

**Ann Arbor Downtown Development Authority Informational Meeting
Wednesday, June 2, 2021**

Place: Virtual Meeting: Zoom link:
<https://us02web.zoom.us/j/88524229283?pwd=T09yK3k1M2lpZXFlcmF2NGo1Ri9UZz09>
Phone: 877-853-5258 Meeting ID: 885 2422 9283 Passcode: 540588

Time: 12:00 Noon

Ms. Thomson gave a presentation on DDA activities and projects since the December 2020 informational meeting.

**Ann Arbor Downtown Development Authority Meeting
Wednesday, June 2, 2021**

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<https://us02web.zoom.us/j/88524229283?pwd=T09yK3k1M2lpZXFlcmF2NGo1Ri9UZz09>
Phone: 877-853-5258 Meeting ID: 885 2422 9283 Passcode: 540588

Time: 12:15 Noon

1. ROLL CALL

Present: Micah Bartelme, Tom Crawford, Alex Dieck, Bob Guenzel, Tyler Kinley, Marie Klopff, Jessica A.S. Letaw, Jonathan Massey, Darren McKinnon, Rishi Narayan

Absent: Ji Hye Kim, Molly McFarland

Staff: Maura Thomson, Interim Executive Director/Communications Manager
Sara McCallum, Deputy Director
Jada Hahlbrock, Parking Services Manager
Amber Miller, Capital Projects Manager
Kelley Graves, Management Assistant
Liz Rolla, Civil Engineer

Others: Jaymes Vettraino, Cheryl Orr/GovHR, Mike McKiness/RPS; Chris Simmons/TheRide, Peter Honeyman/CAC

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 from Provincetown, Massachusetts.

2. APPROVAL OF BOARD MEETING AGENDA

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

Prior to the vote, Ms. Letaw requested an amendment to the agenda to move the Executive Committee report to the beginning of the meeting to allow the GovHR representatives to provide an update on the Executive Director search.

Mr. McKinnon moved and Mr. Guenzel seconded the motion to amend the meeting agenda.

A consent vote on the motion to amend the agenda showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopff, Letaw, Massey, McKinnon, Narayan

Nays: None

Absent: Kim, McFarland

The motion to amend the agenda was approved.

Ms. Klopf moved and Mr. Bartelme seconded the motion to approve the agenda as amended.

A consent vote on the motion showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, Massey, McKinnon, Narayan

Nays: None

Absent: Kim, McFarland

The motion to approve the amended agenda was approved.

3. AUDIENCE PARTICIPATION

None.

4. REPORTS FROM CITY BOARDS AND COMMISSIONS
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Mr. Honeyman said last night's CAC meeting was devoted to discussing the DDA resolution to grant funds for public art projects on the First/Ashley and Huron projects. The CAC supports public art in general and these proposed projects in particular. John Kotarski, a member of the Arts Commission, shared his knowledge of public art projects and process in Ann Arbor with the CAC. The group also expressed appreciation for the recent public art projects installed in downtown Ann Arbor.

5. DDA MEMBER COMMUNICATIONS

None.

6. EXECUTIVE DIRECTOR REPORT

None.

7. APPROVAL OF MINUTES

Mr. Kinley moved and Mr. Massey seconded the motion to approve the May minutes.

A consent vote on the motion showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, Massey, McKinnon, Narayan

Nays: None

Absent: Kim, McFarland

The motion was approved.

8A. SUBCOMMITTEE REPORTS – EXECUTIVE COMMITTEE

Jaymes Vettraino and Cheryl Orr from GovHR provided an update on the Executive Director search. To-date, 56 applications have been received and, of those, they have conducted 14 video chats. The Executive Committee will review the recruitment binder in a closed session at its next regularly scheduled meeting on June 30th. A slate of candidates for first round interviews will be considered in open session. The first round interviews will be conducted by the Executive Committee on July 12 and July 13. There was consensus by the Board to conduct second round interviews on Tuesday, August 3rd. Final approval of the new Executive Director by City Council will follow the DDA Board's selection.

