matters, and found no instances of noncompliance;

Whereas, Yeo & Yeo presented the Authority's audited financial reports in detail to the Finance Committee at their meeting on October 28, 2021;

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Whereas, The Finance Committee thoroughly reviewed the Audited Financial Statements and the Audit Report with Yeo & Yeo, asking questions as needed;

Whereas, The Finance Committee recommends that the DDA Board accept the FY 2021 Audit Report as presented;

RESOLVED, The Ann Arbor Downtown Development Authority Board accepts the Independent Auditor's Report and the Audited Financial Statements presented by Yeo & Yeo CPAs for the Fiscal Year ending June 30, 2021.

A consensus vote on the resolution showed:

Ayes: Bartelme, Dohoney, Kinley, Klopf, Letaw, McKinnon, Massey

Nays: None

Absent: Dieck, Kim, McFarland

The resolution was approved.

Financial Statements and Expense Reports: The Committee reviewed the FY22 1st quarter financial statements. The Committee approved the monthly expense reports.

The November Finance Committee meeting has been cancelled. There is no meeting scheduled for December. The next Finance Committee meeting is scheduled for Thursday, January 27, 2022 at 9 am.

8B. SUBCOMMITTEE REPORTS – OPERATIONS COMMITTEE

Revenue-Monthly Update: The Committee received an update on parking system financials through September 2021. The slides are included in the board packet.

20-Year Maintenance Plan: The Committee received a review/update on the Parking System 20-year Maintenance Plan. The DDA is contractually obligated to maintain the City-owned parking system assets. The 20-Year Plan is updated every three years. The WGI Engineer attended the Committee meeting. He stressed the importance of maintaining the parking structures and said DDA is doing a great job on maintenance and restoration. Future discussions and considerations will include the parking structures' physical obsolescence. Questions were asked and answered.

Parking System Updates: Six responses to Parking Operator RFP were received. Staff will bring its recommendation to the Committee in November or December. Both the Engineering Services RFP and the Curb Management Study RFP responses are due mid-November. Mr. Massey said he asked at the Committee meeting about the DDA's DEI policy regarding RFP's and Staff said it has identified this as a topic to address.

Chris Simmons announced he has accepted a position in Washington state. The AAATA will work to fill his position.

The next Operations Committee meeting is scheduled for Tuesday, November 23 at 11 am. The meeting is being held on Tuesday due to the Thanksgiving holiday.

8C. SUBCOMMITTEE REPORTS – EXECUTIVE DIRECTOR SEARCH COMMITTEE

The Committee interviewed four candidates on October 28 for the Executive Director position. Three candidates were selected for second round interviews by the full Board. The second round interviews will be held on Monday, November 8.

8D. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE

People-Friendly Streets Phase II: Ms. Dieck was not able to attend today's board meeting. Mr. Kinley reported on her behalf, that the Committee received updates on current and upcoming projects from Smith Group consultant, Oliver Kiley. Mr. Kiley shared the presentation with the full Board at today's meeting. Questions were asked and answered.

There is no Capital Improvements Committee meeting scheduled for November. The next Capital Improvements Committee meeting is scheduled for Wednesday, December 15 at 11 am.

8E. SUBCOMMITTEE REPORTS –AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE

The Committee did not meet in October.

The next Affordable Housing/Economic Development Committee meeting is scheduled for Wednesday, November 10 at 9 am with Partners. The AAATA will be presenting its long-range plan, TheRide 2045.

8F. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Mr. Kinley reported that the Committee reviewed the agenda for today's Board meeting.

The next Executive Committee meeting is scheduled for Wednesday, December 1, 2021 at 11 am.

9. NEW BUSINESS

The Board members introduced themselves to Mr. Dohoney and he provided a brief overview of his background and said he is glad to be a part of the DDA Board.

10. PUBLIC COMMENT

Mr. Haber encouraged the DDA Board to inform itself more about the Community Commons and include it in a future board discussion. He said in brief that community commons as a whole are social organizations managed by the users and not the government or private citizens. Mr. Crockett commended the Green Team volunteers who worked on the Library Lot flowerbeds this year. Mr. Simmons thanked the Board and DDA staff for all of the support during his five years with the AAATA and the getDowntown program.

11. ADJOURNMENT

Ms. Klopf moved and Ms. Letaw seconded the motion to adjourn the meeting.

