

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING AGENDA
Wednesday, February 1, 2012 12:00 noon
DDA Offices, 150 S. Fifth Avenue, Ann Arbor, MI 48104

1. Roll Call
Newcombe Clark, Russ Collins, Bob Guenzel, Leah Gunn, Roger Hewitt, John Hieftje, Joan Lowenstein, John Mouat, Nader Nassif, Keith Orr, Sandi Smith, John Splitt
2. Audience Participation (4 people maximum, 4 minutes each)
 - Jodi Lanning, downtown murals
 - Dan Ketlaar, 618 S. Main Street project
 - John Byl, 618 S. Main Street project
3. Reports from City Boards and Commissions
 - Ray Detter, Downtown Area Citizens Advisory Council
4. Communications from DDA Members
5. Approval of Minutes: January 4, 2012 DDA monthly meeting
6. Subcommittee Reports
 - a. Transportation/Operations/Capital Improvements –R.Hewitt, J. Splitt, J. Mouat
 - December 2011 parking revenue reports
 - Resolution to Approve a 2011 Year End Management Fee for Republic Parking
 - Get Downtown 2011 survey results
 - Construction updates
 - Next Committee meeting: Wednesday, February 29 at 11am
 - b. Partnerships/Economic Development Committee – S. Smith, J. Lowenstein
 - Midtown Discovery - project status
 - Next Committee meeting: Wednesday, February 8 at 9am
7. Other DDA business matters
8. Other Audience Participation (4 minutes each)
9. Adjournment

ANN ARBOR DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES
Wednesday, January 4, 2012
DDA Office, 150 S. Fifth Avenue, Ann Arbor, MI 48104

Place: DDA Office, 150 S. Fifth Avenue, Suite 301, Ann Arbor, 48104
Time: Mr. Guenzel called the meeting to order at 12:04 p.m.

1. ROLL CALL

Present: Russ Collins, Robert Guenzel, Leah Gunn, Roger Hewitt, John Hieftje, Joan Lowenstein, John Mouat, Nader Nassif, Sandi Smith, John Splitt

Arriving Late: Newcombe Clark, Keith Orr

Staff Present: Susan Pollay, Executive Director
Joe Morehouse, Deputy Director
Amber Miller, Planning & Research Specialist
Jada Hahlbrock, Management Assistant

Audience: Dave Askins, *Ann Arbor Chronicle*
Nancy Shore, *getDowntown*
Orian Zakai, Imagine Warming Center
Alexandra Hoffman, Imagine Warming Center
Josie Parker, Ann Arbor District Library
Andrew Cluley, WEMU
Ryan Stanton, A2.com
Ray Detter, Downtown Area Citizens Advisory Committee
Maura Thomson, Main Street Area Association
Art Low, Republic Parking System

2. AUDIENCE PARTICIPATION

Orian Zakai spoke on behalf of a group called "Imagine Warming Center" that is working to establish an all-day winter warming center. Ms. Zakai said that she felt there is much energy behind this initiative, but City and County officials have not been helpful, saying that their priority was to use funds to help people get permanently housed. She shared comments from homeless individuals who were unhappy with the Delonis Center, saying that it was too institutional. She said that they have volunteers who would manage this new warming center, but they need help finding a building that could be leased or hopefully donated, so that a warming center welcoming to everyone could be established.

3. COMMUNICATIONS FROM DDA MEMBERS

None

4. REPORTS FROM CITY BOARDS AND COMMISSIONS

Downtown Area Citizens Advisory Council. Mr. Detter said that several high school students attended their meeting to learn about city government. The students listened as the CAC identified potential new CAC members to recommend to the Mayor. These individuals must live in the DDA District and have an interest in shaping the future of downtown. He said that Ms. Pollay gave an update on the DDA's Midtown Discovery efforts. The importance of the Blake Transit Center and Library were noted as essential to future development in the Midtown area. The students were made aware of the CAC's commitment to residential projects such as the Varsity and 618 S. Main project, and they heard about the CAC's support for DDA parking management and rates, facilities at Argo Park and the importance of the design review process. CAC members also discussed that they would prefer that the DDA not implement the site plan by putting 38 spaces atop the new structure, but instead install a patio or open space that could house public art.

Mr. Detter shared news of the passing of Ray Fullerton, one of the CAC's most loyal and active members. There will be a memorial service in his honor at the First Baptist Church on E. Huron on January 7. He will be greatly missed by the CAC and the downtown community.

The next CAC meeting will be January 31st at 7pm.

5. APPROVAL OF DDA BOARD MEETING SCHEDULE FOR 2012

Mr. Guenzel said that the DDA would be establishing its 2012 DDA meeting calendar. Some changes were being made to accommodate holidays and cancellations. A copy of the DDA's meeting schedule for 2012 will be available on the DDA's website www.a2dda.org. Ms. Gunn moved and Mr. Mouat seconded approval of the 2012 DDA meeting calendar.

A vote on the motion showed:

AYES: Clark, Collins, Guenzel, Gunn, Hewitt, Hieftje, Lowenstein, Mouat, Nassif, Orr, Smith, Splitt

NAYS: none

Absent: none

The motion carried.

6. APPROVAL OF MINUTES

Mr. Split moved and Mr. Mouat seconded approval of the December 7, 2011 meeting minutes.

A vote on the motion showed:

AYES: Clark, Collins, Guenzel, Gunn, Hewitt, Hieftje, Lowenstein, Mouat, Nassif, Orr, Smith, Splitt

NAYS: none

Absent: none

The motion carried.