Ms. Letaw provided an overview of the amended Conflict of Interest language in the DDA bylaws. Discussion ensued. Letaw thanked staff for their hard work on this. Ms. Thomson said staff has reached out to the Michigan Municipal League (MML) about providing training sessions on acts, processes and procedures related to boards and commissions.

Following the discussion, **Ms. Klopf moved and Mr. Crawford seconded the following resolution:**

RESOLUTION AMENDING THE DDA BYLAWS

Whereas, The DDA operates by a set of bylaws that were first adopted in 1984 and last amended in 2010;

Whereas, Article VIII of the bylaws provides that, "These bylaws may be amended at any regular meeting of the Board by a majority vote, provided that the amendment has been submitted in writing at the previous regular meeting.";

Whereas, The proposed bylaw amendment was prepared by staff in consultation with the DDA's legal counsel for the purpose of improving and making more useful Section 9 - Ethics and Conflicts of Interest;

Whereas, the proposed bylaw amendment was submitted in writing to the DDA Board for review and comment at its May 5, 2021 meeting;

Whereas, the Executive Committee has reviewed the proposed bylaw amendment and recommends its adoption by the DDA Board;

RESOLVED, The DDA Board adopts the following DDA Bylaw amendment to Section 9 – Ethics and Conflicts of Interest:

A consent vote on the motion showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, Massey, McKinnon, Narayan

Nays: None

Absent: Kim, McFarland

The resolution was approved.

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

RESOLUTION CLARIFYING THE DESIGNATION OF THE DDA'S FOIA COORDINATOR

Whereas, the Michigan Freedom of Information Act (FOIA), being Public Act 442 of 1976 determines under Section 236(2) that for public bodies not under the control of a city, "...the chief administrative officer of the respective public body is designated the public body's FOIA coordinator";

Whereas, Michigan Public Act 57 of 2018, the Recodified Tax Increment Financing Act, Section 204(1) states that a DDA "...shall be under the supervision and control of a board consisting of... not less than 8 nor more than 12 members as determined by the governing body of the municipality" making clear that the DDA is not under the control of the City for this purpose;

Whereas, the executive director of the DDA serves as its chief administrative officer and has therefore been designated by statute as the DDA's FOIA Coordinator;

Whereas, while PA 442, Section 236(3) allows that, “the FOIA coordinator may designate another individual to act on his or her behalf in accepting and processing requests of the public body’s public records, and in approving a denial under section 5(4) and (5)” this does not mean another individual may be designated by this means as a FOIA Coordinator;

Whereas, in 2018 the DDA Board did approve a resolution supporting the executive director’s designation of Jada Hahlbrock to serve as the DDA’s FOIA Coordinator;

RESOLVED, The DDA Board reverses its 2018 resolution supporting the designation of Jada Hahlbrock as the DDA’s FOIA Coordinator and recognizes the designation of its executive director as its FOIA coordinator by Michigan PA 442 section 236(2).

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopff, Letaw, Massey, McKinnon, Narayan

Nays: None

Absent: Kim, McFarland

The resolution was approved.

The next Executive Committee meeting is scheduled for Wednesday, June 30 at 10:30 am.

8B. SUBCOMMITTEE REPORTS – CAPITAL IMPROVEMENTS COMMITTEE
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Ms. Dieck moved and Mr. Crawford seconded the following resolution:

Resolution To Approve a Grant for Public Art in the Huron Street and First and Ashley Street Project Corridors

Whereas, The DDA’s Development Plan highlights identity, infrastructure, and transportation as overarching strategy areas, which include improving safety and economic vitality through pedestrian improvements;

Whereas, Through the City’s Capital Improvement Plan (CIP) process, the Public Art Commission (PAC) recommended that the DDA’s First and Ashley and Huron Street projects fund public art within the project corridors- \$80,000 and \$50,000, respectively;

Whereas, Through the Huron, First, and Ashley Street design processes, the DDA met with The Creative District and became aware of their interest in partnering on public art opportunities;