A consensus vote on the motion showed:

Ayes: Bartelme, Dohoney, Kinley, Klopf, Letaw, McKinnon, Massey

Nays: None

Absent: Dieck, Kim, McFarland

The motion passed.

The meeting adjourned at 1:22 pm

Respectfully submitted,
Maura Thomson, Interim Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, November 3, 2021

Place: Virtual Meeting: Zoom link:
<https://us02web.zoom.us/j/89817755933?pwd=aUxING1EdVRod1VzY1RTNGdjcmE0Zz09>
Phone: 877-853-5257 Meeting ID: 898 1775 5933 Passcode: 973816

Time: 11:00 am

Present: Micah Bartelme, Kelley Graves, Tyler Kinley, Jessica A.S. Letaw, Maura Thomson (ex officio)

Absent: Ji Hye Kim

Others Board Mbrs: Milton Dohoney

Staff: Sara McCallum

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

Note: As required by the amended OMA, all members stated they were attending remotely and were doing so from Ann Arbor.

The Committee welcomed new Interim City Administrator, Milton Dohoney who joined today's meeting.

Agenda Review: The Committee reviewed the November board meeting agenda.

Public Comment: None.

Adjournment: There being no other business, the meeting adjourned at 11:10 am.

Respectfully submitted,
Maura Thomson, Interim Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Special DDA Board Meeting
Monday, November 8, 2021

Place: Virtual Meeting: Zoom link: <https://us02web.zoom.us/j/85476207929>
Phone: 877-853-5257 Meeting ID: 854 7620 7929

Time: 9:00 am

Present: Micah Bartelme, Alex Dieck, Milton Dohoney, Ji Hye Kim, Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon

Absent: Molly McFarland, Jonathan Massey

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

Others: Jaymes Vettraino, Cheryl Orr/GovHR

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

Note: As required by the amended OMA, all members stated they were attending remotely and were doing so from Ann Arbor, Michigan.

The DDA Board interviewed three candidates for the DDA Executive Director position.

Public Comment: None.

The meeting adjourned at 11:35 am.

Respectfully submitted, Maura Thomson, Interim Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Special DDA Board Meeting
Tuesday, November 9, 2021

Place: Virtual Meeting: Zoom link:
<https://us02web.zoom.us/j/88271707099?pwd=UVIYOWpjQW9udmxOSFcxZWlVQUk1Zz09>
Phone: 877-853-5257 Meeting ID: 882 7170 7099 Passcode: 988342

Time: 11:00 am

Present: Micah Bartelme, Alex Dieck, Milton Dohoney, Ji Hye Kim, Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Jonathan Massey, Darren McKinnon

Absent: Molly McFarland

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

Others: Jaymes Vettraino, Cheryl Orr/GovHR

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

Note: As required by the amended OMA, all members stated they were attending remotely and were doing so from Ann Arbor, Michigan with the exception of Jonathan Massey who was attending remotely from Queens, NY.

The DDA Board deliberated on the three candidates interviewed yesterday for the Executive Director position. The Board decided another special board meeting was needed to further discuss the candidates and the next steps in the process. Staff to send out a Doodle Poll this afternoon.

Public Comment: None.

The meeting adjourned at 12:02 pm

Respectfully submitted, Maura Thomson, Interim Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Special DDA Board Meeting
Tuesday, November 16, 2021

Place: Virtual Meeting: Zoom link:
<https://us02web.zoom.us/j/89614975808?pwd=NktxMWVLCm0rZVdxYURpWmk0UXNLQT09>
Phone: 877-853-5257 Meeting ID: 896 1497 5808 Passcode: 323406

Time: 11:00 am

Present: Alex Dieck, Milton Dohoney, Ji Hye Kim, Tyler Kinley, Marie Klopf,
Jessica A.S. Letaw, Jonathan Massey, Darren McKinnon

Absent: Micah Bartelme, Molly McFarland

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

Others: Cheryl Orr/GovHR

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

Note: As required by the amended OMA, all members stated they were attending remotely and were doing so from Ann Arbor, Michigan with the exception of Jonathan Massey who was attending remotely from Provincetown, Massachusetts.

The DDA Board deliberated on the three candidates interviewed on November 8, 2021 for the Executive Director position. The Board considered whether to conduct another interview with one or more of the candidates, select one of the candidates, or not select one of these candidates and conduct another search. The pros and cons of the options were discussed. The Board agreed there is a need for performance metrics for the selected candidate to set the candidate up for success. After the deliberation and discussion, there was agreement to offer the position to Mr. Jeffrey Watson.