7. BRICKS & MONEY/TRANSPORTATION COMMITTEE

Mr. Hewitt said that proposed parking rate changes had been discussed at several committee and board meetings. A public hearing (spanning two DDA Board meetings) had been held and the changes had been presented to City Council during a November 14th City/DDA work session. Mr. Hewitt moved and Mr. Splitt seconded a motion to approve the following resolution:

RESOLUTION TO APPROVE 2012 PARKING RATE CHANGES

Whereas, The DDA Transportation, Operations and Capital Improvements Committee recommended a list of 2012 parking rate changes to the DDA who presented the list to City Council and has held a public hearing on this matter per its parking agreement;

Whereas, The list of parking rate changes includes the following rates to be increased as of January 21, 2012:

- Meter bag fees will increase by \$5/day to \$20/day
- Premium monthly parking permits will increase by \$5/month to \$180/month
- Entry fees into Ann & Ashley after 4 pm and all day Saturday will increase by \$1/entry to \$3/entry
- Entry fees into Liberty Square after 3 pm and all day Saturday will increase by \$1/entry to \$3/entry
- Entry fees to the 415 W. Washington lot will increase by \$1/entry to \$4/entry
- Permits at the 415 W. Washington lot will increase by \$10/month to \$90/month
- Permits at the First and William lot will increase by \$10/month to \$115/month
- All hourly parking rates will be charged by one-hour increments
- Art Fair parking rates will increase by \$2/entry to \$12/entry
- Meter bag requests for Sundays and Holidays will incur a fee for meter bag installation fee of \$160 for up to 100 bags and \$320 for more than 100 bags.

And the following rates to be increased as of September 1, 2012:

- Parking structure hourly rates will increase by \$.10/hour to \$1.20/hour
- Attended parking lot hourly rates will increase by \$.10/hour to \$1.40/hour for the first three hours and \$1.60/hour thereafter
- Parking meter hourly rates will increase by \$.10/hour to \$1.50/hour
- Parking structure monthly permits will increase by \$5/month to \$145/month

RESOLVED, The DDA approves the parking rate increases put forward by the DDA Transportation, Operations and Capital Improvements Committee as noted above.

A vote on the resolution showed:

AYES: Clark, Collins, Guenzel, Gunn, Hewitt, Hieftje, Lowenstein, Mouat, Nassif, Orr, Smith, Splitt

NAYS: none

Absent: none

The resolution passed.

Parking Revenues. Mr. Hewitt said that November 2011 parking revenues and patron numbers were up over last year. Despite the sluggish economy, demand for parking continues to be strong. Increased patron numbers and go!pass uses over the last 5 years is great news for downtown.

Transportation. Mr. Mouat said that a presentation was shared focusing on low cost commuting options. He said that he and the others on the committee realize how important business owners and employers are for communicating transportation options and recommendations to employees.

Underground Garage. Mr. Splitt reported that the tower crane was removed. All the mechanical work (plumbing, electrical, fire suppression) is proceeding inside the garage. Concrete pours will continue as weather and temperature permit. The main electrical line for the facility will be installed this month. The project is really looking great.

Electric Car Charging. Ms. Pollay said that DDA Energy Engineer Dave Konkle, Republic Parking staff, and others conducted an interview with vendors interested in providing the electric car charging stations for the new structure. The equipment varies by vendor, including some that recharge vehicles more quickly but use more electricity, and others are designed primarily for overnight use. This committee is working to select the equipment that best meets the needs of downtown. The University of Michigan is working through the same process and it makes sense that we will coordinate our selection with them. Mr. Mouat asked if the electrical service in the new garage was designed with charging stations in mind; Ms. Pollay said yes, conduit has been installed throughout the structure and space has been set aside in the new alley for an additional future electrical transformer, thus providing capacity as demand grows.

Fifth & Division. Light poles are being installed in front of the Library.

The next Bricks & Money/ Transportation committee meeting will be on Wednesday, January 25th at 11:00am.

8. PARTNERSHIPS/ ECONOMIC DEVELOPMENT COMMITTEE
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Ms. Smith reported that the work of the Leadership and Outreach Committee is progressing. At the December 12th meeting, existing City plans and goals were reviewed and found to be in alignment with the LOC's vision statements. Roles for the Midtown area were discussed as were advantages and challenges for the various scenarios.

In the context of planning for the Midtown Area, Ms. Smith said that the committee sought updates from the Ann Arbor Transportation Authority and the Ann Arbor District Library. Terry Black from AATA gave a presentation on the new Blake Transit Center. Important features include a walkway on the north side of the property that faces to the Library Lane sidewalk, an expansive outdoor covered waiting area, real time signage in and outside the building, and lots of glass to allow for high visibility. Ms. Smith said that Jessie Bernstein, AATA Chair, described AATA's work toward

creating county wide transit options. One first step will be the creation of a 196 Board. Mr. Orr added that the Blake Transit Center site plan also anticipates a possible connection at some later date between the BTC site and the old YMCA lot. Ms. Smith said that Josie Parker from the AADL informed the committee that the Library Board has voted to restart its downtown library facility review. The downtown library continues to be busy and hosts speakers and events throughout the month. Meeting space will need to be considered as planning in the Midtown area progresses. Ms. Smith said that the next LOC meeting will be Monday, January 9th at 3:00pm.

The next Partnerships/ Economic Development committee meeting will be on Wednesday, January 11th at 9:00am.