Whereas, The Ann Arbor Art Center is temporarily acting as the fiduciary for The Creative District and submitted a request to install public art in the First, Ashley, and Huron Street corridors utilizing the dollars recommended by PAC;

The CIC reviewed the request from The Ann Arbor Art Center to install public art in the First, Ashley, and Huron Street corridors and the Capital Improvement Committee recommends approval;

Resolved, The DDA Board approves a grant to the Ann Arbor Art Center to install public art - up to \$80,000 within the First and Ashley Street Project area and up to \$50,000 within the Huron Street Project area;

Resolved, The DDA Board authorizes the DDA Executive Director to reimburse The Ann Arbor Art Center for project expenses for work completed by February 6th 2022 and submitted for reimbursement by

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February 28 2022 from the Capital Construction fund (494), contingent upon the project being approved by the City of Ann Arbor as an appropriate use of bond funding.

Prior to the vote, Ms. Klopf recused herself from the discussion and vote stating she is the current CEO of the Ann Arbor Art Center.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Letaw, Massey, McKinnon, Narayan

Nays: None

Absent: Kim, McFarland

Recused: Klopf

The resolution was approved.

People-Friendly Streets Phase II: State Street is a joint project with the City. The City is responsible for bidding out the project whose work will include upsizing the watermain and road resurfacing. The DDA will have a cost-share agreement with the City. A curbless approach being explored for State Street that reinforces pedestrian-focus, fluid movement between curb and sidewalk, and flexibility for special events and street closures. Division Street bikeway received strong support at the March community outreach. Construction of the bikeway will begin in late summer to utilize bond funds.

In addition to Division Street, CIP recommendations coming to CIC in June include Miller/Catherine Project in 2022 (watermain upsizing to support the Ann Arbor Housing Commission development, streetscape restoration, and a two-way separated bike lane) and 4th Avenue Project (to support the Housing Commission and AAATA as they redevelop the Old Y site). The 4th Avenue project will need to be undertaken when development is complete. A CIP recommendation for a study of two-way restoration on 5th Avenue and Division Street to better understand project feasibility and the benefits to downtown and DDA values will also be brought to CIC.

First/Ashley Construction Update: Traffic signal work continues at the intersections of First/Huron and First/Miller. The stone base of First Street (Miller to Kingsley) is being prepared for paving which is expected the middle of next week. Installation of the brick pavers at the Kingsley bend will be completed in the next few weeks and the final resurfacing (Huron to Kingsley) is expected by the end of June. On Ashley Street, work is continuing on the construction of the bump-outs at Ann/Ashley. South of Huron, the base layers of asphalt have been placed. The contractor will be working on installing a bump-out near Washtenaw Dairy, installing foundations for railroad signals, and finishing the traffic signal work at the Ashley/Liberty and Ashley/Huron intersections over the next few weeks. The final layer of asphalt is expected to be paved on Ashley the week of June 21st. The restoration of two-way traffic is expected mid-July.

The next Capital Improvements Committee meeting will be on Wednesday, June 16 at 11 am.

8C. SUBCOMMITTEE REPORTS - OPERATIONS COMMITTEE

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

**RESOLUTION TO AUTHORIZE PAYMENT OF THE ANNUAL PERFORMANCE BASED INCENTIVE FEE FOR
REPUBLIC PARKING - CONTRACT YEAR 2020/2021**

Whereas, The DDA entered into a contract with Republic Parking System (RPS) beginning July 1, 2017 for management of the DDA's parking system;

Whereas, According to this contract the fee paid to RPS is paid in two parts: The first part, \$125,000 is paid on a monthly basis. The second part, up to \$50,000, is paid on the anniversary date of the contract based on a DDA review of RPS's performance;

Whereas, After reviewing RPS's performance, and in acknowledgement of their effort this year, the Operations Committee recommends that the DDA Board authorize payment of the full incentive fee to RPS;

RESOLVED, The DDA Board authorizes payment of the full incentive fee, \$50,000.00, to RPS for contract year 2020-2021 with funds coming from the DDA Parking fund.

A consent vote on the resolution showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopff, Letaw, Massey, McKinnon, Narayan

Nays: None

Absent: Kim, McFarland

The resolution was approved.