Mr. McKinnon moved and Ms. Klopf seconded the following resolution:

**RESOLUTION TO AUTHORIZE AN OFFER OF EMPLOYMENT TO JEFFREY WATSON
AS DDA EXECUTIVE DIRECTOR**

Whereas, Public Act 57 of 2018 The Recodified Tax Increment Financing Act authorizes the DDA Board to hire and fix the compensation of an executive director and stipulates that the director shall serve at the pleasure of the Board, and shall be the chief executive officer of the Authority;

Whereas, The previous executive director retired on January 29, 2021;

Whereas, The DDA Board authorized contracting with GovHR to assist the DDA Board with the search process in its Resolution Approving The Selection of GovHR USA LLC To Conduct Search For The Next DDA Executive Director;

Whereas, GovHR, in preparation for this search, interviewed DDA staff, DDA Board members, City staff, and City Council members and used the information gathered to prepare a recruitment brochure and job posting for the position;

Whereas, GovHR posted the position on national job boards and marketed the position through key professional organizations, and also vetted candidates through one on one interviews, social media searches, and the contacting of references;

Whereas, GovHR received 122 applications for the position and provided resumes and cover letters for six semi-finalists to the Search Committee which reviewed those finalists in a closed session on October 8, 2021 and upon returning to open session did narrow the slate of candidates to four and did direct GovHR to schedule first-round interviews with the Search Committee on October 28, 2021;

Whereas, The Search Committee did interview four candidates at an open meeting on October 28, 2021 and on the following day did hold another open meeting in which they selected three candidates to move forward for interviews with the full DDA Board;

Whereas, The DDA Board did publicly interview three candidates at a special meeting held on November 8, 2021;

Whereas, The DDA Board did meet again on November 9, 2021 and November 16, 2021 to deliberate on their selection;

RESOLVED, That Jeffrey Watson be offered the position of Ann Arbor DDA Executive Director to begin at a time to be mutually determined by Jeffrey Watson and the DDA Board; and

RESOLVED, That the DDA Chair along with support from staff, GovHR, and DDA legal counsel shall negotiate the terms of an employment agreement with Jeffrey Watson and bring this agreement back to the DDA Board for approval once complete.

Prior to the vote, Ms. Ohr recommended the addition of the following language to the second to last RESOLVED:

“...contingent upon a satisfactory background check and mutual agreement on salary and benefit package...”

Mr. McKinnon moved and Ms. Letaw seconded the motion to amend the resolution to include the recommended language.

A consensus vote on the motion to amend the resolution showed:

Ayes: Dieck, Dohoney, Kim, Kinley, Klopf, Letaw, Massey, McKinnon

Nays: None

Absent: Bartelme, McFarland

The motion was approved.

The amended resolution reads as follows:

**RESOLUTION TO AUTHORIZE AN OFFER OF EMPLOYMENT TO JEFFREY WATSON
AS DDA EXECUTIVE DIRECTOR**

Whereas, Public Act 57 of 2018 The Recodified Tax Increment Financing Act authorizes the DDA Board to hire and fix the compensation of an executive director and stipulates that the director shall serve at the pleasure of the Board, and shall be the chief executive officer of the Authority;

Whereas, The previous executive director retired on January 29, 2021;

Whereas, The DDA Board authorized contracting with GovHR to assist the DDA Board with the search process in its Resolution Approving The Selection of GovHR USA LLC To Conduct Search For The Next DDA Executive Director;

Whereas, GovHR, in preparation for this search, interviewed DDA staff, DDA Board members, City staff, and City Council members and used the information gathered to prepare a recruitment brochure and job posting for the position;

Whereas, GovHR posted the position on national job boards and marketed the position through key professional organizations, and also vetted candidates through one on one interviews, social media searches, and the contacting of references;

Whereas, GovHR received 122 applications for the position and provided resumes and cover letters for six semi-finalists to the Search Committee which reviewed those finalists in a closed session on October 8, 2021 and upon returning to open session did narrow the slate of candidates to four and did direct GovHR to schedule first-round interviews with the Search Committee on October 28, 2021;

Whereas, The Search Committee did interview four candidates at an open meeting on October 28, 2021 and on the following day did hold another open meeting in which they selected three candidates to move forward for interviews with the full DDA Board;

Whereas, The DDA Board did publicly interview three candidates at a special meeting held on November 8, 2021;

Whereas, The DDA Board did meet again on November 9, 2021 and November 16, 2021 to deliberate on their selection;

RESOLVED, That Jeffrey Watson be offered the position of Ann Arbor DDA Executive Director contingent upon a satisfactory background check and mutual agreement on salary and benefit package to begin at a time to be mutually determined by Jeffrey Watson and the DDA Board; and

RESOLVED, That the DDA Chair along with support from staff, GovHR, and DDA legal counsel shall negotiate the terms of an employment agreement with Jeffrey Watson and bring this agreement back to the DDA Board for approval once complete.