8.	OTHER DDA BUSINESS
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None

9.	OTHER AUDIENCE PARTICIPATION
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None

10.	ADJOURNMENT
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There being no other business, Ms. Gunn moved and Mr. Collins seconded a motion to adjourn. Mr. Guenzel declared the meeting adjourned at 12:34 pm.

Respectfully submitted,
Susan Pollay, Executive Director

Ann Arbor Downtown Development Authority
Gross Revenues/ Hourly Patrons
1st Six Months of FY 2011 & 1st Six Months FY 2010

	1st Six Month <u>2011</u>		1st Six Month <u>2010</u>		Increase <u>(Decrease)</u>		% Increase <u>(Decrease)</u>		2011 Spaces	2010 Spaces
	Revenues	Hourly Patrons	Revenues	Hourly Patrons	Revenues	Hourly Patrons	Revenues	Hourly Patrons		
Revenues:										
Washington/First	\$35,645	22,874	\$60,714	8,353	(\$25,069)	14,521	(41.29%)	173.84%	0	64
Maynard	\$1,234,313	287,245	\$1,070,281	278,055	\$164,032	9,190	15.33%	3.31%	805	805
Washington/Fourth	\$458,390	131,966	\$416,496	132,480	\$41,894	(514)	10.06%	(0.39%)	281	281
Forest	\$699,913	133,956	\$670,732	136,011	\$29,181	(2,055)	4.35%	(1.51%)	591	591
Fourth/William	\$1,327,999	151,917	\$1,144,461	138,593	\$183,538	13,324	16.04%	9.61%	994	994
Liberty Square	\$797,125	47,842	\$747,091	37,061	\$50,034	10,781	6.70%	29.09%	593	593
Ann/Ashley	\$906,875	70,075	\$821,261	67,226	\$85,614	2,849	10.42%	4.24%	839	839
Kline Lot	\$285,255	87,313	\$267,242	88,685	\$18,013	(1,372)	6.74%	(1.55%)	143	134
Huron/Ashley/First	\$396,896	130,972	\$369,390	128,442	\$27,505	2,530	7.45%	1.97%	168	168
Fifth & Huron	\$57,750		\$55,730		\$2,020		3.62%		56	56
First & Williams	\$69,171		\$61,788		\$7,384		11.95%		112	112
Fingerle Lot	\$6,070		\$9,162		(\$3,092)		(33.75%)		0	20
Fifth & William	\$119,096	43,946	\$135,058	49,863	(\$15,963)	(5,917)	(11.82%)	(11.87%)	87	87
415 W. Washington	\$73,766	11,929	\$81,016	11,570	(\$7,250)	359	(8.95%)	3.10%	136	134
Palio Lot	\$19,891		\$19,132		\$759		3.97%		22	22
Broadway Bridge	\$1,204		\$1,007		\$196		19.50%		16	16
Main & Ann	\$35,434		\$39,431		(\$3,996)		(10.14%)		45	45
Farmers Market	\$5,902		\$3,443		\$2,459		71.41%		75	75
City Hall	\$1,043		\$481		\$563		117.11%		12	3
Fourth & Catherine	\$38,728		\$43,485		(\$4,756)		(10.94%)		47	47
Meters	\$1,560,683		\$1,398,666		\$162,016		11.58%		2,065	2,017
Meter Bags	\$241,155		\$249,210		(\$8,055)		(3.23%)			
Total Revenues	\$8,372,304	1,120,035	\$7,665,276	1,076,339	\$707,027	43,696	9.22%	4.06%	7,087	7,103