Parking System Updates: Installation of the new TIBA parking system equipment is complete. The new system provides hardware and software improvements, cost-savings, and enhanced customer experience. The FY21 restoration work will be completed mid-June. The bid for FY22 restoration work includes repairs to 4th & William, 4th & Washington, and Ann Ashley. The resolution for vendor selection and establishing project budget for FY22 restoration work will be considered at the June Operations Committee meeting. The Community High School parking lot will be closed for approximately 18-months due to a school construction project.

Revenue-Monthly Update: The Committee received a monthly update on the Parking system financials through April 2021.

The next Operations Committee meeting is scheduled for Wednesday, June 23 at 11 am.

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

Partner Updates: Josie Parker said the AADL continues to follow the MI StartMap and vaccination rate data. Opening browsing collections to public is planned for early summer. The vestibule service and pick-up lockers put in place this past year will remain as standard services post-pandemic.

Jennifer Hall from the AAHC provided updates on the four downtown city-owned sites being considered for affordable housing development. Challenges and opportunities for each location including but, not limited to, funding options, environmental issues, regulatory guidelines, and debt service obligations were shared.

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Matt Carpenter said the AAATA is on target to return to full service in August. Ridership is anticipated to remain below normal levels for the next two years due to the impacts of the pandemic. Stakeholder outreach is underway to inform the AAATA's long-range, TheRide 2045 plan.

Shannon Gibb-Randall said the Planning Commission is involved in the AAATA discussions about expanding the transit corridors in the State Street, Eisenhower, Plymouth, Washtenaw, and Stadium area. The State's first marijuana consumption facility has been approved for development on Ashley behind the Kline lot.

The City is looking to return to an in-person work environment after Labor Day. The City was successful in its request to increase its federal American Rescue Plan funding from \$11M to \$24M. CM Ramlawi thanked the DDA for approving the resolution for up to \$195,000 for pre-entitlement of 415 W. Washington. Revisions to ease some of ADU building restrictions are underway. A revised Healthy Streets resolution is being considered for FY22 I response to complaints from business owners about the weekend street closure program that was expanded this year to include Thursday.

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

8E. SUBCOMMITTEE REPORTS- FINANCE COMMITTEE

The May Committee meeting was cancelled due to a lack of agenda items.

The next Finance Committee is scheduled for Thursday, June 24 at 9 am.

9. NEW BUSINESS

None.

10. OTHER AUDIENCE PARTICIPATION

Mr. Honeyman is pleased to see improvements in the community as a whole from last year as we move forward with the recovery from the pandemic. He said he has had an opportunity to use the new TIBA equipment and that it is much better than the old equipment. Ms. Parker said the AADL will re-open to the public on July 12. Conference rooms will be available on a first-come, first-served basis. The Summer Games will take place again this year as an outdoor event.

11. ADJOURNMENT

Ms. Klopf moved and Mr. Bartelme seconded the motion to adjourn the meeting.

A consent vote on the motion showed:

Ayes: Bartelme, Crawford, Dieck, Guenzel, Kinley, Klopf, Letaw, Massey, McKinnon, Narayan

Nays: None

Absent: Kim, McFarland

The motion was approved.

The meeting adjourned at 1:25 pm

Respectfully submitted,

Maura Thomson, Interim Executive Director

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
Executive Committee Meeting
Wednesday, June 2, 2021

Place: Virtual Meeting: Zoom link:
<https://us02web.zoom.us/j/82498105517?pwd=WWZiUk1ucjVmd251V2pvU2hydGpiQT09>
Phone: 877-853-5257 Meeting ID: 824 9810 5517 Passcode: 115007

Time: 11:00 am

Present: Tyler Kinley, Marie Klopf, Jessica A.S. Letaw, Darren McKinnon, Maura Thomson (ex officio)

Absent: None

Staff: Maura Thomson, Sara McCallum, Kelley Graves

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.