A consensus vote on the amended resolution showed:

Ayes: Dieck, Dohoney, Kim, Kinley, Klopf, Letaw, Massey, McKinnon

Nays: None

Absent: Bartelme, McFarland

The resolution as amended was approved.

Public Comment: None.

The meeting adjourned at 10:10 am.

Respectfully submitted, Maura Thomson, Interim Executive Director

AFFORDABLE HOUSING/ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES
Wednesday, November 10, 2021

Place: Virtual Meeting-Zoom link:

<https://us02web.zoom.us/j/86961664401?pwd=MFFDTlBuaDFXQkxCNDd4ck04cncwdz09>
by phone 1-877-853-5257 (Meeting ID: 869 6166 4401 Passcode: 301252)

Time: 9:00 a.m.

Committee Present: Ji Hye Kim, Tyler Kinley, Jessica A.S. Letaw

Partners: Shannon Gibb-Randall/CPC, Ali Ramlawi, Linh Song/City Council, Matt Carpenter

Staff: Maura Thomson, Sara McCallum, Kelley Graves

Public: None

NOTE: As required by the amended OMA, all attending members stated they were attending remotely and were doing so from Ann Arbor, Michigan.

AAATA Long-Range Plan-TheRide 2045: Mr. Carpenter presented the AAATA's long-range plan with the Committee. Mr. Carpenter reviewed the four scenarios the AAATA is considering (Baseline, Minor, Modest, and Major). Each is based on ridership, millages, state and federal funding. The AAATA has held in-person and virtual public engagement sessions, met with individual stakeholders, and created an online survey. He asked for feedback from the Committee attendees. Questions were asked and answered.

Partner Updates:

City Council: CM Ramlawi said the Administrative Committee is developing plans for the City Council and the Planning Commission to return to in-person meetings as of 1/1/2022. Other Commissions not required to adhere to OMA may continue to meet virtually. The amended OMA allowing virtual meetings expires on 12/31/2021. Council and Planning Commission meetings will be held as hybrids where the public body must be in-person. Staff may participate virtually. The public will be able view and comment virtually. A resolution is coming to Council requiring all Council and Planning Commission members be vaccinated ahead of the return to in-person meetings. CM Song said the ordinance requiring menstrual hygiene products in public restrooms was approved by Council. CM Ramlawi said there will be public outreach forthcoming on the \$24M the City received through the American Rescue Plan Act.

Planning Commission: Ms. Gibbs-Randall said Planning Commission is working on Transit Oriented Development (TOD) plan review for State and Eisenhower. TOD's encourage mixed uses in sufficient density to support more housing choices and to further City goals related to sustainability, affordable housing, transportation, and future land use. The Commission continues its work on a streamlined site plan threshold and an amendment to Chapter 55 for approval

protocols to make it feasible and desirable for developers to meet the ongoing need for more housing choices.

DDA: Ms. Thomson said the DDA Board interviewed three candidates on Monday for the Executive Director position. They discussed the candidates and the process on Tuesday and decided more discussion was needed. Another meeting will be scheduled. There were six responses to the Parking Operator RFP. Two finalists were selected for interviews. Staff is working on the recommendation to bring the Operations Committee. The Curb Management Study RFP responses are due on 11/15. The Division Street bikeway construction is underway. The section north of Huron is expected to be completed by the end of November. The rest of work is expected to be completed by the end of December. The William Street bikeway enhancements to replace the delineators with a curbed buffer is underway. Intersection improvements ~~on~~ at 5th & Division and a raised bus stop are expected to be completed by the end of December. The DDA and the design team have met with stakeholders, UofM, City staff, and community groups on the State Street project. The design will be finalized soon and go out to bid. This is a joint project with the City and so it will put out the bid and hold the contract. The Miller/Catherine bikeway design is near completion. This project is in support of the AAHC's affordable housing project. Questions were asked and answered.