Number of Business Days	2011	155
	2010	156

Number of Weekend Days (F & S)	2011	53
	2010	51

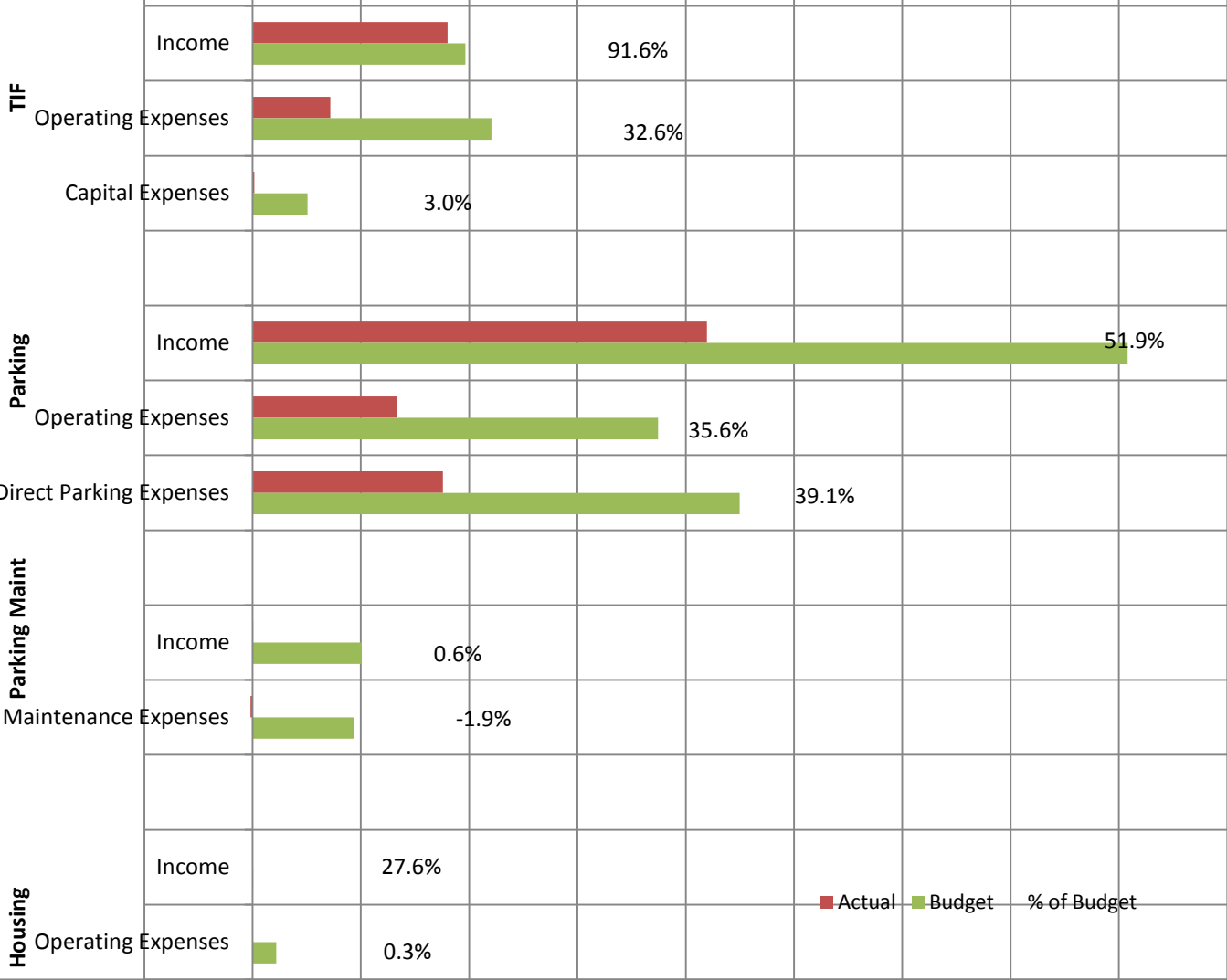
**Ann Arbor Downtown Development Authority
Financial Report and End of Year Projections Summary
As of December 31, 2011, End of the Second Quarter
(Unaudited)**

TIF	<u>Y-T-D</u>	<u>Budget Y-T-D</u>	<u>Anticipated at Year End</u>	<u>Budget Year End</u>	<u>Y/E Anticipated Over budget (Under budget)</u>	<u>Amount</u>	<u>% Difference</u>	<u>Reasons</u>
Income	\$3,599,274	\$3,911,424	\$3,928,906	\$3,928,906	Even	\$0	0.00%	
Operating Expenses	\$1,436,241	\$1,542,022	\$4,188,794	\$4,410,338	Under budget	(\$221,544)	(5.02%)	
Capital Expenses	\$30,041	\$763,385	\$1,000,000	\$1,017,847	Under budget	(\$17,847)	(1.75%)	
Net Expenses	\$1,466,282	\$2,305,407	\$5,188,794	\$5,428,185	Under budget	(\$239,391)	(4.41%)	
Net Excess of Revenue Over Expenditures	\$2,132,992	\$1,606,017	(\$1,259,888)	(\$1,499,279)	Over budget	\$239,391		
Parking	<u>Y-T-D</u>	<u>Budget Y-T-D</u>	<u>Anticipated at Year End</u>	<u>Budgeted Year End</u>	<u>Y/E Anticipated Over budget (Under budget)</u>	<u>Difference</u>	<u>% Difference</u>	<u>Reasons</u>
Income	\$8,392,644	\$8,518,094	\$16,835,288	\$16,162,752	Over budget	\$672,536	4.16%	
Operating Expenses	\$2,668,055	\$4,743,996	\$8,938,508	\$7,487,994	Over budget	\$1,450,514	19.37%	Capital Costs from Construction
Direct Parking Expenses	\$3,513,189	\$3,844,733	\$9,051,378	\$8,993,812	Over budget	\$57,566	0.64%	
Net Expenses	\$6,181,244	\$8,588,729	\$17,989,886	\$16,481,806	Over budget	\$1,508,080	9.15%	
Net Excess of Revenue Over Expenditures	\$2,211,400	(\$70,635)	(\$1,154,598)	(\$319,054)	Under budget	(\$835,544)		
Parking Maint. Fund	<u>Y-T-D</u>	<u>Budget Y-T-D</u>	<u>Anticipated at Year End</u>	<u>Budgeted Year End</u>	<u>Y/E Anticipated Over budget (Under budget)</u>	<u>Difference</u>	<u>% Difference</u>	<u>Reasons</u>
Income	\$13,069	\$2,008,022	\$2,026,138	\$2,016,044	Over budget	\$10,094	0.50%	
Maintenance Expenses	(\$34,902)	\$940,950	\$300,000	\$1,881,900	Under budget	(\$1,581,900)	(84.06%)	Facilities Maint. Underspent
Net Excess of Revenue Over Expenditures	\$47,971	\$1,067,072	\$1,726,138	\$134,144	Under budget	\$1,591,994		
Housing	<u>Y-T-D</u>	<u>Budget Y-T-D</u>	<u>Anticipated at Year End</u>	<u>Budgeted Year End</u>	<u>Y/E Anticipated Over budget (Under budget)</u>	<u>Difference</u>	<u>% Difference</u>	<u>Reasons</u>
Income	\$3,013	\$5,450	\$6,026	\$10,899	Under budget	(\$4,873)	(44.71%)	Interest Rates
Operating Expenses	\$1,203	\$1,000	\$2,406	\$502,000	Under budget	(\$499,594)	(99.52%)	Avalon Grant Not Expected to be Paid by Y/E
Net Excess of Revenue Over Expenditures	\$1,810	\$4,450	\$3,620	(\$491,101)	Under budget	\$494,721		

Ann Arbor DDA Graph of Actual to Y/E Budget 2nd Qtr FY 2012

Millions

(\$2) \$0 \$2 \$4 \$6 \$8 \$10 \$12 \$14 \$16 \$18



Comments

-
-
- Bond Pmts and Grants
-
-
- Interfund Transfer Has Not Been Completed
-
- City Payment for 2nd Qtr. Has Not Yet Calculated or Paid
-
-
- Interfund Transfer Has Not Been Completed
-
-
- Interest
-
- Near North Grant Has Not Been Paid.