Executive Director Search: Jaymes Vettraino and Cheryl Orr from GovHR provided an update on the Executive Director search. Mr. Vettraino thanked the Committee for its patience in delaying the review of the recruitment binder to allow for additional outreach to expand the candidate pool. To-date, 56 applications have been received and, of those, GovHR has conducted 14 video chats. There was agreement by the Committee to review the recruitment binder in a closed session as part of its next regularly scheduled meeting on June 30th. The start time will be changed to 10:30 am to allow time to review the binder and the Board agenda. The Committee agreed to conduct the first round interviews the afternoon of July 12 and July 13. GovHR will attend today's Board meeting to provide an update to the full Board. Ms. Letaw will ask the Board to select a date for the second round interviews at today's meeting. Questions were asked and answered.

DDA Bylaws/Conflict of Interest(COI): The resolution to adopt the amended language will be brought to the Board today.

FOIA Coordinator Resolution: The resolution clarifying the Executive Director as the DDA FOIA coordinator will be brought to the Board today.

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

Public Comment: None.

Adjournment: There being no other business, the meeting adjourned at 11:50 a.m.

Respectfully submitted,
Maura Thomson, Interim Executive Director

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, June 16, 2021**

Place: Virtual Meeting:
<https://us02web.zoom.us/j/85864553859?pwd=QUhLYko3bkRuSVJ6WUxCWHpnRVNjUT09>
by Phone: 1-877-853-5257 (Meeting ID: 858 6455 3859 Passcode: 383587)

Time: 11:00 am

Committee Present: Alex Dieck, Tyler Kinley, Jessica A.S. Letaw, Molly McFarland

Committee Absent: Micah Bartelme, Darren McKinnon

Staff: Maura Thomson, Amber Miller, Sara McCallum, Kelley Graves, Liz Rolla

Others Present: Bob Doyle/Smith Group

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 doing so from Ann Arbor, Michigan

Virtual Meeting Guidelines: Ms. Dieck outlined the guidelines for electronic meetings.

People-Friendly Streets 2: The Committee received an overview of the PFS 2 projects for inclusion in the City CIP. Ms. Miller reminded the Committee that the CIP is a planning tool and that the DDA is required by the City to provide input. The projects include State Street improvements, Division Street bikeway, Miller and Catherine bikeway in support of AAHC initiatives, Fourth Avenue safety, transit, and resiliency improvements in support of the AAHC and the AAATA, and funding for a study on two-way traffic restoration on Fifth Avenue and Division Street. These projects meet the values adopted by the Board in 2020, align with budget capacity, the AAHC, AAATA, and DDA partnership, DDA goals of equity, affordability, and resiliency, and received strong support in the community outreach held in March.

Mr. Doyle provided an overview and projected timing of the four projects. He also shared preliminary design documents for the State Street project. Ms. McCallum provided an overview of projected fund balance levels in the General/TIF Fund based on the proposed CIP. She reported that these CIP levels maintain fund balance requirements. The Committee agreed to bring the resolution to support the People-Friendly Streets 2 recommendations for inclusion in the City CIP to the board.

The Miller/Catherine project was identified as a high priority corridor and part of the important DDA partnership with the AAHC. Staff recommends advancing the Miller/Catherine Street project to final design and construction documentation. The Committee supported bringing the resolution to approve a contract with SmithGroup for engineering for the Miller/Catherine project to the board.

Staff estimates at least \$2.5M remaining in the capital bond fund after completion of the street projects approved by the board in 2018. These funds must be spent by February 2022 on similar improvements in alignment with the bond language. Staff identified four items that require DDA board contract or change order approval; three related to the Division Street construction and one for a streetlight maintenance and repair cost-share agreement with the City of Ann Arbor. The Committee supported bringing the following resolutions related to the Division Street construction to the board:

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Resolution to authorize a change order with Fonson Company, Inc. as contractor for the Division Street project; Resolution to modify the Wade Trim contract for the Division Street Bikeway project; Resolution to approve an amendment to the agreement with Testing Engineers & Consultants, Inc. for material testing services; Resolution to Authorize an agreement with Stantec Consulting Michigan, Inc. for construction administration and engineering services.