Public Comment: None.

The next Affordable Housing/Economic Development Committee meeting (DDA only) is scheduled for Wednesday, December 8 at 9 am.

The meeting adjourned at 11:50 am

Respectfully submitted,
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
Tuesday, November 23, 2021**

Place: Virtual meeting—Zoom link:
<https://us02web.zoom.us/j/81329586764?pwd=WEROYmdyZ2Y4clh0SFhvUnNTdJlJlUQT09>
Phone: 1-877-853-5257 (Meeting ID: 813 2958 6764 Passcode: 068139)

Time: 11:00 am
Committee Present: Tyler Kinley, Jonathan Massey, Darren McKinnon
Staff: Jada Hahlbrock, Sara McCallum, Maura Thomson, Kelley Graves
Other Attendees: Mike McKiness/RPS, Mary Boonin/GetDowntown
Public: Members of the public were on the Zoom meeting but did not identify themselves.

NOTE: As required by the amended OMA, all attending members stated they were attending remotely and were doing so from Ann Arbor, Michigan, with the exception of Mr. Massey who was attending remotely from Brooklyn, NY.

Parking System Financials: Ms. McCallum presented the parking system financials for October 2021. Questions were asked and answered. Ms. McCallum to provide 4-year view of FY19-FY22 at a future meeting.

Parking Operator RFP Vendor Selection Resolution: Ms. Hahlbrock reviewed the process for the selection of the new parking operator including the pre-work with Walker Consultants to draft a revised parking agreement, which was included in the RFP. The RFP was distributed to 12 specific organizations, national parking associations, and through IPMI. The six bid submittals were thoroughly reviewed and scored by Staff. SP+ and PCI Municipal Services were selected and interviewed. Ms. Hahlbrock also received a demonstration of the two organizations' dashboard business intelligence systems. Staff is recommending selecting PCI Municipal Services as the Manager of the DDA Parking System. PCI's focus is to remain small and focus on municipalities. Questions were asked and answered. The Committee commended Ms. Hahlbrock on all her work during this process. The Committee agreed to bring the resolution to select PCI Municipal Services as the Manager of the DDA Parking System to the Board.

EV Charger Cost Share Agreement with the City: Ms. Hahlbrock stated the DDA remains committed to supporting the City's carbon-neutrality by 2030 goal, including increasing and enhancing the EV charger inventory. The City and the DDA wish to work collaboratively on this initiative. Ms. Hahlbrock brought forward a resolution for a cost-share agreement between the City and DDA. The DDA would enter into a charging as a service 5-year contract with ChargePoint, Inc., to install, operate, and maintain 80 new EV chargers, including replacing the 30 chargers currently in service plus an additional 50 new units. The City would provide the DDA with a grant for the contract. The City's Sustainability Department has funding available that will cover the infrastructure costs. Questions were asked and answered. Ms. Thomson said that if the cost share agreement is approved by the Board, it will then go to City Council to approve issuing the grant to the DDA for the ChargePoint contract. The Committee agreed to bring the resolution to approve the cost-share agreement between the City and DDA to the Board.

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Engineering Services RFP Update: Ms. Hahlbrock said the DDA is committed to a strong parking structure maintenance and restoration plan, guided by the 20-year maintenance plan. The DDA issued an RFP for parking system engineering and consulting services. Seven firms responded. Staff is recommending selecting Fishbeck, whose engineering specialties include a parking division with employees who are very familiar with DDA facilities. The resolution being brought forward is to authorize the Executive Director to execute a three-year Professional Services Agreement with Fishbeck with the option to extend. Services would be provided on an as needed basis. Project scope and budgets for individual projects would be brought to the Committee for approval. Questions were asked and answered. The Committee agreed to bring the resolution to select Fishbeck for the parking system engineering services to the Board.

Public Comment: None.

Next Meeting: The next Operations Committee meeting is scheduled for Tuesday, December 22 at 11 am. The meeting is being held on Wednesday due to the Christmas holiday. Ms. Hahlbrock said that the Curb Management Study RFP review of responses and recommendation for vendor selection may or may not be ready by the next meeting as it is a complex process. She will notify the Committee next week whether Staff anticipates having the recommendation ready for Committee review on the 22nd. If not, the Committee meeting will be cancelled.

The meeting adjourned at 11:42 am.

Respectfully submitted by,
Maura Thomson, Interim Executive Director