Ann Arbor Downtown Development Authority

TIF Fund Balance Sheet

2nd Qtr FY 2012

	<u>Actual</u>
Assets	
Cash	(\$1,702,163)
Investments	\$4,411,552
Accounts Receivable	\$324,660
Interfund Receivables	\$4,393,264
Total Assets	<u>\$7,427,313</u>
Liabilities and Equity	
Liabilities	
Accounts Payable	\$248,779
Total	<u>\$248,779</u>
Equity	
Current Years Fund Balance	\$2,132,992
Prior Years Fund Balance	\$5,045,542
Total	<u>\$7,178,534</u>
Total Liabilities and Equity	<u>\$7,427,313</u>

Ann Arbor Downtown Development Authority

TIF Fund Income Statement

For the Quarter Ending December 31, 2011

Actual	Budget	Difference	%		Y-T-D Act.	Y-T-D Bud.	Diff.	%	Total Budget
REVENUES									
\$160,143	\$584,091	(\$423,948)	(72.58%)	Tax Revenue	\$3,542,056	\$3,893,943	(\$351,887)	(9.04%)	\$3,893,943
\$3,541	\$8,741	(\$5,199)	(59.48%)	Interest Income	\$11,029	\$17,481	(\$6,453)	(36.91%)	\$34,963
\$19,788	\$0	\$19,788	0.00%	Miscellaneous Income	\$46,189	\$0	\$46,189	0.00%	\$0
<u>\$183,473</u>	<u>\$592,832</u>	<u>(\$409,359)</u>	<u>(69.05%)</u>	Total Revenues	<u>\$3,599,274</u>	<u>\$3,911,424</u>	<u>(\$312,151)</u>	<u>(7.98%)</u>	<u>\$3,928,906</u>
EXPENSES									
\$33,553	\$34,479	\$926	(2.68%)	Permanent Salaries	\$67,106	\$68,957	\$1,851	(2.68%)	\$137,915
\$0	\$2,500	\$2,500	(100.00%)	Temporary Salaries	\$1,703	\$5,000	\$3,297	(65.95%)	\$10,000
\$15,726	\$21,942	\$6,215	(28.33%)	Employee Fringe Benefits	\$31,453	\$43,883	\$12,431	(28.33%)	\$87,767
\$14,011	\$64,002	\$49,991	(78.11%)	Administrative Expenses	\$43,181	\$93,004	\$49,823	(53.57%)	\$152,258
(\$20,193)	\$38,750	\$58,943	(152.11%)	Professional Services	\$25,585	\$77,500	\$51,915	(66.99%)	\$155,000
(\$1,675)	\$17,500	\$19,175	(109.57%)	Insurance	(\$1,675)	\$17,500	\$19,175	(109.57%)	\$35,000
(\$13,758)	\$0	\$13,758	0.00%	Direct Parking Expenses	(\$9,172)	\$0	\$9,172	0.00%	\$0
\$26,914	\$26,250	(\$664)	2.53%	General Maintenance Expenses	\$72,518	\$52,500	(\$20,018)	38.13%	\$105,000
\$287,255	\$511,231	\$223,976	(43.81%)	Grants	\$298,648	\$559,919	\$261,271	(46.66%)	\$608,608
\$30,278	\$254,462	\$224,184	(88.10%)	Capital Costs	\$30,041	\$508,923	\$478,882	(94.10%)	\$1,017,847
\$893,770	\$623,758	(\$270,012)	43.29%	Bond Payments	\$906,895	\$623,758	(\$283,137)	45.39%	\$3,118,790
<u>\$1,265,881</u>	<u>\$1,594,873</u>	<u>\$328,992</u>	<u>(20.63%)</u>	Total	<u>\$1,466,282</u>	<u>\$2,050,946</u>	<u>\$584,663</u>	<u>(28.51%)</u>	<u>\$5,428,185</u>
<u>(\$1,082,408)</u>	<u>(\$1,002,041)</u>	<u>(\$80,367)</u>	<u>8.02%</u>	NET SURPLUS/(DEFICIT)	<u>\$2,132,992</u>	<u>\$1,860,479</u>	<u>\$272,513</u>	<u>14.65%</u>	<u>(\$1,499,279)</u>

Ann Arbor Downtown Development Authority

Housing Fund Balance Sheet

2nd Quarter FY 2012

	<u>Actual</u>
Assets	
Investments	\$1,075,689
Total Assets	<u>\$1,075,689</u>
Total	<u><u>\$1,075,689</u></u>
Liabilities and Equity	
Liabilities	
Interfund Payables	\$2,160
Total	<u>\$2,160</u>
Equity	
Current Years Fund Balance	\$1,810
Prior Years Fund Balance	\$1,071,719
Total	<u>\$1,073,529</u>
Total Liabilities and Equity	<u><u>\$1,075,689</u></u>

