

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
CAPITAL IMPROVEMENTS COMMITTEE MEETING MINUTES
Wednesday, February 16, 2022**

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

Time: 11:00 am

Committee Present: Alex Dieck, Tyler Kinley, Jessica A.S. Letaw, Darren McKinnon

Staff: Amber Miller, Maura Thomson, Sara McCallum, Kelley Graves, Hayett Chater

Others: Oliver Kiley/SmithGroup

Public: None

Design and Procurement Updates: Ms. Miller and Mr. Kiley provided updates on the upcoming State Street project. The project is divided into three phases. Phase 1A will begin in the 2022 construction season and include full reconstruction of the street, streetscape, and intersections with curbless design from William to North University. It will also include watermain work from William to Liberty with temporary re-surfacing from North University to Liberty, and bicycle improvements on North University to Thayer Street.

Phase 1B will be undertaken in the 2023 construction season and include full reconstruction with curbless design and streetscape from North University to Washington. The watermain work will continue from Liberty to Washington. Street resurfacing will take place on State from Washington to Huron Street.

The third phase will be undertaken by the City in the 2024 construction season and will include watermain work, street re-surfacing and implementing ADA accessibility and crossing improvements. The DDA is not involved in this phase.

Ms. Miller stated that the State Street project will follow the People-Friendly Streets values as approved by the Board in July 2020. There has been extensive stakeholder engagement for the project, including the disability community, active transportation community, AAATA, SSAA, City Transportation Commission, and others that have informed the design direction for the project.

The City issued the RFP for the State Street project on February 18. The City-DDA cost-share information will be brought to the April CIC meeting and May Board meeting. City Council will vote on the approval of the construction contract, cost-share agreement with the DDA, and the cost-share with U-M. Construction may begin May 31st if approved.

Ms. Miller stated the Ann Arbor Housing Commission (AAHC) has selected Avalon Housing as its co-developer for the Miller/Catherine project. In advance of the AAHC's affordable housing development at this site, the DDA will undertake installation of a two-way separated bikeway on the south side of the road, intersection improvements, and streetscape/roadway reconfiguration from Ashley to 4th Avenue in June/July 2022.

Bond Update: The bond for the First/Ashley/William/Huron projects was closed as of February 6th with final invoices submitted to the City. Due to pandemic-related delays and required changes to project scope, not all budgeted funds were anticipated to be spent. The DDA worked in collaboration with the City and the was approved to submit invoices from previous PFS projects under the bond.

Resolution-Wade Trim Contract: Ms. Miller stated that Wade Trim is the current as-needed engineering services and construction support contractor for DDA projects. Wade Trim was selected by the City through a competitive RFP process. She said the DDA regularly utilizes the City procurement process for standard DDA services to ensure consistency with the City. City Council recently approved an ordinance to implement changes to its procurement policy that were passed by city voters in November. One change requires the City to select vendors through value-based criteria. Mr. Watson said the voter passed changes approved by Council also included increasing the purchases/contracts threshold requiring City Council approval from \$25k to \$75k. Mr. Watson said the DDA will be developing its own procurement policy that will still align with the City's policy and include DDA specific elements.

Staff recommends contracting with Wade Trim for the 2022 and part of the 2023 construction season to provide civil engineering support services and construction engineer services for the State Street project, and full construction engineering services for the DDA's work on the Miller/Catherine project. Questions were asked and answered. The Committee agreed to bring the resolution to the Board authorizing a professional services agreement with Wade Trim not-to-exceed \$725,000.

Public Comment: None.

The next regularly scheduled meeting will be on Wednesday, March 16, 2022 at 11 am.

The meeting adjourned at 12:10 pm.

Respectfully submitted,
Jeff Watson, Executive Director

**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.

**ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING MINUTES
Thursday, February 24, 2022**

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

Time: 9:00 am

Committee Present: Micah Bartelme, Marie Klopf

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

Other: Chris Prisby/Bank of Ann Arbor

Public: None.

Investment Portfolio: Chris Prisby from the Bank of Ann Arbor's investment group provided an overview of the issues affecting the stock market, the restrictions placed on investing public funds, and the status of the DDA's investment portfolio. Questions were asked and answered.

FY23 Budget: The Committee received the FY23 budget in the Finance Committee packet ahead of today's meeting. Ms. McCallum presented the FY23 budget Power Point presentation for next week's board meeting. She noted some category changes made to better align with the City's budget system. The DDA and the City are working on a debt share agreement for the 350 S. Fifth lot. It is currently being reviewed by both DDA and City attorneys. This is included in the budget. Funds have been included in the TIF accounts to cover anticipated increases due to inflation as well as construction and design costs. Ms. McCallum noted future parking rate plan discussions will be forthcoming as the final rate change in the current five-year plan takes effect on July 1st. The FY23 revenues are budgeted at 73% of FY21. The FY24-FY25 revenue projections are 8% and 3% for FY26-FY27. Questions were asked and answered.

Signatories Resolution: The Committee agreed to bring to the board the updated Corporate Authorization Resolution to Establish Signatories, adding new DDA Executive Director Jeff Watson.

Accounting Director Report: Ms. McCallum introduced the DDA's new temporary A/P and Procurement Specialist, Hayett Chater to the Committee. She also said the budget presentation to Council will be done via taped webinar by Jeff and Sara with questions from Council provided after they have viewed the presentation.

Public Comment: None.

Next Meeting: The next Finance Committee meeting is scheduled for Thursday, April 28, 2022 at 9am.

The meeting adjourned at 10:00 am.

Respectfully submitted by: Jeff Watson, Executive Director