The Committee also supported bringing a resolution to approve a streetlight replacement and maintenance cost sharing agreement with the City of Ann Arbor to the board.

Construction Updates: Ms. Rolla said work continues on First at the Kingsley bend. Final concrete is being poured this week. Pavers are expected to be installed next week, followed by paving from Kingsley to Huron and then pavement markings. The construction team will work around the Art Fair dates. Ashley Street is being prepared for final paving which is expected the end of June/early July. Railroad signals will be installed the end of June/early July, followed by pavement markings.

Public Comment: None.

The July Committee meeting has been cancelled. The next regularly scheduled meeting will be on August 18 at 11 am.

The meeting adjourned at 11:50 am.

Respectfully submitted,
Maura Thomson, Interim Executive Director

**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 4th & William, 4th & 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.

5th 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

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Thursday, June 24, 2021

Place: Virtual Meeting--Zoom Link:
<https://us02web.zoom.us/j/82120738411?pwd=aUd0M2tUdGtlaWxtaDh2VkdOZ2ZFQT09>
by Phone: 1-877-853-5257 (Meeting ID: 821 2073 8411 Passcode: 362939)

Time: 9:00 am

Committee Present: Bob Guenzel, Marie Klopf

Committee Absent: Rishi Narayan

Other Board Present: Jessica A.S. Letaw

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

Public: None

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

Virtual Meeting Guidelines: Ms. Klopf outlined meeting details for everyone attending.

DDA FY22 Budget Approval Resolution: The DDA's FY22 budget has been approved by City Council. The Committee approved bringing the Resolution to Adopt the DDA FY22 Budget to the Board.

Signatories Resolution: The Committee approved bringing the Resolution to Establish Signatories for the DDA investments and checking accounts for FY22 to the Board.

Third Quarter Financials: Ms. McCallum presented the third-quarter financials. She highlighted significant variances noting that the DDA debt payments will be on the fourth-quarter reports. Transfers are being made as needed from the Parking Fund to the Parking CIP to keep funds available as parking revenues continue to be monitored closely. Ms. McCallum credited Ms. Hahlbrock and the RPS team for their work managing expenditures to keep them in line with reduced revenues in the Parking Fund and maintain adequate cash levels.

Expense Registers: The Committee approved the January through May expense registers.

Other Updates: The engagement letter from Yeo & Yeo for the DDA's FY21 audit will be included in the board packet. The audit will begin in August. The State has finalized the revised Chart of Accounts. The update to fully implement this change has been scheduled by BS&A for November. Ms. Betsy Lindsley is no longer providing accounting services to the DDA. Ms. McCallum is developing an AP instruction manual and determining the needs before taking steps to replace Ms. Lindsley.

Public Comment: None.

Next Meeting: There is no meeting in July. The next regular Finance Committee meeting is scheduled for Thursday, August 25 at 9:00 am.

The meeting adjourned at 9:25 am.

Respectfully submitted by,
Maura Thomson, Interim Executive Director

Parking & Transportation Report June 2021

Parking

Annual Restoration & Maintenance

The FY21 restoration work will be complete this month. FY22 repairs will begin in July following Board approval of the contract and will include repairs at 4th & William, 4th & Washington, and Ann Ashley.

Meters

RPS meter staff is working to get prepared for Art Fair. This includes parking for vendors and the multi-day efforts to bag for the fairs, transition to street closures on Sunday and back to normal operations on Monday.

Parking System Operations & Maintenance

RPS operations managers are planning for Art Fair as well. Earlier work had stopped following the cancellation announcement in May, but has resumed. Reduced staffing levels and uncertainty around attendance make planning particularly difficult this year. Art Fair event parking rates (\$18 and \$9) will be in place Thursday-Saturday. Extra attention is being given to establishing processes and procedures that keep staff safe.

Bike Parking

BIKE PARKING RENTALS COMPARISON	2019	2020	2021
Bike Locker Rentals	6	5	4
Bike House Rentals-Maynard	11	9	7
Bike House Rentals-Ann Ashley	37	39	34