Ann Arbor Downtown Development Authority

Housing Fund Income Statement

For the Quarter Ending December 31, 2011

Actual	Budget	Difference	%		Y-T-D Act.	Y-T-D Bud.	Diff.	%	Total Budget
REVENUES									
\$5,724	\$2,725	\$2,999	110.08%	Interest Income	\$3,013	\$5,450	(\$2,437)	(44.71%)	\$10,899
\$5,724	\$2,725	\$2,999	110.08%	Total Revenues	\$3,013	\$5,450	(\$2,437)	(44.71%)	\$10,899
EXPENSES									
\$724	\$500	(\$224)	44.78%	Administrative Expenses	\$1,203	\$1,000	(\$203)	20.25%	\$2,000
\$0	\$0	\$0	0.00%	Grants	\$0	\$0	\$0	0.00%	\$500,000
\$724	\$500	(\$224)	44.78%	Total	\$1,203	\$1,000	(\$203)	20.25%	\$502,000
\$5,000	\$2,225	\$2,775	124.75%	NET SURPLUS/(DEFICIT)	\$1,810	\$4,450	(\$2,639)	(59.31%)	(\$491,101)

Ann Arbor Downtown Development Authority

Parking Fund Balance Sheet

2nd Quarter FY 2012

	<u>Actual</u>
Assets	
Cash	\$168,205
Investments	\$5,678,551
Accounts Receivable	\$1,603,323
Total Assets	<u>\$7,450,079</u>
Total	<u><u>\$7,450,079</u></u>
Liabilities and Equity	
Liabilities	
Accounts Payable	\$832,401
Interfund Payables	\$4,301,459
Total	<u>\$5,133,860</u>
Equity	
Current Years Fund Balance	\$2,211,399
Prior Years Fund Balance	\$104,820
Total	<u>\$2,316,219</u>
Total	<u><u>\$7,450,079</u></u>

Ann Arbor Downtown Development Authority

Parking Fund Income Statement

For the Quarter Ending December 31, 2011

Actual	Budget	Difference	%		Y-T-D Act.	Y-T-D Bud.	Diff.	%	Total Budget
REVENUES									
\$8,978	\$0	\$8,978	0.00%	1st & Washington Parking Revenue	\$35,645	\$0	\$35,645	0.00%	\$0
\$642,971	\$740,365	(\$97,393)	(13.15%)	Maynard Parking Revenue	\$1,234,013	\$1,343,018	(\$109,005)	(8.12%)	\$2,548,324
\$237,512	\$250,567	(\$13,054)	(5.21%)	4th & Washington Parking Revenue	\$458,370	\$454,527	\$3,843	0.85%	\$862,447
\$372,921	\$439,014	(\$66,093)	(15.05%)	Forest Avenue Parking Revenue	\$699,913	\$796,370	(\$96,457)	(12.11%)	\$1,511,081
\$672,046	\$686,927	(\$14,881)	(2.17%)	4th & William Parking Revenue	\$1,327,999	\$1,246,082	\$81,917	6.57%	\$2,364,392
\$396,260	\$408,205	(\$11,945)	(2.93%)	Liberty Square Parking Revenue	\$797,125	\$740,482	\$56,643	7.65%	\$1,405,036
\$445,394	\$499,225	(\$53,831)	(10.78%)	Ann Ashley Parking Revenue	\$906,875	\$905,592	\$1,283	0.14%	\$1,718,325
\$147,661	\$135,916	\$11,745	8.64%	Kline Lot Parking Revenue	\$285,255	\$246,552	\$38,703	15.70%	\$467,822
\$205,739	\$230,749	(\$25,010)	(10.84%)	1st & Huron Parking Revenue	\$396,896	\$418,577	(\$21,681)	(5.18%)	\$794,233
\$28,875	\$32,804	(\$3,929)	(11.98%)	5th & Huron Parking Revenue	\$57,750	\$59,506	(\$1,756)	(2.95%)	\$112,910
\$33,285	\$34,943	(\$1,658)	(4.74%)	1st & William Parking Revenue	\$69,171	\$63,386	\$5,785	9.13%	\$120,273
\$1,740	\$0	\$1,740	0.00%	Fingerle Lot	\$6,070	\$0	\$6,070	0.00%	\$0
\$35,995	\$45,426	(\$9,431)	(20.76%)	415 W. Washington	\$73,766	\$82,402	(\$8,636)	(10.48%)	\$156,355
\$59,285	\$83,551	(\$24,266)	(29.04%)	Fifth & William	\$119,096	\$151,561	(\$32,466)	(21.42%)	\$287,582
\$860,836	\$978,515	(\$117,679)	(12.03%)	Parking Meter Revenue	\$1,662,886	\$1,775,022	(\$112,136)	(6.32%)	\$3,368,035
\$125,415	\$129,558	(\$4,143)	(3.20%)	Meter Bag Revenue	\$241,455	\$235,018	\$6,437	2.74%	\$445,937
\$5,631	\$0	\$5,631	0.00%	Interest Earned	\$13,178	\$0	\$13,178	0.00%	\$0
\$100	\$0	\$100	0.00%	Miscellaneous Revenue	\$7,182	\$0	\$7,182	0.00%	\$0
\$4,280,645	\$4,695,764	(\$415,119)	(8.84%)	Total Revenues	\$8,392,644	\$8,518,094	(\$125,450)	(1.47%)	\$16,162,752
EXPENSES									
\$33,553	\$34,479	\$926	(2.68%)	Permanent Salaries	\$67,106	\$68,957	\$1,851	(2.68%)	\$137,915
\$0	\$2,500	\$2,500	(100.00%)	Temporary Salaries	\$1,703	\$5,000	\$3,297	(65.95%)	\$10,000
\$15,726	\$21,877	\$6,150	(28.11%)	Employee Fringe Benefits	\$31,453	\$43,753	\$12,301	(28.11%)	\$87,507
\$78,304	\$65,726	(\$12,579)	19.14%	Administrative Expenses	\$130,359	\$131,451	\$1,092	(0.83%)	\$262,903
\$9,454	\$21,250	\$11,796	(55.51%)	Professional Services	\$16,003	\$42,500	\$26,497	(62.35%)	\$85,000
\$11,976	\$13,750	\$1,774	(12.90%)	Insurance	\$27,945	\$27,500	(\$445)	1.62%	\$55,000
\$1,829,234	\$2,231,833	\$402,599	(18.04%)	Direct Parking Expenses	\$3,513,189	\$3,844,733	\$331,543	(8.62%)	\$8,993,812
\$95,885	\$107,750	\$11,865	(11.01%)	Utilities	\$157,577	\$215,500	\$57,923	(26.88%)	\$431,000
\$2,393	\$2,134,513	\$2,132,120	(99.89%)	Grants	\$4,563	\$2,269,027	\$2,264,464	(99.80%)	\$2,538,054
\$1,291,727	\$231,976	(\$1,059,752)	456.84%	Capital Costs	\$1,291,727	\$463,952	(\$827,776)	178.42%	\$927,903
\$0	\$885,814	\$885,814	(100.00%)	Bond Payments	\$939,621	\$1,476,356	\$536,735	(36.36%)	\$2,952,712
\$3,368,253	\$5,751,467	\$2,383,214	(41.44%)	Total	\$6,181,244	\$8,588,729	\$2,407,485	(28.03%)	\$16,481,806
\$912,392	(\$1,055,703)	\$1,968,094	(186.43%)	NET SURPLUS/(DEFICIT)	\$2,211,399	(\$70,636)	\$2,282,035	(3230.71%)	(\$319,054)

Ann Arbor Downtown Development Authority

Parking Maintenance Fund Balance Sheet

2nd Quarter FY 2012

	<u>Actual</u>
Assets	
Investments	\$1,979,304
Total Assets	<u>\$1,979,304</u>
Liabilities and Equity	
Liabilities	
Interfund Payables	<u>\$89,645</u>
Total	<u>\$89,645</u>
Equity	
Current Years Fund Balance	\$47,971
Prior Years Fund Balance	<u>\$1,841,688</u>
Total	<u>\$1,889,659</u>
Total	<u>\$1,979,304</u>

Ann Arbor Downtown Development Authority

Parking Maintenance Fund Income Statement

For the Quarter Ending December 31, 2011

Actual	Budget	Difference	%		Y-T-D Act.	Y-T-D Bud.	Diff.	%	Total Budget
REVENUES									
\$7,733	\$4,011	\$3,722	92.80%	Interest Income	\$13,069	\$8,022	\$5,047	62.91%	\$16,044
\$0	\$2,000,000	(\$2,000,000)	(100.00%)	Transfers from Other Funds	\$0	\$2,000,000	(\$2,000,000)	(100.00%)	\$2,000,000
<u>\$7,733</u>	<u>\$2,004,011</u>	<u>(\$1,996,278)</u>	<u>(99.61%)</u>	Total Revenues	<u>\$13,069</u>	<u>\$2,008,022</u>	<u>(\$1,994,953)</u>	<u>(99.35%)</u>	<u>\$2,016,044</u>
EXPENSES									
(\$175,513)	\$25,000	\$200,513	(802.05%)	Professional Services	\$10,572	\$50,000	\$39,428	(78.86%)	\$100,000
(\$12,298)	\$0	\$12,298	0.00%	Direct Parking Expenses	\$9,172	\$0	(\$9,172)	0.00%	\$0
\$2,431	\$57,500	\$55,069	(95.77%)	General Maintenance Expenses	\$42,756	\$115,000	\$72,244	(62.82%)	\$230,000
(\$3,199,022)	\$387,975	\$3,586,997	(924.54%)	Capital Costs	(\$97,401)	\$775,950	\$873,351	(112.55%)	\$1,551,900
<u>(\$3,384,402)</u>	<u>\$470,475</u>	<u>\$3,854,877</u>	<u>(819.36%)</u>	Total	<u>(\$34,902)</u>	<u>\$940,950</u>	<u>\$975,852</u>	<u>(103.71%)</u>	<u>\$1,881,900</u>
<u>\$3,392,136</u>	<u>\$1,533,536</u>	<u>\$1,858,600</u>	<u>121.20%</u>	NET SURPLUS/(DEFICIT)	<u>\$47,971</u>	<u>\$1,067,072</u>	<u>(\$1,019,101)</u>	<u>(95.50%)</u>	<u>\$134,144</u>

RESOLUTION TO APPROVE A 2011 YEAR END MANAGEMENT FEE FOR
REPUBLIC PARKING FOR MANAGEMENT OF DDA PARKING FACILITIES

Whereas, The DDA entered into a contract with Republic Parking Systems (RPS) beginning February 1, 2007 for management of the DDA's parking system;

Whereas, According to this contract, RPS's \$200,000 management fees are to be paid in two parts; the first \$150,000 is paid on a monthly basis with the remaining amount to be paid at the year-end as a management incentive based on quantifiable criteria;

Whereas, After reviewing RPS's performance, the Operations Committee recommends that the DDA provide RPS with a \$45,000 year-end management incentive out of a possible \$50,000 which is identical to what was approved by the DDA in 2010;

RESOLVED, The DDA authorizes a 2011 year-end management incentive of \$45,000 for Republic Parking Systems.

MEMORANDUM

DATE: January 27, 2012
TO: DDA Transportation, Operations and Construction Committee
FROM: Joe Morehouse, Deputy Director
RE: Management Incentive Recommendation for Republic Parking Systems, Inc.

According to the February 1, 2007 contract between the DDA and Republic Parking Systems, Inc. the parking contractor's fee was calculated to be up to \$200,000 which is less than 1.4% of the total revenue collected by the parking operations (DDA's FY 2011 parking revenues were \$15,222,698). This incentive is paid in two parts. The first part, \$150,000 is paid on a monthly basis. The second amount up to \$50,000 is paid on the anniversary date of the contract based upon how well they performed using the following criteria:

- The level of customer satisfaction as measured by a sampling of users on a bi-monthly basis.
- Increases in the operating surplus as compared to a target level set jointly by the Manager and DDA.
- Cleanliness of the parking facilities as measured by the DDA.
- The reduction and control of "Dead Tickets" by the Manager as measured by the DDA from parking control software.
- General satisfaction of the Manager's performance.

Results

A. Calendar year 2011 customer surveys with permit and hourly customers. The results are:

<u>2011</u>		<u>2010</u>	
5-Excellent	36.5%	5-Excellent	22.5%
4	26.3%	4	32.3%
3	14.0%	3	17.9%
2	9.5%	2	4.6%
1-Poor	6.7%	1-Poor	2.2%
Non-Responsive	6.9%	Non-Responsive	20.1%

- B. The operating surplus reported by Republic for June 30, 2011 was \$23,133 more than budgeted.
- C. This year the DDA's independent Parking Inspector completed 48 written reports that assessed the cleanliness of the facilities. These ratings averaged 90.48% for the entire system through the December ratings which is a decrease over last year's score of 93.7%.
- E. The December 31, 2010 accounts receivable balance for parking permit accounts stood at \$106,965.27. This amount is 25% of our average monthly billing and is well above our target of 5%. However this is a decrease from 28.5% level last year.
- F. The Republic dead ticket average was 2.56% for the year which is an increase from last year's 1.56%. This is above the target of 1.75%.

Overall Assessment

The operational management by Republic Parking was very good again this year. The parking facilities continued to be well managed even though we had another General Manager transition that took place from July through December. We are very pleased with the new General Manager, Art Low. Some of the highlights this year were the revenue enhancements and cost cutting that Republic has done in the system. Some examples have been the additional spaces that have been added to some facilities and the changes in staffing hours to better serve our customers. Republic employees continue to look at ways to maintain the system and reduce its costs.

Republic staff were very instrumental in some other areas also, including:

- The selection of parking equipment for installation in the new Library Lane and First and Washington parking structures.
- The selection and placement of the 22 electric charging stations to be installed soon.
- Participation on the DDA/City parking enforcement committee
- Participation with the committee to market the Library Lane parking structure

As in the past they continue to respond to DDA requests in a very timely manner. The main area where we see this management is in the continued good customer survey scores and the continued compliments we receive on the conditions of the parking system.

Recommendation

In recognition of Republic's work this year I would like to recommend that the DDA give Republic a \$45,000 incentive out of the \$50,000 contract fee for 2011. This would be the same amount as last year.

Memo

To: DDA Transportation, Operations and Construction Committee
From: Nancy Shore, getDowntown Program Director
Date: 1/25/2012
Re: Key findings from 2011 getDowntown Program Evaluation

Background

Every 2 years the getDowntown Program conducts a survey of downtown Ann Arbor Employers and Employees to 1. Get a snapshot of the commuting habits of downtown Ann Arbor employees; 2. Gauge Employer and Employees attitudes, awareness and use of the getDowntown Program and of transportation options in general.

In 2011, the getDowntown Program worked with CJI Consulting to conduct a survey of downtown Ann Arbor employees and Employers. For the most part, employers and employees participated in the survey by taking the survey online. A small handful of employees also took a paper version of the survey.

A total of 260 employers completed the Employer Survey. A total of 279 employees from 11 different downtown organizations completed the Employee Survey. This response rate was high enough to create a representative sample of Employers and Employees.

Key Findings: Employer Survey and Employee Surveys

- **70%** of employers surveyed believe that it's either very or somewhat important to have a choice of transportation options (not just parking for cars) to attract high quality workers and customers.
- **57%** of Employers who participate in the go!pass program rated getDowntown and the go!pass as highly beneficial to their employees.
- **More than 70%** of employers and employees are aware of the getDowntown Program and the services we provide.
- Compared to the 2009 survey, **more employees are using public transit and riding bikes** and fewer employees are driving to work alone.
- **At 4 miles or less from work, surveyed employees are much more likely to bus, bike or walk than drive alone to work.** At more than 4 miles from work, employees are much more likely to drive alone than use any other type of transportation. 4 miles is approximately the distance to the City of Ann Arbor borders from downtown Ann Arbor.
- Many employees with a go!pass report that **the go!pass has caused them to take the bus for the first time, drive less, or use the bus more.**
- For employees who switched from driving alone to using the bus in the past year, a major reason for this change is **the availability of a go!pass.**